



### COMMUNITY ADVISORY COMMITTEE MINUTES

Committee Name: Community Use of Schools Advisory Committee

Date: November 19, 2015

Time: 9: 30 am

Present: Trustee Co-Chair Chris Glover; Trustee Manna Wong; Lynn Manning (Girl Guides of Canada, Ontario Council); Mitchell Curci (The Learning Disability Association Toronto district); Gerry Lang (Citizens for Lifelong Learning); Heather Mitchell (Toronto Sports Council); Susan Fletcher (Applegrove Community Complex) ; Megan Vella (Alt for Big Brothers Big Sisters); Alan Hrabinski (Scarborough Basketball Association); Sam Glazer (Congregation Beth Haminyan); Judy Gargaro (Etobicoke Philharmonic Orchestra)

TDSB: Steve Shaw (System Facilities Officer)

Regrets: Iris Rivas (Salvation Army)

Guests: Doug Blair( North Toronto Soccer Club); Margret Smith(Regal Heights); Martin Harvey(Etobicoke Youth Soccer) ; Julian Tersigni (Community Microskills Development Centre); Mohammed Hassan( Muqdisho Sports); Abraham Ali-Rage(Muqdisho Youth);Joanne Aida (Joanne’s volleyball group); Rasal Rahman (Organisation South Asian ); Dennis Keshinro (Belka Enrichment); Olga Morgunev (Welcome Group); Luz Maria Pardo (Light your life); Laura Hammond (Birchmount Community)

Teleconference: Rick Duncan (Guest)

Recorder: Latha John (Parent and Community Engagement Office)

ITEM	DISCUSSION	RECOMMENDATION/MOTION
Call to Order/Quorum	Meeting called to order by Trustee Co-Chair Chris Glover. Welcome introductions followed.	



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Approval of Quorum	Quorum was achieved at 9:33 am	
Approval of Agenda	**Motion to approve the agenda by Alan Hrabinski, seconded by Heather Mitchell. All in favor. Motion carried.	
Approval of Minutes-October 13th, 2015	**Motion to approve the minutes by Lynn Manning, seconded by Susan Fletcher. All in favor. Motion carried.	
<ul style="list-style-type: none"> <li>EFIS data- Craig Snider-Comptroller TDSB</li> </ul>	<p><b>EFIS- Education Financial Information System</b> Ministry requires all school boards to provide EFIS data on a yearly basis. The data presented to CUSAC was about the use of the Community Use of School grant.</p> <p><b>Discussion</b> What is the number of permits permitted in the “For Profit” category?</p> <p><b>Staff Response</b> The number of permits in the “For Profit” category is not included in EFIS reports as it is not part of Community Use of School grant.</p> <p>The CUSAC committee requests that the EFIS information be reported yearly to compare year to year. The data will be important to help lobby for expanding CUS Funding.</p>	 <p>EFIS Data Form E 2014-15.pdf</p> <p><b>Action:</b> EFIS Report to be on December agenda. Steve Shaw to present the EFIS data for Community Use of Schools and PSI from previous years so we can compare year to year.</p>
<ul style="list-style-type: none"> <li>Age restriction in permitting for the Willow Weavers Square Dance Club.</li> </ul>	<p><b>Follow up on the permit for Willow Weavers Square Dance Club.</b> The permit application for Willow Weavers Square Dance Club was listed as an adult group. The permit department has resolved once the program was categorized as primarily for seniors and the lower rates for that category was applied.</p>	



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	<p>There is no policy or procedure in the permit application to identify the percentage of the age category, the permit holder has to self-identify in the application.</p> <p><b>Feedback</b></p> <p>Should the permit application have a process to identify the percentage? Perhaps the process used to identify the residency status could be applied?</p> <p><b>Staff feedback</b></p> <p>Permit department staff is working on the guidelines for permit applications and looking into the process for the percentage of age category to be projected in the application process.</p>	
<ul style="list-style-type: none"> <li>Parking working group report to CUSAC. (CUSAC letter attached)</li> </ul>	<p>The focus of the parking working group is on the evening and overnight parking issues at schools. The decision was made to close some parking lots (mainly downtown) after school hours due to many issues from the public using school parking lots as a public parking space. It was never the intent to eliminate permit holder parking.</p> <p>The letter from CUSAC on parking issues was shared with the parking working group. The group is looking at signage to notify the public about parking, including a number to call if a car is locked in.</p> <p>The working group is working towards a report on parking in January or February 2016.</p> <p><b>Discussion</b></p>	 <p>CUSAC -Parking lots letter.pdf</p>



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	<p>Do staff pay for parking? There is no paid parking at schools; as the board does not pay property taxes they are not allowed to make money off the property.</p> <p>An issue was brought up around permission to park buses at schools when permission was given by one principal to park a bus and it was subsequently towed by another principal who was not aware of this verbal arrangement.</p> <p><b>Staff response</b> All parking on TDSB lands needs to be related to a school function; parking is not permitted unless it is board approved otherwise it is in violation of city bylaws/zoning functions.</p> <p>Does the same policy apply for leasing a space of board property? <b>Staff response</b> If a group leases a space it becomes taxable and property taxes are applied to it.</p>	
<ul style="list-style-type: none"> <li>Best Practices Guide from OASBO (Ontario Association of School Business Officials) on permitting</li> </ul>	<p>The OASBO Best Practices Guide was shared with the committee.</p>	 CUS-Report-full_layo ut-EN-October2015-v
<ul style="list-style-type: none"> <li>Digitization of the permits update</li> </ul>	<p>CUSAC recommended to the board that the permit department digitize permits in September 2013 (as seen in the EFIS data over</p>	



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	<p>128,000 permits were issued for the 2014-2015 season, each one printed on a piece of paper). The board has recently been working on the process for digitizing the system and selecting appropriate system. CUSAC committee member and permit holder Alan Hrabinski was part of the software selection process. In October, the Board approved the staff recommendation of the purchase of the E-base software system. The permit staff is working on having the new system up and running to be ready by the end of December, piloting the test of processing and accepting the spring field permits in January 2016. It is a modern system and is self-service permit system.</p> <p><b>Discussion</b></p> <p>Will the new permit system cause a race for permit applications? It is anticipated the new process will be a race. Auto renewal should be critical for existing permit holders. The existence of a lot of organizations depends on the decisions made allowing them to renew their permits.</p> <p>CUSAC to discuss and recommend the following:</p> <ul style="list-style-type: none"> <li>• Roll over feature in the renewal process for existing permits, prioritizing renewals.</li> <li>• Permit opportunities for new and emerging groups in the community to have access to the space.</li> <li>• Should permits be cancelled for non-use?</li> </ul> <p>How will the system be used for PSI? Community Use of School coordinators will be using the system for outreach.</p>	<p><b>Action:</b> Discussion on prioritization of permits in January Agenda.</p>



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	<p>Best practices of permits</p> <p><b>Staff Response</b> With the current paper system priorities was given to renewals and then to new permit applications. With the new digitized permit system there might be unforeseen complications.</p> <p><b>Guest Feedback</b> Report on rationalization of the use of the space was requested to determine if there is a need for a new group in existing locations. Waiting for permit confirmation is a major issue; often confirmation is very late and there is not enough time to advertise the program. What is the timeline for permits to be confirmed with the new system?</p> <p><b>Staff Response</b> The board hopes that the new system will streamline the process resulting in shorter timelines for confirmation.</p>	
<ul style="list-style-type: none"> <li>• CUS FAQs Update</li> </ul>	<p>Kitty Leung is working with the communications department on the CUS FAQs; they will be posted after the updating of the permit website with the new digitized system.</p> <p><b>Discussion</b> Although the working group recognizes that the FAQs wording needed to be approved that is separate from posting on the website. Now that the content and language has been approved where to post them is a separate issue. If the FAQs are going live</p>	



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	<p>on the website in January as part of streamlining the permit system, having them posted on the website should be seen as crucial in avoiding repetitive questions to the staff and CUSAC. FAQ were developed around:</p> <ul style="list-style-type: none"> <li>• Permitting process</li> <li>• CUSAC.</li> </ul> <p>Update on CUSAC’s FAQs once approved by communication department to be posted as well.</p>	<p><b>Action:</b> Steve Shaw to follow up on the CUSAC ‘s FAQs.</p>
<p>CUSAC Membership /Attendance update</p>	<p>The following CUSAC member categories are vacant from Year A: Children- YMCA of GTA (Absent consistently for 5 meetings and confirmed they have resigned) Community Advocacy - Social Planning Toronto (Annie Peng’s contract finished in November and future representative has not been forwarded yet) According to CUSAC’s TOR the current committee recruits for the vacancies in a regular meeting. <b>CSAC feedback</b> Social Planning Toronto should be part of CUSAC. CUSAC to wait for a response from Social Planning Toronto before filling the category. Co- Chair Brian Keaney has stepped down and the committee appreciates his work for CUSAC. CUSAC to elect a new Co-Chair for the committee at the January meeting, after the new term has begun The “Children” category for year A to be filled at the December meeting.</p>	



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<p>AGM 2015 Planning. : Elections communications to be sent out to permit holders</p> <ul style="list-style-type: none"> <li>recruitment letter</li> </ul>	<p>The first letter was posted on the website and sent to all permit holders via permit department, the second letter was sent to all permit holders via permit department.</p> <p>For Year B seven members are to be elected representing the following categories:</p> <ul style="list-style-type: none"> <li>Aboriginal</li> <li>Arts and Hobbies</li> <li>Faith-based</li> <li>Sports and Recreation</li> <li>Youth</li> <li>plus two (2) additional members.</li> </ul> <p>CUSAC four existing members who are standing for re-elections are:</p> <p>Judy Gargaro for Arts and Hobbies Alan Hrabinski for Sports and Recreation Heather Mitchell for Sports and Recreation Lynn Manning for Youth</p>	<p><b>Action:</b> Trustee Glover to follow up on the invitation to Associate Director Angelos Bacopoulos for the AGM.</p>
<ul style="list-style-type: none"> <li>Karen Pitre to be invited to CUSAC AGM to present Community Hub Report.</li> </ul>	<p>The recommendation is to ask Karen Pitre to instead present her Community Hub Report at the first meeting after the elections in January. It is an important topic and could get lost if presented to people who are not aware of the report.</p>	<p><b>Action:</b> Heather to invite Karen Pitre to present on Community Hubs in January</p>
<ul style="list-style-type: none"> <li>Community Hubs in Ontario: A Strategic Framework &amp; Action Plan</li> </ul>	<p>CUSAC letter commending the Community Hub was drafted by Heather Mitchell and Annie Peng.</p> <p>The draft letter was presented and request for feedback to be</p>	<p><b>Action :</b> Report and letter to be forwarded to CUSAC and feedback to Heather</p>



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<p>CUSAC letter commending the Community Hub Report</p>	<p>returned to Heather Mitchell.</p> <p><b>** Motion by Heather Mitchell that CUSAC forward the letter to the Premier, CCing Karen Pitre, supporting implementation of the Community Hubs Report. The text for the letter to be finalized by Heather Mitchell with feedback from the CUSAC Committee. Seconded by Judy Gargaro. All in favour. Motion carried</b></p> <p><b>Discussion</b>            Are schools which lease out space to different programs represented at CUSAC for the Community Hub discussion?            There are several spaces within the board which meet the definition of community hubs.            Full service schools included many programs: Priority Schools, Model schools, space leased out for daycare, recreation and leisure activities. Initially 12 schools were selected, and then 16 more were added. What has happened to them?            The community hub reports included schools as hubs along with a wide variety of other organizations such as health centers.</p>	<p><b>Action:</b> Steve Shaw to get more information on how Northview Heights SS operates to have a discussion at CUSAC.</p>
<p>Fields permit work Group Report</p>	<p>The working group focused on the following:            Initially developed to facilitate communication between field permit holders with skilled trades and field maintenance groups around lining and maintenance of fields and to allow teams to conduct minor repairs so activities could proceed.            Use of equipment-agreements with the city of Toronto allowing storage of large cutting equipment has resulted in upgrades in</p>	



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	<p>field maintenance, allowing timelier access to equipment. The work group has asked that these agreements be shared with the rest of the city.</p> <p>Request the use of community volunteers (as allowed by the city) to do field maintenance.</p> <p>Want an inventory done of the facilities that the board has in terms of the use and revenue.</p> <p>Classify facilities by size and use so that the permit cost can reflect the classification.</p> <p>Share responsibilities of resources with the city.</p> <p>Would like representation of the Fields Working group at the City-School Board Advisory Committee.</p> <p>Allow access to fields which are ready to be used before the permit season starts to be considered by the permit department; helpful to extend the season if the field is in good condition.</p> <p>To develop a site in to work on what fields are suitable for what sport, perhaps allowing community efforts to develop resource that is more useful to the community.</p> <p>Explore Field Permit holder partnerships allowing them to contribute money to upgrade the fields in exchange for priority use for a designated period of time.</p> <p>Parks and Recreation is planning to do inventory huge inventory of all city facilities..</p> <p>Heather Mitchell to share the best practices from the city's Parks and Recreation maintenance of fields with CUSAC.</p>	<p><b>Action:</b> The Fields Group meeting to be in January before the CUSAC.</p> <p><b>Action:</b> Steve Shaw to have an update on the inventory of the board's fields.</p>
Trustee Report	Director Quan has been seconded to the Ministry of Education to work on a project to expand on the TDSB's student survey across	



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	<p>the province. It was a landmark study done by the board asking students to identify by their cultural and linguistic background to identify areas of need and particular groups of students who are not succeeding, especially the higher drop-out rate for boys. Better data will help to target initiatives for the province, to increase high school completion rates.</p> <p>Director came with years of experience and has been an educator from 1982; her secondment to the Ministry of Education is a loss to the board. Director Quan came up with Years of Action plan which was comprehensive and ambitious.</p> <p>The board will recommend having an Interim Director at their December meeting and for a new Permanent Director in 2016.</p> <p><b>Capital Closings:</b> Number of Accommodation Review Committees (ARCs) are starting in 2016. The TDSB is consulting on 22 properties for potential sale. It will be a real loss to the communities if many of these properties are sold.</p> <p>As per the Ministry when they talk about it they only consider spaces that are functioning as schools, if the space is leased out and used by other organizations which are privately funded their lease fees must generate enough funding to maintain the property.</p> <p>Toronto Lands Corporation (TLC) is in charge of maintaining all the board properties not currently operating as schools.</p> <p>These ARCs are being conducted at the same time the Ministry is talking about Community hubs. A new work group has been formed with the city and all 4 Toronto School Boards to look at the potential sale of schools to avoid the loss of green space and</p>	



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	<p>services like daycare which are housed in these properties.</p> <p><b>Discussion</b> When the board rents a school does it always make money? Although the goal is to make enough money to cover the full cost of use, some rentals do not (such as Silvercreek where the board covers the \$70,000 operating shortfall each year). The City Councillor is currently in conversation with the MPP as the city is in charge of daycares and the MPP heard the community wants to fix this issue. The community hopes to put enough pressure on the Ministry to cover the full cost of the lease as well as capital liability. There is also a capital liability issues for the board at sites such as if a boiler breaks. The board has a \$3 billion backlog and the board doesn't get funding from the Ministry of Education to maintain spaces or to estimate the future growth. Trustee Glover also cautioned that although enrolment is currently down it is starting to increase again; where future needs will be cannot be predicted. CUSAC would like to see the TDSB get development and capital funds from the Province to address the backlog.</p> <p><b>ARC Process Report</b> The ARC Process got delayed and affected due to labour negotiations at the board.</p>	<p><b>Action:</b> Latha to get the list of the schools undergoing ARCs from Trustee Services</p>
Next Meeting Date	Next meeting is on December 15th at 9:30 am.	
Adjournment	Motion to adjourn by Susan Fletcher seconded by Gerry Lang. Meeting adjourned at 11:55 am	

