

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

**Meeting Date**: Tuesday, June 14, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on **14 June 2022** from 8:02 a.m. to 9:56 a.m. via Zoom with Chair Judy Gargaro presiding.

| **Attendance via Zoom**:**Also present were TDSB Staff:** | **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Sam Glazer** (Congregation Beth Haminyan), **Jonathan Wood** (Toronto Accessible Sports Council), **Heather Mitchell** (Toronto Sports Council), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Susan Fletcher** (SPACE), **Alex Viliansky** (Felix Swim School), **James Li** (Trustee), **Zakir Patel** (Trustee), **Dave McNee** (Quantum Sports and Learning Association), **Doug Blair** (North Toronto Soccer Club), **Patrick Rutledge** (Big League Book Club).**Maia Puccetti** (Executive Officer, Facilities & Planning), **Ndaba Njobo** (Facility Permitting Coordinator), **Jonathan Grove** (Senior Manager, Plant Operations), **Ugonma Ekeanyanwu** (Facility Permitting Team Leader), **Meenu Jhamb** (Administrative Assistant). |
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| Regrets: | **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Dennis Keshinro** (Belka Enrichment Centre), **Susan Orellana** (Jack of Sports Foundation, **Terrance Philips** (Phillips Basketball Academy), **Jody Halsall** (Extreme Sports Toronto Sports Club), **Sharon Beason** (Guest, Ward 11), **Mark Thom (**Phillips Basketball Academy)**, Serban Genu (**Benjamin Basketball). |
| Guests: | **Elizabeth Lukie** (Hutt Piano Class), **John Long,** (Etobicoke Volleyball), **Elizabeth Pounsett** (Young People’s Theatre). |

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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 8:02 a.m.
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| **Approval of Agenda** | * Agenda approved as amended.
 | Susan Fletcher Alex Viliansky |
| **Approval of Minutes** **14 May 2022** | * Minutes were approved.
 | Elizabeth PounsettJonathan Wood |
| **Conflict of Interest Declaration** | * Nil
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| **Delegations** | * Nil
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| **Permit Unit Update** | **Update on Ongoing Items –** * **Data on how long enhanced cleaning is taking –** Jonathan Grove mentioned that the time required for enhanced cleaning varies from 15 minutes to an hour depending upon the size of the area that needs to be cleaned. This has resulted in not issuing the evening permits past 9 p.m. as we need to keep a window of time for Caretakers to complete enhanced cleaning.
* **Update on when permit hours will be extended past 9 p.m**. - TDSB relies on the Government of Ontario and Toronto Public Health (TPH) for providing updated requirements. Staff met with TPH last week, however, staff have not received any update on enhanced cleaning yet. Staff anticipating that enhanced cleaning requirements will be relaxed and this would allow the permit department to extend the permitted time beyond 9 p.m. in the fall. Judy Gargaro asked what end time should be requested in the permit applications for the Fall? Ndaba replied that permit holders who have already received the email for submitting their permit requests have been advised to use the 2019-20 timing. The permit department will process these submissions in July and by then updated information on enhanced cleaning from TPH or Govt. of Ontario might have been received. Staff are hoping to revert back to pre-covid conditions, however, in the event, staff are not able to accommodate 2019-20 (permit times), the permit department will work with the permit holders who have already submitted their requests for adjustments. Alan Hrabinski asked about how to pull permit records for 2019-20 from the permit system? Ndaba responded that the records can be viewed from permit history under their profile. The renewal tool is deactivated as it only pulls records from the previous year. For organizations that have multiple users, the organization administrator should be able to access all the records under the folder named “Organization”.
* **Definition of ‘spectators’** – Jonathan Grove stated that several conversations have occurred with the communication working group on this, we expect to provide a clear response on this in the fall. A clear definition of the term ‘Spectator’, with respect to the differences among parents/guardians, observers and spectators has been a key topic of these conversations. Judy Gargaro acknowledged the complexity involved related to this, particularly around occupancy numbers and insurance requirements, however, we requested resolution for this definition at the September meeting.
* **Permit and eBase Website Improvements –** Jonathan Grove mentioned that there have been improvements made on the website and additional improvement requests will be submitted to eBase after. EBase completes the new interface which will allow permit holders to easily access data, an option of extra profile updates, easy-to-read accounting information, and the ability to submit insurance documents. In the next few weeks, Ndaba will invite some CUSCAC members in July to test the new interface.
* **Items from sub-committee meeting - eBase working group –** Judy asked the committee members to send an email to Judy, Alex, Jonathan Grove, Ndaba, and Ugonma with any further suggestions on modifications/upgrades for eBase. The working group is scheduled to meet on June 28th, 2022, to discuss the list of modifications. Thanks were extended to the staff for their time and attention to these items.

**NEW BUSINESS*** **How many school sites are being permitted** - Trustee Zakir Patel requested a list of sites that are being permitted? Ndaba mentioned that all facilities except administrative sites and those sites leased by/shared with the city, are available for permitting. Caretaking allotments also influence which schools are currently available in the evening and weekends. Trustee Zakir Patel requested a report from Ndaba on the number of schools being permitted for the period 2018-2019 and 2021-22 to compare how many and how many schools are not being used. This report is required before FBEC which is scheduled to happen on the 20th of June 2022. As this was determined to be an internal request, staff were also asked to provide this report at the September CUSCAC meeting.

When Trustee Patel asked for a comparison of TDSB permit fees with other boards, Ndaba clarified that the board hired an external agency to conduct a review of the fee structure in 2009 which was presented to the Board and to this committee. The findings of this report helped in forming the fee structure, and also became part of the Board’s policy. The committee were reminded that the Ministry of Education does not allow community use of schools to generate revenue, except for commercial use, i.e., film shoots. Trustee Patel clarified that schools that are sitting vacant could be used by groups that are paying for use of space elsewhere and he would like them to use TDSB space, to help offset the cost of heating. The committee was also reminded that permit fees vary according to the category of user, with not-for-profits serving children/youth/seniors receiving the highest subsidies.* **Possibility of serving Refreshments** – Sam Glazer asked whether serving refreshments in the fall is a possibility? Jonathan Grove to find this out from TPH. Additionally, any update from TPH on enhanced cleaning requirements, an extension of hours, whether performances/concerts can resume use of technicians, or the possibility of serving refreshments if received in summer will be shared with the Permit holders by TDSB staff.
 | **ACTION**: Jonathan Grove will follow up with TPH regarding refreshments, enhanced cleaning and resumption of pre covid use of technicians  |
| **Update on Parent and Community Engagement Policy revisions** | No staff report from the Office of Parent and Community Engagement was available. Judy will send an email to Michelle Munroe copying to Maia Puccetti and Trustee James Li to ask Michelle Munroe to either attend the September CUSCAC meeting, send a delegate or provide a written update. We will ask Michelle Munroe for information about the removal of the TDSB’s Community Advisory Committees from the former Parent and Community Involvement Policy (P023), clarification on the new structure of Policy 023 and an update on the new policy/operating procedures for the Community Advisory Committees.There is an expectation for CACs to meet with the Parent and Community Engagement office twice a year (In Spring and in Fall). CUSCAC is typically represented at these meetings. The Annual report and Self Evaluation form need to be submitted to the Board through the Parent and Community Engagement office.  |  |
| **Annual Report and Self Evaluation for 2021-22** | Judy shared the draft copy of the Annual Report and Self-Evaluation form with the committee members for their review and comments. The purpose of the report is to summarize the past year and share any concerns.There were a few comments/suggestions made by the committee members, Judy is going to firm up the report with the changes and send a copy of the report to all community members.We also briefly discussed how to engage relevant groups to fill vacancies on the committee, and how difficult it is to obtain representation from communities that have their own advisory committees, i.e., Indigenous, BIPOC and LGBTW2S+. We were reminded that the purpose of our committee is to provide advice to the Board, and although our goal is to have diverse representation from the community, it is not required. We recognize that the current self-evaluation has no inclusion aspect and request that the questionnaire be revised to include a point regarding inclusion. We also requested that someone from the partnership office present an update yearly at our AGM, as CUSCAC has historically found this information useful. | MOTION: Moved by Susan Fletcher, seconded by Heather Mitchell, that the Annual Report and Self Evaluation for 2021-22 be approved as discussed. Carried. |
| **Outstanding Action Items** | **Pools Working Group Update** – No updates currently. **Replacement for Chris Ricketts** – Ndaba shared an update on a replacement for C. Ricketts. The competition has been completed. Kris Samoojh is the successful candidate and started June 13th. He was a permit clerk and was initially responsible for issuing permits for pools prior to pools being covered by TLC. Kris will be reporting to Ugonma. **Baseball Working Group Update** – Nil report. Heather suggested changing the name of this group to the Exterior Facilities Working Group, as she is hearing more now from soccer and cricket groups. **Committee Goals for 2021-22:** (deferred) – Judy mentioned that this item has been on the agenda for quite some time, and she will attempt again to get in touch with Michelle Munroe and ask her to present at our September meeting. This time she will cc Trustee Li and Executive Officer Maia Puccetti on the email. The committee expressed their concern that without the directions requested from the Parent and Community Engagement office over this time, we are unable to establish clear goals for this year.  |  |
| **Trustee Report** | * Trustee Li mentioned that within the upcoming year’s budget there has been a rate increase in the facilities cost for all partners in response to the inflation rate. An annual cost of living increase to permit rates is typical.
* Trustee Li mentioned that within the upcoming year’s budget, a provision has been kept for a facilities rate increase of 5.7% for all our partners. This has been done keeping the inflation rate in mind. The rate increase will be implemented in the next school year once the budget gets passed. The current version of the budget was not passed in the last FBEC, the next FBEC is scheduled for June 20, 2022.

 * Summer Permits/Indoor Air Quality - In the event of indoor air quality concerns, for e.g., due to construction work at any site, the permits are going to be canceled to accommodate any indoor air quality tests to be completed. Staff confirmed that ventilation protocols in response to COVID are still in place and the final distribution of all HEPA filters has been completed.
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| **Future Meetings** | * Members of this committee discussed the forum to be used going forward for CUSCAC meetings (In-person, Online, or Hybrid).
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| **Other Business** | * Maia Puccetti confirmed that it will be a very busy summer of construction at the TDSB, and the caretakers will again be busy getting schools ready for the fall.
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| **Adjournment** | * 9:56 a.m.
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| **Next Meeting Date** | * **13 September 2022**, **8:00 a.m. via TBD** The majority voted for the hybrid option for our monthly meetings, with the AGM to be in-person. For now, the September meeting will be virtual, until the hybrid option is developed.

**Join Zoom Meeting**<https://tdsb-ca.zoom.us/j/95099476028?pwd=emVodExIaW1abFJ2eXF0bEZSVFhLZz09> |  |

**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