

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting AGENDA – January 27, 2020

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

Applegrove's mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of November 25 Board Meeting (*attached*): to be accepted
8. Amended Minutes of November 4 Board Meeting (*attached*): to be accepted

7:20

9. Finance
 - 9.1. Year-to-date Statistics (*attached*): for information
 - 9.2. 2019 Draft Financial Report (*distributed at meeting*): for information
 - 9.3. Audit Process: for information

7:40

9. Strategic Initiatives Committee Report (*attached*)
 - 9.1. Neighbourhood Food Hub
 - 9.2. Glen Rhodes Lease

10. Membership, Nominations & Outreach Committee Report (*attached*)
 - 10.1. Board Recruitment
 - 10.2. AGM

8:05

11. March Break and Summer Camp
12. Bargaining Update
13. TDSB Permit Fees (*briefing note sent separately*)
14. Don Summerville Revitalization

8:20

15. Directors' Concerns

8:30

16. Adjournment

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“TOGETHER, BUILDING OUR COMMUNITY”

RECOMMENDATION 7

Truth and Reconciliation |Commission (TRC) – Education

We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.



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**Amended
Draft Minutes of the Board of Directors Meeting
November 4, 2019**

Minutes originally taken November 4, 2019
Minutes amended November 25, 2019 by May Seto

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Tim McNab,
Andre Riolo, Jennifer Story, Jim Valentine, Moneca Yardley
Regrets: Paula Fletcher Michael Miceli
Staff: Susanne Burkhardt, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

Jean called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended.

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation #5 of the Truth and Reconciliation Commission, which addresses culturally appropriate parenting programs for Aboriginal families. There was discussion about providing Board members with pocket guides of the TRC recommendations.

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Pierre

6. Volunteer Hours – Hours were recorded by May.

7. Minutes of the September 30 Board of Directors Meeting

MOTION (Yardley/Valentine)

**To accept the minutes of September 30, 2019.*

Carried

8. Finance

8.1. Year-To-Date Statistics

Thanks to Tim, who helped update our statistics and financial report templates which will be used moving forward. Changes made also make our documents AODA compliant.

Susanne provided an overview of year to date participation. Overall numbers show a slight improvement overall compared to last year. Most programs (HOBG, EarlyON, Child & Youth) show an improvement in participation.

8.2. YTD Financial Report

Susanne provided an overview of the report and explained variances from the budget in the Program General category and in the following programs: Junior Leaders and Program General. Members suggested not using the yellow colour for arrows as it may be a difficult to see.

MOTION (Kosny/Lim-O'Brien)

**To accept the YTD financial report.*

Carried

8.3. Credit Card Update

Susanne requested the Board approve an increase to the Applegrove credit card limit as we are finding the permit fees, which are paid monthly using the credit card, are not leaving enough room on the card to make additional required purchases.

MOTION (Yardley/Bois)

To increase the credit card limit to \$20,000.

Carried

9. Strategic Initiatives Committee Report

Andre provided an overview of the report which included a strategic update report, special projects, and partnership and grants.

9.1. Risk Register

Susanne provided an overview of the risk register table and highlighted risks in order of likelihood and mitigating strategies. A power point presentation will be sent by email to members. Jennifer suggested comparing mitigating strategies with other AOCCs.

10. Membership, Nominations and Outreach Committee Report

Pierre provided an overview of the report, which included events (Play Day on Halloween, Pasta Fest on November 2 and Family Dance on February 1), signage, and new website.

11. Program Report

Susanne provided information about the Glen Rhodes facility lease negotiations – the City (SDFA, Facilities & Real Estate, Councillor's Office) and East End United Regional Ministries are in discussion about the terms of a long-term lease at the Glen Rhodes campus building in order to sustain the Neighbourhood Food Hub and create a new satellite location for Applegrove. East End United will also continue to use the building for the following activities: Sunday service, food bank (and food delivery), and monthly dinner. Susanne, May, Tim and Jean met with the Councillor on November 1 to discuss this issue.

12. Over the Rainbow

May and Susanne provided information about the Over the Rainbow program which has exhausted its residual funding and will run a small deficit after the current session is completed in December. At its last meeting the Strategic Initiatives Committee discussed the benefits and challenges of continuing the program and would like the Board make a decision on whether to continue or stop offering the program. Susanne shared that a couple of grants

were submitted but declined, and that we are waiting on a response on a Letter of Intent submitted to another foundation.

MOTION (Bois/Lim-O'Brien)

To extend the OTR program for one more session with specific conditions which include full group participation, and implementation of an updated and effective program evaluation.

Carried

13. Neighbourhood Food Hub

13.1. Update

Susanne provided an update. Overall things are going well. Programs are being offered to the Red Door Shelter residents which include family cooking and canning workshops. Discussions are underway about funding to support staffing. A Food Hub partners meeting is scheduled for later this week.

13.2. Investing in Canada Infrastructure Program: Community Culture and Recreation

Susanne provided an overview of the capital grant application for entryway and main hall renovations at the Glen Rhodes campus, in which Applegrove will be a joint applicant.

MOTION (Bois/Lim-O'Brien)

To endorse Applegrove's participation as a joint applicant in the Investing in Canada Infrastructure Program: Community Culture and Recreation (Rehabilitation and Renovation Category), and to approve the proposed project.

Carried

14. Don Summerville Revitalization

Susanne shared that an official announcement was made by Mayor John Tory on Monday October 28 and that a meeting was held that evening to inform tenants of the Don Summerville Revitalization and relocation process. Open house events have been scheduled in the Woodfield gym on November 23 and 26 where information will be shared with the community. The City's Housing Secretariat, Developer, and TCHC will be present to answer questions.

15. Directors Concerns – None

16. Adjournment

*The meeting was adjourned on a motion by Tim McNab, seconded by Jean Lim O'Brien.

Chair

Secretary

Board of Directors Minutes

November 4, 2019

4

ADDENDUM

In writing up the minutes it was flagged that some motions were made or seconded by Jennifer, who is an appointed TDSB member of the Board of Management. Under Applegrove's current by-laws the Board of Management functions as a committee of the Board of Directors.

Therefore while Jennifer attends and contributes to the full Board meeting, she is not eligible to make or second motions on behalf of the Board of Directors. The minutes of the November 4 meeting were therefore amended by the Board at its meeting on November 25, 2019 with respect to the three motions listed below. Amended motions are identified with an asterix (*):

MOTION (Yardley/Valentine)
To rescind the motion to accept the minutes of September 30, 2019
Carried

MOTION (Yardley/Valentine)
**To accept the minutes of September 30, 2019*
Carried

MOTION (Kosny/Lim-O'Brien)
To rescind the motion to accept the YTD financial report from the November 4 meeting.
Carried

MOTION (Kosny/Lim-O'Brien)
**To accept the YTD financial report from the November 4 meeting.*
Carried

MOTION (McNab/Lim-O'Brien)
To rescind the motion to adjourn the November 4 meeting.
Carried

MOTION (McNab/Lim-O'Brien)
**To adjourn the November 4 meeting.*
Carried



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Minutes of the Board of Directors Meeting November 25, 2019

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

Present: Iggy Kosny, Jean, Lim-O'Brien (Chair), Tim McNab, Jim Valentine, Moneca Yardley

Regrets: Paula Fletcher, Vai Teng Law, Michael Miceli

Staff: Susanne Burkhardt, Susan Horley, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

Jean called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended.

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation 6 of the Truth and Reconciliation Commission. This recommendation starts the section on Education.

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Tim

6. Volunteer Hours – Hours were recorded by May.

In writing up the minutes it was flagged that some motions were made or seconded by Jennifer, who is our appointed TDSB member of the Board of Management. Under Applegrove's current by-laws, the Board of Management functions as a committee of the Board of Directors. Therefore while Jennifer attends and contributes to the full Board meeting, she is not eligible to make or second motions on behalf of the Board of Directors. The minutes of the November 4 meeting must therefore be amended:

MOTION (Yardley/Valentine)

To rescind the motion to accept the minutes of September 20, 2019

Carried

MOTION (Yardley/Valentine)

To accept the minutes of September 20, 2019

Carried

MOTION (Kosny/Lim-O'Brien)

To rescind the motion to accept the YTD financial report from the November 4 meeting.

Carried

MOTION (Kosny/Lim-O'Brien)
To accept the YTD financial report from the November 4 meeting.
Carried

MOTION (McNab/Lim-O'Brien)
To rescind the motion to adjourn the November 4 meeting.
Carried

MOTION (McNab/Lim-O'Brien)
To adjourn the November 4 meeting.
Carried

7. Minutes of the November 4 Board of Directors Meeting - deferred

8. Finance

8.1. Year-To-Date Statistics

Susanne provided an overview and highlighted the upward and downward trends. To date we show an annual increase of 800 visits.

8.2. YTD Financial Report

Susanne provided an overview of the report and highlighted the variances that required explanations.

MOTION (Yardley/Kosny)
To accept the YTD financial report.
Carried

8.3. 2020 Preliminary Program Budget

Susan presented the 2020 preliminary program budget and answered any questions Members had. Members were concerned with the increase in permit fees and its impact on fees for summer camp and March Break. A request was made for staff to provide a summary of permit fee spending for the past 3 years.

MOTION (McNab/Valentine)
To accept the 2020 preliminary program budget.
Carried

8.4. 2020 EarlyON Budget

Applegrove will submit the 2020 EarlyON Operating Budget request on November 29 and it requires Board approval. The request will be based on the 2020 preliminary program budget which includes additional funds to cover increased costs in salaries, benefits and rent.

MOTION (McNab/Valentine)
To approve the 2020 EarlyON budget submission.
Carried

8.5. Admin Budget Update (Added)

Susanne provided an overview of the draft AOCC Budget notes from the City. City staff recommends that our base funds increase by \$11,000 for new permit fees as per the business case that was included in our budget submission. The two additional business cases submitted have not been recommended but are in the Budget Analyst notes for Council review.

9. Strategic Initiatives Committee Report

The Committee has not met since our last meeting.

10. Membership, Nominations and Outreach Committee Report

The Committee has not met since our last meeting.

11. Pasta Fest

May provided debrief notes and a financial report for review. The event was a success with slightly more funds raised than last year. However we had support to cover food costs and only had to pay one Legion staff. Fewer tickets were sold to improve spacing and room flow and the silent auction was replaced with a “pick a prize” game. Thanks to Jim for Mirvish tickets, Pierre for donating the sound system and Vai Teng, our Master of Ceremonies.

12. EarlyON Grant

May thanked Members for the quick turn around on Board approval for the EarlyON grant. All EarlyON centres could apply for enhancement and capital grants, although programs in schools were not eligible. The grant was submitted on Friday and we requested: capital funding (\$7415) and enhancement funding (\$28709) for the TAC location.

13. Neighbourhood Food Hub

Susanne provided an update and shared that SDFA will be providing an one-time 6 month grant for the Food Hub to allow for time to find a longer term solution. Susanne will meet with SDFA this week to discuss the Food Hub.

14. Glen Rhodes Lease

A meeting of all stakeholders took place last week to discuss the terms for the continued use of the church for the Food Hub and as an Applegrove satellite location. Next steps are fact finding which includes taking room measurements and confirming operating costs.

15. Don Summerville Revitalization

Applegrove is involved in the tenant engagement piece of this project. Susanne will attend a Tenant Advisory Group meeting next week and their Holiday party on December 19. A community open house was held in the Woodfield gym on Saturday, with another on Tuesday evening.

16. Directors Concerns – None

17. Adjournment

The meeting was adjourned on a motion by Jim Valentine, seconded by Moneca Yardley.

Chair

Secretary

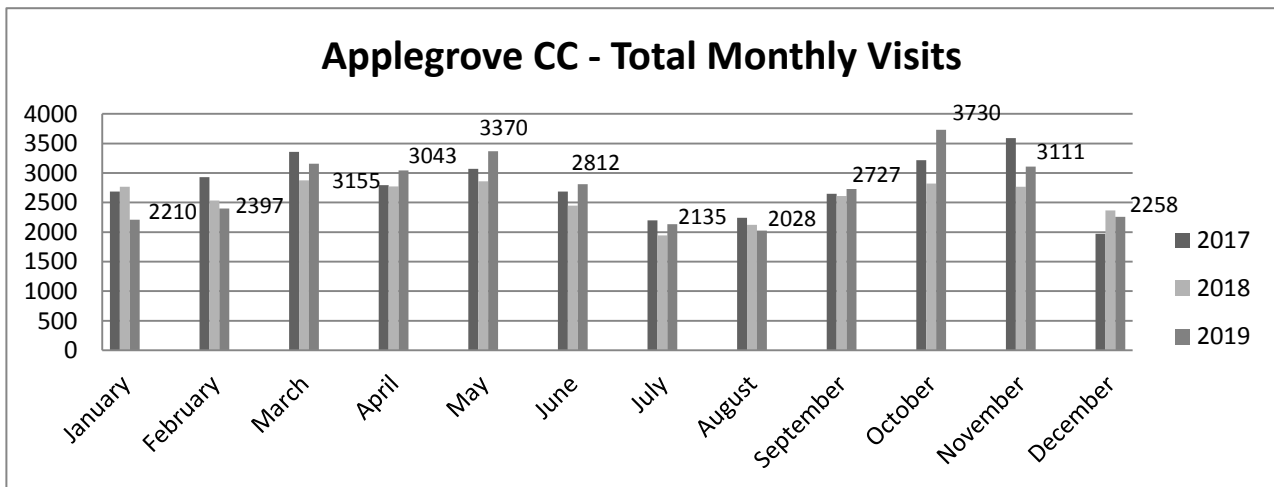
Applegrove Community Complex Program Statistics to December 31, 2019

Total Annual Visits 2019 = 32,976
Total Annual Visits 2018 = 30,908
Total Annual Visits 2017 = 33,397

2019 HIGHLIGHTS

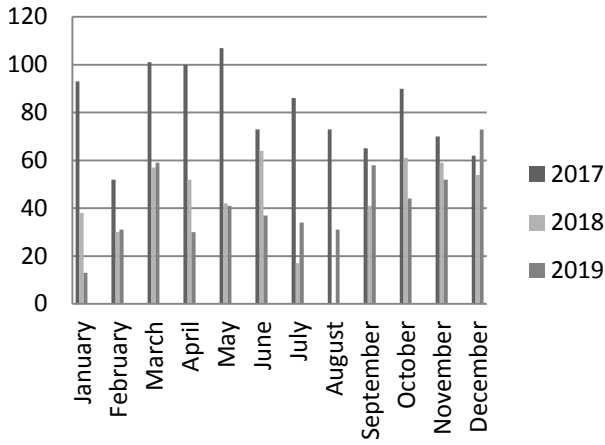
Participation levels remained steady or increased in all program areas. In 2019:

- ↔ Helping our Babies Grow saw **503** visits, compared to **515** in 2018
- ↔ Parent Child Drop-In saw **9042** visits, compared to **9051** in 2018
- ↔ After School Woodfield saw **10562** visits, compared to **10614** in 2018
- ↔ Leadership saw **525** visits, compared to **507** in 2018
- ↔ Teen saw **200** visits, compared to **196** in 2018
- ↑ Applegrove Connection saw **2206** visits, compared to **1983** in 2018
- ↑ Seniors saw **1522** visits, compared to **1322** in 2018
- ↑ Camps (Summer, March Break) saw **2144** visits, compared to **1990** in 2018
- ↑ After School Satellite saw **3886** visits, compared to **3598** in 2018
- ↑ Adult/Community Events saw **1836** visits , compared to **691** in 2018

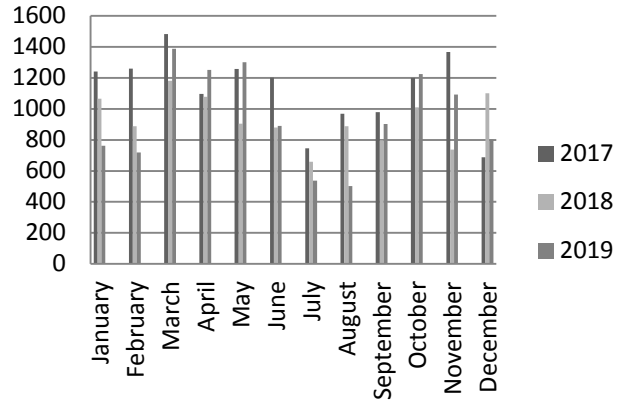


** Table reflects visits for Helping Our Babies Grow, Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play), Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen), Adult/Community (User Groups, Other Meetings, Events & Activities), Seniors and Contacts made at outreach events*

Prenatal Visits (Helping Our Babies Grow)

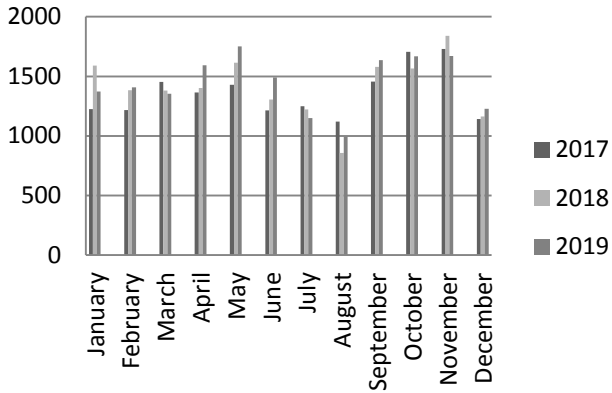


Early Years Visits (PC Drop In, Applegrove Connection, Therapeutic Play)

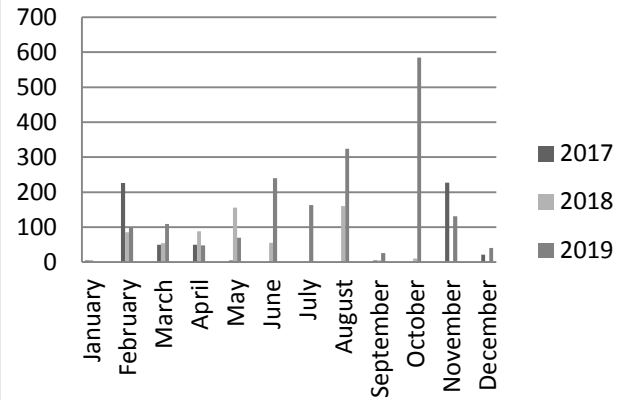


a) Outreach Event Contacts

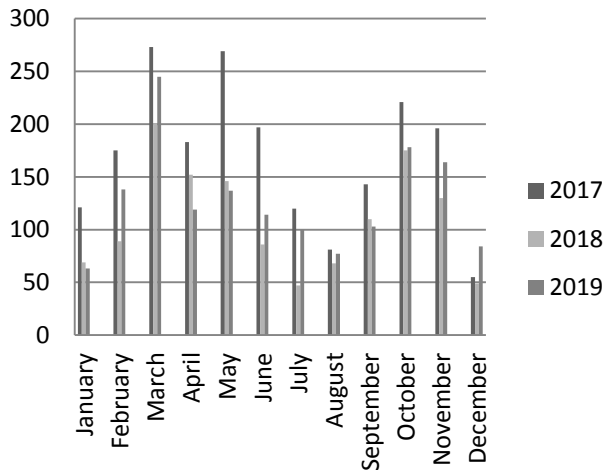
Child & Youth Visits (Camp, After School, Leadership, Youth)



Adult/Community Visits (Meetings, Events, Activities, User Groups)



Seniors Visits





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DRAFT Membership, Nominations and Outreach Committee Notes

January 14, 2020

Present: Iggy Kosny, Vai Teng Law, Susanne Burkhardt (staff), Janina deGuzman (staff), May Seto (staff, recorder)

Regrets: Pierre Bois

1. Introductions and welcome

No introductions needed.

2. Notes from December 3 meeting

No follow-up required from December 3 meeting

3. Events

a. Event Reports

Staff/Board Holiday dinner – Vai Teng and Janina provided feedback about the Staff/Board Dinner, reporting that it was well received and everyone enjoyed the function. Vai Teng and Iggy mentioned it might be nice to do twice a year; one during the holiday season and one in summer with finger foods and refreshments.

b. Event Planning

Family Dance – This event is scheduled for February 1 from 11a.m. - 1p.m. The gym permit is booked from 9 a.m. to 2 p.m. We received a cupcake and popcorn donation. Recruitment for volunteers has started. Promotion will go out soon. Janina will send out poster to elected representatives and we will use our own sound system for the event.

AGM – Susanne is waiting for confirmation from Glen Rhodes on availability on whether Tuesday March 31 or Thursday April 2. Thursday may be better attended so if both dates are available she will confirm that option. Susanne will ask Jennifer Story if her partner, Rick Smith, is interested to speak. Another suggestion was community theatre or a TIFF video - Susanne will connect with Pierre. Other activities will include dessert made by afterschool kids, a good food market, and last year's guitarist. May and Susanne will decide on food early. May will send a staff email to ask for Nellie Snow recipients by the January 24 Board meeting. The Committee reviewed the AGM work plan and highlighted action items.

4. Board Recruitment

a. Board list - Susanne reported that four Board members will reach the end of their 2 year term in 2020, none are at their 4 term (8 year) maximum. One member has let Susanne know that they will not continue – we therefore need to recruit 1 new Board member. If there is a skill required on the Board we may want to do targeted outreach. Members felt that law and financial would be good skills for a new member. The Committee discussed some candidate ideas, with more discussion needed at the Board meeting.

b. Recruitment process and timeline - Susanne provided an overview of the process. To comply with bylaw timelines we need to prepare for recruitment in early/mid January, send out membership renewal, recruitment notice and nomination information in late January, finalize the list of members in good standing and close nominations by end February, and provide 3 weeks AGM notice by early March.

5. Communications

- a. **Website** - The new Wordpress website is being developed worked on and when it is available, will be shared with Board members and staff. Jim Valentine has volunteered to help Susanne with this project.
- b. **Branding** - Development of our new website makes it timely to explore branding including an updated logo. Susanne and Jim have identified a local company to work on this and would like to put together a working group of Board members and staff to inform the process. Once a concept has been developed, we would like to involve members and other staff in some way, for example a facebook poll to get feedback.

6. Outreach

- a. **Campaign Update** - Janina continues to work on consolidate outreach lists and activities for joint outreach. Accessible brochure templates are available and we now need to write the content, which should relate to the new web content. We want track outreach and some funders are starting to ask for outreach stats, so we plan to insert a new worksheet on outreach into our statistics tracking system.

7. Other Business

Waste reduction - Following up on Iggy's request to make more efforts on waste reduction, committee members discussed getting program participants and staff to be responsible in this area. Iggy will forward information on a grant she saw and Susanne will connect with Solid Waste for grant opportunities. Some ideas were green guidelines for programs and events, and zero footprint Fridays.

2020 Meeting dates - Tuesdays are not good for Pierre so he suggested Monday or Wednesday. Committee members were fine with either Monday or Wednesday at 5:30 pm. Susanne will confirm with Pierre and get back to the rest of the committee for the next meeting date.

8. Next Meeting: To be confirmed.



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DRAFT Strategic Initiatives Committee

January 21, 2020

Present: Tim McNab, Jim Valentine, Susanne Burkhardt (recorder), May Seto (staff), Sarah (placement student)

Absent: Andre Riolo,

Regrets: Michael Miceli

1. Strategic Update Reporting

Deferred

2. Special Projects

- a. *Neighbourhood Food Hub* – The grant for the Food Hub was approved at the Committee level and will go to Council for final approval. We will receive \$60,000 in funding from SDFa from January to June to support food hub operations. Applegrove will be invited to apply for its Community Service Partnership (CSP) grant program for annual funding of \$120,000 to support food hub operation. Board level discussion is needed to inform the governance relationship between Applegrove and Food Hub. Susanne hopes to meet with the City Councillor on this also.
- b. *Glen Rhodes Church* – Susanne provided an update on lease discussions. Representatives from SDFa and City Real Estate are working on costing operations and state of good repair. The current lease ends April 30 and if a lease cannot be finalized by then a transitional plan will be needed. Board discussion is needed on what the food hub relationship and a Glen Rhodes lease means for Applegrove. Members suggested consulting with a lawyer who specializes in not-for-profit agencies to understand risks and what is needed. Susanne may also connect with our governance liaison at the City.
- c. *TCHC Don Summerville Revitalization* – Tenant relocation process will be held in February and will take place in the Duke gym. Applegrove has put in a permit and awaiting confirmation. Susanne will have a meeting with the developer to talk about how Applegrove will be compensated for our staff time and involvement.
- d. *Branding/Website* – Applegrove has hired a design firm to help with branding, including a new logo. This will help as we develop our new website. The new website will be launched at the AGM.

3. Partnership and Grants

- a. *Grant application updates* - The Committee reviewed the 2019 application summary. May highlighted a new grant of approximately \$35,000 to enhance our satellite EarlyON program location. Our home site was not eligible because it operates out of a school. For 2020 applications will focus on existing programs as our capacity for new programming is currently limited due to the food hub and Don Summerville work.
- b. *Over the Rainbow update* – May met with staff to highlight expectations for the upcoming session which include running with full enrollment, targeted outreach, and better evaluation that collects useful data. Outreach is underway but to date no families have

expressed interest. A deadline was set to re-assess if numbers were not full. The committee suggested that a more descriptive program name could improve promotion.

4. Risk Register

Susanne provided an overview of the updated risk register, which was amended to include responsibility for the operation of Glen Rhodes Church, integration with the Neighbourhood Food Hub and cyber security risks. Our computer refresh is scheduled for late February/ early March. The need for an IT strategy will be added to the next meeting agenda.

5. Other Business

- a. *TDSB Labour issues* – Applegrove offered a strike camp on Monday. It was at the Toronto Formosan Church instead of the Legion as they increased the daily rate at the last minute. 22 children were registered.
- b. *Permit fees* – The Committee reviewed a draft Board briefing note to the committee on costs from 2012 to 2019 with contextual information. Highlights include increased fees in 2018-2019 due to re-categorization and anticipated increases in 2020 due to the loss of Priority Schools Initiative funding.
- c. *Connect to Kids* – Susanne will do the training.
- d. *Remaining consulting funds* – There is an outstanding amount left over from the 2018 Novita contract. The Committee discussed the possibility of using these funds to support upcoming work that requires additional funding.

Next Meeting: TBA

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Board of Management Meeting

AGENDA – January 27, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the November 25 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee Report (*attached*)
 - D.1. Finance Manager Recruitment

8:50

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

8:55

- F. Correspondence List (*attached*): for information

9:00 Adjournment

Next Meetings and Events

2020 Board meetings

Monday January 27	7 p.m.
Monday February 24	7 p.m.
Tuesday March 31/Thursday April 2	AGM – to be confirmed
Monday April 27	7 p.m.
Monday May 25	7 p.m.
Monday June 22	7 p.m. (1 week early because of school year end)
Monday September 28	7 p.m.
Monday October 26	7 p.m.
Monday November 30	7 p.m.



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Minutes of the Board of Management Meeting November 25, 2019

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

Present: Iggy Kosny, Jean, Lim-O'Brien (Chair), Tim McNab, Jim Valentine, Moneca Yardley

Regrets: Paula Fletcher, Vai Teng Law, Michael Miceli

Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the November 4 Board of Management Meeting

MOTION (Yardley/Valentine)

To accept the minutes of November 4, 2019.

Carried

D. Personnel Committee Report

At its November 6 meeting the committee discussed succession planning for the Finance Manager who is expected to retire at the end of March. The committee looked at the revised job description and discussed recruitment. The committee also completed the mid-year performance review for the Executive Director.

E. Staff Engagement Survey Update

Applegrove employees completed a survey in spring. Susanne reviewed the results, and May and Susanne need to look at it in more detail. There were many positive results but one recurring area of improvement. Susanne and May will discuss how to resolve this.

F. Executive Director's Report: for information

Susanne provided an overview of the Executive Director's report.

MOTION (Yardley/Valentine)

To accept the Executive Director's Report.

Carried

G. Correspondence/Information

No actions required. For information only.

H. Adjournment

The meeting was adjourned on a motion by Iggy Kosny, seconded by Tim McNab.

Chair

Secretary



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DRAFT Personnel Committee Meeting Notes

January 15, 2020

Present: Jean Lim, Jennifer Story, Moneca Yardley, Susanne Burkhardt (recorder)

1. Notes from December 3, 2019 meeting

- The notes were reviewed and accepted by the group.

2. Staff Updates

- a. *Seniors* – The committee discussed the position as well as the timeline for posting the job.
- b. *Food Hub/Glen Rhodes* – The committee discussed potential staffing implications for Applegrove as a result of its connection to and funding relationship with the Neighbourhood Food Hub. By mid-year the food hub model will be defined and documented, and it was identified that there is a need for Board visioning that can inform governance and operational planning in the future. The committee also discussed staffing implications of the possibility of operating some satellite Applegrove programs at Glen Rhodes Church.
- c. *After School* – Susanne briefed the committee on some staffing issues.

3. Finance Manager Retirement

- The committee discussed timelines and strategy for filling the position, with consideration of the fact that the outcome of Applegrove’s 2020 budget request will not be finalized until City Council’s budget meeting on February 19.

4. Bargaining Update

- The bargaining process with Local 2998 is expected to begin in the coming weeks. Susanne has received and responded to information requests through the City’s Labour Relations Unit.

5. Standing Item: Overtime and Workload

- In accordance with City policy, management is focused on building up excess lieu time. Susanne was challenged in using up vacation time accrued over the past year, so efforts will be made to do so this year.

6. Policy – no new updates

7. Other Business

- a. Staff Engagement Survey was deferred to the next meeting
- b. Moneca will add additional comments to Susanne’s 2019 mid-year performance review.

8. ED Performance Planner

- Committee members conducted their mid-year review of Susanne’s 2019 Performance Planner.

Next Meeting: TBC

Charitable Number: 10671 8943 RR0001

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

January 20, 2020

Job Action – Elementary school teachers are currently engaged in a work-to-rule campaign and rotating strikes. On Monday we held a day program at our Toronto Formosan Presbyterian Church satellite site that was attended by 22 children. If the strikes continue we anticipate that the number of participants will rise. Our other programming is continuing to operate in the school for now. In order to prepare for possible escalation, we have updated the contingency plan developed in case of school closure by CUPE educational staff in October and will be in touch with Board and staff to provide updates as they emerge.

Computer ‘Refresh’ – Every 5 years, AOCCs are eligible for new hardware and software as part of the City’s sustainment program. In late February/early March the City will replace our 4 City-owned desk tops and 2 notebook computers with new devices. We have requested that 2 of the desktops be replaced with notebooks to facilitate office rearranging and movement into other spaces as needed. Having new computers and software for some staff will help to modernize Applegrove’s IT system, however our technology needs extend beyond this and more investment will be needed to ensure data security and support efficient functioning. An example of this is that we do not have a server. Some AOCCs have City-owned servers so I am exploring whether there is any possibility of getting one through the City.

Website and Branding – We are working on a new website that we plan to launch at the AGM. The workplan includes 4 phases: discovery, foundations and design, content and final review/edits. We are currently in the discovery phase and will move into foundations and design in February. In order to support this process and to ensure a long-lasting website we are also working with a local company to do a branding exercise through which we will define a ‘look and feel’ for Applegrove, including an updated logo, colour scheme, and design guidelines to support more consistency in our outreach and other materials. Jim has volunteered to help lead this work, which will happen in the next month and will include opportunities for engagement by Board members and staff, as well as public feedback.

Grievances, Complaints and Compliments

There have been no grievances, formal or informal complaints reported since the November ED report.

Respectfully submitted,

Susanne Burkhardt

Applegrove Community Complex
Correspondence / Information Received
 January 20, 2020

From (Date Received)	Regarding	Action(s)
City Clerk (Nov 27)	<u>Audit Committee Item 4.1 - Cyber Safety: A Robust Cybersecurity Program Needed to Mitigate Current and Emerging Threats</u> directs the City Manager to work with City Agencies to provide a cyber security risk assessment and implementation plan to the Chief Technology Officer in 2020. The report also directs exploration of centralized IT services for City agencies.	Susanne will continue to liaise with AOCC EDs & City IT on how to achieve this.
Environment and Lands Tribunal Ontario (Dec 17)	Notice of proceedings commenced at 1001 Broadview Ave. re. a request to amend the Official Plan to permit a 10 story mid-rise mixed use commercial building. Case management conference to be held Jan. 24 at 10am at 655 Bay St., 16 th floor.	R&F
City Clerk (Dec 18)	Notice of Public Meeting on January 8, 10am (Committee Rm 1, City Hall) re. request to amend the Zoning Bylaw to facilitate redevelopment of 1151 Queen St. with a 6 story mixed-use building.	R&F
City Clerk (Jan 6)	<u>Executive Committee Item 10.1 – Toronto Poverty Reduction Strategy – 2019-2022 Action Plan</u> directs City Agencies to share data, as permitted with various legislative authorities, to support the monitoring and evaluation of the strategy's shared outcomes.	Susanne will facilitate data sharing as required.
City Clerk (Jan 6)	Notice of passing of Zoning Bylaw 1774-2019 and information on how to file and appeal.	R&F
City Clerk (Jan 7)	Notice of development applications received under the Planning Act. In the Toronto-East York area these are for: 1) 3 tall buildings at 6 Dawes Rd., 2) 5 storey residential building at 601-605 Oakwood Rd., and Redevelopment of the Don Summerville site at 1555-1575 Queen St. E.	R&F
City Clerk (Jan 10)	Notice of passing of By-Law 1775-2019 to designate 39 Commissioners St. as being of cultural heritage value or interest.	R&F
City of Toronto (Jan 10)	Pre-Construction Notice re. sewer upgrades on Woodfield Road .	Monitor for any impact on access to the site and respond as needed.

*R&F = Receive and File