

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

September 14, 2020

This meeting is open to the public and will take place using WebEx. 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://applegrovecommunitycomplex.my.webex.com/applegrovecommunitycomplex.my/j.php?MTID=m0525212a54fbc56711bda355e2fce1f2>

To join by phone:

647-484-1598

Meeting number (access code):

132 600 5270

Meeting password:

AGBoard (2426273 from phones and video systems)

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 July 20 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Procedural bylaw amendment on remote electronic participation in Board meetings (*attached*): for approval

7:20

7. Finance
 - 7.1. Year-to-date Financial Report (*attached*): for information
 - 7.2. Cash Flow and Transfer Update (*sent separately*): for decision

Motion to go in camera

- 7.3. 2021 Admin Budget submission (*confidential information sent separately*): for approval

Motion to return to the public meeting

7:50

8. Draft Re-Opening and Continuity of Operations Plan (*sent separately*): for information

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8:00

9. COVID-Related Risk, Liability and Insurance: for information
10. Organizational Endorsement of Initiatives, Campaigns, etc: for discussion

8:10

9. Standing Committees
 - 9.1. Membership, Nominations & Outreach Committee (*Sept. 9 notes sent separately*)
 - i) AGM Update: for approval
 - 9.2. Strategic Initiatives Committee - deferred

8:20

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

8:30

13. Directors' Concerns

8:35

14. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting July 20, 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,
Tim McNab, Jim Valentine
Regrets: Councillor Paula Fletcher, Pierre Bois, Moneca Yardley
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. 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 June 22 Board of Directors Meeting

MOTION (Miceli/McNab)

To accept the minutes of June 22, 2020 Board Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab - yes

6. Finance

6.1. Year-to-date Financial Report

Susanne provided an overview. No changes to this statement from the previous month as it does not include summer camp. Susanne shared that there is nothing unexpected.

Cash Flow and Transfer Update

Susanne provided an update that cash flow is currently stable. The City paid the April and May admin payment. We still need the June payment, however will receive the July and August payments.

MOTION (Miceli/Valentine)
To accept the YTD financial report.
Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab – yes

7. Re-opening

Summer camp started on July 13 and we have office staff at Applegrove to support the program. Susanne provided an overview of the mask and face covering policy. Applegrove has strict protocols in place and have provided staff with a reusable mask. Members suggested that Applegrove should have a procedure in place for staff who do not or cannot wear a mask.

MOTION (Miceli/Kosny)
To authorize the partial re-opening of Applegrove on July 13 in order to deliver summer day camp, to be followed by expanded or full re-opening based on Public Health and City of Toronto direction.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab – yes

MOTION (Law/Miceli)
To approve the Applegrove Mask and Face Covering Policy.
Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Board of Directors Minutes

July 20, 2020

3

Valentine – yes

Riolo – yes

McNab – yes

8. Standing Committees

8.1. Membership, Nominations & Outreach Committee Report - deferred

8.2. Strategic Initiatives Committee Report

Andre provided an overview. The committee looked at the partnership/grant summary and reviewed the Facility and Program Risk Assessment document. Susanne and Andre answered any questions.

9. Program Update

May provided an update on programs and shared that virtual program numbers have dropped slightly, likely due to screen fatigue and members wanting to be outdoors to enjoy the nice weather. EarlyON staff have adjusted program times.

May also provided a summer camp update. The first week was quiet with 17 campers but it allowed the staff to work with the strict protocols and adapted programming. There has been additional interest with more registrations in the coming weeks.

10. Neighbourhood Food Hub

Susanne provided an update and shared that donations will cover food delivery through to September. Susanne also gave an update on the lease. If City budget cuts happen, the lease could be impacted and this was flagged to the City Councillor. The City Councillor wants a Memorandum of Understanding with East End United drafted to document the process of establishing the Food Hub at the church and to set out shared values and goals.

Grants have been successful for the Food Hub. Support is also being provided for grants to improve the Glen Rhodes building, and East End United Regional Ministries received \$23,000 toward a walk-in fridge and freezer which has been installed. An application for accessible bathrooms and door openers has also been submitted.

It suggested that the next Board Meeting take place at Glen Rhodes so Members could take a tour and see some of the improvements.

11. Don Summerville

Due to COVID, the relocation is extended to December. Work on the Heritage Project has started in which stories and photos will be gathered and shared at a later date. Susanne also informed Members that a letter was sent by Applegrove to the East York Community Council to provide support for the Don Summerville project. Susanne shared that she had a conversation with the Councillor about the likelihood of increased numbers of children in the neighbourhood once the revitalization is completed. This would mean Duke may have more students and this could impact Applegrove space. Councillor Fletcher will propose a motion at Council to address this issue.

12. Directors' Concerns

None

13. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Vai Teng Law.

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab – yes

Chair

Secretary

Authority: Applegrove Community Complex Board of Directors Item
adopted on September 14, 2020

APPLEGROVE COMMUNITY COMPLEX BOARD OF DIRECTORS BY-LAW 2020

To amend the Applegrove Community Complex Procedural By-law to enable remote electronic participation in board meetings.

WHEREAS the Applegrove Community Complex Board of Directors (the "Board") is a board and local board of the City of Toronto continued under the authority of section 141 of the *City of Toronto Act, 2006* ("COTA"), former City of Toronto Municipal Code Chapter 25, Community and Recreation Centres and former City of Toronto by-law No. 121-83; and

WHEREAS subsection 189(2) of COTA requires that the Board pass a procedure by-law for governing the calling, place and proceedings of meeting; and

WHEREAS the Board adopted its Procedural By-law for the Board of Directors of Applegrove Community Complex on April 18, 2007, and amended it in January, 2015 and June, 2017, to govern the calling, place and proceedings of the Board's meetings; and

WHEREAS section 190 of COTA requires that meetings of the Board will be open to the public unless an exception under subsection 190(2), (3) or (3.1) applies; and

WHEREAS on July 21, 2020, Bill 197, *COVID-19 Economic Recovery Act, 2020* ("Bill 197"), was enacted by the Legislative Assembly of Ontario and received Royal Assent; and

WHEREAS Bill 197 amended COTA to state that a procedure by-law of a local board may provide that a member a local board or a local board's committees can participate electronically in a meeting to the extent and in the manner set out in the by-law; and (a) a member of a local board who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and (b) a member of a local board can participate electronically in a meeting that is closed to the public; and

WHEREAS Bill 197 further amended COTA to state that a local board may hold a special meeting to amend its procedure by-law for the purposes of permitting electronic participation in meetings as described above and a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting; and

WHEREAS the Board has authorized changes to the Procedural By-law for the Board of Management of Applegrove Community Complex to enable remote electronic participation in Board meetings in accordance with the provisions of Bill 197;

The Applegrove Community Complex Board of Directors enacts:

1. The Procedural By-law for the Board of Directors of Applegrove Community Complex is amended as follows:

A. Section 2.10 is deleted and replaced as follows:

2.10. At the direction of the Chairperson:

- I) The Board may, despite section 2.1, hold a meeting during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the Board Members participate electronically and a physical meeting may not be held at the premises of Applegrove.
- II) Where a meeting is being held in accordance with subsection I:
 - a) notice of that Board meeting may not be posted at Applegrove, but, despite section 2.5, will be posted on Applegrove's website at www.applegrovecc.ca;
 - b) any Board Member participating in the meeting electronically will be deemed present for the purposes of quorum and, despite section 4.1, will have the right to vote on any business before the Board;
 - c) any Board Member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public in accordance with section 2.6; and
 - d) this By-law will apply to the meeting, with any other minor modifications as may be required.

B. Deleting section 7.4 and replacing it as follows:

7.4. At the direction of the Chairperson:

- I) A Standing Committee of the Board under section 7.3 may, despite subsection 7.3 ii) a), hold a meeting during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the members of the committee participate electronically and a physical meeting may not be held at the premises of Applegrove.
- II) Where a meeting is being held in accordance with subsection I:
 - a) notice of that committee meeting may not be posted at Applegrove, but will be but will be provided to Committee members by email;
 - b) any committee member participating in the meeting

electronically will be deemed present and will have the right to vote on any business before the Committee , in accordance with subsection 7.3 iii);

- c) any committee member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public; and
- d) this By-law will apply to the meeting, with any other minor modifications as may be required.

C. A new section 8 is added as follows:

8. Electronic Annual and Special Meetings of the Membership

8.1 At the direction of the Chairperson:

- a) An Annual Meeting or Special Meeting may be held during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the membership participate electronically and a physical meeting may not be held.
- b) Where a meeting is being held in accordance with subsection a):
 - i) notice of that committee meeting may not be posted at Applegrove, but will be posted on Applegrove's website at www.applegrovecc.ca;
 - ii) any member participating in the meeting electronically will be deemed present and will have the right to vote where eligible; and
 - iii) this By-law will apply to the meeting, with any other minor modifications as may be required.

2. This by-law will come into force on the date it is enacted and passed.

Enacted and passed on September 14, 2020.

Chair

August 31, 2020 YTD Financial Report		Based on approved City Budget and draft program budgets approved at November Board meeting						
		YTD Budget	YTD Actual	Difference from budget	Variance	Common Issues	Special Notes	
		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)						
City Funded Administration	Expense	349,258	276,203	-73,054	-21%	↑	Reduced spending on lease, staffing and permit fees	
	Income	335,092	288,719	-46,373	-14%	↘	City payment deferral	
Families with Young Children	HOBG	Expense	16,591	9,429	-7,161	-43%	↑	Reduced program spending due to COVID
		Income	12,539	11,582	-957	-8%	↘	§
	PC	Expense	96,295	82,688	-13,607	-14%	↗	Reduced staffing in summer, reduced spending due to COVID
		Income	100,512	102,968	2,456	2%	↗	Q
	AC	Expense	21,302	51,288	29,987	141%	↓	Enhancement grant spending
		Income	22,246	58,150	35,904	161%	↑	Enhancement grant funds received, quarterly payment received
	Therapeutic	Expense	7,734	2,544	-5,190	-67%	↑	Program is not running
		Income	0	40	40	0%	→	₣
Children and Youth	After School including March Break and Holiday Camp	Expense	128,773	88,489	-40,284	-31%	↑	Savings on TDSB permit and program supplies due to COVID closure, staff layoffs as of May 4
		Income	151,140	66,010	-85,130	-56%	↓	Loss of user fee revenues due to COVID closure
	Satellite	Expense	38,975	17,836	-21,140	-54%	↑	Savings on program supplies due to COVID closure, staff layoffs as of May 4
		Income	58,368	19,247	-39,121	-67%	↓	Loss of user fee revenues due to COVID closure
	Teen	Expense	2,637	3,333	696	26%	↓	Participation levels went up significantly prior to COVID which increased permit, supply and staffing costs
		Income	0	0	0	0%	→	
	Jr Leaders	Expense	0	22	22	0%		
		Income	0	0	0	0%		Program was not scheduled to run until summer
Seniors	Expense	42,819	33,185	-9,634	-22%	↑	§	
	Income	46,080	44,097	-1,983	-4%	↘	No fundraising done, no fees collected during COVID shut down	
Fundraising general program	Program General	Expense	22,793	21,675	-1,118	-5%	↗	Some hours charged to summer camp and food hub
	Agency fundraising and donations	Expense	902	2,130	1,228	136%	↓	Directors and Officers Liability Insurance, permit fees, AGM advertisement, Family Dance
		Revenue	5,000	10,829	5,829	117%	↑	Reflects Food Hub CIVID-response expenses Includes fundraising, donations, program account interest Reflects increase in Food Hub donations
§ = Special April-March financial year		Q = Funding received quarterly		₣ = Funding received twice annually				

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Board of Management Meeting September 14, 2020

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To join by videoconference:

<https://applegrovecommunitycomplex.my.webex.com/applegrovecommunitycomplex.my/j.php?MTID=m0525212a54fbc56711bda355e2fce1f2>

To join by phone: 647-484-1598
Meeting number (access code): 132 600 5270
Meeting password: AGBoard (2426273 from phones and video systems)

AGENDA

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of July 20 Board of Management Meeting (*attached*): to be accepted

8:40

- E. Procedural bylaw amendment on remote electronic participation in Board meetings (*attached*): for approval

8:50

- F. Personnel Committee – deferred
- G. Finance Manager Update: for information

8:50

- H. Executive Director’s Report

8:50

- G. Adjournment

Next Meetings and Events

AGM	TBC
October 26	Board Meeting, 7 p.m.
November 30	Board Meeting, 7 p.m.



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Minutes of the Board of Management Meeting July 20, 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, Tim McNab, Jim Valentine
Regrets: Councillor Paula Fletcher, Trustee Jennifer Story, Pierre Bois, Moneca Yardley
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 June 22 Board of Management Meeting

MOTION (Miceli/McNab)

To accept the minutes of June 22 Board of Management Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Law – yes

McNab – yes

D. Personnel Committee - deferred

Carried

E. Executive Director's Report

Susanne shared that there are challenges with our IT systems and she would like to start on an IT strategy with funds secured through partner projects and grants. We have not heard whether we can hold electronic Board Meetings once the State of Emergency has ended. If we cannot and we cannot hold one on site, it was recommended to wait until September for the next Board meeting. If we need an emergency Board Meeting, we can have it off site. Susanne will provide an update email to the Board in the meantime. The electronic AGM is scheduled tentatively for September 28 but we may put that date on hold for now until we have more information. Since the State of Emergency was extended, we now have until October to hold our AGM.

F. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Andre Riolo.

Recorded Vote:

Lim O'Brien – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab – yes

Law – yes

Chair

Secretary

Next Meeting:

September - TBA

Authority: Applegrove Community Complex Board of Management Item
adopted on September 14, 2020

APPLEGROVE COMMUNITY COMPLEX BOARD OF MANAGEMENT BY-LAW 2020

To amend the Applegrove Community Complex Procedural By-law to enable remote electronic participation in board meetings.

WHEREAS the Applegrove Community Complex Board of Management (the "Board") is a city board and local board of the City of Toronto continued under the authority of section 141 of the *City of Toronto Act, 2006* ("COTA"), former City of Toronto Municipal Code Chapter 25, Community and Recreation Centres and former City of Toronto by-law No. 121-83; and

WHEREAS subsection 189(2) of COTA requires that the Board pass a procedure by-law for governing the calling, place and proceedings of meeting; and

WHEREAS the Board adopted the Procedural By-law for the Board of Management of Applegrove Community Complex on April 18, 2007, and amended it on November 24, 2017 and June 26, 2017, to govern the calling, place and proceedings of the Board's meetings; and

WHEREAS section 190 of COTA requires that meetings of the Board will be open to the public unless an exception under subsection 190(2), (3) or (3.1) applies; and

WHEREAS on July 21, 2020, Bill 197, *COVID-19 Economic Recovery Act, 2020* ("Bill 197"), was enacted by the Legislative Assembly of Ontario and received Royal Assent; and

WHEREAS Bill 197 amended COTA to state that a procedure by-law of a local board may provide that a member a local board or a local board's committees can participate electronically in a meeting to the extent and in the manner set out in the by-law; and (a) a member of a local board who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and (b) a member of a local board can participate electronically in a meeting that is closed to the public; and

WHEREAS Bill 197 further amended COTA to state that a local board may hold a special meeting to amend its procedure by-law for the purposes of permitting electronic participation in meetings as described above and a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting; and

WHEREAS the Board has authorized changes to the Procedural By-law for the Board of Management of Applegrove Community Complex to enable remote electronic participation in Board meetings in accordance with the provisions of Bill 197;

The Applegrove Community Complex Board of Management enacts:

1. The Procedural By-law for the Board of Management of Applegrove Community Complex is amended as follows:

A. Section 2.10 is deleted and replaced as follows:

2.10. At the direction of the Chairperson:

- I) The Board may, despite section 2.1, hold a meeting during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the Board Members participate electronically and a physical meeting may not be held at the premises of Applegrove.
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 - a) notice of that Board meeting may not be posted at Applegrove, but, despite section 2.5, will be posted on Applegrove's website at www.applegrovecc.ca;
 - b) any Board Member participating in the meeting electronically will be deemed present for the purposes of determine whether a quorum is present and, despite section 4.1, will have the right to vote on any business before the Board;
 - c) any Board Member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public in accordance with section 2.6; and
 - d) this By-law will apply to the meeting, with any other minor modifications as may be required.

B. Section 7.7 is deleted and replaced as follows:

7.7. At the direction of the Chairperson:

- I) A Committee of the Board may, despite subsection 7.3 I), hold a meeting during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the members of the committee participate electronically and a physical meeting may not be held at the premises of Applegrove.
- II) Where a meeting is being held in accordance with subsection I:
 - a) notice of that committee meeting may not be posted at Applegrove, but will be provided to Committee members by email;
 - b) any committee member participating in the meeting

electronically will be deemed present and will have the right to vote on any business before the Committee in accordance with section 7.4;

- c) any committee member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public; and
- d) this By-law will apply to the meeting, with any other minor modifications as may be required.

C. A new section 8 is added as follows:

8. Electronic Annual and Special Meetings of the Membership

8.1 At the direction of the Chairperson:

- a) An Annual Meeting or Special Meeting may be held during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 where some or all of the membership participate electronically and a physical meeting may not be held.
- b) Where a meeting is being held in accordance with subsection a):
 - i) notice of that committee meeting may not be posted at Applegrove, but will be posted on Applegrove's website at www.applegrovecc.ca;
 - ii) any member participating in the meeting electronically will be deemed present and will have the right to vote where eligible; and
 - iii) this By-law will apply to the meeting, with any other minor modifications as may be required.

2. This by-law will come into force on the date it is enacted and passed.

Enacted and passed on September 14, 2020.

Chair