



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 25, 2016

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

Applegrove's mission is to be 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. Discussion with On-site Partners Regarding Security and Risk Management

8:00

6. Volunteer Hours
7. Donation Envelope

8. Minutes of the March 21 Special Board Meeting (*attached*): to be accepted

8:05

9. Finance
 - 9.1. Memo from Auditor (*attached*): for discussion
 - 9.2. 2016 Year-to-Date Statistics (*attached*): for information
 - 9.3. 2016 Year-To-Date Financial Report: (*attached*) for information
 - 9.4. 2016 Revised Camp and Leadership budgets: (*attached*): to be endorsed
 - 9.5. City Info (*see Executive Director's Report*)
 - i) 2016 Admin Budget Update
 - ii) AOCC Program Revenue Targets
 - iii) 2017 Budget

8:30

10. Terms of Office, Officers and Committees (*see attached Procedural Bylaw*): for decisions
 - 10.1. Select Officers
 - 10.2. Select Committee Members (Personnel, Revenue Generation, Community Integration)

8:35

11. Revenue Generation Committee Report (*March 1, March 14 and April 4 Notes attached, April 19 Notes to be circulated*): for information and decisions
 - 11.1. Amazing Game: decision whether to proceed

12. Community Integration Committee Report (*March 2 Notes attached*): for information

Applegrove Board Meeting Agenda
April 25, 2016
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13. Directors' Concerns
- 8:45**
14. Adjournment



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Board of Management Meeting AGENDA -- Monday, April 25, 2016

8:45

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the March 21 Special Board of Management Meeting (*attached*): to be accepted

Motion needed to discuss the next item *in camera* (without guests or staff other than the Executive Director and Program Director and relevant City staff), as it deals with identifiable individuals or confidential information.

- D. Minutes of Confidential Board of Management Meeting, March 21 (*confidential report for Board members only sent separately*): to be accepted
- E. Next steps on vacation liability

Motion needed to return to the public meeting.

8:50

- F. Personnel Committee Report (*attached*): for information

8:55

- G. Executive Director's Report (*attached*): to be accepted
- H. Correspondence List (*to be distributed at the meeting*): for information and decisions

8:59

- I. Adjournment

Next Meetings and Events

Connecting in the Community Information Fair, Saturday, April 30, 11 to 3

Next regular Board meeting: May 30 at 7 p.m.



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Minutes of the Board of Directors Meeting March 21, 2016

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

Present: Antoine Tedesco, Irene Buncel, Sabrina Dias, Vai Teng Law, Jean Lim-O'Brien,
Councillor McMahon, Neil Sinclair, Chris Sulway (Chair),
Regrets: Tolga Ay
Staff: Susan Fletcher, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

At 7:05, Chris called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

None were declared.

3. Volunteer Hours

Members provided their volunteer hours.

4. Donation Envelope

The donation envelope circulated.

5. Minutes of the February Board Meeting

MOTION (Lim-O'Brien/Law)
To accept the minutes of February 22.
Carried

MOTION (Sinclair/Lim-O'Brien)
To discuss the next item in camera as it deals with identifiable individuals or confidential information.
Carried

6. Vacation Liability

MOTION (Sinclair/Sulway)
To authorize staff and Board members to take action on vacation liability as discussed in camera.
Carried with 1 abstention.

MOTION (McMahon/Law)
To return to the public meeting
Carried

Board of Directors Minutes

March 21, 2016

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7. Directors' Concerns

Councillor McMahon informed members that the school Principal notified her office to discuss concerns and issues regarding the Teen Program. Susan provided an overview of the issue and informed the Board that the school Principal wanted to address her concern at the next Board Meeting. Board Members discussed the issue and felt comfortable to continue the Teen Program. Chris will write a letter to the Principal inviting her to the April board meeting. Susan will invite S.H. Armstrong.

8. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Antoine Tedesco.

Chair

Secretary

MEMORANDUM

TO: Board of Directors of Applegrove Community Complex
("Applegrove")

FROM: Virginia Lackey

DATE: April 14, 2016

RE: Employer Health Tax ("EHT") Exemption Ineligibility

It has recently come to our attention that Applegrove has been claiming the EHT exemption when reporting and remitting its EHT. Based on our experience with similar organizations and research performed, as detailed below, we have determined that Applegrove is not eligible for the EHT exemption.

The Ministry of Finance received an interpretation letter and provided a review and ruling in May 2009 to an Organization with a similar fact pattern as that of Applegrove. (see Appendix A). The ruling provided was "Based on the information provided, it is our opinion that the Directors of Corporation A's Board are appointed under the authority of the corporation of a municipality (the City of XXXXXX) as described in clause 1(b) of the Social Contract Act, 1993. Corporation A is considered to be a member of the public sector. As a result, Corporation A is not an eligible employer for EHT purposes, and therefore is not eligible for the tax exemption."

The following are clauses in Applegrove's constitutions;

- Constitution for the City Agency, 2007 – 4 iv) The following matters require approval from council: a) The appointment of board members
- Constitution of Applegrove Community Complex - 8.2 iv) 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.

Based on the above, Applegrove's Board are appointed under the authority of the City of Toronto and as such is a public sector employer and not eligible for the exemption.

Our recommended course of action regarding this matter, is for Applegrove to file a voluntary disclosure with the Ministry of Finance with a payment of the EHT related to the exemption claimed in error for the last four years. By filing the voluntary disclosure, there would be no penalties or interest imposed by the Ministry. Welch can prepare this for Applegrove.

The EHT exemption increased from \$400,000 to \$450,000 in 2014, as such the EHT owing for the last four years is \$33,150 ($\$450,000 + \$450,000 + \$400,000 + \$400,000$) x 1.95%.

We also request that Applegrove accrue the liability as at December 31, 2015 and have the related expense be reflected in the operations of 2015. The expense recorded would be allocated between program and administrative employee benefits in relation to the salary incurred. Given that the liability is a material amount, non-recognition of the liability would misstatement the financial statements and would result in a qualified audit opinion.



Does Corporation A qualify for the Employer Health Tax exemption?

Information and Disclaimer

This interpretation letter was issued based on the specific circumstances or situation of a taxpayer or vendor and the law and tax policy in effect at the time the ruling was issued. Specific facts relevant to your situation may change the application of the tax. In accordance with the Freedom of Information and Protection of Privacy Act, all confidential and identifying information has been removed from this interpretation letter. Please be aware that any statute or policy referred to in this letter may have been superseded. Where a letter contains links to a publication, the link is to our current publication on that subject, regardless of the date that the ruling was originally issued, and the current publication may not be reflective of the information originally provided. In no event shall the Government of Ontario be liable for any damages whatsoever arising out of, or in connection with, the use of the information contained herein.

Interpretation Letter 09-0030, May 2009

We refer to your letter dated XXXXXX, requesting an interpretation on the definition of eligible employers who qualify for the Employer Health Tax (EHT) exemption, with respect to Corporation A.

Under the EHT Act, "eligible employer" includes an employer that is not,

- a. a person in the public sector, as described in clauses 1 (a) to (i) and section 2 of the Schedule to the Social Contract Act, 1993, and not subject to tax under Part I of the Income Tax Act (Canada)

The Schedule to the Social Contract Act, 1993 under Clause 1, defines a public sector employer to include:

- b. the corporation of every municipality in Ontario, every local board as defined by the Municipal Affairs Act, and every authority, board, commission, corporation, office or organization of persons some or all of whose members, directors or officers are appointed or chosen by or under the authority of the council of the corporation of a municipality in Ontario

From the information you provided, we understand that:

- Corporation A is a separate entity under the Business Corporation Act

- the City of XXXXXX is the sole shareholder of Corporation A
- Corporation A operates under the direction and governance of seven people, who are appointed by the City of XXXXXX
- three of the Board members are municipal councillors.

Based on the information provided, it is our opinion that the directors of Corporation A's Board are appointed under the authority of the corporation of a municipality (the City of XXXXXX) as described in clause 1(b) of the Social Contract Act, 1993. Corporation A is considered to be a member of the public sector. As a result, Corporation A is not an eligible employer for EHT purposes, and therefore is not eligible for the tax exemption.

To obtain the most current version of this document, visit ontario.ca/finance and enter 2861 in the find page field at the bottom of the webpage or contact the ministry at 1 866 668-8297 (1 800 263-7776 for teletypewriter).

Applegrove Year-to-Date Statistic Summary
March 31, 2016

Cumulative different people		January	February	March
Applegrove Parent/Child Drop-in				
Children	272	739	715	867
Parents	250	229	220	264
Caregivers		270	263	304
Subtotal		1,238	1,198	1,435
The Applegrove Connection (previously Edgewood)				
Children	128	209	140	186
Parents	82	32	23	23
Caregivers		83	65	93
Subtotal		324	228	302
Helping Our Babies Grow				
Infants and Children	17	26	58	32
Moms	23	31	61	34
Subtotal		57	119	66
Therapeutic Play				
Children		4	13	11
Adults		4	13	12
Subtotal		8	26	23
Children and Youth				
Summer Camp				
After4, PA, March	68	1,005	991	981
Leadership				
Teen	23	66	95	91
Subtotal		1,071	1,086	1,072
Adult Programs				
Seniors	130	190	183	231
Committee/Board ho		40	0	0
Other*		0	150	50
Subtotal		230	333	281
Phone and e-mail		315	387	359
Total	993	3,243	3,377	3,538
Cumulative		3,243	6,620	10,158
*Other includes Book Club, special events, Annual Meeting, Income				

March 31, 2016 YTD Financial Report

- Variance highlighting
 - Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note
 - Unfavourable variance of 16% and up = highlight in pink and may need additional page
 - Favourable variance of 20% or more = highlight in blue and may need additional page.

		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes	
City Funded Administration	Expense	85,276	85,792	-516	-1%			
	Income	92,985	93,000	15	0%			
Families with Young Children	HOBG	Expense	8,049	11,275	3,226	40%	Higher expenses due to fiscal year-end spending in March Funding is at unpredictable intervals	
		Income	7,538	4,544	-2,994	-40%		
	PC	Expense	31,448	31,350	-98	0%	Q	
		Income	31,508	34,479	2,971	9%		
	AC (formerly EW)	Expense	7,480	7,272	-208	-3%	Q	No fundraising income
		Income	6,557	6,235	-322	-5%		
	Therapeutic	Expense	8,842	6,398	-2,445	-28%	F	Lower expenses due to late start of fall program and low take-up of program supports
		Income	13,375	13,375	0	0%		
Children and Youth	After School including March Break	Expense	51,629	44,303	-7,326	-14%		Includes March Break expense and income budgeted to break even at about \$2000, with actuals of about \$4000 and \$4500 Staff are thrifty! And there was a lower take-up for benefits than anticipated
		Income	63,700	64,084	384	1%		
	Teen	Expense	2,790	2,740	-50	-2%		Alterna grant will be shown in April
		Income	0	0	0	0%		
	Camp	Expense	0	193	193			There are stray expenses and income although even staffing will not start for a month or two
		Income	0	20	20			
	Leadership	Expense	0	0	0			(summer program)
		Income	0	0	0			
Seniors	Expense	11,044	14,307	3,263	30%	S	Additional expenses from Wellness Fair plus year-end spending	
	Income	11,630	10,910	-720	-6%			
Fundraising general program	General programming	Expense	5,891				Program Assistant and relevant expenses. Funded via After-school proceeds	
	Agency fundraising and donations	Revenue	1,968		1,017			Net Proceeds (Revenue - Expense)
		Expense		951			Includes income from United Way, individual donations, and Family Dance Expense includes Family Dance costs and annual Directors and Officers insurance premium @ \$765	

§ = Special April-March financial year

Q = Funding received quarterly

F = Funding received twice annually

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

March 31, 2016

ASSETS

Alterna - Admin Account	53,087.19
Alterna - Program Account	155,903.27
Alterna - Trust Account	403.67
Alterna - Member Shares	151.59
Alterna Term Deposits - Program	84,253.72
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	691.20
Outstanding Transfers Between Accounts	(256.23)
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	408.79
Long-term Receivable - City of Toronto	304,032.83
HST Receivable - Admin & Program	1,859.09
Prepaid Expenses	2,879.20
	<u>603,564.32</u>

LIABILITIES

Accounts Payable	2,641.03
Long-term Benefits Payable	134,597.00
Unrealized Actuarial Gain	120,952.00
Income Taxes Payable	8,317.82
CPP Payable	6,088.64
EI Payable	3,198.94
OMERS Payable	9,299.44
WSIB Payable	745.41
Union & COTAPSAI Dues Payable	972.60
EHT Payable	(1.31)
Vacations Accrued - Admin	48,483.83
Vacations Accrued - Program	9,512.72
City of Toronto Payable (Receivable)	1,101.00
Advance Repayable to City of Toronto	10,871.22
	<u>356,780.34</u>
Accrued Expenses - Admin	14,949.77
Deferred Income - Program	0.00
Funds held in trust	0.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	95,059.14
Teen Program	0.00
Seniors Programs	23,143.78
Board/Management	31,418.17
Summer Programs	17,800.88
HAIG	(85.29)
The Applegrove Connection	0.00
HOBG	10,817.12
Over the Rainbow	35,661.47
Current Program Income	135,614.52
Current Program Expenses	<u>(124,803.60)</u>
	10,810.92
Admin:	
Current Admin Funding - City of Toronto	92,985.00
Interest on Admin Account	15.24
Current Admin Expenses	<u>(85,792.22)</u>
Current Admin Surplus/Deficit	7,208.02

603,564.32

Applegrove Year to Date Financial Report to March 31, 2016

	Admin		Program	P/C Drop-in		Applegrove Conne		March Break		HOBG		Therapeutic Play		Summer Camp		After School		Teen Program		Leadership		Seniors		Other(fundraising, E	
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
EXPENSES																									
Salary	62,375	62,500	83,323	23,702	22,691	3,761	3,775	3,006	1,230	2,721	2,261	5,625	7,245	0	0	30,580	36,274	2,241	2,067	0	0	6,767	6,060	4,922	4,589
Benefit	17,488	17,623	14,097	6,924	7,048	1,631	1,643	319	123	331	138	612	588	0	0	2,711	4,282	239	286	0	0	501	489	828	671
Material & Supplies	1,773	2,298	16,800	444	1,210	301	353	295	675	6,948	4,650	32	440	0	0	2,435	4,590	260	437	0	0	5,821	3,085	265	0
Furniture & Equipment	132	150	1,144	0	120	0	0	0	0	1,144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchased Services	4,023	2,705	9,440	280	379	1,579	1,709	453	0	131	1,000	129	569	193	0	4,506	4,455	0	0	0	0	1,217	1,410	951	0
Total	85,792	85,276	124,804	31,350	31,448	7,272	7,480	4,073	2,028	11,275	8,049	6,398	8,842	193	0	40,231	49,601	2,740	2,790	0	0	14,307	11,044	6,965	5,260
INCOME																									
Government Funding																									
City of Toronto	92,985	92,985	37,085	30,878	28,008	6,207	6,207	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Province of Ontario	0	0	11,330	3,000	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,330	8,330	0	0
Federal Government	0	0	4,544	0	0	0	0	0	0	4,544	7,538	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Government	92,985	92,985	52,959	33,878	31,008	6,207	6,207	0	0	4,544	7,538	0	0	0	0	0	0	0	0	0	0	8,330	8,330	0	0
Non-Government Funding																									
Charitable Organization	0	0	13,629	0	0	0	0	0	0	0	0	13,375	13,375	0	0	0	0	0	0	0	0	0	0	254	0
Foundation/Corporation	0	0	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0
Total Non-Government	0	0	14,629	0	0	0	0	0	0	0	0	13,375	13,375	0	0	0	0	0	0	0	0	1,000	1,000	254	0
Donation/Fundraising																									
Charitable Donation-individual	0	0	668	260	250	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	408	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	0	0	0	0
Non-charitable Donation-Ind	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0
Fundraising	0	0	1,429	341	250	28	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	0	1,019	0
Total Donation/fundraising	0	0	2,097	601	500	28	350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	0	1,428	0
Others																									
User Fees	0	0	65,644	0	0	0	0	4,543	2,125	0	0	0	0	20	0	59,541	61,575	0	0	0	0	1,540	2,300	0	0
Miscel	15	0	286	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	286	0
HST Rebate	0	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 Others	15	0	65,929	0	0	0	0	4,543	2,125	0	0	0	0	20	0	59,541	61,575	0	0	0	0	1,540	2,300	286	0
TOTAL INCOME	93,000	92,985	135,615	34,479	31,508	6,235	6,557	4,543	2,125	4,544	7,538	13,375	13,375	20	0	59,541	61,575	0	0	0	0	10,910	11,630	1,968	0
SURPLUS(DEFICIT)	7,208	7,709	10,811	3,129	60	(1,036)	(923)	470	97	(6,732)	(511)	6,977	4,533	(173)	0	19,311	11,974	(2,740)	(2,790)	0	0	(3,397)	586	(4,998)	(5,260)

April 2016	2016 Day Camp AND Before/After	Revised Jan and April 2016			
Minimum wage	\$11.25 increased to \$11.25 as of	Oct-15 and will go to	\$11.40	Oct-16	
counsellors wages in 2015 were		\$12.01 and	\$13.08		
1.25% increase for all staff based on anticipated CA					
proposed 2016 counsellors wages =		12.31	13.24		
CY Worker at WG 7 as Camp Director				Ass't director at WG 3	
8 weeks of program for	64 campers/week (increased from 60)				
camp Only @ \$90 earlybird	\$100 after, assuming			20 campers/week pay the higher fee	
Before and After Care @ \$15	per week each			Subsidy spaces/week	5
Director salary at	37.5 hours/week			# campers	64
Other staff salaries at	40 hours/week			20 Potential fees @	100
				44 Potential fees @	\$90
4 Senior Counsellor	13.24	9.5 weeks	20,125	Before and After-Care	4,320
4 Junior Counsellor	12.31	9.5 weeks	18,711	Subsidy	-4,050
0.5 Assistant Director		10 weeks	3,471	Net fees anticipated	
1 Camp Director, WG7		14 weeks	11,700		46,996
5 TDSB placement staff (see below for		7 weeks	0	Fundraising and donations	
2 TDSB or Tropicanas for additional week			985	By organization	\$0
Note: 40 hours for counsellors allows time for Before and After Care				By participants	\$1,000
				Total fundraising	\$1,000
				Star Fresh Air Fund	3,500
				Children's Services (per diem funding)	\$1,315
Vacation for relevant staff	4% (Camp Director time)		1,692	Canada Summer Jobs (federal)	10,395
				Excellence in Literacy Grant	2,000
2 In kind staff paid by Tropicana			6,000		
TOTAL Salaries			\$62,683		
Benefits				Children's Services Former Recreation Grant	3,600
(CPP, UI, Workers Comp, EHT) plus			6,148	Children's Services (core funds)	3,700
9% OMERS for relevant staff					
Materials, Supplies and Purchased Services			\$33,364	Summer Job Service (provincial)	1,470
Total Expense			\$102,195		
				TDSB in kind space	15,000
Expenses without In-kind	\$81,195			entrance tickets donated	976
Number of staff =	19			TDSB / Tropicana in kind staff	6,000
				2015 year-end accumulated surplus for camp and leadership was \$17,000	6,242
Number of AG paid staff hours (est)	3,228			TOTAL INCOME	\$102,195
plus Camp Director	525			SURPLUS/DEFICIT	\$0

DETAIL of Day Camp Program expense									
MATERIALS, SUPPLIES and PURCHASED SERVICES									
Program Supplies									
Food									
Breakfast @	\$75	per wk	600						
Snack @	\$25	daily	1000						
Cooking @	\$100	per wk	800						
Total Food				\$2,400					
Kitchen supplies				\$350					
Crafts				\$500					
Sporting Equipment				\$300					
Games				\$250					
Special events				\$500					
Sunscreen									
Estimated cost			100						
Total sunscreen expense				\$100					
Total program supplies					\$4,400				
Travel and admissions									
Staff travel and admissions								4 TTC/wk	5 staff
8 TTC trips	2.80	1 way	829					adult tickets	2.80
Admission @	\$12	per wk	\$1,776					youth tickets	1.95
Total staff travel and admissions				\$2,605				children's tickets	0.00
Bus rental	6 @		350	\$2,100					
8 kid's TTC trip	\$0.00	1 way		\$0					
Kids Admissions @		\$12 weekly		\$6,144					
Total travel and admissions					\$10,849				
Camper ID	200 @	\$1.00 each		\$200					
Advertising				\$60					
Staff T-shirts	2 each @	\$10		\$185				Staff pay \$10 towards their shirts -- we get 2, they pay for 1	
Police Checks @	\$65 each			\$520					
Staff training (First Aid/CPR), materials and recognition				\$350				\$50 for first aid/cpr course for 7 staff	
Mini trips @	450 per group			\$1,800					
Rent to TDSB				\$15,000					
TOTAL Supplies, Materials and Purchased Services					\$33,364				

Fees @ \$90 per week, \$180 per 2-week session 6 weeks

14-Apr-16 Subsidy spaces/week 2

Applegrove staff salaries at	hours/week				# campers	15		
Applegrove staff salaries a	35 hours/week				Potential fees @	\$90	6,885	
					(calculated weekly, paid per 2 wk)			
					Fees from campers			
					Subsidy		-1,080	
					Net fees anticipated			5,805
2 Senior Counsellor	\$13.24	10 weeks	9,268		Fundraising and donations			
1 TDSB					By organization		\$0	
					By participants		\$200	
Vacation @	4%		371		Total fundraising			200
TOTAL Salaries				\$9,639				
Benefits					Alternata			1,250
(CPP, UI, Workers Comp, EHT) est. @		10%	\$946		Canada Summer Jobs			4,331
Materials, Supplies and Purchased Services			\$4,532		2015 year-end accumulated surplus for camp and leadership was \$17,000			3,530
Total Expense				\$15,116	TOTAL INCOME			\$15,116
Number of staff =	3				SURPLUS/DEFICIT			\$0

DETAIL of Day Camp Program expense
MATERIALS, SUPPLIES and PURCHASED SERVICES

Program Supplies			
Food			
Breakfast @	\$0 per wk		
Snack @	\$0 per wk	\$0	
Cooking @	\$100 per wk	\$600	
Total Food			\$600
Kitchen supplies			
1 First Aid & CPR @	35 person		\$525
1 Babysitting Course	\$35 person		\$525
Workshop Supplies			\$200
2 Special event run by leadership group		125	\$250
Sunscreen			
Estimated cost		100	
Left-over/donation			
Total sunscreen expense			\$100
Total program supplies			\$2,200
Travel and admissions			
Staff travel and admissions			
1 trips/wk @	2.80 per ticket	101	
			\$0
Team building @	\$15 per wk	\$270	
Total staff travel and admissions			\$371
1 youth trip/wk	1.95 per ticke	\$351	
Youth placement @			
Youth team building weekly @	\$15 per pers	\$1,350	
Total travel and admissions			\$2,072
Advertising			
staff t-shirts	1 each @ \$10		\$30
Police Checks for staff			\$130
Staff training, materials and recognition			\$100
Rent to TDSB			\$0
TOTAL Supplies, Materials and Purchased Services			\$4,532



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Phone 416-461-8143 Fax 416-461-5513

Procedural Bylaw

April 2007

Amended November 24, 2014 to add a Personnel Committee

The 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 was 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.

It makes sense to have a similar procedural bylaw for the incorporated body.

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1. Definitions and Interpretation

- 1.1. "Board" means Board of Directors.
- 1.2. "Director(s)" means members of the Board of Directors.
- 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 Directors 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.
- 2.3. Every Director 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.
- 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, notwithstanding any vacant positions, and including the position of the appointed City Councillor, i.e., 6 Board members.

- 3.2. If quorum is not achieved at the starting time for the meeting, the Chair shall wait for 15 minutes. If quorum has not yet been achieved, the Chair should adjourn the meeting and attempt to re-schedule it before the next scheduled date.
- 3.3. It is the duty of the Chair to ensure that quorum is present when a vote is taken.
- 3.4. 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, ask the members then present whether they want to continue as a committee of the whole.

4. Voting

- 4.1. At all meetings of the Board, only the Directors present in person will have the right to vote.
- 4.2. Upon the seconding of a proposed motion, Directors may cast one vote each.
- 4.3. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may table it until the next meeting.

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 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.
- 5.8. 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.
- 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.

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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- 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 any committees needed and will prescribe the powers and duties of such committees.

7.2. 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 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.

7.3. Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All 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*¹ members of all committees except as otherwise specified in the Committee's Terms of Reference.
 - d) All Committees will:
 - operate within the terms of reference laid down by the Board;
 - provide an open forum for discussion by all interested parties;
 - report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - continue to operate for such length of time as will be determined by the Board.

¹ *Ex officio* means "by virtue of the office". Consequently, although the Board Chair is a member of all committees, the individual may choose which meetings to attend.

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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- ii) Meetings of Committees
 - a) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Committee Chairperson may determine.
 - b) 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.
 - c) Meetings of every Committee will be open to all Directors, except where confidential business is being conducted.
 - d) 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.

- iii) Voting

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

- iv) Executive Committee

There will be no Executive Committee.

- v) Standing Committees (added November 2015)
 - a) Personnel Committee
 - The Personnel Committee will be a standing committee of the Board of Management.
 - The Terms of Reference for the Personnel Committee are attached as an appendix.

 - b) Community Integration Committee
 - The Community Integration Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Community Integration Committee are attached as an appendix.
 - The Community Integration will serve as the Nominations Committee.

 - c) Revenue Generation Committee
 - The Revenue Generation Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Revenue Generation Committee are attached as an appendix.

April 2014 – Excerpt from Constitution for Information

Process

At the Annual Meeting, adult Community Members will elect Community Directors to the Board of Directors.

Procedures of the Nominations Committee

- 1) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- 2) 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.
- 3) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) The eligible nominees 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.
- 9) If nominees are not already members of Applegrove, they should complete a membership form within 10 days of election.

Appendix A: Personnel Committee Terms of Reference
Endorsed by the Board, January 26, 2015

1. Composition

- 1.1 The Personnel Committee includes at least 2 Board members (plus the Board Chairperson *ex officio*).
- 1.2 The Executive Director staffs the committee, but is not a voting member.
- 1.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 1.4 A staff representative and/or a management representative may be invited to attend specific meetings.

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 complete the Executive Director's Performance Review in accordance with City policies and procedures.
- 3.2 To identify and make recommendations regarding staffing and Board sustainability and succession planning for staff and Board.
- 3.3 To participate as part of a second interview panel in hiring core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval, specifically revising job descriptions, proposed restructuring or other matters requested by the Executive Director.
- 3.5 To define the skill sets and attributes to recruit leadership volunteers for the Board and its committees and to create guidelines for leadership volunteers on committees.
- 3.6 To identify guidelines for the mentoring process for new Board members.
- 3.7 To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills.

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, any issues of a confidential or sensitive nature will be first discussed

Procedural By-Law for the Board of Directors of Applegrove Community Complex

Adopted April 18, 2007 to take effect May 1, 2007

Amended January 2015

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within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted.

- 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.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The staff rep and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.
- 4.6 After all staff hiring, the relevant staff will submit hiring reports to the committee for information. These reports will be part of the committee report to the Board of Management.

Appendix B: Community Integration Committee Terms of Reference
Endorsed by the Board, January 26, 2015

1. Composition

- 1.1. The Community Integration Committee consists of at least 2 Board members, plus the Board Chair *ex officio*.
- 1.2. The Executive Director staffs the committee.
- 1.3. Volunteer Leaders may be asked to join the Committee
- 1.4. The Program Director or other staff may be asked to attend meetings as resource persons.
- 1.5. Regular meetings will take place at the convenience of members.

2. Chairperson

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

3. Purpose

To strengthen the positive culture of the local community by fostering program participation that reflects the diversity of our community and increasing the awareness of the mission of Applegrove. Elements to include

- a. Communication/PR plan to the community
- b. Increase diversity of participants to reflect the community
- c. Recruit potential volunteer leaders and board members

4. Responsibilities

- 4.1. To identify, assess and recommend communication media, policies and strategies and an annual workplan for public awareness.
- 4.2. To understand the demographics of Applegrove's catchment area, participants, staff and leadership volunteers.
- 4.3. To identify strategies to enhance Applegrove's reflection of the catchment area among participants, staff and leadership volunteers, as well as a process to measure success.

Appendix C: Revenue Generation Committee Terms of Reference
Endorsed by the Board January 26, 2015

1. Composition

- 1.1 The Revenue Generation Committee consists of the Treasurer and at least 1 other Board member.
- 1.2 The Board Chair is an *ex officio* member.
- 1.3 The Executive Director staffs the committee.
- 1.4 The Office Manager / Finance Manager and Program Director may be asked to attend meetings as resource persons.
- 1.5 Additional committee members can include appropriate Community Volunteers who are not Board members.

2. Chairperson

- 2.1 The committee is chaired by a Board member.

3. Responsibilities

- 3.1 To assess, evaluate and make recommendations to the Board regarding:
 - Funding and revenue sources (potential and current)
 - Funding and revenue policies and strategies
 - Program and organizational budgets
 - Investment strategy
- 3.2 To strategically guide fundraising plans
 - Set achievable annual fundraising targets
 - Develop recommendations for Board with regard to allocation of annual fundraising revenues
 - Identify opportunities and support staff in the generation of income to support programming
- 3.4 Recruit (in partnership with Community Integration Committee) and orient Community Volunteers as members

4. Reporting

- 4.1 The Board agenda will have a standing item on the agenda for committee reports
- 4.2 The committee chair will summarize key agenda items, analysis and recommendations for the Board.
- 4.3 Board approval is required for any committee actions and approval of final financial reports and budgets, including
 - Fundraising targets
 - Annual work plan
 - Fundraising activities and associated budgets

5. Elements of Annual Work plan

Annually the Committee workplan should include:

- Review admin and program budgets to identify revenue needs and sources
- Set realistic agency fundraising targets
 - Establish fundraising timetable and project plan
 - Use Applegrove rating instrument to evaluate funding initiatives
- Work with staff to identify revenue generation opportunities within programs
- Evaluate and prioritize potential funding opportunities (i.e. foundations and grants)



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”



Revenue Generation Committee

April 4, 2016

Present: Pierre Bois Janina DeGuzman (staff), Susan Fletcher (recorder).

Regrets: Tolga Ay, Vai Teng Law.

1. Next Meeting

Tuesday, April 19 @ 7 p.m.

2. Notes from the March 14 meeting

3. Connecting in the Community Info Fair (CitC)

- a. Update / progress on recruiting businesses
 - Janina reported that she had contacted about 80 businesses of which
 - 6 have returned forms (sample attached)
 - 6 have forms but have not yet returned them
 - range of involvement from \$25 business cards in the event catalogue to \$100 workshops
 - she will continue to follow up with these businesses and contact more.
 - note: one of the interested businesses is run by a former Applegrove placement student/staff!
 - ➔ update April 8: 7 forms returned, 2 workshop cheques received, another on the way (\$100 each)
- b. Go/No-go decision
 - although we hoped to have sufficient paid registrations to cover approximately \$700 in fixed costs (facility cost and rental of tables and chairs), we are not yet at that point
 - we discussed the financial risks and community benefits of proceeding
 - Susan recommended proceeding.
 - as part of the discussion, Pierre noted his prior board had held an annual “Board sponsored” event; Board members donated to cover the costs. A future RevGen or Board meeting should consider this concept.
- c. Poster
 - Janina shared 3 possible versions of the poster – same poster with different clip art
 - we unanimously agreed on one
 - tweaked some of the wording and formatting.
- d. Child care theme
 - assumption that a fun and involvement child care theme will draw families who might just want some inexpensive fun for their children.
 - theme decision will depend on particular staff who will provide the child care.
 - agreed to proceed with an interim poster which will just note child care without the theme

Charitable Number: 10671 8943 RR0001

Revenue Generation Committee Notes

April 4, 2016

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e. Workshops

- as noted at the last meeting, Susan arranged for a no-fee workshop on pharmaceutical drug abuse as a draw for parents
- Janina reported workshop ideas including travel, mortgages and more.

f. Non-profits

- we originally limited the number of non-profit spaces to 10
- 3 or 4 have committed to date.
- with the low take-up to date from businesses, we will go ahead with the priority 2 and 3 non-profits, even if it means more than 10.

g. Publicity

- i. Facebook: staff will prepare and schedule FB posts
- ii. Twitter: Janina will start tweeting
- iii. Poster distribution: we are sending the interim poster out on April 5 to about 60 agencies and will start distributing the poster to confirmed businesses when they register. In addition, we hope that Applegrove Board members can distribute posters to neighbourhood businesses.
- iv. Community Calendar ads: staff will get blurbs out to local papers.
- v. Website: Susan has alerted the volunteer web manager for the current website that we will need a new page for the event, and will send her the selected poster.
- vi. Radio: Jazz FM and Boom FM have community info. Janina may also have a contact at Sirius
- vii. Other: Pierre suggested looking into getting our event into the pre-show info at the local movie theatre.

4. Other Revenue Generation Ideas

a. Revenue Needs (Annual Report)

- Applegrove's robust revenue generation via program fees, together with revenues from other events and donations, more than covers current revenue needs.
- since space for the after-school could become unavailable, we know that we may need additional revenue streams in the future
- consequently, we are developing CitC and the Amazing Game to build relationships with local businesses while meeting residents' needs for information and connection
- but do not really require additional fundraising events.

b. The Amazing Game

- grant not approved, but RevGen recommends proceeding; the Board will decide in April

On a Saturday in late September, hundreds of local residents will explore the neighbourhood around Applegrove Community Complex, visiting historical sites, businesses, parks and more as they play The Amazing Game. Applegrove will partner with businesses and non-profits to create up to 30 stations within the approximate boundaries of Queen Street East, Gerrard, Greenwood and Coxwell. Starting at Applegrove, families, individuals and teams will receive kits with maps and activity lists. Over the next 2 hours, they will earn points as they, for example,

- ❖ Measure: At Measurement Park, find out the combined height of the 2 corporate sponsor volunteers in centimeters and inches to the nearest whole number
- ❖ Draw: At the Flying Pony Café, drink a (complimentary) apple cider while drawing a flying pony using at least 3 colours
- ❖ Proclaim: Find a historical plaque on Queen Street between Vancouver and Woodfield Roads, then proclaim what the plaque says
- ❖ Sing: Find where a famous historic maple tree used to grow and sing (or read) the song about it. Bonus points for a Facebook post of your team singing.

When teams return to Applegrove, they will be eligible for prizes based on their points.

- if the Board approves proceeding, this committee will generate additional activity ideas which staff will propose to local businesses.

c. Comedy Night (see e-mail excerpt on back)

- a long-time friend of Applegrove proposed to the Duke of York pub that they might donate proceeds from one of their comedy nights to Applegrove
- members expressed some hesitation regarding the fit with Applegrove as a family-oriented organization.
- Susan will follow up, suggesting that other organizations may need the funds more than Applegrove

➔ update April 6: the Duke confirmed that Applegrove will be the beneficiary of their May 22 comedy night with headliner Mike MacDonald
[https://en.wikipedia.org/wiki/Mike_MacDonald_\(comedian\)](https://en.wikipedia.org/wiki/Mike_MacDonald_(comedian))

d. Colouring Book (Leona Adams)

- one of Applegrove's older adults has a proposal for a fundraising colouring book.
- Susan will invite her to a future meeting.

5. Information and Inspiration

- visit Susan's Pinterest board on Fun- and Friend-raising
<https://www.pinterest.com/susanapplegrove/fun-and-friend-raising/>

6. Next Meeting

Tuesday, April 19 @ 7:00

Will focus on details for CitC

Formatted: Indent: Left: 1"

Comment [BF1]: Which neighbourhood?

Saturday, April 30, 2016 – 11 to 3

**Connecting in the Community Business Participation Form¹
Location – Applegrove Community Complex, 60 Woodfield Road**

(Please print)

Given Name _____ Surname _____

Business Name _____

Address _____

City _____ Postal Code _____

E-mail _____ Website _____

Day Phone _____ - _____ - _____ Cell _____ - _____ - _____

We want to tweet info about the event to our partners and hope you will share with your followers!

Twitter _____

1. To participate at the event, I will pay by cheque or money order payable to Applegrove Community Complex

- \$50 for a display space, table and 1 or 2 chairs OR
- \$100 to offer a 50-minute workshop including a complimentary display as above.

2. I understand that businesses and non-profit partners will have no on-site sales.

3. I agree to all of the following:

- the City of Toronto, Toronto District School Board, Applegrove Community Complex and Applegrove staff and volunteers will not be held responsible for any loss, theft or damage;
- to accept display space, workshop time and workshop space as allocated;
- to be set up and ready for the event by 10:40 a.m.;
- to stay until the event ends at 3 p.m.

4. Any requests for refunds will be considered by Applegrove's Board on or after May 30, 2016.

Your Signature: _____ Date: _____

Applegrove must receive your completed form and payment by April 15 for inclusion in the catalogue.

¹ Note for Applegrove Board members: the actual form is on letterhead. There is a similar form (without payment) for non-profits.

Catalogue Information

We will include your business name, address, phone number and website.

Print up to 50 words describing your business or services. We will use your wording except, if needed, we will edit for length without consultation.

Image for Facebook post

Note here if you will provide a jpg of your business card, a photo or clip art for our Facebook post about your business.

One of Business Card Photo Clip Art
Email to Applegrove@ApplegroveCC.ca

Display Table: Space will be assigned on a first-come/first-served basis

- 1 chair OR
- 2 chairs

Please note below if you will need access to electricity. The gym has a limited number of outlets.

- I will need access to electricity. Note: kindly bring your own extension cord.

Workshop Information

Workshop Title _____

Name of presenter and title as appropriate _____

Workshop description (up to 30 words)

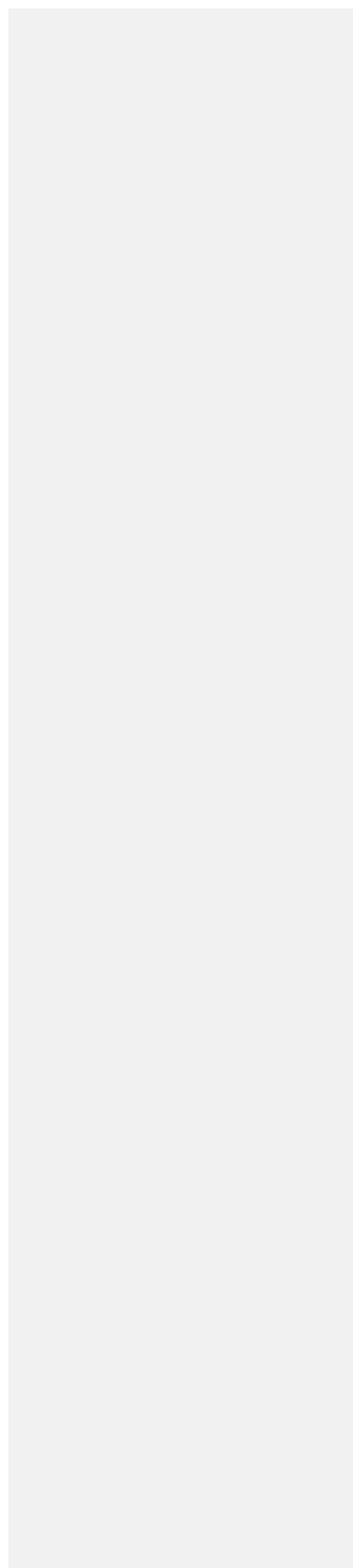
Break-out rooms are classrooms. There will be a screen (or equivalent) in each room, but you will need your own projector, laptop and extension cord.

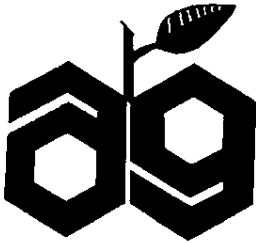
Preferred time: times will be assigned on a first-come/first-served basis. Put #1 for your preferred time, etc.

___ 11:30 to 12:20

___ 12:30 to 1:20

___ 1:30 to 2:20





APPLEGROVE COMMUNITY COMPLEX

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

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Revenue Generation Committee

March 1, 2016

Present: Tolga Ay, Vai Teng Law, Janina DeGuzman (staff), Susan Fletcher (recorder).

Regrets: Jean Lim, Mercedes Lee.

1. Next Meeting

Monday, March 14 @ 7 p.m.

2. Notes from the February 9 meeting

- accepted by consensus

3. Family Dance Feb. 6 Detailed Notes

- as reported at the Board meeting, due to a calculation error, the dance netted about \$575, slightly more than 2015 (or significantly more if the 2015 event had to pay for the permit).

4. Community Info Fair

- following up from Board meeting, the committee reviewed the timeline and made the following decisions:
 - event name = Connecting in the Community
 - invite political reps, probably with shared tables
 - targets:
 - max of 10 non-profit displays (including political reps)
 - min 90, target of 200 visitors
 - use (donated) door prizes as attendance incentives – post on social media to advertise the event
- idea to enhance the "partnership" with participating businesses:
 - build into the event agenda that the businesses arrive and set up by 10:30, then close the gym doors, bring in coffee, and have an agency volunteer/participant tell their story about Applegrove's impact on their families.
 - Then Board rep or ED says that this event is one of the ways that we both inform those who might need our services, and raise the resources needed to sustain them.
 - Thank the businesses for their partnership, ask for questions, and wish them a good day.

5. The Amazing Game

- Applegrove is not recommended for a Special Events grant
- Susan circulated the original budget without the grant, as well as a reduced break-even budget.
- in discussion, members noted that
 - the total risk for the break-even budget would be about \$750.
 - if recruitment of businesses or even teams is slower than anticipated, Applegrove can cancel the event or scale back some of the items e.g., participant kits

- although the event can proceed even if the weather is cool or drizzly, and although Applegrove successfully held 7 years of Applicious without a rain plan, permitting the gym will allow us to start and end the event inside if the weather is iffy.
- planning will take the most time for the event; staff should divide up the work so that volunteers and Board members can work on it, and possibly the teen/leadership program
- committee members recommended that the agency proceed with the event.
- as Janina and Board members approach local businesses about the info fair, as appropriate, they can also let them know about the Amazing Game.

6. Program interest income report from Susan H

- Until Jan 2015, we had about \$33,300 total in program term deposits, rolling-over every 30 days; these term deposits earned \$13.71/month or \$164.52 per year in revenue.
- In late Jan 2015, we changed this to a single, 1 year-redeemable term deposit, which earned \$350.52, an increase of \$186 over what we would have otherwise earned.
- Unfortunately, the 1 year redeemable rate has now dropped to 0.7 % - but this term deposit will still earn over \$235 this year.
- The 2nd term deposit (for \$50,000), started in late Jan 2015, earned \$520 in interest.
- Interest rates on chequing accounts are at record lows – less than 0.5 %. This is what we are earning on admin & program chequing account balances, each month.
- In 2015, the lowest balance in the program chequing account was about \$135,000.

- Possible action: put more funds into term deposit?
- The committee agreed to ask for Susan H's recommendation at the Board meeting

7. Information and Inspiration

- visit Susan's Pinterest board on Fun- and Friend-raising
<https://www.pinterest.com/susanapplegrove/fun-and-friend-raising/>

8. Next Meeting

Monday, March 14 @ 7:00

Agenda will focus on planning the Info Fair

Revenue Generation Committee Notes

March 1, 2016

3

Amazing Game Summary Budget without grant @ 50 teams

INCOME SOURCE	SOURCE DESCRIPTION	AMOUNT
Fundraising, Donations		
Partner Contributions (cash only)		\$850
Grants from Foundations		
Other Income	Participant Fees	\$1,350
Income Sub-total =		\$2,200

EXPENSE	EXPENSE DESCRIPTION	AMOUNT
Salaries & Benefits		
Equipment or supplies rental		\$0
Transportation expenses (if any, for volunteers, participants)		
Participant expenses - other	Supplies, team kits	\$445
Volunteer expenses - other	Volunteer T-shirts	\$350
Publicity/promotion and outreach	Poster design, community calendar ads	\$100
Food/refreshments		
Translation (if applicable)		
Other expenses	Signage	\$100
	Permit Fee for gym	\$161
	Contingency	\$116
Sub-total of amount requested for funding =		\$1,271

Net Proceeds	\$929
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Based on

30 families @	\$25
10 corporate teams @	\$50
10 individuals @	\$10

Revenue Generation Committee Notes

March 1, 2016

4

Amazing Game Summary Budget break-even @ 30 teams

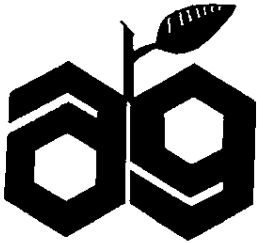
INCOME SOURCE	SOURCE DESCRIPTION	AMOUNT
Fundraising, Donations		
Partner Contributions (cash only)		\$0
Grants from Foundations		
Other Income	Participant Fees	\$750
Income Sub-total =		\$750

EXPENSE	EXPENSE DESCRIPTION	AMOUNT
Salaries & Benefits		
Equipment or supplies rental		\$0
Transportation expenses (if any, for volunteers, participants)		
Participant expenses - other	Supplies, team kits	\$218
Volunteer expenses - other	Volunteer T-shirts	\$70
Publicity/promotion and outreach	Poster design, community calendar ads	\$100
Food/refreshments		
Translation (if applicable)		
Other expenses	Signage	\$100
	Permit Fee for gym	\$161
	Contingency	\$65
Sub-total of amount requested for funding =		\$713

Net Proceeds	\$37
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Based on

30 families @	\$25
0 corporate teams @	\$50
0 individuals @	\$10



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Revenue Generation Committee

March 14, 2016

Present: Tolga Ay, Vai Teng Law (by phone), Janina DeGuzman (staff), Susan Fletcher (recorder).

Regrets: Mercedes Lee.

1. Next Meeting

Monday, April 4 @ 7 p.m.

2. Notes from the March 1 meeting

- accepted by consensus

3. Connecting in the Community Info Fair (CitC)

a. Update / progress

i. Recruiting businesses:

- Janina shared her table of business contacts.
- Generally her pitch has been received with interest.
- One table booked.
- Vai sent some additional contacts.

ii. Workshops

- Susan heard about a workshop on abuse of prescription drug abuse (Pharming) offered by a local pharmacist and invited him to offer it at the event
- Although we will not receive a fee for the workshop, we can advertise it and it will likely draw parents.
- Janina and Susan will brainstorm possible workshop topics to suggest to businesses.

iii. Poster:

- Janina shared ideas for an event logo which included a blue AG logo. Susan had suggested the event colour as blue due to the blue pages in the phone book for government information and the “blue book” of community information.
- Tolga will put some poster ideas together
- Susan and Janina will identify wording for the poster

iv. Publicity

- Susan noted that the deadline for the April SNAPd is approximately the middle of March, i.e., now.
- because we do not yet have many confirmations, she recommended not submitting the event for the April SNAPd calendar, in case we have to cancel the event; we can send it later for the on-line version and to have a photographer visit the event.
- committee members agreed.

- b. Decisions needed (from workplan)
 - i. How to assign space / workshop time
 - discussed options such as keeping related groups (e.g. non-profits) together.
 - agreed on first-come/first-served based on their needs on the registration form.
 - ii. Theme for child care and how to implement
 - agreed on
 - Dance Hero: come as your dance hero! Would include music, simple dance routine, etc.
 - OR
 - Applegrove Zoo: allows lots of options with an animal theme such as crafts, drama, active/movement
 - Susan and Janina, plus relevant program staff will decide in time to include on the poster.
- iii. Identify volunteer jobs and potential volunteers
 - child care
 - food
 - welcome table from 8:30 on to welcome volunteers and display/workshop partners.
 - trouble shooter
 - workshop room host
 - door person
 - someone to make a few announcements and door prize draws, but don't need a MC all day.
- iv. Draft lunch menu
 - possibly crock-pot vegetarian chili with rice and coleslaw (like AGM) and a piece of fruit or applesauce cup for dessert.
 - Susan will consult with Louise if there would be time for chili to cook or just warm up between 8:30 and noon.
- v. Plan social media strategy, including schedule and location for Facebook posts, Twitter, etc.
 - Twitter: agreed on #AGConnect2016
 - schedule:
 - occasional posts/tweets up to April 10
 - every other day to April 23
 - daily or more April 23-30
 - each business will have one individual FB post with an image of their business card or a picture they provide.
 - we may collage some pix for an additional FB post.
 - we may use some clip art/images for interest

4. The Amazing Game: No update

5. Bestival art and music festival June 11-12 in Woodbine Park

- headliners include legendary British rock band, The Cure

- members considered whether Applegrove should try to generate revenue from this event
 - it will probably be very expensive to get a vendor license
 - as an art festival, they will probably prefer arty vendors
 - targeted to young adults looking for a good time with alcohol, so might not be a good image for Applegrove
- agreed not to pursue it.

6. Information and Inspiration

- visit Susan's Pinterest board on Fun- and Friend-raising
<https://www.pinterest.com/susanapplegrove/fun-and-friend-raising/>

7. Next Meeting

Monday, April 4 @ 7:00

Priority agenda item will be the Go/No Go decision on the info fair.

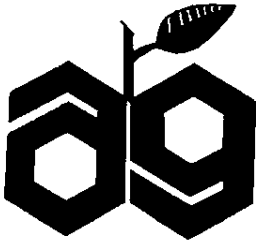


BESTIVAL
JUNE 11TH - 12TH | WOODBINE PARK
TORONTO, CANADA

ANNOUNCING OUR 2016 HEADLINERS

THE CURE
TAME IMPALA

BESTIVAL.CA



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Community Integration Committee Meeting Notes

Wednesday, March 2 @ 6:30 p.m.

Present: Sabrina Dias, Vai Teng Law, May Seto, Susan Fletcher (recorder)

Regrets: Antoine Tedesco, Jean Lim

1. Next Meeting

Tuesday or Wednesday, May 3 or 4 (to be confirmed)

2. Notes from January meeting

- accepted by consensus

3. Board nominations

- Susan reported that she had received 4 nomination forms and circulated the individuals' brief bio's.
- acting as the Nominations Committee, members considered in detail whether to present all 4 nominees or further screen them and reduce to 3
- based on the challenges prior new Board members have identified, the committee recommended that a less experienced individual work at the committee level before joining the Board.
- Susan will follow up with all 4 individuals to confirm their interest, answer any questions, and let them know the next steps.
- the committee agreed that the Board Chair should present the slate of nominations at the AGM.

4. Online Presence

5. Census data

- Vai will have additional data at the next meeting
- this committee's next step will be to think about what the data tell us about community needs for future service development as part of 2016 strategic plan update in June/July and/or service planning for City budget submission

6. Next Meeting

- prior commitments prevented the committee setting an April meeting date
- at the April Board meeting, all Board members will be able to select their committees; current ComInt members can continue or change.
- Susan will check with Ann McKechnie who had previously worked with this committee about her preference for a Tuesday or Wednesday.



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Minutes of the Board of Management Meeting March 21, 2016

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

Present: Irene Buncel, Sabrina Dias, Vai Teng Law, Jean Lim-O'Brien, Councillor McMahon, Neil Sinclair, Chris Sulway (Chair), Antoine Tedesco
Regrets: Tolga Ay
Staff: Susan Fletcher, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the February Board of Management Meeting

MOTION (Law/Lim-O'Brien)

To accept the minutes of February 22.

Carried

MOTION (Sinclair/Lim-Obrien)

To discuss the next items in camera as they deal with identifiable individuals or confidential information.

Carried

D. Minutes of Confidential Board of Management Meeting, February 22

MOTION (Lim-O'Brien/Dias)

To accept the minutes of the February 22 Confidential Board of Management Meeting.

Carried

E. Vacation Liability Options

The Board considered vacation liability options as discussed in previous meetings.

MOTION (Sinclair/Sulway)

To authorize staff and Board members to take action on vacation liability as discussed in camera.

Carried with 1 abstention.

Board of Management Minutes
March 21, 2016

2

MOTION (McMahon/Law)
To return to the public meeting
Carried

F. Adjournment

The meeting was adjourned on a motion by Neil Sinclair, seconded by Jean Lim-O'Brien.

Chair

Secretary

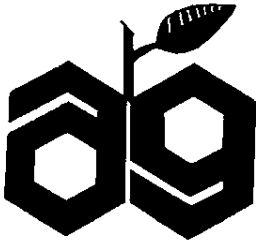
Next Meetings and Events:

Volunteer Appreciation Event – April 13 from 6 – 7:30 p.m.

Board Meeting – April 25 at 7 p.m.

Community Information Fair – April 30 from 11 a.m. to 3 p.m.

Community Integration Meeting – May 3 at 6:30 p.m.



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Personnel Committee Notes

March 17, 2016

Present: Chris Sulway, Irene Buncel, Susan Fletcher (staff)

1. Next Meeting

Monday, May 2 (to be confirmed)

2. Notes from last meeting

- accepted by consensus

3. 2015 ED Performance Review and Items for 2016 Performance Planner

- members confirmed that there were no notes or additional materials from the 2015 performance review.
- Susan noted that the draft of her 2016 planner was a starting point; she assumed the Personnel Committee would add items.
- members did not have any additions.

4. Process and Timing for 2016 Performance Review

- the committee previously discussed having a different process for 2016, so should start considering that process now.
- members agreed that Susan should identify areas of focus for her work based on the agency priorities, to be discussed at the next meeting.
- Susan shared an example of a recent incident that might illustrate poor judgment by a manager, but would not be part of a Performance Planner and thus, potentially not impact Pay for Performance. Members suggested that issues like this would be addressed via disciplinary measures.

5. Pay for Performance for Program Director and Finance Manager

- although the January Personnel notes suggested this would be on the subsequent agenda, since there was not a meeting in February, Susan took this directly to the February Board meeting.

6. Hiring Report for Office Coordinator

- attached.

7. Process to evaluate the Program Assistant position effectiveness and sustainability

- deferred to the next meeting

8. Update on Finance Manager Job Description

- in the November discussion of job descriptions, the committee identified the need for the Finance Manager to track the time on tasks.
- with the transition for the Bookkeeper's parental leave, as well as the audit preparation, there is little useful information at this time.
- Susan H will have better information later in the spring.

9. Standing Item: Overtime and Workload

- Susan reported on these to the Board Chair.

10. Next Meeting

Monday, May 2 @ 7 p.m. (to be confirmed)

Agenda to include

- process to evaluate the Program Assistant position effectiveness and sustainability.
- areas of focus for ED for 2016



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Parental Leave Staffing Plan and Hiring Report – Daytime Office Coordinator

January 2016

Submitted to Personnel Committee by Susan Fletcher

1. Goal

- to maintain/enhance organizational memory and expertise while filling in while the Bookkeeper/Information Clerk takes parental leave starting on January 25.

2. Preparation

A. Background

- in November 2015, the Bookkeeper requested parental leave plus vacation and unpaid leave to go to India where she was having a baby by surrogate.
- I worked with the Finance Manager and Program Director to develop a staffing plan that was presented to the Board in December 2015.
 - 2 parts to the position, namely the financial work and the reception/office work
 - the Program Director and Executive Director are frequently out of the office in the mornings, meaning that Applegrove requires an office staff in the mornings.
 - training a new Bookkeeper would have required significant Finance Manager time.
 - the Finance Manager estimated that she could manage the payroll, accounts payable and banking in one extra day per week.
 - the plan therefore included one extra day per week of the Finance Manager, 20 hours/week of an office position (both in the Admin budget), and some additional time for the current Program Assistant from program revenue.
- checked with Labour Relations that this was possible
- informed the union steward.

B. Existing Positions

- in December, prepared letters of employment for the additional work for the Finance Manager and Program Assistant.

C. Job Description for Office Coordinator

- based on the current Evening Office Coordinator job description without petty cash administration or back-up for payroll, accounts payable.
- attached for reference.

D. Posting

- attached for reference
- on December 17, posted as below with a closing date of January 7.
 - in office
 - on-line in Charity Village \$280
 - on-line at www.ApplegroveCC.ca
 - circulated to other AOCC's

Charitable Number: 10671 8943 RR0001

E. Criteria

- developed initial screening criteria including
 - knowledge of Applegrove
 - office experience
 - work with volunteers

3. Applicants

- received more than 190 applications by the deadline plus 5-10 after deadline.
- applications that did not follow the direction (one Word or PDF file or subject line identification) did not receive further consideration
- delegated to the Program Director the responsibility for identifying internal candidates according to the collective agreement.
- once she determined that there would be no conflict of interest, she delegated to the Program Assistant the responsibility for identifying applicants from other AOCCs according to the collective agreement.
- this initial screening identified one qualified internal applicant and two applicants from other AOCCs.

4. Interview

A. Internal Candidate

- arranged for Louise and myself to interview Nanor Boghossian on January 15.

B. Interview Questions (attached)

- the Program Director and I have knowledge of Nanor's work at Applegrove in the after-school and camp programs over the past 3 years including her interactions with other staff, parents and children.
- developed questions that focussed on aspects of the office work that we had not seen in her work with children.

C. References

- as Abby and May would have provided references and had checked other references for Nanor's other Applegrove work, I did not require any additional references.

5. Job Offer

- I made a job offer on January 15 which Nanor accepted with a start date of January 25.

6. Special Note

As a result of the volume of applications and the difficulty distinguishing AOCC employees, I recommended that the new Collective Agreement identify a mechanism for this across the centers, e.g., in the body of the e-mail.

APPLEGROVE COMMUNITY COMPLEX
Job Description – Casual/Relief Daytime Office Coordinator
December 2015

Accountability: The Daytime Office Coordinator is accountable to the Executive Director, takes direction from the Finance Manager and Program Director, and works collaboratively with the Evening Office Coordinator.

Skills: Communicate effectively in English with a broad range of individuals of a variety of ages, cultural and socio-economic backgrounds. Perform office practices including filing, photocopying, and collating, keyboarding, and verifying information. Respond calmly and effectively in emergencies. Working knowledge of computers. Assets include prior experience in a community organization and/or with children, youth or volunteers; and a second language, especially a Chinese or South Asian or Southeast Asian language.

Primary Responsibility: To act as the on-site administrative staff in the mornings.

Duties

1. Reception
 - a Welcome visitors, including members and their children, volunteers and the general public.
 - b Answer the telephone, direct callers appropriately and take messages as needed.
 - c Deal effectively with all inquiries.
2. Provide photocopying, collating, filing, mailing, some typing, and computer data entry into databases.
3. Put together mass mailings to update members and to solicit for donations in local neighbourhoods.
4. Maintain and update the membership, volunteer, donor and agency databases.
5. Establish and sustain a warm, friendly, clean, organized and helpful atmosphere in the office.
6. Provide support for other Applegrove administrative and program staff.
7. Promote volunteering through
 - a. encouraging member involvement in regular activities and special events,
 - b. involving members in tasks where possible, and
 - c. encouraging and supervising placements, e.g., high school students completing their required community service.
8. Ensure rooms are open, ready and available for pre-arranged meetings; close up after meetings.
9. Adhere to all Applegrove policies including:
 - a. Maintaining appropriate statistics and records.
 - b. Meeting relevant deadlines.
 - d. Participating in staff and other meetings as appropriate.
 - e. Pursuing professional development through relevant workshops, training, reading, conferences, etc.

10. Other duties as assigned.

Salary and Hours:

City of Toronto AOCC Wage Grade 4 plus relevant benefits according to the Collective Agreement.

This is a casual relief position to cover workload during a parental leave estimated from the end of January to the end of October.

20 hours per week, normally Monday to Friday, 8:30 a.m. to 12:30 p.m. Some Saturdays or Sundays may be necessary.

Additional Information

A satisfactory police records check will be required as a condition of employment.



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Contract Part-time Office Coordinator

For 35 years, Applegrove has worked with local residents in the Queen-Greenwood area of Toronto. Services cover the age range with programs for infants, children, teens, adults, and seniors. Applegrove now requires a warm, organized and detail-oriented team member to answer inquiries, prepare mailings and support programs, staff and volunteers.

Accountability: Accountable to the Executive Director, takes direction from the Finance Manager and Program Director.

Skills and Experience: Communicate effectively in English with a broad range of individuals of a variety of ages, cultural and socio-economic backgrounds. Perform office practices including filing, photocopying, and collating, keyboarding, and verifying information. Respond calmly and effectively in emergencies. Working knowledge of computers. Assets include prior experience in a community organization and/or with children, youth or volunteers; a second language, especially a Chinese or South Asian or Southeast Asian language; and knowledge of Applegrove's programs.

Duties

As the on-site administrative staff in the mornings,

- Establish and sustain a warm, friendly, clean, organized and helpful atmosphere in the office.
- Welcome visitors, answer the telephone and deal effectively with inquiries.
- Help with photocopying, collating, filing, mailing.
- Register participants in programs.
- Work with program staff and volunteers.

Salary and Hours:

- City of Toronto AOCC Wage Grade 4 \$18.21 to \$21.79 hourly (2015 rate) plus relevant benefits and entitlements according to the CUPE 2998 Collective Agreement.
- This is a casual relief position to cover workload during a parental leave estimated from the end of January to the end of October.
- 20 hours per week, normally Monday to Friday, 8:30 a.m. to 12:30 p.m. Some Saturdays or Sundays may be necessary.

Additional Information:

A satisfactory police records check is a condition of employment.

Deadline: Thursday, January 7 at noon

Submit applications to: Applegrove@ApplegroveCC.ca

with Office Coordinator in subject line.

Attach cover letter and resumé as one Word document or one PDF

In accordance with the collective agreement, Local 2998 members will be considered first.

Those selected for an interview will be contacted by January 29.

Charitable Number: 10671 8943 RR0001

**Morning Office Coordinator January 2016
First Interview Questions**

Parental Leave strategy, Job Description, Newsletter, Non-smoking policy, Non-scent Policy.
First/second interviews. Written question

1. Do you have any burning questions that you need to ask?
2. Temporary / 8:30 to 12:30, M-F
3. This position is in the union. And staff cannot be in union and non-union positions at the same time. If you accept the Office Coordinator position, this will mean that you will not be able to work for the camp. The Collective Agreement excludes "Summer Program Staff", defined as employees hired solely for the purpose of providing a program which runs only between May 1 to Labour Day.

We are looking at ways around the Summer exclusion, and there may be other possible job (like HOBG child care) but if they don't work out, accepting the Office Coordinator position might mean working only 20 hours/week next summer.

4. What particularly interests you about the position?
5. In general, how has your life and work experience prepared you for this job?
6. What special or specific training and qualifications do you have that are relevant to this position?
7. I am going to ask you about relevant experience in several different areas, not all of which might be applicable to you. I will ask them individually, but just to let you know, the areas will include working with volunteers, communication, databases, and information/referral. For each, please focus on your experience.
 - A. Working with volunteers (including students and other placements)
 - B. Thinking of communication, why is the reception function important?
 - C. Also on communication, what social media do you use? For each, please tell me about how often you post, what you post, what you look at, and what your user name is!
 - D. Databases – one of the duties will be to enter and/or check data in our databases. Have you done this before? What programs have you used?
 - E. People phone us and ask about our hours, programs, etc. And they also ask, for example, how to contact their MPP. How would you handle this kind of question?
8. The following 2 scenarios are actual situations that office staff deal with.
 - A. You receive a phone call from Joan who is one of the regular Seniors program participants. You just spoke to her 10 minutes ago about a trip and now she has

called back to ask about the details. You repeat the information and end the call. Five minutes later, Joan calls again and tells you she is returning your call. How would you deal with this situation?

- B. The Finance Manager told you that the Board Chair and Secretary had confirmed that they would come in to sign payroll in the morning before 11 a.m. It is now 11:15 and neither has come in. What do you do?
9. What were your most favourite and least favourite jobs and why?
 10. From what you have seen of the job description, what are your strengths and weaknesses in relation to this job?
 11. With what computer programs are you proficient?
 12. What languages do you speak and write?
 13. Do you have a valid driver's license? Access to a car?
 14. If you are selected, when would you be able to start?
 15. Before you get to ask your questions, let me tell you about the written question: In this position, you would be taking a new and temporary role in a work environment in which you have worked for several years. You will be asked to outline issues that might come up and strategies for addressing them.
 16. What questions do you have?

In this position, you would be taking a new and temporary role in a work environment in which you have worked for several years.

Outline your analysis of issues that might come up and strategies for addressing them. Limit your response to 2 pages. Feel free to use point form or outline style. You will have a maximum of 15 minutes. Please save and print your analysis.



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Executive Director's Report

April 14, 2016

To welcome the new Board members, we have a packed agenda for the April 25 Board meeting!

You will see that most items have an expectation, e.g., for information, to be endorsed, etc. as well as a suggestion of the time. The role of timekeeper rotates through Board members; the timekeeper helps the chair by noting when a discussion goes significantly over the time suggested on the agenda. Then the chair can ask the members to decide to:

- continue the discussion,
- defer it to the next meeting,
- delegate to a committee or work group,
- take a straw vote¹ on the issue to see how divided the group is,
- call for a motion,
- etc.

Security and Risk Management Issues

Some recent incidents in the building resulted in a request from the Duke of Connaught School Principal, Beverly O'Brien, to speak with Applegrove's Board. For a more complete discussion, the Board asked me to invite S.H. Armstrong's Community Recreation Supervisor, Ann Doggett. Both Beverly and Ann plan to attend, so this discussion is the first item on the Board agenda.

Financial Reports

Each month (except February), the agenda includes year-to-date statistical and financial reports. The April report is the first YTD statement each year -- we do not have an YTD statement in February due to the amount of audit prep as well as the limited amount of useful information after one month of operation.

Please note that Applegrove's Bookkeeper, Susan Horley, will attend the Board meeting regarding the financial reports.

In addition, the April (sometimes May) agenda includes the audited financial statements. The City selects an external auditor for the 10 AOCCs² for a 5 year contract. This is our 3rd year with the current company (Welch). Although we were on track to review the statements at the April meeting, in the last few days, the auditor raised an entirely new issue that has delayed Welch's production of the audited statements. The auditor has provided a memo to the Board. The agenda allows time for a discussion.

¹ straw vote = a non-binding vote, usually a show of hands, with no motion needed. Its purpose is to show members' opinions. The question might be how many are for and against, but could include, "not ready to decide", "need more information", etc.

² AOCC = Association Of Community Centers, the 10 centers in the (old) City of Toronto, operated as a hybrid of City and community control.

2016 and 2017 Budgets

The City's 2016 budget discussion included a motion regarding the AOCC budgets: "that each Community Centre Board of Management establish revenue performance targets to maximize program funding in 2016 and that these targets be included in AOCCs 2017 Budget submissions". Applegrove's Board discussed this at the February meeting.

*Subsequently, City staff advised AOCCs that **Boards need to establish a minimal revenue performance target of one to one for admin to program funding. For those Centres that already have reached that benchmark, the Boards should establish a revenue target to maximize program funding in 2016. When calculating your revenue performance targets for program funding, in kind contributions such as equipment and staffing provided by third parties can be included in the calculation; however, volunteers are not included.***

On April 11, Costanza Allevato and Chris Brillinger from SDFA³, plus Budget Analyst Adriana Santamaria and Senior Financial Analyst Ritu Sadana from Financial Planning, met with the AOCC Executive Directors.

They noted that a communication on the following issues will be sent to centers shortly:

- the 2017 budget submission due in early June should include the 2016 program revenue target, plus a plan to meet the benchmark of 1:1 admin to program funding if the center does not already meet the benchmark.
- the program funding can include both in-kind contributions from other organizations as well as volunteer time for direct program delivery.
- staff in SDFA and Financial Planning set the benchmark after a question from a councillor in the 2015 budget process.
- the 2017 budget submission should also include the "global" program budget (i.e., total income and expense) although they do not yet know how that information can be entered into the City's budget system.
- the May Budget Committee meeting and subsequent Council meeting are expected to approve cuts to previously approved 2016 AOCC admin budgets, calculated according to a complex formula. Where possible, half of the cuts should come from discretionary items (including audit fees, photocopier, phone charges, etc.) and half from salaries and benefits. For Applegrove, the cut is \$1,850.

In order to meet the 2017 budget submission deadline of early June, and bring both the draft Admin budget and a "global" program budget to the May 30 Board meeting, I will need to draft the Admin budget and estimate the program budget during the next 5 weeks. Usually, I only do the Admin budget.

Officers and Committees

Applegrove expects each Board member to work with at least one committee, and each year in April, Board members select their committee(s) for the year. The Board also selects its officers (Chair, Treasurer, Secretary and Vice-Chair). Your package includes duties of the officers and terms of reference for committees. The selection of officers generally comes first, followed by committee selection.

³ SDFA = Social Development, Finance and Administration, the City division that provides most of the AOCC liaison.

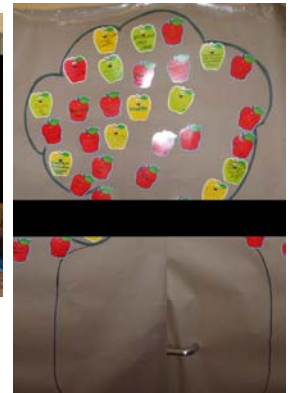
Labour Relations

All AOCC staff are employees of the City; the City sets most personnel policy, wage and benefit rates, etc., and negotiates with CUPE Local 2998 which represents most of the staff.⁴ Although the City has already settled with its major unions (416 and 79), negotiations have not yet started with local 2998. The settlements included raises of 0.75% and 0.5% annually in January and July.

A report going to the April 15 City Employee and Labour Relations Committee recommends raises for management of 1.25% as of January 1, 2016 and January 1, 2017. After this goes to City Council (likely May 3 or June 7), Applegrove's admin budget will be adjusted and we will implement management raises.

Volunteer Appreciation

On April 13, Applegrove staff treated an enthusiastic assembly of volunteers to appetizers, an art project, a slide show, gifts and our appreciation for the energy, enthusiasm and ideas they bring to the organization!



Complaints and Grievances

As agreed in 2011, the Executive Director's monthly report includes "Complaints and Grievances".

There have been no additional grievances since my February report. I previously reported that an alternate rate grievance from 2014 was scheduled for arbitration in early April. As it turned out, the arbitration was more of mediation; it included a small financial award, an agreement to revise the job description, and a commitment to submit the job description for job evaluation once the City and the union agree on a job evaluation process.

New Complaints Process: As noted in my February report, starting in January 2016, when staff resolve a complaint at the first or "informal" level, they will document it, including documenting when they are not sure whether or not an interaction is a complaint.

As of the February Board meeting, there had been 2 items documented, one with an inappropriate interaction between staff that was witnessed by participants and the second regarding one participant's concern about a possible health issue of another participant's children.

Since then, there have been 8 items documented as shown on the attached summary. Please note that since this is a new process, I have drafted a summary form but am not committed to it. If you have improvements, let me know!

Respectfully submitted,

Susan Fletcher.

⁴ The managers (Executive Director, Program Director and Finance Manager) are excluded from the union, as are summer staff.

Summary of complaints since February Report

Board Rpt	Incident Date	Other Part.	Issue ⁵			Outline Issue	Topics							
			Staff	Facility	Other		access	timeliness	outcome	quality	standards	fees	other	
April 14	Feb. 12	✓				concern that another participant lost activity card								✓
	Feb 12	✓				concern about another participant's behaviour and about the group's reaction			✓	✓	✓			✓
	Feb 17			✓		volunteer reported an instructor's concerns expressed to participants				✓	✓			
	Feb 18				✓	participant concern about cleanliness of program room				✓				✓
	Feb 26					✓	concern about bingo prizes				✓			
	Mar 16			✓			participant felt that a staff spoke to her in an inappropriate manner				✓			
	Mar 30					✓	participant felt fee for a program was inappropriate							✓
	April 12					✓	client believed income tax done incorrectly; actually it was changed notice of assessment			✓	✓			

⁵ Other Part. = one participant's concern about another participant

Staff = participant's concern about staff

Facility = participant's concern about the facilities

Other = an issue other than the above



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – April 14, 2016

Office Phone 416-461-8143

“Together, Building Our Community”

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

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17		18	19 Revenue Generation	20	21 5:45 New Board Orientation	22	23
24		25 Board	26	27	28	29	30 11-3 Community Info Fair

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Personnel Committee (to be confirmed)	3 Community Integration	4	5	6	7 [Jane's Walk]
8 Happy Mothers Day! [Jane's Walk]		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23 Applegrove Closed for Victoria Day	24	25	26	27	28 [Duke Make-It Fair] [Doors Open Toronto]
29 [Doors Open Toronto]		30 Board	31				

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5		6	7	8	9	10 PA Day	11
12 Toronto Seniors Challenge		13	14	15	16	17	18
19 Happy Fathers Day!		20 Board?	21	22	23	24	25
26		27	28	29 Last Day of School	30	Applegrove Closed for Canada Day	

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 14, 2016
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July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Applegrove Closed for Canada Day	2
3	4 First Day of Camp	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	Applegrove Closed for Simcoe Day						

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

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

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Applegrove Events and Board / Committee Meetings – April 14, 2016
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October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Applegrove Closed for Thanksgiving	11	12	13	14	15
6	17	18	19	20	21	22
23	24 Board	25	26	27	28	29
30	31 Happy Halloween!					

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Pasta Fest?
6	7	8	9	10	11 Applegrove Closed for Remembrance Day	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Board	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	17
18	19 Board?	20	21	22	23 NOTE: this may be a TDSB Board holiday.	24
25	26	27	28	29	30 NOTE: This may be a TDSB Board holiday	31
Applegrove Closed for Winter Break						

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Applegrove Events and Board / Committee Meetings – April 14, 2016
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January 2017 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Anticipated TDSB Holiday						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Board	31				

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