



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting AGENDA – Monday, April 29, 2013

If you cannot attend, please call the office with your regrets.

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

7:05

7. Program Presentation: Seniors Program

7:20

8. Minutes of the February 25 Board of Directors Meeting (*White*)
9. Finance and Fundraising
 - 9.1. Audited Financial Statements for 2012 (To be circulated by e-mail): to be endorsed
 - 9.2. 2013 Year to Date Financial Report (*Green ledger sheet*): for information
 - 9.3. SPA Update: for information
 - 9.4. Donor Recognition (see Executive Director's Report): for discussion and direction

7:30

10. Officers and Committees (*Grey*)

7:45

11. Danforth Pop-up Shop (to be circulated at the meeting): for discussion and decision

8:10

12. Directors' Concerns
13. Adjournment



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8:15

Planning Applicious 2013

(as suggested in November, there will be time on each agenda for the Board to work on Applicious)

- I.** Location: Ontario Heritage Trust approved our request for the Ashbridge Estate.
- II.** Date: Saturday, Sept. 14 as decided at the January meeting.
- III.** Targets: financial target of \$10,000 as decided in January (see draft budget)
- IV.** Planning jobs (for information and amendment)
 - Sponsors and Donors: refining sponsorship proposal, researching potential sponsors and donors, contacting them, etc. (Neil)
 - Refreshments: decide how to manage refreshment (e.g., do we sell food/drinks or do we have restaurants pay to sell them) and implement the decision
 - Entertainment: recruit entertainers and the MC, plan the agenda
 - Vendors: set fee, determine how many vendors can be accepted, recruit and manage vendors
 - Prizes: work with Sponsor/Donor lead person to define how many prizes are needed, help contact prize donors
 - Silent Auction: (see below) If the event will include a silent auction, work with Sponsor/Donor lead to define the maximum number of items, help contact donors, create bid sheets, manage the auction
 - Games and Activities: work with the Board to define the number and type of inflatables, what other games and activities, work with the Prize lead to define how many prizes are needed, determine supplies, equipment, staffing needed, etc.
 - Facility, Equipment and Layout: work with leads for Refreshment, Silent Auction, Vendors and Games to define what equipment is needed and plan layout, work with Sponsor/Donor lead and Board to define budget for equipment, locate equipment for rental, borrowing, purchase, etc.
 - Volunteers/Staffing: work with relevant leads to define the preparation and day-of event jobs, recruit and train volunteers
 - Marketing and Publicity: design and distribute the poster, publicize in traditional and electronic media, ensure media packages are available at the event
 - Admin and Coordination: Susan

Number	Issue	Details	Action	Time Frame
V.	Contacts	Board members should complete contact forms to help Applegrove access potential sponsors and donors.	Return completed contact forms	Immediate
VI.	Theme	Review suggestions in <i>goldenrod</i> March 12 report	Decision needed	At April Board meeting
VII.	Cider Sales	Decide whether to apply for a Special Occasion liquor licence and sell cider at the event. (see March 12 Notes)	Decision needed	By June Board meeting
VIII.	Food Vendors	the Board should consider what price to charge to food vendors.	Decision needed	By May Board meeting
IX.	Silent Auction, Raffle, etc	the Board should consider whether to include a silent auction and/or raffle.	Decision needed	By May Board meeting



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Board of Management Meeting AGENDA -- Monday, April 29, 2013

8:40

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of February 25 Board of Management Meeting (*White*)
- D. City Policy on Use of Resources during an Election (*Salmon* = City materials, *Yellow* = Applegrove Election Policy)
- E. Officers and Committees (*Grey*)

8:55

- F. Executive Director's Report (*Pink*): for information
- G. Correspondence List (*to be distributed at the meeting*): for information and decision

8:59

- H. Adjournment

Next Meeting
May 27, 2013



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Minutes of the Board of Directors Meeting February 25, 2013

A neighbourhood partnership fostering community
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Present: Natalie Coulter, Carmita Magnaye, Ann McKechnie, Sydney Schultz (Chair), Chris Sulway
Regrets: Ben Chong
Guests: Nikki Rudzik, Aron McGrath, Edward Birnbaum
Staff: Susan Fletcher (Recorder), May Seto (until 7:45)

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Sydney called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended, allowing guests Nikki and Aron to speak.

2. Declaration of Conflicts of Interest

None were declared.

3. Timekeeper

Timekeeper for meeting – Ann

4. Volunteer Hours

Members provided their volunteer hours.

5. Donation Envelope

The donation envelope circulated.

6. Minutes of the January 28 Board of Directors Meeting.

MOTION (McKechnie/Coulter)
To accept the minutes of January 28.
Carried.

7. Participants' Concerns

Aron and Nikki asked about progress since the focus groups in the Applegrove Parent/Child program January 15 to February 11. Board and staff members noted the overall strategic planning process, including focus groups in all programs, discussion with relevant staff, consideration by the Board after all focus groups have been completed, etc.

8. Finance and Fundraising

8.1. 2013 Budget update: for information

City Council has not yet approved the 2013 COLA for non-union staff.

8.2. Annual Program Expenditure Reconciliation (APER)

Susan reviewed the APER, the annual report for 2011/12 to the funder of the Seniors Program, the Ministry of Health (MOH). The MOH requires the Board to endorse the APER. Sydney and Susan reviewed the report with Applegrove's Finance Manager in January.

MOTION (Coulter/McKechnie)

To receive and approve the report and its certification.

Carried.

8.3. YogaThon Report

A report was circulated showing proceeds of under \$900, about ¼ less than in prior years. Because this event requires very little staff time, it raised about \$57 per staff hour.

8.4. Day Camp Budget

May distributed a budget based on

- the same fee as last year (\$75) with 3 fully subsidized spaces each week
- no increase in minimum wage, so no increases in counsellors' rates
- Camp Director at current wage grade hourly rate.

8.5.

8.6. Fundraising Notes from November

Sydney asked if any members had a contact with a graphic designer who could make a tree for the apple tree fundraiser proposed in the notes. Any contacts should be forwarded to Susan.

9. Annual General Meeting

The Board discussed nominations; with the resignations, there will be 3 vacancies, and Board members whose terms expire in March 2013 will also be on the ballot. Susan reported that she had posted the information within programs and on the City website. In addition, the "save the date" flyer that was mailed to members households at the end of January included a paragraph about nominations.

The Board also approved the suggested nominees for the Nellies, Dot and Golden awards.

10. Afterschool 2013- 2014

Following up on the prior month's discussion of a "market-based fee" of \$75 per child per week and a sliding subsidy scale, May drafted a summary of proposed subsidy levels (paying fees of \$10, \$25, \$35 and \$50) and the numbers of children that could be accepted. The data suggested that all children currently at the \$25 level could continue to pay at that level. Even if 80% of the families request subsidy at the \$35 level, they can be accommodated.

11. Membership

In 2010-11, the Board considered implementing a membership fee. At that time, the Board decided not to proceed, but to take another look at the issue in May 2012. The timing would have allowed Applegrove to inform members of the change in the fall, and implement it with membership renewal in January 2013. Due to the restructuring and short-staffing, we did

Board of Directors Minutes

February 25, 2013

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not consider this issue in 2012; consequently, it was on this agenda to follow through on the 2011 discussion.

The City requires AOCC's to have a membership structure and to differentiate members in the catchment area from those outside. Only members living in the catchment area are allowed to nominate and vote on nominations at the AGM. A report was circulated summarizing the prior information and membership structures in other AOCCs as of 2010/11.

One key issue noted in the 2011 discussion was that the membership would probably plummet drastically.

After considering possible membership benefits (such as advance registration or a discount for camp and after-school programs), the Board agreed not to implement membership fees at this time.

12. Directors' Concerns

Natalie noted the need for non-profit programming for children up to age 6 in the Danforth and Coxwell area. The Kimbourne family resource program is so busy that it divides its day into two sessions of two hours each (9 to 11 and 11 to 1) with sign-up in advance. She also reported a shift to commercial programming (there is now a private company offering a play space) and a change from affordable non-profit after-school programs to commercial after-4 activities. During discussion, members considered the possibility of Applegrove offering a "pay-as-you-go" model of programming for young children using a storefront or other space, and possibly using the same space for after-school programming. Because such a pre-school program would not use Early Years funding, it would not have the same restrictions as Applegrove, Edgewood and HAIG.

13. Adjournment

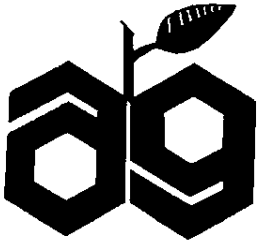
The meeting was adjourned on a motion by Chris Sulway, seconded by Ann McKechnie.

Chair

Secretary

Applegrove Community Complex
Year to date Income Statement
as at 31/03/2013

	Admin		Program Total	P/C Drop-in		Edgewood Drop-in		HOBG		Therapeutic Play		After School		Teens Program		Seniors		Board		Program	General
	Actual	Budget		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
EXPENSES																					
Salary	61,009	62,629	126,176	25,032	24,228	3,598	3,902	1,474	2,893	5,214	7,413	17,759	15,451	1,343	1,764	5,903	5,283	0	0	568	0
Benefit	15,816	14,524	26,339	7,439	9,579	1,575	1,674	78	338	379	1,371	1,765	562	101	167	382	493	0	0	55	0
Material & Supplies	1,760	2,115	28,009	789	1,318	260	355	10,900	5,402	287	1,088	1,624	3,000	428	425	1,285	748	101	0	0	0
Furniture & Equipment	58	610	94	0	75	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchased Services	2,584	5,223	10,807	416	936	1,595	1,817	0	0	570	212	398	887	0	488	888	2,516	0	0	0	0
Goods & Services Tax	0	0	53	0	0	0	0	0	0	0	0	0	0	0	0	53	0	0	0	0	0
Total	81,226	85,101	191,478	33,676	36,137	7,027	7,767	12,453	8,633	6,451	10,084	21,546	19,900	1,872	2,845	8,511	9,040	101	0	623	0
INCOME																					
Government Funding																					
City of Toronto	85,111	85,125	71,013	26,205	26,205	4,894	4,894	0	1,193	0	0	0	2,574	0	852	0	0	0	0	0	0
Province of Ontario	0	0	20,705	3,000	3,000	0	0	0	0	0	0	0	0	0	0	6,627	8,078	0	0	0	0
Federal Government	0	0	14,146	0	0	0	0	7,073	7,073	0	0	0	0	0	0	0	0	0	0	0	0
Total Government	85,111	85,125	105,864	29,205	29,205	4,894	4,894	7,073	8,267	0	0	0	2,574	0	852	6,627	8,078	0	0	0	0
Non-Government Funding																					
Charitable Organization	0	0	2,839	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,839	0	0	0
Foundation/Corporation	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50	0	0	0	0	0	0
Total Non-Government	0	0	2,889	0	0	0	0	0	0	0	0	0	0	0	50	0	0	2,839	0	0	0
Donation/Fundraising																					
Charitable Donation-individual	0	0	4,446	372	0	99	0	96	0	0	0	140	0	0	0	20	0	2,878	0	0	0
Charitable Donation-Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-charitable Donation-Ind	0	0	80	0	0	0	0	80	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising	0	0	2,914	737	375	302	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Donation/fundraising	0	0	7,439	1,108	375	401	1,500	176	0	0	0	140	0	0	0	20	0	2,878	0	0	0
Others																					
User Fee	0	0	35,715	0	0	0	0	0	0	0	0	17,305	15,900	0	0	854	1,657	0	0	0	0
Miscel	16	0	125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118	0	7	0
Other Fees	0	0	1,837	0	0	0	0	0	0	0	0	0	0	0	0	1,837	0	0	0	0	0
GST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Others	16	0	37,677	0	0	0	0	0	0	0	0	17,305	15,900	0	0	2,691	1,657	118	0	7	0
TOTAL INCOME	85,127	85,125	153,870	30,313	29,580	5,295	6,394	7,249	8,267	0	0	17,445	18,474	0	902	9,338	9,735	5,835	0	7	0
SURPLUS(DEFICIT)	3,901	24	(37,608)	(3,363)	(6,557)	(1,732)	(1,373)	(5,203)	(366)	(6,451)	(10,084)	(4,101)	(1,426)	(1,872)	(1,942)	827	695	5,734	0	(617)	0
Board transfer/in-kind support				0																	
FINAL SURPLUS(DEFICIT)	3,901	24	(37,608)	(3,363)	(6,557)	(1,732)	(1,373)	(5,203)	(366)	(6,451)	(10,084)	(4,101)	(1,426)	(1,872)	(1,942)	827	695	5,734	0	(617)	0



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Applegrove Current Mission

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

Adopted November, 1995.

Applegrove Original Mission Statement

Applegrove is a community centre that focuses on providing social programs based on the needs of the individual, groups and the community.

Applegrove is a community resource centre with flexible programming in an informal environment.

Applegrove is a partnership of users and staff that provides support to its users and fosters community identity and development.

Adopted November, 1988.

Duties of Officers and Committees

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The following sections are from the Procedural By-law(s), but have been re-numbered.

1. Officers of the Board

- 1.1. The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- 1.2. The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- 1.3. The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- 1.4. The term for every officer will be no more than two years.
- 1.5. No member of the Board may hold more than one office at any time.
- 1.6. A Director may progress through the various offices.
- 1.7. 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.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. 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;

Duties of Officers and Committees

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- 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.

2. Committees

- 2.1. The Board will determine any committees needed and will prescribe the powers and duties of such committees.
- 2.2. Composition and Membership
- i) All Committees will be headed by a Chairperson chosen from among Board Members and appointed by the Board.
 - ii) All Committees should be composed of at least two Board Members and other Applegrove members and staff who are appointed by the Board.

Duties of Officers and Committees

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- iii) Both the Executive Director and the Chairperson are *ex officio*¹ members of all committees except as otherwise specified in the Committee's Terms of Reference.
- iv) All 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.

2.3. 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.

2.4. Voting

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

2.5. Executive Committee

There will be no Executive Committee.

¹ "*Ex officio*" means "by their office" but does not prescribe whether they can vote or not. Therefore, the Chair is a member of all committees but does not necessarily attend all meetings. If the Chair attends, she/he can vote.

Duties of Officers and Committees

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Terms of Reference Personnel Committee Revised November 2005

1. Composition

- 1.1 The Personnel Committee includes the Treasurer and at least 1 other member of the Board, one ~~staff~~ representative **of the unionized staff** (Nov. 23, 2005) **and a management staff representative** (Sept. 28, 2000) plus the Board Chairperson *ex officio*.
- 1.2 The Executive Director staffs the committee, but is not a voting member.
- 1.3 ~~The Program Director attends meetings as a resource, but is not a member.~~
(Sept. 28, 2000)
- 1.4 **A representative of the non-union staff can attend meetings as a member.**
(Nov. 23, 2005)

2. Chairperson

- 2.1 The committee will select a chairperson from among its members.
- 2.2 The chairperson must be a Board member.

3. Responsibilities

- 3.1 To ensure that appropriate personnel policies are developed, followed, and revised as required.
- 3.2 To ensure equal opportunity employer/employee standards in all aspects of agency employment.
- 3.3 To participate in hiring of core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval.
- 3.5 **To act as the Labour Management Committee as appropriate.** (Sept. 28, 2000)

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 Because issues of a sensitive and/or confidential nature may be discussed, only members of the committee should attend meetings. However, other interested parties from the Board, staff or users are welcome to contact the chair of the committee to request permission to attend.
- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents (such as terms of reference) will be circulated with the monthly Board package.

Duties of Officers and Committees

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- 4.4 Hiring reports and other information concerning current and potential staff will be considered confidential within the committee.
- 4.5 **The staff rep(s) and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.** (Sept. 28, 2000)



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Applicious Planning Meeting Notes

March 12, 2013

Ann, Neil, Chris, Sydney and Susan met, focusing on sponsorship for the event.

1. Event Theme

Theme suggestions from the meeting

- Building Community
- Small Town in the City
- Fall Family Fun
- Harvesting Community
- The Heart of the Community
- Giving Heart to the Community

And since

- Apple Fun for Everyone
- Harvesting Health
- Apples, Fun and Friendship

2. Sponsor Ideas

See the attached sponsorship table for sponsorship levels and recognition

- Royal Gala
 - TD or other banks
 - Canadian Tire
 - Edward Jones
 - Real estate (Remax, Roger Gallibois. Note: Jillinda Greene of Remax Hallmark has sponsored at the \$500 level via in-kind advertising)
 - Rogers/Bell / other telephone
 - Toronto Star
 - Chain restaurants
- Apple Seed, Apple Blossom and Crispin
 - Coffee shops
 - Rakia Bar
 - Sausage Partners
 - Bakeries – Bonne Journée, Leslieville
 - Hummingbird
 - Celidh Cottage
 - Rowe Farms
(note: some of the above could be on-site food vendors)
 - Leslieville BIA, Gerrard BIA
 - Individual real estate
 - Doctors, dentists, lawyers
 - [health and wellness: probably more useful for SPA night]
 - Children's products: Swag Sisters, Mastermind, Toys R Us, Huggies
 - Shopper's Drug Mart
 - Paint stores





Charitable Number: 10671 8943 RR0001

- Projection Booth
- Higher levels
 - Walmart
 - Home Depot
 - Bowring
 - Staples
 - Film studio
- Sponsor options
 - a tent
 - a game
 - the stage
 - an entertainer
 - a bouncy

3. Other aspects

- a) admission fee: agreed on “Pay What you Can” with a suggested amount of \$2/person or \$5/family. Each of the 2 entrances will have 1 or 2 event staff with
 - a bucket for donations
 - stickers for donors
 - “golf counters” to count the number of people
- b) Draw: instead of a silent auction, do a “pick a price” auction in which clients buy a number of tickets, and put them in for the items they want. According to the City, this is a raffle and requires a raffle licence. Fee: total prizes of up to \$300 = \$10.36 Total prizes from \$301 to \$50,000 = 3%. Getting a licence requires at least 30 days, as well as a list of all the prizes.
- c) Entertainment: in the past, has included musicians, dancers, gymnastics demonstrations.
- d) Food:
 - combine restaurants offering 2 or 3 items with Applegrove sales of apple foods e.g., candy apples, maybe permit the school kitchen to make some apple foods the night before.
 - Try to involve the Leslieville farmers Market
 - In the past, we have purchased candy apples @ \$1.50 each. If we find a sponsor, we can put a label/flag on each one, “sponsored by . . . “
 - Try to involve Foodshare
- e) Cider Tent: we discussed selling alcoholic cider, either in a separate area or throughout the space. There were some feelings for and against licensed sales, so the Board should consider this at a future meeting. See attached licensing information.
- f) Promotion: at the AGM, outline the plan for Applicious, invite volunteers and sponsors.

Applicious Sponsor Options

Name	Financial Level	Recognition
Royal Gala 	\$2,500	<ul style="list-style-type: none"> • Applicious presented by . . . • Industry exclusivity (e.g., the only bank) • Logo and quote if desired in media releases (depending on confirmation date and media deadline) • Name on flyer and in paid advertising • Link on Applicious.ca • Complimentary 10x10 tent to display your material at event • Logo on Applicious poster (if confirmed by Aug. 10) • Signage at event • Website recognition • Recognition signage for your place of business
Golden  Delicious	\$1,000	<ul style="list-style-type: none"> • Name on flyer and in paid advertising • Link on Applicious.ca • Complimentary vendor space to display your material at event • Logo on Applicious poster (if confirmed by Aug. 10) • Signage at event • Exclusive ownership of event activity, such as a large inflatable activity centre • Website recognition • Recognition signage for your place of business
 MacIntosh	\$500	<ul style="list-style-type: none"> • Link on Applicious.ca • Logo on Applicious poster (if confirmed by Aug. 10) • Signage at event • Exclusive ownership of event activity, for example your name on a small inflatable • Website recognition • Recognition signage for your place of business
Crispin 	\$250	<ul style="list-style-type: none"> • Link on Applicious.ca • Signage at event • Exclusive ownership of event activity, such as face painting or giant snakes and ladders game • Website recognition • Recognition signage for your place of business
Apple Blossom	\$100	<ul style="list-style-type: none"> • Signage at event • Presenter of one entertainment set • Website recognition (no link) • Recognition signage for your place of business
Apple Seed	\$25 to \$75	<ul style="list-style-type: none"> • Recognition on event program • Website recognition (no link) • Recognition signage for your place of business

(apple pictures courtesy of the Ontario Apple Growers www.onapples.com)

Liquor Licensing Information

Special Occasion Permits – Public Events

Information sheets from the Alcohol and Gaming Commission of Ontario

http://www.agco.on.ca/pdfs/en/tip_sheets/3201.pdf

What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale, served or consumed anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom or a residence). SOPs are issued for occasional special events only, and not to operate an ongoing business. There are three types of occasions for which an SOP may be issued: Private Events, Public Events and Industry Promotional Events. The following provides information specific to Public Event SOPs.

Public Event SOPs

Public Event SOPs are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. An SOP for a Public Event can be issued to:

- o a charity registered under the Income Tax Act (Canada); or
- o a non-profit organization or association organized to promote charitable, educational, religious or community objects.

A Public Event permit holder may advertise the event (please visit the AGCO website for the Liquor Advertising Guidelines). The permit holder is required to purchase alcohol under the permit from an authorized government retail store (LCBO, LCBO Agency Store, The Beer Store or authorized manufacturer's retail store).

A Sale SOP is required when money is collected for alcohol through, for example: o alcohol sales (cash bar); o an admission charge to the event which covers the cost of alcohol; or o the sale of alcohol tickets sold to people attending the event. If money is collected before the event, a Sale SOP may be required if the money is collected to cover the cost of alcohol.

As the holder of a Sale permit for a Public Event, you may raise funds from the sale of alcohol.

A No Sale SOP is required when: o alcohol is served without charge; o no money is collected directly or indirectly for alcohol from guests either before or during the event; and o the permit holder absorbs all alcohol costs.

Outdoor events

For all outdoor SOP events, the applicant must give written notification of the event to the clerk, police, fire and health departments of the municipality where the event is taking place. If a tent, marquee, pavilion or tiered seating is used, the local building department must also be notified in writing. The notification periods are:

- o at least 30 days before the event is to take place if fewer than 5,000 people per day are expected to attend the event; or

o at least 60 days before the event is to take place if 5,000 people or more per day are expected to attend the event.

If your event is taking place outdoors, you must submit a sketch or plan with your application clearly showing the exact dimensions of the proposed permit area and location of any tiered seating.

Tiered seating

The sale, service and consumption of alcohol is permitted in tiered seating at SOP events. If alcohol will be sold, served or consumed in tiered seating at your event, you must indicate this on your application. If the event is outdoors, you must also include a sketch showing the location of the tiered seating within the proposed permit area.

Donated alcohol

Only registered charities and non-profit organizations/ associations holding a Public Event SOP may sell or serve alcohol donated by liquor manufacturers. These donations must be processed by an authorized government retail store (LCBO, LCBO Agency store, The Beer Store, or authorized manufacturer's retail store) under the permit. Records for all donated products must be available for inspection.

Registered charities and non-profit organizations/associations may offer donated alcohol as a prize if a lottery licence has been issued for the event, however this alcohol must not be consumed at the event.

Outdoor public events involving liquor sales licensed establishments

A Public Event SOP holder and a liquor sales licensee may jointly participate in an outdoor Public Event that allows patrons to carry a single serving of alcohol between the licensed area(s) and the area(s) covered by the SOP if:

- o it is an outdoor event (i.e. street festival) where the boundaries of the permit area include one or more liquor sales licensed establishments;
- o the event has been designated "municipally significant"; and
- o the liquor sales licence holder(s) and the applicant have entered into an agreement to ensure there is no unreasonable risk to public safety or the public interest and no unreasonable risk of noncompliance with the Liquor Licence Act (LLA) and Regulations. This agreement must be submitted to the Alcohol and Gaming Commission of Ontario (AGCO) for review and approval at least 30 days prior to the event.

http://www.agco.on.ca/pdfs/en/9023_sop_public.pdf

Application fees

The fee for a Sale permit is \$75.00 for up to three consecutive days or less. At a Sale event, you may sell alcohol. A Public Event Sale permit allows the permit holder to raise funds through the sale of alcohol.

The fee for a No Sale permit is \$25.00 per day. At a No Sale event, you cannot charge your guests for alcoholic drinks either directly or indirectly (through an admission fee or drink ticket sales, for example). All costs related to alcohol must be absorbed by the permit holder.

Purchasing alcohol

Whether you have a Sale or No Sale permit, you must purchase alcohol under your permit from an authorized government retail store (LCBO store, LCBO Agency store, The Beer Store or authorized manufacturer's retail store). Receipts for all alcohol purchased under the permit must be available for inspection upon request.

Only registered charities or non-profit organizations / associations may accept donations of alcohol from manufacturers.

At the event

As the permit holder or responsible person listed on the permit, you must be in attendance at the event. If an emergency arises and you cannot attend, you must designate someone in writing to attend in your absence. This can be done by signing the appropriate section on the back of the permit. You must ensure that the location used for the event is in compliance with all health, fire and building regulations and that the maximum capacity of the location is not exceeded. All areas (indoor or outdoor) where alcohol will be sold, served and consumed must be clearly defined and separated by a minimum 36" (0.9m) barrier from areas where the permit does not apply.

Applicious Planning – January 2013

To help Applegrove access potential sponsors and donors, Board members are requested to complete relevant areas of this form. We want to be able to contact individuals you know in a wide range of businesses to invite them to sponsor, donate prizes or otherwise participate in Applicious.

If we can write a letter from you on Applegrove letterhead (or from your spouse), please tick off the relevant box; otherwise leave blank.

Your name _____ Your spouse/partner's name if relevant _____

Type	Name of business	Contact's name & title	Contact's phone / e-mail	Use my name	Use spouse's	Other info
Bank	Bank of Example, Queen/Woodfield	Pat Who, Branch Manager	416-555-5555	✓		banked there for 20 years
Insurance (auto, home)						
Real Estate						
Home services and products						
Financial Planning						

Type	Name of business	Contact's name & title	Contact's phone / e-mail	Use my name	Use spouse's	Other info
Children's products and services						
Entertainment sports						
Phone, cell, TV						
Restaurants						
Hair, beauty, health, wellness (also for SPA Night)						



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 Fax: 416 461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting February 25, 2013

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

Present: Natalie Coulter, Carmita Magnaye, Ann McKechnie, Sydney Schultz (Chair), Chris Sulway
Regrets: Ben Chong
Guests: Edward Birnbaum
Staff: Susan Fletcher (Recorder)

A. Call to Order/Adoption of Agenda

Sydney called the meeting to order. Quorum of 5 members was achieved. The agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the January 28 Board of Management Meeting

MOTION (Magnaye/Sulway)

To accept the minutes of January 28.

Carried

D. Personnel: Finance Manager Resignation

Susan reported on the hiring process to fill the vacancy.

E. Executive Director's Performance Review

As Personnel Committee chairperson, Ann reported on the performance review process and confirmed that the Executive Director had met the 2012 performance goals.

F. Executive Director's Report

MOTION (Coulter/Sulway)

To accept the Executive Director's Report.

Carried.

G. Correspondence List

MOTION (Coulter/McKechnie)

To accept the suggested actions.

Carried.

H. Adjournment

The meeting was adjourned on a motion by Chris Sulway seconded by Ann McKechnie.

Board of Management Minutes
February 25, 2013
2

Chair

Secretary

Next Meeting:

Monday, April 25 at 7:00 p.m. – next Board Meeting.

Applegrove Community Complex
Participation in Election Campaigns
Adopted by the Board, November 30, 2000

1. Purpose of Policy

The purpose of this policy is to maintain the neutrality of the community centre. Staff and volunteers must ensure that any involvement in an election campaign does not adversely affect their ability to perform their Applegrove duties. Restrictions address the need to be and to appear impartial.

2. Applicability

2.1 Staff

This policy applies to all Applegrove employees, full and part-time, permanent and temporary, administrative and program.

2.2 Volunteers

Certain parts of the policy apply to Applegrove volunteers.

3. Conditions

3.1 Employees and volunteers must not use their title or position in a way that would lead a member of the public to believe that Applegrove or the City is endorsing a candidate.

3.2 No employee may canvass or work in support of an election candidate during that employee's working hours. "Working hours" does not include vacation time or time on leaves of absence.

3.3 The Executive Director should not take part in any public or visible partisan campaign activities.

3.4 The Executive Director is not prohibited from attending all candidates meetings nor from voting.

3.5 All other employees are not restricted from engaging in campaign activities outside their working hours.

3.6 Staff and volunteers working on behalf of a candidate or a party may not use any of Applegrove's resources (i.e., computer, photocopier, fax, supplies, etc.) for campaigning activities at any time before or during the election.

3.7 No employee or volunteer shall wear any Applegrove clothing while campaigning.

3.8 While at work, employees must not wear clothing or buttons advertising any candidates or parties.

3.9 While volunteering for Applegrove, volunteers should not wear clothing or buttons advertising any candidates or parties. However, program participants face no restrictions.

4. Non-Partisan Activities

- 4.1 It is both acceptable and appropriate that Applegrove facilitate and/or organize non-partisan activities such as helping individuals learn their ward or riding; hosting all candidates meetings; encouraging individuals to vote; etc.
- 4.2 As appropriate, programs can include an “Election Resource” bulletin board or file containing information about candidates, voting procedures, election issues, and similar material, including any partisan material that may be available.
- 4.3 If Applegrove holds or co-hosts an all-candidates meeting, staff must make every effort to invite all the relevant candidates. The meeting should have space available for candidates’ flyers and other materials.

5. Candidates in Applegrove or at Applegrove Non-election Events

- 5.1 To maintain Applegrove’s neutrality, candidates should not campaign in Applegrove or at special events other than election events such as all-candidates meetings.
- 5.2 If a candidate comes to Applegrove, staff should explain this policy and ask whether the candidate has information that can be put in the election resource area.

City of Toronto Policy on Use of City Resources during an Election

As amended and adopted by City Council at its meeting on July 11, 2012

PURPOSE

The City of Toronto 'Policy on Use of City Resources during an Election' provides a consistent approach and direction to City employees on how City resources can and cannot be used during municipal, school board, provincial and federal election campaigns or campaigns on question on a ballot.

BACKGROUND

City of Toronto employees may be approached by some candidates to use City resources for the purposes of campaigning. A clear policy is required to guide the action of City of Toronto employees and help determine which requests can be accommodated and which should be denied.

The following legislative provisions bear highlighting as they relate to this policy:

The *Municipal Elections Act, 1996, s. 70 (4)*, states that municipalities cannot make a contribution to a candidate or registrant in municipal election campaigns. The *Election Finances Act* and the *Canada Elections Act* impose similar restrictions for provincial and federal election campaigns.

The *Residential Tenancies Act, 2006, s. 28* states that "No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material." Under the *Residential Tenancies Act*, Long Term Care Homes operated by the City fall under the definition of "residential complex", and therefore, s. 28 applies to them.

The *City of Toronto Act, 2006* defines the role of the Mayor as both the Head of Council and as the Chief Executive Officer (CEO) of the City. As CEO of the City, it is the role of the Mayor to promote public involvement in the City's activities and act as the representative of the City locally, nationally and internationally.

DEFINITIONS

"Campaigning" – means any activity by or on behalf of a candidate, political party or question on a ballot meant to elicit support during the election period. Campaigning does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registrant and without the solicitation of votes.

"Campaign Materials" – means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

"Candidate" – means any person who has filed and not withdrawn a nomination for an elected office at the municipal, school board, provincial or federal level in an election or by-election.

"City of Toronto Resources" – includes but is not limited to City employees, City events, City facilities, City funds, City information and City infrastructure. These are further defined as follows:

- *"City employees"* – for the purpose of this policy, City of Toronto employees include all non-union management and exempt employees, all employees in the offices of elected officials and in the offices of the Accountability Officers, and all members of City bargaining units.
- *"City events"* – means events funded or organized by the City of Toronto or Members of Council, including events that may be jointly organized with community organizations and/or with external sponsors. City events include, but are not limited to: community meetings and consultations, parks, recreation or cultural facility openings or celebrations, special events such as Nuit Blanche or Cavalcade of Lights, Farmers' Markets, Remembrance Day Services and Community Environment Days. Events organized by agencies and corporations are not considered City events for the purpose of this policy.
- *"City facilities"* – means any facility which is owned or leased by a City of Toronto division and which is directly managed and operated by City divisions or programs, including but not limited to:
 - Toronto City Hall, Metro Hall, civic centres
 - City managed civic squares including Nathan Phillips Square, Mel Lastman Square, Albert Campbell Square and David Pecaut Square. Excludes Yonge Dundas Square
 - Community centres, arenas, club houses, parks and sports fields operated by Parks, Forestry and Recreation
 - Museums and cultural facilities operated by Economic Development and Culture
 - Buildings and yards operated by Toronto Water, Solid Waste Management and Transportation Services
 - Child care centres
 - Toronto Employment and Social Services offices and employment centres

- Other City buildings, such as 1530 Markham Road, 703 Don Mills Road etc.
- City shelters
- Constituency offices leased by City Councillors and paid for by City funds

Long Term Care Homes are considered tenanted buildings under the *Residential Tenancies Act, 2006* and have different legislative requirements and are mandated to allow canvassing and distribution of campaign materials to home residents either floor to floor or in meeting rooms.

City facilities do not include public right-of-ways such as sidewalks, roads and boulevards, laneways, except the sidewalk adjacent to Nathan Phillips Square, which is considered part of the Square.

- "*City funds*" – means funding support through the City's annual operating or capital budgets, including but not limited to funds provided directly to City programs and services, Councillor expenses and staffing budgets.

City of Toronto's Community Partnership and Investment Program (CPIP) maintains a 'Policy on Political Activities' which governs the behaviour of grant recipients. Grant recipients are not permitted to endorse or support a particular candidate or political party in programs that are funded by the City.

- "*City information*" – means any information in the custody and control of the City, including databases that may be the repository of names, contact information, business records, financial information or other identifiers compiled and used by City of Toronto employees to conduct City business. Examples of City of Toronto databases include grants recipients, lists of event attendees and resident association lists.

Constituent information collected by City of Toronto Councillors and information in the custody of Accountability Officers are not under custody or control of the City and are not considered City of Toronto information for the purpose of this policy.

- "*City infrastructure*" – means any physical or technology systems that support the operation of City programs and services, including but not limited to the City's ferries and fleet vehicles, computer network, telecommunications and GroupWise e-mail system, wireless equipment, computer hardware, software and peripherals, internet and intranet. Excludes public right-of-way including sidewalks, roads, laneways and boulevards.

"Contribution" – as defined in the *Municipal Elections Act, 1996*, as amended means "money, goods and services given to and accepted by or on behalf of a person for his or her election campaign".

"Election" – means an election or by-election at the municipal, school board, provincial and federal level of government, or the submission of a question or by-law to the electors.

"Election Period" – means the official campaign period of an election.

- For a municipal or school board election, the election period commences on the first Monday of January of an election year and ends on voting day.
- For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.
- For a question on the ballot, the period commences the day City Council passes a by-law to put a question to the electorate, and ends on voting day.
- For a by-election, the period commences when the by-election is called and ends on voting day.

"Elected Official" – means an individual elected to the House of Commons, the Legislative Assembly of Ontario, Toronto City Council or a School Board.

"Glad-handing" – means attending a City event as a private individual and interacting with other event attendees without displaying signage or disseminating material which identifies the individual as a candidate and without encouraging votes for a candidate, a political party or a position on a question on a ballot.

"Media Event" – means an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote a candidate, a political party or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases and/or media kits and/or the display of signage and/or other materials to promote a candidate or a position on a question on a ballot.

"Media Scrum" – means an unplanned encounter between a candidate, a registrant, their staff and/or a member or members of the media.

"Member of Council" – means the Mayor and the 44 City Councillors, except where the Mayor acts as the Chief Executive Officer of the City.

"New/Social Media" – means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.

"Political Party" – Political parties for provincial and federal elections are those registered with the Ontario *Election Finances Act* or in the registry of parties referred to

in section 374 of the *Canada Elections Act*. Political party for municipal, school board or question on a ballot means an organization whose fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election, or to promote the acceptance of a certain position on a question on a ballot.

"Question on a Ballot" – means any question or by-law submitted to the electors by Council, a School Board, an elected local board, or the Minister of Municipal Affairs and Housing under the *Municipal Elections Act, 1996*.

"Registrant" – means an individual, corporation or trade union described in paragraphs 1 to 3 of subsection 70(3) who has registered with the clerk regarding a question on a ballot under the *Municipal Elections Act, 1996*.

"Supporter" – means a supporter of a yes or no response to a question on a ballot but not incurring expenses like a registrant.

"Voting Day" – means the day on which the final vote is to be taken in an election.

Terms which are defined above are shown in **Bold** in the body of the policy.

PRINCIPLES

The City of Toronto must balance the need for freedom of expression and assembly of **candidates** and its legal responsibility to not provide an unfair advantage to any **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.

The City of Toronto cannot make a **contribution** (including money, goods and services) to any **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.

City of Toronto resources cannot be used to promote one **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** over another **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.

This policy is intended to enable continued public and media access to **candidates** or **registrants** for information and interviews. The policy distinguishes between unplanned **media scrums** or chance public encounters by candidates and the media, whether in-person or online, and actual planned **media events** or rallies.

The policy recognizes that **Members of Council** are holders of their office until the end of their term and supports **Members** in continuing to fulfill their responsibilities as **Members of Council**.

SCOPE

This policy applies to City of Toronto Divisions and to the Offices of the Auditor General, Integrity Commissioner, Lobbyist Registrar and Ombudsman (the Accountability Officers).

The City Manager will review how this policy applies to City agencies and corporations.

POLICY

A. Activities Allowable during an Election

- A1) All-candidate meetings can be held at **City facilities** for \$1.00 fee provided that all **candidates** for an office or all **registrants** are invited to attend such meetings. This clause is subject to all applicable City by-laws and policies.
- A2) Canvassing and distribution of **campaign materials** in long-term care homes, as provided for by the *Residential Tenancies Act, 2006*.
- A3) **Candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** are permitted to distribute **campaign materials** on public right of way sidewalks and thoroughfares, at public parks, and at civic squares such as Nathan Phillips Square, Mel Lastman Square, Albert Campbell Square and David Pecaut Square subject to the existing permitting policies and by-laws for these facilities.
- A4) Informal **media scrums** are permitted in public or common areas at the following **City facilities** provided that no apparatus, mechanism or device for the amplification of the human voice or any sounds is used and that the activity is not disruptive to regular City business in the vicinity. If the **media scrum** is disruptive, employees may ask the participants to find an alternative location:
- Toronto City Hall, Metro Hall, civic centres
 - City managed civic squares including Nathan Phillips Square, Mel Lastman Square, Albert Campbell Square and David Pecaut Square.

This clause is subject to all applicable City by-laws and policies.

- A5) **Candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** are permitted to attend **City events**, or events held at **City facilities**, in either their capacity as elected representatives or as private citizens to **glad-hand** with attendees and visitors, but may not solicit votes for themselves, a **political party, registrant** or a **supporter** of a **question on a ballot**. No **election** signs may be posted and no **campaign materials** may be disseminated at **City events**. This clause is subject to all applicable City by-laws and policies.

- A6) Permits for generic **election**-related purposes, such as teaching members of the public how to become a candidate or the knowledge to organize an **election campaign**, can be issued for **City facilities** as long as no one particular **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** is promoted or endorsed at the event.
- A7) **Elected officials** are permitted to attend City-organized events or events held on City of Toronto property and act as ceremonial participants in their capacity as **elected officials**, including speaking at the event and partaking in ceremonial activities. Once the writ is issued for Provincial or Federal **elections**, MPPs and MPs are no longer **elected officials** and therefore should not be invited to attend **City events**.
- A8) The Mayor will continue to be named in media releases and City materials that describe inter-governmental activities in his capacity as Chief Executive Officer of the City.
- A9) City of Toronto online information related to **Members** will continue to be accessible by the public.
- A10) City of Toronto databases already made available for public use, such as those published by the City of Toronto's Open Data project, may be used by **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.
- A11) **City employees** may work on a **campaign** or support a **candidate** outside of their work hours, as long as they abide by the Human Resources policy titled "Employee Participation in Municipal Election Campaigns" which defines permitted **campaign** activity. The policy also prohibits certain employees from participating in any **campaign** activity.
- A12) Information that is provided by **City employees** to one **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** will be provided to all other **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**, either through posting of the information on the internet or through other mechanisms. The provision of information to **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** will be coordinated through the Strategic Communications Division.
- A13) If requested, the Accountability Officers will provide information to **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** directly and will post the information provided to one **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** on the websites for their Offices so that all **candidates, political parties, registrants** or a **supporter** of a **question on a ballot** during an **election** have equal access to the information.
- A14) Requests by **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** for personal meetings with Division

Heads, the Accountability Officers or other **City employees**, and requests for tours of **City facilities** may not always be accommodated due to resource and time constraints. If a meeting or a tour is organized for one **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**, the division or the Accountability Officer would need to commit to organizing a similar meeting or tour for all other **candidates, political parties, registrants** or **supporters** of a **question on a ballot** during an **election**.

B. Activities Not Allowable during an Election

- B1) **City of Toronto resources** may not be used to support, endorse or otherwise provide an unfair advantage to any **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.
- B2) **City of Toronto employees** may not **campaign** or actively work in support of a municipal, school board, provincial or federal **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** during working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- B3) **City facilities** and **City infrastructure** cannot be used for any **election**-related purposes by **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**, including for the display of any **campaign**-related signs in windows or on the facilities, as well as for any other form of **campaigning** on the facilities, except as described in section A of this policy.
- B4) No permits, licenses, leases, or any other agreement for the use of **City of Toronto facilities**, including civic squares and parks, will be issued for the use or promotion of a particular **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**
- B5) Any **Candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** shall not distribute any **campaign materials** in **City of Toronto facilities** or at **City of Toronto events**, except on public right-of ways, thoroughfares, in City parks and on City civic squares as described in A3 or during all-candidates meetings.
- B6) City of Toronto communications materials, whether for internal or public distribution, must not:
 - a. Profile (name or photograph), make reference to and/or identify any individual as a **candidate** in any **election** or a **registrant** in a **question on a ballot**.
 - b. Advocate for or against a particular **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**

- Communications materials include but are not limited to: media releases, media advisories, invitations for special events, flyers, posters, banners, brochures and newsletters.
- B7) Websites or domain names that are funded by the City of Toronto must not include any **campaign materials**, make reference to and/or identify any individual as a **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**, or profile any slogan or symbol associated with a **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**.
 - B8) **New/Social media** sites, blogs, and other new media created and managed by **City employees** must not make reference to and/or identify any individual as a **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**
 - B9) Photographic or video materials which have been or may be created by **City employees** or with **City resources** must not be used in any **campaign materials**.
 - B10) The City of Toronto logo must not be used in any **campaign materials**.
 - B11) City databases must not be used by any **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election**, unless the database has already been released for public use.
 - B12) **City infrastructure** cannot be used for any **election** purposes.
 - B13) **City of Toronto employees** will not perform any service, offer any advice or provide any information solely for the use of one **candidate, political party, registrant** or a **supporter** of a **question on a ballot** during an **election** under section 39.1 of the *Municipal Elections Act, 1996*.

C. Restrictions related to Services Provided to Members of Council during an Election Year

As **Members of Council** may also be **candidates** in a municipal **election**, after August 1 in the municipal **election** year, **City employees** will discontinue the following activities for **Members of Council**. The same rule applies to all **Members of Council**, irrespective of whether they are seeking **election** in the new term or not:

- 1) Advertising and other communications materials paid for by **City funds** and distributed by the City of Toronto will not reference the name of a **Member of Council**.
- 2) Event signage, including banners and posters, will not reference the name of a **Member of Council**.
- 3) Media releases issued by Strategic Communications or divisional communications employees will not reference the name of a **Member of Council**.

- 4) Strategic Communications will not distribute media releases on behalf of any **Member of Council** unless such a release is considered to be consistent with their duties as an **elected official**.
- 5) Ceremonial documents such as retirement scrolls for employees, scrolls in celebration of anniversaries, Letters of Greeting and other celebratory documents normally signed and distributed by **Members of Council** will be signed by the Mayor as the Chief Executive Officer of the City. Documents will be directly mailed to community organizations by the Protocol section of the City Clerk's Office.

RELATED POLICES AND PROCEDURES

- Constituency Services and Office Budget Policy¹:
http://www.toronto.ca/city_council/pdf/office-budget-policy.pdf
- City of Toronto Grants, Policy on Political Activities:
http://www.toronto.ca/grants/pdf/policy_political_activities.pdf
- Employee seeking election to political office:
<http://wi.toronto.ca/intra/hr/policies.nsf/9fff29b7237299b385256729004b844b/16093429d6c1c208852573530064fbbb?OpenDocument>
- Employee participation in municipal election campaigns:
<http://wi.toronto.ca/intra/hr/policies.nsf/9fff29b7237299b385256729004b844b/65b7b2a823965ea085256944005b5a7c?OpenDocument>
- Conflict of Interest Policy:
<http://wi.toronto.ca/intra/hr/policies.nsf/9fff29b7237299b385256729004b844b/429ad1b158a6de7c8525693b004bdc49?OpenDocument>
- Code of Conduct for Members of Council:
http://www.toronto.ca/city_council/pdf/members_code_conduct.pdf

ROLES AND RESPONSIBILITIES

City Manager: The City Manager is responsible for the administration of this policy. All issues with respect to this policy should be directed toward the City Manager.

Accountability Officers: The Accountability Officers are responsible for the implementation of this policy in their offices.

Division Heads: Division Heads are responsible for the application of this policy to City of Toronto resources, facilities and employees managed by their Divisions.

¹ The former 'Councillor Expense Policy' is now called the 'Constituency Services and Office Budget Policy' as amended and adopted by City Council at its meeting on July 11, 2012.

City Employees: City of Toronto employees are responsible for understanding and applying this policy and for seeking clarification and advice if required.

CONTACT

Employees of the City of Toronto should contact their Division Heads for guidance on this policy.

Employees of the Accountability Officers should contact their respective Accountability Officer for guidance on this policy.

Employees of Elected Officials should contact the City Clerk's Office for guidance on this policy.

Joseph P. Pennachetti
City Manager

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March 11, 2013

TO: Chairs and Executive Directors, AOCCs & Leaside Gardens Memorial Arena
Chair of Board of Health & Medical Officer of Health

FROM: Joseph P. Pennachetti, City Manager

SUBJECT: Use of Resources during an Election

At its meeting on February 20 and 21, 2013, Council made a decision requiring, or requesting as legally appropriate, all City agencies and corporations to:

1. Review the City's Policy on Use of City Resources during an Election (attached);
2. Adopt policies appropriate to their organization that reflect the purpose and principles of the City's Policy; and
3. Submit their policies to the City Manager no later than September 20th, 2013.

A consistent approach to the use of public resources during an election helps to support confidence in the election process. Principles articulated in the City Policy recognize the need to balance freedom of expression and assembly of candidates with responsibilities to not provide an unfair advantage, promotion or contributions to any one candidate, party, registrant, or supporter of a ballot question. Your organization has a role to play by adopting policies that clarify the use of its facilities, events, information, infrastructure and other resources to support these principles. Activities of all City employees during an election, including employees of your organization, are already covered by the City Policy.

We would appreciate receiving your organization's policy regarding the use of its resources during an election by September 20th, 2013, as outlined in the Council decision. Should you have any questions about this request, please contact Kevin K. Lee at 416.397.4190 or klee5@toronto.ca.



Joseph P. Pennachetti
City Manager

cc. Ulli Watkiss, City Clerk
Ward Earle, Municipal Law, Legal Services
Lynda Taschereau, Executive Director, Strategic and Corporate Policy
Martin Herzog, Director, Governance Structures & Corporate Performance



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Executive Director's Report

April 18, 2013

On this Board agenda

Program Presentation

A few years ago, the Board asked for a program presentation approximately every other meeting. These would both give Board members a clearer idea of Applegrove's services, and let Board and program staff members meet each other. Over the last year, we have dealt with a number of intense issues and have discussed the funding of several programs in detail, but have omitted the regular presentations.

To that end, the April agenda includes 15 minutes for a program presentation by the Seniors Program Worker, Renate Schober.

Fundraising News, First Time Donors and Donor Recognition

A recent Drache and Co. newsletter included the following:

. . . along comes Budget 2013 with its new First Time Donors Credit. The FTDC will increase the value of the federal Charitable Donations Tax Credit by 25 percentage points if neither the taxpayer nor their spouse has claimed the credit since 2007. The FTDC will apply on up to \$1,000 in cash donations claimed in respect of any one taxation year from 2013 to 2017. The Federal credit on the first \$200 of donations used to be \$30 (15%), now it will be \$80 (40%); and for the amount between \$200 and \$1000 the amount used to be \$282 (29%) and now will be \$ 432 (54%). That adds up to a potential one time rebate of \$200 per first item post 2007 donor taxpayer and for some it will be cash in the bank if they can plan their family's tax filings accordingly. This super credit will only be available in the first year a donor or spouse (including common law) claim it.

This new tax credit offers Applegrove an opportunity to reach out to potential first time donors among our members.

In addition, with the help of Sydney and volunteer Rita Kamacho, we now have our new Applegrove fundraising banner, as suggested at the November 2012 fundraising discussion:

“Apple Tree” for donations: recruit a volunteer graphic designer to design a tree, paint on a large canvas or other semi-portable medium, then recognize donations with various coloured apples (and leaves?)

The banner is about 6 feet by 4 feet. And now that spring has sprung (I hope), we can invite participants to donate and have their gifts recognized on leaves for the tree. I have leaf templates and a cutting machine for nice leaves in a small variety of sizes. It would be fairly straightforward to have 3 recognition levels with different sizes of leaves. We can write donor names on the front of the leaves (or not for those who prefer to be anonymous). To that end, I suggest that the Board consider recognition levels.

Officers and Committees

As usual at our April Board meeting, the agenda includes time to select officers and committees. The *grey* document outlines the duties of the officers. Please note that Board members can serve only 2 years in any position. Sydney and Neil have been Chair and Vice-Chair respectively for 2 years. Carmi has been the Secretary for 1 year. Ben was the Treasurer but has resigned.

Usually the Board members select officers first, and then members choose which committees they will work on. The Personnel Committee has been the only active committee. Because it focuses on the Executive Director's annual review, it has not made sense to include staff members.

Although there has been an Applicable planning committee in some of the prior years, last fall the Board agreed that this was such an important event for the organization that the whole Board should work on it. And that one way to facilitate that participation was to build planning time into each Board meeting. The Applicable section of the Board agenda includes a list of planning jobs; Board members are encouraged to select one to apply (or develop) their expertise.

Danforth Pop-Up Shops

The Danforth East Community Association, DECA, is recruiting businesses and organizations to operate Pop-Ups with an application deadline of May 15. Following up on the discussion at the February Board meeting about the needs of the Danforth/Coxwell neighbourhood, it makes sense to explore the possibility of a pop-up drop-in. Relevant staff and volunteers are discussing what Applegrove might do, and will have a concept to discuss at the April Board meeting.

Election Policy

The Board of Management agenda includes a request from the City for policy about use of resources during an election. Applegrove previously adopted a somewhat broader policy, covering provincial and federal elections as well as municipal ones, and covering volunteers as well as staff. At the April meeting, the Board should determine whether

- no action is required (except putting the old policy on current letterhead)
- a new policy is required,
- the existing policy should be amended.

If either of the latter 2 options is chosen, the Board should also determine a process to ensure that the required policy is prepared and endorsed by the Board before the September 20 deadline (the September Board meeting is scheduled for Sept. 30.)

Achievements

Seniors Health Fair

At the beginning of March, 72 guests attended Applegrove's 2nd Seniors Wellness Fair. About 25 exhibitors and vendors participated.

Earth Hour Lights Out Event

Hong Zhao of the Beaches Living magazine invited Applegrove to partner in putting on this new event on March 23. The weather cooperated and the event was successful with over 100 participants. Seeing the illuminated lanterns throughout Kew Gardens was almost magical! For

next year, I recommend participating again and starting earlier. The timing, just before the AGM, will always be challenging.

Coming Up

SPA Night (Spring Pampering for Applegrove)

On May 16, we offer a spa sampler evening; just \$60 for 3 services, a group energizing class, refreshments and more. There is a brochure in your board package to make it easy for you to purchase your own ticket, buy one for someone special, or leave a strong hint about what you want for Mothers Day! Please let me know ASAP if you have time to do some postering – visiting local stores to ask them to put up an event poster. Plus, we are continuing to recruit practitioners, particularly esthetics and massage.

Edgewalk

The 3rd year of Edgewood's fundraising walk is planned for the evening of Thursday, June 6. It is an easy stroll around the block that Corpus Church is on. And you know that your pledges will support children's development in our neighbourhood.

P.S.: we started using "Edgewalk" before the CN tower did. You can start with our Edgewalk around the block, and work up to Edgewalk off the CN Tower!

Toronto Challenge Run/Walk

On Sunday, June 9, help to support Applegrove's activities for older adults, as well as seniors' programming across Toronto. The Toronto Challenge 5 kilometer run or walk starts and ends at Metro Hall, welcomes dogs on leashes and kids in strollers, and provides a nice tour up to Queen's Park and back. There will be registration forms at the Board meeting, or you can register on-line at www.toronto.ca/challenge. \$20 for adults; \$10 seniors, disabled, ages 14 and under; \$40 family of 2 adults, 2 children or 1 adult, 3 children. These fees cover the event cost, your t-shirt, and support the City's seniors programming; your pledges come directly to Applegrove and support subsidies for our seniors to participate in our activities. (There is also a 1 km walk, but I know you can do the 5 k!)

Applicious

In partnership with the Ontario Heritage Trust, we will hold our Applicious Fall Festival on Saturday, September 14. Family fun, food, entertainment and more, all building community and supporting Applegrove.

To make money at this event, we need sponsors. And the best way to recruit businesses to sponsor the event is through Board members' contacts. I have included a form for you to identify the businesses you utilize. Please complete this and return it at the Board meeting or before. There is a prize for the first form returned. Let me know if you want it by e-mail!

If you are comfortable asking for sponsorship, you can share your enthusiasm for Applegrove, the fun of the event, and how good it feels to be involved. We can provide lots of information, sponsorship recognition, etc.

If you are NOT comfortable asking, you don't have to! Just give me permission to use your name:

Dear Manager of Bank of Example;

Joe Boardmember who has banked with your branch for 20 years, knew you would want to be involved with the Applicious Fall Festival. . .

Admin Budget 2013

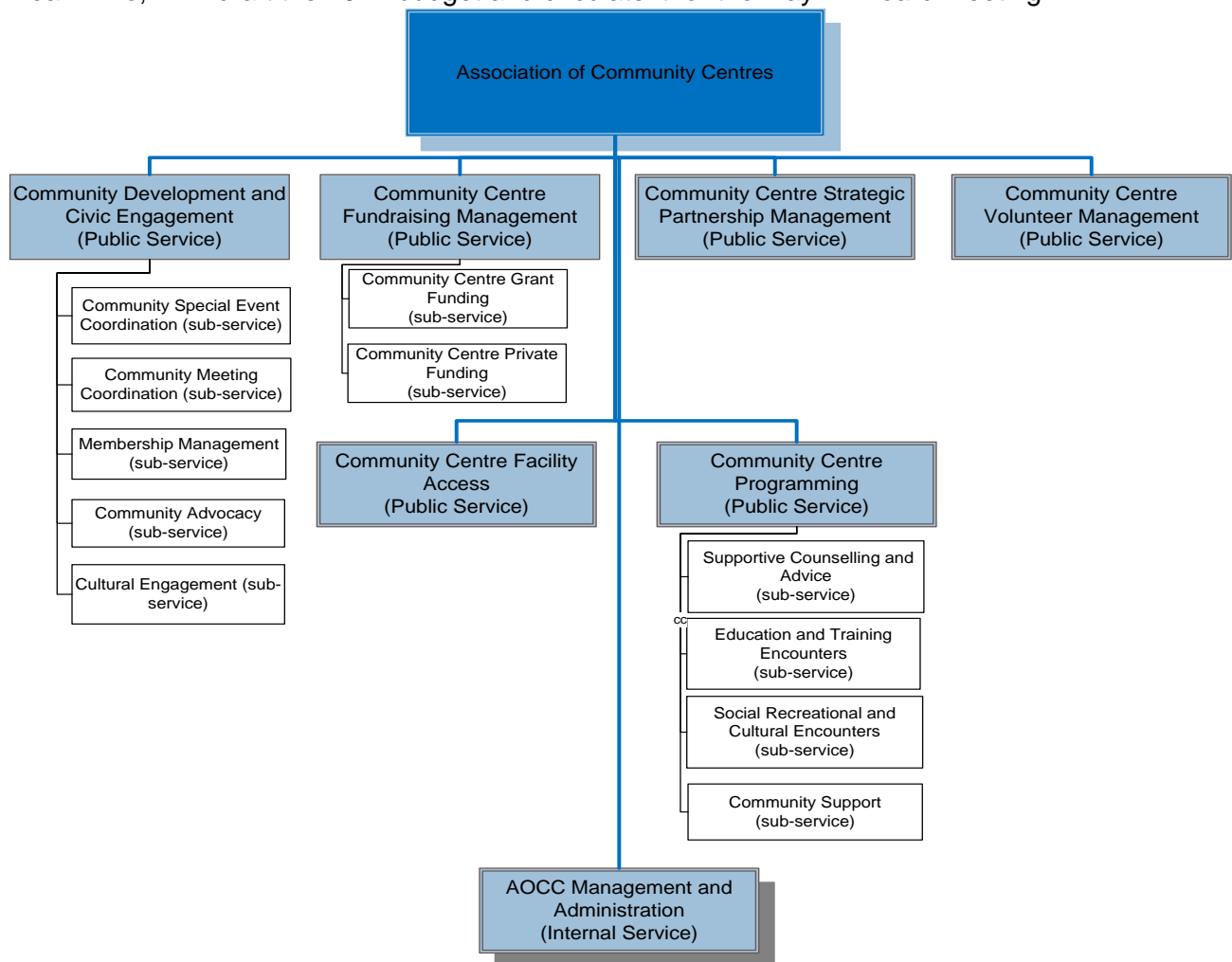
Applegrove's Admin budget for 2014 is due June 12, which is similar timing to last year. However, the City has a new budget submission process known as FPARS, Financial Planning Analysis Reporting System. It is a new component to the City's SAP accounting system. So far, I have been to 2 training sessions.

For Applegrove this year, FPARS appears to mean calculating the admin budget in Excel as always, then inputting the figures into an on-line system instead of producing multiple non-linked spreadsheets.

For City divisions, and for AOCC's in the future, service plans and performance data will be linked to budgets. For example, Toronto Fire currently has a budget with amount under Salaries, Benefits, Materials, Equipment, Purchased Services, etc. The new service-based budget will show expenses for Fire Prevention, Fire Education, Emergency Response, etc.

AOCC previously developed a "program map" (see below) with service profiles. Over the next several months, once our 2014 budgets are submitted, we expect to discuss this program map and consider whether it needs revision.

Meanwhile, I will draft the 2014 budget and circulate it for the May 27 Board meeting.



Neighbourhood News

Parent Resources

The April 17 Community Development and Recreation Committee included an item regarding the Parent Resources program. The committee endorsed Councillor Fletcher' request that the Community Development and Recreation Committee request Children's Services to provide assistance to Parent Resources to secure continued comparable operating space within any future development on this site, to ensure ongoing child and family supports in the Gerrard/Jones neighbourhood.

Complaints and Grievances

As agreed at the October and November 2011 Board meetings, the Executive Director's Report includes "Complaints".

Following up the Step 3 Grievance Meeting in early November, I received the official minutes of settlement on February 27 and made the required adjustments as soon as was practical.

Respectfully submitted,

Susan Fletcher.

Other News

<http://www.conferenceboard.ca/e-library/abstract.aspx?did=5389>

Canadian Corporate Community Investment Benchmarking Report

The Conference Board of Canada, 65 pages, April 2013

Report by [Michael Bassett](#)

This report summarizes a 2012 Canadian survey of corporate community investment programs. Among other topics, it looks at staffing levels, motivations, and types of contributions and recipients.

Document Highlights

This report summarizes a 2012 Canadian survey examining the ways companies support community initiatives. One hundred and eighty companies, which collectively employed almost 1 million people and contributed over \$710 million to communities in 2011, responded to the survey. Six municipalities also replied.

While many organizations invest in communities, just a few account for most of the investment; 13 per cent of firms made 72 per cent of the contributions reported. The four most common types of contributions are money, sponsorships and marketing activities, in-kind donations, and volunteer time. The most common recipients of community investment dollars are civic and community organizations, and health care organizations.

Enhancing company culture and reputation is a primary motivation behind many community investment programs. Most programs have no more than three full-time employees.

<https://charityvillage.com/topics/news/newsbytes.aspx>

Ontario Not-for-Profit Corporations Act delayed until 2014

The **Ontario Nonprofit Network** has announced significant developments on the *Ontario Not-for-Profit Corporations Act, 2010 (ONCA)* for Ontario's nonprofit sector. Proclamation of the ONCA has been delayed and it will not be proclaimed prior to January 1, 2014. The specific date will be determined by the Ministry of Consumer Services in the coming months.

Community Legal Education Ontario (CLEO) will receive a grant to support the sector during the three-year transition period. CLEO is a nonprofit community legal clinic that works with community partners to produce legal resources and develop capacity to help people understand and exercise their legal rights.

The **Government of Ontario** has committed to review all of ONN's proposed amendments and outstanding concerns during the next three years. In particular, Consumer Services Minister **Tracey MacCharles** has announced that a review of the Act's enhancements of members' voting rights has been made a priority.



Applegrove Events and Board / Committee Meetings – April 22, 2013

Office Phone 416-461-8143

“Together, Building Our Community”

www.ApplegroveCC.ca

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

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21		22	23	24	25	26 [PA Day]	27
28		29 Board	30				

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5	6	7	8	9	10	11	12
19	20 Applegrove Closed for Victoria Day	21	22	23	24 SPA Night	25	26
26		27 Board	28	29	30	31	

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1 [Duke of Connaught Fun Fair]
2	3	4	5	6	7 <i>Edgewalk</i>	8	9
16	17	18	19	20	21	22	23
23	24 Toronto Challenge Run/Walk	25	26	27	28 [PA Day]	29	30
30		Board?					

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 22, 2013
Office Phone 416-461-8143

July Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Applegrove Closed for Canada Day	2 First Day of Camp	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Applegrove Closed for Simcoe Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Last Day of Camp	24
25	26	27	28	29	30	31

September Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove Closed for Labour Day	3 First Day of School	4	5	6	7
8	9	10	11	12	13	14 <u>Applicious</u>
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Board					

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 22, 2013
Office Phone 416-461-8143

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Applegrove Closed for Thanksgiving	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Board	29	30	31		

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Applegrove Closed for Remembrance Day	12	13	14	15 <i>Pasta Fest</i>	16
17	18	19	20	21	22	23
24	25 Board	26	27	28	29	30

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Board?	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Applegrove closed for winter break			

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event