

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

**Meeting Date**: Tuesday, March 8, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on 8 March 2022 from 8:00 a.m. to 9:52 a.m. via Zoom with Chair Judy Gargaro presiding.

| **Attendance via Zoom**: | **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), **Heather Mitchell** (Toronto Sports Council), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Susan Fletcher** (SPACE), **Alex Viliansky** (Felix Swim School), **Susan Orellana** (Jack of Sports Foundation), **Doug Blair** (North Toronto Soccer Club), **Elizabeth Pounsett** (Young People’s Theatre), **Dave McNee** (Quantum Sports and Learning Association), **Dennis Keshinro** (Belka Enrichment Centre). Also present were TDSB Staff: **Maia Puccetti** (Executive Officer, Facilities & Planning), **Jonathan Grove** (Senior Manager, Plant Operations), **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Ndaba Njobo** (Facility Permitting Coordinator), **Meenu Jhamb** (Administrative Assistant), **Ugonma Ekeanyanwu** (Facility Permitting Team Leader). |
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| Guests: | **Craig Snider** (Interim Associate Director), **Terrance Philips** (Phillips Basketball Academy), **Jody Halsall** (Extreme Sports Toronto Sports Club), **Elizabeth Lukie** (Hutt Piano Class), **Sharon Beason** (Guest, Ward 11), **Josh Ray** (Scarborough Ontario Safe Free Toronto), **Michelle Aarts** (Trustee), **Annie Maher** (C3 Toronto). |
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| Regrets: | **James Li** (Trustee), **Zakir Patel** (Trustee). |

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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 8:00 a.m.
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| **Approval of Agenda** | * Agenda approved.
 | Susan Fletcher and Heather Michell |
| **Approval of Minutes** **8 February 2022** | * Minutes were approved.
 | Lynn Manning and Jonathan Wood |
| **Conflict of Interest Declaration** | * Nil
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| **Delegations** | * Nil
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| **Permit Unit Update** | * **Update on resumption of community use of schools**
	+ **How long will truncated hours last?** – The Board plans to increase permit hours but are still waiting for caretaking staff to stabilize; currently the Ministry of Education still requires Boards to do enhanced cleaning between groups. We can have different groups use different spaces during the same time but not back to back. The Board wants to resume extra-curricular sport and recreation activities for students before increasing permit use. We are also still waiting for guidance from Toronto Public Health (TPH) on lifting capacity limits from 50%.
	+ **Task force set up for permits** – TDSB staff are currently reviewing communication processes and the permit website. as well as additional set up requirements for permits that require specialized staff, i.e. stage extensions. The Board is currently evaluating how those staff are best used; Jonathan Grove will provide a report at our next meeting. When asked why the TDSB is still requiring proof of vaccination, staff confirmed they are following the direction of the Ministry of Education. They realize this is in conflict with the Provincial policy but do not find it surprising as schools are being treated more conservatively for increased protection.
* **Definition of ‘spectators’** – TDSB permits have always excluded spectators or parents. The numbers on the permits specifically refer to participants and include coaches and volunteers and do not include any of spectators or parents except for special events. TDSB permits have never been intended to include parents or guardians. This recently became an issue when parents were told for a specific permit that they couldn’t watch their child play as no spectators were allowed by the permit. With respect to tournaments or special event permits, the permit holder is asked if there will be spectators at the time the permit is booked. After discussion, Maia Puccetti confirmed that TDSB staff will look at the language and the way parents, guardians, volunteers, spectators are categorized and how this is reflected by other Boards. This committee recognizes that parent involvement is of great value and encourages the permit department to consider unintended consequences of defining parents as spectators during regular permit use. It is hoped this will eliminate the challenge of permit clerks having to make decisions that negatively impact which category a permit falls under or create insurance issues resulting from increased numbers. Judy requested that clear wording and clarity around the use of terms is defined for the next meeting, as well as instructions on how to accurately report number/type of participants to determine the way a permit is categorized. The committee feels strongly that the subsidy category is determined by the programme/activity and that attendance should not change how a permit is categorized to avoid discriminating against engaged parents. TDSB will bring this back for the April meeting. As this item is complex and needs some immediate resolution, Maia, Jonathan Grove, Ndaba, Ugonma and the co-chairs will discuss this issue in the interim.

 * **March Break Report –** All permits have been processed and issued for March Break camps.
	+ **LNSP -** Ndaba told the committee that there are currently 26 camps in schools, offered by 24 organizations. They will be allowed to operate Monday to Friday during Community Use of School hours. There were 11 unsuccessful applications, as they had already been issued a permit in a different school so a permit could be issued to another organization.
	+ **Parks and Rec** – Ndaba told the committee that there are 17 Parks and Recreation camps in schools and that the City of Toronto only withdrew one application due to low enrolment.
* **Summer Permits Update** – Ndaba told the committee that applications will be opening soon for summer camps, but TDSB summer credit programs and TDSB maintenance work takes priority. Therefore, once available schools are confirmed by Continuing Education and Design and Renewal staff, permits applications are opened. The SPACE Coalition was pleased to hear the recent Ministry of Education announcement regarding funds for Focus on Youth (FOY) and asked for a funding update. As FOY is an agenda item for April’s meeting this item was deferred.
* **Permit Website Improvements and “Quick Tips”**
	+ **eBase training link which can be directly accessed** – Changes have been made to the TDSB website. The eBase link and the eBase training video are now accessible as embedded hyperlinks from the permit website.
	+ **• Accessibility for Ontarians with Disabilities (AODA) review and approval** – TDSB has an AODA compliance team. All website changes go through this department for approval and confirmation that necessary standards are met. All documents on the website are also pre-approved by them for all TDSB departments. The Client Feedback Survey was also reviewed for compliance.
* **Communication Improvements**
	+ **eBase improvements have been initiated**
	+ **Timing of Responses**
	+ **Prioritization of response**
		- **Current requests (i.e. field) are prioritized vs future requests**
		- **Upcoming messages for permit holders**
		- **Staff are working hard to ensure every question receives a timely response, even if it is just to say they will need more time. The TDSB standard is to reply within 5 business days. Ndaba mentioned that he and Ugonma have regular meetings with staff and review these requests.**
* **Client feedback survey updates –** The client survey link is now available.
* When asked whether staffing is being adjusted to prepare for the potential influx of applications, staff confirmed one additional full-time permit clerk has been hired and the department is also looking at realigning staff.
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| **Outstanding Action Items** | * **Pools Working Group Update** – Nil Report.
* **Baseball Working Group Update** – Nil Report. The condition of fields when used by outside groups without permits and block booking (an issue not specific to baseball) remain items of concern.
* **Committee Goals for 2021-22:** (deferred until Michelle Munroe’s Report has been approved)
* **New Policy relating to CACs** – Judy Gargaro and Lynn Manning attended the recent PO23 - Parent and Community Involvement Policy Consultation. Both reported that there was miscommunication about the intent of this meeting; attendees were expecting to discuss advisory committees as part of community. Instead, we were informed that the former policy has been split into 2 parts: a parent and caregiver policy and a community policy. The parent, family and caregiver policy will only focus on school councils and parents; the community advisory committee policy will focus on advisory committees, which are seen as committees of trustees and will also include the public and staff. The community advisory committee policy is still being drafted. Although staff at the meeting stated that these changes were a result of the feedback from the advisory committee survey last fall, attendees at the meeting expressed concern that these changes seem to be rushed through for approval without further consultation. Staff then informed attendees that certain advisory committees were going to be consulted. Attendees expressed further concerns that this was perceived as not being inclusive, was creating a subset of committees that were hand selected by staff and was not the way the TDSB should conduct public consultations. Chair Gargaro thanked Trustee Aarts for her work for the advisory committees and highlighted the need for clear communication at all times. Trustee Aarts will send a written deputation on our behalf for the next Governance and Policy Committee (GPC) meeting as Judy will not be able to attend.
* **Trustee Votes on CACs** - According to the Community Advisory Committees Handbook, only Trustee members of an advisory committee are eligible to vote, i.e. "Every CAC also has one or more Trustee-members who are appointed by the Board. Trustee-members may attend meetings, participate in discussions and provide information on a matter under discussion. Trustee-members are voting members of CAC’s."
* **Accessibility of TDSB documents – Annual Report and Self Evaluation** - Judy mentioned that no communication has been received. Maia Puccetti will follow up for a response. The committee also discussed whether we should formally make recommendations, so staff have a measure to be accountable or keep our discussions less formal. Maia agreed to look into this and report back at the next meeting.
* **Communication and website Working Group Update** – Chair Judy Gargaro has set up the first meeting on March 23rd. Committee members Jonathan Grove, Alex Viliansky and Ugonma Ekeanyanwu will also participate. Please email Judy if also interested in attending.
* **FOY Planning consultation** – Patrick Rutledge informed the committee that a meeting had occurred with the Continuing Education staff. Patrick was very encouraged with all the options that Peter Chang and Norbert Costa were reviewing and considering, especially their concern in addressing subsidies to further increase opportunities in high-risk neighbourhoods. The Continuing Education staff were looking at the funding available with positive news for next year. The TDSB staff have creative minds and are hitting the ground running with this planning.
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| **Trustee Report** | * Judy Gargaro informed the committee that she had spoken with Co-Chair Trustee Li and although he is unable to be here today for the meeting due to his day job, he is very happy to be engaged in the committee and looks forward to more meetings.
* Trustee Aarts reminded the committee that it is budget season and staff are working on School Based Staffing Allocations based on projected enrolments. The Board is thankful that the Grant for Student Needs was announced earlier this year, although trustees have not yet seen the line items breakdown. Trustee Aarts mentioned that there is new curriculum on Hate and Racism and TDSB has launched a school student-based portal for this. Trends are concerning and it is hoped a focus on education will combat this. Trustee Aarts also discussed the ongoing pandemic and that TDSB is waiting for more MOE announcements as we do not currently align with the Province.
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| **Other Business** | * TDSB staff confirmed that this committee will receive copies of all letters and documents sent to permit holders via eBase by email through the committee distribution list.
* Terrence Phillips thanked staff for checking and repairing baseball diamonds. He mentioned that he is currently dealing with block permitting with the City of Toronto and has a meeting tomorrow night.
* Patrick Rutledge asked TDSB staff to ensure that there is clear and proper signage in schools for permit holders. Maia Puccetti ensured the committee that staff will look at this.
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| **Adjournment** | * 9:52 a.m.
 | Graham Welsh |
| **Next Meeting Date** | * **12 April 2022**, **8:00 a.m. via Zoom**

**Join Zoom Meeting**[**https://tdsb-ca.zoom.us/j/92190365169?pwd=RUptbUowRU1HOEJwbVp4OW9yL05sZz09**](https://tdsb-ca.zoom.us/j/92190365169?pwd=RUptbUowRU1HOEJwbVp4OW9yL05sZz09) |  |

**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