



# 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 – Wednesday, January 20, 2010**

**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.

Note: There is no committee meeting this month, so the Board meeting starts at 6:30.

### **6:15 Optional Supper**

#### **6:30**

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

#### **6:35**

5. Minutes of the Board of Directors Meeting (*White*)
6. Program Issues: Edgewood and HAIG

#### **7:40**

7. Finance and Fundraising
  - 7.1. Preliminary Year End Financial Report (*to be distributed at the meeting*)
  - 7.2. Operating Budget Update: for information
  - 7.3. Toronto Challenge 2010, Sunday June 1 Run/Walk for Seniors: (*Green*) For decision

#### **7:55**

- 7.4. Endorse Rec Grant (*to be distributed at the meeting*)

On behalf of, and with the authority of the organization named above, we hereby declare that the organization has adopted and upholds equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by and within the organization.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and that if funds are awarded, we accept responsibility for the use of the funds in accordance with the Terms and Conditions as set out in the Recreation Partnership and Investment Program. We also acknowledge our responsibility to inform the City of Toronto in writing if there are any changes to the programs and its finances.

7.5. Endorse Applicable Grant (*to be distributed at the meeting*)

On behalf of, and with the authority of the organization named above, we hereby declare that the organization has adopted and upholds equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by and within the organization.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and that if funds are awarded, we accept responsibility for the use of the funds in accordance with the Terms and Conditions as set out in the Community Festivals and Special Events Investment Program. We also acknowledge our responsibility to inform the City of Toronto in writing if there are any changes to the project and its finances.

7.6. Endorse Community Services Partnership Grant (*to be distributed at the meeting*)

7.7. Pasta Fest

7.8. YogaThon

7.9. SPA Alternative

**8:05**

8. Annual Meeting (*Orange*) For decisions

**8:20**

9. Follow-up on Risk Management (*Grey*) For information.

10. Easter Parade: for decision at this meeting or February

**8:25**

11. Directors' Concerns

11.1. Follow-up on question about poverty relief (see Executive Director's Report)

i) Toronto Star article (*Lavender*)

ii) discussion

11.2. New Concerns

**8:37**

12. Adjournment



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## **Board of Management Meeting AGENDA -- Wednesday, January 20, 2010**

**8:40**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of December Board of Management Meeting

**8:45**

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

- D. Personnel Issues

Motion needed to return to the public meeting.

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

**8:57**

- F. Correspondence/Information (*Cream*)

**8:59**

- G. Adjournment

### **Next Meetings**

Wednesday, February 17, 2010

Wednesday, March 24?

AGM, Wednesday, March 31



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## **Minutes of the Board of Directors Meeting Wednesday, December 9, 2009**

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

Present: Claudia Filici-McMullan, Estelle Halbach, Alana Honsch, Tricia Reid, Pierre Trudel  
(Chair), Lynn Wyminga, Donald Yuen.  
Regrets: Sandra Bussin, Elena Nielsen, Diane Ing,  
Staff: Susan Fletcher (Recorder), Louise Maynard.  
Guest: Anne Hepditch

### **Date of Next Meeting**

Wednesday, January 20 – Board Meeting

#### **1. Call to Order/Adoption of Agenda/Introductions**

At 7:10, Pierre called the meeting to order. Quorum of 5 Directors was achieved. The agenda was accepted as circulated by e-mail.

#### **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 November 25 Board of Directors Meeting**

**MOTION** (Wyminga/Yuen)

*To accept the minutes of the November 25 Board of Directors Meeting.*

**Carried.**

#### **6. New Business: Edgewood**

On December 4, Applegrove received a termination letter from the TCDSB<sup>1</sup>, saying that Edgewood would have to vacate by April 1, 2010. Susan outlined Edgewood's tenancy, questions, issues and options.

Anne noted that Children's Services pays rent directly to the TCDSB for the program, as well as funding and supervising it. She stated that Children's Services does not want the program to close and wants to continue to support it. They will continue to pay for rent at the current level. However, the program would have to stay in Ward 32, noting an under-served area east of Woodbine in the south. She cautioned that churches might not be a financially viable option as several had increased their lease rates recently.

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<sup>1</sup> TCDSB = Toronto Catholic District School Board

Board of Directors Minutes  
December 9, 2009

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Susan reported that once the purchase is final, the purchaser may allow us to delay the moving date.

The following points were noted in discussion:

- existing family resource/family support programs include:
  - Bowmore school Family Literacy and Parenting Centre (TDSB)
  - Roden school Family Literacy and Parenting Centre (TDSB)
  - Beaches Rec Centre on Williamson Road “Creative Playtime” currently Mondays, Wednesdays or Fridays for an hour, \$30 for 9 sessions.
  - Adam Beck Rec Centre near Victoria Park and Kingston Road, “Indoor Playground” currently Mondays and Thursdays or Tuesdays and Fridays for 2 hours, \$30 for 9 weeks
- local schools include
  - Kew Beach Jr Public(TDSB) on Kippendavie, has a child care centre
  - Norway (TDSB) on Kingston Road, east of Woodbine
  - Williamson Road (TDSB) connected to Glen Ames School and Beaches Recreation Centre, has childcare
  - George-Etienne Cartier (French Catholic school board) on Gainsborough, south of railway tracks, has 300 students, K to Gr 6, and child care
  - St. Denis (TCDSB) on Balsam, north of Queen, JK to Gr 8.
- a Toronto Community Housing building on Edgewood probably has a community room and TCHC is looking for services for their residents.
- Children’s Services funding
  - would allow enhancing HAIG, but this location would not service many of the current participants.
  - might be available for retrofitting and moving to another location, but unlikely to cover costs of storage. There is not a great deal of money.
- Louise recommended informing participants at the January 12 Advisory meeting; the board agreed.
- a location in a school is useful to both the program and the school, and offers the opportunity to conform to
  - Pascal report’s vision of parenting support in schools.
  - provincial policy of schools as hubs.
  - TDSB new policy on “Full Service Schools”.
- could program share space with the after-school component of a daycare?
- delaying the closing would be easier and would ease the transition for participants.
- the developer may be interested in supporting the neighbourhood, so may be receptive to including space for a family resource/family support program.
- it will take years before a development is ready for occupancy.
- what will happen to the new IKEA kitchen: dishwasher and at least some of the cabinets can probably be installed when PC kitchen is renovated. Applegrove would have to pay installation costs.
- staff will need support to help them support participants.
- even if this sale does not go through, Applegrove should look into alternative locations as it will be sold eventually.
- another alternative might be a partnership with a commercial children’s program.

The Board agreed that although the transition will be painful, it can offer wonderful opportunities.

The next steps include:

- Anne will confirm rent
- Applegrove staff will look into alternative locations.
- as soon as possible, Applegrove staff will contact the developer to discuss delaying the move-out and including community space.

At this point, Pierre had to leave and Estelle took over as chair.

## **7. Business Arising**

### 7.1. Elevator Speeches

Board members accepted the follow-up document and will base their future explanations on it.

### 7.2. Financial Analysis (deferred)

### 7.3. Operating and Capital Budgets Update

Susan outlined the operating budget review to date and the current request for cuts totalling over \$9,000 including at least \$6,000 in service level cuts. The board directed her to show the impact of this cut would be cutting 50% of Applegrove's youth program.

Susan also reported briefly on the capital budget issue of Applegrove's "kitchen project": it is on hold pending resolution of the lease and confirmation of surplus equipment from Edgewood.

Board members asked that loss of facilities be added to the risk management document.

## **8. Business Deferred**

### 8.1. Pasta Fest

Board members commented on how well the event was run and how much people enjoyed it. They noted that the date seemed early and was a problem for some people who would otherwise attend. The Board identified preferred dates for 2010.

The date was a problem for some people. Seemed early

### 8.2. YogaThon Feb 6 (snow date Feb 27)

Estelle reported that several teachers and the musician have confirmed their participation. We are waiting for confirmation of a permit for the Leslieville gym and a room for child care. Lynn will set up on-line giving.

To have at least one more teacher, Claudia will invite a contact.

Event participants have choice of paying a suggested fee of \$20 or providing at least that much in pledges.

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8.3. SPA Alternative

Estelle summarized the fundraising committee's thinking and decision to approach a school of esthetics to host the event. She will propose it in writing and follow up by phone.

8.4. Other Fundraising

.1 Theatre Night

Claudia described another event: an actor offered a one-man show "family night at the theatre" if we can permit the school gym in February. It would cost about \$50 for the gym. The Board agreed that she should proceed. Our preferred dates exclude the weeks before the YogaThon or its snow date.

Susan will check the school availability; Applegrove already permits gym on Thursday evenings until 8 (another group comes in then).

We can sell refreshments.

.2 FundScrip

Lynn reported that the first order was about \$4,000, well over the break-even level.

.3 Follow-up fundraising meeting

Monday, Jan 11, time to be confirmed. Lynn offered to host the meeting.

**9. Directors' Concerns**

None were noted.

**10. Adjournment**

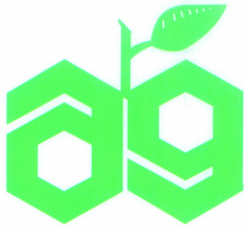
The meeting was adjourned on a motion by Claudia Filici-McMullen, seconded by Alana Honsch.

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Chair

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Secretary



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## **Minutes of the Board of Management Meeting December 9, 2009**

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

Present: Claudia Filici-McMullan, Alana Honsch, Estelle Halbach (Chair), Lynn Wyminga, Donald Yuen.  
Regrets: Sandra Bussin, Sheila Cary-Meagher, Diane Ing, Elena Nielsen, Tricia Reid, Pierre Trudel  
Staff: Susan Fletcher (Recorder).

### **A. Call to Order/Adoption of Agenda**

In the absence of the Chair and Vice-Chair, Estelle called the meeting to order. Quorum of 5 members was achieved. The agenda was adopted as circulated.

### **B. Declaration of Conflicts of Interest**

No conflicts of interest were declared.

### **C. Minutes of the November 25 Board of Management Meeting**

**MOTION** (Filici-McMullen/Yuen)

*To accept the minutes of the November 25 Board of Management meeting.*

**Carried.**

### **D. Business Deferred**

D.1. Executive Director's November

**MOTION** (Filici-McMullen/Yuen)

*To accept the Executive Director's November Report.*

**Carried.**

D.2. Personnel Issues

Susan updated Board members on a confidential personnel matter.

### **E. Executive Director's Report**

**MOTION** (Filici-McMullen/Yuen)

*To accept the Executive Director's December Report.*

**Carried.**

### **F. Correspondence/Information**

By consensus, the Board agreed to the suggestion actions, and agreed to go ahead with the Jays Care invitation, subject to the Program Director's comments.

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**G. Adjournment**

The meeting was adjourned on a motion by seconded by Lynn Wyminga, seconded by Alana Honsch.

Next Meeting:

Wednesday, January 20 – Board meeting

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Chair

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Secretary



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## Planning Annual General Meeting – January 2010

**Date:** Wednesday, March 31

**Time:** Doors open at 6:00

Supper at 6:15 (15 minutes earlier than prior years)

Business meeting at 7

Adjourn at 8 for dessert and coffee

**Location:** will permit S.H. Armstrong multi-purpose room and a child care room.

### Notification

- “save the date” to go with Yoga-Thon advertising and membership form to all members about January 14
- official notification of AGM must be mailed at least 21 days before the meeting, and after membership cut-off of 30 days before the meeting, i.e., about March 8. This mailing usually includes a newsletter and “save the date” for camp registration

### Nominations

- Poster to go to programs and website by January 15
- Info to go to City by Feb. 1
- Info to go to Maytree DiverseCity and BoardMatch by Feb. 1
- ? should the nominee information form (attached) go on the website or do we want to send it with a package of information as part of the screening process?
- ? do any Board members want to meet with or interview nominees? Or should there be a Nomination Committee as specified in the constitution?

#### Procedures of the Nominations Committee

- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- ii) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- iv) Nominations for the Board will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting.
- v) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- vi) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- vii) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the

- Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- viii) The eligible nominees with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
  - ix) If nominees are not already members of Applegrove, they should complete a membership form within 10 days of election to the Board.

### **Awards and Recognition**

- will have staff recommendations for Nellie Snow Volunteer Awards at the January Board meeting.
- the Board will need to decide whether to offer a Nellie to a senior or someone volunteering in the Older Adult program.
- the Board should decide about a Golden Apple. In 1999, to recognize the agency's 20<sup>th</sup> year, the Board designed the Golden Apple award for an outstanding contribution to the organization. Only one Golden Apple will be awarded in any year, and only when there is a special achievement. Volunteers, staff, members, funders and friends can all be considered, except that volunteers cannot receive both a Golden Apple and another award.
- last year, the board introduced the Dorothy Lowe (Dot) Award for partnership. As part of the 30<sup>th</sup> anniversary celebration, I suggest recognizing a number of our partners.

### **Food**

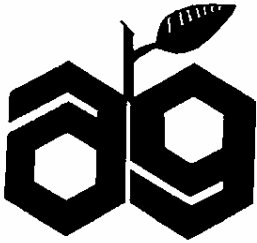
- begin with a toast in non-alcoholic cider?
- either pasta or chilli with rice and salad
- breadbaskets or breadsticks on the tables
- dessert: proposing apple strudel or apple pie instead of cake

### **Decor**

- will ask for an Older Adults Craft-ernoon or the After-school program to make centerpieces for the tables.
- table settings: cutlery, napkin, plastic wine glass for toasting

### **Annual Report**

- will request reports from each program area by the end of February.
- previously, sometimes the Chair and Executive Director submit a joint report, and sometimes they write separate reports.
- if the Board does NOT want the Annual Report in the calendar format, they need to provide this direction at the January Board meeting.



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## Board Nominee Questionnaire and Membership Form

Given Name \_\_\_\_\_ Surname \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: Day (\_\_\_\_) \_\_\_\_\_ Eve (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

e-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

# Years resident in area: \_\_\_\_\_ (if applicable)

Do you live in the catchment area (Jones to Woodbine, lake to railway tracks)?

No  Yes

Experience or involvement with Applegrove: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Skills: Please tell us about any special skills you have, e.g., fundraising, public relations, lobbying, creative, financial management, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Types of jobs held: \_\_\_\_\_

\_\_\_\_\_

Volunteer positions: \_\_\_\_\_

\_\_\_\_\_

Other: Anything about yourself that you would like to share – those things that make you uniquely “you”.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Since Directors are also members of the Board of Management, they must meet eligibility criteria for the Board of Management which are:

- a) at least eighteen (18) years of age;
- b) residing in the City of Toronto;
- c) not an employee of the City of Toronto nor of any of its Agencies, Boards, Commissions or Corporations;
- d) not the spouse, child or parent of a Member of Council;
- e) not serving on another City Agency, Board, Commission or Corporation, except a member of a Business Improvement Area (BIA).

The Corporations Act states, “No undischarged bankrupt shall be a director, and, if a director becomes a bankrupt, he or she thereupon ceases to be a director.”

Your signature below confirms that you meet the eligibility requirements and confirms that this form will also act as your membership form if you are not already a member.

The information on this form is collected under the authority of the Community Recreation Centres Act R.S.O. 1990, C. C22, and Chapter 25 of the Municipal Code of the City of Toronto and the City of Toronto Public Appointments Policy (Confirmatory By-law No. 1076-2006). It will be used by Applegrove staff for governance, administration of membership information about centre activities; and to enable City officials to contact members regarding service on boards and special purpose bodies. Information about Board members will be shared with other Board members, City staff and provincial and federal regulators, and may be included in funding applications. Questions about this collection may be directed to Susan Fletcher, Executive Director, Applegrove Community Complex, 60 Woodfield Road, Toronto, M4L 2W6 or phone 416-461-8143.

\_\_\_\_\_  
Signature

Thank you in advance for returning this questionnaire to the Executive Director.

## PART V: VOLUNTARY AND CONFIDENTIAL DIVERSITY INFORMATION

Completing the following information is encouraged.

Citizens of the City of Toronto are best served by boards which generally reflect the diversity of our community. The information gathered in this survey will be used for the purpose of enabling Applegrove and the City to achieve objectives for access, equity and diversity. Applicants are encouraged to self-identify. The information will not be released for any other purpose without the permission of the persons from whom the information is collected.

The information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, Section 14 of the Ontario Human Rights Code, and City Council's Public Appointments Policy dated September 25, 26 and 27, 2006.

1. Gender:  Female  Male

2. Age:  18 – 30  31 – 64  65 and over

3. Do you consider yourself to be an Aboriginal person?  Yes  No  
(i.e. a member of the North American Indian, Inuit or Metis people of Canada)

4. Race  
(Racial groups are defined by race or colour only – not by country of birth, citizenship or religious affiliation)

Do you consider yourself to be:

Black (e.g. origins include Canadian, American, Caribbean, African, Latin American)

East Asian (e.g. origins include Canadian, Japanese, Korean, Chinese)

Latin American (e.g. origins include Canadian, Mexican, South American, American)

South-East Asian (e.g. origins include Canadian, Vietnamese, Filipino, Malaysian, Indonesian, Thai, Cambodian)

South Asian (e.g. origins include Canadian, East Indian, Pakistani, Bangladeshi, Sri-Lankan, African, Caribbean)

West Asian (e.g. origins include Canadian, North African, Middle Eastern)

White / Caucasian (e.g. origins include Canadian, American, Western and Eastern European, etc.)

Other (e.g. Multiple Visible Minority; Visible Minority not included elsewhere)  
(Please specify) \_\_\_\_\_

5. Do you have a disability?  Yes  No  
(Disability is defined as a long term physical, mental, emotional/psychiatric or learning disability, which may result in a person experiencing disadvantage or encountering barriers to employment, public appointment or other opportunities for full participation in society.)

6. Do you consider yourself part of the LGBTTT Community?  Yes  No  
(LGBTTT community includes lesbian, gay, bisexual, transgendered, and two-spirited people)

7. Additional information: (Any other information regarding diversity not captured by this questionnaire)

*e.g., ethno-cultural background, faith, linguistic gender etc.)*



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## **Executive Director's Report January 11, 2010**

After the holiday break, I leaped back into work on the Edgewood relocation as well as the Admin. budget. In December, the Budget Analyst had asked Applegrove to reduce the admin budget submission by \$15,000, i.e., a 0% increase over 2009. She later asked for a reduction to 2%, or about a \$7,000 cut. On January 8, a representative of the City's Budget Committee met with the AOCC's<sup>1</sup>. The usual practice in prior years was to discuss the new requests from each centre. With this year's budget issues, no centres had made new requests.

At the meeting, it appeared that Applegrove was the only centre that could not meet the 2% target without cutting services. Consequently, I must attend another budget meeting on January 12, this time with City staff including the Budget Manager and City Manager to discuss what we would have to do to meet the target. At the Board meeting, I will report on the results of the discussion.

Although I have attached the prior Board workplan for information, it may need some significant revisions. First, the December meeting dealt with unexpected issues due to the termination of Edgewood's tenancy effective April 1, 2010. I expect that this issue will be on subsequent agendas for some time.

Secondly, I had anticipated more information from the provincial government about implementation of the Pascal report. The attached fact sheet outlines the plan. The TDSB has proposed 75 schools for full day kindergarten in September 2010; they do not include

- Duke of Connaught,
- Earl Haig,
- Roden,
- Leslieville or
- Bowmore.

I understand that there is no funding this year to adapt any spaces, so the TDSB selected schools that could immediately accommodate full day kindergarten.

A recent report to the City's Community Development and Recreation Committee reported that the Ministry of Education determined that full day kindergarten would be offered during regular instructional days only. That means not PD days, holidays or summer. This is inconsistent with the Pascal report which recommended the full program (including before and after-school care) be available 50 weeks per year. Should the province continue implementation in future years based on this model, Applegrove can anticipate that parents of 4 and 5 year olds in full day kindergarten will ask for them to attend our day camp, currently serving only children who have already turned 6.

We had anticipated a January Board discussion on early years program integration. A particular issue here was the strategic planning suggestion to think of our 3 family resource programs, Helping Our Babies Grow and therapeutic play as an integrated program area. Although we had discussed possible alternatives to "3 family resource programs", the City and Province have already renamed them as "family support programs". Given this change and Edgewood's issues, I would recommend no further name changes.

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<sup>1</sup> AOCC's = centres that are part of the Association Of City-funded Centres.

While we may still want to consider early years programming as one integrated program area, we need to focus on more immediate concerns.

Consequently, instead of waiting until the February Board meeting to discuss HAIG, I have included that discussion on this agenda. Because the original donation that funded HAIG will be used up sometime in 2010, the Board must discuss the program's future.

The agenda also includes approval of the Recreation Grant, Special Events Grant and one that is new to Applegrove, the City's Community Services Partnership.

The CSP facilitates access to services that improve social outcomes for vulnerable, marginalized and high-risk communities. It does this by providing ongoing funding to community based programs that:

- are designed for vulnerable, marginalized, high-risk communities
- clearly identify a social service need of this community, and are focused on the achievement of attainable, measurable, social outcomes related to these needs
- maximize their effectiveness through the use of capacity-building approaches.

Long ago, in the 90's, Applegrove received funding under a prior version of these grants. Eventually, we applied the funding to our family resource programs, and later, the City transferred the family resource funding from grants to Children's Services. May and I assessed the current funding program and felt that our youth programs might be eligible. However, I am preparing the agenda on Monday January 11 – on Tuesday, May is attending training on the Community Services grants. As a result of the training, she may recommend that we not apply.

At a prior Board meeting, there was a question about poverty relief such as a Christmas hamper program. Before any Board discussion of this issue, I wanted to outline some of the poverty relief and nutrition support activities that Applegrove already provides:

- Helping Our Babies Grow: provides a \$10 grocery voucher each time a participant attends the program. Instead of a holiday party or gift, each participant receives about \$10 of dried fruit, nuts, seasonal treats, etc.
- the Parent/Child clothing exchange provides free clothes for children and occasional adults.
- Children's Services pays for Applegrove's day camp families who receive Ontario Works or Ontario Disability Support.
- there are free, healthy snacks in all programs.
- Applegrove maintains low fees and offers subsidy for the day camp and after-school programs.
- in the past, the Parent/Child program had a special food drawer for parents who forgot to bring lunch or need something extra to grab a can of soup, etc. They found that it was not used much, and that some of the items were out of date or damaged.

In addition, within Applegrove's neighbourhood, Glen Rhodes Church operates a food bank.

I have significant concerns about moving into a food bank or hamper program. Discussion with organizations that provide these supports show that they absorb a great deal of staff and volunteer time and energy; have actual financial costs; and require appropriate storage space. I have also enclosed a recent Toronto Star article about giving.

<http://www.thestar.com/living/Christmas/article/742534>

Respectfully submitted,

Susan Fletcher.

## Proposed Board Workplan for 09/10

The City's Integrity Commissioner may visit one of the fall meetings. Also, the City's Human Rights and Harassment Policy may come to a fall meeting.

Meeting	Main Issue	Additional Issues	Program Presentation
August 12	Boston Matrix		Seniors
September 23	<del>"Elevator Speech": if you are in an elevator and someone asks about Applogrove, how do you convey your excitement and the agency's effectiveness?!</del>	Admin budget for 2010	<del>Teen Leadership</del>
<b>October 7</b>	Assessment of fundraising events		
October 21	Risk Management	Program Budgets for 2010 Review Applicious	
November 25	Board Diversity including Board skills, experience, recruitment and Board meeting evaluation	Review Pasta Fest	Camp
December 9	Elevator Speech		Edgewood
January 20	<del>Early Years program integration (depending on provincial gov't action on Charles Pascal report on full year kindergarten, etc.)</del>	Endorse Recreation and Special Event submissions	<del>Over the Rainbow?</del>
February 17	HAIG program plan		HAIG
March 24?			
April 21		Select Officers and committees	Seniors
May 19	HAIG Program decision		
June 16		<del>Review SPA Night</del>	



**Applegrove Events and Board / Committee Meetings –February 26, 2010**  
**Office Phone 416-461-8143**

www.ApplegroveCC.ca

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

<b>January</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20 6:15 supper 6:30 Board	21	22	23
24 31	25	26 [Duke of Connaught School Council]	27	28	29	30

<b>February</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 7:30 Fundraising Committee location tba	2	3	4	5	6 Yoga-Thon
7	8	9	10	11	12	13
14	15 Applegrove Closed for Family Day	16	17 Board	18	19	20
21	22	23 [Duke of Connaught School Council]	24	25	26	27 (Yoga snow date)
28						

<b>March</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 March Break	18	19	20
21	22	23	24 Board?	25	26	27
28	29	30 [Duke of Connaught School Council]	31 Annual General Meeting			

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

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<b>April</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Applegrove Closed for Good Friday	3
4 Happy Easter	5 Applegrove Closed for Easter Monday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Board	22	23	24
25	26	27 [Duke of Connaught School Council]	28	29	30	

<b>May</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 Mothers Day	10	11	12	13	14	15
16	17	18	19 Board	20	21	22
23	24	25 [Duke of Connaught School Council]	26	27	28	29
30	31					

<b>June</b> 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
20 Fathers Day	21	22 [Duke of Connaught School Council]	23 Board	24	25	26

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27	28	29	30			
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<b>July</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Applegrove Closed for Canada Day	2	3
4	5 <b>First Day of Camp</b>	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

<b>August</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove Closed for Simcoe Day	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 Last Day of Camp	28
29	30	31				

<b>September</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Applegrove Closed for Labour Day	7	8	9	10	11
12	13	14	15	16	17	18 Applicious?
19	20	21	22 Board	23	24	25

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**Applegrove Events and Board / Committee Meetings –February 26, 2010**  
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26	27	28 [Duke of Connaught School Council]	29	30		
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<b>October</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3		4	5	6	7	8	9
10		11 Applegrove Closed for Thanksgiving	<b>12</b>	13	14	15	16
17		18	19	20 Board	21	22	23
24		25	26 [Duke of Connaught School Council]	27	28	29	30
31 Happy Halloween							

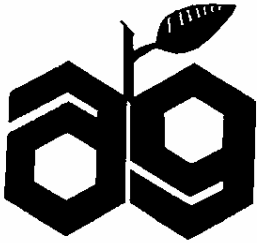
<b>November</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
7		8	9	10	11 Applegrove Closed for Remembrance Day	12	13
14		15	16	17 Board	18	19	20
21		22	23	24	25	26	27
28		29	30 [Duke of Connaught School Council]				

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<b>December</b> 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	20	21	22 Board?	23	24	25
26	27	28	29	30	<b>31</b>	

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# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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**“TOGETHER, BUILDING OUR COMMUNITY”**



## CORRESPONDENCE/INFORMATION

January 2010

<b>From (Date Received)</b>	<b>Regarding</b>	<b>Action</b>
1. City Clerk (Dec. 21)	Revised Council meeting schedule with request to avoid scheduling conflicts	R&F
2. City Clerk (Jan. 6)	Notice of application to permit a 6 storey apartment building at 580 to 592 Kingston Road	R&F
3. City Integrity Commissioner (Jan. 7)	Reviewing the practice of Councillors appearing on behalf of constituents at Committees of Adjustment and other Adjudicative Boards. Inviting comments	R&F

R&F = Receive and File

***Additional* CORRESPONDENCE/INFORMATION**  
January 2009

<b>From (Date Received)</b>	<b>Regarding</b>	<b>Action</b>
4.		



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## Board Members – Time Served

January 2010

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM)	Term	Renew?
Sandra Bussin (City Council Rep)	7/01/98	N/A 12 years		N/A
Sheila Cary-Meagher (TDSB Rep on Board of Management)	27/03/02	N/A 8 years		N/A
Claudia Filici-McMullan	25/03/09	1 year	1 <sup>st</sup> year of 2-year term ending March 2011	
Estelle Halbach	29/03/06	4 years	2 <sup>nd</sup> year of 2-year term ending March 2010	
Alana Honsch	25/03/09	1 year	1 <sup>st</sup> year of 2-year term ending March 2011	
Diane Ing	25/03/09	1 year	1 <sup>st</sup> year of 2-year term ending March 2011	Resign
Elena Nielsen	23/01/08	2+ years	1 <sup>st</sup> year of 2 year term ending March 2011	Resign
Tricia Reid	26/03/08	2 years	2 <sup>nd</sup> year of 2-year term ending March 2010	(staying until fall)
Pierre Trudel	28/03/07	3 years	2 <sup>nd</sup> year of 2-year term ending March 2010	
Lynn Wyminga	26/03/08	2 years	2 <sup>nd</sup> year of 2-year term ending March 2010	Resign
Donald Yuen	23/04/08	2 years	1 year of 1-year term ending March 2010	

# Full-Day Learning for 4- and 5-year-olds: time to learn, grow and play



**S**tarting in September 2010, the government will begin phasing in full-day learning for four- and five-year-olds. About 35,000 students will be able to enrol in the first year. Early learning will be expanded each year and the goal is to have it available in every school by 2015-16.



Here's what you can expect.

## Enriched learning during the school day

- Teachers and early childhood educators will work together in the classroom to help young students learn and grow. This team approach will bring out the best in your child through activities and play, guided by a new curriculum.

## Before- and after-school programming

- During the school year, schools will also offer programs – before and after regular school hours – led by registered early childhood educators. These programs will run during the school year and will be optional. There will be a reasonable fee for these programs if you choose to enrol, but subsidies will be available for some families, based on financial need.

## Stronger start on learning

- Research shows that early learning has long-term benefits for your child's academic and social skills. A full day of learning early in life can help improve your child's reading, writing and math skills later on. And it makes the transition to Grade 1 easier – for you and your child.

## In select schools for September 2010

- School boards will recommend the schools that are ready to launch early learning this fall. The phase-one schools need to have space already available. Some of the schools will be in low-income neighbourhoods. Locations will be announced early in the new year so parents have time to enrol their children for the fall.

## Good for kids, good for parents, good for Ontario

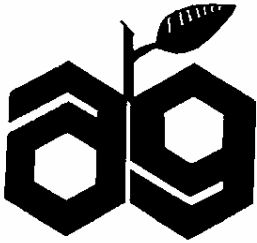
- Phasing in full-day early learning across the province is an investment in our future. It's part of the government's plan to create a well-educated workforce that will help us build a stronger Ontario and compete in the global economy.

## Learn more:

For more information and regular updates, please visit [Ontario.ca/EarlyLearning](http://Ontario.ca/EarlyLearning) or call:

- toll-free in Ontario, 1-800-387-5514
- from Toronto and from outside Ontario, (416) 325-2929
- TDD/TTY: 1-800-263-2892





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## **Risk Management Follow-Up** Board Meeting – January 8, 2010

At prior Board meetings, members identified a number of risks. Subsequently, staff grouped the risks into categories and reported on the policies and procedures in place to address them.

The table below outlines and updates risks and related policies and procedures. The items in bold print are the most likely to occur. Some items are in more than one category.

The items in Times Roman show revisions. The earlier version had a column for Issues / Concerns / Action which has been removed. One item on succession planning was removed.

The Board should probably review and update this list at least every 2 years.

Area	Risk	Policy/Procedure
Problems in programs	<b>child not picked up at end of program</b> (happens at least once per month)	<ul style="list-style-type: none"> <li>▪ office staff are always scheduled until after end of program for children 12 and under</li> <li>▪ program staff (camp, after-4, etc.) bring left-over children to office at program end</li> <li>▪ program or office staff call parent(s), emergency contact, etc.</li> <li>▪ if there has been no contact with parent or emergency contact, and child is not picked up for minimum 1 hour, staff would contact relevant Children's Aid Society</li> </ul>
	injury to a caregiver whose children are not identified	<ul style="list-style-type: none"> <li>▪ strongly encouraging all caregivers to provide names and contact info for their children</li> <li>▪ while one staff helped caregiver, another staff would attend to the children. As needed, one of these staff could be an office staff.</li> </ul> <p>(see injury in program)</p>
	off-site injuries during trip	<ul style="list-style-type: none"> <li>▪ at least 2 program staff attend off-site activities</li> <li>▪ office staff on duty (or on call) during off-site activities</li> <li>▪ office staff have list of trip participants</li> <li>▪ trip staff arrange for staff to stay with uninjured and injured participant(s).</li> <li>▪ trip staff accompany injured participant to hospital as appropriate. Trip staff pay for taxi if an ambulance is not required.</li> <li>▪ trip staff notify office staff</li> <li>▪ if needed and possible, office staff come to site or hospital. May help transport injured participant(s).</li> <li>▪ if a staff or volunteer has been approved by management to transport participants, that staff or volunteer would be covered by the City's non-owned auto insurance.</li> </ul>
	off-site transportation crash	(see off-site injuries during trip)
	one participant hurting another	<ul style="list-style-type: none"> <li>▪ staff ensure the safety of all participants, including protecting them from further injury. As needed, staff would call the office for support.</li> <li>▪ response depends on ages and relationships of participants and severity of incident.</li> <li>▪ a parent hurting their child would follow child abuse reporting requirements</li> <li>▪ if both participants are adults, staff would probably call police.</li> <li>▪ if both participants are campers, their parents would be notified and at least one camper would probably be suspended</li> </ul> <p>(also see injury in program)</p>
	problem behaviour (by participants or people attending events)	<ul style="list-style-type: none"> <li>▪ staff in charge address problem as needed. May include speaking with the individual or their parent, calling police, etc.</li> </ul>

Area	Risk	Policy/Procedure
	theft from program participants	<ul style="list-style-type: none"> <li>▪ strongly encourage participants not to bring valuables and to keep their wallet/purse with them</li> <li>▪ if theft is reported, staff would help to look for the item(s) and write incident report.</li> <li>▪ staff would follow participant’s direction regarding whether to call police.</li> </ul>
Injury and infection	centre-spread infection via common objects	<ul style="list-style-type: none"> <li>▪ TDSB responsible for regular cleaning</li> <li>▪ staff clean equipment, etc. regularly.</li> <li>▪ staff increase frequency of cleaning during outbreaks of illness</li> <li>▪ Applegrove has had hand sanitizer available in all program and admin spaces for some time. This is increased during outbreaks of illness.</li> </ul>
	construction accident	<ul style="list-style-type: none"> <li>▪ City/TDSB hires contractors and includes Health and Safety requirements.</li> <li>▪ staff monitor construction sites for issues.</li> </ul>
	food poisoning	<ul style="list-style-type: none"> <li>▪ at least 1 staff in each program area has food service certificate</li> <li>▪ try to follow appropriate food handling procedures during snack and meal preparation</li> <li>▪ decreasing opportunities for program participants to bring home-prepared foods to share</li> </ul>
	<b>injury in program</b> (happens several times per week in day camp)	<ul style="list-style-type: none"> <li>▪ try to minimize risks, such as slip and fall, etc.</li> <li>▪ some variation in procedure depending on program</li> <li>▪ all staff have first aid training. Most program staff have current first aid certificates.</li> <li>▪ if a participant is injured, program staff would attend to the person, call for help from the office as needed, and call an ambulance if required.</li> <li>▪ all programs have a first aid kit, as does the office.</li> <li>▪ the centre has gloves and masks to protect people administering first aid.</li> </ul>
	injury to a caregiver whose children are not identified	<ul style="list-style-type: none"> <li>▪ strongly encouraging all caregivers to provide names and contact info for their children</li> <li>▪ while one staff helped caregiver, another staff would attend to the children. As needed, one of these staff could be an office staff.</li> </ul> <p>(see injury in program)</p>
	lifting injuries (staff, volunteers, participants)	<ul style="list-style-type: none"> <li>▪ provide lifting aids (trolleys, additional staff, etc.)</li> <li>▪ access to City Health and Safety</li> </ul>
	off-site injuries during trip	<ul style="list-style-type: none"> <li>▪ at least 2 program staff attend off-site activities</li> <li>▪ office staff on duty (or on call) during off-site activities</li> <li>▪ office staff have list of trip participants</li> <li>▪ trip staff arrange for staff to stay with uninjured and injured participant(s).</li> <li>▪ trip staff accompany injured participant to hospital as appropriate. Trip staff pay for taxi if an ambulance is not required.</li> </ul>

Area	Risk	Policy/Procedure
		<ul style="list-style-type: none"> <li>▪ trip staff notify office staff</li> <li>▪ if needed and possible, office staff come to site or hospital. They may help transport injured participant(s).</li> <li>▪ if a staff or volunteer has been approved by management to transport participants, that staff or volunteer would be covered by the City's non-owned auto insurance.</li> </ul>
	reaction to centre-supplied (legal) drugs	<ul style="list-style-type: none"> <li>▪ do not make a practice of offering medication</li> <li>▪ when adult participants ask for pain medication for themselves, check with them that they can take the available medication (aspirin, acetaminophen, ibuprofen)</li> <li>▪ when adult participants ask for pain medication for their children, only offer acetaminophen.</li> </ul>
	slip and fall	<ul style="list-style-type: none"> <li>▪ all permanent staff have attended Health and Safety orientation</li> <li>▪ regular inspections by Health and Safety rep.</li> <li>▪ regular visits by management staff</li> <li>▪ look for wet floors, etc.</li> </ul>
Abuse and harassment	harassment	<ul style="list-style-type: none"> <li>▪ Anti-harassment policy: an old policy is in effect and the City is working on a new policy for AOCC's.</li> </ul>
	one participant hurting another	<ul style="list-style-type: none"> <li>▪ staff ensure the safety of all participants, including protecting them from further injury. As needed, staff would call the office for support.</li> <li>▪ response depends on ages and relationships of participants and severity of incident.</li> <li>▪ a parent hurting their child would follow child abuse reporting requirements</li> <li>▪ if both participants are adults, staff would probably call police.</li> <li>▪ if both participants are campers, their parents would be notified and at least one camper would probably be suspended</li> </ul> <p>(also see injury in program)</p>
	problem behaviour (by participants or people attending events)	<ul style="list-style-type: none"> <li>▪ staff in charge address problem as needed. May include speaking with the individual or their parent, calling police, etc.</li> </ul>
	racist or homophobic comments or hate activity (real or perceived)	<ul style="list-style-type: none"> <li>▪ Anti-harassment and hate activity policy and procedure</li> </ul>
Illegal activity	drug activity	<ul style="list-style-type: none"> <li>▪ staff aware of signs of drug use</li> </ul>
	fraud	<ul style="list-style-type: none"> <li>▪ when hiring staff, screen, check references, police reference check</li> <li>▪ separation of duties where practical</li> <li>▪ cheques and contracts require 2 signatures</li> </ul>

Area	Risk	Policy/Procedure
		<ul style="list-style-type: none"> <li>▪ Executive Director reviews bank reconciliation and cheques</li> </ul>
	harassment	<ul style="list-style-type: none"> <li>▪ Anti-harassment policy: an old policy is in effect and the City is working on a new policy for AOCC's.</li> </ul>
	hostage, kidnap, bomb threat	<ul style="list-style-type: none"> <li>▪ TDSB policies</li> </ul>
	one participant hurting another	<ul style="list-style-type: none"> <li>▪ staff ensure the safety of all participants, including protecting them from further injury. As needed, staff would call the office for support.</li> <li>▪ response depends on ages and relationships of participants and severity of incident.</li> <li>▪ a parent hurting their child would follow child abuse reporting requirements</li> <li>▪ if both participants are adults, staff would probably call police.</li> <li>▪ if both participants are campers, their parents would be notified and at least one camper would probably be suspended</li> </ul> <p>(also see injury in program)</p>
	on-line sabotage, bad postings	<ul style="list-style-type: none"> <li>▪ staff and volunteers check website occasionally</li> <li>▪ Facebook site does not accept postings</li> </ul>
	sabotage	<ul style="list-style-type: none"> <li>▪ when hiring staff, screen, check references, police reference check</li> </ul>
	sexual abuse by staff/volunteers	<ul style="list-style-type: none"> <li>▪ when hiring staff, screen, check references, police reference check</li> <li>▪ rarely leave a volunteer or staff alone with participants</li> <li>▪ Program Director visits programs.</li> </ul>
	sexual abuse within program	<ul style="list-style-type: none"> <li>▪ always have a staff or highly experienced volunteer present in program.</li> </ul>
	theft from organization	<ul style="list-style-type: none"> <li>▪ when hiring staff, screen, check references, police reference check</li> <li>▪ separation of duties where practical</li> <li>▪ cheques and contracts require 2 signatures</li> <li>▪ Executive Director reviews bank reconciliation and cheques</li> <li>▪ procedures to check and reconcile petty cash and cheques issued to staff</li> <li>▪ try to minimize cash on site while having sufficient to purchase supplies.</li> <li>▪ will probably move to grocery cards for staff who do not have credit cards to buy groceries.</li> </ul>
	theft from program participants	<ul style="list-style-type: none"> <li>▪ strongly encourage participants not to bring valuables and to keep their wallet/purse with them</li> <li>▪ if theft is reported, staff would help to look for the item(s) and write incident report.</li> </ul>
Damage to reputation	on-line sabotage, bad postings	<ul style="list-style-type: none"> <li>▪ staff and volunteers check website occasionally</li> <li>▪ Facebook site does not accept postings</li> </ul>

Area	Risk	Policy/Procedure
	problems after function where alcohol is served and liability	<ul style="list-style-type: none"> <li>▪ see Alcohol Policy (attached)</li> </ul>
	risk to reputation/bad press	<ul style="list-style-type: none"> <li>▪ provide quality services</li> <li>▪ demonstrate high ethical standards and require these of staff and volunteers</li> <li>▪ when hiring staff, screen, check references, police reference check</li> <li>▪ when appropriate, Board tests decisions via “how would it look as a headline”</li> </ul>
Personnel	loss of funding	<ul style="list-style-type: none"> <li>▪ provide quality services</li> <li>▪ meet reporting deadlines</li> <li>▪ fundraise</li> </ul>
	loss of key staff/volunteers, e.g. web-designer	<ul style="list-style-type: none"> <li>▪ Board approved policy for lines of communication and decision-making</li> </ul>
	sexual abuse by staff/volunteers	<ul style="list-style-type: none"> <li>▪ when hiring staff, screen, check references, police reference check</li> <li>▪ rarely leave a volunteer or staff alone with participants</li> <li>▪ Program Director visits programs.</li> </ul>
	strike by AG staff	<ul style="list-style-type: none"> <li>▪ collective agreement prohibits strike but only during the term of the contract</li> <li>▪ one of Executive Director’s annual performance objectives is “Maintain and enhance collegial working relationships within Applegrove”.</li> </ul>
	strike by school staff	<ul style="list-style-type: none"> <li>▪ where possible, transfer programs and key administrative functions to Corpus Christi School (January 2010: this area will have to be updated.)</li> </ul>
Disaster	hostage, kidnap, bomb threat, fire, flood, explosion	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> <li>▪ a set of computer back-ups kept in storage facility offsite</li> </ul>
	natural disasters	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> <li>▪ a set of computer back-ups kept in storage facility offsite</li> </ul>
	power outage	<ul style="list-style-type: none"> <li>▪ hard copies of key information</li> <li>▪ computers have Uninterruptible Power Supplies (UPS) to allow for safe shutdown</li> <li>▪ a set of computer back-ups kept on site</li> </ul>
	toxic spills	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> </ul>
Building issues	internal air quality problems (HVAC or central air toxic fumes, Legionnaires, etc)	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> <li>▪ access to City of Toronto Occupational Health to check air quality</li> </ul>
	lack of adherence to fire regulations	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> <li>▪ Health and Safety rep</li> <li>▪ management staff inspect facilities</li> </ul>

Area	Risk	Policy/Procedure
	power outage	<ul style="list-style-type: none"> <li>▪ hard copies of key information</li> <li>▪ computers have Uninterruptible Power Supplies (UPS) to allow for safe shutdown</li> <li>▪ a set of computer back-ups kept on site</li> </ul>
	toxic spills	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> </ul>
Other	data destruction	<ul style="list-style-type: none"> <li>▪ 2 sets of back-up files, one on-site and one off</li> </ul>
	disrepair	<ul style="list-style-type: none"> <li>▪ TDSB policies and procedures</li> <li>▪ Health and Safety rep</li> <li>▪ management staff inspect facilities</li> <li>▪ City Facilities and Real Estate</li> </ul>
	e-mail corruption (if Applegrove's e-mail is hacked)	<ul style="list-style-type: none"> <li>▪ City's "acceptable use" policy prohibits the following activities among others:                             <ul style="list-style-type: none"> <li>• using IT resources for anything unrelated to the City's business</li> <li>• sending messages that are obscene or offensive</li> <li>• violating copyright, patent, trade secret or other intellectual property laws</li> <li>• unauthorized copying, destroying, deleting, removing, concealing, modifying or encrypting messages, client information, files or other data</li> <li>• disclosing personal and/or confidential or proprietary information/data of any nature</li> <li>• accessing another user's computer account, e-mail or voice mail messages, file or other data without consent of the user or direction of an authorized supervisor</li> </ul> </li> <li>▪ Applegrove has set up g-mail for managers that mirrors their work accounts.</li> <li>▪ have the Board hotmail address</li> <li>▪ would send out a message reporting the problem to mailing list (or at least key contacts from the mail list)</li> <li>▪ would report to ISP, to technical support and to the City.</li> </ul>
	loss of funding	<ul style="list-style-type: none"> <li>▪ provide quality services</li> <li>▪ meet reporting deadlines</li> <li>▪ fundraise</li> </ul>
	ongoing loss of quorum	<ul style="list-style-type: none"> <li>▪ would request City help</li> <li>▪ would arrange for a Special Meeting of the membership to elect Board members. The constitution says allows a Special Meeting on "submission to the Board of a request for a special meeting signed by twenty (20) members stating the object of the proposed meeting. A special meeting so requested will be held no later than six weeks after the date the request was submitted to the Board."</li> </ul>
people with mental health problems	<ul style="list-style-type: none"> <li>▪ these people are actually part of the community who we should serve.</li> <li>▪ see Abuse and Harassment</li> </ul>	

<b>Area</b>	<b>Risk</b>	<b>Policy/Procedure</b>
	problems after function where alcohol is served and liability	<ul style="list-style-type: none"><li>▪ see Alcohol Policy (attached)</li></ul>
	reaction to centre-supplied (legal) drugs	<ul style="list-style-type: none"><li>▪ do not make a practice of offering medication</li><li>▪ when adult participants ask for pain medication for themselves, check with them that they can take the available medication (aspirin, acetaminophen, ibuprofen)</li><li>▪ when adult participants ask for pain medication for their children, only offer acetaminophen.</li></ul>

## **Alcohol Risk Management Policy**

Adopted by Board, June 27, 1996

### **1. Introduction and Purpose**

- 1.1 This policy was developed in accordance with the City of Toronto's Municipal Alcohol Policy (MAP).
- 1.2 Its purpose is to help Applegrove and its members take responsibility for reducing the risks associated with the use of alcohol, namely,
  - .1 risks to people: injury, death, grief, personal expense.
  - .2 risks to the centre and the City: legal action and public expense from vandalism and destruction of property increased insurance rates, suspension or loss of alcohol permit privileges by the LLBO, and loss of revenue due to reduced public participation.
  - .3 loss of enjoyment by non-drinkers and moderate drinkers as well as complaints from offended parties.
- 1.3 It should supplement the requirements of the LLBO for alcohol permits.
- 1.4 It is not intended to prohibit legal and moderate drinking.

### **2. Application**

- 2.1 Because of Applegrove's location in facilities leased from the Board of Education, this policy will apply only to Applegrove's special events off-site.
- 2.2 At events in which alcoholic beverages may be served, servers may be either Applegrove members, or supplied by the facility.
- 2.3 This policy will apply directly only to events using Applegrove members as servers.
- 2.4 If another organization's members act as servers, Applegrove will provide the organization with a copy of this policy.
- 2.5 Events involving alcohol must be covered by a Special Occasion Permit from the LLBO and all LLBO regulations must be followed.
- 2.6 Alcohol may be served at events for adults or families, such as concerts, dances, dinners, etc., but should not be served at events for teens or children including banquets for children which will be attended by adults.

### **3. Advertising and Promotion**

- 3.1 As appropriate, event advertising will include messages about responsible alcohol consumption.
- 3.2 Events sponsored by alcohol manufacturers must include messages about responsible consumption of alcohol.
- 3.3 Event names must not suggest that drinking alcohol is the principal activity or the purpose of the event.

**4. Servers and Other Staff**

- 4.1 All people serving at the bar and serving drinks to tables should receive LLBO approved server intervention training.
- 4.2 At least one bar-tender must have completed server intervention training.
- 4.3 Servers must not consume alcohol while they are working at the event, or after the bar is closed and the event is over.
- 4.4 Servers must ensure that participants do not engage in activities that could harm themselves or others.
- 4.5 One floor monitor must be available for every 100 participants.
- 4.6 Servers and other staff should be easily identifiable, e.g. badges, hats.

**5. Bar Rules and Procedures**

- 5.1 The attached "Event Bar Rules" must be posted near the bar.
- 5.2 The legal drinking age in Ontario is 19.
- 5.3 The only acceptable proofs of age are:
  - .1 a driver's licence with photo, or
  - .2 an Ontario photo I.D. card, or
  - .3 a passport.
- 5.4 Ticket sales for alcoholic beverages are restricted to four per person per purchase, with no price advantage to volume buying.
- 5.5 The bar tender must not serve more than four alcoholic drinks to one person at any time.
- 5.6 All bottles must remain in the bar area. Drinks must be served in glasses or plastic or paper cups.
- 5.7 Floor monitors must be located so that they can monitor the participants consuming alcohol.
- 5.8 Ticket sales must end at least 30 minutes before the bar closure time.
- 5.9 There will be no last call.
- 5.10 The bar must close at the indicated time.

**6. Food and Beverages**

- 6.1 High alcohol beers (over 5%) are not permitted.
- 6.2 At least 35% of beverages available for sale must be of low alcohol content e.g. beer with an alcohol content of 4% or less.
- 6.3 Non-alcoholic beverages must be available, either free or at less than half the price of the lowest-priced alcoholic beverage.

- 6.4 Participants should be encouraged to consume food.
- 6.5 There will be no oversize drinks, double shots, pitchers of beer, drinking contests or volume discounts.

**7. Safe Transportation**

Applegrove must ensure that provisions have been made for safe transportation of intoxicated participants. Plans could include:

- .1 a designated driver program (including advertising of such a program at the event and free non-alcoholic drinks for the designated drivers);
- .2 arrangements to drive intoxicated patrons home;
- .3 taxi chits;
- .4 calls to police if intoxicated participants insist on driving.