



## Community Advisory Committees

**Name of Committee:** Community Use of Schools Community Advisory Committee  
**Meeting Date:** Tuesday, February 6, 2024

A meeting of the Community Use of Schools Community Advisory Committee convened on February 6, **2024**, from 8:01 a.m. to 10:04 a.m. via Zoom with Judy Gargaro presiding.

<p><b>Attendance via Zoom:</b></p> <p><b>Also present were TDSB Staff:</b></p>	<p><b>Judy Gargaro</b> (Etobicoke Philharmonic Orchestra, Co-Chair), <b>Sara Ehrhardt</b> (Trustee, Co-Chair), <b>Susan Fletcher</b> (SPACE), <b>Jonathan Wood</b> (Toronto Accessible Sports Council), <b>Alex Viliansky</b> (Felix Swim School), <b>Graham Welsh</b> (Toronto Sports Social Club), <b>Jessica Murphy</b> (Leacock Foundation), <b>Andres Tucci Clarke</b> (Sistema Toronto Academy), <b>Adib Razavi</b> (Strong Play Canada), <b>Susan Orellana</b> (Jack of Sports Foundation), <b>Dave McNee</b> (Quantum Sports and Learning Association), (Quantum Sports and Learning Association), <b>Dennis Keshinro</b> (Belka Enrichment), <b>Zakir Patel</b> (Trustee, Ward 19), <b>Ali Ladak</b> (Alternate for Dave McNee - Quantum Sports and Learning Association) <b>Heather Mitchell</b> (Toronto Sports Council), <b>Dan Maclean</b> (Trustee Ward 2)</p> <p><b>Maia Puccetti</b> (Executive Officer, Facilities &amp; Planning), <b>Jonathan Grove</b> (Senior Manager, Operations, Maintenance &amp; Community Use), <b>Shirley Adderley</b> (Regional Manager, Central Services) <b>Ndaba Njobo</b> (Facility Permitting Co-ordinator), <b>Ugonma Ekeanyanwu</b> (Facility Permitting Team Leader), <b>Meenu Jhamb</b> (Administrative Assistant)</p>
<p><b>Regrets:</b></p>	<p><b>Patrick Rutledge</b> (Big League Book Club),</p>
<p><b>Guests:</b></p>	<p><b>Elizabeth Lukie</b> (Hutt Piano Class), <b>Nick Hurtado</b> (North Toronto Soccer Club), <b>Kathleen McCarthy</b> (NYAC), <b>Serban Ghenu</b> (Benjamin Basketball), <b>Adbel Elmaadawi</b>(TIRF)</p>

<b>ITEM</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION/ MOTION</b>
<b>Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order by Judy Gargaro at 8:01 a.m.</li> <li>• There is a trend to include tangible actions in the Land Acknowledgement. Susan F noted that the Native Canadian Centre of Toronto (<a href="https://ncct.on.ca/">https://ncct.on.ca/</a>) is offering free tours for members of the public.</li> </ul>	
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>• Agenda approved.</li> </ul>	Alex Viliansky Heather Mitchell
<b>Approval of Minutes January 9th 2024</b>	<ul style="list-style-type: none"> <li>• Minutes approved.</li> </ul>	Alex Viliansky Susan Fletcher
<b>Conflict of Interest Declaration</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Permit Unit Update</b>	<p><b>Update on ongoing items:</b></p> <p><b>Clarifying documents for after-school permits</b></p> <ul style="list-style-type: none"> <li>• The Regional Manager, of Central Services has sent the revised document to the Committee Co-Chair, and upon her review, the document will be shared with CUSCAC members for review and comments.</li> </ul> <p><b>eBase step-by-step video location</b></p> <ul style="list-style-type: none"> <li>• TDSB staff is working to get the video posted on multiple locations other than the permit website. An update on the close captioning (audio content) of the video might be provided in the next CUSCAC meeting.</li> </ul>	<p><b>ACTION:</b> Judy to review the document and send it to TDSB staff for distribution. Item to be discussed in March CUSCAC meeting.</p> <p><b>ACTION:</b> TDSB staff to advise the locations of where the video has been posted.</p>

ITEM	DISCUSSION	RECOMMENDATION/ MOTION
	<p><b>Review of category definitions</b></p> <ul style="list-style-type: none"> <li>● The CUSCAC working group met on January 23<sup>rd</sup> and identified the list of items for consideration at the time of policy renewal. The group discussed the “definitions” that need clarity currently and the items that can wait until policy renewal. Sr. Manager of Operations, Maintenance &amp; Community Use will follow up with the Executive Officer of Facilities Services and Planning to ensure that this group has enough time in the process to discuss and review the items. This topic will also be added to the agenda for at least 1-2 meetings for a thorough discussion. The group is to reconvene on March 26<sup>th</sup> and the scope of the March meeting is to work on making the definitions as clear as they can be within the existing policy. Members of this group can expect an update in the April meeting. The group also recognized that there is a connection point between the review of the category and our ongoing tournaments vs one-day multi-team activities.</li> </ul> <p><b>Schools affected by construction (Mar)</b></p> <ul style="list-style-type: none"> <li>● No update. Item to be discussed in March.</li> </ul> <p><b>Committee Goal related</b></p> <p><b>A heat map showing locations and the degree of permit use</b></p> <ul style="list-style-type: none"> <li>○ A heat map showing locations and the degree of permit use across the city and how schools are being used by the community across the entire city was shared with the CUSCAC members. There was a specific request for a</li> </ul>	<p><b>ACTION:</b> In the interim, TDSB staff to review the definitions that exist for all the terms and the item will further be discussed on March 26<sup>th</sup> meeting.</p>

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	<p>heat map to be produced. The information shared by TDSB staff sets the context of what information is available and what staff was able to put together in terms of a heat map. The points below highlight the salient features of what was shared with the group:</p> <ul style="list-style-type: none"> <li>• The TDSB staff shared maps :Learning Centre (LC) structure combined with a Ward structure to align with the Trustees.</li> <li>• The map for each LC (Learning Centre) gives insights into where all the schools are located within each LC and the name of the respective Superintendent.</li> <li>• Heat maps were also presented that depicting the number of permits issued/permit hours in each LC and corresponding legends in different colors to show the intensification of how many permits are in each area.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Question – Does the heat map report include the data of Parks and Rec Programs?</b> <ul style="list-style-type: none"> <li>■ No, it does not. Only permitted use of schools is included.</li> </ul> </li> <li>○ <b>Question:</b> There is lower community use of schools in Scarborough. Is this because Scarborough has a better community structure? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> TDSB staff shared that it would be a valuable addition if we could add information on the</li> </ul> </li> </ul>	

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	<p>City of Toronto Parks &amp; Rec Programs, Community Centres, and schools of other school boards such as TCDSB to get a sense of the complete picture of what is happening across the city. However, the scope of this report presented today is to navigate the information within TDSB. Executive Officer, Maia Puccetti may speak to the planning department to determine if they can populate the map showing Community Centres and Toronto Catholic School Board schools. However, this may take some time and we would not be able to highlight the permit situation with TCDSB, but it can at least indicate where there may be other community use spaces available.</p> <p><b>Other reasons could be:</b></p> <p>In TDSB, permits are mostly issued for high schools, in comparison to Parks &amp; Rec which are offered in almost every corner of the city. High Schools have gymnasiums that can accommodate popular sports. There are fewer high schools in Scarborough but the concentration of permitted hours is high.</p> <p>Per TDSB staff, in Scarborough many programs are offered by the city (Parks and Recreation programs) and the community is still being served however, not by permit holders who would want to run programs in the Scarborough area.</p> <ul style="list-style-type: none"> <li>○ <b>Question</b> – This group recognizes the importance of having other school boards' information as well as</li> </ul>	<p><b>ACTION:</b> Maia to speak to planning department and determine if this is possible.</p>

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	<p>Community Centres' information to be included in the heat maps. This information can be helpful to many organizations and the City of Toronto. It was suggested that the topic should be discussed at the City School Board Committee.</p> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ <b>Answer:</b> Trustee Ehrhardt has been advocating for the community usage of underutilized schools. She further mentioned that the City School Board Committee has not met yet, however, she may connect with the other two trustees who have been appointed for TDSB and will discuss this with them.</li> </ul> </li> <li>○ <b>Question</b> – Is the data in these reports real-time? If a pool is closed for repairs, would it show up as no permits in the chart for that area? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> The information populated in this report is for an entire year, it is not real-time. The report would still indicate permits even if the site is closed due to maintenance/repairs for a short time.</li> </ul> </li> <li>○ <b>Question:</b> The Committee understands that overlaying information on top of what is being shown in the report and cross-tabbing it with information like what type of actual activities are happening at what location can be difficult. However, the Committee would like to see the following items included in the report <ul style="list-style-type: none"> <li>○ <ul style="list-style-type: none"> <li>1. The high schools chosen for permits have bigger gyms or bigger pools, what is it about those facilities aside from being high schools that are attracting a higher</li> </ul> </li> </ul> </li> </ul>	

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	<p>percentage of permits?</p> <ol style="list-style-type: none"> <li>2. Additionally, the Committee would like to see schools that are accessible. And what kind of facilities are available in those schools, just to see where those congregations are of permit users and who is using them.</li> <li>3. List of schools with LNSP focus to identify areas with higher need. <ul style="list-style-type: none"> <li>• <b>Answer</b> - Executive Officer Maia Puccetti stated that there is value in gathering this information for the Committee members however, it takes a fair amount of time and work and we need to engage staff from a couple of different areas to make this information available for this group. It would be important if a list with priority order could be prepared to know what the next iteration of information this group is interested in.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>○ <b>Details of the permit organizations</b> – TDSB staff shared that due to confidentiality TDSB would not be able to share the details of the permit organizations. Staff was under the impression that Committee-related goals were about the development of the heat map and not getting into the granular details of permit organization.</li> <li>○ The Committee Co-Chair clarified that the request was more related to categorical/classification details of programs offered at different sites. The rationale for requesting this information is to ensure that we have appropriate representation in this Committee. If there is a huge chunk of programs offered in any specific category,</li> </ul>	<p><b>ACTION:</b> TDSB staff will share a copy of the presentation with the community members. The Committee Co-Chair and the other members of this group are to come up with a wish list in priority order and share it with TDSB staff. Members of this group have been asked to not share the copy of the presentation outside of this group.</p> <p><b>ACTION:</b> The Committee is looking to receive this</p>

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	<p>the Committee would like to look for a representative. A summary by category (financial (e.g., not for profit), City of Toronto and private) was shared with the Committee by the TDSB staff.</p> <ul style="list-style-type: none"> <li>○ <b>Question</b> – Is it possible to generate a report of the category breakdown in terms of arts, sports, and learning? <ul style="list-style-type: none"> <li>■ <b>Answer</b> – It would not be possible to generate a report by these categories for a couple of reasons. <ol style="list-style-type: none"> <li>1. A permit holder can submit one application for 5 different categories, and it would be difficult to report a breakdown of each category for each permit as eBase does not allow the filtering of the data. Permit staff will connect with eBase and report back if this is possible. The Committee Co-Chair suggested that in the event it is not possible to get the breakdown information of each category, surveying the permit holders to collect the data could be explored.</li> </ol> </li> </ul> </li> <li>○ <b>Question</b>– Does the report include permit hours for the usage by the City of Toronto under the shared use agreement? <ul style="list-style-type: none"> <li>■ <b>Answer</b> –Those hours are not reflected in this report because they fall under a lease agreement with the City. The number of hours is only reported when they operate outside of the lease agreement.</li> </ul> </li> </ul> <p><b>Permit Cancellations by TDSB for reasons other than weather and construction:</b></p>	<p>information including permit hours at the end of every school year. A revised table is requested to be shared at the October CUSCAC meeting.</p> <p><b>ACTION:</b> Permit staff to report back to this Committee after checking with eBase.</p>



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	<ul style="list-style-type: none"> <li>○ <b>Question</b>– Why are the permits canceled for reasons other than weather and construction? <ul style="list-style-type: none"> <li>■ <b>Answer</b> – Among many other reasons, permits are canceled for the following reasons: <ol style="list-style-type: none"> <li>1. Some organizations are misrepresenting their activities and staff must engage in discussion with them. There is an opportunity for them to align themselves with our rules and at times they are unwilling to do so.</li> <li>2. The rules and procedures are fairly laid out in our policies to guide permit holders on what the expectations are for getting the permit. At times the rules are not followed or cannot be followed and hence the result is cancellation.</li> <li>3. Permits can be canceled due to an event at the school, school activity takes priority which is laid out in our permit policy.</li> </ol> </li> <li>■ <b>Question</b>– Why are permits canceled for a school event that has been planned for the whole year? Why does the school staff not request the permit in advance for those events, to avoid last-minute permit cancellation for the permit holders?</li> <li>■ <b>Answer</b> - TDSB staff is committing to send a reminder to school staff reminding them about blocking the school for the school-planned activities in advance.</li> <li>■ <b>Discussion</b>– There has been frustration that when there are last minute cancellations that there has not been real-time help (i.e., other than the</li> </ul> </li> </ul>	<p><b>ACTION:</b> TDSB staff to send a reminder to school staff.</p>

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	<p>discussion portal) to find a substitute location. It is possible to call and speak to the Permit Clerk.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> How many permit applications are not fulfilled as initially requested? The committee wants to know what are the things that the community is asking for that are not possible to be fulfilled. <ul style="list-style-type: none"> <li>■ This is hard to quantify. For example, there could be a request for a particular school that is already used by Parks and Rec programs and hence the site cannot be used by permit holders. Secondly, numbers if produced could be misleading as at times permit holders are submitting a huge number of requests in the system, however, the intention is to get a permit issued only for a few sites. Staff has asked eBase for a report for schools with 0 permits which might be useful for this group. It is important to note that, the information in the report with 0 permits will be meaningless without the context. For example, there are schools with very small gyms which is built as a multipurpose room and not a fully functioning gym that we typically see in high schools.</li> <li>■ There was discussion that there is a lot of data currently collected in eBase that cannot be extracted. It is data that can be useful for planning and resource needs. The situation now is that the TDSB has to ask the vendor for access to this data. The data is only manually reviewed by the permit clerk to determine subsidy level and details of the permit</li> </ul> </li> </ul>	<p><b>ACTION:</b> TDSB staff to share a report of the site with no permits when it becomes available.</p>

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<p><b>Outstanding Action Items</b></p>	<p><b>The City of Toronto pools audit - TLC</b></p> <ul style="list-style-type: none"> <li>• TLC is engaging with a third-party consultant to conduct the audit of city-managed pools and the audit report may not be ready before April or May 2024. The audit is only being conducted for city-leased pools and not TDSB pools. Based on the findings of this audit such as the quality of facility condition and the cost of getting the audit done, TDSB may decide to use the same process for TDSB pools afterward.</li> </ul> <p><b>The TDSB pool audit report</b></p> <ul style="list-style-type: none"> <li>• The Ministry has just started the process of Facility Conditioning Audit of all schools. Every year for the next 5 years, 1/5 of our schools are going to be assessed. TDSB's existing FCI report (Facility Condition Information) is 3-4 years old. Updating this information may take a couple of years. Additionally, as TDSB puts forward 1/5 of the portfolio to be assessed, TDSB may advance the buildings that have pools and get them assessed sooner through the Ministry inspection.</li> <li>• <b>Update from TDSB Pool Committee</b> – The Committee met yesterday and at this point, there are no relevant updates for this group. The group continues to work on the maintenance schedule and the plan of improving the closure time and aligning our maintenance work and major repair work together to minimize downtime.</li> <li>• <b>Pools Working Group Update</b> <ul style="list-style-type: none"> <li>○ <b>Question: Maintenance Schedule and Major Capital Renewal Project Reports</b> - These two reports seem to be</li> </ul> </li> </ul>	<p><b>ACTION:</b> TDSB to share the findings of this report when it is ready.</p>

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	<p>interconnected. However, the Major Capital Renewal Report does not include any dates and whether there is an effect on pool operation. Is there a way for the maintenance schedule report to include projects from the Major Capital Renewal Report that affect/interrupt pool operation? For example, there are a couple of projects listed for RH King in this report, but it is hard to figure out if a particular project is going to affect the pool.</p> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Executive Officer, Maia Puccetti shared that there is a bi-annual report that captures all the renewal work that is planned or underway for the school year. However, it does not capture some of the things that may have come after the list is published and the list typically does not include maintenance work such as Mini Inspection work. More to be shared about this report in the April Meeting.</li> </ul> </li> <li>● <b>Exterior Facilities Working Group Update</b> <ul style="list-style-type: none"> <li>○ The group met to discuss where there may be an opportunity to add cricket fields to our existing fields. The group identified that instead of doing a full cricket field, some schools could go with cricket batting cages similar to how it is done in baseball. Executive Officer Maia Puccetti also mentioned that there is a working committee that consists of Richard Christie (Senior Manager, Sustainability Team), George Kourtis (Head of Physical Education), and a member from TLC working together to come up with a master plan to determine possible sites</li> </ul> </li> </ul>	<p><b>ACTION:</b> Maia to share more info in the April meeting.</p>

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	<p>across the city where we can make improvements to our fields to add cricket. Richard Christie could be invited to this Committee when the master plan is somewhat ready.</p> <ul style="list-style-type: none"> <li>○ <b>Question - Can Trustee Patel be part of this working committee to provide valuable advice and how pitches can be made?</b> <ul style="list-style-type: none"> <li>■ <b>Answer:</b> Trustee involvement would be at the steering committee level. Direction will be provided to the working group, and they will do the research, and planning for reporting back to the Steering Committee.</li> </ul> </li> <li>● <b>Communication and website Working Group Update</b> <ul style="list-style-type: none"> <li>○ Communication working group meeting has been rescheduled for Feb 15, 2024.</li> <li>○ The City School Boards Committee is yet to be scheduled and an update will be provided in the March CUSCAC meeting.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Maia to get Trustee Patel added to the Steering Committee</p> <p><b>ACTION:</b> Communication working group to provide an update in the March CUSCAC meeting.</p>
Trustee Report	<ul style="list-style-type: none"> <li>● <b>Update from Trustee Ehrhardt</b> <ul style="list-style-type: none"> <li>○ There was a Special Finance, Budget, and Enrollment meeting on January 29<sup>th</sup>, 2024, to discuss the projected 2024-25 financial position. Link below: <a href="https://pub-tdsb.escribemeetings.com/filestream.ashx?DocumentId=16706">https://pub-tdsb.escribemeetings.com/filestream.ashx?DocumentId=16706</a></li> </ul> </li> </ul>	

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	<p>A \$35 million deficit for next year (cumulative) has been projected.</p> <ul style="list-style-type: none"> <li>○ <b>Launch of Level Up Toronto</b> - Students Imagining Our City's Future is a TDSB-wide challenge where students use Minecraft Education to respond to the following: Considering the past and present of the Land in different parts of Toronto, how might we reimagine former TDSB school sites to serve human and other-than-human communities now and into the future?</li> </ul>	
<b>Other Business</b>	The Capital Revitalization Strategy report linked in the Agenda will be discussed at the March meeting due to lack on time in this meeting	
<b>Adjournment</b>	10:04 A.M	Susan Fletcher
<b>Next Meeting Date</b>	<p><b>March 5th, 2024, 8:00 a.m. via Zoom</b></p> <p><b>Zoom Link: <a href="https://tdsb-ca.zoom.us/j/95669637814?pwd=Mi8vM2I4VDRUdDN4ZUQyNXBLUzQ4UT09&amp;from=addon">https://tdsb-ca.zoom.us/j/95669637814?pwd=Mi8vM2I4VDRUdDN4ZUQyNXBLUzQ4UT09&amp;from=addon</a></b></p>	

**Acronyms**

PSI – Provincial School Initiative  
 LNSP – Local School Neighbourhood Program  
 PPF – Priority partnership funding  
 PPC – Planning and Priority Committee  
 TLC – Toronto Lands Corporation

FOY – Focus on Youth  
 FBEC – Finance Board Enrolment Committee  
 GSN – Grant for Student Needs  
 PSSC – Program School Services Committee

