

**Leaside Memorial Community Gardens  
Board of Management Meeting  
Wednesday, December 8, 2021, 2021, at 7:00pm  
By Zoom**

**Minutes #810**

Attendees: Ms. Kathleen Mackenzie (Chair), Mr. Glenn Asano, Mr. Chris Forbell, Ms. Janice Ivory-Smith, Navin Katyal, Ms. Jennifer Purves, Ms. Jennifer Smith, Ms. Karen Pugliese, Mr. Craig Uyeno, Councillor Jaye Robinson, Mr. Dale Hardcastle, (City of Toronto PF&R Representative)

Guests: Joanna Nijmeh, Senior HR Consultant, Employee and Labour Relations, City of Toronto; Sean Milloy, Director of Employee Relations, People and Equity Division, City of Toronto; Michael Moran, Manager, Employee Relations, City of Toronto

---

**Calling of the Meeting to Order**

Ms. Mackenzie called to order the meeting of the board of management at 7:06 PM.

**Welcome**

Ms. Mackenzie welcomed our guests to the meeting and board members introduced themselves.

**Call to Declare Conflict-of-Interest:**

Ms. Mackenzie made a request for a conflict-of-interest declaration related to any item on the agenda. No declaration was made.

The meeting went in camera at 7:09 PM.

Guests left the meeting at 7:58 PM following the in-camera session.

Motion for the meeting to come out of camera at 8:00 PM made by Mr. Asano and seconded by Mr. Forbell.

**CARRIED**

Motion made by Ms. Smith to accept the City's proposed language to amend the Relationship Framework for the City of Toronto and the Board of Management for Leaside Memorial Community Gardens Area, presented in the in-camera session preceding this meeting, as sufficient to satisfy the Transmittal made to the City Manager by the LMCG Board of Management on June 29<sup>th</sup>, 2021, and presented to City Council on July 7, 2021. Seconded by Mr. Asano.

**CARRIED**

**Reading, Correction, Adoption or Disposition of the Minutes of the Board of Management meeting held October 27, 2021, and those of the Transition Workshop held November 23rd**

Ms. Mackenzie asked for any corrections to the two prior meetings' minutes.

Ms. Ivory-Smith moved to have the minutes accepted and the motion was seconded by Mr. Katyal.

**CARRIED**

**Report of Officers and Committee Chairs:**

**A. Ms. K. Mackenzie, Chair**

**Acting Director of Operations**

**Current Staffing**

Ms. Mackenzie provided an update in the staffing situation at the facility and advised that a new AP02 had applied and will be joining our staff on December 13<sup>th</sup>. In addition, we have postings with the City for other vacancies.

**COVID Vaccination Policy**

Ms. Mackenzie advised that the City had extended the date for unvaccinated, suspended employees to receive their first and second doses.

**Capital Projects**

An update was provided on the City's planned \$6 million capital project improvements planned for 2023 at LMCG, including a recent site visit at which 11 companies attended in preparation for the City accepting bids. Once a design firm is contracted the process of identifying an architect will commence. The project is expected to take place between March 2023 and October 2024 and will include significant work to the Bert Grant Rink and the William Lea Room.

**Reports of Standing Committees:**

**Finance and Human Resources Committee – Mr. C. Forbell Chair**

Mr. Forbell provided an update on the current financial situation and noted that top-line revenue is improving with a high percentage of ice use at the facility. Mr. Forbell advised, that because of COVID, we will end the fiscal year in a negative position.

With the former bookkeeper receiving notice prior to the completion of the month end, some of the October financials include accruals.

Cash forecasts are being submitted to the City on a regular basis and the City has provided cash support to the facility for the second straight month. Mr. Forbell further advised that the City is pleased with our cash flow forecasts.

A motion to approve the October 2021 financials: Motion to approve was moved by Ms. Mackenzie and seconded by Ms. Purves.

**CARRIED**

Mr. Forbell shared that Ms. Mackenzie has put a request to the City to replace our part-time bookkeeper, but considering the difficulty in finding this skill set, we have contracted for the services of a local bookkeeping agency to keep things up to date until a more permanent solution is in place.

In addition, Mr. Forbell advised that we have received a qualified opinion from our auditor on the 2019 audit and recommends that we submit this to the City for acceptance. There remains a \$200K discrepancy between our numbers and the City's and the opinion recommends leaving this open for discussion.

Mr. Forbell thanked the staff and board for their support of our first significant events in the William Lea Room.

Mr. Forbell updated the board that there are good candidates for the Director of Business and Finance role, which will be addressed once the position description is finalized.

Ms. Mackenzie and Mr. Katyal updated the board on the final stage of recruitment and advised that a candidate has been selected for the Director of Operations role and an offer will be made pending reference checks. If successful, this candidate could start before the end of the calendar year.

#### **Operations and Community Relations Committee – Ms. J Ivory-Smith, Chair**

Ms. Ivory-Smith provided an update on the activities assigned in the task transition meeting and thanked board members for their assistance in keeping things running. The board discussed the merits of setting up email addresses for the various executive positions, in order to ensure professionalism and not have members using their personal email addresses.

Ms. Smith shared that the concussion webinar held on Tuesday, December 7<sup>th</sup> was a great success. Over 100 people registered and 43 attended with most staying for the full 90 minutes.

Unfortunately, the recording did not save, and we are looking at options to capture the content so it can be shared with our community and user groups. Holland Bloorview has offered to do another session in the new year, at no charge, and to ensure it is recorded. This will be discussed with the safety committee.

Ms. Ivory-Smith advised that she and Mr. Asano received the results of the cybersecurity review and noted that we scored above our peers. Two areas for improvement were identified but both were unclear and require more investigation.

#### **Report on Security Guards**

Ms. Smith advised the board that we are reviewing holiday ice bookings and will provide Sword Security with a modified schedule for the period December 20<sup>th</sup> to January 2<sup>nd</sup>.

#### **Report from the Safety Committee**

Discussed in committee.

#### **New Business:**

There was no new business.

#### **Next Meeting**

Date of the next meeting: Wednesday January 26th, 2022. For clarification, board meetings are held on the fourth Wednesday of the month, not the last Wednesday.

#### **Motion to Adjourn**

Mr. Forbell motioned at 9:33 pm to adjourn the meeting. The motion was seconded by Mr. Asano.

**CARRIED**