



Minutes: Board of Management, Meeting #10

Monday, August 28, 2017, 6:30 pm

The 519, Room # 204

Board Members

Chair	David Morris	Nichola Ward	Linda Booker
Vice Chair	Gwen Benaway (absent)	Paul Jonathan Saguil	Justin Khan
Treasurer	Tom Lewis	Biko Beauttah	Patrick Gervais
Secretary	Alwin Kong	Paul Noble	
Ex-Officio	Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane
Organizational Services, Director	Stacia Kean (absent)
Programs and Community Services A/Director	Lisa Gore Duplessis minutes
Senior Consultant, Knowledge Management	Monica Notaro (absent)
Observers	2 (Richard & Sam)

Item	Minutes
1	David opened the meeting at 6:32 pm and welcomed everyone and initiated a round of introductions for the benefit of the observer.
2	David asked the Board to review and receive the Agenda for the Board meeting of Monday, August 28, 2017. Motion Moved by David Morris Seconded by Nichola Ward That the Board review and receive the Agenda for the Board Meeting of Monday, August 28, 2017 with the adjustment of Executive Director report moved to a later time Decision carried
3	David asked the Board to review and receive the Meeting Minutes for Monday, June 12, 2017. Motion Moved by Justin Khan Seconded by Tom Lewis That the Board review and approve the Minutes for Monday, June 12, 2017 with the following changes: <ul style="list-style-type: none"> • Motion 2 and 3 on page 13 should be reversed • Meeting #10 not 9 as stated on the minutes Decision carried
4	Declaration of Conflict of Interest (s)



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	David confirmed no conflict of interested declared.
5	<p>Chair Report / Executive Committee</p> <p>David welcomed everyone back after the Pride break and thanked everyone for supporting a hugely successful Green Space Festival 2017.</p>
Agency Business	
6	<p>Agency Business</p> <p>Becky presented two Ministry of Citizenship and Immigration (MCI) Grant Applications for approval.</p> <p>The following applications are recommended for approval by The 519 Board of Management. They are directly aligned with The 519's strategic priorities and consider budget pressures and administrative implications in 2017/2018.</p> <p>The first is application to renew existing fund program costs for refugee settlement services with a significantly increased ask of \$128,800. The increase is in response to an overwhelming demand for services. The second application is focussed on vulnerable newcomers managing trauma and meets The 519's long term strategy of broadly recognising and responding to trauma. The funding would increase counselling capacity to support newcomers to work through experiences of trauma and violence in the long term and build the capacity of Education and Training to provide trainings in the settlement sector.</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. Are there any long term financial implications? Becky stated these are time limited grants. We do not know if they will be renewed however given the demand at this time we are recommending we seek funding to respond to the needs of the community. 2. Clarification on the catchment area and target of services? Lisa responded by outlining the reality that a significant portion of people seeking services do not live in the catchment but given our mandate of providing services for a community of interest (LGBTQ) that we provide services in response to needs and these positions would assist in responding to the needs of additional clients. <p>Motion</p> <p>Moved by Patrick Gervais Seconded by Justin Khan That the Board to review and approve both MCI grant applications to maintain existing and expand settlement services. Decision carried</p>
7.	Executive Director Report



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	<p>Maura invited Jaymie Sampa, Manager, Community Engagement to provide an update on planned engagement in Barbara Hall Park (BHP).</p> <p>Jaymie described both past and upcoming events that animate the BHP park and create a lively and welcoming environment for regular park users. Two sessions of drag queen story hour were hosted in the splash pad which were well supported by parents and children. Basketball and football sessions were also well received and sometimes coincided with musical concerts being hosted by the Business Improvement Agency (BIA). Jaymie’s team have focussed their efforts to spend time in the park speaking with park users and introducing them to 519 programs and services and is hoping to get support from partner agencies like Streets to Homes etc. Jaymie also spoke briefly about upcoming trainings for staff on harm reduction and conflict resolution in an effort to better respond to incidents that spill into the building.</p> <p>Lisa introduced The 519’s participation in the weekly Focus Situation Table as a mechanism to provide additional support for community members in crisis. The Focus Table is a collaboration between TPS 51 division, United Way and The City, Focus brings multiple agencies to a weekly huddle to coolaborate on ways to better support people in crisis and mitigated the impact of difficult situations/behaviours. Lisa also introduced The 519 Crisis Support and Incident Review Staff Committee that meets bi-monthly to review incidents, service restrictions and patterns of behaviour so that interventions can happen earlier.</p> <p>Questions/Comments:</p> <ol style="list-style-type: none"> 1. Is the City of Toronto responsible for the park and are they were helping with animation? Jaymie responded by informing of a robust partnership between the BIA, Neighbourhood Association, City Councillor and The 519 in maintaining consistency in park animation and discussions about safety concerns. 2. Becky provided clarity on the role Parks and Recreation in maintaining the BHP and highlighted the lack of funding for on-site security. 3. When did The 519 start funding enhanced security presence? March 2017. 4. Some Board members have been engaged in the safety walks and advocating for additional funding to mitigate park safety issues.
Committee Business	
8	<p>Strategic Program and Planning Committee (SPP)</p> <p>No report</p>
9	<p>Fundraising, Philanthropy and Communications Committee</p> <p>No report</p>

<p>10</p>	<p>Human Resources and Governance Committee</p> <p>Maura presented the new health and safety agreement and spoke to highlights and accomplishments including:</p> <ul style="list-style-type: none"> - Each AOCC will now provide a summary of health and safety reports to their committees and board - Mandatory first aid training completed for all staff including managers - Workplace injuries to be reviewed by the committee - A defibrillator has been installed and training completed with staff - Incident reporting has been reviewed and all staff trained on a new form/system - A crisis support committee is now in place that reports to the senior leadership team - Staff lead (Tyler Morden) signed off on the report <p>Questions/Comments:</p> <ol style="list-style-type: none"> 1. As relevant additional information on mental health may be helpful in future reports 2. Becky added that the training and activities being introduced to staff was based on needs assessments conducted through a survey in 2016 and that information is contained in the Annual HR Report. 3. Is the review of the report completed by an independent audit? No, the report is a Joint Occupational Health and Safety Committee Report consisting of input and approval from workers and management. The report is reviewed with the JOHSC and helps to identify annual H&S workplan items. The report is also sent to the City of Toronto and AOCC Labour Management Committee for review. 4. Are volunteers were covered under general liability in the event of an incident? All activities of The 519 are covered under the City of Toronto's liability coverage, subject to those terms and conditions. <p>Motion</p> <p>Moved by Alwin Kong Seconded by Paul Noble That the Board receive the Joint Occupational Health and Safety Committee Report Decision carried</p>
<p>11</p>	<p>Nominations Committee Report</p> <p>Gwen tabled the Nominations Committee Report and reviewed the nominations process and current nominees. There are 6 vacancies (3 catchment/3 non-catchment) with some current board members standing for re-election. The application process is available on The 519 website and the nomination information widely distributed.</p> <p>Nominations close on September 5th. Interviews will be conducted Sept 9-21. All nominees will be invited to attend the September 18, 2017 Board meeting. This year the Nominations Committee will also provide an in-camera report that provides the bios</p>

	<p>of all candidates at the September Board meeting. The in-camera item will be for information only and there will be no discussion about candidates in the meeting.</p>
<p>12</p>	<p>Finance Committee Update - In camera</p> <p>In the June 2017 Board meeting, the Board delegated the authority for the Finance Committee to approve the submission of the Core Operating budget due to Board schedules and City timelines. It was further agreed that the Finance Committee would report back and provide the Board information on their decision. The Finance Committee via Tom Lewis the Treasurer presented the Finance Committee report and decision to approve the Core Budget submission as presented at the August 21, 2017 Finance Committee.</p> <p>Motion 1</p> <p>Moved by Justin Khan Seconded by Biko Beuttah That the Board enter in camera to review and approve the 2018 Core Budget Submission Report and Q2 Variance and Year End Projections Report Decision carried</p> <p>ITEM: #12 – discussed in-camera – HR – Tom Lewis and Maura Lawless presented the budget documents.</p> <p>Motion 2</p> <p>Moved by Justin Khan Seconded by Biko Beuttah That the Board exit in camera session Decision carried</p> <p>Highlights from in-camera session:</p> <p>2018 City of Toronto Budget Direction - May 26, 2016 Memo from Rob Rossini, Deputy City Manager, Chief Financial Officer:</p> <ul style="list-style-type: none"> • Base Budget due June 12, 2017 • Budget reductions and new requests due August 2, 2017 • All city divisions, agencies and corporations • \$499 million operating pressure • 2% residential tax increase insufficient to cover operating pressure • All City Programs, Agencies and Accountability Offices are required to bring forward 2018 Budgets that reflect innovative and transformative service delivery...that may require a change in service direction in order to meet fiscal, service and tax expectations of Council



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- All City Programs, Agencies and Accountaibility Offices are required to achieve a 0% net budget increase for 2018
- Maximize user fee reveeneues
- There will be little opportunity to fund new/enahcned requests and they will only be considered if...they transform, morderize or innovate City services, processes or delivery
- Do not include management COLAs they will be dealt with seperately through the budget process

Background

2017 Core Operating Budget (000s)

Revenue: \$1.389

Expenses: \$1.389

Sal/Ben \$1.084

Mats/Supp \$.185

Ser/Rent. \$.120

2018 Projected Budget Based on economic factors and status quo (minus management COLAs)

Revenue: \$1.389

Expenses: \$1.405

Sal/Ben \$1.091

Mats/Supp \$.193

Ser/Rent. \$.120

Net Pressure: \$.014

The City of Toronto's Relationship Framework and City strategic objectives clearly outline our requirements to keep the building in a good state of repair; however the Core funding is not keeping pace with the need. The City has just started the process to complete a Governance Review of all City Corporation and Agencies in order to consolidate and harmonize agency requirements and formalize in the Municipal Code. Through that process The 519 in partnership with the other AOCC will need to formally identify the current issues with the funding limitations in relation to our broader obligations as a City Agency and prepare a business case outlining the obligation financial implications as part of this process.

Maura reviewed the Q2 Variance report and advised that the Green Space Festival report including detailed financial information will be reviewed by the Fundraising, Philanthropy Committee at their next meeting.

FINANCE COMMITTEE RECOMMENDATION:

MOTION:



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	<p>1. Approve the 2018 Core Budget Submission as presented at the August 21, 2017 Finance Committee including Business Case #1 and #2 with an enhanced explanation of the additional health and safety considerations and program demand because of the enhanced work in the park.</p> <p>Motion 3</p> <p>Moved by Gwen Benaway Seconded by Paul Johnathan Saguil That the Board receive the Finance Committee report and recommendation and receive the Q2 variance report Decision carried</p> <p>Tom clarified that Biko had expressed formal interest in becoming a member of the Finance Committee.</p> <p>Motion 4</p> <p>Moved by Paul Saguil Seconded by Tom Lewis That the Board add Biko to the Finance Committee Decision carried</p>
13	<p>Other Business / Emerging Issues</p> <p>Justin announced the upcoming Scotiabank Marathon and that Patrick Gervais and Justin have put together a team to run in support of The 519. They are hoping to raise over \$10,000 in support of The 519. They asked Board members to pass on information and ideas for sponsorship, participants and volunteers and to attend the thank-you brunch on Oct 22 in the ballroom.</p>
14	<p>David motioned the Members to adjourn the meeting at 6:50pm</p> <p>Motion</p> <p>Moved by Nichola Ward Seconded by Justin Khan That the Board adjourn the meeting Decision carried</p>