

**Ralph Thornton Centre Board of Management**  
**APPROVED MINUTES**  
**JUNE 24 2015**

Present: Board: Hongmei Cai, Andrew Chong (Chair), Adrienne De Francesco, Jennifer King (Minutes), Linda C Mackay, Chris Shantz, Cynthia Fleming, Graham Chernoff.

Staff: John Campey, Maria Moutsasos

Guests: Kyle Knoeck, City of Toronto Planning Dept., Mark Kovaks

Regrets: Michele Harding, Maggi Redmonds, Chris May, Paula Fletcher, Derek Chan.

#	ITEM	DISCUSSION	DECISION	ACTION / BY
	<b>City Presentation</b>	<p>Guest speaker – Kyle from the City of Toronto</p> <ul style="list-style-type: none"> <li>- Provided background on City Planning and the Official Plan</li> <li>- Discussed active studies in the local context. Emphasis on employment uses, particularly in south of Eastern area.</li> <li>- Reviewed active studies in the City-wide Context that may impact the east-end.</li> <li>- Stakeholder advisory committees are focus groups, not decision-making groups. Less influence on content.</li> <li>- New Broadview Hotel: What was controversial was displacement of people who lived in the hotel rooms. Strong policy in Official Plan protecting affordable rental housing, but no policy regarding rooming houses. Streetcar was connected with WoodGreen to ensure tenants were rehoused.</li> <li>- WHW Property (beside RTC): Started discussions as to whether there is an opportunity to create a better lobby/entrance to RTC. Next step on this application is community consultation meeting.</li> <li>- Weston Bakery site: 2 applications – residential, live/work mixed use. Ties into protection of employment uses.</li> <li>- Studio Centre: Re-open film studio, also create retail.</li> <li>- Former Unilever Site: No application yet. From 20,000 – 70,000 jobs depending on how successful. Likely a long planning process. Depends on transit planning.</li> <li>- Working groups: Strike them in relation to development applications. Tend to be a bit more roll up sleeves and throw up solutions to problems raised by project. Structured around issues. City planners take working group as advice, but to keep professional integrity and have a professional basis for recommendations.</li> </ul>		

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1.	<b>Greetings</b>	The meeting was called to order at 6:30 p.m. by Andrew Chong		
a.	Approval of Agenda	<b>Motion: to approve the agenda as amended</b>	1. LM 2. CS <b>Carried</b>	
b.	Approval of May minutes	<b>Motion: to approve the minutes of May 27 2015</b>	1. JK 2. CF <b>Carried</b>	
c.	Declarations of Conflict of Interest	None		
2	<b>Business Arising:</b>			
a.	Local Development Updates	<ul style="list-style-type: none"> <li>• <b>Policy</b> (Chris S.) <ul style="list-style-type: none"> <li>- No update. No chance to meet.</li> </ul> </li> <li>• <b>Riverdale Square</b> (Adrienne) <ul style="list-style-type: none"> <li>- Developer came back with positive response to comments made at previous meeting. Cut physical corners to allow for better light, cut down height. Rejigged design to include a big park – very supported by everyone in the room.</li> <li>- Sticking point – height of tallest building further into the site for aesthetic reasons. Adrienne flagged that her/our concern is on community use rather than these aesthetic issues.</li> <li>- City happy with progress. There has been a pause put on the process so the City can catch up – focus on transit, density, etc.</li> </ul> </li> <li>• <b>First Gulf</b> (Graham) <ul style="list-style-type: none"> <li>- No update</li> </ul> </li> </ul>		
b.	Inclusivity Session Summary	<p><i>Ref Board Package 2015 06 24</i></p> <p>Thank you to the working group for planning the session.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- The evening was very good and inspirational. It was a profound opportunity to hear about other people’s experiences. Agreement that the session was a good starting point and we should continue the discussion and find other ways for us to get into this deep discussion. Ideas included starting each board meeting with a presentation/discussion and including discussion on inclusivity at orientation.</li> <li>- We need to reflect on our entire organization (Board, programs, policies, culture) to ensure it is inclusive. How are we adopting that in all of our priorities?</li> </ul>		<p>Working group to come back with suggestions at August Board meeting</p> <p>All members to email any additional suggestions/ comments to the working group.</p>

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		<ul style="list-style-type: none"> <li>- Somewhat unclear what the goal of the session was and some were frustrated that we ran out of time.</li> <li>- Questions for the continuing discussion: Were any decisions made that would make our documents more accessible? How do we take importance of discussion and put it into day to day practice? How do we use plain language at all levels? How do we set up the physical space to be inclusive?</li> <li>- Need to do needs assessment: who are our users, staff, board members, future board members.</li> <li>- First step: written policy.</li> </ul> <p><b>Update from the working group: Graham</b></p> <ul style="list-style-type: none"> <li>- Planning on getting flip charts copied and disseminated. Definitions will be circulated.</li> <li>- Next steps: More suggestions on the method of taking this forward. Working group? Orientation? Bring it into a committee's terms of reference. For now, Graham, John, Maria and Maggi will continue working on it. Anyone else who wants to join in is welcome.</li> </ul>		
<b>3.</b>	<b>Staff Reports</b>			
a.	Executive Director's Report	<p><i>Ref Board Package 2015 06 24 #3a</i></p> <ul style="list-style-type: none"> <li>• Recognition of the work Maggi put into the Community Matters event.</li> <li>• Encouraged people to sign up for the Scotiabank Toronto Waterfront Marathon and passed out registration forms. Working on lead-up events with other community groups.</li> <li>• Sunday evening date and movie night with kids, thinking of doing it September/October. Will come back with an update on this for the August Board meeting.</li> </ul>		ED to come back to August Board meeting with update on Sunday evening date night
b.	Program Director Report	<p><i>Ref Board Package 2015 06 24 #3b</i></p> <ul style="list-style-type: none"> <li>• Playing for Keeps: June 29, 2015 celebration on June 29<sup>th</sup> at RTC. Congratulations to Linda who will be graduating from Playing for Keeps.</li> <li>• First Rivertowne Good Food Market will be tomorrow – every Thursday through to October.</li> </ul>		

4.	<b>Committee Reports</b>			
a.	BDN	<ul style="list-style-type: none"> <li>Looking for nominees for 3 Board positions. Please circulate posting to your networks. Looking at interviews in late July/early August.</li> <li>Constitution amendments have gotten through city hall and will be going to council, hopefully soon.</li> </ul>		Board to circulate to networks.
b.	Executive	<p><i>Ref Board Package 2015 06 24 Item 4b</i>  <i>Ref Additional Board Package Documents 2015 06 24, City Budget 2016</i></p> <p><b>Motion: That the Board ratifies the approval of the City of Toronto 2016 budget by the Executive Committee.</b></p> <p>Jennifer has updated the Board To Do List, which is on the Dropbox. Board committees and members are encouraged to review the To Do List.</p>	1. JK 2. CF Carried	Board committees/ members to review Board To Do List
c.	Finance	<p><i>Ref Board Package 2015 06 24 Item #4c</i>  <i>Ref Additional Board Package Documents 2015 06 24, Audited Financial Statements</i></p> <p><b>Audited Financial Statements:</b>  Auditors raised 2 issues: (1) Cheque requisition forms not used consistently by employees when submitting claims for expenses, and (2) Not proper management of time-sheet approvals.</p> <p>Not making a lot on our GIC, but making something on it.</p> <p><b>Ministry of Finance re: withholding repayment</b>  The employee health tax exemptions expense: primarily related to core City employees. Expecting the City to cover.</p> <p><b>Motion: The Board approves the Audited Financial Statements for the Ralph Thornton Community Centre for the year ended December 31, 2014 as prepared by Welch LLP.</b></p>	1. HM 2. LM Carried	
d.	Fundraising & Marketing	<p><i>Ref Board Package 2015 06 24 Item 4d</i></p> <p>Aim is for website to go live by November 2015.</p> <p>Board members to encourage donations to RAC Camp &amp; attendance at thank you party.</p>		Board members to circulate call for donations to RAC Camp and invitation to thank you party.

e.	Membership & Outreach	<p><i>Ref Board Package 2015 06 24 Item 4e</i></p> <p><b>AGM Planning</b> Discussion regarding the logistics of recording members and determining quorum at the AGM. John – basic staff requirement that there is a basic membership list and people are checked in when they come in the door.</p> <p>John – there is \$5000 in budget for events. Anticipate this is largely for AGM.</p> <p><b>Decision:</b> To allocate up to \$1000 to the AGM. Committee is directed to consider budget with staff and come back to the Board at the August board meeting with more detailed budget and possibly if need to go higher than that.</p>		<p>Committee and staff to determine logistics</p> <p>Come back to August mtg. with more detailed budget.</p>
f.	OP&E	No report.		
5.	In camera meeting	<p><b>MOTION:</b> to go in camera at 8:50 p.m. to discuss Personnel issues Staff were excused from the meeting.</p> <p><b>MOTION:</b> to end John’s probationary period and make him the permanent Executive Director.</p> <p><b>MOTION:</b> to go out of camera at 9:20 p.m.</p>	<p>1. JK 2. CS <b>Carried</b></p> <p>1. JK 2. AD <b>Carried</b></p> <p>1. CS; 2. GM <b>Carried</b></p>	
6.	Adjournment	<b>MOTION:</b> to adjourn the meeting at 9:20 p.m.	1. HM 2. A. D. <b>Carried</b>	

Approved by RTC Board August 26 2015