



## Minutes: Board of Management, Meeting 12 (2019-2020)

Monday October 26, 2020 6:30 - 8:30 PM, Virtual via WebEx

### Board Members

<b>Chair:</b> Pam Hrick	Biko Beuttah	Tom Spence
<b>Vice Chair:</b> Paul Jonathan Saguil	Michael Cherny	Tom Warner
<b>Secretary:</b> Sarah Zerihun	Paul Noble	
<b>Treasurer:</b> Marco Calabretta-Duval		
<b>Ex-Officio:</b> Councillor, Kristyn Wong-Tam (absent)		

### The 519

<b>Executive Director</b>	Maura Lawless
<b>Senior Director of Programs and Community Services</b>	Becky McFarlane
<b>Director of Finance</b>	David Young
<b>Director of Public Interest and Legal Initiatives</b>	Justin Khan
<b>Manager, Education and Training</b>	Laura Gibbon
<b>Senior Consultant, Special Projects</b>	Jacq Hixson-Vulpe
<b>Supervisor, Operations, Facilities and Event Services</b>	Carl Kannegiesser
<b>Supervisor, Operations &amp; Community Relations</b>	Karlene Williams-Clarke

Item	Minutes
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>Pam Hrick opened the meeting at 6:48pm, welcomed everyone, and delivered land acknowledgement.</p> <p><i>We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Metis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.</i></p> <p>Pam welcomed 2 guests:</p> <ul style="list-style-type: none"> <li>Shelby Rooney – University of Toronto law student completing a placement with The 519</li> <li>Jo Vannicola – individual interested in joining the Board of The 519</li> </ul>
<b>2</b>	<p><b>Approve Agenda</b></p> <p>Pam Hrick requested the Board to review agenda for the Board Meeting of Monday, October 26, 2020.</p> <p><b>MOTION 2.1:</b> To approve the agenda for the Board Meeting of Monday, October 26, 2020.</p>

	<p><b>Moved by:</b> Sarah Zerihun  <b>Seconded by:</b> Tom Warner  <b>That</b> the Board approve the agenda for the Board Meeting of Monday, October 26 2020</p> <p><b>Recorded vote:</b> Unanimous  Pam Hrick  Sarah Zerihun  Tom Warner  Tom Spence  Paul Noble  Biko Beuttah  Paul Jonathan Saguil  Michael Cherny  Marco Calabretta-Duval</p> <p><b>Decision</b> carried</p>
<p><b>3</b></p>	<p><b>Approve Meeting Minutes</b>  <b>3.1</b> Pam Hrick requested the Board to review minutes for the Board Meeting of September 21, 2020.</p> <p><b>MOTION 3.1:</b> To approve minutes for Board Meeting of September 21, 2020.</p> <p><b>Moved by:</b> Mike Cherny  <b>Seconded by:</b> Sarah Zerihun</p> <p><b>That</b> the Board approve minutes for Board Meeting of September 21, 2020.</p> <p><b>Recorded vote:</b> Unanimous  Pam Hrick  Sarah Zerihun  Tom Warner  Tom Spence  Paul Noble  Biko Beuttah  Paul Jonathan Saguil  Michael Cherny  Marco Calabretta-Duval</p>

	<b>Decision</b> carried
<b>4</b>	<p><b>Declaration of Conflict of Interest(s)</b> Pam Hrick confirmed no conflict of interest declared.</p>
<b>5</b>	<p><b>Chair Report / Executive Committee – Pam Hrick</b></p> <p><b>5.1 Chair update on response to BIA concerns regarding food services for neighbourhood</b></p> <ul style="list-style-type: none"> <li>• Pam Hrick provided the Board with a copy of the letter from Christopher Hudspeth (Chair of the BIA), dated September 3, 2020.</li> <li>• Pam Hrick, Maura Lawless, Jaymie Sampa and Justin Khan met with representatives from the Church-Wellesley BIA, the Church-Wellesley Neighbourhood Association (CWNA), the Toronto Police Service and a representative from Councillor Wong-Tam’s office to address the issue raised by the BIA that there was a causal relationship between The 519’s daily meal service and an increase in violence in the Church-Wellesley neighbourhood.</li> <li>• All parties agreed that community safety is the top priority. The 519 staff and board maintained that the impacts of COVID-19 have exacerbated existing vulnerabilities and precariousness for many Church-Wellesley area residents, and that The 519’s daily meal service is not responsible for the increase in violence.</li> <li>• Food service is within operational scope of work of the Executive Director and the Board will not intervene in this matter.</li> </ul> <p><b>5.2 2020/2021 Board Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• 2020/2021 Board Meeting Schedule was shared with the Board of Management</li> </ul> <p><b>MOTION 5.2:</b> To approve the 2020/2021 Board Meeting Schedule</p> <p><b>Moved by:</b> Marco Calabretta-Duval <b>Seconded by:</b> Tom Spence</p> <p><b>That</b> the Board approve the 2020/2021 Board Meeting Schedule</p>

**Recorded Vote:** Unanimous

Pam Hrick  
Sarah Zerihun  
Tom Warner  
Tom Spence  
Paul Noble  
Biko Beuttah  
Paul Jonathan Saguil  
Michael Cherny  
Marco Calabretta-Duval

**Decision** carried

### **5.3 – AGM Date – January 27, 2021**

- The 519 Board of Management has collaborated with The 519 staff to identify this date as appropriate based on the Board’s previous motion to hold an AGM within 90 days (or so) of passing the by-law in consideration of COVID-19 impacts.

**MOTION 5.3:** To approve January 27<sup>th</sup>, 2021 as the date for the AGM.

**Moved by:** Biko Beuttah

**Seconded by:** Mike Cherny

**That** the Board approve January 27, 2021 as the date for the AGM.

**Recorded Vote:** Unanimous

Pam Hrick  
Sarah Zerihun  
Tom Warner  
Tom Spence  
Paul Noble  
Biko Beuttah  
Paul Jonathan Saguil  
Michael Cherny  
Marco Calabretta-Duval

**Decision** carried

<p><b>6</b></p>	<p><b>Executive Director Report – Maura Lawless</b></p> <p><b>6.1 Executive Director Report</b></p> <ul style="list-style-type: none"> <li>• The 519 had to undertake significant pivots in its planned activities and services for 2020 as a result of COVID-19.</li> <li>• The Senior leadership team is working with The 519 staff and community to collect feedback on needs and issues. This feedback will inform a review of the Board-approved strategic goals and objectives and will ensure relevance and responsive organizational focus moving into 2021.</li> <li>• Online surveys and individual interviews are underway and will continue into 2021.</li> <li>• The 519 staff sit on many city-wide tables to ensure collaboration with relevant community partners in contributing to a broader systemic response regarding the impacts of COVID-19 on LGBTQ2S communities.</li> <li>• Undertaking a Management Functional Alignment Review to identify new opportunities and improve efficiencies.</li> </ul>
<p><b>Agency Business</b></p>	
<p><b>7</b></p>	<p><b>Programs Update – Becky McFarlane</b></p> <p><b>7.1 New Funding Grants Update 2020-2021 – Strategic Program Update – via SPP meeting</b></p> <ul style="list-style-type: none"> <li>• After the City of Toronto ordered the closure of community centres in Toronto on March due to COVID-19, The 519 reimagined our programs and services to continue to meet the most urgent needs of our communities during some very challenging times. We immediately launched our essential services including daily distribution of takeaway meals, clothing, hygiene products, and harm reduction supplies. We also operationalized over-the-phone services including settlement, counselling, community check-in, and legal services and mobilized to provide rapid response supports on the ground.</li> <li>• With a limited building reopening in July 2020, The 519 has continued the provision of daily meals, resumed on-site programs with modified operations, and continues to provide virtual and in-person supports.</li> </ul>

- The Program department initiated significant revenue generation and secured a total of \$1.840M in additional funding for COVID-19 response and expanded programs. We are continuing to seek additional grants to provide relevant programs and services.
- Some areas of the programs portfolio remain significantly underfunded (ex. Seniors and LGBTQ2S Refugees); we are working diligently to identify new opportunities for funding and work collaboratively with the Philanthropy team to address these gaps, as community members continue to feel the lasting impacts of COVID-19.
- Highlights for 2021:
  - Direct Services: IRCC funding restructure has allowed us to create 2 new positions that will focus on addressing the needs of Black LGBTQ newcomers and convention refugees (one position focused on access to justice, one position focused on settlement support). Counselling Services are on pause for 2021 while we undertake a counselling program review. We are moving our housing work into the Community Engagement department.
  - Education & Training: Transition our Education and Training work into our Public Interest and Legal Initiatives Department and build a more robust standalone Child and Family Programs Department. Focus on more in-person programming that specifically address the needs of BIPOC families and address issues of food insecurity.
  - Public Interest and Legal Initiatives: Development of community clinic partnerships/satellite clinics to be held onsite. Expand The 519 Refugee Mock Hearing Program to keep up with demand. Increase Legal Support for Black Communities, with a focus on our newcomer and refugee participants. Further develop The 519 Affidavit Clinic & Court Support Program.
  - FABARNAK: Transitioning out of our current essential service daily meal program (last day on November 7<sup>th</sup> 2020). There is a new partnership with Second Harvest to address issue of food security in a much more expansive way (e.g. preparing 4,500 meals/weekly with a volunteer-based model), partnering with other downtown east centres to ensure continuity of service for our community members. Develop a registered food pick-up program to support the various communities we serve, including seniors, newcomers,

	<p>youth, low-income, children and families, and trans communities. Increase access to food our communities more broadly.</p> <ul style="list-style-type: none"> <li>• Second Harvest partnership has a one-year commitment, will allow us to reimagine FABARNAK’s original social enterprise model.</li> <li>• Community Engagement: Expand our virtual drop-in program offerings for youth and seniors in order to keep up with demand. Develop a Community Safety Strategy to address community and neighbourhood concerns while prioritizing the needs of marginalized communities and those most impacted by violence. Increase engagement with folks living in/congregating in Barbara Hall Park to provide relevant support/resources. We are currently significantly underfunded for seniors programming.</li> <li>• Anti-Violence Initiatives: Develop a cross-organizational response to violence and integrate anti-violence principles across all departments. Continues to track and address hate-motivated violence throughout COVID-19. Deepen our relationships with trans people of colour and develop new programs and services to address the continued vulnerability and targeting of trans communities of colour.</li> <li>• Strategic Program Planning and Partnership Development: Will be tasked with a broader program evaluation, database development, advancing our Anti-Racism and Equity work, engaging our Trans Engagement Strategy and The Black Collective.</li> </ul>
<b>Committee Business</b>	
<b>8</b>	<p><b>Strategic Program Planning Committee Update – Jacq Hixson-Vulpe, Karlene Williams-Clarke and Carl Kannegiesser</b></p> <p><b>8.1 Community-Led Groups update report</b></p> <ul style="list-style-type: none"> <li>• Community-led group access to The 519 space has been disrupted since March, 2020 as a result of COVID-19.</li> <li>• The 519 recognizes the important role that community-led groups play in the community in terms of providing a range of supports from anonymous support groups to coming out groups to affirming social groups. Providing</li> </ul>

space for community-led groups is a strategic priority that is also embedded in The 519's Space Use Policy. We remain committed to ensuring our community-led groups are provided space to meet at a time when it is safe for them to return, while continuing to maintain the highest standard in regards to health and safety and adherence to Toronto Public Health Guidelines.

- There is conflicting guidance provided by city health officials and the province regarding maximum gathering limits for indoor activities, supervised vs. unsupervised gatherings as it relates to our community-led groups, and the categorization of various community-led group activities such as dancing and low-impact fitness activities.
- Communication with community-led groups has been ongoing since June 2020. Consultation through an Impact Assessment Survey with community-led groups about their return to space has been completed.
- Results of Impact Assessment Survey indicate that access to space and tech support are the two most pressing concerns/barriers of community-led groups being able to resume operations.
- An internal analysis of space has been conducted to determine what a return to space could look like for community-led group based on various scenarios (e.g. change in hours of operations, the re-opening of EarlyON Program) and taking into consideration a staggered re-entry and an enhanced sanitization plan.
- In order to ensure that the process of return is as timely as possible, The 519 is proposing to open applications for groups to reapply for space. These applications will be accepted and reviewed in November-December 2020. Groups will be notified of their return to space status by December 19<sup>th</sup> 2020. The application process will include equity criteria to help define which groups should be prioritized for re-entry.
- There has been a request from the Occupational Health and Safety Committee to perform a risk assessment prior to allowing community-led groups back on site. There are no decisions at this time related to this process dialogue is underway.
- The 519 staff will explore whether there are other community spaces (e.g., gyms, stadiums, etc.) available to larger groups, who might be interested in accessing space in another venue as an interim solution.



	<p><b>MOTION 8.1</b> To approve that the Board receives the Return of Community-Led Groups report</p> <p><b>Moved by:</b> Sarah Zerihun <b>Seconded by:</b> Marco Calabretta-Duval</p> <p><b>That</b> the Board receive the Return of Community-Led Groups report <b>Recorded Vote: Unanimous</b></p> <p>Pam Hrick Sarah Zerihun Tom Warner Tom Spence Paul Noble Biko Beuttah Paul Jonathan Saguil Michael Cherny Marco Calabretta-Duval</p> <p><b>Decision:</b> carried</p>
<p><b>9</b></p>	<p><b>Finance Committee Update</b> - Marco Calabretta-Duval (Chair)/David Young (Director Finance)</p> <p><b>9.1 October 14, 2020 Meeting Update – 2020 Budget Forecast</b></p> <ul style="list-style-type: none"> <li>• Finance Committee met and did a review of the materials provided from staff including the 2020 forecast and the Core City of Toronto funding submission.</li> <li>• With the extraordinary efforts of the Philanthropy and Grants development team, and Senior Director of Programs to secure additional funding the current forecast is positive for 2020 year-end with a balanced budget (versus real \$1.2M short fall and adjusted \$460K shortfall originally forecasted). This assumes revenues come in as expected and expenses are managed to the projected budget.</li> <li>• Anticipating that 2021 will be a more difficult year to generate revenues.</li> <li>• We were successful in our application for Temporary Wage Subsidy for Employers – this was the 10% wage subsidy. Because we are a City agency we did not qualify for the 75% wages subsidy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Toronto Children’s Services will not be clawing back funds as had previously been indicated.</li> <li>• Substantial revenues have been generated from Philanthropy (through fundraising) and Programs Department (through grants writing).</li> </ul> <p><b>9.2 2021 City of Toronto Core Funding Submission</b></p> <ul style="list-style-type: none"> <li>• The 519 submitted the 2021 Core Budget to the City on September 15, 2020 in accordance with the City of Toronto’s requirements and instructions.</li> <li>• The current approved operating budget with economic factors and projected COLAs for union staff were included to sustain existing service levels as well as respond to the increased health, safety, sanitation, and security concerns that have emerged due to COVID-19.</li> </ul> <p><b>MOTION 9.2:</b> To approve the 2021 City of Toronto Core funding submission as outlined in the Finance Committee Report of October 19, 2020.</p> <p><b>Moved by:</b> Paul Noble <b>Seconded by:</b> Tom Warner</p> <p><b>That</b> the Board approve the 2021 City of Toronto Core funding submission.</p> <p><b>Recorded Vote:</b> Unanimous Pam Hrick Sarah Zerihun Tom Warner Tom Spence Paul Noble Biko Beuttah Paul Jonathan Saguil Michael Cherny Marco Calabretta-Duval</p> <p><b>Decision</b> carried</p>
<p><b>10</b></p>	<p><b>Fundraising and Philanthropy Committee Update – Paul Noble (Chair)</b></p> <p><b>10.1 FPC October 13th meeting update / Gala Highlights</b></p>

	<ul style="list-style-type: none"> <li>• Preliminary results for year-end in Philanthropy include:             <ul style="list-style-type: none"> <li>• Online giving in 2020 is significantly higher month over month than it has been in previous years</li> <li>• Donation amounts have remained stable over the course of the year</li> <li>• Number of monthly donors has more than doubled from 2019</li> </ul> </li> <li>• Details for 2020 year-end giving campaign are forthcoming.</li> <li>• The 519 Annual Gala took place last night, a third-party event in recognition of Honourary Patron Salah Bachir’s 65<sup>th</sup> birthday.</li> <li>• First time virtual event, created opportunity to reach broader audience and to sell tickets at a range of price points including pay-what-you-can option.</li> <li>• Significant media attention in part due to star-studded line-up of performers.</li> <li>• The Board remains grateful for our Honourary Patron’s continued commitment to supporting the programs and services of The 519.</li> </ul>
<p><b>11</b></p>	<p><b>Nominations Committee Update</b> - Biko Beuttah (Chair)/ Laura Gibbon (Manager, Education and Training)</p> <p><b>11.1 October 21, 2020 Meeting Nominations Committee Report</b></p> <ul style="list-style-type: none"> <li>• The proposed date of The 519 Virtual AGM of the Membership and Board Elections is Wednesday January 27, 2021.</li> <li>• Recruitment Priorities for new Board Members include:             <ul style="list-style-type: none"> <li>• Members of diverse racial and ethno-cultural communities</li> <li>• Members from Indigenous communities</li> <li>• Women</li> <li>• Trans / Non-binary people</li> <li>• People with disabilities</li> <li>• Older LGBTQ2S people</li> </ul> </li> <li>• Skill and experience priorities include a deep understanding and demonstrated competencies in:             <ul style="list-style-type: none"> <li>• Philanthropy and fundraising</li> <li>• Community services sector</li> <li>• Local Government Relations/Advocacy of LGBTQ2S issues</li> <li>• Financial Planning</li> <li>• Leadership in digital innovation</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Board leadership and development</li> <li>• Eligibility criteria remain the same in accordance with Public Appointments Policy.</li> <li>• There are 6 Board positions in total, 4 catchment and 2 noncatchment positions, up for the upcoming Board elections – including 4 incumbents and 2 positions currently vacant.</li> <li>• Virtual AGM will be hosted on WebEx.</li> <li>• Board Elections and voting will take place via Simply Voting.</li> <li>• Critical timelines have been identified in accordance with the Public Appointments Policy and The 519 Constitution.</li> <li>• Board Nominee Applications are set to open on Monday, November 2<sup>nd</sup> 2020.</li> <li>• The entire process will take place virtually, and tech support/ accommodations will be made available to applicants as needed on a case by case basis.</li> </ul>
<p><b>12</b></p>	<p><b>Governance and Human Resources Committee</b> - Tom Spence (Chair)/ Maura Lawless (Executive Director)</p> <p><b>12.1 September 23, 2020 Meeting Update</b></p> <ul style="list-style-type: none"> <li>• Committees should submit their revised TOR documents.</li> </ul> <p><b>12.2 Governance and Human Resources Meeting Health and Safety Report</b></p> <ul style="list-style-type: none"> <li>• Reviewed the 2019 Annual Health and Safety Report, which provides summary information on the status of The 519’s health and safety system, specifically on activities, priorities and performance throughout the year.</li> <li>• In 2019, The 519 completed the following health and safety goals:</li> <li>• Various Health and Safety policies and procedures have been developed by The 519 and the City of Toronto, in collaboration with the Association of Community Centres (AOCC), to meet our obligations related to ensuring a safe work environment.</li> <li>• Employees are also required to complete training modules appropriate to their individual roles within the organization.</li> </ul>

- The Joint Health and Safety Committee (JHSC) completed 12 monthly inspections in 2019, proactively attending to issues before they escalated.
- There were no work refusals related to unsafe working conditions and there were no Ministry of Labour investigations for the year.
- There was one workplace injury reported to WSIB in 2019. The individual required no time away from work.
- The 519 has a comprehensive policy and practice in place to reduce the risk of workplace violence; while recognizing the unique needs and lived experiences of marginalized community members we work with and are funded and mandated to provide services for.
- In 2019, The 519 also launched a revised version of the Incident Reporting form to further breakdown stat collection. Training on the new Incident Reporting system and the Crisis Intervention Policy was hosted in 2019 for all employees.
- 31 key staff and Managers successfully completed a 2 day training and were certified in Nonviolent Crisis Intervention via the Crisis Prevention Institute as we recognize that having staff trained helps to reduce incidents and improve worker safety.

**MOTION 12.2: To receive the 2019 Annual Health and Safety Report**

**Moved by:** Tom Spence

**Seconded by:** Mike Cherny

**That** the Board receive the 2019 Annual Health and Safety Report.

**Recorded Vote:** Unanimous

Pam Hrick

Sarah Zerihun

Tom Warner

Tom Spence

Paul Noble

Biko Beuttah

Paul Jonathan Saguil

Michael Cherny

Marco Calabretta-Duval

**Decision** carried

Other Business	
<b>13</b>	<b>Other Business / Emerging Issues</b> <ul style="list-style-type: none"> <li>• NA</li> </ul>
<b>14</b>	<b>Adjournment</b> Adjourned  Meeting was adjourned at 8:58pm.

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2.	2.1 Agenda: October 26, 2020
3.	3.1 Minutes Board Meeting: September 21, 2020
5.	5.2 2020/2021 Board Meeting Schedule
6.	6.1 Executive Director Report
7.	7.1 Program Department Update: Planning for 2021
8.	8.1 Return of Community-Led Groups 8.1 Community Groups COVID19 - Impact Assessment Survey Results 8.1 COVID-19 Community-led Groups Schedule Options
9.	9.2 Finance Committee Report
11.	11.1 Board Nominations Committee Report
12.	12.2 Annual Health and Safety Compliance Report