



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 – October 29, 2018

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. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Minutes of October 4 Board Meeting (*attached*): to be accepted

7:05

7. Finance
 - 7.1. Year-to-date Statistics (*attached*): for information
 - 7.2. Year-to-date Financial Report (*attached*): for information
 - 7.3. Updated Program Budgets (*attached*): to be endorsed

7:25

Motion needed to discuss the next items *in camera* (without guests or staff other than the relevant staff), as they deal with identifiable individuals or confidential information.

8. 2018 Admin Budget Update (*confidential memo sent separately*)
9. Consultant Update

Motion needed to return to the public meeting.

7:40

Motions arising from *in camera* discussion

7:45

10. Strategic Initiatives Committee Report (*notes of Oct 9 attached*)
 - 10.1. Board Visioning Session
11. Membership, Nominations and Outreach Committee Report (*to come*)
12. Appointment to fill Board Vacancy

8:05

13. New Items
 - 13.1. Holiday and Summer Camp Updates
 - 13.2. Community Food Hub
 - 13.3. AGM Date

8:30

14. Directors' Concerns
15. Adjournment



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 Management Meeting AGENDA -- Monday, October 29, 2018

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the October 4 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Appointment to fill Board Vacancy

8:45

- E. Personnel Committee Report

8:50

- F. Executive Director's Report (*attached*): to be accepted

8:55

- G. Correspondence List (*distributed at meeting*): for information

9:00 Adjournment

Next Meetings and Events

Board meeting: Monday, December 3, 2018



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 October 1, 2018 (rescheduled from Sept. 24)

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab,
Jim Valentine
Regrets: Natasha Graham, Councillor McMahon, Michael Miceli
Staff: May Seto (Recorder), Susanne Burkhardt

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome

Everyone introduced themselves to Susanne.

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Vai Teng Law

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

The envelope was not circulated. The Board will identify an approach for Board donations when the membership is implemented.

7. Minutes of the May Board of Directors Meeting

MOTION (Lim-O'Brien/McNab)
To accept the minutes of June 18, 2018.
Carried

8. Finance

8.1. Year-To-Date Statistics

Members reviewed and noted that it would be helpful to have previous years' data for comparison.

8.2. YTD Financial Report

Members reviewed the information. Susan H. will be invited to the next Board meeting to provide more detail and answer any questions. Motion deferred to October Board meeting.

8.3. Updated Program Budgets

Members reviewed the information. Susan H. will be invited to the next Board meeting to provide more detail and answer any questions. Motion deferred to October Board meeting.

Carried

9. Strategic Initiatives Committee

9.1. TDSB Lease Update

Susanne provided an overview explaining that the new lease has not yet been signed and is not favourable for Applegrove. Staff will wait to hear from Facilities and Real Estate to address some of the issues and discuss further.

MOTION (Law/Riolo)

To discuss the next items in camera as they deal with identifiable individuals or confidential information.

Carried

9.2. Consultant Update

Andre provided an overview of the meeting and answered any questions Members had. Susanne also provided an overview of her phone call with Novita.

MOTION (Law/Riolo)

To return to the public meeting.

Carried

MOTION (Riolo/McNab)

To accept the SI Report.

Carried

10. Membership, Nominations and Outreach Committee Report

Ann provided an overview and answered any questions Members had.

MOTION (Law/Lim-O'Brien)

To accept the MNO Report.

Carried

11. New Items

11.1. Holiday Camp Update

May presented numbers from last year. Last year, 4 days of camp were offered from Jan. 2 – 5. There were 21 participants registered. Members required more information and suggested taking a poll from the Afterschool programs and providing a break-even budget to the next Board meeting.

11.2. Afterschool Subsidy

Board members reviewed information and suggested keeping the subsidy of \$15,000 as a “soft” threshold amount and will determine a “hard” threshold

Board of Directors Minutes
October 1, 2018 (rescheduled from Sept. 24)

3

amount for subsidy at the next Board meeting. Members asked staff to do further research on subsidy at other centres, and to draft a subsidy grid model to maximize the impact of subsidy funds.

- 11.3. Community Food Hub
Susanne provided an overview of the meeting she had with the City with respect to the possibility of supporting development of a Community Food Hub model in the east end. Members felt that this represents a good opportunity for Applegrove. Susanne will pursue the idea and get more clarification on funding and expectations.

12. Directors' Concerns – None

13. Adjournment

The meeting was adjourned on a motion by Jim Valentine, seconded by Tim McNab.

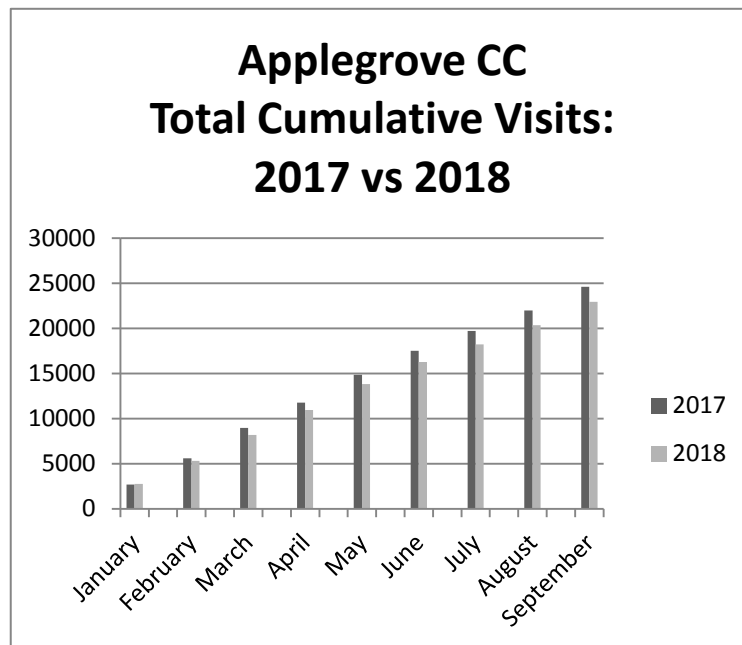
Chair

Secretary

**Applegrove Community Complex
Program Statistics
2017 vs 2018**

The table below reflects the number of total cumulative visits for the following programming streams:

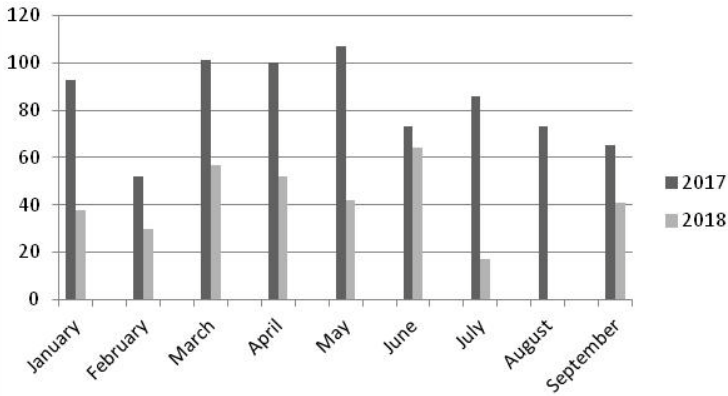
- a) Pre/post natal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts



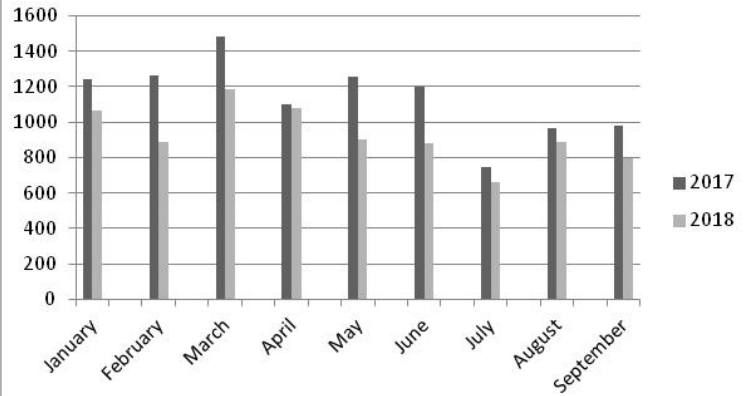
Key Points:

- Overall, 2018 month by month participation levels show the same trends as 2017.
- On average, 2018 monthly overall participation levels are 7% lower than in 2017.
- Programs that are trending upward include:
 - After 4 (both locations)
 - Adult/Community activities and events
- Programs that are trending downward include:
 - PC Drop-in and Applegrove Connection
 - Leadership & Teen Programs (for youth)
 - Helping our Babies Grow
 - Seniors

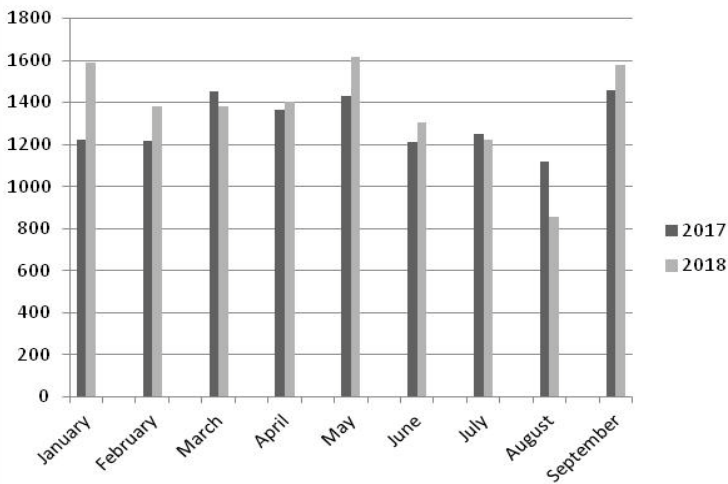
Prenatal (Helping Our Babies Grow)



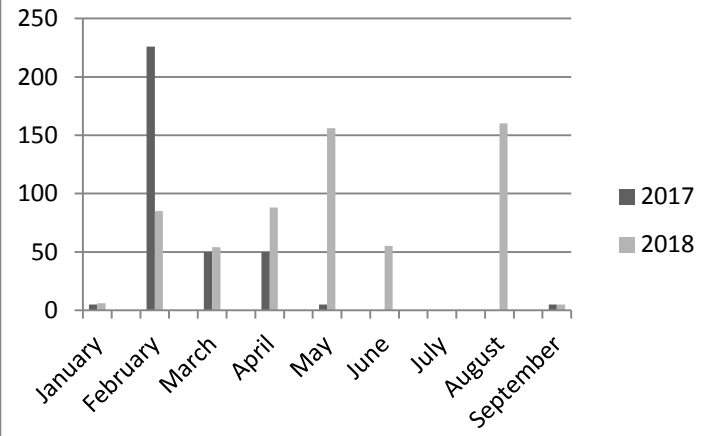
Early Years (PC Drop-In, Applegrove Connection, Therapeutic Play)



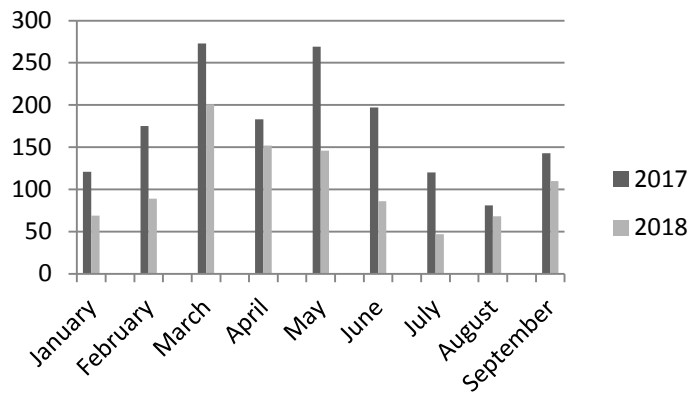
Children & Youth (Camp, After 4/PA, After 4 Satellite, Leadership, Teen)



Adult/Community (User Groups, Other Meetings, Events & Activities)



Seniors



INDIVIDUAL PROGRAMS		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Helping Our Babies Grow	2017	93	52	101	100	107	73	86	73	65	90	70	62	972
	2018	38	30	57	52	42	64	17	0	41				341
Applegrove PC Drop-in	2017	1033	1046	1203	837	906	952	745	969	752	960	1025	451	10,879
	2018	729	682	958	846	745	697	647	888	649				6841
Applegrove Connection	2017	201	191	259	255	325	229	0	0	227	235	326	230	2478
	2018	327	197	212	220	135	160	0	0	149				1400
Therapeutic Play	2017	8	23	22	6	28	22	0	0	0	5	16	8	138
	2018	10	10	12	13	24	23	13	0	0				105
Seniors	2017	121	175	273	183	269	197	120	81	143	221	196	55	2034
	2018	69	89	201	152	146	86	47	68	110				968
Camp	2017	81	0	159	0	0	0	1086	1010	0	0	32	0	2368
	2018	75	0	142	0	0	0	1096	677	0				1990
After 4/PA	2017	953	923	971	1032	1178	1089	0	0	1090	1225	1254	898	10613
	2018	1149	1008	884	1025	1200	1016	0	0	1145				7427
After 4 Satellite	2017	135	162	182	176	189	125	0	0	367	379	394	234	2343
	2018	365	303	282	298	377	289	0	0	434				2348
Leadership	2017	0	70	73	80	0	0	162	110	0	55	51	11	612
	2018	0	45	54	38	0	0	127	180	0				444
Teen	2017	56	62	67	76	62	0	0	0	0	48	0	0	371
	2018	0	27	20	42	37	0	0	0	0				126
User Groups	2017	0	13	0	0	0	0	0	0	0	0	47	21	81
	2018	0	0	0	0	0	0	0	0	0				0
Other	2017	5	213	50	50	5	0	0	0	5	0	180	0	508
Book Club, special events, Annual Meeting, Income Tax Clinic	2018	6	85	54	88	156	55	0	160	5				609
Outreach - contacts	2017	0	0	0	0	200	230	75	0	200	0	0	20	725
	2018	0	60	0	0	0	60	0	150	80				350

Applegrove Community Complex

2018 Revised Program Budget (draft) - SUMMARY

REVENUE	PC	Special	PC EYET	AGC	HOBG	OTR	AS	AS - SAT	PD Days	Jr Leaders	Holiday Bk	March Bk	Teen	Camp	Leadership	SR & CTT	PA	Board	PG TOTALS
City grants, Children's Services	114,704			28,609										7,000					150,313
Children's Services, additional	5,075													6,652					11,727
Provincial grants																34,499			34,499
Federal grants					27,584									22,780	7,594				57,958
EarlyON, Special Needs		3,050	12,000																15,050
Charitable donations	1,000			500	1,000										0	2,000		4,500	9,000
Program fundraising projects	1,500			1,000										500	0	200			3,200
United Way grant						0													0
Fees from users							224,200	71,568	4,680	6,030	2,830	4,558		52,250	7,215	4,105		2,025	379,461
Corporate donations													2,150		0				2,150
Foundation grants														6,000					6,000
Net proceeds from Wellness Fair																800			800
Net proceeds from PastaFest																		4,500	4,500
Net proceeds from Family Dance																		50	50
Interest on Pg acc'ts & investments																		3,000	3,000
	122,279	3,050	12,000	30,109	28,584	0	224,200	71,568	4,680	6,030	2,830	4,558	2,150	95,182	14,809	41,604	0	14,075	677,708
EXPENSES																			
Salaries & Benefits	116,742	3,050	11,761	25,238	10,475	31,921	154,774	36,091	2,876	2,582	2,116	4,184	6,180	78,162	12,917	33,077	30,030	1,000	563,174
Program Expenses	13,255	0	0	7,635	19,590	3,600	34,573	14,800	1,752	2,000	400	620	2,053	19,347	2,608	9,381	1,200	13,993	146,807
	129,997	3,050	11,761	32,873	30,065	35,521	189,347	50,891	4,628	4,582	2,516	4,804	8,233	97,509	15,525	42,458	31,230	14,993	709,981
NET SURPLUS/DEFICIT	-7,718	0	239	-2,764	-1,481	-35,521	34,853	20,677	52	1,448	314	-246	-6,083	-2,327	-716	-854	-31,230	-918	-32,273
Notes:																			
staffing complement & benefit options maintained, unless known otherwise																			
2018 wage & benefit rates																			
2018 grant amounts unless otherwise noted																			

Applegrove Community Complex

2018 Revised Program Budget (draft)

EXPENDITURES

EXPENDITURES	2018 REVISED	2018 approved	Change		Comments
Parent/Child	129,997	125,631	4,366	1	Note 1 - Parent/Child Drop-in & Applegrove Connection
Parent/Child Special Needs	14,811	14,808	3		Increase in planned spending - one-time grant for program materials.
Applegrove Connection	32,873	32,645	228	1	
HOBG (funded & AG share)	30,065	30,038	27		
Over the Rainbow	35,521	35,365	156		
Afterschool	189,347	184,522	4,825	2	Note 2 - Afterschool Program
Afterschool Satellite	50,891	50,651	240		Significant increase in permit fees for 2018.
PD Days	4,628	4,628	0		
Junior Leadership	4,582	4,582	0		
Holiday Break Camp	2,516	2,516	0		
March Break Camp	4,804	4,897	-93	3	Note 3 - Teen Program
Teen Program	8,233	12,628	-4,395		Projected deficit revised to reflect lower expenses in first half of 2018.
Summer Camp	97,509	97,521	-12		
Summer Leadership	15,525	15,527	-2	4	Note 4 - Seniors & CTT Program
Seniors and CTT Program	42,458	45,280	-2,822		Decreased salary expenses due to employee turn over.
Program Assistant	31,230	31,129	101		
Board	14,993	1,920	13,073	5	Note 5 - Board
					2018 actual expenses include consultant fees and workshop expenses for Board programs.
Total	709,981	694,288	15,693		

September 30, 2018 YTD Financial Report		Based on approved City Budget and draft program budgets approved at November Board meeting						
		<ul style="list-style-type: none"> • Variance highlighting <ul style="list-style-type: none"> ○ Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note ○ Unfavourable variance of 16% and up = highlight in pink and may need additional page ○ Favourable variance of 20% or more = highlight in blue and may need additional page. 						
		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes	
City Funded Administration	Expense	277,649	290,912	13,263	5%			
	Income	293,895	289,491	-4,404	-1%			
Families with Young Children	HOBG	Expense	21,055	23,719	2,663	13%		Funding received at unpredictable intervals, and funding year runs April - March. Year end spending
		Income	21,438	12,693	-8,745	-41%	§	
	PC	Expense	102,761	103,431	670	1%		
		Income	96,816	104,036	7,221	7%	Q	
	AC (formerly EW)	Expense	23,702	22,084	-1,618	-7%		
		Income	21,347	21,036	-311	-1%	Q	
	Therapeutic	Expense	25,793	17,866	-7,927	-31%		Adapted summer programming reduced costs. Program's funding ended after the budget was approved. There is surplus to maintain program to the end of March 2019.
		Income	13,375	0	-13,375	-100%	?	
Children and Youth	After School including March Break and Holiday	Expense	138,191	130,552	-7,639	-6%		
		Income	171,280	169,931	-1,349	-1%		
	Satellite	Expense	34,805	31,004	-3,801	-11%		
		Income	42,840	52,484	9,644	23%		
	Teen	Expense	8,609	4,011	-4,598	-53%		With little income, we trimmed staff hours. The program did not resume until February and did not run June - September.
		Income	1,000	0	-1,000			
	Jr Leaders	Expense	2,293	1,358	-935	-41%		Fewer participants registered than budgeted
		Income	3,015	2,385	-630	-21%		
Seniors	Expense	33,712	29,704	-4,008	-12%	§		
	Income	34,504	34,911	406	1%			
Fundraising general program	Program General	Expense	23,014	22,495	-519	-2%		Program Assistant and relevant expenses.
	Agency fundraising and donations	Expense	1,727	13,426	11,700	678%		Consultant fee
	Revenue	5,230	7,077	1,847	35%			
§ = Special April-March financial year		Q = Funding received quarterly		? = Funding received twice annually				

APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
September 30, 2018
ASSETS

Alterna - Admin Account	8,058.99
Alterna - Program Account	145,711.94
Alterna - Trust Account	264.16
Alterna - Member Shares	154.96
Alterna Term Deposits - Program	137,191.66
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	2,502.20
Outstanding Transfers Between Accounts	(2,263.13)
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	270,503.57
City of Toronto - Receivable	11,519.84
HST Receivable - Admin & Program	5,938.74
Prepaid Expenses	11,018.13
	<u>590,751.06</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	168,431.00
Unrealized Actuarial Gain	76,882.00
Income Taxes Payable	6,820.53
CPP Payable	3,364.20
EI Payable	1,659.24
OMERS Payable	7,446.18
WSIB Payable	512.26
Union & COTAPSAI Dues Payable	779.73
EHT Payable	1,118.44
Vacations Accrued - Admin	25,190.57
Vacations Accrued - Program	10,476.18
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>313,551.55</u>
Accrued Expenses	0.00
Deferred Income	39,889.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	125,666.29
Teen Program	0.00
Seniors Programs	17,251.69
Board/Management	27,981.33
Summer Programs	31,625.77
The Applegrove Connection	0.00
HOBG	2,750.66
Over the Rainbow	44,564.13
Current Program Income	490,374.60
Current Program Expenses	<u>(501,483.26)</u>
	(11,108.66)
Admin:	
Current Admin Funding - City of Toronto	289,455.58
Interest on Admin Account	35.54
Current Admin Expenses	<u>(290,911.82)</u>
Current Admin Surplus/Deficit	(1,420.70)
	<u>590,751.06</u>

Strategic Initiatives Committee

October 9, 2018

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

Regrets: Michael Miceli, Andre Riolo (Chair)

1. Next Meeting

- Monday, November 5 at 6:30 p.m.

2. Visioning Session

- At the previous SI Committee and Board meetings, the suggestion was made that the Board and Management could come together for a half day off visioning session to make sure the agency is still on track with its strategic directions.
- It was suggested that this happen in the next few months. Ann had suggested October 27, November 3 or November 10. The Committee reviewed those dates and based on availability and post-election timing suggested November 17 from 9:30 to 12:30.
- The Committee discussed what the strategic planning process has looked like in the past. Previous plans had 3 or 5 year time frames and were updated annually or as needed. The current strategic plan was developed in December 2014 as a 5 year plan, and was most recently updated in 2017.
- The Committee reviewed the 2017 update and identified that:
 - the strategic themes of *program development*, *sustainability* and *community integration* remain relevant and timely for Applegrove, though the details and activities addressed within those themes would benefit from a review and update
 - there would be value in developing an implementation strategy with defined and measurable deliverables in order to help guide the agency's work.
- The Committee discussed the following objectives and activities for the visioning session:
 - Review of strategic plan outcomes and achievements to date
 - High level environmental scan to identify strengths, opportunities, and challenges
 - Explore Applegrove's current and potential role in the landscape of service providers and organizations working in this area
 - Revisit our strategic themes and update them as needed, ensuring that both short and long term facility needs are being addressed
- It was identified that it is important to engage staff in this process and that this could be done following the visioning session
- Working with updated strategic themes and thinking as well as staff feedback, Management will draft an implementation plan for Board approval

Next steps

- May and Susanne will:
 - canvas the Board regarding their availability on November 17
 - identify a location
 - develop a draft agenda for review and discussion at the next Committee meeting
 - plan for staff consultation.

3. Novita

- In keeping with discussion at the Board meeting, the Committee did not want to proceed with the space review proposed by Novita. While there would be benefits to an external review, it was felt that staff has a good sense of how our space can be improved.

- The Committee felt that additional ideas may emerge from the Board visioning session, and would like to revisit possible work items for Novita at that time.

Next steps

- Susanne will:
 - contact Novita to determine whether they are open to discussing possible work items for the remaining contract funding after the visioning session
 - check in with Susan Horley about the feasibility and any implications of carrying forward the funding allocated for the consultant into the next fiscal year.

4. Food Hub

- The Committee felt that that increased involvement on issues of food access, security and using food to connect the community would be an enhancement of the agency's work that could also augment our existing programming.
- With respect to the idea of exploring the development of a community food hub, the Committee discussed that it would be a strategic fit for Applegrove to be involved. This would not involve taking on a new area of operations e.g. running a food bank, but rather helping to facilitate a process for developing a food hub model for this part of the city.

Next steps

- Susanne will:
 - reach out to The Stop and Community Food Centres Canada to learn more about food hubs
 - reach out to the City for more information.



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 October 1, 2018 (Rescheduled from Sept. 24)

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab, Jim Valentine.
Regrets: Natasha Graham, Councillor McMahon, Michael Miceli, Trustee Cary-Meagher.
Staff: May Seto (Recorder), Susanne Burkhardt.

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the June 18 Board of Management Meeting

MOTION (Law/Valentine)
To accept the minutes of June 18, 2018.
Carried

D. Personnel Committee Report

Susanne provided an overview and answered any questions Members had.

MOTION (Law/McNab)
To accept the Personnel Committee Report.
Carried

E. Executive Director's Report: for information

Susanne provided an overview.

E.1. Date for November Board Meeting

Members agreed to changing the November board meeting to one week later on December 3rd.

E.2. Volunteers for All Candidates meeting

Applegrove's all candidates meeting was cancelled due to the confusion with the number of wards. We had a date to reschedule but not all the candidates could attend. Applegrove will be partnering with Ralph Thornton and Eastview for an all candidates meeting on October 17. Applegrove will be arranging a school bus to support the participation of local residents in the meeting at Ralph Thornton.

MOTION (Riolo/McNab)
To accept the Executive Director's Report.
Carried

F. Correspondence

MOTION (McNab/Law)
To accept the Executive Director's Report.
Carried

G. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien.

Chair

Secretary

Next Meetings and Events:

Strategic Initiatives Meeting: Tuesday, October 9 at 6:30 p.m.

MNO Committee Meeting: Monday, October 29 at 6 p.m.

Board meeting: Monday, October 29 @ 7 p.m.



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

October 2018

Stakeholder Connections

I continue to meet with local and agency stakeholders in order to orient myself and build relationships. I am enjoying the process, have made a number of good contacts, and am getting a better sense of the community and the groups and agencies that are active here.

Partnerships / Projects

Building on the success of our pilot outreach table at the Leslieville Flea at the Ashbridge Estate, we plan to host a children's activity area at their 2019 markets (there will be 4-5). This is a win-win opportunity – we can do low/no cost outreach that at the same time helps the market to attract families.

We are developing a partnership project with Building Roots, an urban agriculture and food security social venture which coordinates the food garden plots at the Ashbridge Estate. The project will engage our participants and the broader community in food and urban agriculture-related activities and events. Together we are working on a grant application for the City's Community Events Funding program, to be submitted by Building Roots with Applegrove acting as the trustee organization.

Fundraising and Development

A grants calendar is being developed. In submitting applications we will prioritize support and enhancements for existing programs, however are also open to new projects that would benefit Applegrove and the community and which are feasible based on our organizational capacity.

Space Review

I am in discussion with staff on how to make our existing spaces more efficient, user-friendly and inviting. Through a collaborative process we plan to start with the main office, and then work on other spaces.

Hub

On October 10 May and I attended a meeting of our on-site hub partners – Applegrove, Duke of Connaught School, Woodfield Child Care, Pegasus Community Services and S.H. Armstrong. The discussion included partner updates, facility issues (e.g. entrance construction), parking, and opportunities for coordination e.g. cross-promotion of our respective activities. It was a positive meeting.

City of Toronto Substance Abuse Policy

In light of the legalization of marijuana, the City circulated its Substance Abuse Policy (2018) to all City agencies. Policy goals are to assist employees in overcoming drug and alcohol problems and to maintain the City's high standards of service. I have reviewed it carefully and cascaded it to staff.

Grievances, Complaints and Compliments

- There have been no grievances since the September ED report.
- There have been no formal or informal complaints reported since the September ED report.

Respectfully submitted,

Susanne Burkhardt



Applegrove Events and Board / Committee Meetings – October 23, 2018
Office Phone 416-461-8143
“Together, Building Our Community”

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

October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22 Municipal Election	23	24	25	26	27
28	29 7:00 Board	30	31 Halloween			

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 6-8 Punkin' Grove	2	3
4	5 6:30 SI Meeting	6	7	8	9	10
11 Remembrance Day	12 6:30 MNO Meeting (TBC)	13	14	15	16 PA Day	17
18	19	20 6:30 Personnel Committee	21	22 [Duke School Council]	23	24
25 3:30-6:30 Pasta Fest	26	27	28	29	30	

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 7:00 Board	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 CLOSED	25 Christmas CLOSED	26 Boxing Day CLOSED	27 CLOSED	28 CLOSED	29
30	31 CLOSED					

[Brackets] = another group's meeting or event
MNO = Membership, Nominations and Outreach Committee, SI = Strategic Initiatives Committee

Applegrove Events and Board / Committee Meetings – October 23, 2018

Office Phone 416-461-8143

<https://www.wincalendar.com/2018-Calendar-with-Canada-Holidays>

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day CLOSED	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 PA Day	19
20	21	22 [Duke School Council]	23	24	25	26
27	28 7:00 Board	29	30	31		

February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Chinese New Year	6	7	8	9
10	11	12	13	14 Valentine's Day	15 PA Day	16
17	18 Family Day	19	20	21	22	23
24	25 7:00 Board	26	27	28		