APPLEGROVE COMMUNITY COMPLEX

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"TOGETHER, BUILDING OUR COMMUNITY"

TORONTO
An Agency of the City of Toronto

Executive Director's Report
August 19, 2011

It is hard to believe that August is here already. But I look out of my office window at the purple blooms of the "butterfly bush" and see cabbage butterflies, Monarchs and others in the late afternoon sun.

For several months, the Board has deferred looking at Risk Management. Members agreed to address this at the August meeting in a more relaxed environment.

Therefore, the Board package includes the following:

- Applegrove risk management summary
- background information
  - Buying Into It
  - Identifying Risks
  - Oversight of Risk by the Board
  - D&O Insurance
- supporting information
  - sample City insurance certificate
  - revised job descriptions
  - draft complaints procedure

Please review the background information and summary well before the meeting as they may raise questions or require additional information. Because the meeting is off-site, I will be in the off-site location and will have difficulty getting additional information after about noon on the 29th.

In addition to Risk Management, your Board package includes additional information. Over the summer, there were a number of new issues or more information about prior issues.

First, there was new information about the City Service Reviews and the AOCC review. The July Executive Committee meeting that received deputations and considered the KPMG reports on City agencies (including AOCCs) recommended the following:

1. Directed that the list of opportunities contained in Appendix A, Part 2, of the KPMG Standing Committee Summary be further considered by the Executive Committee on September 19, 2011.

2. Requested the City Manager to review the list of opportunities to ensure service efficiencies are maximized to meet the 2012 budget targets and multi-year service and financial planning objectives and report to the Committee on September 19, 2011.

3. Recommended that the City Manager review opportunities identified in the KPMG report related to efficiencies through shared service models for communications, facilities management, fleet, real estate, information

technology, legal services, human resources, and finance and administration for all City divisions and large City agencies, including Toronto Library, Toronto Police, Toronto Transit Commission, Toronto Zoo and other agencies as appropriate; and incorporate as appropriate in the 2012 and 2013 budget process.

4. Recommended that the City Manager consider all opportunities identified in the KPMG report related to City Agencies and incorporate as appropriate in the 2012 and 2013 budget process.

Consequently, the September 19 Executive Committee meeting and the subsequent September 26/27 Council meeting will have a significant impact on Applegrove's 2012 budget. The Board package includes the KPMG report on AOCCs.

Expecting that the Board will need to discuss this, I have included the City service reviews / 2012 budget on the agenda and suggested some additional agenda items. They include:

- an Applicious vendor request (our vendor form is online at www.Applicious.ca for your reference)
- an update on Edgewood.

The Board package and agenda also include preparation for changing our "360°" form. For some years, one component of performance review for management has included input from Board and all staff members for the Executive Director or all staff members for the other managers. The current form is very detailed so during the 2010 performance reviews, we asked about changing the form. To complete the revisions so we can begin 2011 performance reviews in a timely manner, Applegrove needs to begin the process now. To that end, I have included the current form and 2 alternatives. There may be other alternatives to consider.

In addition to changing the content, we should also change the rating scale. Each of the 3 forms uses different scales. I would recommend that any scale include both NA (not applicable) and NS (not seen). Probably a 4 point scale, similar to that used in many of Applegrove's other evaluation processes, should be used.

This August Board meeting will probably not have time to discuss the 360 in detail; however, perhaps the Board can identify a process to change the form.

(Unfortunately we ran out of different colours of paper so all 3 forms are in one white package.)

Please note that the background material about the City Service Reviews contains confidential information which will not be in the on-line version of the Board package.

Respectfully submitted,

Susan Fletcher.

Revised Board Workplan for 2011

Meeting	**Main Issue**	**Additional Issues**	**Program Presentation**	**Results**
May 30	Admin Budget			Passed the Admin budget
June 20	Membership	Edgewood Review DINE	Day Camp	
August 29	Review Risk Management	City Service Reviews / 2012 budget		
September 26	Results of City Service Review	Review Applicious	Edgewood	
October 24	Program Budgets Revised Admin Budget			
November 28		Review Pasta Fest	Helping Our Babies Grow	
December 19?				