

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

September 20, 2021

This meeting is open to the public and will take place using Zoom. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance in order to receive the meeting passcode.

To join by videoconference

<https://us02web.zoom.us/j/89451530353?pwd=eGc2MGpVc0lWNGNCUnZHQmE3UUZHQT09>

To join by phone

Call: 647-374-4685 or 647-558-0588

Meeting ID: 894 5153 0353

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Recommendation
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of July 12 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*sent separately*): for information
 - 6.2. Revised Program Budget Update: for information
 - 6.3. Admin Budget Submission: for ratification

7:25

Motion needed to discuss the next item *in camera* (without guests or staff other than the relevant staff), as it deals with real estate and confidential information.

7. Facility Relocation (*sent separately*): for discussion

Motion needed to return to the public meeting.

8:15

8. Standing Committees

- 8.1. Membership, Outreach & Inclusion Committee Report (draft *Sept 15 notes attached*)
- 8.2. Strategic Initiatives Committee Report (*draft Sept 13 notes attached*)

8:25

- 9. Program Update (*attached*)
- 10. Neighbourhood Food Hub Update
- 11. Don Summerville Update

8:30

- 12. Directors' Concerns

8:35

- 13. Adjournment

CALL TO ACTION #14 - Language and Culture

Truth and Reconciliation Commission (TRC)

We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:

- i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
- ii. Aboriginal language rights are reinforced by the Treaties.
- iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
- iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
- v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.

What's happened?

In June 2019, an Indigenous Languages Act was passed by Parliament, but it doesn't address all the elements of the call to action.

[Bill C-91, An Act respecting Indigenous languages](#), sets up an Office of the Commissioner of Indigenous Languages tasked with: planning "initiatives and activities" to restore and maintain fluency in Indigenous languages; creating technological tools, educational materials and permanent records of Indigenous languages, including audio and video recordings of fluent speakers; and funding immersion programs. The office also will undertake further research on existing and extinct Indigenous languages. In June 2021, Chief Ronald Ignace was appointed Canada's first [Commissioner of Indigenous Languages](#). He said he will fight to revive all Indigenous languages.

Ignace was appointed after the federal government put out a call for applications for the jobs of the commissioner and three directors, in December 2020. Virtual consultations on implementation of the act, including topics like the appointment of a commissioner and developing a funding model, were held in the fall of 2020. The development of the legislation was announced in June 2017 and the federal government launched a nationwide engagement process, seeking input from Indigenous leaders, language teachers and Elders, about how to draft the act.

In the 2017 budget, the federal government committed to \$89.9M over three years to support Indigenous languages and culture. Of this, \$69 million was earmarked for the Aboriginal Languages Initiative, which in turn funds the development of language learning materials, language classes and culture camps and archiving Indigenous languages.

But while it was a significant increase in federal funding for the initiative (prior to the 2017 budget, it was consistently frozen at \$5 million per annum), the program is project-based, meaning applicants must apply for fund money on a project-by-project basis. Furthermore, [a 2015 Canadian Heritage evaluation report](#) revealed that historically, much of the funding goes unused year after year, due to an overly complicated application process and bureaucratic red tape.

There is no word on whether that application process will become more accessible. According to the federal government, the remainder of the \$89.9M was to be divided as such: \$14.9 million for Library and Archives Canada to “support the digitization of existing Indigenous language and cultural materials” and “the development of an Aboriginal Oral Testimonies Project to document Indigenous heritage.”

The remaining \$6 million was earmarked for the National Research Council Canada to develop, in consultation with Indigenous stakeholders, information technology to preserve oral histories by converting speech to text, and creating other interactive educational materials.

Source: “Beyond 94: Truth and Reconciliation in Canada (CBC)”
<https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=13>



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.ApplegroveCC.ca

"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting July 12, 2021 – by Zoom video conference

*A neighbourhood partnership fostering community
through social and informative programs for individuals and families.*

Present: Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab (Chair), Sue Munn, Jim Valentine, Trustee Jennifer Story
Regrets: Hamdi Abdo, Councillor Paula Fletcher, Eadit Rokach, Andre Riolo
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela, Jade Shulist

1. Call to Order/Adoption of Agenda/Introductions

Tim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as amended.

2. Indigenous Land Acknowledgement

Tim highlighted TRC Call to Action #13 – Language and Culture. Members took a minute of silence to reflect on the recent discoveries of unmarked graves at residential schools. Jennifer shared information about the Wandering Spirit School which is not only a school but also an intergenerational site and meeting place with elders. It houses two childcare centres and an urban indigenous centre of excellence. Renovations are planned.

3. Welcome and Introductions

Jade is our new Projects Coordinator and will be working with us for 4 months.

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of May 31 Board of Directors Meeting

MOTION (Law/Munn)

To accept the minutes of May 31, 2021 Board Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

6. Ratification of board approval provided by email on June 14, 2021

Toronto Children's Services, a funder of our summer camp required approval to operate our summer camp. On June 14 approval to operate a summer camp was done by email which

Board of Directors Minutes

July 12, 2021

2

included a motion by Andre, seconded by Eadit and approved by Hamdi, Tim, Simone, Sue, Vai Teng, Jean and Jim.

MOTION (Law/Lim-O'Brien)

To approve that Applegrove operate a summer day camp with all required COVID-19 protocols in place.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

7. Finance

7.1. Year-to-date Financial Report

Monica provided an overview of the variance report. Admin is doing well. There is program revenue loss due to fewer afterschool fees and increased revenues from the Food Hub. Monica also highlighted the Balance Sheet, which shows a healthy balance.

7.2. Sage Reporting System Update

Monica reported that Applegrove will need another PC to access SAGE. Staff have started system clean up and the bank has been called to set up electronic fund transfer.

7.3. Admin Budget Process Update

Susanne reported that the admin budget is due on August 30 and will need board approval. The Strategy and Finance committee will review it at its next meeting.

7.4. Program Budget Process Update

Staff will present a revised budget in September and the 2022 budget in October.

MOTION (Munn/Lim-O'Brien)

To accept the YTD financial report.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

8. Projects and Planning

8.1. Facility Relocation Update

Board of Directors Minutes

July 12, 2021

3

Applegrove space and program data is being compiled. Susanne will work with the facility committee and with staff at the City to assess the options on the table. There is a decision-making deadline of August 30 for one site.

8.2. Strategic Planning Proposal

The Strategy and Finance Committee recommends allocating \$12,000 - \$15,000 from reserves for a consultant. Board members will defer to the committee for decisions.

MOTION (Valentine/McNab)

To approve the Strategic Planning proposal and the hiring of a consultant with a maximum budget of \$15,000.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes

Hodgson - yes

8.3. Diversity, Equity, and Inclusion Assessment Proposal

The Membership, Outreach and Inclusion committee recommends bringing in someone with expertise to assess where we are at and help to set goals and an action plan.

MOTION (Law/Hodgson)

To approve the Diversity, Equity and Inclusion Assessment proposal and the hiring of a consultant with a budget of \$5,000.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes

Hodgson - yes

8.4. Subsidy Model Proposal

The subsidy model was reviewed by the MOI committee and revised based on feedback. The proposed model sets income thresholds in relation to the Low-Income Cut-off. Board members discussed its impacts and implementation.

MOTION (Lim-O'Brien/Law)

To approve the new proposed subsidy model.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Board of Directors Minutes

July 12, 2021

4

Lim – yes

Munn – yes

Hodgson - yes

8.5. Customer Relationship Management/Registration System Proposal

Susanne provided an overview of the top 3 options, and shared the current thinking on the best option. Staff will double check the financial implications, after which we will move forward with the City's Privacy Impact and Cybersecurity Assessment.

MOTION (Munn/Law)

To approve moving forward with Privacy Impact and Cybersecurity Assessment with the City.

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes

Hodgson - yes

9. Standing Committees

9.1. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the committee notes.

MOTION (Law/Lim-O'Brien)

To accept the Membership, Outreach and Inclusion Report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes

Hodgson - yes

9.2. Strategy and Finance Committee Report

Jim provided an overview of the Strategy and Finance committee notes.

MOTION (Munn/Lim-O'Brien)

To accept the Strategy and Finance Report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes
Hodgson - yes

10. COVID Closure Update

Susanne provided an update and shared that camp is operating in-person and EarlyON has started outdoor in-person programming today. Applegrove is still not using the satellite site

11. Program Update

Summer Camp

- Summer camp started last week and everything went well despite the very hot weather. Children are excited to be back and really enjoying the program. We have 45 spots per week. Many weeks are full with waitlists and some are close to being full.
- The LIT program is also popular with 18 youth registered for a 2 week session in August. They will work on a movie night event and with a local artist on a stick story project.
- Applegrove is part of a LIT partnership with Ralph Thornton and Eastview, through which 13 youth from local TCHC buildings will do 2-week leadership training (leadership skills, First Aid/CPR, high five etc.) and then 2-week placements in our respective camps.

EarlyON

- Outdoor programming has been approved and we started today. Registration was very busy last week with families wanting to come out to do in-person programming
- Sessions run from 9:30 – 11 and 11:30 to 1:00, Monday to Thursday in the pit. The space can accommodate 22 participants and 3 staff.
- Indoor programming has also been approved but only for non-school sites.

Seniors

- We continue to do virtual programming and have an outdoor social event scheduled next week to play some games and enjoy lunch together. The seniors are excited.
- This fall Applegrove will work with the Older Adult Centres' Association of Ontario and East End Community Health Centre to deliver a Social Prescribing Project for Seniors. Doctors and health professionals will provide clients with a prescription for social programming and refer them to Applegrove, with a peer ambassador providing support.
- Our Food 4 Thought project will see seniors work with a local artist working to make a mosaic art installment for the food hub.

Afterschool

- We are receiving many calls and emails about the afterschool program at both sites. Our current plan is to increase the spaces from 45 to 60 at Applegrove and offer 21 spaces at the satellite. We will re-assess this further into the summer.

Helping our Babies Grow

- The program continues to do well and we expect that it will continue some virtual programming even once in-person is approved.

12. Food Hub

Board of Directors Minutes

July 12, 2021

6

Susanne highlighted the Food Hub report and shared that part of Jade's work is to make sure that things are ready to go at the facility.

13. Don Summerville

Vai was on the evaluation committee for the scholarships. The hoarding art is ready and needs to be signed off by Councillor Fletcher.

14. Directors' Concerns

None

15. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien.

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim-O'Brien – yes

Munn – yes

Hodgson - yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee

September 15, 2021 at 6:00 p.m.

Draft Notes

Present: Pierre Bois, Vai Teng Law, Jean Lim-O'Brien, Moneca Yardley

Staff: Susanne Burkhardt, Janina De Guzman, May Seto (recorder)

Regrets: Simone Hodgson

1. Welcome

- Susanne welcomed Pierre and Moneca who will be joining us

2. June Meeting Notes Follow Up

- No follow up required

3. Activities & Events

a. Movie night report

- May shared that the idea originated with the Summer Leadership program doing an activity to replace leadership activities not possible due to COVID. The original planned event with the food hub fell through and Applegrove moved forward independently. The youth planned all activities, created the poster, picked the movie, and were on site for the event at Ashbridge Estate on August 20, which raised \$600 before expenses.
- Members felt that the movie night model has potential for future fundraising, possibly at the Food Hub. There is a seniors silver screen program at TIFF. The idea of an Applegrove film festival, with past films or new films made by youth was raised. Staff will explore it and report back.

b. Pasta Fest /Holiday event planning

- Due to concerns about public safety it was recommended that Applegrove plan another online holiday event vs host a live event. It was suggested that the event build on last year's holiday event – more trivia would be good. Staff will discuss and report back.

4. Diversity, Equity and Inclusion

a. Subsidy Model Implementation

- The new program s being implemented. To date only one family has requested subsidy. Some subsidized families have aged out of Applegrove. The Don Summerville location may also be impacting on subsidy needs.
- The camp registration process included messaging to encourage sponsorship of camp weeks for others. One family donated cancelled fees for another camper to use. The committee discussed the idea of a pay it forward model linked to registration – tax receipts could be provided.

- b. Diversity, Equity and Inclusion Consultancy
 - The review team will assess the applications, interview the top 2 applicants and identify the successful consultant within the next 2 weeks. Not all applicants are local. The RFP was distributed through TNC and other networks and on WorkInNonProfits.ca.
- c. Truth and Reconciliation
 - A staff committee has formed to do this work at the program level.
 - For Sept. 30, National Truth and Reconciliation Day, staff will discuss what Applegrove can do to mark that day.
 - Susanne will ask Jennifer Story to provide information on how Truth and Reconciliation is included in Ontario's curriculum, as this could help inform our approach.
 - It was recommended that the land acknowledgement be included on our website. Susanne reported that she and Louise will be attending a land acknowledgement training with TNC.
 - Susanne will also attend a meeting with eth City, aimed at consulting with City Agencies on the development of the City's Truth and Reconciliation Action Plan.
 - In July the AOCC Eds sent a letter to the Toronto Aboriginal Services Council offering free use of space for Indigenous groups in the next year, which was well received.

5. Updates:

- a. Website
 - Our website volunteer is no longer available and we have been using Facebook more to communicate program information.
 - A new draft website is in place and being populated with content. Members launching that website even if it not entirely complete.
 - Pierre offered to help putting up a notice on the old website if he can get the log-in information, indicating that "Our website is under redevelopment. Please check our Facebook for agency and program information" with direct link.
- b. Membership
 - This piece of work will be deferred until after strategic planning, as the planning process may help with thinking on membership and there is limited capacity to take on new projects at this time.
- c. Volunteer strategy
 - Jade has done some great work pulling together volunteer systems. Susanne and May will review and finalize these documents. This creates a good opportunity to work on more intentional recruitment of volunteers ie., income tax clinic.
 - Next step is to highlight Jean as a volunteer on Facebook as part of a call out for more volunteers specific to that program.
- d. Online registration
 - Staff have done an extensive process to identify the best CRM platform, with final financial analysis taking place on associated banking fees. Jade is working on the required Privacy Impact Assessment with the City. This is a 3 step process that involves submitting detailed information, identification of any cybersecurity and privacy risks and mitigation strategies.
 - We aim to have the system in place for January.

6. Organizational Planning

a. Strategic Planning

i. Update

- Strategic planning is deferred by a few months in order to be able to factor in the Diversity, Equity and Inclusion assessment results and facility relocation decision.
- There may be an opportunity to use a pro bono consulting group that Moneca's workplace had a positive experience with. Susanne will get more information. Rather than pay a fee, Applegrove would make a donation to the organization.

ii. Data mapping

- Applegrove joined City's community data program and is working to pull together community data to inform strategic planning.
- A student has helped with pulling stakeholders in our catchment and cleaning up the data. Vai is mapping it, along with Census demographic data.
- The plan is to generate reports to inform our strategic planning.
- The committee reviewed the maps and felt that they will be very valuable for Applegrove.

iii. Program Scan

- Susanne and May had to do a thorough assessment of program data for the facility planning.
- Another student has used google maps to map participant postal codes. May shared one of the maps and Vai offered to map it using ArcGIS software. Susanne, May, Janina and Vai will connect to discuss this further.

b. Facility Relocation Update

- Susanne has been working with Parks, Forestry and Recreation to compile data on space, programs, etc. She informed the committee of the facility options being considered, to be further discussed at the Board meeting.

7. Annual Committee Work Plan

- Members should review and get back to Susanne if they have comments or questions.

8. Other Business - None

Next Meetings: October 20, November 17

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance – Draft Notes

September 13 at 6:30 p.m.

Present: Hamdi Abdo, Andre Riolo, Eadit Rokach, Jim Valentine (Chair)

Staff: Susanne Burkhardt, May Seto (Recorder), Monica Vela

1. Welcome

Susanne welcomed everyone back from summer.

2. Notes from June 21 Meeting

No changes required.

3. Partnerships and Grants Update

a. Grants

Susanne provided an update. Applegrove is waiting to hear back on a number of applications. She informed members that the East End United Church was granted funding for a grant that would allow for accessibility improvements at the Food Hub.

b. Neighbourhood Food Hub

Susanne provided an update. Staff are working on getting the spaces and facility set up. The Church is removing their items. Jade is working on a space use policy to address space use requirements, expectations and rental rates. Do Good Donuts is currently using the space as a test run. Applegrove is in discussion with the Food Hub consultants to better streamline processes and the relationship between Applegrove and Food Hub go forward.

c. Don Summerville

Demolition is about to start and the art work for the hoarding will be up by September 20. Susanne will attend a meeting later this week and will get some more updates.

4. Finance

a. Financial Report

Monica shared that Applegrove's bookkeeper resigned in mid-August and she has been very busy with SAGE updates, payroll, and bank reconciliations. Some receipts remain to be processed and as a result, there is no financial report to share today. Monica expects it to be completed by the end of the week and will present one at the Board Meeting on Monday.

b. Revised Program Budget

May presented a spreadsheet with the revised program budget for 2021. The spreadsheet showed 2021 budgets that were approved, actuals to end of August and projected income and expenses for September to December. Some programs that typically run deficits are in a positive position due to low spending associated with online programs. The youth program shows a larger than expected deficit because of higher service levels, which is a good thing. There is still some information that is needed for summer camp and summer leadership

expenses. Overall, projections indicate that Applegrove financial situation will be better than that projected in the program budget which was approved by the board in January.

c. Sage Reporting System Update

Monica shared that there were issues with the transition from Cashbook to SAGE, however, the accounts payable and receivable are ready to go. The Cashbook issue needs to be resolved before we can generate reports. She also shared that the electronic funds transfers almost set up, which will let us do business online.

Once SAGE is up and running it will eliminate the need for some of the manual work that was done previously, which will make us more efficient. This is an opportunity to think about our staffing model moving forward. Susanne has a meeting with City HR staff to explore this.

There will be additional cost for the project as it has been determined that Payroll is also best operated via Sage and this was not included in the proposal. Monica expects to have SAGE fully functional by mid-October. The next step is to develop reports.

5. Registration/Customer Relationship Management System

Jade is currently finalizing the Privacy Impact Assessment forms for submission to the City. This is a multi-step process to ensure that cybersecurity and privacy requirements are met.

6. Risk Register

Due to time, Susanne has asked members to review and if they have questions or thoughts about the risk register, please email her.

7. Organizational Planning

a. Strategic Planning

Susanne recommended that Applegrove postpone its strategic planning by a few months until a facility decision is met. In addition, Applegrove is reviewing proposals received in response to our Diversity, Equity and Inclusion RFP and that the outcome of this work will also inform strategic planning. She has identified an organization that provides pro bono consulting (in return for a donation) for planning that others have used and recommend. She will pursue this option and report back to the committee.

b. Facility planning

Susanne provided an update and informed the committee of the options being considered, and of the findings to date. Decision-making involves multiple City divisions and considers community impacts, organizational impacts and financial impacts. The committee discussed the options and provided feedback. There will be additional, more detailed discussion on this at next week's Board meeting.

8. Annual Committee Work Plan

Please review and email Susanne with any questions or thoughts.

9. Other Business

Next Meetings

October 18 at 6:30, November 15 at 6:30

APPLEGROVE PROGRAM UPDATE September 2021

Summer Camp and Leadership

Overview:

- Ran July 5 to August 27 (8 weeks) from 9am - 5pm with no before/after care provided
- Operated at Duke, using 3 permitted classrooms, Applegrove lounge, gym and back field
- 45 spots offered each week; staff to child ratio was 1:7.5
- Weekly fees were \$135
- Applegrove subsidy offered as well as additional full subsidy for OW/ODSP recipients
- Summer Leadership ran for one session at Glen Rhodes from August 9 to 20; Fee was \$270

Staffing

- We were fortunate to get funding for 10 students from the Canada Summer Job program.
- We hired 4 senior counsellors, 4 junior counsellors, and 2 leadership counsellors
- Two weeks of staff training provided to review policies, procedures and receive training on topics such as: First Aid/CPR, behaviour management, child abuse, program planning, emergency procedures, health and safety, etc.

Funding

- Canada Summer Jobs, Toronto Star Fresh Air Fund, Toronto Children's Services

Programming and participation

Summer Camp

- Adapted and socially distanced activities
- Each camper received individualized kit that included markers, pencil crayons, ruler, eraser...etc.
- All weeks were well attended; children enjoyed activities and neighbourhood excursions
- 113 unique participants over the course of the summer

Summer Leadership

- 19 youth registered with average attendance of 15 youth each day
- Planned and organized activities for summer camp groups
- Planned and organized outdoor movie event on August 20 which raised over \$600
- Engaged in Stick Story Project

EarlyON

Overview

- Outdoor programming began week of July 12 with 2 daily sessions (9:30 -11:00, 11:30 – 1:00) in the outdoor space outside of the Parent-Child drop-in – advance registration required
- Virtual programming still being offered daily (digital drop-in, Instagram live, recorded sessions)
- Self-screening required prior to attending with active screening done on site by staff also
- All COVID protocols followed, including additional EarlyON safety requirements

Staffing

- 3 EarlyON staff worked in the outdoor program, 1 staff managed the virtual programming

Funding

- EarlyON core funding + restart funding to purchase items for safe restart of in-person programs.

Programming and participation

- Group pods spaced out for program participants and activities; toys and books used by pod and then placed in a bin to be cleaned after each use.
- Outdoor programming well attended initially and then tapered off in the month of August
- Virtual programming attendance low due to screen fatigue and nicer weather.

Seniors

Overview

- Offered both virtual and outdoor programming over the summer.
- Program sessions required advanced program registration
- Self-screening required prior to attending and active screening done on site by staff

Staffing

- 1 Seniors Program Worker, 1 Spanish Instructor, additional Facilitators as needed

Funding

- SALC funding and SALC special grant funding

Programming and participation

- Online included: Yoga, Seniors social program, Spanish, workshop speakers, online cooking sessions offered in partnership with Food hub and East End CHC
- Two outdoor events - one was well attended, the other was cancelled due to a heat advisory
- New in-person walking program started, will transition to the walking track at SH in September
- Programs are well attended but our seniors still struggle with technology

Afterschool

Overview

- Program fee is \$95/week
- Program time – school bell dismissal to 6:00 pm
- Two locations – Duke and Satellite (serving Bowmore students) out of Toronto Formosan Church
- Screening done at the beginning of the day at school but staff will ask how children are feeling

Staffing

- Duke – 8 staff, Satellite – 2 staff (Child and Youth Worker supervises the program)

Funding

- All income from fees currently

Programming and participation

- Adapted and socially distanced activities
- Each child receives individualized kit with markers, pencil crayons, ruler, eraser...etc.
- Current enrollment for Duke is 57 of 60 spaces (85% pre-COVID capacity)
- Current enrollment for Satellite is 15 of 15 spaces (50% pre-COVID capacity)

Helping our Babies Grow

Overview

- Mondays 5:30 – 7:30 pm
- Currently offered online only

Staffing

- 1 HOBG Program Worker with workshop facilitators each week

Funding

- Canada Prenatal Nutrition Program – Public Health Agency of Canada

Programming and participation

- Weekly workshops on topics relevant to prenatal and postnatal women
- Once a month partners also invited
- Each week, peer support provided after workshop speaker for participants to network and share
- Registration is 20+ women, average attendance each week 10+

Note: All COVID protocols followed for in-person activities

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

September 20, 2021

This meeting is open to the public and will take place using Zoom. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance in order to receive the meeting passcode.

To join by videoconference

<https://us02web.zoom.us/j/89451530353?pwd=eGc2MGpVc0lWNGNCUnZHQmE3UUZHQT09>

To join by phone

Call: 647-374-4685 or 647-558-0588

Meeting ID: 894 5153 0353

AGENDA

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of July 12 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Personnel Committee (*draft Sept 13 notes attached*)
 - D.1. City of Toronto Vaccination Policy (*attached*): to be received

8:50

- E. Executive Director's Report (*sent separately*)

8:55

- F. Correspondence and Information Received (*attached*)

9:00

- G. Adjournment

Next Meetings and Events

October 25 Board Meeting 7 p.m.

November 29 Board Meeting 7 p.m.



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 www.Applegrovecc.ca

"TOGETHER, BUILDING OUR COMMUNITY"



An Agency of the City of Toronto

Minutes of the Board of Management Meeting May 31, 2021 – by Zoom video conference

*A neighbourhood partnership fostering community through
social and informative programs for individuals and families.*

Present: Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab (Chair), Sue Munn, Jim Valentine, Trustee Jennifer Story

Regrets: Hamdi Abdo, Councillor Paula Fletcher, Eadit Rokach, Andre Riolo
Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

Tim called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the May 31 Board of Management Meeting

MOTION (Munn/Hodgson)

To accept the minutes of May 31 Board of Management Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

D. Personnel and Policy Committee

Susanne provided an overview of the committee notes.

D.1. Board Succession Policy

Susanne reviewed and the key areas of the policy.

D.2. Board Orientation Check-in

In regard to the City's Orientation Session for AOCC Boards of Management, some members felt the content was dry but recognized that the information was important and it was useful to understand how AOCCs connected to the City.

Susanne was requested to provide both slide decks to the board. For those members who couldn't attend, there will be another session in November.

MOTION (Lim-O'Brien/Story)

To accept the Personnel & Policy Committee Meeting report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

MOTION (Story/Lim-O'Brien)

To approve the Board Succession Policy as distributed.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

E. Executive Director's Report

Susanne provided a verbal report and shared that there is a lot going on in a short period of time and staff are working hard. Fall will be busy as well and Susanne may have to pull back on some things. She also shared that it is great to have new staff which brings some new energy.

Vai and Susanne are working on data work to inform strategic planning and are pulling together data to design maps. They are working with a student who is enrolled in a data management program at George Brown College.

To keep moving along Applegrove's work on being inclusive, a staff Indigenous working group has formed and has met several times. Susanne reported that at staff meetings, we will review and discuss two Truth & Reconciliation Commission recommendations to get caught up with the Board.

Once a month, Susanne is still meeting with a coach along with RTC and Eastview Executive Directors. The focus of their meetings is leadership and it has provided

Board of Management Minutes

July 12, 2021

3

Susanne with good opportunities for deeper thought in leadership and her role at Appegrove.

F. Next Board Meeting Date

Tentatively scheduled for August 23 if needed to review the admin budget before submission. It will be a short meeting.

G. Correspondence & Information Received

Susanne highlighted that a cybersecurity risk assessment process for and with the City will take place in the coming months, and shared that with our new IT system in place, she feels better about Applegrove's IT security.

H. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Vai Teng Law.

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Lim – yes

Munn – yes

Hodgson - yes

Chair

Secretary

Next Meetings:

August 23 – Board Meeting at 7 pm (if necessary)



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

"TOGETHER, BUILDING OUR COMMUNITY"

Personnel & Policy Committee

Draft Meeting Notes

September 13, 2021 - 5:00 pm

Present: Tim McNab, Susan Munn

Regrets: Jennifer Story

Staff: Susanne (recorder)

1. Notes from June 21 Meeting

Susanne reported that all Board orientation activities were completed except for the Applegrove 101 session for new members. It was suggested that she reach out to the new members to determine if they are interested in a discussion on this. The committee is available to review materials prepared for this purpose.

2. Staffing

a. Hiring Reports

The committee review the Summer Camp and After School Program hiring reports. The report for the Projects Coordinator will be sent as a follow up item. It was noted that returning staff are not generally interviewed while new staff are. The number of applications for camp positions was not high, and it was noted that this is likely due to the impact of the pandemic, as a similar effect has been reported by other AOCCs.

b. Bookkeeper/Information Clerk

Susanne reported that Jeneff resigned and that next steps are being considered within the broader context of overall staffing needs. Monica and Jade will work additional hours to ensure that the required work is being done while this is underway.

c. September 30

The new National Day of Truth and Reconciliation is a federal statutory holiday that does not apply to Applegrove. Staff are considering how Applegrove can mark this day.

3. Overtime and Workload

Susanne and May continue to manage their time to ensure that they do not accumulate excessive lieu or vacation time, however this remains a significant challenge due to their current workload.

4. Policy

a. City of Toronto Vaccination Policy

Susanne provided an update on the policy and its applicability to Applegrove staff, placement students, volunteers and Board members. A memo was sent out to staff with the City's Vaccination Disclosure form with a deadline of September 13, in accordance with the policy. The policy is also being implemented with placement students and will be rolled out to volunteers in the next week. Should any staff

request accommodation or should any disciplinary measures be required, Susanne will work with the City on this.

b. **Records Retention Policy**

Jade has drafted a policy for Applegrove, which includes a retention schedule developed by Susanne based on those of the City and other AOCCs. Susanne will review this policy and circulate it to the committee for discussion at the next meeting, with the intention of having it approved at the October Board meeting. She will also be requesting more information from the City on how it applies to electronic vs. hard copy records.

5. Board

The Committee reviewed the draft Board Skills and Diversity Assessment and noted that it represents a more considered approach to recruitment relative to the previous practice. It identified edits to be made, and Susan will provide assistance with language related to diversity, equity and inclusion. A question on age range will also be included.

6. Performance Evaluation

Susanne reported that the City's new performance evaluation program is now projected to launch later in fall. As such, there will not be a formal performance management program or a formal year-end review process in 2021. It is recommended that informal evaluation be continued using the former system template. This is being done at Applegrove. The committee asked about how non-management staff are evaluated. Susanne reported that there is a supervision meeting scheduled and that a form has been designed for these meetings. She will share the form with the committee at its next meeting. For seasonal staff, evaluations are done by their supervisor with May's involvement as needed.

7. Review of Annual Work Plan

The committee reviewed the work plan.

Next Meetings – October 18, November 15

NOTICE OF MOTION

City of Toronto Mandatory Vaccination Policy

Moved by:

Seconded by:

SUMMARY:

In committing to providing a safe working environment for all staff, the City has implemented a mandatory vaccination policy, requiring all City employees, volunteers and students to disclose and provide proof of their vaccination status. Individuals who have not been vaccinated or who do not disclose their vaccination status after an initial period will be required to attend mandatory education on the benefits of vaccination. Unvaccinated individuals will then need to provide proof of first dose no later than September 30, 2021.

As of October 30, 2021, it will be mandatory for all employees, volunteers and students to have received their first and second doses of a COVID-19 vaccine. The City will comply with its human rights obligations and accommodate those who are legally entitled to accommodation.

The City's Mandatory Vaccination Policy applies to the employees, volunteers and students for each AOCC. Staff at each AOCC will take the steps necessary to operationalize the policy for each AOCC Board, working with City staff to ensure the policy is adhered to.

The City's Mandatory Vaccination Policy is attached to this motion as Attachment 1.

RECOMMENDATIONS:

The Board of Management Applegrove Community Complex receives the City's Mandatory Vaccination Policy for information and acknowledges its application as described above to its employees, volunteers and students.

Date: September 20, 2020

Attachment: City of Toronto Mandatory Vaccination Policy

EXECUTIVE DIRECTOR REPORT September 2021

It is a very busy time at Applegrove. Current priorities include the facility relocation, re-opening more in person programs, implementation of varying levels of policy (City, TDSB, province) on vaccination, completing ongoing projects, supporting the Food Hub as it takes over the majority of the use at Glen Rhodes, and keeping everything else running despite the resignation of our bookkeeper in August.

Bookkeeper/Information Clerk

Jenef resigned in August to take on a new position that provided her with new opportunity. We wish her all the best and miss her - she was a key part of Applegrove and a huge support to me after our Finance Manager retired with little notice at the beginning of the pandemic. As we consider next steps, Monica and Jade will work additional hours to ensure that the bookkeeping work is being done.

Agency Projects

We continue to advance a number of modernization projects. Our contracted Projects Coordinator Jade has been a great support for this work. Due to a combination of various staff vacations (including my own), limited time on my end due to the relocation work, and other factors some of the timelines have therefore been shifted as needed.

On the communications front we have a new website frame and are in the process of populating it with content. As the volunteer who maintained the old website is no longer available, it's critical that we get this up quickly and the plan is to have it up and running within 2-4 weeks. In the meantime our program updates are being done over Facebook and through email mailouts. We have drafted a communications framework to set out communication objectives and a schedule for our newsletters, social media and other agency communications. With this we can become more consistent and staff will have more clarity on Applegrove's communications goals, expectations and timelines.

This year has been a great leap forward for Applegrove on the IT front - we now have a server, firewall, remote VPN access for all core staff, more core staff with cell phones and (for program staff) equipment needed to support remote service delivery e.g. ring lights, microphones, etc. This has been essential for maintaining our operations throughout shutdown periods and with staff working remotely. Our SAGE accounting project, which was initially expected to be completed in August is about 70% complete. We are able to start using the new Accounts Receivable and Accounts payable modules, and next steps are to create new financial reports and set up use of the payroll module. For the Customer Relationship Management (CRM) system, we are finalizing the financials and initiating the required privacy impact assessment process required by the City. We are aiming to have online registration in place for January.

COVID-19 Re-opening

In accordance with COVID-19 requirements and our capacity, some programs have been able to re-open or expand their in-person operations. The after school program is running at 85% of its pre-COVID capacity (60 children) and the satellite location is a 50% capacity (15 children). The EarlyON program is

providing both virtual and small group outdoor program sessions and the seniors program is hosting occasional small group outdoor activities. The Prenatal program remains virtual for the time being.

We continue to limit office staff to the minimum number of people required to support operations, and to apply all required protocols.

Our Safety Plan measures have been summarized in a COVID-19 Safety Plan Snapshot document that is posted at the agency, as required by the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. We will also make this document available on the new website.

City of Toronto Mandatory Vaccination Policy:

- A memo and the City's Vaccine Information Disclosure Form was sent to staff on September 9 and staff are required to provide vaccine status information by September 17. All records will be accessible to Applegrove senior management only, and will be stored in a secure location. The City has not yet established a retention period for these records.
- Any accommodation requests as well as disciplinary action required if staff are not in compliance with the policy will be managed on a case by case basis with City support.
- Placement students and active volunteers are being notified of this new requirement and provided with the City's Vaccine Information Disclosure Form also.
- Applegrove will wait for City direction on application of the policy to Board members, contractors and others.
- The principal has not yet received the final TDSB policy for school facilities and will share that when it is available. At that time Applegrove will take additional measures as required.
- Details on the provincial vaccine passport were released September 14. We are analysing how this will affect us and have been told that the City may step in with additional measures if it determines that there are gaps.
- While AOCC boards have delegated authority to oversee day to day operations, they are advised to avoid creating any policies that are not in alignment with the City e.g. extending restrictions beyond what the City determines.

Applegrove Community Complex
Correspondence / Information Received
 Sept 10, 2021

From (Date Received)	Regarding	Action(s)
City Clerk (July 16, 2021)	Notice of application(s) under the Planning Act to amend the Zoning Bylaw to permit a 19 storey office building at 33 and 39 Davies Avenue.	R&F
City Clerk (July 16, 2021)	Notice of adoption of Official Plan amendment 517 for right-of-way amendments for major roads in the Central Waterfront Secondary Plan lands. The deadline for appeals to the Ontario Land Tribunal is Aug 19, 2021.	R&F
City Clerk (July 28, 2021)	Notice of Passing of Temporary Use Zoning Bylaw 692-2021 with respect to lands at 592 Gerrard Street. Purpose is to permit an outdoor patio on a Toronto Parking Authority parking lot. This bylaw will expire April 14, 2022.	R&F
City Clerk (July 28, 2021)	Notice of Passing of Bylaws 402-2021, 403-2021, 404-2021 and 405-2021 to temporarily modify zoning restrictions and permit outdoor patios. These bylaws will expire April 14, 2022.	R&F
City Clerk (Aug 2021)	Notice of Intention to Designate: City Council intends to designate the lands and buildings known as 685 Queen Street East under Part IV, Section 29 of the Ontario Heritage Act.	R&F
City Manager (Aug 18, 2021)	Notice of mandatory COVID-19 vaccination for all City staff. All staff must disclose and provide proof of vaccination status by Sept 13. Staff who are vaccinated or do not disclose their vaccination status will be required to attend mandatory education on the benefits of vaccination. Unvaccinated individuals will then need to provide proof of first dose no later than Sept 30. Effective Oct 30, it will be mandatory for all staff to have received both doses of a COVID-19 vaccine. The City will comply with human rights obligations and accommodate employees legally entitled to accommodation.	Susanne to notify board and oversee policy implementation.
City Manager (Aug 24, 2021)	The City's Indigenous Affairs Office is developing a 10-year Reconciliation Action Plan. The Plan will set out principles and specific actions, many designed, developed and carried out with Indigenous partners. City agencies are encouraged to contribute to the development and implementation of the Plan. Webex sessions to give an overview, discuss agency and corporation involvement and answer questions will be held.	Susanne to attend Sept 20 session and report back to Membership, Outreach & Inclusion Committee
City Clerk (Sept 10, 2021)	Notice of September 21 Public Meeting to adopt a city-wide community improvement plan for the renovation and rehabilitation of commercial and industrial properties. For details email phc@toronto.ca	R&F

**R&F = Receive and File*