



**CUSAC
Minutes**

**January 16, 2014
9:30 a.m. – 12:30 p.m.
Boardroom, 5050 Yonge St.**

Present: Trustee Chris Glover (Co-Chair); Brian Keaney (Co-Chair, Toronto Youth Development); Judy Gargaro (Etobicoke Philharmonic Orchestra); Lorna Weigand (Middle Childhood Matters Coalition); Susan Fletcher (Applegrove Community Complex); Lynn Manning (Girl Guides of Canada, Ontario Council); Heather Mitchell (Toronto Sports Council); Carol Thames (Doorsteps Neighbourhood Services); Julian Freeman (Grace Fellowship Church)


TDSB Staff: Ugonma Ekeanyanwu (Manager, Community Use of Schools); Namita Aggarwal (Program Manager, Continuing & International Education); John Long (Central Services); Kitty Leung (Facility Permitting Co-ordinator, TDSB)

Observers: Karen Somerville (East York Soccer Club); Sam Glazer (Congregation Beth Haminyan); Jason Robinson (Toronto Ultimate Club); Carolynna Gabriel (Wilmington Tennis Group); Grant Wheeler (Wilmington Tennis Group); Sandra Ryan (The Peoples Church); Doug Blair (North Toronto Soccer Club)

Regrets: Gerry Lang (Citizens for Life Long Learning); Allison Boughner (Big Brothers and Big Sisters); Lesley Johnston (Social Planning Toronto); Iris Rivas (Salvation Army); Morris Beckford (Access Alliance); Alan Hrabinski (Scarborough Basketball Association);

Recorder: Linda Mendonca (Committee Assistant, Parent & Community Engagement Office)

Item	Information/Discussion	Action/Recommendation
1.	Welcome and Introductions Co-Chair Keaney called the meeting to order at 9:33 am and welcomed everyone. Members introduced themselves.	
2.	Approval of Quorum Quorum was achieved and approved.	
3.	Approval of Agenda *** MOTION: Judy, seconded by Susan moved to approve the agenda. All in favour. Motion carried.	

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4.	<p>Approval of November 21 13 Minutes ***MOTION: Judy, seconded by Lorna moved to approve the Minutes from the November 21st meeting. All approved. Motion carried.</p> <p>Lynn requested an update regarding the FOYT (Focus on Youth Toronto) Program financials and draft letter of support which was to be provided by Superintendent Jim Spyropoulos' for this meeting.</p>	<p>Linda will follow up regarding FOYT financials and draft letter of support for from CUSAC.</p>
5.	<p>Partnerships Presentation Rosalee Bender, Manager, Partnership Office, Toronto District School Board (TDSB), provided a presentation on Educational Partnerships. See presentation attached.</p> <p>For further questions, members may contact the TDSB Partnerships Office at partners@tdsb.on.ca.</p>	 <p>The logo for Educational Partnerships, featuring the text 'Educational Partnerships' at the top, followed by 'Presentation to Community (Part of TDSB's History Committee (2014))' and 'October 2014'. Below this is a stylized graphic with a blue circle and green and orange bars.</p>
6.	<p>Announcements Incorrect Link on TDSB Permit Kitty confirmed that the link should not have been included in the letter as it does not include the newly approved recommendations. TDSB always lists the most current policy. What was approved in November is not effective until 2014.</p> <p>Report Back re: Stage Rate There was an informal arrangement with a few groups that are impacted by the stage rate for rehearsals. As a result, there were two different stage rates. In September, the stage rate got cancelled. The EPO is using the Music room for rehearsals, and using the auditorium for the rest. Judy said she sent an e-mail to her contacts to ascertain who left the school or made other arrangements. Trustee Sotiropoulos said that the Scarborough Philharmonic left and would like to see them come back.</p>	
7.	<p>CAC Review Recommendations The recommendations from the CAC Review which began about a year ago will go forward to the Planning and Priorities committee meeting. Some of the positive things from the review include arranging joint meetings between CAC's which will provide an opportunity to liaise with other CAC's and increase current staffing support from part time to 3 full time staff support(add either "to serve" or "for")all committees. When the motion is passed, we will have someone come in to talk about it.</p>	

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8.	<p>CUSAC Membership Follow Up and Updates</p> <p>Ugonma confirmed that Doorsteps Neighbourhood is back on the CUSAC membership as they were not receiving Notice of Meetings. The current Executive Director, Carol Thames attended the meeting today.</p> <p>Members discussed that the Terms of Reference requires clarification as to Membership Renewal Terms. Some members have been on CUSAC for more than two years. If the approval date of the Terms of Reference of March 2012 is used as the membership start date for current members, the majority of members' terms (except for Julian, Judy and Alan) would end March 2014. Members discussed possibly staggering membership to end dates in a way to ensure membership and not lose committee members.</p> <p>After some discussion, the committee decided to set up a CUSAC Membership Working Group to review the current membership, and Terms of Reference to determine membership terms. Members will include Judy, Julian, Karen, Trustee Sam Sotiropoulos, Carolynna, Lynn, and Trustee Glover.</p> <p>The working group will also look into:</p> <ol style="list-style-type: none"> 1.) getting a broader representation from different groups (i.e. sports, arts, faith groups, etc.); 2.) ways to promote CUSAC to encourage participation from permit users on the committee as "members in waiting" 3.) developing a brochure to let parent councils know that CUSAC exists; 4.) incorporating a selection process into the Terms of Reference particularly if there is more than one organization interested in representing faith groups, for example; 5.) drafting a welcome letter for new members; and 6.) developing a list of categories of permit users. 	<p>The CUSAC Membership Working Group will meet and report back to the committee at the February meeting.</p>
9.	<p>Process for Complaints and Language and Customer Service</p> <p>Kitty confirmed that the process for complaints depends on the kind of complaint that it is. If users are not satisfied with the service, it's a matter of escalating it to Ndaba, Kitty, and then to the manager. If users are not happy with the policies around permit use, then they need to bring it to the Board, through a Trustee or Senior staff.</p> <p>Carolynna from the Wilmington Tennis Group commented on an experience she had with the TDSB permit office in regards to a request to permit one of TDSB's tennis courts. The Tennis group knew that the tennis court was there, however, TDSB did not know it existed. In order for the Facilities Department to search for the court, the Wilmington Tennis Group had to pay a fee by credit card for the search process. Carolynna wanted to know what the complaint process in a case like this where the TDSB charges a fee</p>	<p>Judy, Lorna, Susan, and Kitty will connect via e-mail to develop a Complaints Process template and report back at the February meeting.</p>

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	<p>for a search process for property they should know about.</p> <p>Kitty confirmed that the Facilities may ask for credit card for authorization, but they do not actually charge for it. If it does not exist, TDSB does not charge. If TDSB is asked for something they don't know exists, they will look for it. Kitty will discuss this issue further with Carolynna directly.</p> <p>Judy also shared that there are instances where permit users have e-mailed permit clerks once/week for months, and not gotten a response, but when they've gone directly to a Trustee, they get a response immediately. There are many groups that get no contact for 5-7 months before they get any communication. Judy suggested that there be a process that says they will get a response by a certain number of days.</p> <p>Judy, Susan, Lorna, and Kitty will connect via e-mail to look into clear communication about the Complaints Process and to develop a complaints process template.</p>	
10.	<p>Field Permits Workgroup Update</p>	<p>Deferred to next meeting.</p>
11.	<p>Permit and Category Recommendations Update Steam Plant Schools</p> <p>Susan, in reference to the list of Schools with Steam Plants asked John what the steam plant rates should be for schools such as Duke of Connaught, which is a Parks and Recreation Centre, which already has an engineer. There is no need to bring in an extra engineer.</p>	<p>John will check what the rates are for schools in this category and report back to the committee.</p>
12.	<p>Trustee Update</p> <p>Ice Storm</p> <p>The ice storm which affected 100's of schools caused some permit cancellations. Director Quan was doing reports twice daily on impact of schools through Christmas to the New Year. The Facilities department needed to know so that schools can start on time for students returning to school. The information was collected from Principals on damage to schools. Some portables did not have power. Schools and yards were covered in 3 inches of ice. A meeting was held last night. Principals have a say in whether to keep some students indoors for recess. The Facilities does clear the paths to schools for people to use.</p> <p>Budget Process</p> <p>The Board decides the budget for school-based staffing by March as contracts require notice of lay-offs.</p>	

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	<p>The rest of the budget is voted on in June. There will be no impact on permits, other than what's been planned.</p> <p>Audit Due to some allegations made by a former staff member about mismanagement of funds, the Director requested an Audit Report. The main complaints were that procurements were not being properly vetted. There is a Trustee meeting coming up to work through the audit.</p>	
13.	<p>Other Business None noted.</p>	
14.	<p>Adjournment ***MOTION: Judy, seconded by Susan moved to adjourn the meeting at 12:33pm. All approved. Motion carried.</p>	
15.	<p>Next Meeting Date Thursday, February 13th, 2014</p>	<p>Linda will circulate a Notice of Meeting with meeting details.</p>