



**COMMUNITY ADVISORY COMMITTEE MINUTES**

**Committee Name: Community Use of Schools Advisory Committee,**

**Date: September 16, 2014**

**Time: 9:30 AM - 12: 30 PM**

**Present:** Trustee Chris Glover (Co-Chair); Brian Keaney (Co-Chair, Toronto Youth Development); Gerry Lang (Citizens for Life Long Learning); Judy Gargaro (Etobicoke Philharmonic Orchestra); Lynn Manning (Girl Guides of Canada, Ontario Council); Lorna Weigand (Middle Childhood Matters Coalition); Heather Mitchell (Toronto Sports Council); Doug Blair (North Toronto Soccer Club); Brenna Cochrane (Alt for Allison Boughner- Big Brothers and Big Sisters); Iris Rivas (Salvation Army); Alan Hrabinski (Scarborough Basketball Association); Lesley Johnston (Social Planning Toronto)

**TDSB Staff:** Karen Meeson (Comptroller of Finance)

**Regrets:** Julian Freeman ( Grace Fellowship Church); Susan Fletcher (Applegrove Community Complex); Sam Glazer(Congregation Beth Haminyan)

**Absent :** Trustee Sam Sotiropoulos; Carol Thames (Doorsteps Neighbourhood Services) Julian Freeman ( Grace Fellowship Church); Leigh Coffey ( YMCA of GTA); Namita Aggarwal (Program Manager, Continuing Education); Angelo Bacopoulos (TDSB Permit Department); Lou Lenarduzzi (TDSB Grounds Team Leader); Manon Gardner (Executive Superintendent TDSB)

**Guests:** Marion Krien; Mitchell Curci (The Learning Disability Association Toronto District);

**Recorder:** Latha John and Vandana Bharti (Committee Assistants, Parent and Community Engagement Office)

| ITEM | DISCUSSION | RECOMMENDATION/MOTION |
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| 1.Call to Order/Quorum  | Co-Chair Brian Keaney called the meeting to order at 9:50 am. Members were welcomed followed by introductions<br><br>Quorum was achieved and approved.   |   |
| 2.Approval of Agenda  | June 10 agenda was presented in September 23 meeting due to fact no quorum was achieved at June CUSAC meeting.<br>The Agenda was Approved.   |   |
| 3.Approval of April 17 <sup>th</sup> Minutes  | April 17th Minutes approved with the following amendments:<br><br><b>Item #8</b> 5th paragraph -"The union legislation requirements" to be replaced with "Union requirements"<br><b>Item #10</b> Under Key Point d)<br>"Committee Assistant Handbook" to be replaced with "Community Advisory Committee Handbook "<br>All in favor. Motion carried.  | <b>Action:</b> Latha to post the approved amended minutes   |
| 4.Approval of May 22 <sup>nd</sup> Minutes  | May 22 Minutes were approved as is.  | <b>Action :</b> Latha to post the approved Minutes  |
| 5. Presentation.<br>Marion Krien runs a business of ballet classes in the community | Ms Krien presented to the CUSAC Committee<br><br><ul style="list-style-type: none"> <li>• Put forth a request that the permit for her business be considered as a "Not for Profit" category</li> <li>• Due to hike in permit fees from \$65 to \$124 Ms. Krien had to downsize her ballet classes to one site from eleven school sites.</li> <li>• The fee charged per student is \$9/class which is \$350/year</li> </ul> | <b>Action</b> To be included in next agenda<br>The Committee discussed guest presenter Ms Krien's request. The decision was that she may comply with requirements to be designated "Not for Profit" or she can increase the fees for her classes. |



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|                        | <ul style="list-style-type: none"> <li>• Ms. Krien claims of not making a profit and is willing to prove to the Committee by providing her tax returns. The committee declined as it is not appropriate to look at personal finances.</li> </ul> <p>Committee discussion followed the presentation</p> <ul style="list-style-type: none"> <li>• What mechanism do we have in place to address appeals?</li> <li>• We must be careful about making exceptions as it would cause a slippery slope effect.</li> <li>• It was suggested that Ms Krien register her business as a "Not for Profit" organisation; her category cannot be changed based on the fact her ballet school is private and has profit income.</li> <li>• Recommended partnering with Parks and Recreation in Scarborough, which would decrease her permit costs</li> </ul> <p>Co- Chair Keaney spoke for the committee to Ms. Krien. He confirmed that the Committee listened and will discuss further but currently see no alternative to registering as a "Not for Profit".</p> <p>** Trustee Glover joined the meeting at 10:30 am</p> |   |
| <p>6. Presentation</p> | <p>✓ Dana Ben Halim be invited to present at May meeting. Completed</p>  | <p><b>Action:</b> Latha to add Dana Ben Halim to the mailing list</p> |



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| 7.Terms of Reference                           | Updated and distributed to the group - Completed.<br>Lesley Johnston took a moment to thank both Judy Gargaro and Lynn Manning for all the work they put into putting the Terms of Reference together.   | <b>Agenda:</b> Latha to distribute clean copy of latest revision of Terms of Reference to committee and send to Michelle Munro, Central Co-ordinator, Parent and Community Involvement. Feedback from Parent and Community Involvement to be presented in October. |
| 8.Focus on Youth letter                        | To be updated  | <b>Action:</b> Latha to follow up with Trustee Glover to change the date and then mail letter  |
| 9.Steam Plant                                  | Karen Meeson will discuss implementation of Steam Plant School premium with Angelos Bacopoulos and report to committee<br>Revised spreadsheet of steam plant schools with requested information under review.<br>Alan to draft CUSAC recommendation for implementing Steam Plant School surcharge and submit to Vandana for distribution to appropriate staff, | <b>Agenda:</b> Karen Meeson to present outcome of implementation of Steam Plant School premium and the revised spread sheet in October meeting<br><br>No longer required.  |
| 10.Invitation to Trustee Dandy to present CAFÉ | Invitation was issued and declined. The committee feels the information would be relevant and would like to extend another invitation to CAFE for a presentation. The committee would like to show support to the initiative.  |  |
| 11.Full Service Schools                        | Included discussion of Full Service Schools at May meeting. Closed.  |  |
| 12.CAC Review                                  | Michelle Munro to distribute items discussed at April CUSAC  | <b>Agenda:</b> The review to be added to   |



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|                                    | meeting re CAC Review   | October Agenda.   |
| 13. Marketing of schools.          | Deferred to October   | <b>Agenda:</b> Invite Communications Dept. to present on marketing of schools. Trustee Glover to bring copy of Permit Statement , Opening our doors Marketing materials   |
| 14. Achieving Excellence           | Soft copy of report distributed to committee. Completed   |   |
| 15. AGM Planning                   | <p>The date for AGM -November 25, 2014 at 6:30</p> <p>The following members from the Committee agreed to help with planning the AGM -, i.e. the Invitation, Agenda and Guests</p> <ul style="list-style-type: none"> <li>• Judy Gargaro,</li> <li>• Heather Mitchell</li> <li>• Lynn Manning.</li> </ul> <p>Committee would like to include a report on number of permits, permit hours, how much grant was received and permit costs for AGM, as well as most recent financials.</p> | <b>Action:</b> Latha to check with Michelle – re confirmation of AGM notice period, whether it is 30 or 60 days   |
| 16. Membership review              | <p>It was noted that Mithcell Curci has been present at all the meetings and is an active participant with the committee.</p> <p>The committee agreed that since the AGM meeting is coming up in November they should follow procedure and wait until then to vote in new members to allow other interested parties to nominate themselves.</p> <p>There are organizations like Doorsteps who want to be a part of the committee but have not been able to attend recent meetings</p> | <b>Action:</b> Latha to get Morris Beckford email information from Co-Chair Keaney or Trustee Glover and send message about the AGM and that there is an available membership spot on the committee Karen Meeson and Mitchell Curci to be added to committee mailing list |
| 17. TDSB Financial Facts 2013/2014 | As the financials are due at the end of November to the Ministry Karen will bring what they have prepared to the November meeting.  | <b>Agenda:</b> Update of latest document on TDSB website<br>Karen 's Financial Report to be presented   |



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|                                     |   | in November if available. The report on permits and number of permit hours to be presented in November.                       |
| 18. CUS funding, 2013.              | The committee wanted to know what happens to funding received from Ministry if it is not allocated in full in the current year. Karen explained unused funds received from ministry for priority schools are 'sweatered' and have to be returned to the ministry. Will confirm if other funding can be carried forward so cost of living increases can be waived. | Action: Karen Meeson to confirm whether unspent CUS funding can be carried forward so cost of living increases can be waived. |
| 19. Education Charges               | Trustee Glover to collect names of committee members interested in speaking.<br>Completed (Alan and Judy spoke at press conference in early September)  |   |
| 20. Space Coalition report:         | Space Coalition report Improving Access to School Space and Focus on Youth: Toronto Summer Permits Experience was presented in June: Soft copy of Space Coalition report: <i>Improving Access to School Space and Focus on Youth: Toronto Summer Permits Experience distributed</i><br>Completed  |   |
| 21. Applegrove After school Program | Presented in June meeting, Completed  |   |
| 22. Trustee Report – Trustee Glover | <b>New Canadian School Visit</b> -The school is doing well; the EQAO results of the new school were excellent.<br><br><b>Boardroom update</b>   |   |



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|                       | <p>Trustee Mari Rutka is the new Chair for the Trustees. Shaun Chen is the Co- Chair.</p> <p>Election season there may be many changes</p> <p>An external mediator has been hired to review and implement processes and procedures at TDSB. Areas that will be affected are expense reporting, revision of the code of conduct for Trustees and new Ethics committee. In addition, will provide guidelines on how to resolve internal issues like discipline.</p> <p><b>Schools</b></p> <p>Elementary schools the numbers are good with increase in attendance.</p> <p>Secondary schools the numbers are still declining, a turnaround is expected in 2017.</p> <p>Focus on Education Development Charge: the Ministry wants to close schools that are not fully utilized. Although most space is fully utilized in the TDSB it is not fully funded by the Ministry.</p> |   |
| 23.Fields Maintenance | Fields Maintenance was bad this year than last year. It was suggested to put forth this topic at the Mayoral debate.   | <b>Action:</b> - Fields group needs to restart. Follow up with Trustee Glover |



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|  | <p>If school fields were maintained at the level of city it would be an improvement. In Peel Region, the city maintains all school fields. There are some pockets of Toronto where City maintains fields that belong to the school board.</p>   |  |
| <p>24. Staff Updates: Ugonma Ekeanyanwu and Manon Gardner</p> <p>25. New Requirements for Fall Permits &amp; Online Permits update</p> | <p>Karen Meeson - Comptroller of Finance, TDSB and Manon Gardner - Executive Superintendent TDSB are the new staff support for the CUSAC committee meetings replacing Kitty Leung and Ugonma Ekeanyanwu.</p> <p><b>Fall Permit issues were raised -</b></p> <ul style="list-style-type: none"> <li>• The new requirement for permit categories has resulted in many organisations not receiving their fall permits. The information was relayed to the organisations in early September that they might have their Permits by October.</li> <li>• Question raised as to the number of outstanding fall permits.</li> <li>• There was a request to find out when they can expect the winter permits to be issued and Karen Meeson informed the committee that there will be a delay and she will need to speak to Kitty to provide a timeframe.</li> <li>• It was requested by the committee that the process be reviewed and see how it can be improved.</li> <li>• It was reported that the new system is not set up in SAP and is in process. The permit applications are very paper intensive and very difficult to computerize.</li> <li>• Permit department requires a lot of information and</li> </ul> | <p><b>Action:</b> Manon Gardner Executive Superintendent TDSB and Karen Meeson - Comptroller of Finance, TDSB to be added as the new staff support for the CUSAC committee and added to committee mailing list</p> <p><b>Action:</b> Karen Meeson will look into the delay in Etobicoke music permits.</p> <p><b>Action:</b> Karen Meeson will find out the percentage of outstanding permits.</p> |





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|                          | <p>based on coordination of the process the permits are processed.</p> <ul style="list-style-type: none"> <li>• Karen Meeson reported Kitty Leung had created an MS Access Database in the interim to process the permit applications. No extra staff hired.</li> <li>• Declaration is required from a Notary for Non Profit organisations to avail subsidies under different categories.</li> </ul> <p>There will be no more temporary permits</p> | <p><b>Recommendation:</b> Trustee Glover suggested that there is a need to put in extra staff and can be recommended by the committee.</p> |
| 26. Anonymous complaints | <p>Anonymous angry emails from Toronto Sport (NOT Toronto Sports Council) complaining about permits were sent to Trustees and copied to the media; that person was invited to the committee for further discussion but declined the offer to attend</p>   | <p><b>Action:</b> To have someone represent from the Aquatics group to be part of CUSAC – Latha to follow up with Trustee Glover</p>       |
| 27. Healthy Mela Update  | <p>Update was provided at the informal meeting in June.<br/>Completed</p>   |  |
| 28. Resignation          | <p>** Lesley Johnston (Social Planning Toronto) announced that this was her last meeting with CUSAC as she is pursuing her academic goals, the Committee thanked Ms. Johnston for her contribution to CUSAC</p>   | <p><b>Action:</b> Latha to update Membership List</p>  |
| 29. Next Meeting Date    | <p>October 23, 2014 @ 9:30</p>  |  |
| 30. Adjournment          | <p>Meeting Adjourned at 12:40</p>   |  |

