



# 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, January 27, 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 Dec. 2 Board of Directors Meeting (*White*): to be accepted

#### **7:10**

8. Planning Follow-up

#### **7:40**

9. Finance and Fundraising
  - 9.1. Preliminary 2013 Year End Financial Report (*to be distributed at the meeting*): for decisions on transfers from fundraising proceeds to programs

#### **8:00**

- 9.2. Fundraising (*Green*): for direction and decisions
  - i) Talent Show date
  - ii) Applicious (see Executive Director's Report)

#### **8:15**

- 9.3. After-school Subsidy (deferred from December meeting): for decision

#### **8:25**

10. AGM: for discussion and decisions
  - 10.1. Award nominees (*Orange*): Confidential

#### **8:30**

11. Directors' Concerns
12. Adjournment



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

[www.ApplegroveCC.ca](http://www.ApplegroveCC.ca)

**“TOGETHER, BUILDING OUR COMMUNITY”**



## **Board of Management Meeting AGENDA -- Monday, January 27, 2014**

**8:35**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of December 13 Board of Management Meeting (*White*)

**8:40**

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

**8:55**

- F. Correspondence List (*Cream*): for information and decision
- G. Adjournment

### **Next Meetings**

Fundraising Meeting February 17

Board meeting February 24

AGM March 31



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

www.ApplegroveCC.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**

## **Minutes of the Board of Directors Meeting December 2, 2013**

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

Present: Tolga Ay, Natalie Coulter, Lynne Gray, Ann McKechnie (Chair), Sydney Schultz,  
Neil Sinclair, Chris Sulway  
Regrets: Alysha Brown, Irene Buncel, Councillor McMahon  
Staff: Susan Fletcher, 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. By consensus, the agenda was adopted as amended.

### **2. Welcome and Introductions**

### **3. Declaration of Conflicts of Interest**

None were declared.

### **4. Timekeeper**

Timekeeper for meeting – Chris

### **5. Volunteer Hours**

Members provided their volunteer hours.

### **6. Donation Envelope**

The donation envelope circulated.

### **7. Minutes of the October 28 Board of Directors Meeting.**

**MOTION** (Sinclair/Sulway)  
To accept the minutes of October 28.  
**Carried.**

### **8. Finance and Fundraising**

#### **8.1 2013 Year to Date Financial Report**

Susan provided an overview and answered any questions.

**MOTION** (Sulway/Ay)  
To accept the October YTD Financial Report.  
**Carried.**

Board of Directors Minutes

December 2, 2013

2

8.2 Program Budgets for 2014, Part 2

Ann and Susan presented the budgets for seniors and for children and youth. Afterschool subsidy deferred to January meeting.

**MOTION** (Sulway/Coulter)

*To accept the proposed budgets for programs for seniors and for children and youth, and authorize staff to use these to prepare funding proposals.*

**Carried.**

8.3 Initial Pasta Fest Report

An initial Pasta Fest Report was provided for information.

8.4 Applicious Report

The Applicious Evaluation Report was provided for information

8.5 Fundraising: for discussion and possible direction

Board members agreed to decline participating in the Earth Hour Special Event and reviewed the fundraising and visibility event calendar. A separate meeting will be scheduled to discuss in fundraising ideas in detail.

**9. AGM: for discussion and decisions**

9.1 Format

Keep same format and perhaps add an engaging speaker

9.2 Date: March 31, 2014

9.3 Location: TBD

9.4 Time Served and Anticipated Board Vacancies

Natalie indicated that she would not continue on the Board for the next term. All others confirmed that they will continue.

**10. Directors' Concerns**

None

**11. Adjournment**

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**Next Meetings:**

Saturday, January 18 at 10 a.m. at Maple Cottage (62 Laing St.) – Strategic Planning Meeting

Monday, January 27 at 7:00 p.m. – next Board Meeting.



# 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”



## Fundraising Committee Notes

January 9, 2014

**Participants:** Tolga Ay, Irene Buncel, Lynne Grey, Ann McKechnie, Sydney Schultz

**Staff:** May Seto, Susan Fletcher (recorder)

### 1. Next meeting

Monday, Feb. 17 at 7 p.m.

### 2. Issues

#### a) May Fundraising Event

Following up on the Board's direction not to hold SPA Night, members discussed other possible events, and used the matrix to rate them (results attached). The events included:

- talent show: a family friendly dinner and show on a Friday or Saturday evening, featuring Applegrove program participants, staff talents or a skit, and an after-school production.
- “date night”: a on-going quarterly (maybe monthly in future) event for which Applegrove volunteers (supervised by a staff) provide on-site child-minding, while their parents have a “date night”. We would try to get special deals at local restaurants.

Both events received relatively high scores and members agreed to implement them.

For the talent show, to help with affordability, members agreed admission should be “pay what you can” and offer opportunities to volunteer.

The next steps will include

- checking with Baron Byng and Corpus Christi on possible dates
- selecting possible days for Date Night
- volunteers connecting with selected local restaurants to invite them to participate.

Members also discussed generating fundraising ideas from program participants. (Note: the talent show was suggested during PC focus groups in 2013.)

#### b) Applicious

Following up on the 2013 Applicious evaluation, decisions were needed on key issues so we can start recruiting event sponsors. Members ranked possible locations with the following results:

- i) McDonalds Park
- ii) school
- iii) Ashbridge Estate

Members also noted that preferred dates would be Sept. 20 or 27.

Susan will investigate permit pricing and restrictions.

- c) Investwise and Planned Giving  
After reviewing the invitation, the committee recommended that Applegrove decline.

**3. Presentation**

Tolga presented an overview of fundraising (see PDF).

**4. Information**

- a) Event Matrix: used to assess possible events. Susan noted that Applegrove can weight different factors. For example, if mission congruence and profitability are the most important factors, these can be weighted at 2, 5 or even 10 times the other factors.
- b) DVD's on sponsorship and fundraising: Susan received these and offered to lend them to interested Board members or to arrange a group viewing.
- c) 2013 Event Analysis: includes the amount of staff time, achievement of goals, and net proceeds as well as a Return On Investment (ROI) based on net proceeds per hour of staff time. (attached)

**5. Next meeting**

Monday, Feb. 17 at 7 p.m.

Event Matrix

Ideas

Event Matrix			DRAFT quantity				Date	Talent	
Profit	How much money could this raise?	1 to 4, very little to a lot (quantify)	1 = \$500 and under	2 = \$500 to \$2,500	3 = \$2,500 to \$5,000	4 = more than \$5,000	2	2	
Return Time	How long will this take to bear fruit?	1 to 4, long time to short time (quantify)	1 = more than a year	2 = 8 month to a year	3 = 4 to 8 months	4 = less than 4 months	4	3	
Time/Work Investment	How time/work intensive is this idea?	1 to 4, Very to not at all (quantify)	1 = more than 100 hours of staff/vol time	2 = 50 to 100 hours	3 = 10 to 50 hours	4 = less than 10 hours	3	2	
Renewable	Is the income easily renewable or a one-shot deal?	1 to 4, single to easily renewable					4	2.5	
Success	What is the likelihood of success?	1 to 4, low to high					4	3	
\$\$ Investment	How much cash investment will this require?	1 to 4, a lot to very little (quantify)	1 = \$2,000 or more	2 = \$1,000 to \$2,000	3 = \$250 to \$1,000	4 = under \$250	4	3	
Expertise	How much expertise will we need to make this a success?	1 to 4, a lot to a little (quantify)	1 = dedicated expert(s) for significant time	2 = input from expert (less than 10 hours)	3 = 10 to 20 hours from Board and staff	4 = minimal	3	3	
Mission	How does this connect to Applegrove's mission?	1 to 4, a little to a lot					4	4	
	(other factors???)								
<b>Total</b>							28	22.5	

Applegrove Event Analysis		January 2014									
Event	Goals/Objectives	Achievement	Admin Staff time	Other Staff Time	Total Time	Financial (Net Proceeds)	Satisfaction Rating	Public awareness (new people)	Increase involvement (existing people)	ROI \$\$ per admin staff hour	2011 data for comparison
Pasta Fest 2013	\$4,000	\$4,200	64	0	64	\$4,200			✓	\$66	\$58
		Sold out at 180 tix including children under 4									
	25 silent auction donations	auction made \$2600 on about 55 items									
Yoga Thon 2013	\$1,000	\$930	9	6	15	\$930				\$103	\$53
	25 participants	about 15									
	3 publicity mentions (before and after event)	at least 3									
Applicious 2013	600 participants, 400 families	More than 1500	177	20	197	\$7,300	3.4	✓	✓	\$41	\$25
	\$5,000	\$2300 plus \$4961.89 from ScotiaBank									
	5 publicity mentions before, on the day of and after event (TV, local newspapers, etc.)	Achieved with at least 5 mentions before the event and 2 after									
	75% satisfaction rating, i.e. 3.25 on the 4-point scale.	Achieved with a rating of 3.4									
SPA Night 2013	\$2,000	\$2,600	104	21	125	\$2,600	3.6 for practitioners, 3.8 for participants	✓?	✓?	\$25	Did not hold event in 2011
	25 participants	Achieved with 2 before and 1 after, plus on-line calendars and bulletins									
	3 publicity mentions (before and after event)										
	75% satisfaction rating, i.e. 3.25 on the 4-point scale.	3.58									
Toronto Challenge		\$985	3	15.5	18.5	\$985			✓?	\$328	
		4 participants plus 1 staff									
		Admin staff time for charitable receipts only									
Earth Hour Lights Out	Public awareness	Distributed ##? Applegrove info			0	N/A		✓			



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

www.ApplegroveCC.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**



## **Minutes of the Board of Management Meeting December 2, 2013**

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

Present: Tolga Ay, Natalie Coulter, Lynne Gray, Ann McKechnie (Chair), Sydney Schultz, Neil Sinclair, Chris Sulway  
Regrets: Alysha Brown, Irene Buncel, Councillor McMahon  
Staff: Susan Fletcher, 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 October 28 Board of Management Meeting**

**MOTION** (Sulway/Schultz)

*To accept the minutes of October 28.*

**Carried**

### **D. AOCC Anti-Harassment Policy**

**MOTION** (Coulter/Gray)

*To endorse the AOCC Anti-Harassment policy to incorporate and to confirm the Anti-Discrimination and Anti-Harassment Policy which prohibits discrimination and harassment and protects the rights to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.*

**Carried.**

### **E. Select Personnel Committee**

Lynne, Neil, and Sydney expressed an interest in the Personnel Committee.

**MOTION** (Sulway/Gray)

*To establish the Personnel Committee.*

**Carried.**

### **F. 360 Input Forms for Executive Director's Performance Review**

Board members submitted their forms.

**G. Executive Director's Report**

**G.1. Planning Retreat**

All Board members were invited. The planning retreat will take place at Maple Cottage (62 Laing St.) from 10 a.m to 2 p.m. Applegrove can reimburse childcare costs but cannot provide on-site child care.

**MOTION** (Ay/Schultz)

*To accept the Executive Director's Report.*

**Carried**

**H. Correspondence/Information**

**MOTION** (Ay/Coulter)

*To accept the suggested actions.*

**Carried**

**I. Adjournment**

The meeting was adjourned on a motion by Sydney Schultz seconded by Lynne Gray.

---

Chair

---

Secretary

**Next Meeting:**

Saturday, January 18 at 10 a.m. at Maple Cottage (62 Laing St.) – Strategic Planning Meeting

Monday, January 27 at 7:00 p.m. – next Board 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](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](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](http://insideto.toronto.ca/accounting_services/pdf/accountingdonations.pdf)

**Revised: October 2012**





# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



## Executive Director's Report

January 17, 2014

It is such a long time since I prepared my last report near the end of November! I hope everyone was refreshed by the holiday break, and that the weather, flu and other issues have not hit your families too hard.

### Lease Renewal

Applegrove's lease expired on December 31, 2013; we are now in overholding on the prior lease. The TDSB and City have not made progress on renewal; we are requesting the same terms as the current lease, plus access to Applegrove's leased space on weekends when the recreation center is open, i.e., there are already caretaking staff on site.

### Edgewood

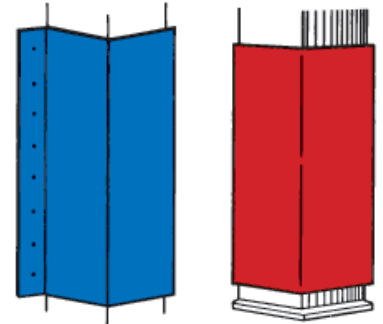
Although mould remediation has been completed at Corpus Christi Church, the architect insisted that drywall not be replaced on the lower walls or columns. Instead, the lower walls and columns throughout the church hall are open to the studs, but covered by tarp-like material taped to the upper wall, door openings, and floor. This allows the architect to monitor the exterior walls to determine if any moisture is present.

When I saw the space shortly before the holidays, I was concerned that the funder, Children's Services, would not approve programming for young children. I arranged for the insurance adjuster and representative of Children's Services to meet with the program worker and May at Corpus Christi in early January. Although the Children's Services consultant was not concerned about the walls, the insurance adjuster was concerned about risk management issues, e.g., children stuck in the framing of the columns.

As a result, we are looking into removable column padding like the illustration. I hope to have an update on Edgewood's re-opening by the Board meeting.

### Strategic Planning

Although I am writing this before the planning retreat, I am sure that there will be good ideas coming out of the session! To that end, the agenda allows time to follow up.



### Fundraising

The Board package includes notes from our committee meeting on January 9, as well as time on the agenda for some direction on Applicious and possibly dates for other events.

### Thoughts about Applicious

Getting the location is the first priority, then starting sponsor recruitment. Which board members are interested in helping to pitch sponsorship to local businesses? This would mean going with partner to meet with manager, outline event, propose sponsorship, and leave the sponsorship summary. The partner could be another Board member or a volunteer or the Executive Director.

The Board should also define the financial goal for the event. Unlike 2012 and 2013, we will not have one defined entry point. This means it will be more challenging to collect donations, even with designated volunteers circulating through the facility with donation buckets. In 2013, the \$7,000 in total revenue (before the ScotiaBank donation) included \$1600 from the greeters, exceeded only by the \$2900 in ticket sales. As a reminder, net proceeds after expenses totalled \$2,300; with the Scotia Bank donation of \$4,962, the event raised \$7,262.

In order to prepare an overall sponsorship proposal, I need a little more direction. Coming out of the event evaluation, as well as requests from sponsors, I propose that sponsorship at the \$500 level include a free booth for (we would provide a table and chairs) and include a free tent at \$1500. Since sponsors are receiving advertising, their contribution is a fee, not a donation. However, this would set up a contrast between sponsors and vendors. Because of this, as well as the discussion at the Applicable evaluation meeting, perhaps we should not have vendors this year.

### **Coming Up**

YogaThon Saturday, February 1!

Applegrove's Annual General Meeting (AGM). Following up on the decision at the December Board meeting to hold the AGM on March 31 with a speaker, Ann and I invited Robert (Bob) Miller, a long-time friend of Applegrove and author of the Ashbridge Neighbourhood blog. The January Board meeting includes staff recommendations for awards at the AGM. I have arranged for Applegrove Board nominations information to be posted on the City website as well as Applegrove's website and within the center. I have already met with one potential nominee who plans to attend the January Board meeting.

Board Workplan In the past, we have had a workplan for the Board. I have attached a draft, including program presentations in alternating months, and slotted in some of the annual topics. Please note that instead of a program presentation in February, there will be a presentation on the grants that Applegrove receives and applies for. This came out of a question at the Fundraising meeting.

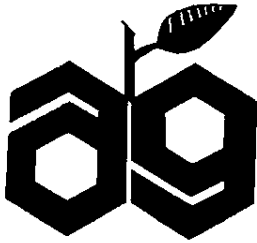
### **Complaints and Grievances**

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.



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

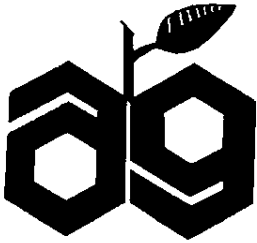
www.applegrovecc.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**



## *Draft Board Workplan*

<b>Meeting Date</b>	<b>Program Presentation</b>	<b>Major Issue(s)</b>	<b>Other Issues</b>
January 27		Planning Follow-up	2013 Preliminary Yearend financial report
February 24	Applegrove Grants		
April 28		2013 Audit	Election of Officers
May 26	Helping Our Babies Grow	2015 Admin Budget	
June 23			
September 29	Therapeutic Play		Preliminary Applicable Review
October 27		Program Budgets	
November 24	Teen		



# 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”**



## CORRESPONDENCE/INFORMATION

January 2014

<b>From (Date Received)</b>	<b>Regarding</b>	<b>Action</b>
1. Toronto Office of Partnerships (Dec. 17)	City Donation Policy	Review
2. City Clerk (Jan 8)	City Council passed zoning by-law and an official plan amendment.	R&F

R&F = Receive and File

Charitable Number: 10671 8943 RR0001



Applegrove Events and Board / Committee Meetings – January 20, 2014

Office Phone 416-461-8143

“Together, Building Our Community”

www.ApplegroveCC.ca

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

<b>January 2014</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	20	21	22	23	24	25
26	27 Board	28	29	30	31	Yoga Thon

<b>February</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <u>Yoga Thon</u>
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Applegrove Closed for Family Day	18	19	20	21	22 <u>Snow Date for Yoga Thon</u>
23	24 Board	25	26	27	28	

<b>March</b> 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					

**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 – January 20, 2014**  
**Office Phone 416-461-8143**

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

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

<b>June</b>	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					

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