

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

October 26, 2020

This meeting is open to the public and will take place using Zoom. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by videoconference

<https://us02web.zoom.us/j/89929049187?pwd=eIJMaWVTWVFSQWp0L2VqMVRja1V2dz09>

Meeting ID: 899 2904 9187

Passcode: eNU6Em

To join by phone

Meeting ID: 899 2904 9187

Call: 647-374-4685 or 647-558-0588

Passcode: 412613

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of Sept 14 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. Cash Flow Update
 - 6.3. 2020 Program Budget Update

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

- 6.4. 2020 Admin Budget Update

Motion needed to return to the public meeting.

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7:25

7. Organizational commitment to action on the Recommendations of the Truth and Reconciliation Commission of Canada: for discussion and approval

7:35

8. Standing Committees
 - 8.1. Membership, Nominations & Outreach Committee Report (*attached*)
 - 8.2. Strategic Initiatives Committee Report (*attached*)

7:50

9. Officers and Committees (*see Procedural By-law*): for discussion and decision
 - 9.1. Select Committee Members
 - 9.2. Select Officers

8:00

10. Program Update
11. Neighbourhood Food Hub Update
12. Don Summerville Update

8:15

13. Directors' Concerns

8:20

14. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting September 14, 2020 – by Webex conference call

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

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

1. Call to Order/Adoption of Agenda/Introductions

Jean called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

2. Indigenous Land Acknowledgement

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of July 20 Board of Directors Meeting

MOTION (Miceli/Kosny)

To accept the minutes of July 20, 2020 Board Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

6. Procedural Bylaw Amendment

On March 19, 2020 the Province passed the Municipal Emergency Act to amend the City of Toronto Act to permit local boards to adopt procedural bylaw amendments allowing members to electronically participate in meetings during declared emergencies. As Applegrove's Board of Management is a standing Committee of the Board of Directors, it was recommended that the Board of Directors also amend its procedural bylaws.

Board of Directors Minutes

September 14, 2020

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On April 30, 2020 the Board of Directors and the Board of Management held special meetings amend Applegrove's respective procedural bylaws accordingly.

At its meeting on July 28 and 29, 2020, City Council adopted a motion to authorize its local boards to extend or adopt remote electronic meeting rules for a period of one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency. In order to implement this, another amendment is required to the procedural bylaws for Applegrove's Board of Management and Board of Directors.

MOTION (Miceli/Riolo)

To adopt the following:

1. *Amend the Procedural By-law for the Board of Directors of Applegrove Community Complex and adopt the draft bill to provide that for a period of up to one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency:*
 - a. *a member of the Board may participate in a meeting of the Board or any committee of the Board by electronic means and will be counted in determining whether or not a quorum of members is present at any point in time;*
 - b. *a member of the Board may participate electronically in a meeting of the Board or any committee of the Board that is closed to the public;*
 - c. *the Procedural By-law will apply with any other minor modifications as may be required to facilitate meetings in accordance with a. and b. above; and*
 - d. *an Annual Meeting or Special Meeting may be held where some or all of the membership participate electronically and a physical meeting may not be held.*
2. *Request City Council to approve the Board-approved amendments to the Procedural By-law for the Board of Directors of Applegrove Community Complex.*
3. *Request the Executive Director, Applegrove Community Complex, to present to the Board of Directors for information the amended Procedural By-law for the Board of Directors of Applegrove Community Complex once approved by City Council.*

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

7. Finance

7.1. Year-to-date Financial Report

Susanne provided an overview. Susanne shared that there is nothing unexpected.

7.2. Cash Flow and Transfer Update

Mark provided an update. The City is still behind 2 months in payments. The AOCCs will send a letter as a group if they don't pay back the funds in the near future. Mark answered questions from Members.

MOTION (Miceli/Law)

To discuss the next item in camera as it deals with identifiable individuals or confidential information.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

7.3. 2020 Admin Budget submission

Susanne highlighted the confidential briefing note and answered questions. Susanne also provided an overview of the admin budget. She shared that AOCCs are recognized by the City as providing essential services in the COVID-19 pandemic.

MOTION (Yardley/Riolo)

To return to the public meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

MOTION (Miceli/Riolo)

To accept the YTD financial report.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Board of Directors Minutes

September 14, 2020

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*Kosny – yes
Miceli – yes
Valentine – yes
Riolo – yes
Yardley – yes*

MOTION (Yardley/Miceli)

To authorize the Executive Director to transfer funds from the Program account to the Admin account for cash flow purposes, should it be required due the City's deferral of monthly Admin funding payments in the months of October, November or December 2020 in order to support Applegrove's cash flow, on an as needed basis only and in consultation with the Board Chair.

Carried

Recorded Vote:

*Lim O'Brien – yes
Law – yes
Kosny – yes
Miceli – yes
Valentine – yes
Riolo – yes
Yardley – yes*

MOTION (Miceli/Yardley)

To approve the 2021 City Admin budget submission.

Carried

8. Re-opening and Continuity of Operations Plan

Susanne provided an overview of the Continuity of Operations Plan and shared that she is still working on an operational plan. This document will show how Applegrove will carry out functions and decision making in a pandemic. Members can email Susanne with more suggestions if needed.

MOTION (Miceli/Law)

To accept the draft Continuity of Operations Plan, with the final version to be circulated to the Board once it is complete.

Carried

Recorded Vote:

*Lim O'Brien – yes
Law – yes
Kosny – yes
Miceli – yes
Valentine – yes
Riolo – yes
Yardley – yes*

9. COVID Risk, Liability Insurance

Susanne provided an update. Most liability insurance does not have coverage for COVID-19. Applegrove has Directors & Officers liability insurance and it is unclear if a COVID-19 claim is covered. The Board also has Errors and Omissions coverage through the City, and the City has a significant contingency fund for exclusions. Boards are not thought to be at high risk as claims would likely be to the City. One thing to consider is that Applegrove might need to use reserve funds to address any claim before City funds kick in. One of the other AOCCs, Central Eglinton is working with the City to get more details on this in writing.

There is advocacy taking place for a Good Samaritan Act to protection for non-profits who make an honest effort to follow public health guidelines and laws relating to exposure to COVID-19. Applegrove has also added a program waiver with strengthened language. We are doing as much as we can to be responsible and to keep Board Members up to date.

10. Organizational Endorsement of Initiatives, Campaigns, etc.

Susanne wants to table for discussion on what areas Applegrove can be a part of initiatives, endorsements and campaigns. She also wants to discuss when she can sign on behalf of Applegrove or when she needs to bring it to the Board. It is important for Applegrove to lend its voice. Susanne will put together some broad guidelines and a matrix of checks and balances and will bring a draft to the Strategic Initiatives Committee. An update will be provided at the next board meeting.

11. Standing Committees

11.1. Membership, Nominations & Outreach Committee Report

Vai Teng highlighted the MNO meeting notes. The main discussion was about the AGM and the committee recommended that the meeting be held virtual with both online and phone options on Tuesday, October 20.

Susanne provided an update on branding and shared that the logo was ready to go however that we just discovered that the Geneva Centre of Autism logo is almost identical but with a different font and colour scheme. Susanne shared revised versions of the new logo and will bring it to staff and Board for a vote.

11.2. Strategic Initiatives Committee Report - deferred

MOTION (Miceli/Law)

To approve a virtual AGM to be held on October 20, 2020.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

12. Program Update

May shared that although the numbers for summer camp were low in the beginning, numbers increased and the program went very well. Parents were happy with the activities

and shared that it helped their children prepare for back to school protocols. The program ended up with a small surplus. On average there were 3 groups each week with one week having 4 groups. There were 57 individual children who attended during the summer.

The afterschool program was reduced from 70 spaces to 45 to make sure we could handle the protocols and to keep staff and participants safe. Each cohort will have 15 children and 2 staff. The satellite afterschool program will not operate in fall due to low demand at that site. We will reassess both programs prior to January and adjust numbers as needed.

EarlyON centres are scheduled to open soon but we are waiting for Public Health protocols. The format will be different and families will have to schedule their visits. Digital drop-in programming will continue to accommodate families who do not want in-person programs.

The Helping our Babies Grow and Senior programs remain online. Nanor invited seniors to come to Applegrove last week to play bingo and socialize while socially distancing. She set up outdoors in the back field and there was a good turnout with 10 seniors attending.

13. Neighbourhood Food Hub

Susanne provided an update and shared that she is in the process of filling out the CSP funding grant. There are 3 stages of the application: agency profile, agency meeting CSP requirements, and the application for the actual project. Susanne has completed the agency profile and is working on the CSP requirements. Susanne also provided a lease update and shared that negotiations are starting up again and will keep the Board updated. The Food Hub grew its profile during the pandemic and is a critical part of Applegrove.

14. Don Summerville

Susanne provided an update and shared that planning approval was passed in July by Council. Moving was suspended due to COVID-19 restrictions, but tenants can move out now and will continue to do so until the end of December. The Tenant Advisory Group and East End Arts continue to work on the Heritage Project collecting stories and photos. The employment program went well with 3 youth positions being hired this summer. Five scholarships were handed out and all are attending post-secondary school.

15. Directors' Concerns

None

16. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Moneca Yardley.

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

Chair

Secretary

Variance Tracking (Favourable vs Unfavourable)

- ↑ Favourable variance of 20% or more (may need additional page)
- ↗ Favourable variance of 1-20% (requires an explanatory note)
- ⇒ Insignificant variance of 1% or less
- ↘ Unfavourable variance of 1-15% (requires an explanatory note)
- ↓ Unfavourable variance of 16% and up (may need additional page)

		YTD Budget	YTD Actual	Difference from budget	Variance	Common Issues	Special Notes	
City Funded Administration	Expense	390,746	303,594	-87,152	-22%	↑		
	Income	386,360	340,023	-46,337	-12%	↘		
Families with Young Children	HOBG	Expense	19,101	10,135	-8,966	-47%	↑	Reduced spending due to COVID-19
		Income	18,809	11,582	-7,226	-38%	↓	Quarterly payment not yet received (program runs on April-March fiscal year)
	PC	Expense	107,831	92,274	-15,557	-14%	↗	Reduced staffing in summer, reduced spending due to COVID-19
		Income	101,137	102,968	1,831	2%	↘	Q
	AC	Expense	24,045	53,813	29,767	124%	↓	Enhancement grant spending
		Income	22,316	58,150	35,834	161%	↑	Enhancement grant funds received
	Therapeutic	Expense	7,734	2,544	-5,190	-67%	↑	Program is not running
		Income	0	40	40	0	⇒	ƒ
Children and Youth	After School including March Break and Holiday Camp	Expense	148,717	95,525	-53,193	-36%	↑	COVID-19 impact (shutdown, followed by reduced capacity)
		Income	174,890	77,728	-97,162	-56%	↓	COVID-19 impact (shutdown, followed by reduced capacity)
	Satellite	Expense	45,471	17,836	-27,635	-61%	↑	COVID-19 impact (program not running since March)
		Income	68,096	19,247	-48,849	-72%	↓	COVID-19 impact (program not running since March)
	Teen	Expense	2,637	3,506	870	33%	↓	Higher than expected participation levels
		Income	0	0	0	0%	⇒	
	Jr Leaders	Expense	752	22	-730	-97%	↑	COVID-19 impact (program not running)
		Income	914	0	-914	-100%	↓	COVID-19 impact (program not running)
Seniors	Seniors	Expense	46,476	35,834	-10,643	-23%	↑	Reduced spending due to COVID-19
		Income	47,046	44,519	-2,527	-5%	↘	No fundraising, fees collected due to COVID-19
Fundraising general program	Program General	Expense	25,481	24,060	-1,421	-6%	↗	Some hours charged to Summer Camp and Food Hub
	Agency fundraising and donations	Expense	2,933	2,149	-784	-27%	↑	Reduced event costs due to COVID-19
		Revenue	7,197	19,608	12,411	172%	↑	Increased Food Hub donations

§ = Special April-March financial year Q = Funding received quarterly ƒ = Funding received twice annually

An organizational commitment to action on the Recommendations of the Truth and Reconciliation Commission of Canada.

Preamble

As part of the ongoing process to shed light on the experiences of Indigenous Communities in Canada since European settlement, to unveil the Truth and to enable all communities to move forward toward meaningful Reconciliation, community based agencies have a responsibility to take action.

Senator Murray Sinclair, or Mizanay (Mizhana) Gheezhik, meaning "The One Who Speaks of Pictures in the Sky," of Peguis First Nation, served as the Chief Commissioner of the Truth and Reconciliation Commission of Canada and as Co-Commissioner of the Aboriginal Justice Inquiry in Manitoba.

Upon completion of the Commission Senator Murray issued the following challenge to all Canadians:

Everyone in Canada has a responsibility to read, understand, and take up the 94 Calls to Action of the Truth and Reconciliation Commission - only by taking these Calls seriously and finding ways to act on them can we move towards Reconciliation in a meaningful way.

Reading the calls to action is a small step; it's a step that we believe everyone can and should take. If you have read them before, read them again. Reconciliation is not a spectator sport - to make real change we need everyone's participation and everyone's willingness to grow.

While there's nothing we can do to undo the hurt and the crimes that have been committed against Indigenous Peoples and individuals in service of this system, we can work to find ways to walk together towards Reconciliation and healing now.

Historical and current oppressions in Canada have combined to create marginalized communities and impacted the ways in which we practice programming and hiring practices. As part of the Public Benefit Non-profit sector our role is to increase self-determination of all community members and to bring about social justice in our communities. This means taking action where we can on the Truth and Reconciliation Commission's (TRC) 94 recommendations is particularly important. As agencies who work with newcomers, seniors, children and youth, and various marginalized communities, it is imperative that we share the truth about Canadian history, build empathy to Indigenous communities' experiences and have opportunities to work toward understanding and meaningful reconciliation.

Our Statement of Commitment

As part of the national effort, it is important that our agency takes the time and energy to make a strong commitment, beginning with this formal declaration from our Board of Directors. In

making this commitment we seek to establish a clear mandate to guide implementation and follow through across our organization.

There is much to do to raise awareness and move to action and each agency must follow through in ways that are meaningful and reasonable to them.

Action includes active involvement in learning about Indigenous history and the current context, efforts made to connect with Indigenous communities and to incorporate funding at a core level for this work. These efforts should lead to concrete changes in practices and procedures moving forward.

Raising awareness needs to take place in our buildings, in our programs, within our staff and leadership, including boards, and in our ongoing work out in the community. There are many ways to raise awareness of Indigenous communities' experiences. It is up to us in organizations dedicated to full community engagement and community development to promote equity and full participation – to start this process and engage.

By adopting this statement of commitment, our organization is confirming our intention to:

- **Make an overarching commitment to pursue Reconciliation, by starting with a commitment to learn how we can do this work effectively**
- **Create a plan of action, outlining concrete steps to building relationships with Indigenous groups in our communities**
- **Anchor our plan with a clear statement of intent and purpose, and allocate the resources and time needed to support our entire agency, staff and Board, to advance this plan of action**

Moved adopted by the Board of Directors on _____ (date)

To support these efforts network-wide and recognizing member agencies are at different stages in the process, the Toronto Neighbourhood Centres (TNC) has convened the Truth & Reconciliation Affinity Group (T&R AG) to develop a 'training journey' for TNC member agencies so we can do some of this work collectively and grow together. The group will organize network-wide opportunities for workshops, community forums with Indigenous partners and conversation circles to reflect on learnings and experiences throughout the journey. The T&R AG is also available to support an agency's internal T&R committee's work.



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Membership, Nominations & Outreach Committee Meeting Notes

September 23, 2020

3:30 pm

Present: Pierre Bois, Vai Teng Law

Absent: Iggy Kosny

Staff: Susanne, Janina, Louise, May (recorder)

1. Introductions and Welcome

Susanne checked in with all members.

2. AGM Update

a. *SCCC AGM*

Susanne informed the committee that she and May attended Scadding Court's virtual AGM yesterday as observers. Highlights are as follows:

- They had approximately 25 people in attendance
- They used ZOOM and not WebEx
- For the motions, people used the chat instead of verbally
- Used polls to vote and shared results. Polls up for 1 minute; could do less.
- They did not have mute upon entry – we should.
- Session was recorded (if we do this, we should notify people of recording)
- They did not have an election as their board was staying on for another year
- No option to phone in which made it more streamlined
- Provided translation in Cantonese and Mandarin
- Length of meeting was 1.25 hours with translation.

b. *AGM Workplan*

Susanne went through the checklist and highlighted completed work and what still needed to be done.

Format - Susanne learned at the AOCC ED meeting that the City has loosened restrictions on using ZOOM and would like to propose using ZOOM instead of WebEx because it is more user friendly. Members agreed this option would be better. Pierre will send a tip sheet with ZOOM etiquette and can be of help if needed because of his familiarity with the platform. The topic of whether we should still have a phone in option was discussed as it would be complicated with ballots and voting. Committee members felt because it was only the business portion, it could be held virtually only. Applegrove could accommodate a phone option if needed and on a case by case basis.

Date - The AGM will be held virtually using ZOOM on Tuesday, October 20 from 7 – 8 p.m. Practice session will take place one week before.

Election - Pierre has been in touch with both candidates and they remain interested in standing for election. Two current members will also stand for election. In summary, we have 4 candidates for 3 spots, one of which must live in catchment.

Annual Report - The annual report is in draft form and ready to be finalized. It was decided to not include specific names of individual donors because we haven't received consent to publish names from many of them. We also don't have permission from our CanadaHelps donors. Susanne will look into this issue for next year. There will be a thank you to all donors.

Notice to Members - Notification to Members must be done 21 days in advance. This would require notice to be issued by September 29. We are on target to do this. Susanne will draft agenda and send invites to VIPs in the next day or so.

Assigned roles for the AGM:

Minutes – Susanne
 Poll Manager – May
 Tech support – Janina
 Slide Advancer – Vai Teng
 Member Support – Nanor
 Scrutineers – Louise and Pierre

3. Communications

c. Branding update

Susanne provided an update and informed Members that the designer came back with some revised designs. Susanne asked Board Members and staff to vote and the favourite was #2. Some commented on why we needed to change it and preferred the original design. Members of the committee shared that they liked the original over any of the revisions as well. Susanne will take this to the Branding Committee for further discussion. Committee members also suggested since the AGM was focused on business, to have the launch of the new logo and website at another event. Some ideas were suggested which included a virtual Family Event with Tim doing a performance with live donations and door prizes. Other ideas included an Open Mike. These will be further explored in an upcoming meeting.

d. Website update - none

4. Other Business – none

5. Next Meeting - To be determined.



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“TOGETHER, BUILDING OUR COMMUNITY”

Strategic Initiatives Committee Meeting Notes

September 28, 2020

4:30 pm

Present: Tim McNab, Michael Miceli, Andre Riolo, Jim Valentine

Staff: Susanne Burkhardt, May Seto (recorder)

1. Partnerships and Grants

a. *Grant application updates*

Susanne provided an overview of the grant application summary and highlighted that Applegrove will re-apply to the United Way and NHSP funding and put some more focus on food as funds are needed to support the Food Hub emergency food deliveries. Susanne also raised other opportunities for funding such as sponsorship and wanted to explore this. Jim offered to help and they will connect. Susanne has been building in admin costs and will continue to do so as the demand has increased on our bookkeeper with the additional funding. Two core staff are interested in grant writing and Susanne will work with them on this.

2. Re-Opening

a. *Continuity of Operations Plan (Updated)*

Susanne highlighted updates and shared that the document is complete. A COVID decision chart for staff was drafted by May and we are waiting to hear from Labour Relations on a few questions regarding compensation.

b. *Operational Plan (draft)*

This document is still in draft form but it will soon be completed. Susanne highlighted key areas and asked the committee members to review and send any questions or suggestions to her. Susanne shared that we had a good discussion with staff about COVID protocols at our last staff meeting. Susanne will work on remote work guidelines.

3. Special Projects

a. *Neighbourhood Food Hub Update*

Susanne shared that there are still a lot of food deliveries going on. A survey was sent out to reassess current needs now that seniors are able to go out and there are more food delivery services. The program is moving towards a partial or full payment for those seniors who can afford the cost. Free boxes will be focused on those who have financial barriers. Susanne also shared that there have been some conversations with Madi and Daniel about a different staffing model. Nanor is now more involved with the delivery operations.

The City's Community Services Partnership (CSP) grant which funds the Food Hub is due on October 17. Applegrove will not hear back until February but was assured that we would get funds to cover the program while we wait for notification.

The lease is still not signed and negotiations have to take place. The proposal is ready and being reviewed by the Councillor. Once approval is given, the City will negotiate and we can hopefully move forward quickly with moving the funds.

2. Strategic Update Reporting – deferred

This has been deferred but Susanne suggested that we might want to update the Strategic Plan because of COVID and it doesn't reflect what is happening currently. It was suggested to meet in January to discuss and revise. Susanne will send the prior strategic plans to the committee members for review and discussion at the next meeting.

3. Other Business

a. Matrix for Causes and Campaigns

At the Board meeting it was suggested that this be discussed at the SI Committee. Suggested elements include:

- Aligned with Applegrove's mandate
- Benefit to our community
- Come from a reputable source
- Have impact if we sign our name

Members discussed and also brought up the following:

- How to handle controversial issues and stressed that Applegrove may want to be careful with some issues (ie., police defunding vs. police reform).
- Play to our strengths is how we would choose what to join
- Looking at cost-benefit – gaining increased exposure vs. risk for liability and tarnished reputation.
- Should be part of our work and stick to issues that we are knowledgeable in.

Susanne will draft something and send to the committee.

b. Branding

Susanne shared that design #2 was the winner after voting. However numerous people flagged that the original was the best version. It was suggested that we use the original logo, however Susanne has reservations because the Geneva Centre for Autism is an organization that we could cross paths with. In fact they approached our agency to post something on our Instagram page recently. Another implication could be legal. Some members suggested asking the design team to start over as none of the revised versions were preferred. Susanne will bring it back to the Branding Committee and determine next steps.

Next Meeting: To be determined.

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

October 26, 2020

This meeting is open to the public and will take place using Zoom. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by videoconference

<https://us02web.zoom.us/j/89929049187?pwd=eIJMaWVTWVFSQWp0L2VqMVRja1V2dz09>

Meeting ID: 899 2904 9187

Passcode: eNU6Em

To join by phone

Meeting ID: 899 2904 9187

Call: 647-374-4685 or 647-558-0588

Passcode: 412613

AGENDA

8:15

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of Sept 14 Board of Management Meeting (*attached*): to be accepted

8:20

- D. Personnel Committee (*Oct 15 notes and information sent separately*)
 - D.1. COVID-19 Precautions Policy: for approval
 - D.2. Remote Work Policy: for approval
 - D.3. Executive Director Professional Development Proposal: for approval

8:40

- E. Executive Director's Report

8:45

- F. Adjournment

Next Meetings and Events

November 30 Board Meeting 7 p.m.



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

Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo,
Trustee Jennifer Story, Jim Valentine, Moneca Yardley
Regrets: Pierre Bois, Councillor Paula Fletcher, Tim McNab
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 July 20 Board of Management Meeting

MOTION (Miceli/Story)

To accept the minutes of July 20 Board of Management Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Law – yes

Yardley – yes

Story – yes

D. Procedural bylaw amendment on remote electronic participation in Board meetings

On April 30, 2020 the Board of Directors and the Board of Management held special meetings amend Applegrove's respective procedural bylaws accordingly.

At its meeting on July 28 and 29, 2020, City Council adopted a motion to authorize its local boards to extend or adopt remote electronic meeting rules for a period of one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency. In order to implement this, another amendment is required to the procedural bylaws for Applegrove's Board of Management and Board of Directors.

MOTION (Story/Yardley)

To adopt the following:

1. Amend the Procedural By-law for the Board of Directors of Applegrove Community Complex and adopt the draft bill to provide that for a period of up to one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency:
 - a. a member of the Board may participate in a meeting of the Board or any committee of the Board by electronic means and will be counted in determining whether or not a quorum of members is present at any point in time;
 - b. a member of the Board may participate electronically in a meeting of the Board or any committee of the Board that is closed to the public;
 - c. the Procedural By-law will apply with any other minor modifications as may be required to facilitate meetings in accordance with a. and b. above; and
 - d. an Annual Meeting or Special Meeting may be held where some or all of the membership participate electronically and a physical meeting may not be held.
2. Request City Council to approve the Board-approved amendments to the Procedural By-law for the Board of Directors of Applegrove Community Complex.
3. Request the Executive Director, Applegrove Community Complex, to present to the Board of Directors for information the amended Procedural By-law for the Board of Directors of Applegrove Community Complex once approved by City Council.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

Story - yes

E. Personnel Committee - deferred

Carried

F. Finance Manager Update

Susanne provided an update. The joint job description is finalized and it will be posted soon. Susanne and Kerry are also checking in with SDFA to make sure that hiring a joint position doesn't have unintended impacts with respect to the City. Other AOCCs are interested in how this position progresses as they may consider doing the same.

G. Executive Director's Report

Susanne shared that City staff have been in contact with her to find out information about Applegrove in order to inform a staff report for Council in October with respect to potential pressures on Applegrove facility at the school as a result of the Don Summerville development and other developments in the neighbourhood. Susanne also reported that 3 Board Members are attending the Race Relations training on behalf of Applegrove. Susanne will also sit in as an observer. Some Anti-black Racism training has been assigned to staff but in-person training is on hold due to COVID-19. More training on Anti-black Racism to follow. TNC also circulated a Truth and Reconciliation Statement of Commitment. Susanne will review and share with the Board. Susanne also shared that bargaining is starting soon. There are 3 AOCC ED's on the bargaining team. Susanne would like to move forward with IT improvements now that the computer refresh has been completed. She is working on a document of our issues and will bring forward to the Strategic Initiatives Committee.

H. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Jennifer Story.

Recorded Vote:

Lim O'Brien – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

Law – yes

Story – yes

Chair

Secretary

Next Meeting: October 26, 2020



APPLEGROVE COMMUNITY COMPLEX

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"TOGETHER, BUILDING OUR COMMUNITY"

Personnel Committee Meeting Notes

October 14, 2020

5:00 pm

Present: Jean Lim O'Brien, Jennifer Story, Moneca Yardley

Staff: Susanne (recorder)

1. Policy

a. COVID-19 Planning & Policy Framework

The committee reviewed the framework, which summarizes Applegrove's planning and policy response to the COVID-19 pandemic.

b. COVID-19 Precautions Policy

This high level policy outlines precautions being taken to COVID-19 transmission at Applegrove and was developed in part to provide a document that can be shared when Applegrove is required to provide information on measures in place to protect health and safety. Staff have reviewed it already and provided feedback. The committee reviewed the policy and provided suggestions. Susanne will revise the policy to address staff and committee feedback, and will share the updated policy with the committee. It will then go to the board for approval.

c. Remote Work Policy

This policy sets out expectations for remote work. While developed in response to the pandemic, it is designed to enable remote work beyond the pandemic as our experience has shown that it works and can provide flexibility to both staff and the organization.

The committee reviewed the policy and provided suggestions. Susanne will revise the policy to address staff and committee feedback, and will share the updated policy with the committee. It will then go to the board for approval.

2. Notes from Mar 4 Meeting

Susanne provided a summary of the notes. No follow-up is required.

3. Staff Updates

d. Seniors

It is important to maintain continuity for this program, which has grown and become more complex in order to support seniors through the pandemic. Hiring for the permanent position is being deferred until 2021.

e. After School

The program is operating every weekday at reduced capacity due to the pandemic. We have six shifts per day, and have hired three lead staff who work every day and seven staff who work between one and four days per week.

f. Child and Youth Worker

Abby returned from maternity/parental leave in early September.

4. Finance Manager Recruitment

The position was posted, however details of how two AOCCs could share one management employee who takes on two positions with different agencies are complex and still being worked out with the City. The city's approach of using Service Level Agreements may be one route. Jean noted that a similar model for shared services is in use in the private sector.

5. Overtime and Workload

In accordance with City policy management is focused not accumulating excess lieu time. Due to the pandemic however, there are challenges for using both lieu and vacation time and this could result in an unfunded liability for the organization in 2021. The committee discussed this, and will bring the issue to the board at its next meeting.

6. Bargaining Update

Bargaining has not yet started but is expected to begin soon. Labour Relations at the City and the AOCC EDs have had a few group discussions to prepare. Susanne will continue to provide updates to the committee.

7. ED Professional Development & Performance Planning

Susanne would like to take the 'Financial Leadership for Nonprofits' offered by Goodcasting. The committee suggested that she develop a proposal with more information and details on cost and funding source, for approval by the Board. Susanne will create a proposal and send it to the committee for review.

8. Other Business - none

9. Next Meeting - To be determined.