



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6
Ph. (416) 461-8143 Fax (416) 461-5513

Board of Directors Meeting AGENDA – Wednesday, January 24, 2007

If you cannot attend, please call the office.

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

Please bring the December Board package.

6:00 Optional Supper

6:15 No committee meeting – Board Meeting starts at 6:15

6:15

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Volunteer Hours
4. Donation Envelope

5. Minutes of the Oct. 18 Board of Directors Meeting (*White*)

6:20

6. Business Arising from the Minutes
 - 6.1. Board Vacancy/Recruitment (*Yellow*)
 - 6.2. March Break Program

6:30

- 6.3. Annual General Meeting
 - i) Date: Wednesday, March 28
 - ii) Display ad in ETC Feb. 8 or March 1? Display ad in Beach Metro Feb. 20 (membership required by Feb. 26)
 - iii) Awards: Nellies, Golden Apple
 - iv) Board term: decision whether to change length or number of terms
 - v) Constitutional Amendments (*Grey*): analysis and decision (See also Constitutional Amendments and Procedural By-law on Board of Management agenda)

7:00

7. Program Presentation regarding Over the Rainbow: Alesya Courtnage, Music Therapist

7:15

8. Finance and Fundraising
 - 8.1. Year-to-Date Financial Statement (*large green sheet*)
 - 8.2. Program Budgets (revised with actual benefit rates) (*Green*)
 - 8.3. Fundraising Committee Minutes/Report (*Green*)

7:30

9. Action Plan (*Goldenrod*)
 - 9.1. Website Update: for information
 - 9.2. Facilities Report (*Goldenrod from December package*)

7:40

10. New Business

- 10.1. Beaches Lions Easter Parade: decision on banner and participation and volunteers to coordinate/participate (*Lavender*)
- 10.2. Day Camp Budget Scenarios: (*Yellow*) for review and direction
- 10.3. Recreation Grant: (*Yellow*) to be endorsed
- 10.4. Children's Services Budget Submission: to be endorsed (*Yellow*)

7:45

10.5. Applegrove Tag Line/Description

- i) Creativity exercise (Susan)
- ii) Develop a tagline (Estelle)

What is it? A little like Nike's "just do it "...but with some explanation about what is Applegrove community center. We need to find the 10 good words with children, parents, social support, service, community and mix them together to present what we are in a "sexy" and easy way to remember us ...and to help us !

8:15

11. Directors' Concerns

8:20

12. Adjournment



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An Agency of the City of Toronto

Board of Management Meeting AGENDA -- Wednesday, January 24, 2007

8:25

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of December Board of Management Meeting
- D. Business Arising from the Minutes
 - D.1. Homologate motions made without quorum
- E. Personnel Issues
 - E.1. Personnel Minutes of December 6 (*Blue*)
 - E.2. Revised Personnel Policy (*Blue from December package*)
 - E.3. Executive Director's Performance Planner for 2007: for information (*Blue*)

8:30

- F. Governance
 - F.1. Constitution (*Orange*)
 - F.2. Procedural By-law (*Pink*)

8:50

- G. Executive Director's Report (*Pink*)

8:55

- H. Correspondence/Information
 - H.1. List (*Cream*)
 - H.2. "Values Added" not-for-profit coalition: decision whether to participate and incorporate items into our materials (*Cream from December package*)

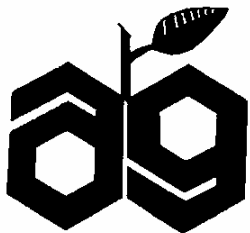
8:59

- I. Adjournment

Next Meetings

Saturday, February 3 for YogaThon

Wednesday, February 21 for next Board meeting



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Minutes of the Board of Directors Meeting December 6, 2006

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

Present: Trina Bura, Ben Chong, Bridgit Clinansmith (Chair), Arly Dewan, Estelle Halbach, Farukh Qazi.

Regrets: Debbie Grainger, Melanie Hyde

Staff: Susan Fletcher, May Seto (Recorder).

Date of Next Meetings

Fundraising Committee Meeting: Monday, ~~January 15~~ January 22, 2007

Regular Board Meeting: Wednesday, January 24, 2007

1. Call to Order/Adoption of Agenda/Introductions

Bridgit called the meeting to order. Quorum was achieved when the 6th Board Member arrived part way through the meeting. The agenda was adopted as amended.

2. Declaration of Conflicts of Interest

No conflicts were declared.

3. Volunteer Hours

Board members reported their volunteer hours.

4. Donation Envelope

The donation envelope was circulated.

5. Minutes of the October 18 Board of Director Meeting

MOTION (Dewan/Bura)

That the minutes of the Board meeting of October 18 be accepted as circulated.

Carried

6. Business Arising from the Minutes

6.1. Deferred to January Board Meeting.

6.2. Board Vacancy/Recruitment

All Board members present agreed to continue their terms on the Board. It was also decided to approach the Maytree Foundation to recruit new members and invite them to the January Board Meeting as a visitor. A potential nominee from

HAIG declined due to time constraints and may reconsider for the Annual General Meeting.

7. New Business

7.1. Annual General Meeting

i) The date for the Annual General Meeting has been decided for Wednesday, March 28, 2007.

ii) Constitutional Amendments

Susan provided an update on the amendments. Susan made reference to 3.1 on page 12 and asked the members to make a decision on participation at Board meetings via phone or electronically. The decision has been deferred to the January Board meeting.

iii) Board Term

The Board has recommended changing the length of Board Terms to four 2 year terms.

8. Finance and Fundraising Issues

8.1. Year to Date Financial Statement

Susan highlighted areas of interest.

MOTION (Dewan/Chong)

To accept the Year-to-date financial statement.

Carried

8.2. Pasta Fest

May provided an overview on Pasta Fest and provided a preliminary financial report. A suggestion for next year was to hold the event from 5 – 9 pm to allow for an early evening for families who have young children.

8.3. Request to extend contract for second youth worker.

May informed the Board that the youth program was very successful with 50 different teens registered and an average attendance of 15. She has asked for approval to keep the second youth worker from January to June 2007. May provided an overview of the salary cost that would be incurred and the number of proposals that have been sent out as funding requests to Foundations.

MOTION (Chong/Qazi)

To keep the second Youth Worker for the period of January to June 2007.

Carried

8.4. March Break Plan

Susan provided a break-down of costs for a March Break drop-in program for children ages 6 -12 years. Decision to implement program has been deferred to the January Board meeting.

9. Action Plan

9.1. Website Update

Susan provided an update on the website. Susan will contact Katrina and ask for changes.

9.2. Facilities

Decisions deferred to January Board meeting.

10. Directors' Concerns

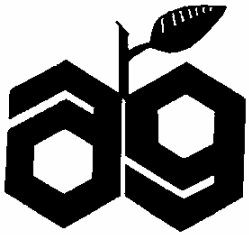
No Directors' concerns.

11. Adjournment

The meeting was adjourned on a motion by Ben Chong, seconded by Arly Dewan.

Chair

Secretary



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Board Members – Time Served December, 2006

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM)	Renew?
Trina Bura	05/12/05	First year of first 2-year term	
Sandra Bussin (City Council Rep)	7/01/98	N/A 9 years	N/A
Sheila Cary-Meagher (TDSB Rep on Board of Management)	27/03/02	N/A 5 years	N/A
Ben Chong	25/03/04	1 st year of 2 nd 2-year term 3 years	
Bridgit Clinansmith (Chair)	27/03/03	2 nd year of 2 nd 2-year term 4 years	
Arly Dewan (Vice Chair)	31/03/05	2 nd year of 1 st 2-year term 2 years	
Debbie Grainger (Treasurer)	29/03/06	1 st year of 1 st 2-year term 1 year	
Estelle Halbach (Secretary)	29/03/06	1 st year of 1 st 2-year term 1 year	
Melanie Hyde	25/03/04	1 st year of 2 nd 2-year term 3 years	
Farukh Qazi	26/04/06	In-year appointment. Must be elected at 2007 AGM	
(vacancy)			

2007 CONSTITUTION of APPLGROVE COMMUNITY COMPLEX

Original Constitution amended at the Annual Meeting on October 22, 1992.

A major revision adopted at the Annual Meeting on March 31, 2005.

December 2006: City staff recommended that we separate the constitution for the incorporated body from the constitution for the City Agency. This constitution for the City Agency includes changes needed to comply with the City's Relationship Framework. All changes are shown in Arial.

Significant changes are in ***Arial bold italics*** and are summarized below by item number.

- 1 Do we need a Definitions section? Are these the appropriate items for it?
- 8.4 ix) Since the time limit is 10 days for the incorporated body, this needs to be the same.
- 8.5 iv) maximum service extended to 4 2-year terms (from 3) as suggested at December Board meeting.

Following 8.7 To be moved to Procedural Bylaw

8.8 Former wording was applicable to Board of Directors. New wording applicable to Board of Management.

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Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

1. Definitions

- 1.1 “Board” means Board of Management
- 1.2 Board Member(s)” means person(s) appointed by City Council to the Board of Management for Applegrove Community Complex.
- 1.3 “City” means City of Toronto.
- 1.4 “Council” means the Toronto City Council.
- 1.5 “Chair” or “Chairperson” means Chairperson of the Board of Management for Applegrove Community Complex.

2. Name of Organization

The name of the organization is Applegrove Community Complex ("Applegrove").

3. Objects

Applegrove's objects will be to maintain, manage and operate Applegrove's facilities in the City of Toronto as a ~~non-profit~~ City-funded community centre providing services in accordance with the following guidelines:

- 2.1 Applegrove is a neighbourhood partnership fostering community through social and informative programs for individuals and families.
- 2.2 Applegrove's goal is to meet social, recreational, educational and cultural needs by providing diverse social, recreational, educational, and cultural programs and services.
- 2.3 All persons will be welcomed and encouraged to make full use of Applegrove’s facilities and services, in accordance with any by-laws and decisions of the Board and the policies of the City of Toronto.
- 2.4 Applegrove will be community-oriented and community-controlled with priority given to residents of the area bounded by Jones Avenue to Woodbine Avenue, Lake Ontario to the railway tracks north of Gerrard Street (the “Catchment Area”), and will work co-operatively with all members of the community, especially those disadvantaged by economic, social or physical circumstances.
- 2.5 Applegrove will be run in a fiscally responsible way without monetary gains for its members.
- 2.6 Applegrove is committed to the promotion of co-operative effort, volunteerism, inter-cultural exchange and anti-racism.

Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
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4. Structure

- 4.1. Agency of the City of Toronto
- i) Applegrove is a community recreation centre under the Community Recreation Centres Act, which was established in 1983 by the City of Toronto, along with its Board of Management, via by-law 121-83.¹
 - ii) The Board of the community centre is a city board (local board) established or continued under sections 7, 8 and 141 of the *City of Toronto Act 2006* which permit the City to appoint a city board to manage a facility and provide for its administration.²
 - iii) The Board of Management will function as a Standing Committee of the Board of Directors, responsible for the administration monies and reporting to City Council.
 - iv) The following matters require approval from Council:
 - a) The appointment of board members;
 - b) The annual administrative budget and global budget estimates;
 - c) Allocations for capital repairs, currently included in the Facilities and Real Estate Capital Budget;
 - d) The audited annual financial statements of the community centres;
 - e) Collective Agreements;
 - f) A records retention by-law or specific Council approval to destroy records;
 - g) The establishment of new community centres and the cessation of existing community centres; and
 - h) Contracting out the overall operation or a significant portion of the operation of the community centre to a third party.
 - v) The following matters have been delegated to the Board of Management:
 - a) The management, operation and maintenance of the community centre;
 - b) The development, funding, management and operation of community centre programs;
 - c) Expenditures and management of administrative funds in accordance with the Council approved budget and, where applicable, the City's financial policies;
 - d) The development of strategic business plans for the community centre; and

¹ Bylaw 121-83 was replaced by By-law 1994-0792, adopted 94-10-11 by Toronto City Council and known as Chapter 25 of the Municipal Code. After amalgamation, all by-laws of the former City of Toronto were continued in the new City of Toronto. Beginning in 2007, the relevant chapter will be known as Chapter 24.

² In 2006, the province passed a new City of Toronto Act that included changes to definitions of Boards or Committees of Management. The same year, the City adopted a Relationship Framework that articulated Council's delegation of authority, expectations and requirements for the Board and recognized the Board's authority to manage the business and affairs of the community centre.

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- e) The setting of fees and charges for use of community centre space and programs.

5. Conflict with Other Bylaws or Statutes

If this Constitution conflicts with any municipal legislation or policy, the municipal legislation and policy will prevail.

6. Membership

6.1. Membership Categories

i) Community Membership

Any person residing within the Catchment Area, may become a Community Member.

ii) Associate Membership

- a) All other persons interested in Applegrove's programs and activities will be eligible to become Associate Members of Applegrove.
- b) Associate Members will enjoy all the privileges and responsibilities of membership, except those of nominating ~~individuals to the Board~~ and voting for candidates to be recommended to Community Council and Council for appointment to the Board.

iii) Institutional and Corporate Membership

- a) Organizations and corporations directly affiliated with Applegrove or interested in Applegrove's programs and activities, will be eligible to become Institutional Members of Applegrove.
- b) Institutional Members will enjoy the privileges and responsibilities of membership, except those of nominating individuals to the Board and voting at Annual and Special Meetings of the Membership.

6.2. Dues

- i) The Board will, from time to time, establish membership fees for the various Member Categories on an annual basis.
- ii) The Board may waive fees upon request for good cause.
- iii) The Board may initiate a fee waiver without request in special circumstances.
- iv) Members whose membership has lapsed will have a grace period of two months to renew membership without loss of privileges.

6.3. Responsibilities of Membership

Acceptance of membership in Applegrove will bind the member to abide by the Constitution and by decisions of its governing body/bodies.

6.4. Privileges of Membership

i) All Members

All members of Applegrove, except as otherwise restricted, will have the right to:

Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- a) periodically receive information about Applegrove and its programs;
 - b) receive rights and considerations offered to them by the various groups or programs in Applegrove; and
 - c) participate in the activities of Applegrove's Committees, and vote on all matters brought before those committees of which they are members.
- ii) Adult Members
Members of Applegrove who are 18 years of age and over, except as otherwise restricted, will have the right to:
- a) nominate individuals as ~~Directors~~ Board Members;
 - b) vote in the election of individuals as Applegrove's ~~Directors~~ Board Members subject to the processes and limitations set forth in the Constitution; and
 - c) vote on any and all matters brought before the members at the Annual Meeting, and any Special Meeting, subject to the processes and limitations set forth in the Constitution.

7. Meetings of the Membership

7.1. Annual Meeting

There will be an Annual Meeting of the membership between February 1st and March 31st as determined by the Board.

7.2. Notice of Annual Meeting

Notice of the Annual Meeting will be given at least twenty-one (21) calendar days in advance and in such manner as to ensure that members have reasonable opportunity to receive such notice. The notice will include the following:

- i) date, time and location of the meeting;
- ii) availability of the Annual Report of the Board;
- iii) last date for which nominations of eligible candidates to the Board will be accepted;
- iv) intent to propose any amendments to the Constitution; and
- v) any other proposed business.

7.3. The Purpose of the Annual Meeting

The Annual Meeting will:

- i) receive reports on Applegrove's work during the preceding year and on plans for the upcoming year;
- ii) receive nominations for and elect the Board;
- iii) receive the Auditor's Report; and
- iv) carry out such other business as is approved by the members.

7.4. Special Meetings

A Special Meeting of the membership will be called upon:

- i) a motion passed by the Board to call a special meeting; or

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- ii) submission to the Board of a request for a special meeting signed by twenty (20) members stating the object of the proposed meeting. A special meeting so requested will be held no later than six weeks after the date the request was submitted to the Board.

7.5. Notice of Special Meeting

Notice of a Special Meeting will be given in the same manner as for the Annual Meeting at least fourteen (14) calendar days prior to the meeting, and will state the nature or the business to be carried out at such a meeting. The only business to be carried out will be that for which the meeting is called.

7.6. Quorum for Meetings of the Membership

The presence of twenty (20) members will constitute a quorum at any meeting of the membership.

7.7. Votes at Meetings of the Membership

- i) At any meeting of the membership, only Adult Members in good standing at least thirty (30) days prior to the date of the meeting, will be entitled to cast a vote, except as otherwise specified in this Constitution.
- ii) At any meeting of the membership, each member will have one vote and such a vote will be given in person and not by proxy.
- iii) Questions arising out of any Annual or Special Meeting will be decided by a majority vote except in as otherwise specified below. In the event of a tie, the Chairperson will cast a vote.
- iv) At a special meeting called for the removal of a Director:
 - a) a two-thirds majority is required to remove the Director; and
 - b) only paid-up members in good standing, who have joined 30 days prior to the date of the call for the meeting, may vote.

8. Board of Management

8.1. Composition of the Board

The Board will be composed of ten (10) people as follows:

- i) Nine (9) members, the majority of whom live in the Catchment Area. These will generally be known as the Community ~~Directors~~ Members of the Board of Management or Community Board Members.
- ii) One City Councillor will be appointed by City Council to the Board of Management ~~and will be a member of the Board of Directors.~~
- iii) The Community Board Members and the City Councillor will also be members of the Board of Directors for the not-for-profit organization, Applegrove Community Complex.
- ~~iv) The Toronto District School Board may appoint one person to the Board of Management, but this individual will not be a member of the Board of Directors.~~
- v) Directors should collectively possess an understanding of the diverse neighbourhoods and communities within the ~~City~~ catchment area;
 - a) reflect the cultural and social diversity of the ~~City~~ community;

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- b) knowledge and understanding of public service; and
- c) possess good communications and decision-making skills.

8.2. Eligibility Criteria

- i) ~~Since Directors are also members of the Board of Management, they Board Members must meet eligibility criteria for the Board of Management, which are the following requirements:~~
 - a) at least eighteen (18) years of age;
 - b) ~~not prohibited from voting (serving a sentence, a corporation, executor, convicted of corrupt practices);~~
 - c) residing in the City ~~or the owner or tenant of land or the spouse or same-sex partner of such owner or tenant;~~
 - d) not an employee of the City of Toronto nor of any of its Agencies, Boards, Commissions or Corporations;
 - e) not the spouse, child or parent of a Member of Council;
 - f) ~~not a judge of any court;~~
 - g) ~~not a member of the Legislative Assembly, Senate or House of Commons;~~
 - h) ~~not a crown employee (appointed by the Lieutenant Governor in Council, Civil Service Commission or a minister); and~~
 - i) not serving on another City Agency, Board, Commission, or Corporation except they can be a member of a Business Improvement Area.
- ii) Appointees are required to maintain this status throughout their term of office.
- iii) ~~For the purpose of the City's Public Appointments Policy³, the City defines "citizen" to include all persons who are residents of Toronto, including permanent residents, refugees, refugee claimants and residents without homes.~~
- iv) ~~Directors~~ Board Members continue to serve past the expiration of their term, at the pleasure of City Council, or until their successors are appointed.
- v) All appointments are made at the pleasure of City Council and City Council retains the right to replace any appointed member at any time and for any reason.

8.3. Process

- i) At the Annual Meeting, the ~~membership~~ adult Community Members will ~~simultaneously elect Community Directors to the Board of Directors and nominate them to~~ nominate individuals for the Board of Management.

³ The City of Toronto adopted a revised Public Appointments Policy at its meeting on September 24-27, 2006.

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- ii) Their names will then be forwarded to the ~~Toronto and East York Community Council~~ City for appointment to the Board of Management.

8.4. Procedures of the Nominations Committee

- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- ii) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- iv) Nominations for the ~~position of Director~~ the Board will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting ~~at which the Board is to be elected~~.
- v) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- vi) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- vii) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- viii) The eligible nominees ~~for the Board~~ with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
- ix) If nominees are not already members of Applegrove, they should complete a membership form within ~~one month~~⁴ **10 days** of election to the Board.

8.5. Term of Office

- i) The term of office for Community ~~Directors~~ Board Members will be two (2) years.
- ii) Terms of the Community ~~Directors~~ Board Members should be staggered so that in alternating years the terms of either four (4) or five (5) Community ~~Directors~~ Board Members will expire at the Annual Meeting.

⁴ The Corporations Act requires membership within 10 days for the incorporated body, so this needs to be the same.

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- iii) A retiring ~~Director~~ Board Member will retain office until the dissolution or adjournment of the meeting at which a successor is elected.
 - iv) Any retiring ~~Director~~ Board Member will be eligible for re-election if otherwise qualified, but should not serve more than ~~three~~ **four** consecutive two-year terms.
- 8.6. Vacancy on the Board
- i) A vacancy in the office of ~~Director~~ Board Member will be declared upon:
 - a) the death of a ~~Director~~ Board Member
 - b) the resignation of a ~~Director~~ Board Member;
 - c) the removal of a ~~Director~~ Board Member; or
 - d) the failure of a ~~Director~~ Board Member to meet the Eligibility Criteria.
 - ii) A vacancy is created and the individual ceases to be a ~~Director~~ Board Member, effective the earliest of:
 - a) the date of resignation;
 - b) the date the ~~Director~~ Board Member ceases to be qualified;
 - c) the date the ~~Director~~ Board Member is removed by City Council; or
 - d) the date of death or other incapacitation.
 - iii) In the event of a vacancy on the Board, other than a vacancy resulting from the removal of a ~~Director~~ Board Member, the ~~Directors~~ Board Members then in office will select a qualified person to serve ~~as a Director until the next Annual Meeting and will recommend that individual to the Toronto and East York Community Council City for appointment to the Board of Management. Then an election will be held at the Annual Meeting to fill the position.~~ for the remainder of the 2-year term.
- 8.7. Removal of a Director
- i) Except as specified below, a ~~Director~~ Board Member may be only be removed from the Board by a motion passed by a two-thirds majority vote at a Special Meeting of the membership called for that purpose.
 - ii) Three consecutive absences, or missing half the meetings in a year, may be grounds for ~~removal of~~ recommending that City Council remove a ~~Director~~ Board Member at the discretion of the Chairperson.
 - iii) Any qualified person may be elected by a majority of votes cast by a secret ballot at such a Special Meeting to fill the vacancy. The person so elected will be entitled to serve as a ~~Director~~ Board Member for the balance of the term of the ~~Director~~ Board Member who was removed.
 - iv) A ~~Director~~ Board Member who was removed from office may appeal the decision at a Special Meeting of the membership duly called for the purpose. A simple majority will confirm the removal.

The following sections, originally numbered 7.8, 7.9 and 7.10, will be moved to a Procedural Bylaw

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7.8 Meetings of the Board

- i) Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.
- ii) The Chairperson will call a special meeting of the Board upon the request of any four (4) ~~Directors~~ Board Members.
- iii) Every ~~Director~~ Board Member will be notified at least seven (7) days prior to the proposed date of the meeting.
- iv) The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to ~~Directors~~ Board Members.
- v) Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.
- vi) Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation. personnel matters about an identifiable individual,
- vii) Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.
- viii) When the meeting resumes in public, any proposed motions must be moved and voted on in public.
- ix) Guests can address a Board meeting only with the permission of the Chairperson.

7.9 Quorum

- i) A quorum for Board meetings will be a majority of ~~Directors~~ Board Members, ~~notwithstanding any vacant positions, i.e., six (6) Directors.~~ not counting the member of City Council.

7.10 Voting

- ii) At all meetings of the Board, only the Directors present in person will have the right to vote.
- iii) Upon the seconding of a proposed motion, Directors may cast one vote each. Normally the Chairperson does not vote and, except as otherwise specified, a simple majority is required to approve a motion. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may cast a deciding vote.

----- end of section to be moved to Procedural Bylaw

8.8. Indemnification

~~A member of the Board from and after election will be indemnified and saved harmless out of the funds of the Applegrove Community Complex from and against all costs, charges and expenses whatsoever which such member of the Board sustains or incurs in or about any action, suit or proceeding which is brought, commenced and prosecuted against such member for, or in respect of, any act, deed, matter, or thing whatsoever made, done or permitted by her or him in or about the execution of the duties of offices; and all other costs, charges and expenses, which are sustained or incurred in or about, or in relation to, the affairs thereof, except such costs, charges or expenses as are occasions of such member's own wilful neglect or default.~~

Board members are covered by a City insurance policy that provides coverage for liability resulting from errors or omissions in the performance of professional duties. It applies to elected or appointed officials, officers, members of commissions, boards, units, committees and special purpose bodies operated by and under the jurisdiction of the City of Toronto.

8.9. Conflict of Interest

Board members shall disclose any financial interest in a matter under consideration at a meeting and shall avoid taking part in any discussion of the matter.

The following section, originally numbered 7.12, will be moved to a Procedural Bylaw

7.12 Officers of the Board

- i) The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- ii) The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- iii) The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- iv) The term for every officer will be no more than two years.
- v) No member of the Board may hold more than one office at any time.
- vi) A Director may progress through the various offices.
- vii) Vacancy in an office position will be declared upon:
 - a) the death of an officer;
 - b) the resignation of an officer;
 - c) the removal of an officer; or
 - d) an officer ceasing to be a Director.
- viii) The Board may appoint any other Director, except as provided for above, to fill a vacant office, and the Director so appointed will hold office for the balance of the term of the previous officer.
- ix) In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of incumbent officer.
- x) The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.

Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- xi) Duties of Officers
- a) The Chairperson will:
- preside, when present, at all Annual, Special and Board Meetings;
 - perform all the duties accompanying the office and any other duties assigned by the Board;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
- b) The Vice-Chairperson will:
- assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
- c) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
- d) The Treasurer will:
- have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.
- e) The Secretary will:
- issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and
 - serve as a signing officer.

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Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- f) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

The following section, originally numbered 8, will be amended and moved to a Procedural Bylaw

8. Committees

8.1 Standing Committees

- i) The Board of Management will be a Standing Committee.
- ii) The Board will determine other Standing Committees and will prescribe the powers and duties of such committees.

8.2 The Board of Management

- i) Usually the Board of Management will meet immediately before or after the Board of Directors.
- ii) The Chairperson of the Board of Directors will be also be the Chairperson of the Board of Management.
- iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.
- iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.

8.3 Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Standing Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All Standing Committees should be composed of at least two Directors and other Applegrove members and staff who are appointed by the Board.
 - c) Both the Executive Director and the Chairperson are *ex officio* members of all committees except as otherwise specified in the Committee's Terms of Reference.
- ii) All Standing Committees will:
 - a) operate within the terms of reference laid down by the Board;
 - b) provide an open forum for discussion by all interested parties;
 - c) report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - d) continue to operate for such length of time as will be determined by the Board.

8.4 Other Committees

The Board may establish such other Committees with such duties and powers and for such length of time as the Board will determine.

Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

8.5 Meetings of Committees

- i) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Chairperson may determine.
- ii) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
- iii) Meetings of every Committee will be open to all members, except where confidential business is being conducted.
- iv) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

8.6 Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

8.7 Executive Committee

There will be no Executive Committee.

9. Appointment of Agents and Employees

- 9.1 The Board may appoint agents and employees and they will be paid such remuneration as the Board by resolution determines.
- 9.2 The Board will appoint an Executive Director as the senior staff member for the organization. The Board will delegate to the Executive Director the responsibility for the general control and management of the centre within the approved budget, policies and procedures.

10. Signatures and Fiscal Year

- 10.1. Cheques
Cheques, drafts and orders for the payment of money and all notes and bills of exchange will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.2. Contracts
Contracts, documents or instruments of writing requiring execution by Applegrove will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.3. Fiscal Year
Applegrove's fiscal year will end on the last day of December in each year.

11. Amendments to the Constitution

- 11.1 Applegrove's Constitution will be enacted, amended, repealed, or re-enacted only by a two-thirds majority vote of the members present in person at the Annual Meeting.

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Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- 11.2 Proposals to enact, amend, repeal, or re-enact the Constitution may be put forward by the Board provided that intention to enact, amend, repeal, or re-enact is contained in the Notice for the Annual Meeting at which they are to be voted upon and that the text of any proposed change is posted in a prominent place at Applegrove no less than twenty-one (21) days in advance of the proposed date of such Annual Meeting.
- 11.3 A Special Meeting of the membership may be called to propose an amendment to the constitution; however, such an amendment must be ratified at the subsequent Annual Meeting.

2007 CONSTITUTION of APPLGROVE COMMUNITY COMPLEX

Original Constitution amended at the Annual Meeting on October 22, 1992.

A major revision adopted at the Annual Meeting on March 31, 2005.

December 2006: City staff recommended that we separate the constitution for the incorporated body from the constitution for the City Agency. The latter will include changes needed to comply with the City’s Relationship Framework. All changes are shown in Arial.

Significant changes are in ***Arial bold italics*** and are summarized below by item number.

1 Do we need a Definitions section? Are these the appropriate items for it?

8.5 iv) maximum service extended to 4 2-year terms (from 3) as suggested at December Board meeting.

Following 8.7 To be moved to Procedural Bylaw

8.8 Former wording was applicable to Board of Directors. New wording applicable to Board of Management.

Electronic participation at Board meetings?

The Corporations Act says

Conduct of business

(3)Subject to subsection 298 (1) and subsection (3.1), no business of a corporation shall be transacted by its directors except at a meeting of directors at which a quorum of the board is present. R.S.O. 1990, c. C.38, s. 283 (3); 1998, c. 18, Sched. E, s. 74 (1).

Means of meetings

(3.1)Unless the by-laws otherwise provide, if all the directors of a corporation present at or participating in the meeting consent, a meeting of directors or of a committee of directors may be held by such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a director participating in the meeting by those means is deemed for the purposes of this Act to be present at the meeting. 1998, c. 18, Sched. E, s. 74 (2).

So if we want to allow electronic/telephone participation, we only need to ensure that the constitution and procedural by-law do not forbid it. Currently, the item numbered 7.10 ii) says that only directors present “in person” are allowed to vote. To allow electronic/telephone participation, we need to remove the words “in person” from the relevant section in the new procedural by-law.

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Constitution of Applegrove Community Complex
Adopted at the Annual Meeting on March 31, 2005
Proposed Constitution for the Incorporated Body/Charity January 2007

1. Definitions

- 1.1 "Board" means Board of Directors.
- 1.2 "Director(s)" means member(s) of the Board of Directors.
- 1.3 "Board Member(s)" means person(s) appointed by City Council to the Board of Management for Applegrove Community Complex.
- 1.4 "City" means City of Toronto.
- 1.5 "Council" means the Toronto City Council.
- 1.6 "Chair" or "Chairperson" means Chairperson of the Board of Directors for Applegrove Community Complex.

2. Name of Organization

The name of the organization is Applegrove Community Complex ("Applegrove").

3. Objects

Applegrove's objects will be to maintain, manage and operate Applegrove's facilities in the City of Toronto as a ~~non-profit~~ City-funded community centre providing services in accordance with the following guidelines:

- 2.1 Applegrove is a neighbourhood partnership fostering community through social and informative programs for individuals and families.
- 2.2 Applegrove's goal is to meet social, recreational, educational and cultural needs by providing diverse social, recreational, educational, and cultural programs and services.
- 2.3 All persons will be welcomed and encouraged to make full use of Applegrove's facilities and services, in accordance with any by-laws and decisions of the Board and the policies of the City of Toronto.
- 2.4 Applegrove will be community-oriented and community-controlled with priority given to residents of the area bounded by Jones Avenue to Woodbine Avenue, Lake Ontario to the railway tracks north of Gerrard Street (the "Catchment Area"), and will work co-operatively with all members of the community, especially those disadvantaged by economic, social or physical circumstances.
- 2.5 Applegrove will be run in a fiscally responsible way without monetary gains for its members.
- 2.6 Applegrove is committed to the promotion of co-operative effort, volunteerism, inter-cultural exchange and anti-racism.

4. Structure

- 4.1. Non-Profit Corporation
 - i) In 1979, Applegrove was incorporated as a non-profit corporation under the provincial Corporations Act, incorporation number 417388.

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Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- ii) Applegrove is registered by Revenue Canada as charitable organization Number 10671 8943 RR0001 (previously Number 0570838-59).
 - iii) A Board of Directors, which is described in more detail in section [Check number] of this Constitution, governs Applegrove (the “Board”).
- 4.2. Agency of the City of Toronto
- i) Applegrove is a community recreation centre under the Community Recreation Centres Act, which was established in 1983 by the City of Toronto, along with its Board of Management, via by-law 121-83. ¹
 - ii) The Board of the community centre is a city board (local board) established or continued under sections 7, 8 and 141 of the *City of Toronto Act 2006* which permit the City to appoint a city board to manage a facility and provide for its administration.²
 - iii) The Board of Management will function as a Standing Committee of the Board of Directors, responsible for the administration monies and reporting to City Council.
 - iv) The following matters require approval from Council:
 - a) The appointment of members of the Board of Management;
 - b) The annual administrative budget and global budget estimates;
 - c) Allocations for capital repairs, currently included in the City Facilities and Real Estate Capital Budget;
 - d) The audited annual financial statements of the community centres;
 - e) Collective Agreements;
 - f) A records retention by-law or specific Council approval to destroy records;
 - g) The establishment of new community centres and the cessation of existing community centres; and
 - h) Contracting out the overall operation or a significant portion of the operation of the community centre to a third party.
 - v) The following matters have been delegated to the Board of Management:
 - a) The management, operation and maintenance of the community centre;
 - b) The development, funding, management and operation of community centre programs;

¹ Bylaw 121-83 was replaced by By-law 1994-0792, adopted 94-10-11 by Toronto City Council and known as Chapter 25 of the Municipal Code. After amalgamation, all by-laws of the former City of Toronto were continued in the new City of Toronto. Beginning in 2007, the relevant chapter will be known as Chapter 24.

² In 2006, the province passed a new City of Toronto Act that included changes to definitions of Boards or Committees of Management. The same year, the City adopted a Relationship Framework that articulated Council's delegation of authority, expectations and requirements for the Board and recognized the Board's authority to manage the business and affairs of the community centre.

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- c) Expenditures and management of administrative funds in accordance with the Council approved budget and, where applicable, the City's financial policies;
- d) The development of strategic business plans for the community centre; and
- e) The setting of fees and charges for use of community centre space and programs.

5. Conflict with Other Bylaws or Statutes

5.1. Municipal

If this Constitution conflicts with any municipal legislation or policy, the municipal legislation and policy will prevail.

5.2. Other Levels of Government

If this Constitution conflicts with legislation or policy of the provincial or federal governments, the provincial or federal legislation and policy will prevail.

6. Membership

6.1. Membership Categories

i) Community Membership

Any person residing within the Catchment Area, may become a Community Member.

ii) Associate Membership

- a) All other persons interested in Applegrove's programs and activities will be eligible to become Associate Members of Applegrove.
- b) Associate Members will enjoy all the privileges and responsibilities of membership, except those of nominating ~~individuals to the Board~~ and voting for candidates to be recommended to Community Council and Council for appointment to the Board of Management.

iii) Institutional and Corporate Membership

- a) Organizations and corporations directly affiliated with Applegrove or interested in Applegrove's programs and activities, will be eligible to become Institutional Members of Applegrove.
- b) Institutional Members will enjoy the privileges and responsibilities of membership, except those of nominating individuals ~~to the Board~~ and voting at Annual and Special Meetings of the Membership.

6.2. Dues

- i) The Board will, from time to time, establish membership fees for the various Member Categories on an annual basis.
- ii) The Board may waive fees upon request for good cause.
- iii) The Board may initiate a fee waiver without request in special circumstances.
- iv) Members whose membership has lapsed will have a grace period of two months to renew membership without loss of privileges.

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- 6.3. Responsibilities of Membership
Acceptance of membership in Applegrove will bind the member to abide by the Constitution and by decisions of its governing body/bodies.
- 6.4. Privileges of Membership
- i) All Members
All members of Applegrove, except as otherwise restricted, will have the right to:
 - a) periodically receive information about Applegrove and its programs;
 - b) receive rights and considerations offered to them by the various groups or programs in Applegrove; and
 - c) participate in the activities of Applegrove's Committees, and vote on all matters brought before those committees of which they are members.
 - ii) Adult Members
Members of Applegrove who are 18 years of age and over, except as otherwise restricted, will have the right to:
 - a) nominate individuals as Directors and members of the Board of Management;
 - b) vote in the election of individuals as Applegrove's Directors and members of the Board of Management subject to the processes and limitations set forth in the Constitution; and
 - c) vote on any and all matters brought before the members at the Annual Meeting, and any Special Meeting, subject to the processes and limitations set forth in the Constitution.

7. Meetings of the Membership

- 7.1. Annual Meeting
There will be an Annual Meeting of the membership between February 1st and March 31st as determined by the Board.
- 7.2. Notice of Annual Meeting
Notice of the Annual Meeting will be given at least twenty-one (21) calendar days in advance and in such manner as to ensure that members have reasonable opportunity to receive such notice. The notice will include the following:
 - i) date, time and location of the meeting;
 - ii) availability of the Annual Report of the Board;
 - iii) last date for which nominations of eligible candidates to the Board will be accepted;
 - iv) intent to propose any amendments to the Constitution; and
 - v) any other proposed business.
- 7.3. The Purpose of the Annual Meeting
The Annual Meeting will:

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- i) receive reports on Applegrove's work during the preceding year and on plans for the upcoming year;
- ii) receive nominations for and elect the Board;
- iii) receive the Auditor's Report; and
- iv) carry out such other business as is approved by the members.

7.4. Special Meetings

A Special Meeting of the membership will be called upon:

- i) a motion passed by the Board to call a special meeting; or
- ii) submission to the Board of a request for a special meeting signed by twenty (20) members stating the object of the proposed meeting. A special meeting so requested will be held no later than six weeks after the date the request was submitted to the Board.

7.5. Notice of Special Meeting

Notice of a Special Meeting will be given in the same manner as for the Annual Meeting at least fourteen (14) calendar days prior to the meeting, and will state the nature or the business to be carried out at such a meeting. The only business to be carried out will be that for which the meeting is called.

7.6. Quorum for Meetings of the Membership

The presence of twenty (20) members will constitute a quorum at any meeting of the membership.

7.7. Votes at Meetings of the Membership

- i) At any meeting of the membership, only Adult Members in good standing at least thirty (30) days prior to the date of the meeting, will be entitled to cast a vote, except as otherwise specified in this Constitution.
- ii) At any meeting of the membership, each member will have one vote and such a vote will be given in person and not by proxy.
- iii) Questions arising out of any Annual or Special Meeting will be decided by a majority vote except in as otherwise specified below. In the event of a tie, the Chairperson will cast a vote.
- iv) At a special meeting called for the removal of a Director:
 - a) a two-thirds majority is required to remove the Director; and
 - b) only paid-up members in good standing, who have joined 30 days prior to the date of the call for the meeting, may vote.

8. Board of Directors

8.1. Composition of the Board

The Board will be composed of ten (10) people as follows:

- i) Nine (9) members, the majority of whom live in the Catchment Area. These will generally be known as the Community Directors.
- ii) One City Councillor will be appointed by City Council to the Board of Management and will be a member of the Board of Directors.

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- ~~iii)~~ The Toronto District School Board may appoint one person to the Board of Management, but this individual will not be a member of the Board of Directors.
- iv) Directors should collectively possess an understanding of the diverse neighbourhoods and communities within the ~~City;~~ catchment area;
 - a) reflect the cultural and social diversity of the ~~City;~~ community;
 - b) knowledge and understanding of public service; and
 - c) possess good communications and decision-making skills.

8.2. Eligibility Criteria

- i) Since Directors are also members of the Board of Management, they must meet eligibility criteria for the Board of Management, which are the following requirements:
 - a) at least eighteen (18) years of age;
 - ~~b) not prohibited from voting (serving a sentence, a corporation, executor, convicted of corrupt practices);~~
 - c) residing in the City ~~or the owner or tenant of land or the spouse or same-sex partner of such owner or tenant;~~
 - d) not an employee of the City of Toronto nor of any of its Agencies, Boards, Commissions or Corporations;
 - e) not the spouse, child or parent of a Member of Council;
 - ~~f) not a judge of any court;~~
 - ~~g) not a member of the Legislative Assembly, Senate or House of Commons;~~
 - ~~h) not a crown employee (appointed by the Lieutenant Governor in Council, Civil Service Commission or a minister); and~~
 - i) not serving on another City Agency, Board, Commission, or Corporation except they can be a member of a Business Improvement Area.
- ii) Appointees are required to maintain this status throughout their term of office.
- ~~iii) For the purpose of the City's Public Appointments Policy³, the City defines "citizen" to include all persons who are residents of Toronto, including permanent residents, refugees, refugee claimants and residents without homes.~~
- iv) Directors continue to serve past the expiration of their term, ~~at the pleasure of City Council, or~~ until their successors are elected or appointed.
- v) All appointments to the Board of Management are made at the pleasure of City Council and City Council retains the right to replace any appointed member at any time and for any reason.

³ The City of Toronto adopted a revised Public Appointments Policy at its meeting on September 24-27, 2006.

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8.3. Process

- i) At the Annual Meeting, the ~~membership~~ adult Community Members will ~~simultaneously~~ elect Community Directors to the Board of Directors ~~and nominate them to the Board of Management.~~
- ~~ii) Their names will then be forwarded to the Toronto and East York Community Council City for appointment to the Board of Management.~~

8.4. Procedures of the Nominations Committee

- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- ii) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- iv) Nominations for the position of Director will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting ~~at which the Board is to be elected.~~
- v) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- vi) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- vii) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- viii) The eligible nominees ~~for the Board~~ with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
- ix) If nominees are not already members of Applegrove, they should complete a membership form within ~~one month~~⁴ 10 days of election ~~to the Board.~~

8.5. Term of Office

- i) The term of office for Community Directors will be two (2) years.

⁴ The Corporations Act requires membership within 10 days for the incorporated body, so this needs to be the same.

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- ii) Terms of the Community Directors should be staggered so that in alternating years the terms of either four (4) or five (5) Community Directors will expire at the Annual Meeting.
- iii) A retiring Director will retain office until the dissolution or adjournment of the meeting at which a successor is elected.
- iv) Any retiring Directors will be eligible for re-election if otherwise qualified, but should not serve more than ~~three~~ **four** consecutive two-year terms.

8.6. Vacancy on the Board

- i) A vacancy in the office of Directors will be declared upon:
 - a) the death of a Director;
 - b) the resignation of a Director;
 - c) the removal of a Director; or
 - d) the failure of a Director to meet the Eligibility Criteria.
- ii) A vacancy is created and the individual ceases to be a Director, effective the earliest of:
 - a) the date of resignation;
 - b) the date the Director ceases to be qualified;
 - c) the date the Director is removed by City Council; or
 - d) the date of death or other incapacitation.
- iii) In the event of a vacancy on the Board, other than a vacancy resulting from the removal of a Director, the Directors then in office will select a qualified person to serve ~~as a Director until the next Annual Meeting and will recommend that individual to the Toronto and East York Community Council City for appointment to the Board of Management. Then an election will be held at the Annual Meeting to fill the position.~~ for the remainder of the 2-year term.

8.7. Removal of a Director

- i) Except as specified below, a Director may be only be removed from the Board by a motion passed by a two-thirds majority vote at a Special Meeting of the membership called for that purpose.
- ii) Three consecutive absences, or missing half the meetings in a year, may be grounds for removal of a Director at the discretion of the Chairperson.
- iii) Any qualified person may be elected by a majority of votes cast by a secret ballot at such a Special Meeting to fill the vacancy. The person so elected will be entitled to serve as a Director Member for the balance of the term of the Director who was removed.
- iv) A Director who was removed from office may appeal the decision at a Special Meeting of the membership duly called for the purpose. A simple majority will confirm the removal.

The following sections, originally numbered 7.8, 7.9 and 7.10, will be moved to a Procedural Bylaw

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7.8 Meetings of the Board

- i) Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.
- ii) The Chairperson will call a special meeting of the Board upon the request of any four (4) ~~Directors~~ Board Members.
- iii) Every ~~Director~~ Board Member will be notified at least seven (7) days prior to the proposed date of the meeting.
- iv) The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to ~~Directors~~ Board Members.
- v) Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.
- vi) Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation. personnel matters about an identifiable individual,
- vii) Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.
- viii) When the meeting resumes in public, any proposed motions must be moved and voted on in public.
- ix) Guests can address a Board meeting only with the permission of the Chairperson.

7.9 Quorum

- i) A quorum for Board meetings will be a majority of ~~Directors~~ Board Members, ~~notwithstanding any vacant positions, i.e., six (6) Directors.~~ not counting the member of City Council.

7.10 Voting

- ii) At all meetings of the Board, only the Directors present in person will have the right to vote.
- iii) Upon the seconding of a proposed motion, Directors may cast one vote each. Normally the Chairperson does not vote and, except as otherwise specified, a simple majority is required to approve a motion. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may cast a deciding vote.

----- end of section to be moved to Procedural Bylaw

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8.8. Indemnification

A member of the Board from and after election will be indemnified and saved harmless out of the funds of the Applegrove Community Complex from and against all costs, charges and expenses whatsoever which such member of the Board sustains or incurs in or about any action, suit or proceeding which is brought, commenced and prosecuted against such member for, or in respect of, any act, deed, matter, or thing whatsoever made, done or permitted by her or him in or about the execution of the duties of offices; and all other costs, charges and expenses, which are sustained or incurred in or about, or in relation to, the affairs thereof, except such costs, charges or expenses as are occasions of such member's own wilful neglect or default.

8.9. Conflict of Interest

Directors shall disclose any financial interest in a matter under consideration at a meeting and shall avoid taking part in any discussion of the matter.

The following section, originally numbered 7.12, will be moved to a Procedural Bylaw

7.12 Officers of the Board

- i) The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- ii) The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- iii) The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- iv) The term for every officer will be no more than two years.
- v) No member of the Board may hold more than one office at any time.
- vi) A Director may progress through the various offices.
- vii) Vacancy in an office position will be declared upon:
 - a) the death of an officer;
 - b) the resignation of an officer;
 - c) the removal of an officer; or
 - d) an officer ceasing to be a Director.
- viii) The Board may appoint any other Director, except as provided for above, to fill a vacant office, and the Director so appointed will hold office for the balance of the term of the previous officer.
- ix) In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of incumbent officer.
- x) The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.
- xi) Duties of Officers
 - a) The Chairperson will:
 - preside, when present, at all Annual, Special and Board Meetings;

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- perform all the duties accompanying the office and any other duties assigned by the Board;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
- b) The Vice-Chairperson will:
- assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
- c) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
- d) The Treasurer will:
- have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.
- e) The Secretary will:
- issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and
 - serve as a signing officer.
- f) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

The following section, originally numbered 8, will be amended and moved to a Procedural Bylaw

8. Committees

8.1 Standing Committees

- i) The Board of Management will be a Standing Committee.
- ii) The Board will determine other Standing Committees and will prescribe the powers and duties of such committees.

8.2 The Board of Management

- i) Usually the Board of Management will meet immediately before or after the Board of Directors.
- ii) The Chairperson of the Board of Directors will be also be the Chairperson of the Board of Management.
- iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.
- iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.

8.3 Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Standing Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All Standing Committees should be composed of at least two Directors and other Applegrove members and staff who are appointed by the Board.
 - c) Both the Executive Director and the Chairperson are *ex officio* members of all committees except as otherwise specified in the Committee's Terms of Reference.
- ii) All Standing Committees will:
 - a) operate within the terms of reference laid down by the Board;
 - b) provide an open forum for discussion by all interested parties;
 - c) report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - d) continue to operate for such length of time as will be determined by the Board.

8.4 Other Committees

The Board may establish such other Committees with such duties and powers and for such length of time as the Board will determine.

8.5 Meetings of Committees

- i) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Chairperson may determine.

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- ii) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
- iii) Meetings of every Committee will be open to all members, except where confidential business is being conducted.
- iv) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

8.6 Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

8.7 Executive Committee

There will be no Executive Committee.

9. Appointment of Agents and Employees

- 9.1 The Board may appoint agents and employees and they will be paid such remuneration as the Board by resolution determines.
- 9.2 The Board will appoint an Executive Director as the senior staff member for the organization. The Board will delegate to the Executive Director the responsibility for the general control and management of the centre within the approved budget, policies and procedures.

10. Signatures and Fiscal Year

- 10.1. Cheques
Cheques, drafts and orders for the payment of money and all notes and bills of exchange will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.2. Contracts
Contracts, documents or instruments of writing requiring execution by Applegrove will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.3. Fiscal Year
Applegrove's fiscal year will end on the last day of December in each year.

11. Amendments to the Constitution

- 11.1 Applegrove's Constitution will be enacted, amended, repealed, or re-enacted only by a two-thirds majority vote of the members present in person at the Annual Meeting.
- 11.2 Proposals to enact, amend, repeal, or re-enact the Constitution may be put forward by the Board provided that intention to enact, amend, repeal, or re-enact is contained in the Notice for the Annual Meeting at which they are to be voted upon and that the

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text of any proposed change is posted in a prominent place at Applegrove no less than twenty-one (21) days in advance of the proposed date of such Annual Meeting.

- 11.3 A Special Meeting of the membership may be called to propose an amendment to the constitution; however, such an amendment must be ratified at the subsequent Annual Meeting.

2007 CONSTITUTION of APPLGROVE COMMUNITY COMPLEX

Original Constitution amended at the Annual Meeting on October 22, 1992.

A major revision adopted at the Annual Meeting on March 31, 2005.

December 2006: City staff recommended that we separate the constitution for the incorporated body from the constitution for the City Agency. The latter will include changes needed to comply with the City’s Relationship Framework. All changes are shown in Arial.

Significant changes are in ***Arial bold italics*** and are summarized below by item number.

1 Do we need a Definitions section? Are these the appropriate items for it?

8.5 iv) maximum service extended to 4 2-year terms (from 3) as suggested at December Board meeting.

Following 8.7 To be moved to Procedural Bylaw

8.8 Former wording was applicable to Board of Directors. New wording applicable to Board of Management.

Electronic participation at Board meetings?

The Corporations Act says

Conduct of business

(3)Subject to subsection 298 (1) and subsection (3.1), no business of a corporation shall be transacted by its directors except at a meeting of directors at which a quorum of the board is present. R.S.O. 1990, c. C.38, s. 283 (3); 1998, c. 18, Sched. E, s. 74 (1).

Means of meetings

(3.1)Unless the by-laws otherwise provide, if all the directors of a corporation present at or participating in the meeting consent, a meeting of directors or of a committee of directors may be held by such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a director participating in the meeting by those means is deemed for the purposes of this Act to be present at the meeting. 1998, c. 18, Sched. E, s. 74 (2).

So if we want to allow electronic/telephone participation, we only need to ensure that the constitution and procedural by-law do not forbid it. Currently, the item numbered 7.10 ii) says that only directors present “in person” are allowed to vote. To allow electronic/telephone participation, we need to remove the words “in person” from the relevant section in the new procedural by-law.

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Proposed Constitution for the Incorporated Body/Charity January 2007

1. Definitions

- 1.1 "Board" means Board of Directors.
- 1.2 "Director(s)" means member(s) of the Board of Directors.
- 1.3 "Board Member(s)" means person(s) appointed by City Council to the Board of Management for Applegrove Community Complex.
- 1.4 "City" means City of Toronto.
- 1.5 "Council" means the Toronto City Council.
- 1.6 "Chair" or "Chairperson" means Chairperson of the Board of Directors for Applegrove Community Complex.

2. Name of Organization

The name of the organization is Applegrove Community Complex ("Applegrove").

3. Objects

Applegrove's objects will be to maintain, manage and operate Applegrove's facilities in the City of Toronto as a ~~non-profit~~ City-funded community centre providing services in accordance with the following guidelines:

- 2.1 Applegrove is a neighbourhood partnership fostering community through social and informative programs for individuals and families.
- 2.2 Applegrove's goal is to meet social, recreational, educational and cultural needs by providing diverse social, recreational, educational, and cultural programs and services.
- 2.3 All persons will be welcomed and encouraged to make full use of Applegrove's facilities and services, in accordance with any by-laws and decisions of the Board and the policies of the City of Toronto.
- 2.4 Applegrove will be community-oriented and community-controlled with priority given to residents of the area bounded by Jones Avenue to Woodbine Avenue, Lake Ontario to the railway tracks north of Gerrard Street (the "Catchment Area"), and will work co-operatively with all members of the community, especially those disadvantaged by economic, social or physical circumstances.
- 2.5 Applegrove will be run in a fiscally responsible way without monetary gains for its members.
- 2.6 Applegrove is committed to the promotion of co-operative effort, volunteerism, inter-cultural exchange and anti-racism.

4. Structure

- 4.1. Non-Profit Corporation
 - i) In 1979, Applegrove was incorporated as a non-profit corporation under the provincial Corporations Act, incorporation number 417388.

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Changes needed to comply with Relationship Framework, Fall 2006

- ii) Applegrove is registered by Revenue Canada as charitable organization Number 10671 8943 RR0001 (previously Number 0570838-59).
 - iii) A Board of Directors, which is described in more detail in section [Check number] of this Constitution, governs Applegrove (the “Board”).
- 4.2. Agency of the City of Toronto
- i) Applegrove is a community recreation centre under the Community Recreation Centres Act, which was established in 1983 by the City of Toronto, along with its Board of Management, via by-law 121-83. ¹
 - ii) The Board of the community centre is a city board (local board) established or continued under sections 7, 8 and 141 of the *City of Toronto Act 2006* which permit the City to appoint a city board to manage a facility and provide for its administration.²
 - iii) The Board of Management will function as a Standing Committee of the Board of Directors, responsible for the administration monies and reporting to City Council.
 - iv) The following matters require approval from Council:
 - a) The appointment of members of the Board of Management;
 - b) The annual administrative budget and global budget estimates;
 - c) Allocations for capital repairs, currently included in the City Facilities and Real Estate Capital Budget;
 - d) The audited annual financial statements of the community centres;
 - e) Collective Agreements;
 - f) A records retention by-law or specific Council approval to destroy records;
 - g) The establishment of new community centres and the cessation of existing community centres; and
 - h) Contracting out the overall operation or a significant portion of the operation of the community centre to a third party.
 - v) The following matters have been delegated to the Board of Management:
 - a) The management, operation and maintenance of the community centre;
 - b) The development, funding, management and operation of community centre programs;

¹ Bylaw 121-83 was replaced by By-law 1994-0792, adopted 94-10-11 by Toronto City Council and known as Chapter 25 of the Municipal Code. After amalgamation, all by-laws of the former City of Toronto were continued in the new City of Toronto. Beginning in 2007, the relevant chapter will be known as Chapter 24.

² In 2006, the province passed a new City of Toronto Act that included changes to definitions of Boards or Committees of Management. The same year, the City adopted a Relationship Framework that articulated Council's delegation of authority, expectations and requirements for the Board and recognized the Board's authority to manage the business and affairs of the community centre.

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- c) Expenditures and management of administrative funds in accordance with the Council approved budget and, where applicable, the City's financial policies;
- d) The development of strategic business plans for the community centre; and
- e) The setting of fees and charges for use of community centre space and programs.

5. Conflict with Other Bylaws or Statutes

5.1. Municipal

If this Constitution conflicts with any municipal legislation or policy, the municipal legislation and policy will prevail.

5.2. Other Levels of Government

If this Constitution conflicts with legislation or policy of the provincial or federal governments, the provincial or federal legislation and policy will prevail.

6. Membership

6.1. Membership Categories

i) Community Membership

Any person residing within the Catchment Area, may become a Community Member.

ii) Associate Membership

a) All other persons interested in Applegrove's programs and activities will be eligible to become Associate Members of Applegrove.

b) Associate Members will enjoy all the privileges and responsibilities of membership, except those of nominating ~~individuals to the Board~~ and voting for candidates to be recommended to Community Council and Council for appointment to the Board of Management.

iii) Institutional and Corporate Membership

a) Organizations and corporations directly affiliated with Applegrove or interested in Applegrove's programs and activities, will be eligible to become Institutional Members of Applegrove.

b) Institutional Members will enjoy the privileges and responsibilities of membership, except those of nominating individuals ~~to the Board~~ and voting at Annual and Special Meetings of the Membership.

6.2. Dues

i) The Board will, from time to time, establish membership fees for the various Member Categories on an annual basis.

ii) The Board may waive fees upon request for good cause.

iii) The Board may initiate a fee waiver without request in special circumstances.

iv) Members whose membership has lapsed will have a grace period of two months to renew membership without loss of privileges.

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- 6.3. Responsibilities of Membership
Acceptance of membership in Applegrove will bind the member to abide by the Constitution and by decisions of its governing body/bodies.
- 6.4. Privileges of Membership
- i) All Members
All members of Applegrove, except as otherwise restricted, will have the right to:
 - a) periodically receive information about Applegrove and its programs;
 - b) receive rights and considerations offered to them by the various groups or programs in Applegrove; and
 - c) participate in the activities of Applegrove's Committees, and vote on all matters brought before those committees of which they are members.
 - ii) Adult Members
Members of Applegrove who are 18 years of age and over, except as otherwise restricted, will have the right to:
 - a) nominate individuals as Directors and members of the Board of Management;
 - b) vote in the election of individuals as Applegrove's Directors and members of the Board of Management subject to the processes and limitations set forth in the Constitution; and
 - c) vote on any and all matters brought before the members at the Annual Meeting, and any Special Meeting, subject to the processes and limitations set forth in the Constitution.

7. Meetings of the Membership

- 7.1. Annual Meeting
There will be an Annual Meeting of the membership between February 1st and March 31st as determined by the Board.
- 7.2. Notice of Annual Meeting
Notice of the Annual Meeting will be given at least twenty-one (21) calendar days in advance and in such manner as to ensure that members have reasonable opportunity to receive such notice. The notice will include the following:
 - i) date, time and location of the meeting;
 - ii) availability of the Annual Report of the Board;
 - iii) last date for which nominations of eligible candidates to the Board will be accepted;
 - iv) intent to propose any amendments to the Constitution; and
 - v) any other proposed business.
- 7.3. The Purpose of the Annual Meeting
The Annual Meeting will:

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- i) receive reports on Applegrove's work during the preceding year and on plans for the upcoming year;
- ii) receive nominations for and elect the Board;
- iii) receive the Auditor's Report; and
- iv) carry out such other business as is approved by the members.

7.4. Special Meetings

A Special Meeting of the membership will be called upon:

- i) a motion passed by the Board to call a special meeting; or
- ii) submission to the Board of a request for a special meeting signed by twenty (20) members stating the object of the proposed meeting. A special meeting so requested will be held no later than six weeks after the date the request was submitted to the Board.

7.5. Notice of Special Meeting

Notice of a Special Meeting will be given in the same manner as for the Annual Meeting at least fourteen (14) calendar days prior to the meeting, and will state the nature or the business to be carried out at such a meeting. The only business to be carried out will be that for which the meeting is called.

7.6. Quorum for Meetings of the Membership

The presence of twenty (20) members will constitute a quorum at any meeting of the membership.

7.7. Votes at Meetings of the Membership

- i) At any meeting of the membership, only Adult Members in good standing at least thirty (30) days prior to the date of the meeting, will be entitled to cast a vote, except as otherwise specified in this Constitution.
- ii) At any meeting of the membership, each member will have one vote and such a vote will be given in person and not by proxy.
- iii) Questions arising out of any Annual or Special Meeting will be decided by a majority vote except in as otherwise specified below. In the event of a tie, the Chairperson will cast a vote.
- iv) At a special meeting called for the removal of a Director:
 - a) a two-thirds majority is required to remove the Director; and
 - b) only paid-up members in good standing, who have joined 30 days prior to the date of the call for the meeting, may vote.

8. Board of Directors

8.1. Composition of the Board

The Board will be composed of ten (10) people as follows:

- i) Nine (9) members, the majority of whom live in the Catchment Area. These will generally be known as the Community Directors.
- ii) One City Councillor will be appointed by City Council to the Board of Management and will be a member of the Board of Directors.

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- ~~iii)~~ The Toronto District School Board may appoint one person to the Board of Management, but this individual will not be a member of the Board of Directors.
- iv) Directors should collectively possess an understanding of the diverse neighbourhoods and communities within the ~~City;~~ catchment area;
 - a) reflect the cultural and social diversity of the ~~City;~~ community;
 - b) knowledge and understanding of public service; and
 - c) possess good communications and decision-making skills.

8.2. Eligibility Criteria

- i) Since Directors are also members of the Board of Management, they must meet eligibility criteria for the Board of Management, which are the following requirements:
 - a) at least eighteen (18) years of age;
 - ~~b) not prohibited from voting (serving a sentence, a corporation, executor, convicted of corrupt practices);~~
 - c) residing in the City ~~or the owner or tenant of land or the spouse or same-sex partner of such owner or tenant;~~
 - d) not an employee of the City of Toronto nor of any of its Agencies, Boards, Commissions or Corporations;
 - e) not the spouse, child or parent of a Member of Council;
 - ~~f) not a judge of any court;~~
 - ~~g) not a member of the Legislative Assembly, Senate or House of Commons;~~
 - ~~h) not a crown employee (appointed by the Lieutenant Governor in Council, Civil Service Commission or a minister); and~~
 - i) not serving on another City Agency, Board, Commission, or Corporation except they can be a member of a Business Improvement Area.
- ii) Appointees are required to maintain this status throughout their term of office.
- ~~iii) For the purpose of the City's Public Appointments Policy³, the City defines "citizen" to include all persons who are residents of Toronto, including permanent residents, refugees, refugee claimants and residents without homes.~~
- iv) Directors continue to serve past the expiration of their term, ~~at the pleasure of City Council, or~~ until their successors are elected or appointed.
- v) All appointments to the Board of Management are made at the pleasure of City Council and City Council retains the right to replace any appointed member at any time and for any reason.

³ The City of Toronto adopted a revised Public Appointments Policy at its meeting on September 24-27, 2006.

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- 8.3. Process
- i) At the Annual Meeting, the ~~membership~~ adult Community Members will ~~simultaneously~~ elect Community Directors to the Board of Directors ~~and nominate them to the Board of Management.~~
 - ~~ii) Their names will then be forwarded to the Toronto and East York Community Council City for appointment to the Board of Management.~~
- 8.4. Procedures of the Nominations Committee
- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
 - ii) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
 - iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
 - iv) Nominations for the position of Director will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting ~~at which the Board is to be elected.~~
 - v) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
 - vi) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
 - vii) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
 - viii) The eligible nominees ~~for the Board~~ with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
 - ix) If nominees are not already members of Applegrove, they should complete a membership form within ~~one month~~⁴ 10 days of election ~~to the Board.~~
- 8.5. Term of Office
- i) The term of office for Community Directors will be two (2) years.

⁴ The Corporations Act requires membership within 10 days for the incorporated body, so this needs to be the same.

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Adopted at the Annual Meeting on March 31, 2005
Changes needed to comply with Relationship Framework, Fall 2006

- ii) Terms of the Community Directors should be staggered so that in alternating years the terms of either four (4) or five (5) Community Directors will expire at the Annual Meeting.
- iii) A retiring Director will retain office until the dissolution or adjournment of the meeting at which a successor is elected.
- iv) Any retiring Directors will be eligible for re-election if otherwise qualified, but should not serve more than ~~three~~ **four** consecutive two-year terms.

8.6. Vacancy on the Board

- i) A vacancy in the office of Directors will be declared upon:
 - a) the death of a Director;
 - b) the resignation of a Director;
 - c) the removal of a Director; or
 - d) the failure of a Director to meet the Eligibility Criteria.
- ii) A vacancy is created and the individual ceases to be a Director, effective the earliest of:
 - a) the date of resignation;
 - b) the date the Director ceases to be qualified;
 - c) the date the Director is removed by City Council; or
 - d) the date of death or other incapacitation.
- iii) In the event of a vacancy on the Board, other than a vacancy resulting from the removal of a Director, the Directors then in office will select a qualified person to serve ~~as a Director until the next Annual Meeting and will recommend that individual to the Toronto and East York Community Council City for appointment to the Board of Management. Then an election will be held at the Annual Meeting to fill the position.~~ for the remainder of the 2-year term.

8.7. Removal of a Director

- i) Except as specified below, a Director may be only be removed from the Board by a motion passed by a two-thirds majority vote at a Special Meeting of the membership called for that purpose.
- ii) Three consecutive absences, or missing half the meetings in a year, may be grounds for removal of a Director at the discretion of the Chairperson.
- iii) Any qualified person may be elected by a majority of votes cast by a secret ballot at such a Special Meeting to fill the vacancy. The person so elected will be entitled to serve as a Director Member for the balance of the term of the Director who was removed.
- iv) A Director who was removed from office may appeal the decision at a Special Meeting of the membership duly called for the purpose. A simple majority will confirm the removal.

The following sections, originally numbered 7.8, 7.9 and 7.10, will be moved to a Procedural Bylaw

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7.8 Meetings of the Board

- i) Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.
- ii) The Chairperson will call a special meeting of the Board upon the request of any four (4) ~~Directors~~ Board Members.
- iii) Every ~~Director~~ Board Member will be notified at least seven (7) days prior to the proposed date of the meeting.
- iv) The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to ~~Directors~~ Board Members.
- v) Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.
- vi) Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation. personnel matters about an identifiable individual,
- vii) Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.
- viii) When the meeting resumes in public, any proposed motions must be moved and voted on in public.
- ix) Guests can address a Board meeting only with the permission of the Chairperson.

7.9 Quorum

- i) A quorum for Board meetings will be a majority of ~~Directors~~ Board Members, ~~notwithstanding any vacant positions, i.e., six (6) Directors.~~ not counting the member of City Council.

7.10 Voting

- ii) At all meetings of the Board, only the Directors present in person will have the right to vote.
- iii) Upon the seconding of a proposed motion, Directors may cast one vote each. Normally the Chairperson does not vote and, except as otherwise specified, a simple majority is required to approve a motion. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may cast a deciding vote.

----- end of section to be moved to Procedural Bylaw

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8.8. Indemnification

A member of the Board from and after election will be indemnified and saved harmless out of the funds of the Applegrove Community Complex from and against all costs, charges and expenses whatsoever which such member of the Board sustains or incurs in or about any action, suit or proceeding which is brought, commenced and prosecuted against such member for, or in respect of, any act, deed, matter, or thing whatsoever made, done or permitted by her or him in or about the execution of the duties of offices; and all other costs, charges and expenses, which are sustained or incurred in or about, or in relation to, the affairs thereof, except such costs, charges or expenses as are occasions of such member's own wilful neglect or default.

8.9. Conflict of Interest

Directors shall disclose any financial interest in a matter under consideration at a meeting and shall avoid taking part in any discussion of the matter.

The following section, originally numbered 7.12, will be moved to a Procedural Bylaw

7.12 Officers of the Board

- i) The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- ii) The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- iii) The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- iv) The term for every officer will be no more than two years.
- v) No member of the Board may hold more than one office at any time.
- vi) A Director may progress through the various offices.
- vii) Vacancy in an office position will be declared upon:
 - a) the death of an officer;
 - b) the resignation of an officer;
 - c) the removal of an officer; or
 - d) an officer ceasing to be a Director.
- viii) The Board may appoint any other Director, except as provided for above, to fill a vacant office, and the Director so appointed will hold office for the balance of the term of the previous officer.
- ix) In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of incumbent officer.
- x) The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.
- xi) Duties of Officers
 - a) The Chairperson will:
 - preside, when present, at all Annual, Special and Board Meetings;

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- perform all the duties accompanying the office and any other duties assigned by the Board;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
- b) The Vice-Chairperson will:
- assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
- c) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
- d) The Treasurer will:
- have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.
- e) The Secretary will:
- issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and
 - serve as a signing officer.
- f) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

The following section, originally numbered 8, will be amended and moved to a Procedural Bylaw

8. Committees

8.1 Standing Committees

- i) The Board of Management will be a Standing Committee.
- ii) The Board will determine other Standing Committees and will prescribe the powers and duties of such committees.

8.2 The Board of Management

- i) Usually the Board of Management will meet immediately before or after the Board of Directors.
- ii) The Chairperson of the Board of Directors will be also be the Chairperson of the Board of Management.
- iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.
- iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.

8.3 Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Standing Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All Standing Committees should be composed of at least two Directors and other Applegrove members and staff who are appointed by the Board.
 - c) Both the Executive Director and the Chairperson are *ex officio* members of all committees except as otherwise specified in the Committee's Terms of Reference.
- ii) All Standing Committees will:
 - a) operate within the terms of reference laid down by the Board;
 - b) provide an open forum for discussion by all interested parties;
 - c) report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - d) continue to operate for such length of time as will be determined by the Board.

8.4 Other Committees

The Board may establish such other Committees with such duties and powers and for such length of time as the Board will determine.

8.5 Meetings of Committees

- i) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Chairperson may determine.

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- ii) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
- iii) Meetings of every Committee will be open to all members, except where confidential business is being conducted.
- iv) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

8.6 Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

8.7 Executive Committee

There will be no Executive Committee.

9. Appointment of Agents and Employees

- 9.1 The Board may appoint agents and employees and they will be paid such remuneration as the Board by resolution determines.
- 9.2 The Board will appoint an Executive Director as the senior staff member for the organization. The Board will delegate to the Executive Director the responsibility for the general control and management of the centre within the approved budget, policies and procedures.

10. Signatures and Fiscal Year

- 10.1. Cheques
Cheques, drafts and orders for the payment of money and all notes and bills of exchange will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.2. Contracts
Contracts, documents or instruments of writing requiring execution by Applegrove will be signed by any two of the Chairperson, Treasurer, Secretary and Executive Director.
- 10.3. Fiscal Year
Applegrove's fiscal year will end on the last day of December in each year.

11. Amendments to the Constitution

- 11.1 Applegrove's Constitution will be enacted, amended, repealed, or re-enacted only by a two-thirds majority vote of the members present in person at the Annual Meeting.
- 11.2 Proposals to enact, amend, repeal, or re-enact the Constitution may be put forward by the Board provided that intention to enact, amend, repeal, or re-enact is contained in the Notice for the Annual Meeting at which they are to be voted upon and that the

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- text of any proposed change is posted in a prominent place at Applegrove no less than twenty-one (21) days in advance of the proposed date of such Annual Meeting.
- 11.3 A Special Meeting of the membership may be called to propose an amendment to the constitution; however, such an amendment must be ratified at the subsequent Annual Meeting.



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Phone (416) 461-8143 Fax (416) 461-5513



An Agency of the City of Toronto

Proposed "Procedural Bylaw"

January 2007

The (new) City of Toronto Act requires agencies to have a "procedural bylaw" that regulates how their Board meetings run. In the past, and in most other AOCC's, the procedural by-law is included in the Constitution. With the drafting of separate constitutions for the Board of Directors and Board of Management, City staff suggested that Applegrove separate out the procedural by-law.

The advantage of having a separate procedural by-law is that the Board can change it, instead of requiring a constitutional amendment at an Annual Meeting.

This can also be its disadvantage. Allowing the Board to change its procedures instead of having the membership approve such changes, gives more power to the Board. If the Board misuses this power, the Board could decrease the organization's transparency and democratic process.

This document shows what would be included in the procedural by-law.

Any Board members who want more information on these issues (from a non-profit perspective, not from the City) can ask me for hard copies of 2 documents from the "Institute on Governance" or can read them on-line at www.ioq.ca/boardgovernance/html/byl_byl.html and looking at "Bylaws and Policies" and "Governance Policies".

In the proposed procedural by-law, the items in Times Roman are taken directly from the 2005 Constitution, those in ~~strike through~~ are to be changed or deleted and items in Arial are new or amendments. Finally, items in **Arial italics bold** are optional items that need decisions.

Summary of Decisions Needed (Numbers show section)

First, should we have a procedural by-law at all? If so,

1. Do we need a definitions section? If so, what other items should it include?
- 3.4 What happens if quorum is not achieved at the beginning of the meeting?
- 3.5 Should it be Chair's responsibility to ensure quorum before a vote on a motion?
- 3.6 What happens if quorum is lost during the meeting?
- 4.3 What happens if there is a tie?
6. Do we need to specify when minutes will be confirmed and what happens?

Electronic Participation? Fiona Murray of the City Manager's office is checking whether we are allowed to have electronic participation and if so, under what conditions. She understands that this issue is coming to the Jan. 24 Board meeting, and should have answers by then.

Finally, should the Incorporated body/Charity have a procedural by-law? If so, and to simplify as much as possible, it would be essentially the same as this. However, the Board of Directors must make a decision whether its quorum will be 4, 5 or 6 (see first endnote).

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1. **Definitions and Interpretation**

1.1. **"Board" means Board of Management**

1.2. **"Board Member(s)" means person(s) appointed by City Council to the Board of Management for Applegrove Community Complex**

1.3. **"City" means City of Toronto**

1.4. **"Council" means the Toronto City Council.**

1.5. **"Chair" or "Chairperson" means Chairperson of the Board of Management for Applegrove Community Complex.**

2. Meetings of the Board

2.1. Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.

2.2. The Chairperson will call a special meeting of the Board upon the request of any four (4) ~~Directors~~ Board Members.

2.3. Every ~~Director~~ Board Member will be notified at least seven (7) days prior to the proposed date of the meeting.

2.4. The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to ~~Directors~~ Board Members.

2.5. Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.

2.6. Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation, personnel matters about an identifiable individual, or other matters outlined in the Municipal Freedom of Information and Protection of Privacy Act.

2.7. Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.

2.8. When the meeting resumes in public, any proposed motions must be moved and voted on in public.

2.9. Guests can address a Board meeting only with the permission of the Chairperson. The Board can set time limits for guests to speak at a Board meeting.

3. Quorum

3.1. A quorum for Board meetings will be a majority of ~~Directors~~ Board Members, notwithstanding any vacant positions, ~~i.e., six (6) Directors.~~ not counting the member of City Council or school trustee.¹

3.2. If a Board Member who is a member of City Council or a school trustee is present, that Board Member will be counted toward quorum.

3.3. If neither the member of City Council nor the school trustee is present, quorum is five (5). If one or the other is present, or if both are present, quorum is six (6).

3.4. ***If quorum is not achieved at the starting time for the meeting, the Chair shall ?wait for 5? 10? 15? minutes?***

?ask members then present whether they want to wait and if so, for how long?

?ask the members then present whether they want to continue as a committee of the whole (see endnote for information)ii ?

?adjourn the meeting and attempt to reschedule it before the next scheduled date?

?adjourn the meeting until the next scheduled meeting date?

3.5. *It is the duty of the Chair to ensure that quorum is present when a vote is taken.*

3.6. *During the meeting, if a member or staff person draws the attention of the Chair to the fact that a quorum is not present, the Chair shall, upon determining that a quorum is not present, the Chair shall*

? ask members then present whether they want to wait and if so, for how long?

?ask the members then present whether they want to continue as a committee of the whole?

?adjourn the meeting and attempt to reschedule it before the next scheduled date?

?adjourn the meeting until the next scheduled meeting date?

4. Voting

4.1. At all meetings of the Board, only the ~~Directors~~ Board Members present in person will have the right to vote.

4.2. Upon the seconding of a proposed motion, ~~Directors~~ Board Members may cast one vote each. Normally the Chairperson does not vote and, except as otherwise specified, a simple majority is required to approve a motion.

4.3. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may cast a deciding vote. ***Or, as some of the other City ABC's do," The Chairperson is entitled to one vote. If there is a tie vote, that motion will be deemed lost"?***

5. Officers of the Board

5.1. The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.

5.2. The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.

5.3. The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.

5.4. The term for every officer will be no more than two years.

5.5. No member of the Board may hold more than one office at any time.

5.6. A ~~Director~~ Board Member may progress through the various offices.

5.7. Vacancy in an office position will be declared upon:

i) the death of an officer;

ii) the resignation of an officer;

- iii) the removal of an officer; or
 - iv) an officer ceasing to be a ~~Director~~ Board Member.
- 5.8. The Board may appoint any other ~~Director~~ Board Member, except as provided for above, to fill a vacant office, and the ~~Director~~ Board Member so appointed will hold office for the balance of the term of the previous officer.
- 5.9. In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of the incumbent officer.
- 5.10. The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.
- 5.11. Duties of Officers
- i) The Chairperson will:
 - preside, when present, at all Annual, Special and Board Meetings;
 - perform all the duties accompanying the office and any other duties assigned by the Board;
 - rule on procedural matters and ensure motions and minutes are clearly expressed;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
 - ii) The Vice-Chairperson will:
 - assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
 - iii) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
 - iv) The Treasurer will:
 - have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.

- v) The Secretary will:
 - issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - ensure minutes are provided at subsequent meetings of the board for review and adoption;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and
 - serve as a signing officer.
- vi) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

6. Minutes

- 6.1. ***The minutes of each Board meeting will be submitted to the Board for confirmation or amendment at its next meeting or as soon afterwards as is reasonable.***
- 6.2. ***After the Board has confirmed or amended the minutes, the Board Chair and Secretary will sign them.***

7. Committees

- 7.1. The Board will determine ~~other Standing~~ any committees needed and will prescribe the powers and duties of such committees.

The Board of Management (This would only be in the Board of Directors Procedural By-law)

- ~~i) Usually the Board of Management will meet immediately before or after the Board of Directors.~~
- ~~ii) The Chairperson of the Board of Directors will be also be the Chairperson of the Board of Management.~~
- ~~iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.~~
- ~~iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.~~

Standing Committees other than the Board of Management

7.2. Composition and Membership

- i) All ~~Standing~~ Committees will be headed by a Chairperson chosen from among ~~Directors~~ Board Members and appointed by the Board.

- ii) All ~~Standing~~ Committees should be composed of at least two ~~Directors~~ Board Members and other Applegrove members and staff who are appointed by the Board.
- iii) Both the Executive Director and the Chairperson are *ex officio* members of all committees except as otherwise specified in the Committee's Terms of Reference.
- iv) All ~~Standing~~ Committees will:
 - a) operate within the terms of reference laid down by the Board;
 - b) provide an open forum for discussion by all interested parties;
 - c) report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - d) continue to operate for such length of time as will be determined by the Board.

Other Committees

~~The Board may establish such other Committees with such duties and powers and for such length of time as the Board will determine.~~

7.3. Meetings of Committees

- i) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Chairperson may determine.
- ii) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
- iii) Meetings of every Committee will be open to all members, except where confidential business is being conducted.
- iv) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

7.4. Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

7.5. Executive Committee

There will be no Executive Committee.

End Notes

ⁱ For the Board of Directors, the Corporations Act allows quorum of more than 2/5th (40%), i.e., 4 Directors, but the corporation's supplementary letters Patent or a special resolution must provide this. Otherwise, quorum is a majority.

Unless the letters patent, supplementary letters patent or a special resolution otherwise provides, a majority of the board of directors constitutes a quorum, but in no case shall a quorum be less than two-fifths of the board of directors.

“special resolution” means a resolution passed by the directors and confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the shareholders or members of the corporation duly called for that purpose, or, in lieu of such confirmation, by the consent in writing of all the shareholders or members entitled to vote at such meeting. (“résolution spéciale”) R.S.O. 1990, c. C.38, s. 1; 2001, c. 9, Sched. D, s. 5 (1).

Therefore, if we want either 4 or 5 Directors to be quorum, the Board of Directors must pass such a motion and it must be confirmed by a 2/3 majority at the AGM. Otherwise a “majority” of the 10 Directors is the number larger than half which means 6.

ⁱⁱ The following is taken from the City's Procedural Bylaw regarding Committee of the Whole
§ 27-76. Chair of Committee of the Whole.

[Amended 1999-04-15 by By-law No. 150-1999]

Whenever the Council resolves itself into Committee of the Whole, the Mayor, or Deputy Mayor, or another member designated by the Mayor shall chair the Committee of the Whole.

§ 27-77. Appointment of Acting Chair.

[Amended 1999-04-15 by By-law No. 150-1999]

The Mayor, or Deputy Mayor, or member designated by the Mayor, may appoint another member to chair the Committee of the Whole while he or she is speaking to a question or is absent from the meeting.

§ 27-78. Equality of votes.

The chair of the Committee of the Whole shall be entitled to one vote as a member of the committee, and if there is an equality of votes on any motion it shall be deemed to be lost.

§ 27-79. Observance of rules governing procedures of Council.

The rules governing the procedure of the Council and the conduct of members in Council shall be observed in the Committee of the Whole, so far as they are applicable, provided that:

A. A motion shall not be required to be seconded.

B. No vote shall be recorded.

C. The number of times of speaking on any question shall not be limited.

D. No member shall speak more than once until every member who desires to speak shall have spoken.

E. A majority vote shall be required to decide any matter before the Committee of the Whole.

§ 27-80. Report of Committee of the Whole.

[Amended 2000-10-12 by By-law No. 958-2000]

A motion in the Committee of the Whole to rise and report shall be decided without debate, and a motion to rise without reporting shall always be in order and shall take precedence over any other motion, and, if carried, the subject referred to the Committee shall be deemed to have been disposed of in the negative, subject however to its reconsideration as provided by § 27-49, and the Council shall resume and proceed with the next order of business.

§ 27-81. Confirmation of reports; amendments.

The reports adopted in the Committee of the Whole shall be put to Council by the Chair, one by one, for confirmation, and it shall be in order at this time for any amendment to be moved.

Applegrove Community Complex																									
Year to date Income Statement																									
as at 30/11/2006																									
	Admin		Program Total		P/C Drop-in		Edgewood Drop-in ②		HAIG Drop-in		Teens Program ②		Perinatal Program		Therapeutic Play		Summer Camp		Fund-raising	Board & Others	Nevada	Educat. Grant	Art Project ②		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget			Actual				
EXPENSES ①																							**		
Salary	202,997	179,758 ⑥	161,886	156,393	74,098	71,313 ⑩	13,012	12,403 ⑩	1,764	1,156	11,107	10,733	8,355	8,594	17,566	21,106	27,635	26,501	0	2,108	0	0	0	6,242	
Benefit	43,624	42,442	33,477	35,235	25,229	25,217	3,242	4,366	123	142	726	656	422	738	1,207	2,094	1,963	1,590	0	126	0	0	0	440	
Material & Supplies	6,483	8,067	45,040	49,097	3,961	4,793	2,765	2,022	3,226	375 ③	2,491	1,440	22,754	15,732	1,292	8,158 ⑧	4,213	4,144	742	2,806	300	0	0	1,233	
Furniture & Equipment	49	367	93	343	0	275	43	68	50	339	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Purchased Services	64,429	61,508	19,348	18,340	2,629	4,791	754	941	220	174	1,370	360	1,758	1,833	489	906	8,007	9,288	387	2,536	1,191	310	0	83	
Goods & Services Tax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL EXPENSE	317,582	292,142	259,844	259,407	105,917	106,388	19,816	19,799	5,383	2,185	15,694	13,189	33,289	26,897	20,554	32,264	41,817	41,523	1,129	7,576	1,491	310	0	7,997	
INCOME ①																									
City of Toronto	318,960	292,142 ⑥	137,810	109,102	94,572	82,931	17,346	15,611	0	0	19,869	7,560 ⑦	0	0	0	0	6,023	3,000	0	0	0	0	0	0	0
Province of Ontario	0	0	1,147	0	500	0	647	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Government	864	0 *	32,770	28,340	0	0	0	0	0	0	0	0	19,704	21,784	0	0	12,535	6,556	0	531	0	0	0	0	0
Total Government	319,823	292,142	171,728	137,442	95,072	82,931	17,993	15,611	0	0	19,869	7,560	19,704	21,784	0	0	18,558	9,556	0	531	0	0	0	0	
Grant/Donation/Fundraising																									
Grant	0	0	33,309	25,917	1,325	0 ④	225	0	300	0	200	0	250	0	25,875	22,917 ①	3,000	3,000	0	2,134	0	0	0	0	
Donation	0	0	54,594	9,183	8,039	1,315 ④	1,730	0	35,000	10,952	3,909	5,076 ④	0	0	0	0	820	500	2,105	5,096	0	0	0	0	
Fundraising	0	0	6,657	24,000	1,142	825	134	900	0	0	63	0	0	0	0	0	0	0	2,646	2,839	2,479	0	0	0	
Grant/Donation/Fundraising	0	0	94,560	59,100	10,505	2,140	2,089	900	35,300	10,952	4,172	5,076	250	0	25,875	22,917	3,820	3,500	4,751	10,069	2,479	0	0	0	
Others																									
Users Fee	0	0	20,736	0	0	0	0	0	0	0	0	0	0	0	0	0	20,298	21,300	438	438	0	0	0	0	
Miscel	36	0	1,117	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,117	0	0	0	0	
Total Others	36	0	21,852	0	0	0	0	0	0	0	0	0	0	0	0	0	20,298	21,300	438	1,555	0	0	0	0	
TOTAL INCOME	319,859	292,142	288,140	196,542	105,577	85,071	20,082	16,511	35,300	10,952	24,042	12,636	19,954	21,784	25,875	22,917	42,676	34,356	5,189	12,155	2,479	0	0	0	
SURPLUS(DEFICIT)	2,277	0	28,296	(62,865)	(340)	(21,317)	267	(3,288)	29,917	8,767	8,348	(553)	(13,335)	(5,113)	5,321	(9,347)	858	(7,167)	4,060	4,579	988	(310)	(7,997)	0	
Board transfer/in-kind support																									
Surplus(deficit)-beginning			62,193		1,674		1,059		1,059		0		9,484		25,670		3,344			3,249	2,192	2,526	4,015		
Surplus(deficit)-ending			90,489	(62,865)	1,334	(21,317)	1,326	(3,288)	30,976	8,767	8,348	(553)	(996)	(5,113)	30,991	(9,347)	4,202		4,060	4,973	3,180	2,216	(3,982)		
NOTE:	① All budgeted expenses and income are distributed evenly in a 12 months period except Edgewood Drop-In, Teen and Summer Camp that run less than 12 month.																								
	② Budgeted expenses and income for programs that run less than 12 months are distributed evenly in the period.																								
	③ Material & supplies budget is distributed evenly in a 12 months period, actual expenses reflect set up purchase which will be used during the year.																								
	④ Deferred income from 2005 carried forward to 2006																								
	⑤ Board is responsible for paying the Perinatal Program Worker																								
	⑥ Actual funding & Salary included Executive Director's retroactive salary																								
	⑦ Heart Health funding approved is more than budget																								
	⑧ Material & supplies budget of Therapeutic Play was over-estimated																								
	⑨ An expected grant for the art project was not approved																								
	⑩ Total Edgewood salary include non-budgeted Statutory Holiday																								

2007 Program Budget Forecast	Applegrove	Edgewood	Teen	Helping Our	Therapeutic	Summer*	HAIG	Community	Board	Nevada	Program Total
Revised with actual benefits	P/C	P/C		Babies Grow	Play			Arts			
Expense Salaries and Benefits	111,242	19,317	17,277	10,633	26,752	31,337	14,088	8,238	1,000		239,884
Program Expense	9,320	3,287	5,414	22,646	5,350	14,137	3,167	1,761	500	10,000	75,581
	120,562	22,604	22,691	33,279	32,102	45,474	17,254	9,999	1,500	10,000	315,465
Income Grants City											
Children's Services	92,972	17,948									110,920
Recreation Grant						2,500					2,500
Heart Health			1,200			3,100					4,300
Drug Prevention Grant (DPG)			13,248								13,248
Arts Council								10,000			
YES						1,440					1,440
Star Fresh Air						3,000					3,000
Foundation grants											0
United Way					25,000						25,000
Federal *				28,294		13,640					41,934
Program fundraising, fees, etc.	900	1,000				21,300	500				23,700
Agency Net Pasta fest									4,000		4,000
Net The SPA									2,000		2,000
Net Yoga-Thon									1,000		
Charitable Donations						500			2,500		3,000
Corp and Foundation			8,246				16,757				
Prior Surplus					7,102						7,102
Net Other fundraising									1,000	14,000	15,000
	93,872	18,948	22,694	28,294	32,102	45,480	17,257	10,000	10,500	14,000	257,144
Surplus (Fundraising needed)	(26,690)	(3,656)	3	(4,985)	0	6	3	0	9,000	4,000	293,147
											(22,318)

105,136

Net Fundraising Needed = -22,318

Printed January 17, 2007

Note that wages and benefits are at actual 2007 rates

* This is last year's budget. In 2007, minimum wage will increase and federal funding of the day camp is insecure. See Day Camp Budget scenarios

Arts Project includes 10 to 20 hours in November and December 2006. Oct. 18: Arts Project funding denied. Will apply to another funder. Nov.: artist withdrew. In March, will apply for another project to start in the summer or fall

HOBG "deficit" includes \$4,000 to pay the program worker and about \$1000 of child care costs. These will likely be covered by staff absence, gapping and underspending in another category.

Day camp fees at \$50 with 5 fully subsidized places each week.

Therapeutic Play Funds from prior surplus (reserve) to be spent on additional program supports

Nevada net of \$4,000 (previously had hoped for \$6,000 but have not gotten that for several years.

Relief staffing: when permanent staff are sick or on vacation, we have had to pay for additional relief staff in family resource programs.

A very preliminary estimate was up to 50 hours in 2006 at about \$20/hour or about \$1,000. There is no funding for this, but without it, we would have to close programs or operate them unsafely. This amount is shown in Board, but would be spent in P/C, E/W or HAIG

Cost/visit combined P/C and E/W	#REF!
# of visits	10,200
cost per visit	\$11.82



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Phone (416) 461-8143 Fax (416) 461-5513



An Agency of the City of Toronto

Fundraising Meeting Notes

December 11, 2006

Present: Estelle Halbach, Bridgit Clinansmith, Susan Fletcher (recorder).

1. Next Meeting

Monday, January 22, 2007 at 7:05 p.m.

2. Yoga-Thon

A. Instructors

- Lorrie Burton withdrew (yoga teacher from The SPA)
- Estelle confirmed that Charlene Sullivan, Gudrun Hardes and another instructor from Main Street Cardio would participate.
- Bridgit confirmed that Jennifer Howey of Diamond Body Yoga would participate.
- May reported that Heather Elson of Seven Seas Yoga (Queen and Vancouver) is also interested.
- Susan will send confirmation/thanks letters to confirmed instructors.

B. Mats

- agreed to purchase 5 yoga mats from the Bargains Group or Winners for the first 5 paid registrants (or gift certificates).
- as needed, May can borrow 15 fitness mats.

C. Publicity

- advertise and sell gift certificates immediately --> Susan will prepare gift cert's and a poster ASAP
- Estelle will finalize the other publicity materials.

D. Sponsorship

- Louise has not had any success in contacting a participant who works for American Express; she will follow up in mid-January but focussing on The SPA

E. Budget – see attached

F. Timeline

Date	Activity	Progress
early October	begin recruiting instructors	
Dec. 11	Decisions on pricing, mats, etc.	
	Finalize publicity materials, pledge forms	
December 15	Recruit minimum of 2 instructors	Achieved Oct. 3
January 1	Begin recruiting participants	
Early January	Canvass Danforth and Beaches to post flyers, distribute invitations and pledge forms	
Jan 9	Beach Metro News publishing date	
Jan 18	(revised) ETC News publishing date	

Fundraising Meeting Notes

December 11, 2006

2

Date	Activity	Progress
Jan 23	Beach Metro News publishing date	
January 25	Minimum of 10 participants registered	
Feb 1-2	Clean gym	
February 3	Event	
Feb. 10	Thank instructors, send receipts to donors	

G. Decisions still needed

- should there be a registration deadline for child care, and if so, what? Also, what is the maximum number of children we can accommodate?
 - Louise suggested maximum of 20 children

3. **The SPA**

- discussed schedule
 - 6:00 Start sign-up
 - 6:30 First Class: all clients can participate
 - 7:00 }
 - 7:30 } Appointments
 - 8:00 }
 - 8:30 }
 - 9:00 Second Class (yoga or relaxation): all clients can participate
- sign-up sheets for all appointments in corridor – large sheets with one staff/volunteer covering 3 or 4 practitioners – would sign individual’s name on big sheet as well as practitioner on appointment card
- discussed where to have the clients registration/welcome, either inside the EW room or in front of the office.
 - want to try to separate practitioners from clients
 - also need to keep clients away from sign-up sheets until sign-up starts.
- timeline

Date	Activity	Progress
October-December	Develop/revise database of practitioners	In progress
Mid-October	First draft of letter/brochure	
Beginning of January	Begin recruiting practitioners	
Mid-March	Cut-off date for practitioners to be included in brochure	
April 1	Begin selling tickets	
May 15	Event	

4. **Next Meeting**

Monday, January 22 at 7:05 p.m.

Yoga-Thon Budget

Expenses Revised January 2007

Facility			
Rental (TCDSB)		\$200	
			\$200
Publicity			
Advertising			
ETC News twice @ \$10		\$20	
Beach Metro twice @ \$9		\$18	
Beach Mirror free?			
Town Crier free?			
Printing (In house -- free)		\$0	
100 Flyers			
200? Invitations			
100 Pledge forms			
			\$38
Refreshments			
Tea, coffee, cream, milk, sugar		\$20	
200 cookies		\$25	
6 dozen oranges @ \$5.00		\$30	
Cups		\$10	
Coffee/tea service	Borrowed		
			\$85
Gifts and Prizes			
? Yoga mats @ ?			?
4 prizes donated			\$0
Contingency			\$50
Total Expenses			\$373

Income or In Kind donations

50 Participants \$25		\$1,250	
Less credit card processing @ (est) 2%		-\$25	
Net revenue			\$1,225
Donations/In Kind			
Printing			\$0
Advertising			\$38
Refreshments			\$85
Prizes			?
Sponsor			\$500
Total Income			\$1,848
Net Proceeds			\$1,475



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6
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Action Plan Time Line and Report to January Board Meeting

Applegrove's Action Plan focuses on the following activities:

- attract new participants by enhancing outreach using strategies including information in school newsletters, on bulletin boards and local newspapers; a website; and identification of target groups and their needs.
- Expand programming for families with young children, including programming for specialized age groups (e.g., 4-5 years old) and for families, possibly in collaboration with existing child care programs via Best Start.
- Work with local partners to develop additional programming for children and youth; this can include before- and after-school activities; leadership for 11 to 13 year olds (including baby-sitting classes); specific activities for young teens and older teens; and summer activities for teens.
- Expand programming for adults, such as social or coffee clubs. Consider a community kitchen, possibly in partnership with other agencies, which could involve adult ESL students.

The planning sessions identified 2 options to address facility limitations, either relocate or stay, upgrade and develop additional satellite locations. Within the relocation option, there were 2 issues, moving this summer's day camp to Corpus Christi and relocating the centre to a larger space, while maintaining current family resource programming in the Duke of Connaught School.

Month	Activity	Deadline	Responsibility	Progress
February	Prepare report on planning	Feb 28	Susan	Done
	Decide whether to move day camp	Feb. 16	Board	Surveyed campers' parents west of Coxwell. Discussed with Moorelands. Decided to stay at Duke
	Decide whether to relocate or stay, upgrade and develop satellite programming		Board	Discussed issue with City Council rep on Board. Examined building, funding possibilities, etc. Decided to stay, upgrade and develop satellites
	Develop new programs	(Ongoing)	Susan and Staff	Feb. 8: DPG proposal included 3 rd night of teen programming and split into older and younger groups

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
March	Send planning report to participants and others	Mar 31	Susan	Done Feb 28
	Upgrade facilities		Susan	Mar. 8: Contacted City staff and TDSB trustee about Lounge
	Develop new programs	(Ongoing)	Susan and staff	Mar 3: Supper Club proposal sent to Unilever Canada Foundation
				Mar 2: Discussed computer room with Dave Smith (SHA)
				Mar 9: began collecting info on babysitting class
				Mar 14-24: PwC Foundation invited applications for \$2,500 grants for leadership development. Board selected Youth Leadership Development and Intern/Board Member development as priorities. Toronto Community Foundation (TCF) invited applications for up to \$15,000 grants including youth leadership development. Recommended focussing PwC application on Intern/Board member and applying to TCF for youth program. Identified staff and Board members who might be interested.
				Mar. 30-31: Carmi, May and Susan developed outline for youth leadership proposal (Acquiring Positive Practical Leadership Experience) [or substitute Powerful for one of the "P" words]
Develop new programs (continued)			Mar. 23: set up St. John Babysitting class for Tues and Thurs, June 13 and 15, \$35 per person (50% to be refunded by Applegrove Board for Teen Program participants who complete it)	

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
	Develop website	June 1	Susan, staff and Board	Mar 3: Bridgit's contact set up basic site with calendars and Bd package
				Mar 13: City contact requested outline of our needs, plans, etc. Mar 31: City Contact confirmed that we would have to conform to City standards if City staff design site.
	Visibility	(Ongoing)	Susan	Mar 25: OMNI TV aired interview with Susan (filmed in early Feb. in P/C)
				Mar 31: Beach/Riverdale Mirror published long article about AGM including info about award recipients.
April	Review and revise fundraising/event plan	April Bd meeting	Susan and Board	April 18: included in Marketing Plan
	Marketing and visibility plan	Apr Bd meeting	Susan and Board	April 3: Susan attended organizing meeting
				April 5: Susan attended and May acted as photographer for opening of S.H. Armstrong computer room.
				April 13: Susan completed draft plan
	Voice mail: report on costs and systems	Apr Bd meeting	Franki	April 26: Board requested additional information and will make decision in time to incorporate into Admin Budget
Develop new programs	(Ongoing)	May	April 7: spoke with Toronto Community Foundation staff about "APPLE" proposal for youth leadership program. Submitted proposal April 26	
May	Website development: develop criteria for site, what should be included,	June 1	Susan, staff and Board	May 11: Website Committee held initial meeting And set directions.
	Visibility	Ongoing	Susan	May 1: posted The SPA at Edgewood on "Craig's List".

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
			Susan	<p>May 1 to 10: agreed to chair 4 public meetings about accessing space in schools. Designed poster. Sent to Toronto MPP's, City Councillors, etc. Contacted 2 TCDSB trustees to invite separate board's participation</p> <p>May 29-June 1: Chaired 4 meetings. Head table and guests included Trustees Hill, Bolton, Nemiroff and Cary-Meagher, Councillors Cho and Hall</p> <p>May 25: briefed new MPP Peter Tabuns on Applegrove's services and issues.</p>
	Upgrade facilities		Susan	<p>Set May 23 meeting with City Facilities and Real Estate Division and TDSB staff about lounge and other issues</p> <p>May 23: TDSB staff cancelled meeting and provided report on roof repairs needed. The Lounge was excluded from the report. The Hub was identified as a City or shared responsibility. Showed City staff the lounge and exterior bricks.</p> <p>May 26: e-mailed photo's of bricks and update on TDSB roof inspector's recommendations about the lounge leaks to City FRED staff</p>
	Develop new programs	(Ongoing)	May	<p>May 15: finalizing new proposal to provincial "Communities in Action Fund" previously under Tourism and Recreation, now under Health Promotion. Will wrap around proposed APPLE program and include sport skill development in day camp and after-school activities, as well as support to school for lunch hour and recess active recreation.</p>

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
June	Upgrade facilities		Susan	June 2: sent Principal a written response to questions asked by 2 TDSB staff in preparation for installing video camera, intercom and magnetic unlocking system at Woodfield door. Copied to Trustee Cary-Meagher.
				Set June 15 meeting with TDSB "Safe Schools" and Duke of Connaught staff, City FRED and S.H. Armstrong staff.
	Visibility	(Ongoing)		SNAP newspaper had one photo of The SPA in the paper edition, several on website.
			Susan	June 7: spoke and staffed table at Duke of Connaught Kindergarten Open House
			Susan	June 9: connected with Councillor Fletcher, former MPP Marilyn Churley and MPP Peter Tabuns at Terry Lee's retirement party.
	Develop new programs	(Ongoing)	Susan	June 13-15 Baby-sitting class cancelled due to low registration.
				June 1-7: began discussions with local writer about possibly working as Applegrove's Writer-in-Residence for 2007
				June 7-20: developing ideas for possible new seniors' program (lunch and computers or Bites and Bytes?)
	July	Develop new programs	(Ongoing)	
				July 12: May met with Peter, Paula Fletcher and Greenwood program participants On Paula's request, Susan e-mailed Sandra Bussin inquiring about funding.
			Susan	July 4-13: prepared Arts Council proposal for Arts Access Grant to have a writer-in-residence
July 7				Proposals due for "New Horizons" seniors funding. Did not apply due to lack of time

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
	Visibility/Outreach		Susan	Finalized design for Board business cards and sent to printer.
	Outreach to potential participants		Susan	July 6: Estelle finalized design for outreach flyer. July 12: Susan and Franki completed integration of Chinese. July 12: Susan completed stickers to give to potential participants July 15: staff began outreach.
	Website Development			July 10-13: Website Committee meeting: developed model for pages, outlined pages needed, other design and content decisions. July 12: Susan sent materials to volunteer website designer End of July: Prepared content for most of the website and sent to designer
Aug	Website Development		Susan	Mid-August: Sent remainder of materials to website designer and clarified some of prior materials Directed Franki to purchase, install and learn to use Adobe Acrobat
	Develop new programs	(Ongoing)	Board	Reviewed list of issues to start family resource program Endorsed proceeding to establish new family resource program.
			Susan	Spoke with Paula Fletcher, Sandra Bussin, Peter Tabuns, Sheila Cary-Meagher, Earl Haig School principal, United Way, Daycare Connection, City Children's Services about new program. Met with parent/volunteers and established next steps.
Outreach	Ongoing	Susan	Suspended outreach while P/C room closed and continued while staffing was reduced.	

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
Sept	Develop new programs	(Ongoing)	Susan and May	Established staffing for new family resource program. Directed Applegrove staff to begin purchasing toys.
			Advisory Committee	Established name, program days, target opening date
	Website	Sept for test version	Volunteer Designer	(to be determined)
	Upgrade facilities		Susan	Sept. 1: Met with City and TDSB staff. Discussed scope of work to be done in the Lounge. Sept. 6: City staff estimated cost to be \$106,000. Includes any roof repair; replacing window flashing; replacing windows; replacing air conditioner; replacing damaged bricks; replacing ceiling tiles; replacing ceiling lights; replacing floor covering.. Exterior work to be done in 2007, interior in 2008. Sept. 7: Asked relevant City staff to get it into the 2007 capital budget
Oct	Outreach	(Ongoing)		Distributed info packages to 60 families on Halloween.
	Visibility	(Ongoing)	Susan and Social Work students	All-candidates meeting October 25 for Beaches-East York South Ward attended by over 50 people, many of whom commented on how well organized it was.
			Susan and Louise	Head-shaving event October 21 – generated stories in local papers and many positive conversations (both in Toronto and in Florida on Susan’s vacation!)
	Website development			Bridgit reported that volunteer website designer says she is on track
	Develop new programs	(Ongoing)		Opened The HAIG Family Resource Program

Action Plan and Report January 2007

Month	Activity	Deadline	Responsibility	Progress
Nov	Visibility	(Ongoing)	Susan and Social Work students	November 8 all-candidates meeting for Beaches-East York South trustee, attended by about 10 people including candidates.
	Develop new programs	(Ongoing)	Susan and May	PRO (Parents Reaching Out) proposal for school readiness project.
Dec	Website development: site up and running, contains current P/C and E/W calendars, Bd package, etc.	Dec. 1		Not achieved
	Visibility/Marketing	December	May	3 rd newsletter sent out
January	Develop new programs	(Ongoing)	May	Toronto Community Foundation Vital Ideas proposal for summer leadership program for 11 to 14 year olds
				"Leafs Care" proposal to maintain 2 nd youth worker and add summer programming
	Visibility	(Ongoing)	Susan	Toronto Community Foundation Vital Ideas proposal for SPACE Coalition to be managed by Applegrove Susan and Louise to speak to Beaches Rotary Club about HAIG program

January 2007:

Should I continue to update this report monthly? Is there another format that would be more useful?

PROGRAM/PROJECT BUDGET

Organization Name: Applegrove Community Complex
Program/Project Name: Summer Adventure Day Camp

EXPENDITURES			
Category		Proposed Budget	
Staff: salaries and expenses		\$65,186	
Volunteers: expenses		\$40	
Honorariums/Professional Fees			
Materials/Supplies		\$7,451	
Equipment			
Publicity & Promotion		\$60	
Space Occupancy (e.g. permits, rent)		\$5,533	
Utilities (e.g. phone)			
Insurance		\$1,000	
Accounting: audit, bank fees			
Program Expenses		\$11,780	
Fundraising Expenses			
Other: Police Checks		\$200	
Other: Staff T-shirts (uniforms)		\$240	
Other: Staff Training		\$400	
Other: Staff Travel		\$1,519	
TOTAL EXPENDITURES		\$93,409	\$93,409
REVENUE			
Self-generated (e.g., fees)		\$21,300	
Private Sector	Fundraising	\$500	
	Private sponsor/donor *	\$48,430	
	Corporate sponsor/donor	\$3,000	
Government Grants	Federal	\$10,560	
	Provincial	\$1,680	
	Other City of Toronto Heart Health	\$3,000	
	In Kind Donations		
TOTAL REVENUE		\$88,470	\$88,470
2007 Minor Recreation Investment Program Request		\$4,000	\$92,470
% of Expenditure that this grant represents		4.3%	
Surplus/Deficit if grant is received		-\$939	

(Please indicate which expenses are to be provided in-kind and name the source)
 The S.H. Armstrong Recreation Centre will provide 2 weeks for space for training plus up to 2 weeks of program space at no charge.

*Our partner, Moorelands Community Services, will provide over half the staffing and program expenses.

What is the proposed start date and end date for your program/project?
 The camp will run from July 3 to August 24, with staff training June 18 to June 29. and clean-up/evaluation August 27 to Aug 31.

The fee revenue allows for 5 subsidized spaces
 assumes occupancy of 95%

Summer Camp Scenarios

In the event of Summer Career Placement Grants being cut or reduced, we have introduced several scenarios for the Board to consider:

1. Look for other funding to cover \$10,560.00, which was expected from the SCP grant, but with the possibility of absorbing the amount as a deficit if other grant money does not come in.
2. Have the amount of \$10,560 absorbed in the summer camp fee: current fee of \$50.00 per week will result in an increase to \$73.00 per week
3. Increase the ratios. Currently the camp has above standards and a very good ratio of 1 staff to 6 children. If we increase ratios to 1:8 (which are acceptable standards), we will generate an additional \$8000.00 and will only have a deficit of \$2560.00 plus expenses for the additional children accepted.
4. Decrease number of staff hired. In combination with Moorelands, the camp hires 5 senior counsellors, 5 junior counsellors, 1 assistant director, and 1 camp director. If we hired only 4 junior and senior counsellors, this would have an impact on the number of registrations accepted. We would only be able to accept 48 children per week. The salary and benefits saved would amount to approximately \$8832.00. In addition, we would not be receiving the fees from the reduced campers for 8 weeks which is a loss of \$4800.00, so we would only be saving \$4032.00 plus any savings on budget expenses for the 12 children (minimal).
5. Same scenario as #4, but keep registration at 60 and look for dedicated volunteers to cover the hours of the 2 staff not hired. Expected savings would be \$8832.00 which would result in a deficit of \$1728.00.
6. Do not hire an Assistant Camp Director. This will not impact ratios and staff supervision and there will be a savings of 9942.00 (includes benefits). Our deficit will only be 618.00

Applegrove Board and Committee Meetings and Events – January 17, 2007

Office Phone (416) 461-8143

Please note that Board meetings are on Wednesday evenings, usually the second last Wednesday of the month.

Please note Raptors 50/50 dates!

January 2007 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17 Pick up your Board package <u>Raptors 50/50</u>	18	19	20
21	22 <i>Fundraising 7:05</i>	23	24 Board Meeting starts at 6:15	25	26 <u>Raptors</u>	27
28	29	30	31			

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 <u>1 p.m. Yoga-Thon at Edgewood</u>
4	5	6 [Duke School Council]	7 <u>Raptors 50/50</u>	8	9	10
11	12	13	14 Pick up your Board package	15	16	17
18	19	20	21 Board	22	23	24
25	26	27	28			

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. F&F = Finance and Fundraising

[Brackets] = another group's meeting or event that may affect you.

New in May, 2006, at Board meetings, supper is at 6:00, committee meetings start at 6:15 and Board meetings start at 7:00 p.m.

March 2007 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 [Duke School Council]	7 <u>Raptors 50/50</u>	8	9	10
11	12	13	14 Pick up your Board package MARCH BREAK!!!	15	16	17
18	19	20	21 Board <u>Raptors 50/50</u>	22	23 <u>Raptors 50/50</u>	24
25	26	27	28 AGM	29	30	31

April 2007 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 [Duke School Council]	4	5	6 Good Friday Applegrove Closed	7
8 Beaches Easter Parade	9 Easter Monday Applegrove Closed	10	11 Pick up your Board package!	12	13	14
15	16	17	18 Board	19	20	21
22	23	24	25	26	27	28
29	30					

May Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 [Duke School Council]	2	3	4	5
6	7	8	9	10	11	12
13	14	15 The SPA at Edgewood	16 Pick up your Board package!	17	18	19
20	21 Victoria Day Applegrove Closed	22	23 Board	24	25	26
27	28	29	30	31		

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