

ITEM	DISCUSSION	RECOMMENDATION / MOTION
Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum	<ul style="list-style-type: none"> The meeting was called to order by Co-Chair Judy Gargaro at 8:05 but a quorum was not reached until 8:19 a.m. 	
Approval of Agenda	<ul style="list-style-type: none"> Agenda approved. 	Lynn Manning Heather Mitchell
Approval of Minutes 13 September 2022	<ul style="list-style-type: none"> Minutes were approved with amendments. 	Susan Fletcher Heather Mitchell
Conflict of Interest Declaration	<ul style="list-style-type: none"> Nil 	
Delegations	<ul style="list-style-type: none"> Nil 	
Permit Unit Update	<p>Update on Ongoing Items –</p> <ul style="list-style-type: none"> Update on permits. – Staff shared that Permits have returned to normal operations. There is sufficient caretaking coverage, and the permit team is ensuring that all the permit requests with a fall start date are now being attended to; those applications from groups who have previously permitted have been processed and applications from new groups are now being processed. There are no issues where the Principal or Caretaking staff are not comfortable allowing the community use of schools. <p>The Permit department is working tirelessly to ensure we return to pre-Covid operations and that almost everything is back to normal. Staff also shared that we have just started accepting holiday permits for daycares who wish to operate on December 28, 2022 (TDSB designated holiday in lieu of Remembrance Day) and Easter Monday, April 10, 2023. On these days the TDSB is closed, but since childcares are required to operate on these days, we issue them permits to operate.</p>	

- **Definition of ‘spectators’** – Staff shared that this has been discussed internally and that TDSB is moving away from separate definitions of the terms “**Spectator** or “**Parents/Guardians**” as having multiple terms might present challenges in issuing of permits and insurance requirements. However, TDSB staff is moving towards a working definition of how the procedure is going to be applied under the category “**Attendees**”. Staff further explained that the term “**attendee**” best characterizes/captures the intent of this issue. The term “**attendee**” is going to be used more for the operationalization and processing of permits within the Permit Unit and not to represent who is participating in the activity. It is not anticipated that there will be any changes/revisions in the permit procedure or community use of schools policy. However, more clarity around insurance requirements will be provided, so the insurance covers anyone who is attending the activity as well as those participating.

- Judy questioned TDSB staff if any program has a parent or guardian observing or engaging in the program apart from children who are participating in the program directly will this need to be mentioned? Or any physical body present in the space at the time of the program needs to be stipulated in the permit and the insurance requirement will need to match? To this staff responded that more clarity/explanation around the term “**attendee**” and answers to the questions raised above could be provided after this has been discussed internally with other departments within TDSB.

- Staff further mentioned that the current term ‘participants’ includes volunteers, coaches, and children who are the main participants in the activity; the distinction between ‘participant’ and ‘attendee’ still needs to be clarified. Staff reiterated that unexpected attendees cannot be allowed to just show up. The permit holder has a responsibility to let the Permit Unit know in advance who is present at the program and insurance must match the permit information, including participants and attendees. A large group of attendees cannot be allowed without advance notice as it affects the fire codes, occupancy levels, and safety risks for supervision.

ACTION: TDSB definition of “attendees” to be presented in November CUSCAC meeting

- Patrick Rutledge mentioned that he does not allow the general public in the school if they are not the immediate family members of the participant.
- Judy further clarified that the fee structure should not be affected as the number of participants in the program is not changing due to the distinction between 'participants' and 'attendees'. Jonathan Grove confirmed that the fee for the permit is dependent on the activity and the purpose of the activity. It is a requirement that everyone present in the physical space is included in the insurance, but their attendance would not affect the fee for the permit. The TDSB is still in the preliminary stages of determining the language around this, more updates will be shared in the November meeting. When asked, staff confirmed that this discussion relates to indoor permit activities only.
- When asked, if every insurance must change to encompass attendees or if the insurance will still be valid if the permit holder does not include extra people on site who show up? Jonathan Grove responded that not every insurance has to change. This will be further discussed internally and a better definition and clarity of what needs to be included in the insurance will be provided.
 - Judy requested that the draft copy of the language defining these terms be provided to the CUSCAC before the November meeting, so the CUSCAC members have time to review it before the next meeting. This item is to be also included in the November meeting agenda.
 - The Permit Department is required to provide stats to the Ministry on participants (including the different age groups participating in the different programs). Hence there is an issue if a single permit includes multiple programs for different age groups. It is hard to parse out the information for different age groups within that permit. The permit is for the specific activity and not the organization.

Emergency Fan Out Procedures

- The name and contact information of the onsite supervisor should be provided in each permit. We need this information to contact the individuals who are physically present at the site in the case of any emergency. Staff

ACTION: J. Grove to provide language before the November meeting.

to provide language around how to complete the permit application for this section for potential applicants.

- It was asked if in emergent situations the TDSB staff can contact someone else in the organization (preferably the permit holder) after they have contacted the person on site. Ndaba responded that this depends on what time of the day emergency occurs. The permit department can only call additional people if an emergency happens during the day.
 - Office Hours (8-6 p.m.) – Permit staff can contact the onsite supervisor as well as the permit holder.
 - Weekdays after 6 p.m. – Call center will only call the onsite supervisor (the person who is first in the list provided in the permit; permit unit staff is not available after 4 p.m. but will follow up the next business day.
 - Weekends (Saturday & Sunday) - Call center will only call the onsite supervisor; permit unit staff is not available on the weekends.
- When asked if this can be reconsidered that both the Permit holder and onsite supervisor can be contacted after hours and on Saturdays. Staff responded that TDSB is constantly reviewing emergency procedures and communication, and this item could be discussed within TDSB, and an update may be provided in the next meeting

Impact of a potential strike

- In the event a labor disruption occurs, and schools cannot be opened, Ndaba stated that, If the Board decides that permits are going to be canceled, the Permit Unit will send notification of cancellation via mass email. For advance payments, the Board usually keeps the unused permit amount as a credit in the permit holder’s account and this credit gets applied when the permit becomes active. An official request needs to be made to request for a refund in the “**discussion section of eBase**”. When TDSB cancels the permit, full money is refunded to the permit holder. On a question regarding the pick up of equipment stored in the school by the permit holders, Ndaba responded that the Permit department does not play any role in the storage of equipment at any site. If any school or the

ACTION: Staff to provide language around how to complete the permit application for this section for potential applicants.

ACTION: J. Grove might provide an update on the communication tree in the next meeting.

	<p>principal allows the permit holder storage of equipment, the pickup arrangement needs to be made with the Principal or the school staff.</p>	
<p>Outstanding Action Items</p>	<ul style="list-style-type: none"> ○ Pools Working Group Update: No report. Susan Orellana inquired about how to join; just send an email to Alex Viliansky. ○ Exterior Facilities Working Group: Heather mentioned that she has been to various meetings and has observed that interest in cricket is growing rapidly and she sees an interconnection between TDSB and City teams and field usage. There are a number of teams using City fields for playing cricket, and City permitted teams would like to use TDSB fields. There might be some accommodation requests to make the fields more accessible. ○ it was also mentioned that Pickle Ball is also gaining popularity. It is not clear about the wear and tears this may cause to floors. ○ Ndaba mentioned that the Permit department did receive a few requests for cricket in the summer. He further explained that for tournaments, the Permit department checks with the Provincial Sporting Association if the newly suggested sport is permitted in Ontario and once, we have a go-ahead from Provincial Sporting Association, the Permit department also seeks some advice from Ground Team within TDSB to check the condition of the ground. <p>“The word “tournament” in the above paragraph was added after October minutes were reviewed and approved on November 8, 2022 meeting.</p> <ul style="list-style-type: none"> ○ Communication and website Working Group Updates: The group met after the last CUSCAC meeting, the next meeting will be in January 2023. eBase is working on their updates to present to the Board when they are completed. Any updates requested from Board are on hold for now until after they have finished their own updates. ○ AGM Planning – Permit unit needs to send an invitation to all the permit holders about the AGM (November 29, 2022). The same template as last year is to be used. The invite can be sent as soon as possible as anyone interested has to attend one full meeting if they are interested in seeking a spot on the committee. In the past, the community use of school office and permit staff worked with CUSCAC to send out the invitation and 	<p>ACTION: Permit Unit to send out the invitation to all permit holders and CUSCAC members.</p>

	<p>discuss a mechanism to figure out for voting. TDSB staff and Judy to discuss this separately.</p> <ul style="list-style-type: none"> ○ Susan Fletcher – Members who are not permit holders have not received the invitation in the past, she requested if members can be sent an invitation for the AGM as well. ○ Committee Vacancies (Category-B). Members who are up for election this year under the following categories are Judy Gargaro (Arts and Hobbies), Heather Mitchell and a few others (Sports and Recreation), Denis Keshniro & Sam Glazer (Alternate) (Faith-based), Dave McNee (Youth), Additional members - Alan Hrabinski, Lynn Manning, Susan Orellana. And we also have 2 new positions open - BIPOC and LGBTQ2s+. Vacancies are going to be communicated; however, it is not required to fill each seat but there is a need for 7 members. An email will be sent by Judy confirming the intent of the above-listed members to stand for re-election. 	
Trustee Report	<ul style="list-style-type: none"> ○ Board has recently passed a Communications policy covering how Staff and Trustees communicate with parents via both traditional and social media. ○ Most of the students are attending school in person, and only 5000 are attending in a virtual setting (versus the 65,000 who attended virtually during the pandemic). 	
Other Business	<ul style="list-style-type: none"> ○ Judy is going to be out of town for the November 8, 2022 meeting and Patrick Rutledge will co-chair it. Patrick and Judy to connect offline to discuss this further. 	
Adjournment	<ul style="list-style-type: none"> ● 9:27 a.m. Motion to adjourn – Susan Fletcher 	
Next Meeting Date	<ul style="list-style-type: none"> ● 8 November 2022, 8:00 a.m. via ZOOM <p>Join Zoom Meeting https://tdsb-ca.zoom.us/j/99107301927?pwd=Z3VZNEdReUxseWtHZVNWbjY0VDhkZz09</p>	

Acronyms

PSI – Provincial School Initiative

FOY – Focus on Youth

LNSP – Local School Neighbourhood Program

PPF – Priority partnership funding

PPC – Planning and Priority Committee

FBEC – Finance Board Enrolment Committee

GSN – Grant for Student Needs

PSSC – Program School Services Committee