



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, February 24, 2014

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

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

6:45 Optional Light Supper

7:00

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

7:05

7. Minutes of the January 27 Board of Directors Meeting (*White*): to be accepted

7:10

8. Program Presentation: Corporate and Foundation Fundraising

7:25

9. Planning Follow-up (*Salmon*): for discussion and direction

7:50

10. Finance and Fundraising
 - 10.1. Year-to-date Financial Report (*Green*): for information and direction
Note: the report in the package is in the old format; we are working on a new format and expect to circulate a draft before the meeting.

8:00

- 10.2. Seniors APER (Annual Program Expense Report) (*Lavender*): for information and endorsement

8:05

- 10.3. Day Camp and Leadership budgets based on new minimum wage (*Yellow*): for discussion and decision

8:15

- 10.4. Fundraising (*to be distributed at the meeting*): for direction and decisions

8:30

11. Directors' Concerns
12. Adjournment



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Board of Management Meeting AGENDA -- Monday, February 24, 2014

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of January 27 Board of Management Meeting (*White*)

8:40

- D. City Donation Policy (*Grey*): for information and discussion, deferred from January
- E. Executive Director's Report (*Pink*): for information and decision

8:55

- F. Correspondence List (*none received to date, additional to be circulated at the meeting*): for information and decision
- G. Adjournment

Next Meetings

AGM March 31

Board meeting April 28



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting January 27, 2014

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

Present: Alysha Brown, Irene Buncel, Natalie Coulter, Ann McKechnie (Chair), Sydney Schultz, Neil Sinclair, Chris Sulway
Regrets: Lynne Gray, Councillor McMahon
Absent: Tolga Ay
Guest: Woody Wu
Staff: Susan Fletcher, Vai Teng Law, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Ann called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Timekeeper for meeting – Natalie

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the December 2 Board of Directors Meeting.

MOTION (Sulway/Sinclair)

To accept the minutes of December 2.

Carried.

8. Planning Follow-up – deferred to next meeting.

9. Finance and Fundraising

9.1 Preliminary 2013 Year End Financial Report

Susan provided an overview and answered any questions.

MOTION (Sinclair/Coulter)

To accept the Preliminary Year-end Financial report.

Carried.

Board of Directors Minutes

January 27, 2014

2

MOTION (Buncel/Sulway)

To transfer funds from the 2012 Afterschool surplus to cover deficits in PC and EW.

Carried.

MOTION (McKechnie/Buncel)

To transfer funds from the 2012 Afterschool surplus to cover the salary and benefits for the HOBG Program Worker.

Carried.

9.2 Fundraising

Ann provided an overview of the fundraising meeting that took place in January. Highlights included a talent show event in May and new location for Applicious. Further decisions will be made at the next Fundraising Committee Meeting.

9.3 Afterschool Subsidy

Board members reviewed the draft subsidy fee calculation for Afterschool.

MOTION (Coulter/Schultz)

To approve implementation of a subsidy process based on self declared household income using proposed calculation fees as a guideline.

Carried.

10. AGM: for discussion and decisions

10.1 Award Nominees

Members reviewed the list of award nominees and agreed by consensus that they were fine.

11. Directors' Concerns

None

12. Adjournment

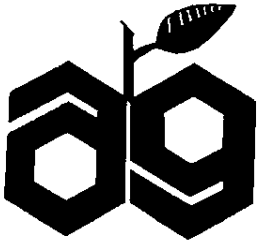
The meeting was adjourned on a motion by Sydney Schultz, seconded by Natalie Coulter.

Chair

Secretary

Next Meeting:

Monday, February 24 at 7:00 p.m. – next Board Meeting.



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“TOGETHER, BUILDING OUR COMMUNITY”



January 18 Planning Retreat Post-Retreat Notes and Thoughts February 14, 2014

This document includes

- Executive Director's thoughts
- Facilitator's thoughts
- SWOT analysis
- target populations by program
- Table notes

Executive Director's Thoughts

- one usual piece of the planning process is a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis which we haven't done. (see below for preliminary draft)
- there was significant discussion at the retreat about who should we serve, but we did not analyze who we serve by program (see below) which differs by program.
- what are the next steps? What report-backs are needed to whom?
- the usual result of strategic planning is some priorities for action; to get to that, Applegrove should have processes to generate ideas and score them. To maintain and enhance staff buy-in, the staff who attended the retreat should participate in this process.

Chris Irwin's Thoughts after the Retreat

Thoughts on "Direction"

As I mentioned to the group, this idea of enabling different groups to interact together and build relationships is very powerful and is a distinct subset of "building communities" that could be better articulated.

One way to keep this top of mind could be to reword the "mission." It was interesting that some people had not seen it before. Organizations also talk about values to illustrate emphasis. "Inclusion" would be a fitting word that speaks to reducing barriers to participating in the "community" in which one lives.

An exercise on values is good to do at a Board level because it is about the "ideas" and not about the "actions" and implementation. Boards have a very hard time not talking about implementation.

Thoughts on "Decisions"

We talked for a little bit about saying "no" to some people that wanted to participate in programs. I think there were opinions on either side of that.

In my mind, figuring out who you are not serving is an extremely important task.

The distinction becomes very important when you have a mixed model where some people pay (or pay more) and others don't (or don't as much). It can never be a clear distinction (e.g. you won't ask to see a T4 from each family member before allowing them to enter the program).

If "inclusion" truly is important, then there will be some criteria that we can create. For example: Every program has to generate some user-driven revenue. This could be "user pay" or "user lead fundraising," etc.

Another example would be that as an organization we identify "barriers" that we can address. This would be supported by the City mandate to gather information from users who do not return. We can specify the kind of barriers we address and the kind of barriers that we leave alone.

Also, we can start gathering information that will help to see how our usership matches with the surrounding community. Again, if it is important to understand this matching.

Next steps

I am happy to help you out with this as my schedule allows. I think that you have done sufficient stakeholder engagement, and I will suggest that the next step is to identify some different ways forward and talk to stakeholders about the options.

This is on the understanding that we are being purely preventative. Things are good at Applegrove now. We are trying to do what we can to maintain our success.

Chris Irwin

SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

Strengths

- high quality programming
- high demand for some services
- service across the age range from pre-natal to seniors
- good support from political representatives
- most staff are highly motivated and have good skills, with many long term staff and low turnover

Weaknesses

- some dissatisfaction in PC program participants (their comments in focus groups), associated with some personnel issues
- insufficient administration – 2012 reductions, finance staff transitions
- outdated and/or inadequate technology (database, e-mail system, telephone, number of computers, no cell phones for staff)
- facility – limited space, limited access to school space, lack of visibility
- inability to generate income via space rentals
- not well known throughout catchment area
- low turnover of staff means reduced opportunities to expand language and other skills, and may mean retention of lower functioning staff

Opportunities

- full day kindergarten
- Community Infrastructure and/or AOCC Review
- changing demographics of neighbourhood and school

Threats

- Community Infrastructure Review and/or AOCC Review
- further budget cuts, depending on result of municipal election
- provincial childcare reform, especially the impact on informal caregivers, both nannies and current non-licensed caregivers.
- door buzzer system to be installed (impact on administrative staff and work)

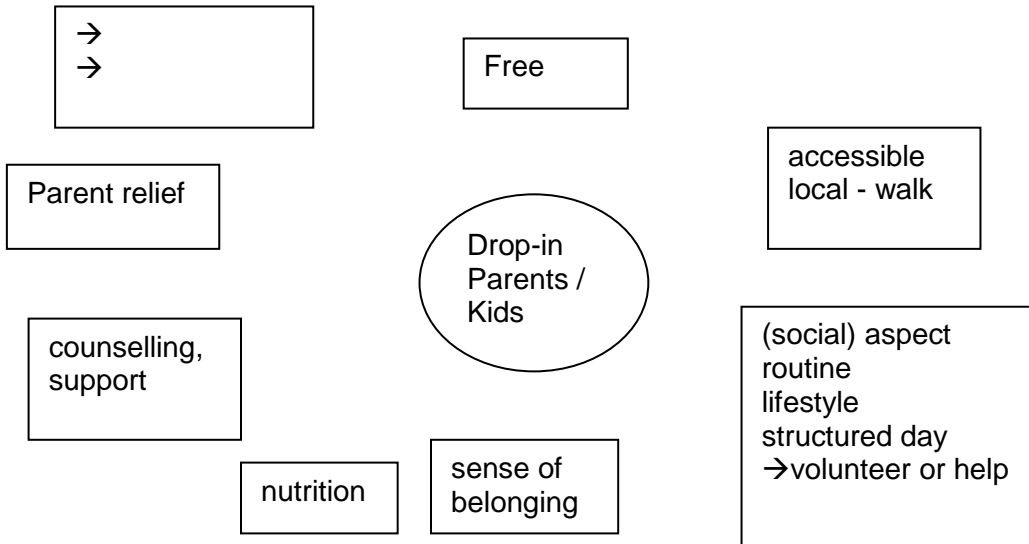
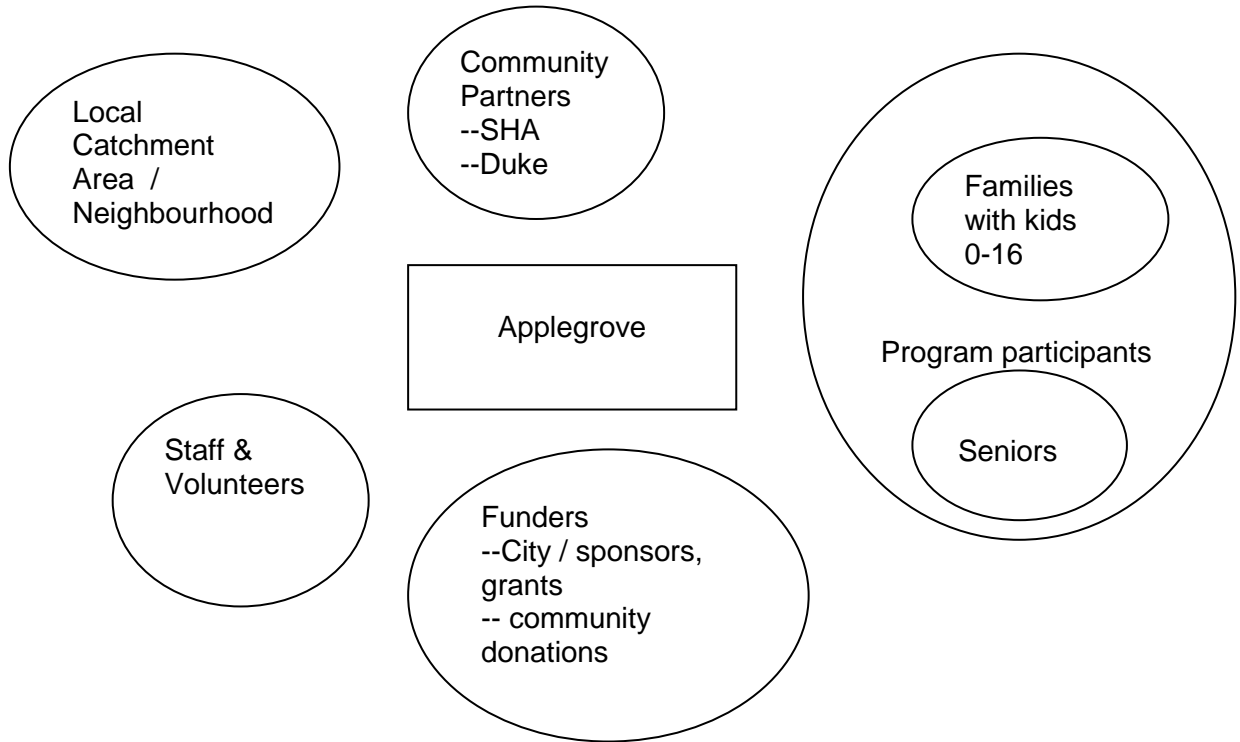
Target Populations by Program

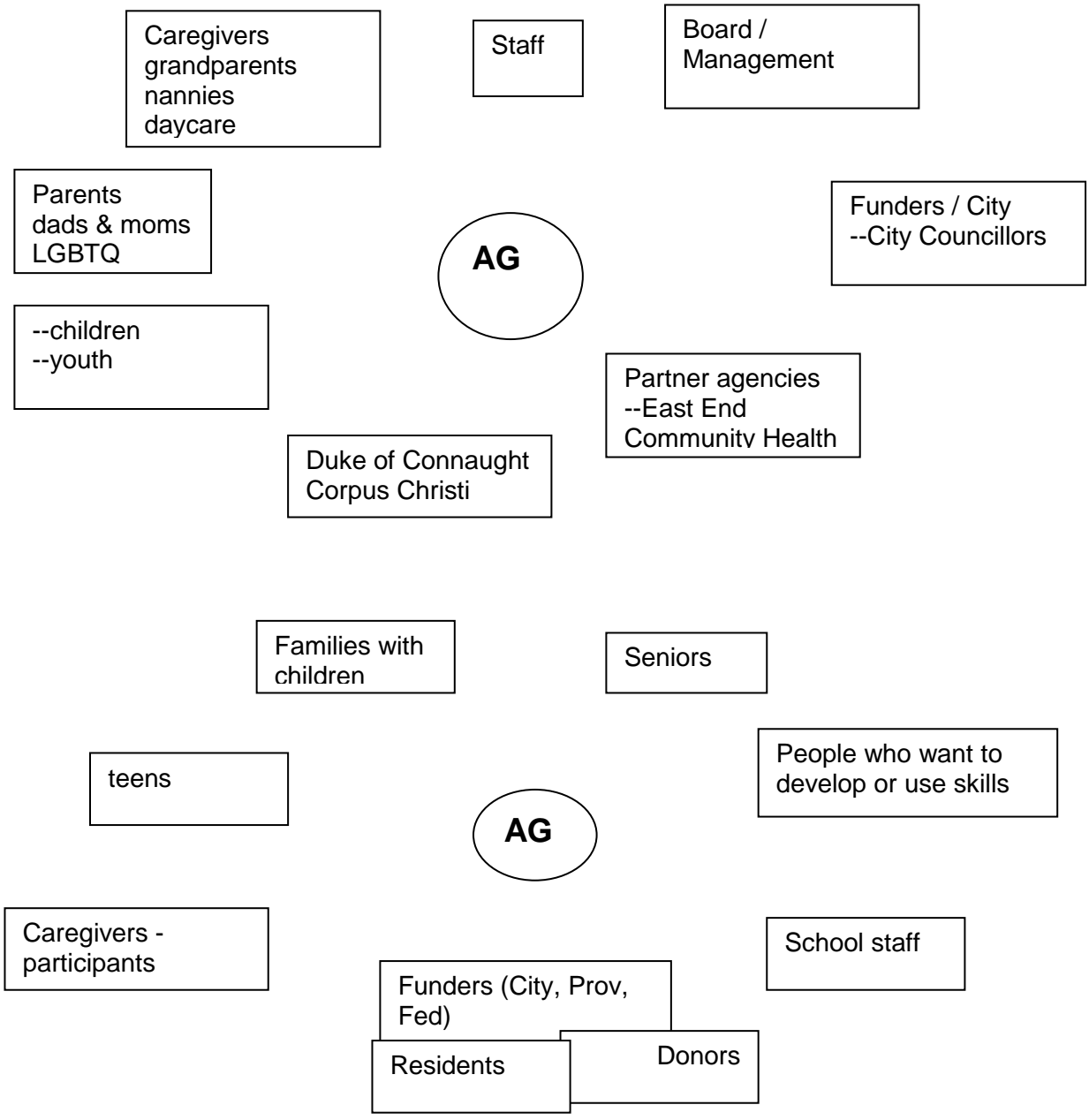
Group	Program	Intended Target Population	What do we know about participants
Young Children and Families	Helping Our Babies Grow	<ul style="list-style-type: none"> pregnant women living between Greenwood and Victoria Park, south of Danforth at-risk and vulnerable women 	<ul style="list-style-type: none"> high proportion of immigrants, visible minorities and women whose first language is not English, primarily Chinese and South Asian
	Applegrove Parent/Child	<ul style="list-style-type: none"> children up to age 6 and their parents or caregivers, primarily those living within about 1 km of Applegrove, i.e. the distance it is easy to bring a toddler on foot 	<ul style="list-style-type: none"> about 57% of the adult visits throughout the year are caregivers
	Edgewood	<ul style="list-style-type: none"> children up to age 6 and their parents or caregivers, primarily those living within about 1 km of Corpus Christi, i.e. the distance it is easy to bring a toddler on foot 	<ul style="list-style-type: none"> most adult participants are caregivers (85%) many Edgewood participants also attend Applegrove
	Therapeutic Play	<ul style="list-style-type: none"> children ages 3 to 5 showing some behavioural challenges or those who have experienced trauma 	<ul style="list-style-type: none"> most participants attend the PC or EW programs
Children and Youth	After-school	<ul style="list-style-type: none"> children ages 6 to 12 	<ul style="list-style-type: none"> about ? use our subsidy all? children attend Duke of Connaught
	Teen	<ul style="list-style-type: none"> youth ages 13 to ?, primarily those who are not interested in formal recreation/sport/leisure programs 	<ul style="list-style-type: none"> recent change to focus on younger teens
	Day Camp	<ul style="list-style-type: none"> children ages 6 to 12, primarily those living in the catchment area 	<ul style="list-style-type: none"> about 10% families/children use our subsidy program in 2011 and 2012, about ?? families were on OW. None registered for 2013 for some families, this is their summer child care; for others, it supplements other summer activities
	Leadership	<ul style="list-style-type: none"> youth ages 12 to 15 	<ul style="list-style-type: none"> started in response to parents requests for their children who were too old for camp about 10% families/youth use our subsidy program

Group	Program	Intended Target Population	What do we know about participants
Seniors		<ul style="list-style-type: none"> • age 55 and up, living in the catchment area 	<ul style="list-style-type: none"> • current fees of \$1.50 per program day are affordable for many older adults • in 2013, there was less than \$100 of subsidy used, with the bulk of it for special trips in the summer.
Adults	All candidates meetings	<ul style="list-style-type: none"> • potential voters living in the relevant ward or riding 	
	Income Tax Clinic	<ul style="list-style-type: none"> • people with low incomes (without rental or self-employment income) 	<ul style="list-style-type: none"> • serve about 50 adults annually, many of whom do not participate in other programs
	YogaThon	<ul style="list-style-type: none"> • Applegrove supporters • people interested in yoga 	
“the community”	Applicious	<ul style="list-style-type: none"> • primarily families with children and sufficient income that they can spend on entertainment and refreshments • “red” tickets (free activity ticket) intended to ensure that even the poorest members can have at least one activity 	<ul style="list-style-type: none"> • 1500 people • too few responses to evaluation survey to know what proportion had previously heard of Applegrove

The following are transcribed from **notes on the table covers** at the planning retreat.

Who are our stakeholders?





Caregivers
grandparents
nannies
daycare

Staff

Board /
Management

Parents
dads & moms
LGBTQ

Funders / City
--City Councillors

AG

--children
--youth

Partner agencies
--East End
Community Health

Duke of Connaught
Corpus Christi

Families with
children

Seniors

teens

People who want to
develop or use skills

AG

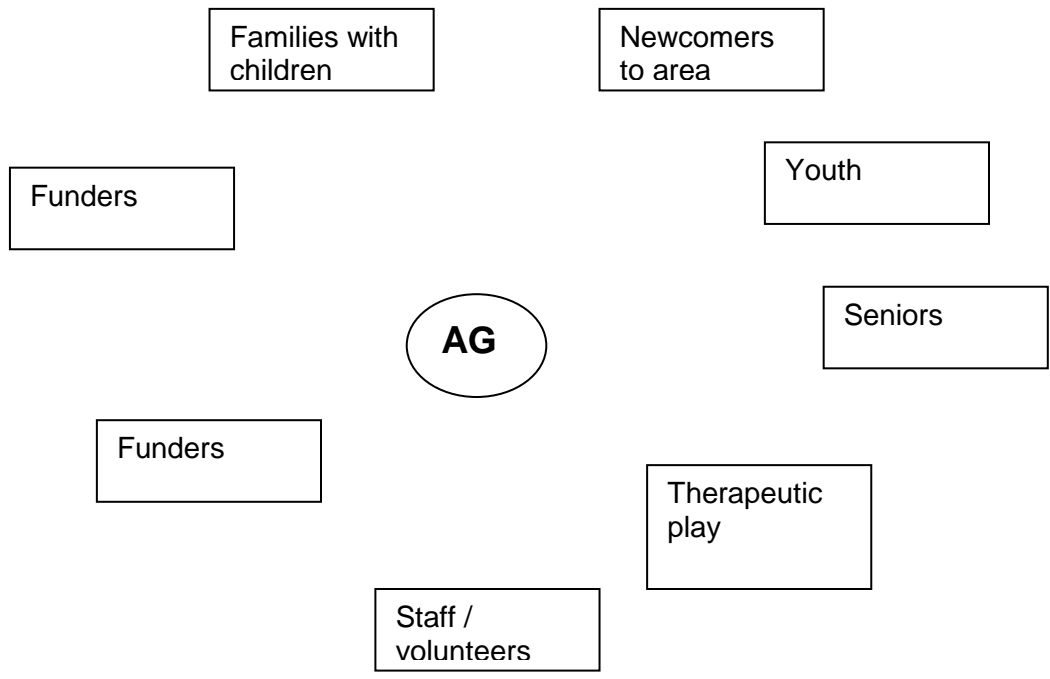
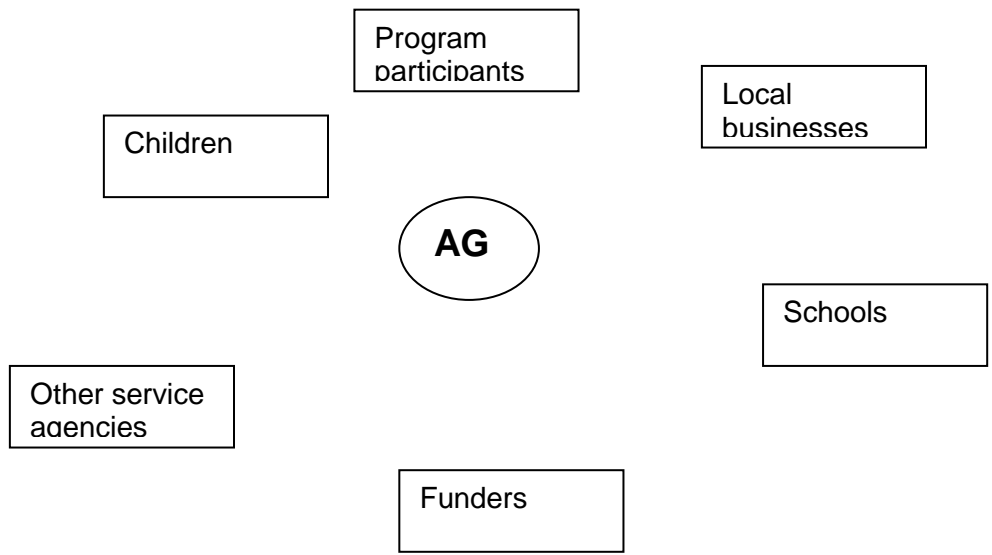
Caregivers -
participants

School staff

Funders (City, Prov,
Fed)

Residents

Donors



Applegrove

- Seniors: adds purpose, friendships, information
- Parents (new): information, connection, fun trips
- Children (babies): socialization, fun, new experience
- Caregivers: connection, info, somewhere to go, people to talk to
- Funders:
- Partners such as the advocacy centre for the elderly, East End Community Health
- Cause-related organizations

Stakeholders – Value

Families with children

- daycare alternatives
- pre-school resources
- free programs
- pre-natal program
 - young mothers
 - at-risk mothers

Newcomers to area

- use after-school program
- families
- language development, skills
- opportunity to work/volunteer

Youth

- opportunities for youth
 - employment / volunteer
 - participation

Seniors

- program
 - trips
 - opportunities
 - involved
 - services (?)

Unrecognized good for school / landlord

- S.H. Armstrong
- Corpus Christi
- Public Health
- partner agencies – East End Community Health

Donors / Local Businesses

-- larger community / value to neighbourhood

What are we doing for who?

people come together and find others with whom they form stronger bond	Everyone
teaching new skills kids are not exposed to elsewhere	Children
came there for fun, learned social/problem solving skills	Kids
exposure to new things	Everyone
people can ask questions about customs, etc that they might not have the opportunity to find out elsewhere	Newcomers Youth
celebrations of diversity, holidays, etc.	

Indicators

How do we know?

- numbers
- hours of use
- participant profile
- ask people / survey

Wish Lists and Ideas

- outreach: to caregivers – extended community – “work of mouth”
- community development
- a drop-in for older kids
- additional program offering i.e. art classes
- 6-12 kids drop-in
- dad’s drop-in
- community outreach workers
- potlucks
- community cooking
- support ambassadors
- dads group

Applegrove Community Complex
Year to date Income Statement
as at 31/01/2014

	Admin		Program	P/C Drop-in		Edgewood Drop-in		HOBG		Therapeutic Play		Summer Camp		After School		Teens Program		Leadership		Seniors		Other	
	Total	Budget	Total	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget	Total	Budget
EXPENSES																							
Salary	11,792	21,621	6,163	3,262	8,177	471	1,304	156	1,368	390	2,560	0	0	1,248	9,578	123	808	0	0	304	1,879	208	0
Benefit	4,436	5,968	2,928	2,019	2,987	412	556	12	131	80	349	0	0	281	993	28	60	0	0	72	321	25	0
Material & Supplies	1,575	455	8,783	79	694	0	603	7,704	2,067	0	433	0	0	523	2,857	0	0	0	0	476	858	0	0
Furniture & Equipment	0	198	105	0	25	16	75	0	0	0	0	0	0	89	300	0	0	0	0	0	0	0	0
Purchased Services	1,447	1,944	8,031	64	83	22	450	3,012	0	52	0	0	0	4,382	0	148	0	0	0	330	0	0	0
Goods & Services Tax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	19,251	30,185	26,011	5,424	11,965	921	2,988	10,884	3,566	522	3,343	0	0	6,524	13,728	299	868	0	0	1,182	3,057	233	0
INCOME																							
Government Funding																							
City of Toronto	28,912	30,185	204	204	8,882	0	1,679	0	1,138	0	0	0	0	0	1,000	0	0	0	0	0	0	0	0
Province of Ontario	0	0	2,591	0	1,000	0	0	0	2,401	0	0	0	0	0	0	0	0	0	0	2,591	2,692	0	0
Federal Government	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Government	28,912	30,185	2,795	204	9,882	0	1,679	0	3,539	0	0	0	0	0	1,000	0	0	0	0	2,591	2,692	0	0
Non-Government Funding																							
Charitable Organization	0	0	0	0	0	0	0	0	0	0	2,229	0	0	0	0	0	0	0	0	0	0	0	0
Foundation/Corporation	0	0	12,475	0	0	0	0	0	0	0	0	0	0	0	0	7,513	7,713	0	0	0	0	0	0
Total Non-Government	0	0	12,475	0	0	0	0	0	0	0	2,229	0	0	0	0	7,513	7,713	0	0	0	0	0	0
Donation/Fundraising																							
Charitable Donation-individual	0	0	120	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	70	0
Charitable Donation-Business	0	0	3,000	0	0	0	0	0	0	0	0	3,000	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	33	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
Fundraising	0	0	40	0	125	0	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	0
Total Donation/fundraising	0	0	3,160	50	125	0	500	0	0	0	0	3,000	0	0	0	0	0	0	0	0	33	110	0
Others																							
Users Fee	0	0	13,843	0	0	0	0	0	0	0	0	0	0	13,494	16,380	0	0	0	0	349	204	0	0
Miscel	50	0	84	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	84	0
GST Rebate	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	50	0	13,926	0	0	0	0	0	0	0	0	0	0	13,494	16,380	0	0	0	0	349	1,704	84	0
TOTAL INCOME	28,962	30,185	32,356	254	10,007	0	2,179	0	3,539	0	2,229	3,000	0	13,494	17,380	7,513	7,713	0	0	2,940	4,429	194	0
SURPLUS(DEFICIT)	9,711	0	6,345	(5,170)	(1,959)	(921)	(809)	(10,884)	(27)	(522)	(1,114)	3,000	0	6,970	3,652	7,214	6,845	0	0	1,758	1,372	(40)	0
Board transfer/in-kind support				0																			
FINAL SURPLUS(DEFICIT)	9,711	0	6,345	(5,170)	(1,959)	(921)	(809)	(10,884)	(27)	(522)	(1,114)	3,000	0	6,970	3,652	7,214	6,845	0	0	1,758	1,372	(40)	0

Camp Budget Projections with 6 subsidized spaces per week

	Fees @			
	\$75	\$80	\$85	\$90
Expenses				
Staffing Costs	59,258	59,258	59,258	59,258
Materials, supplies, etc.	31794	31794	31794	31794
Total	91,052	91,052	91,052	91,052
Revenue				
Fees	31,680	34,112	36,584	38,736
Other Income	53,247	53,247	53,247	53,896
Prior Surplus	6,125	3693	1221	
Total	91,052	91,052	91,052	92,632
Net Surplus Anticipated	0	0	0	1,580

Value = Expense/camper weeks = \$190
 Number of "camper weeks" 480
 Total cost \$91,052

Summer Budget Projections

Feb. 14 2014

2013 minimum wage was \$10.25
 in 2013, our Junior staff were paid \$10.79
 or about 5% above minimum wage

	Juniors @		
	\$11.00	\$11.55	\$11.75
Camp			
Staffing costs	59,277	60,474	61,039
Materials	31,802	31,802	31,802
Total Expense	91,079	92,276	92,841
Fees	38,736	38,736	38,736
Other Income	53,896	53,896	53,896
Prior Surplus			
Total Income	92,632	92,632	92,632
Surplus/Deficit Anticipated	1,553	356	-209
Leadership			
Staffing costs	9,374	9,535	9,622
Materials	4,425	4,425	4,425
Total Expense	13,799	13,960	14,048
Fees	4,995	4,995	4,995
Other Income	6,727	6,727	6,727
Prior Surplus or other funding	2,078	2,238	2,326
Total Income	13,800	13,960	14,048
Surplus/Deficit Anticipated	1	0	0
Summer			
Surplus/Deficit	1,554	356	-208
Total without prior surplus	-524	-1,882	-2,534

HSP NAME
FACILITY NO:
REPORT:
PERIOD:

Applecove Community Complex - EPC
epc151
EPC Budget
2012

Maintenance and Operating Summary

Category	Line No	Account: Financial (F) Reference OHS VERSION 7.1	2012/2013 Budget	2012/2013 Actual	Account Clarification
FUND TYPE 2					
DETAILS - Revenue					
Part I - Sources of Operating Revenue					
Funding - Provincial MOHLTC (Provincial Subsidy)	1	F 11010	\$34,659	33,855	Enter Ministry request, up to 50% of Net Shareable Expenditures, up to a maximum \$42,700.
Funding - Pay Equity (If applicable)	2	F 11013	\$0		Only enter if the EPC has existing Pay Equity Agreement with the Ministry.
Funding - Municipal Government	3	F 11040	\$30,379	25006	- For EPCs approved before April 1, 2008, must be at least 20% of 2007/08 net shareable expenditures - For EPCs approved after April 1, 2008, must be at least 20% of net shareable expenditures of the budgeted year
Membership Fees (Service Recipient Revenue - Other Service Recipient Payment Sources)	4	F 11090	\$4,280	5,006	Enter annual fees paid by members of the centre.
Donations	5	F 140**	\$0	673	Enter the revenue from donations, contributions from other funders such as United Way.
Other Contributions (specify)	6	F1* other than 11010, 11013, 11040, 11090, 140**	\$0		Include other source of revenue not included above (e.g. Trillium grant).
Total Revenue	7	Total Line 1 to 6	\$69,318	64,540	Pre-populates
DETAILS - Expenses					
Part II - Expenditures					
Compensation Expenses	8	F 310**, F 350**	\$51,329	40,827	Enter salary expense of personnel, employee benefits, such as vacation, sick leave, statutory holiday, education leave, and health service organization's contribution to the cost of the various fringe benefits.
Program Costs	9	F 4*, 5*, 6*, 7*, 8*,	\$14,894	9,756	Enter direct costs incurred to provide the service or program (excluding compensation expenses), e.g. recreation supplies, food, equipment purchase/rental, transportation to events, affiliation dues/conventions, telephone, office expenses, bookkeeping, legal, audit, accounting, postage, printing, stationery, advertising, leased/purchased services.
Building and Ground Expenses	10	F 9*	\$3,095	2,806	Enter the expense relating to the maintenance and repairs of land, building, building service equipment, rent/lease expenses, and/or to non-capital renovations.
Other Expenses (specify)	11	F 4*, 5*, 6*, 7*, 8*,	\$0		Enter other operating costs not identified in line 10.
Expenditures Subtotal	12	Total Line 8 to 11	\$69,318	53,389	Pre-populates
Part III - Expenditures Recoveries					
User Fees (Recovery Ext. - Services)	13	F 12020	\$0		Enter User fees, services provided to other organizations for a fee.
Rental Income	14	F 12060	\$0		Enter rent charged to other programs.
Other (specify)	15	F 12* less F12020, F12060	\$0		Enter PST rebate, GST rebate (can be netted with expenditures), other.
Expenditures Recoveries Total	16	Total Line 13 to 15	\$0		Pre-populates
Part IV - Net Shareable Expenditures					
Total Expenditures	17	Line 12	\$69,318	53,389	Pre-populates
Less: Total Expenditure Recoveries	18	Line 16	\$0		Pre-populates
Less: Pay Equity Expenditures (If applicable)	19	Line 2	\$0		Pre-populates
Net Shareable Expenditures (Item II less Item III)	20	Line 17 less line 18 and 19	\$69,318	53,389	Pre-populates
2007/08 Net Shareable Expenditures	21		\$0		Confirm or enter 2007/08 net shareable costs.
Part V - Surplus (Deficit)					
Surplus (Deficit)	22	Lines 7 and 16 less Line 12	\$0	11,151	EPCs must show a balanced budget (no surplus/deficit)
Full-time equivalents (FTE) Total Annual MOS Hours (S 310 ****) divided by 1950	23	S 310 ****	0.00		Personnel, including purchased staff, whose primary function is the management or support of the operation of the Functional Centre. Examples: Directors, managers, supervisors and secretaries, Admin clerk in a Volunteer Services Functional Centre, coordinators in a service delivery Functional Centre (725) who arrange volunteers to help paid staff service SRs.
Full-time equivalents (FTE) Total Annual UPP Hours (S 350 ****) divided by 1950	24	S 350 ****	1.00	0.43	Personnel, including purchased staff, whose primary function is to carry out the 'hands-on' activities that contribute directly to the fulfillment of the mandate of the service for the specific Functional Centre. Examples: Account payable clerk for Finance Functional Centre, hired drivers for transportation services, personal support workers for a day program services, case manager in a case management Functional Centre.

Number of Days Centre Open Per Centre Per Year	25	S 734.00 **	216	228	The calendar days, in a year, during which the functional centre provided services.
Current Membership	26		168	215	
Average Daily Attendance/Expected	27		8	10	
Approval	28	Fiscal Approval			Information locked - please contact the Senior Program Consultant if this is not accurate
Organizational Type	29	Municipality			Information locked - please contact the Senior Program Consultant if this is not accurate



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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting January 27, 2014

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

Present: Alysha Brown, Irene Buncel, Natalie Coulter, Ann McKechnie (Chair), Sydney Schultz, Neil Sinclair, Chris Sulway
Regrets: Lynne Gray, Councillor McMahon
Absent: Tolga Ay
Guest: Woody Wu
Staff: Susan Fletcher, Vai Teng Law, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the December 2 Board of Management Meeting

MOTION (Sulway/McKechnie)

To accept the minutes of December 2.

Carried

D. City Donation Policy – Deferred to next meeting.

E. Executive Director's Report

MOTION (Schultz/Buncel)

To accept the Executive Director's Report.

Carried

F. Correspondence/Information

MOTION (McKechnie/Schultz)

To accept the suggested actions.

Carried

G. Adjournment

The meeting was adjourned on a motion by Chris Sulway seconded by Sydney Schultz.

Chair

Secretary

Next Meetings

Monday, February 24 at 7:00 p.m. – next Board Meeting.

Monday, March 31 at 7:00 p.m. – Annual General Meeting.

Donations to the City of Toronto For Community Benefits Policy

OBJECTIVE AND PURPOSE

City building is a collective and ongoing endeavour. Seeking or obtaining voluntary donations for community benefits provides valuable contributions to city building. Partnership opportunities for donations for community benefits should respect relevant legislative and policy provisions and occur within an ethical framework that preserves the integrity of municipal decision making processes.

The purpose of this policy is to:

- i. establish guidelines that ensure donations occur at arm's length from any City decision-making process;
- ii. provide criteria and process for the acceptance of donations, and
- iii. confer upon Division Heads the delegated authority to accept and spend donations, within the parameters contained herein.

SCOPE

The policy on voluntary donations to the City for community benefits includes donations made to the City and its agencies, boards and commissions, and donations requested or encouraged by Councillors or staff which are directed to other organizations or community agencies.

POLICY

(1) Donations in Relation to City Decision Making Processes:

General:

1.1 Conditions, contributions and community benefits may only be requested from an applicant seeking an approval, permit or license from the City or its agencies, boards or commissions if such requests are permitted or required by that decision making process.



1.2 In the case of an applicant seeking an approval, permit or license from the City or its agencies, boards or commissions, beyond matters permitted or required as part of the decision making process, voluntary donations from the applicant or their representative may only be requested or accepted at arm's length from the decision making process:

1.2.1 applicants seeking an approval, permit or licence shall not concurrently offer or make voluntary donations to the City or an agency, board or commission for community benefits;

1.2.2 voluntary donations for community benefits shall not be solicited or accepted, for any purpose or community beneficiary, from applicants with a concurrent application for an approval, permit or license.

1.3 (Section deleted – see Amendment to the Donations to the City for Community Benefits Policy, September 24, 2012)

Planning Approvals:

1.4 Voluntary donations for community benefits that fall outside the scope of a planning approval may not be solicited and offers may not be accepted from an applicant or their representative concurrent to a planning approval or from a party proposing to make a planning application.

1.5 There is a blackout period in planning approval processes during which discussions about voluntary donations for community benefits are not permitted and voluntary donations may not be offered, solicited or accepted. For Councillors and staff, the blackout period commences when they receive information, formally or informally, that an individual, organization or company has an interest or intent in submitting an application for planning approval. For specific types of planning applications, the end of the blackout period is as follows:

1.5.1 for official plan amendments, zoning by-law amendments and combined applications is the date of expiry of the appeal period after Council makes its decision on the by-law(s) and there is no appeal; or, if appealed, is the date the Ontario Municipal Board makes its decision;



1.5.2 for plans of subdivision and condominium is the date of expiry of the appeal period after the City makes its decision on draft plan approval and there is no appeal; or, if appealed, is the date the Ontario Municipal Board makes its decision;

1.5.3 for site plan control is the date the site plan agreement is executed; or, if appealed, is the date the Ontario Municipal Board makes its decision;

1.5.4 for part lot control exemption by-laws is the date Council adopts or refuses to adopt the by-law;

1.5.5 for minor variance and consent to sever is the date of expiry of the appeal period after the Committee of Adjustment makes its decision and there is no appeal; or, if appealed, is the date the appeal body makes its decision.

Procurement Decisions:

1.6 Voluntary donations for community benefits may not be solicited and offers may not be made by or accepted from a bidder, proponent or applicant to procurement, or their representative, concurrent to the procurement solicitation and award process.

1.7 There is a blackout period in procurement decision making processes during which discussions about voluntary donations for community benefits are not permitted and voluntary donations may not be offered, solicited or accepted. The blackout period for procurements commences when the request or call for a bid, quote, proposal, etc. is formally issued, and it ends at the time the procurement is awarded.

1.8 The City shall not accept donations that are conditional upon the endorsement of any product, service or supplier.

1.9 Current and prospective suppliers to the City that decline solicitations for donations shall not be penalized in procurement decisions of the City.

Other:

1.10 No advantage is to accrue to the donor or to any person not dealing at arm's length to the donor as a result of the donation.

1.11 Donations cannot confer a personal benefit to any City employee or City Official.



1.12 Donations that violate City By-laws or City policies, or the laws, conventions and treaties of the other orders of government will not be accepted by the City.

1.13 Donors are required to advise the City if a donation to the City or an agency, board or commission of the City is concurrent with a planning approval or procurement process in which the donor, or the donor's organization or company, is involved.

(2) Donations of Real Property:

2.1 Donations of real property to the City or its agencies, boards and commissions may only be accepted with the prior approval of Council, which is to include approval of the budget for any future or ongoing obligations arising from the donation.

2.2 Where appropriate, approval of a donation of real property is to include the use and disposition of the real property including the net proceeds arising from a property transaction.

2.3 Donations of real property to the City or its agencies, boards and commissions, whether designated for specific purposes or not, will be held in the name of the City.

2.4 Donations of real property designated for specific purposes are exempt from the City's property management process.

(3) Accepting Donations

3.1 The City may elect to accept or decline any donation. If the gift is not accepted, the donor shall be advised of the reason.

Eligible Uses

3.2 Eligible donations are those that support approved programs and services, durable assets; capital facilities or projects; asset improvement, restoration or capital maintenance; or cash for such purposes.

3.3 Donations must be for purposes consistent with the receiving Division's mandate, programs, services and activities and must be deemed to be in the public interest of the City.



3.4 Donations are only to be accepted if the receiving Division has the capacity to meet the initial and ongoing costs and obligations associated with the gift.

3.5 Donors who wish to make donations that support special purposes to be provided by an organization independent of the City should be directed, where possible, to the intended organization.

Ineligible Donors

3.6 The City may decline donations from any donor who in the opinion of the Council, or of a Division Head under delegated authority, represents a reputational risk to the City through involvement in activities that are contrary to the values of the City. Examples of ineligible donors include but are not limited to:

- arms manufacturers;
- proven or suspected criminal organizations; and
- organizations that promote hatred against individuals or groups.

3.7 The City may not accept donations from individuals or organizations currently in litigation against the City.

Authority to Accept and Spend

3.8 Subject to Section 3.9, donations of cash designated for specific purposes will only be accepted by the City where Council has authorized the specific purpose or a fundraising campaign (whether conducted by staff or third parties), and where the necessary capital or revenue account has been established or a reserve created and the necessary by-law enacted.

Instructional information on how to make a donation that is provided by a Division in its website or in its printed general information brochures is not considered to be a fundraising campaign.

3.9 Despite section 3.8, a Division Head has delegated authority to accept and spend unsolicited donations where:

- a) the donation has a current value that does not exceed \$50,000 and cumulative donations from the same donor for the same purpose does not exceed \$50,000 in a fiscal year;



- b) the donation is not in the form of real property;
- c) the donation does not involve a proposal to name; and
- d) the donation is in compliance with this policy.

3.10 Where donations are being accumulated for a major project or fundraising campaign, the funds will be held in an appropriate account or reserve until sufficient funds for the proposed project have been obtained. Funds from donations may not be released and the proposed project may not commence until sufficient funds to complete the project have been secured, and spending authority has been obtained. Where appropriate, sunset provisions should be identified at the outset for major projects and fundraising initiatives to provide guidance in the event funding targets are not attained.

3.11 Unsolicited donations that remain unspent at the end of the year may be carried over to the following budget year only upon Council approval (the request would be made through the fourth quarter preliminary budget variance report prior to the approval of the following year's budget).

(4) Managing and Reporting Donations

4.1 Offers or proposals for donations are to be referred to the appropriate Division either directly or via the Toronto Office of Partnerships.

4.2 In an effort to cultivate an ongoing relationship with donors, the receiving Division is to:

- i. treat individual donors' names and amounts given, and any other private or personal information, with respect and, except where the donor authorizes release of such information, with confidentiality to the extent provided by the law;
- ii. reasonably limit the frequency of solicitations; and
- iii. respond promptly to a donor's question or complaint.

Acknowledgements, Forms and Receipts

4.3 The City is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for donations. Accordingly, for donations valued at \$100 or more, a formal letter of acknowledgement and gratitude will be sent to the donor by the Division.



Documentation and Communication with Donors

4.4 *All donations must be documented by the recipient division in the following form, and reported through the variance reporting for donations under \$50,000 and to City Council for donations above \$50,000:*

- a. *Cash and in-kind donations of \$100 or more and under \$50,000 must be documented and the terms and requirements communicated to the donor.*
- b. *Cash and in-kind donations of \$50,000 or more must be documented through a legal agreement to the satisfaction of the City Solicitor.*
- c. *The donation communication to donors should:*
 - i. *Convey the terms and requirements of the donation, including donor contact information, the purpose of the donation, the value of the donation, information about the tax receipt, how unused funds will be dealt with and the responsibilities of the respective parties.*
 - ii. *A statement acknowledging that the donation may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.*
 - iii. *For in kind donations, include where necessary in the opinion of the City Solicitor a waiver of liability and an indemnity clause*
 - iv. *Include the following statement:*

“All donations and/or in-kind donations, made to the City of Toronto and its agencies must be given unconditionally and voluntarily without any expectation of benefit. A donation cannot be used to influence the outcome of an outstanding approval, permit or license application or award of a procurement call. You must advise the City in writing if you, your organization or company is currently involved in a planning approval or procurement process with the City or one of its agencies”

- d. *In addition, as part of its due diligence, prior to proceeding with a donation the recipient Division is responsible for consulting with the Lobbyist Register and relevant stakeholders, where necessary, and conducting a risk/benefit assessment.*

4.5 When a gift is received from a donor, it is the responsibility of the recipient Division to determine whether or not the gift qualifies for an income tax receipt (see related policies below).

Appraisals

4.6 The Canada Revenue Agency requires satisfactory evidence of fair market value of an eligible gift-in-kind. The responsibility for providing this information rests with the donor. The responsibility for securing this information for the purposes of issuing a tax receipt rests with the Division that benefits from the gift.

4.7 In situations where a gift is not of direct benefit to a particular Division, the Toronto Office of Partnerships will be responsible for securing fair market value evidence from the donor.

4.8 With respect to in-kind gifts, the recipient Division may retain the donation or, with the donor's consent, sell the asset and apply the proceeds as necessary.

Accounts

4.9 Donations designated for specific purposes or for the general purpose of a specific program, including donations of real property and the net proceeds of any property transaction, are to be used by the program for the purpose specified by the donor.

4.10 For purposes of financial control and accountability, donations are to be credited to appropriate accounts of the City or its agencies, boards or commissions.

4.11 Donations may not be managed informally or held in personal or external accounts or trust funds. This would not apply to independent community fundraising campaigns until such time that campaign contributions are donated to the City or its agencies, boards or commissions.

4.12 Where projects or assets of the City or its agencies, boards or commissions are funded in whole or in part by donations, the donated funds for such projects or assets must come directly from an account of the City or agency, board or commission.

4.13 Donations of cash or property to the City or its agencies, boards and commissions, where the purpose is not specified and which are not part of an approved fundraising initiative, are deemed to be undesignated and become contributions to general revenue of the City or assets of the City, unless the recipient Division seeks council approval for the requested purpose.

Appraisals

4.6 The Canada Revenue Agency requires satisfactory evidence of fair market value of an eligible gift-in-kind. The responsibility for providing this information rests with the donor. The responsibility for securing this information for the purposes of issuing a tax receipt rests with the Division that benefits from the gift.

Reporting

4.14 As part of the quarterly budget variance reporting process, each Division shall disclose the amount of all donations received to date and report on how the donations were used in the form prescribed by the Deputy City Manager and Chief Financial Officer.

4.15 On an annual basis, The Toronto Office of Partnerships shall provide Council with a report summarizing the City's donation fundraising activity.

(5) Related Policies:

5.1 The criteria and process surrounding the issuing of tax receipts for eligible donations is available at:

http://insideto.toronto.ca/accounting_services/pdf/accountingdonations_citydivisions.pdf

5.2 Official gifts, public art or commemorations to the City are unique donations that require separate consideration. Such donations are governed by the Toronto Protocol Services' Guidelines:

http://www.toronto.ca/protocol/donation_guidelines.htm

5.3 Accounting for Donations to Council Member-Organized Community Events:

http://insideto.toronto.ca/accounting_services/pdf/accountingdonations.pdf

Revised: October 2012





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Executive Director's Report

February 14, 2014

I am (barely) back from a week of vacation, and the last Board meeting was just the week before that. So this report is very short.

Lease Renewal

Although I have not received any updates on the lease, the TDSB sent someone to prepare an estimate for the new door buzzer system.

Edgewood

We have ordered removable column padding and I hope to have an update on Edgewood's re-opening by the Board meeting.

YogaThon

Although Saturday, February 1 was a snowy day, I decided to go ahead with the event, based on the weather at 10 a.m. With only a few participants, we still raised over \$450.

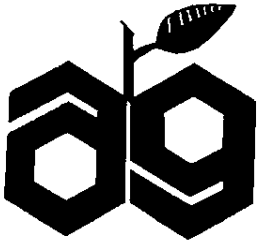
Complaints and Grievances

As agreed in 2011, the Executive Director's Report includes "Complaints". There have been no complaints since my last report.

There have been no grievances; however, as previously reported, the union suspended discussions on job evaluation pending resolution of applications to the Pay Equity Commission.

Respectfully submitted,

Susan Fletcher.



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Draft Board Workplan

Meeting Date	Program Presentation	Major Issue(s)	Other Issues
January 27		Planning Follow-up After-school Subsidy	2013 Preliminary Year end financial report
February 24	Corporate and Foundation Fundraising	Planning Follow-up	
April 28		2013 Audit	Election of Officers
May 26	Helping Our Babies Grow	2015 Admin Budget	
June 23			
September 29	Therapeutic Play		Preliminary Appliance Review
October 27		Program Budgets	
November 24	Teen		



Applegrove Events and Board / Committee Meetings – February 18, 2014

Office Phone 416-461-8143

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

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17 Applegrove Closed for Family Day	18	19	20	21	22
23	24 Board	25	26	27	28	

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 [PA Day]	8
9	10	11	12 March Break	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 AGM					

April 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 Applegrove Closed for Good Friday	19
20 Beaches Easter Parade	21 Applegrove Closed for Easter Monday	22	23	24	25	26
27	28 Board	29	30			

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 – February 18, 2014
Office Phone 416-461-8143

May	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 Applegrove Closed for Victoria Day	20	21	22	23	24
25		26 Board	27	28	29	30	31 [Duke Fun Fair]

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

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Applegrove closed for Canada 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
27		28	29	30	31		

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