



| ITEM   | DISCUSSION  | RECOMMENDATION/<br>MOTION  |
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| <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> </ul>  |  |
| <b>Approval of Agenda</b>  | <ul style="list-style-type: none"> <li>Agenda approved.</li> </ul>  | Heather Mitchell<br>Andres Tucci   |
| <b>Approval of Minutes February 6th 2024</b>   | <ul style="list-style-type: none"> <li>Minutes approved.</li> </ul>   | Susan Fletcher<br>Jessica Murphy   |
| <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 (Communication flow charts)</b></p> <ul style="list-style-type: none"> <li>The Committee Chair (J. Gargaro) has recommended a few edits for more clarity to the document sent by The Regional Manager, of Central Services.</li> </ul> <p><b>eBase step-by-step video location</b></p> <ul style="list-style-type: none"> <li>TDSB staff is waiting for a response from eBase on the aspect of having captions added to the Video. The video is currently available on the TDSB Permits website. It just needs to be made more visible there. The committee is still interested in the video being posted in multiple places.</li> </ul> | <p><b>ACTION:</b> Item to be discussed in April CUSCAC meeting.</p> <p><b>ACTION:</b> TDSB staff to follow up with ebase and</p> |

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|      | <p><b>Review of category definitions</b></p> <ul style="list-style-type: none"> <li>● The CUSCAC working group is meeting on March 26<sup>th</sup> to discuss this item, more updates to be shared in the April 16<sup>th</sup> meeting.</li> </ul> <p><b>Schools affected by construction</b></p> <ul style="list-style-type: none"> <li>● TDSB staff receives a list from the Design &amp; Renewal Team in February which helps identify the locations that will be under significant renovation or renewal work that could impact permits. That list was circulated in February. There have been some subsequent updates and staff is in the process of making sure that eBase system is fully updated with any of those significant changes.</li> </ul> <p>Last year staff was successful in still honoring some permits in buildings with construction. Permit staff has gone through the same exercise again this year to identify the scope of projects to determine if sites can still safely accommodate permits while the renewal work is occurring. The Permit Unit confirmed that the eBase system has been updated with some sites that are not going to be available due to construction and renewal work.</p> <p>The eBase system is now accepting submissions for summer camp applications. There is an initial list of schools that are not going to be available in summer and as permit holders are submitting their applications, the eBase system will notify them that there is a conflict.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> If a site is not available for permitting due to construction or renewal work, what is the mechanism for a requestor to communicate if they do not have an open</li> </ul> | <p>advise the locations of where the video has been posted.</p> <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>permit? They might need help in figuring out another location that they can use.</p> <ul style="list-style-type: none"> <li>■ Answer: The permit requester can call the Permit Unit for help and the staff can help them with various questions such as the distance between the different sites, and what spaces (gym or rooms) are available at any alternate site. However, the word of caution is that the request for the alternate space should be submitted right away as it may not be available when the requester is ready to submit the request. In the event a permit has been denied due to construction work, the discussion tool can also be used for communicating with the permit staff.</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>• The additional information for adding to the heat map is still being worked on and more information to follow in next month's meeting. This will include City of Toronto Parks and Rec usage of TDSB schools and consideration of adding in community centre and TCDSB locations.</li> <li>○ <b>Question:</b> A community member from this group attended the Inaugural City School Board Committee meeting and the focus was on Student Nutrition, Violence, and Community Use. The community member is wondering if the information presented in the heat maps might be worth sharing with other school boards as it will encourage them to get the same info added to the ebase system?</li> </ul> | <p><b>ACTION:</b> TDSB staff to update the committee on this in the next month.</p> |

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|      | <ul style="list-style-type: none"> <li>• <b>Answer:</b> TDSB staff sees value in sharing the information with the City School Board Committee however, community members have been advised to wait until the TDSB staff has refined and finalized the maps.</li> </ul> <p>The committee has requested the Trustee Co-Chair to formally invite TDSB school board trustees to join our April or May meeting. The rationale for inviting them is to make sure that there is sufficient time for them to gain an understanding of the work that we are doing and if it makes sense in their context to table it at that meeting. If the members of this committee feel that this item should be tabled formally, it may take several months because a motion has to be passed that would go to the Board committee for consideration. As per Trustee Ehrhardt, we cannot formally direct a Trustee member to table any item at the City School Board Committee.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> Is the heat map request related to permits and not lease use?</li> </ul> <ul style="list-style-type: none"> <li>• <b>Answer:</b> It was clarified that the heat map request is specific to permit use only. Spaces for lease use are looked after by TLC. The end goal of the City School Boards Committee is to identify spaces that are available in the City of Toronto for various activities. The inclusion of leased use space is beyond the scope of the original request which</li> </ul> |                           |

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|               | <p>requires a separate conversation.</p> <p>The Committee Co-Chair (J. Gargaro) recommended discussing the priorities and most important things for adding to the heat maps in a separate meeting. This would allow TDSB staff to comment on feasibility and timelines.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> Can the committee get the broad categories of permit usage? <ul style="list-style-type: none"> <li>● <b>Answer:</b> There was concern about confidentiality but it was clarified that the Committee is looking for broad categories of Sports; Arts; Education, Faith-based, etc..</li> </ul> </li> </ul> <p><b>Report of schools with zero permits</b></p> <ul style="list-style-type: none"> <li>● eBase has been able to set up the report that provides us with the details of schools with zero permits. eBase has been further asked to include the fields which will help in identifying spaces instead of just buildings. Permit Unit has a follow-up meeting with eBase today to get feedback on the space-specific report. It is to be kept in mind that this report provides live data, and the report can only be extracted by TDSB staff.</li> </ul> | <p><b>ACTION:</b> Judy to send an email to Susan Fletcher and Jessica Murphy to schedule a separate meeting to discuss the priorities.</p> <p><b>ACTION:</b> Permit Unit staff to share more information related to this report in April.</p> <p><b>ACTION:</b> Permit Unit staff to share more information related to this report in April.</p> |
| <b>Budget</b> | <p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>● Stacey Zucker (Associate Director, Modernization and Strategic Resource Alignment) shared that TDSB is in the process of reviewing all aspects of the budget, and permit fees is one of the areas that is currently being reviewed. The update on the budget provides an opportunity for the members of this committee to</li> </ul>   |  |

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|      | <p>provide feedback to ensure that the policy is being followed and the changes are applied as fairly as possible.</p> <ul style="list-style-type: none"> <li>• TDSB is focusing on three areas that are covered in our policies (PR-011, PR-666). The three areas of focus are:</li> </ul> <p><b>Caretaking Costs</b> – PR-666 talks about recovering the cost of caretaking, especially during the times when caretaking staff is not scheduled to be in the building for school needs (mostly on weekends). The hourly rate for the weekend is slightly higher on Saturdays and Sundays due to the overtime that has to be paid for caretaking staff to work on weekends. This is being reviewed to ensure that TDSB is recovering overtime costs. When compared to fees charged by the other school boards, it was identified that other school boards are charging base permit fees for the space, and the caretaking cost is added on top. TDSB is billing an hourly fee that blends caretaking and space costs, and there is uncertainty that the hourly fee is covering the entire cost. Our early findings suggest that we are not recovering the entire cost. There is a need to recover the actual costs, that are directly attributable to the permit.</p> <p><b>Annual increase in CPI</b> - The second area being reviewed is the annual increase in CPI, which is also mentioned in the policy. The CPI increase in fees (in total across the entire permits) is approximately \$500,000.</p> <p><b>Subsidy from MOE</b> – This refers to Appendix-A (P011) which is attached to the permit rates. The Board receives a subsidy from the Ministry of Education which gives financial offsets for certain user groups. In review, it was determined that the Board is over-subsidizing by almost 2 million dollars. In other words, the Board is providing 2 million dollars directly from the Board's budget.</p> |                           |

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|      | <ul style="list-style-type: none"> <li>○ <b>Question:</b> Has TDSB considered operationalizing the fee in such a way that the first permitter is not at a disadvantage in the event there are other permits in the school (booked closer to the actual permit time) in different locations within the same school and each one is paying for the caretaking? The committee wondered if TDSB could run some statistical models for schools that are likely to have multiple permits to come up with an estimate to determine what the permit charge should be for certain spaces. A suggestion was also made to re-examine the cost incurred by TDSB to run the programs in LNSP schools even though the PSI funding was discontinued to determine if the large portion of the 2 million dollars is caused due to the programs in LNSPs. <ul style="list-style-type: none"> <li>• <b>Answer:</b> This is the early stage of our review and more discussion on this topic can happen offline. If there is anything that the Board can do to help address the challenges without significantly impacting all of the organizations that are included in the 2 classes (Category-A1 – Youth and Seniors marginalized groups, Category-A2 Adults and Adults over 18 years) that receive this subsidy will be considered.</li> </ul> <p><b>Members of the</b> City-School Boards Advisory Committee are also wondering if the rate paid by the City to TDSB and other school boards is the lowest. The member of this committee would also like this item to be kept in mind when reviewing the budget as the City has a lot of permits for space. TDSB staff will keep this item in the discussion when</p> </li> </ul> |                           |



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|      | <p>reviewing various factors that are contributing to the permit fees.</p> <p>Committee Co-Chair J. Gargaro also reminded the group that the annual increase attached to the cost of living will be applied to all permit rates. TDSB staff is obligated to let this group know about the percentage as this is part of the policy.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> Members of this group are already in the process of planning for the next school year right now, and many community users will get people to sign up and register for programs. They cannot wait until the end of August or September when the permit is confirmed by the Permit Unit to find out the cost-of-living increase. Secondly, a large increase in the cost-of-living charge added to the permit fee will put many permit holders at a disadvantage as most of the permit holders have to decide the charges for participants right now. Most permit holders won't be able to pass the increased charges to the users as they only come to these programs due to affordability. <ul style="list-style-type: none"> <li>● <b>Answer:</b> TDSB staff will communicate the percentage increase to the permit holder when it gets finalized.</li> </ul> </li> </ul> <p>There was discussion about the importance of consulting with this Committee regarding proposed category and subsidy changes/ Stacey Zucker committed to a consultation process with the committee that will be staged as the three areas noted above are addressed by the Board.</p> <p><b>Question:</b> Has permit use returned to pre-pandemic levels?<br/> <b>Answer:</b> This information needs to be compiled but it seems like usage is close to pre-pandemic levels.</p> |                           |

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| <p><b>Outstanding Action Items</b></p> | <ul style="list-style-type: none"> <li>● <b>Update from TDSB Pool Committee – No updates</b> other than to note that the TLC audit of 33 pools is just getting started</li> <li>● <b>Pools Working Group Update – No Updates</b></li> <li>● <b>Exterior Facilities Working Group Update – No Update.</b></li> <li>● <b>Communication and website Working Group Update</b> <ul style="list-style-type: none"> <li>○ Communication working group met on Feb 20<sup>th</sup>, 2024. There were minor edits that the staff has incorporated related to insurance language to make sure that insurance information is very clear to permit users. More updates to follow in the next meeting. This group is now going to focus on multiple group single-day events and tournaments. Permit staff will report on both the eBase, insurance, and the videos at the next meeting.</li> </ul> </li> </ul> | <p><b>ACTION:</b> Communication working group to provide an update in the April CUSCAC meeting.</p> |
| <p><b>Trustee Report</b></p>           | <ul style="list-style-type: none"> <li>● <b>Update from Trustee Ehrhardt</b> <ul style="list-style-type: none"> <li>○ Public Engagement Opportunities and Meetings: The public delegation opportunity is on Tuesday, March 26<sup>th</sup> at 4:30 p.m. Link for all Finance Committee-related meetings is given below:<br/> <a href="https://www.tdsb.on.ca/About-Us/Business-Services/Budgets-and-Financial-Statements/Developing-the-2024-2025-Budget/Upcoming-Meetings">https://www.tdsb.on.ca/About-Us/Business-Services/Budgets-and-Financial-Statements/Developing-the-2024-2025-Budget/Upcoming-Meetings</a></li> </ul> </li> </ul>  |   |

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|      | <ul style="list-style-type: none"> <li>○ The Finance, Budget, and Enrolment Committee met on March 4<sup>th</sup>, and the “Financial Facts: Revenue and Expenditure Trends March 2024” report was shared at this meeting. Committee members will find this document very helpful. Page 38 of this report has TDSB enrolment trends, and this page also has some great information about areas where there are funding gaps.</li> <li>○ Planning and Priorities Committee meeting took place on Feb 28<sup>th</sup>, 2024. TLC brought up a bunch of items that are relevant for this advisory committee such as the TLC 2022-2023 TLC Report, Strategy to address Growth and Intensification and the report will be sent to the full board by tomorrow. There was also a voting opportunity to enhance sports fields which might be of interest to some of the members in this group. The link to the agenda of this meeting is given below:<br/> <a href="https://pub-tdsb.escribemeetings.com/Meeting.aspx?Id=9ee8bde5-29fa-40c9-9433-7150d83a8c4c&amp;Agenda=Agenda&amp;lang=English&amp;Item=20&amp;Tab=attachments">https://pub-tdsb.escribemeetings.com/Meeting.aspx?Id=9ee8bde5-29fa-40c9-9433-7150d83a8c4c&amp;Agenda=Agenda&amp;lang=English&amp;Item=20&amp;Tab=attachments</a> </li> </ul> <p>The dates for City-School Boards Advisory Committee meeting dates for the rest of the year are June 18, 2024, and October 21<sup>st</sup>, 2024.</p> <p>Trustee Ehrhardt may invite Trustee Rajakulasingam to provide an update to this committee.</p> <p>Trustee Ehrhardt is anticipating a report on pools to come out on April 3<sup>rd</sup>, 2024. The report is not directly related to community use of schools, but it may be of key interest to</p> |                           |

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|                          | <p>this committee due to an integral link between how TDSB programs its pools. This report was requested by Trustees as part of last year's budget deliberations when there was a consideration of cuts to aquatic staff which affected members of this committee as well. The members of this committee can refer to the agenda of the April 3<sup>rd</sup> PSSC committee meeting for this item. It is to be noted that the report to be published on April 3<sup>rd</sup> is separate from the TLC pool condition assessment</p> <p><b>Update from Trustee Patel</b></p> <ul style="list-style-type: none"> <li>• Trustee Patel is encouraging members of this group to reach out to our MPPs as the effect of CPP on TDSB is approximately 33-35 million dollars a range which is quite significant. Budgets are coming up for both the provincial and federal governments in the coming months and through the advocacy of this group, TDSB might benefit.</li> </ul> |                           |
| <b>Other Business</b>    | <p><b>Grant Applications</b></p> <ul style="list-style-type: none"> <li>• <b>Question:</b> For organizations submitting to outside organizations for grants to support programming in schools, how many schools do you need to make your grant application viable? <ul style="list-style-type: none"> <li>○ <b>Answer:</b> It depends on the timing of the programs (before or after school time). This discussion will happen offline with the staff of the permit unit.</li> </ul> </li> </ul>   |                           |
| <b>Adjournment</b>       | 9:46 A.M   | Andres Tucci              |
| <b>Next Meeting Date</b> | <p>The date for the next meeting (April 16<sup>th</sup>) is a little bit different than our regular pattern because of different religious holidays.</p> <p><b>April 16th, 2024, 8:00 a.m. via Zoom</b></p>  |                           |

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|      | 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> |                           |

**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