

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

**Meeting Date**: Tuesday, June 13, 2023

A meeting of the Community Use of Schools Community Advisory Committee convened on **June 13, 2023,** from 8:02 a.m. to 10:01 a.m. via Zoom with Judy Gargaro presiding.

| **Attendance via Zoom**:  **Also present were TDSB Staff:** | **Judy Gargaro** (Etobicoke Philharmonic Orchestra, Co-Chair), **Debbie King** (Trustee, Co-Chair), **Susan Fletcher** (SPACE), **Jessica Murphy** (Leacock Foundation), **Graham Welsh** (Toronto Sports Social Club), **Heather Mitchell** (Toronto Sports Council), **Patrick Rutledge** (Big League Book Club), **Susan Orellana** (Jack of Sports Foundation, **Warren Kung** (Toronto Japanese School, **Mope Adeyeye** (representing Dennis Keshinro of Belka Enrichment Centre), **Zakir Patel** (Trustee, Ward 19)  **Maia Puccetti** (Executive Officer, Facilities & Planning), **Jonathan Grove** (Senior Manager, Operations, Maintenance & Community Use), **Ndaba Njobo** (Facility Permitting Co-ordinator) **Ugonma Ekeanyanwu** (Facility Permitting Team Leader), **Alex Tilley** (Executive Assistant), **Meenu Jhamb** (Administrative Assistant) |
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| Regrets: | **Dave McNee** (Quantum Sports and Learning Association), **Alex Viliansky** (Felix Swim School), **Jonathan Wood** (Toronto Accessible Sports Council) |
| Guests: | **Wade Cameron** (NYAC), **Andres Tucci Clarke (**Sistema Toronto Academy), **Nick Hurtado** (North Toronto Soccer Club) |

| **ITEM** | **DISCUSSION** | **RECOMMENDATION/ MOTION** |
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| **Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum** | * The meeting was called to order by Judy Gargaro at 8:02 a.m. |  |
| **Approval of Agenda** | * Agenda approved. | Susan Fletcher  Patrick Rutledge |
| **Approval of Minutes**  **April 18, 2023** | * Minutes approved. | Graham Welsh  Heather Mitchell |
| **Conflict of Interest Declaration** | * Nil |  |
| **Delegations** | * Nil |  |
| **Multi-Year Strategic Plan Discussion** | * The Committee reviewed and provided feedback on the draft Multi-Year Strategic Plan Renewal pillars, where Co-Chair Judy Gargaro led the discussion. | **ACTION**: Judy to provide finalized Summary Notes to Committee before submission deadline. |
| **Permit Unit Update** | * **Permit Unit Update**   + The Permit Unit is moving ahead with the processing of Summer permits, which is going smoothly.   + Opened indoor permit applications for 2023-2024 permits as of June 5th, where the Permit Unit will begin processing the applications by the end of June. |  |
|  | * **List of schools unavailable for Summer Camps due to construction**   + There are about 217 schools that have construction happening this Summer, where last year there were 268 Summer construction projects that prevented use of schools. The difference is not less work, rather there was a focused effort to attempt to accommodate Summer camps in schools even where construction was happening. Of the 217 schools, many are having critical building systems being replaced where occupation of the building is simply not possible.     - **Question**: Can it be clarified if all 217 schools indicated will be unavailable for Summer camps or just a portion of the 217?     - **Answer**: The majority of the 217 are considered unavailable. However, there is a small portion of the 217 that remains partially available where the Permit Unit has been collaborating with Design and Renewal on phasing/delaying work to accommodate partial usage of the site for Summer use.   + As the Ministry of Education announced that the TDSB must utilize it carry-overed Renewal and SCI funding by March 31, 2027, the TDSB will be ramping up work even more in terms of undertaking critical renewal upgrades across the system. We will continue to work to accommodate the Summer use of schools and try to find ways to make sure buildings can at least remain partially occupied to support Summer programs.     - **Question**: Can there be consideration given to ensuring the Committee/permit holders are provided this information in a timely manner?     - **Answer**: The Permit Unit begins work as of January in preparation for the Summer. However, there are many factors that have an impact, such as the general planning of construction, understanding the full scope of work, understanding if there is room in the scope of work for partial occupation, project tendering occurs throughout January and February, some projects are canceled, and some have to be modified based on a changing scope. We will continue to work to have a partial list available for February.   + **Question**: Can the list of schools be provided?   + **Answer**: Yes, the TDSB can provide that list by the end of February, but it may be subject to change for reasons noted above. * **Flagging of permits where Administrator movements are anticipated**   + This was discussed amongst the Communications working group, where it was indicated that often when Principals move between schools there may be a delay in permitting.   + Currently looking for the list of Administrator movements and will be providing specified messaging to Principals.   + The Permit Unit will also continue to work to provide training and dedicated sessions to transitioning Administrators, with the intent to remind Administrators of their responsibility around permitting and to expedite approvals for the Fall. * **Follow up on onsite academic school representative for after school permits**   + Amongst the Communications working group it was advised that TDSB staff would be putting together a flowchart for permit holders clarifying the flow of their requests for 3 to 6pm permit requests.     - The flowchart will clarify that the Principal has authority to make that approval, how to escalate an appeal to the Superintendent of Education, describe to those requesting the space that there is a clear plan of supervision, and provide guidance to Administrators on drawing a connection to instructional programming and plan for the school.     - **Question**: Is the flowchart framed as something for any stakeholder or is it constructed for the Administrator’s use?     - **Answer**: We’re currently at the beginning stages, however this question clarifies our direction and TDSB staff will incorporate that direction to support developing the flowchart. | **ACTION**: TDSB will provide more updates regarding Summer 2024 construction in Fall 2023.  **ACTION**: TDSB to provide the list of schools unavailable due to construction to the Committee. |
| **Outstanding Action Items** | * **Pools Working Group**   + Committee seeking to confirm if updated maintenance schedule will be distributed.     - TDSB staff confirmed that the maintenance schedule will be circulated in the Fall. * **Communication and website Working Group Update**   + **Question**: There were some known eBase tweeks scheduled for integration by June 1, 2023, were those updates made to the program?   + **Answer**: There was a modification to the portion of eBase around attendance, where DMS provided an explanation for what goes on for Step 1 and Step 4 of the permit application process. At this time TDSB has not received the eBase meeting schedule for July which will identify a timeline for proposed developments. |  |
| **Other Business** | * **Annual Report**   + Co-Chair Judy Gargaro sent self-evaluation to Committee. No responses were received.   + The Annual Report lists meeting dates and provides window for Co-Chair to provide messaging, of which Judy read her message verbally to the Committee and walked the Committee through the report.     - Committee approved of this report to be formally submitted.   + **Question**: Is there a use of having more direct communication with CACs around committee vacancies?   + **Answer**: TDSB staff will continue to support membership development, and communication and outreach. * **Other Business**   + **Question**: Committee member reviewed CUSCAC web page and found that there was an error with the January and April Agenda links.   + **Answer**: Alex (TDSB) to review links and process corrections as applicable.   + AGM Booked for Tuesday November 28, 2023 at 6:00pm, in person at 5050 Yonge St. | **ACTION**: Judy to provide Committee approved Annual Report to Parent and Community Engagement team before the end of June.  **ACTION**: Alex (TDSB) to review CUSCAC web page links and process corrections as applicable. |
| **Trustee Report** | * Acknowledgement of Italian and Portuguese heritage month, as well as National Indigenous History month, and Pride month * **Board Updates**   + Budget development remains in focus     - GSNs were received as of April, from which staff have been able to develop projected enrolment for 2023/2024     - The Board also reviewed revenue and expenditures to ensure the Board is up to date     - Presented at the June 1st FBEC was the Permit Fee increase, where Susan F. deputed on communication and access limitations as a result of these increases. Discussion among Trustees and staff helped bring understanding to FBEC that the increase was in line with policy and Consumer Price Index (CPI). The report was approved for receipt.     - Staff also presented this option to balance the budget, and what we saw was an estimated increase of 44.9M to GSN, with changes to revenues such as International Student admissions, Childcare leases. To avoid accumulated deficit and to replenish reserves that have now been utilized to offset the deficit, with understanding that we want to present a balanced budget, the options presented by staff take us to a 19.7M deficit. Reductions reflected in this current proposal are reductions to central based staff, general interest programs, and central departments. The rationale is that the Board is looking to take from areas that don’t impact the classroom/students directly.     - On June 20th the Board will be expecting the presentation of the final budget.     - Discussion around pools remains a continued concern. Staff presented recommendations to reduce school swim instructors, in alignment with construction and closure of pools with the belief that there would be no impact on service. Following review it was determined that there would be an impact. At the June 13th FBEC, there will be presented a business arising motion to adjust the allocation of aquatic instructors back to original level of service. |  |
| **Adjournment** | 10:01 |  |
| **Next Meeting Date** | **12 September 2023**, **8:00 a.m. via Microsoft Teams**  **Microsoft Teams Link TBD** |  |

**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

TLC – Toronto Lands Corporation