

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

**Meeting Date**: Tuesday, January 11, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on 11 January 2022 from 8:01 a.m. to 10:00 a.m. via Zoom with Co-Chairs James Li and Judy Gargaro presiding.

| **Attendance via Zoom**: | **James Li** (Trustee), **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Patrick Rutledge** (Big League Book Club), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Sam Glazer** (Congregation Beth Haminyan), **Jonathan Wood** (Toronto Accessible Sports Council), **Dave McNee** (Quantum Sports and Learning Association), **Heather Mitchell** (Toronto Sports Council), **Dennis Keshinro** (Belka Enrichment Centre), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Susan Fletcher** (SPACE), **Elizabeth Pounsett** (Young People’s Theatre).  Also present were TDSB Staff: **Maia Puccetti** (Executive Officer, Facilities & Planning), **Jonathan Grove** (Senior Manager, Plant Operations), **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Ugonma Ekeanyanwu** (Acting Facility Permitting Team Leader), **Ndaba Njobo** (Facility Permitting Coordinator), |
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| Guests: | **Michelle Aarts** (Trustee), **Terrance Philips** (Phillips Basketball Academy), **John Long** (Etobicoke Volleyball), **Jody Halsall** (Extreme Sports Toronto Sports Club, **Serban Genu** (Benjamin Basketball). |
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| Regrets: | **Sara Somerset** (Jack of Sports), **Alex Viliansky** (Felix Swim School). |

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| **ITEM** | **DISCUSSION** | **RECOMMENDATION/ MOTION** |
| **Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum** | * The meeting was called to order by Co-Chair Judy Gargaro at 8:01 a.m. |  |
| **Approval of Agenda** | * Agenda approved. | Patrick Rutledge and Trustee James Li |
| **Approval of Minutes**  **14 December 2021** | * Minutes were approved. | Elizabeth Pounsett and Jonathan Wood |
| **Conflict of Interest Declaration** | * Nil |  |
| **Delegations** | * Nil |  |
| **Permit Unit Update** | * **Update on Resumption of Community Use of Schools (CUS) for January? Can two groups permit space in the same school at the same time if separation can be maintained?** Ndaba confirmed that due to Provincial Covid measures, all indoor weekly and weekend permits are currently suspended. The January 17th date will now not be looked at until the earliest January 26th. The permits department’ assumption is that the before and after school programs will resume when school resumes. CUS on weekends will not resume until the next review. In terms of preparation for outdoor fields/permits for late spring and summer, the permit department is planning to open up bookings at the end of January for the February permits. Staff are currently consulting with maintenance to see which fields will be open.   Ndaba explained to the committee how 2 concurrent active and approved permits that have been cancelled due to the closure can be reactivated quickly if the Province announces opening up as long as staff are available. At the moment all permits are pending; non active permits will resume the processing procedure and likely would not be able to start up on short notice.  The permit department staff explained how refunding of permits works. If permit cancellations occurred due to the Province’s Covid closures, then the permit holder receives a full refund and are not charged the administration fee. All permit holders should contact their permit clerk to request their refund; otherwise, a credit will remain on the account and be applied to upcoming charges. If the permit holder paid by cheque, then the refund is by cheque (exactly the same as what was recorded on the original cheque), if the permit holder paid by credit card, then their refund is by credit card, etc. All permits from January 7th to 27th, 2022 have been cancelled. All permits from February 1st to the end of the year are dependant on Toronto Public Health and Provincial guidance.  Judy Gargaro expressed concern that it is not very clear in eBase how to see the permit holders’ credit or how to request a refund and asked for clearer instructions. Ndaba will look at this and work with it in eBase for clarity. As eBase now has contracted with all Ontario School Boards it is likely all/many of the Boards want this; one suggestion was a button to request a refund that opens a discussion window. The Board standard for response time in the discussion window is five (5) business days.  Ndaba explained that it takes approximately 5 days for permits to get approved and issued, provided all parties are responding quickly, including the permit holder. Ugonma mentioned that current permit holders may get approved faster as they already have insurance coverage but reminded the committee that as there is a cost involved with insurance the permit department does not ask for proof of insurance until permits are approved. This may delay the permit process for new groups.  Ndaba confirmed that permit holders will receive communication on January 26th to update them on where the Board stands with respect to permits ( dependant on Provincial closures).  Jonathan Grove reminded the committee that if we do resume permits that Vaccination Clinics take priority over permit holders which may lead to the need to cancel some permits. Hopefully this will not be the case.   * **Update on Priority Neighbourhood Initiatives –** Ndaba confirmed that currently the Priority School Initiative has gone from 77 to 44 schools and that these identified schools are approved for March Break permits. * **Update on March Break Permits –**Ndaba discussed that all permits have their seasons and that our operational procedures have specified dates when permit applications will open up to permit holders. The March Break permit applications open up right after the outdoor field permit applications sometime in February, once maintenance identifies which schools will not be open. The Park and Recs permits then determine what schools are available for March Break opportunities for permit holders. There is a small window from the time Park and Rec permits are issued to March Break bookings. The permit department plans to accept March Break permit applications, but the final decision on these will come depending on Toronto Public Health guidance at the time. The committee was reminded that March Break permits are limited to city-run Parks and Recreation, Focus on Youth (FOY) and Priority Neighbourhood Initiative (PNI) programmes to serve the needs of marginalized communities and that approval is based on sites – not programmes. | **ACTION**: Ndaba to request a report for questions that are older than 5 days to follow-up. |
| **Outstanding Action Items** | * **Pools Working Group Update** – Alex Viliansky was absent therefore no update provided. * **Baseball Working Group Update** – Deferred. * **Space Coalition Report** – Susan Fletcher released the Briefing Note information in November 2021 and has yet to hear back from the Premier or Ministry of Education offices. This item is off the agenda until there is an update for the committee. * **Welcome New Trustee Co-Chair and Review of Committee Membership –** Judy Gargaro welcomed our new Co-Chair, Trustee James Li and thanked Trustee Michelle Aarts for her dedication and efforts for the community. The committee discussed its’ membership in response to comments brought forward in our committee’s recent self-evaluation, specifically that not everyone on the committee has direct permit experience and that although the intent of the Provincial CUS grant is to support not-for-profits there appears to be disproportionate representation on this committee by for-profit groups. After discussion the majority agreed that:   + all permit holders should have a voice   + there is a place on the committee for groups that may not have direct permit knowledge as they have a larger view and therefore are aware of the challenges   + for-profit groups have similar issues and concerns as the not-for-profit groups. They also realize they are not eligible for CUS subsidies, so this does not appear to be a conflict * The committee agreed that no edits were needed to the Terms of Reference as a result of this discussion and that the permit unit will continue to bring items for discussed to this committee for decisions as a group. The committee also agreed upon the importance of an open communication philosophy. * **Committee Goals for 2021-22 –** This item is deferred till Michelle Munroe’s group provides follow up. * **Terms of Reference –** The committee agreed that there are no further edits to the Terms of Reference as a result of this discussion and that the permit unit will continue to bring items for discussion to this committee for decisions as a group. , and it will be taken to the January 19th, 2022, PSSC meeting. Tina will post the updated version on the TDSB Committee website once approved. * **Annual Report with the self-evaluation –** Judy Gargaro discussed the Annual Report content, highlighting the self-evaluation and it was approved as is. Jonathan Wood expressed concern that neither the Annual Report or Self-Evaluation passed the disability audit so this will be forwarded to the attention of Michelle Munroe. |  |
| **Making School Buildings & Sites More Accessible** | * Executive Officer Maia Puccetti informed the committee that the report - Making School Buildings & Sites More Accessible was presented at the November 3, 2021 Board meeting. In the report, staff asked the Director to approach the Ministry of Education and request dedicated funding and for permission/use of POD (Proceeds of Disposition) funding to be used for accessibility upgrades on existing buildings (currently funds may only be used to renovate/repair existing systems). Maia explained that we currently do not have funding in place to do accessible upgrades. Staff created a framework for the Director to present to the Ministry of Education to advocate for the use of POD funds but do expect that the Ministry will ask for a dollar figure. Based on the 2015 system wide school accessibility review, it is currently projected the board would need $1B to make schools accessible, with the knowledge that some schools may never be able to be made accessible and may need to be replaced. This committee recognizes accessibility as a long-standing issue and asked to be informed of any updates. |  |
| **Trustee Report** | * Trustee Li discussed concerns about students going back to school January 17th * Trustees have requested that more enhanced cleaning be done in school, that all staff receive N95 masks and all students be supplied with medical grade masks. * Trustee Li mentioned to the committee that Trustees have advocated to the Ministry for Boards to be reimbursed all Covid related costs. * When asked how the decision by Province to no longer require reporting of Covid-19 numbers affects the TDSB, Trustee Li confirmed that the TDSB is still asking schools to report numbers through their previous portal. |  |
| **Other Business** | * Nil |  |
| **Adjournment** | * 10:00 a.m. | Dennis Keshinro |
| **Next Meeting Date** | * **8 February 2022**, **8:00 a.m. via Zoom**   **Join Zoom Meeting**  [**https://tdsb-ca.zoom.us/j/96621995802?pwd=MXZsYWVXVmNGdHpXN0dVeWZSeldWUT09**](https://tdsb-ca.zoom.us/j/96621995802?pwd=MXZsYWVXVmNGdHpXN0dVeWZSeldWUT09) |  |

**Acronyms**

PSI – Provincial School Initiative FOY – Focus on Youth

LNSP – Local School Neighbourhood Program FBEC – Finance Board Enrolment Committee

PPF – Priority partnership funding GSN – Grant for Student Needs

PPC – Planning and Priority Committee PSSC – Program School Services Committee