

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

**Meeting Date**: Tuesday, February 9, 2021

A meeting of the Community Use of Schools Community Advisory Committee convened on 9 February 2021 from 8:02 a.m. to 9:27 a.m. via Zoom with Co-Chairs Michelle Aarts and Judy Gargaro presiding.

| **Attendance via Zoom**: | **Michelle Aarts** (Trustee), **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Dan MacLean** (Trustee), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Heather Mitchell** (Toronto Sports Council), **Patrick Rutledge** (Big League Book Club), **Susan Fletcher** (SPACE), **Alan Hrabinski** (Toronto Basketball Association), **Sara Somerset** (Jack of Sports), **Gerry Lang** (Citizens For Life Long Learning), **Graham Welsh** (Toronto Sports Social Club), **Dave McNee** (Quantum Sports and Learning Association).  Also present were TDSB Staff: **Maia Puccetti** (Executive Officer, Facilities & Planning), **Ugonma Ekeanyanwu** (Acting Facility Permitting Team Leader), **Ndaba Njobo** (Facility Permitting Coordinator), **Tina Androutsos** (Executive Assistant), **Shirley Adderley** (Manager, Facilities Issues & System Liaison), **Jonathan Grove** (Interim Senior Manager, Plant Operations). |
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| Guests: | **Elizabeth Lukie** (Hutt Piano Class), **Beje Melamed-Turkish** (North Toronto Soccer Club), **Sharon Beason** (Canadian Parents For French), **Doug Blair** (North Toronto Soccer Club). |
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| Regrets: | **Jonathan Wood** (Toronto Accessible Sports Council), **Alex Viliansky** (Felix Swim School), **Dennis Keshinro** (Belka Enrichment Centre), **Sam Glazer** (Congregation Beth Haminyan), **Narni Santos** (The Learning Enrichment Foundation), **Ralph Nigro** (TSAA). |

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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 8:02 a.m. |  |
| **Approval of Agenda** | * Agenda approved. |  |
| **Approval of Minutes**  **12 January 2021** | * Minutes were approved. |  |
| **Conflict of Interest Declaration** | * Nil |  |
| **Delegations** | * Nil |  |
| **Permit Unit Update** | * **Update on potential permit use and numbers of permits approved – TPH directions, cleaning protocols and Has the Board been able to plan for phasing in community use of school space? –** Jonathan Grove confirmed that there are no current permits at this time. The Board is working closely with Toronto Public Health on protocols and getting ready for the school start-up on February 16th, 2021 and currently doing essential cleaning two times a day and in between cohorts. Jonathan Grove, Maia Puccetti and Ndaba Njobo have met to discuss their initial thoughts on how to reopen the permits. A power point presentation (attached to these minutes) was shared with the committee with their initial thoughts. Jonathan discussed that the greatest challenge at first sight will be the enhanced cleaning protocols. Staff has been hired and the key considerations is how to balance schools’ enhanced cleaning and cohort changes and then permits. Most likely the Board will start with weekend permits, gradually adding weekdays, probably starting with one group in the earlier time slot (i.e., 6:00-8:00 pm) and then the third phase all days, starting with one group. Factors to consider include number of participants allowed in a group, Toronto Public Health rules, how big the facility is, equipment limitations/restrictions, size, limiting the number of groups at a time needed to clean between groups, safety plans, contact tracing and screening requirements, supplementary documents that may be required, etc. Each permit group needs to be considered separately and the impact will be evaluated at each phase.   The committee reviewed the power point presentation and discussed the following:    TDSB staff will need to consider several factors including direction from Toronto Public Health when determining how cohorts (grouping(s) of participants) will be defined and how this will impact permitted use. At this time there is still uncertainty as to how the cohorts will be defined. Currently the permit group would be considered a cohort and if the group has smaller groups of participants (those who come and go during the permit time) they would be considered one cohort for participant limits and enhanced cleaning needs. Depending on the circumstances enhanced cleaning would occur in between smaller groups of participants. Permits would be issued first to an organization and then to small groups within the organization. When asked about priority ranking and the types or status of permits, staff confirmed that the Ministry already prioritizes community use - first children, then youth, then adult recreation. Jonathan Grove confirmed that the Board will have to prioritize how this will work, the number of groups using multiple schools, etc., and will look at how to do this as equitably possible. Jonathan also mentioned that some school activities may go till 6 pm so permits that used to start at 6 pm will need to start later to allow time for enhanced cleaning. Permits asking to start before 6pm will need to be approved by the Principal, as per current procedure and would only be considered when all educational activities are done for the day at their school, and then how long essential cleaning will take. As discussed at earlier meetings, the time needed to clean each space depends on the space (e.g., square footage, number of washrooms, type of space, what it will be used for, etc.). All these considerations need to be worked out for each permit site. The intent of the presentation is to show the committee that TDSB is committed to working on a plan to phase in permits.  As TDSB caretaking staff conducts essential cleaning, the committee suggested that shared objects be cleaned by the permit holders so that 2 overlapping groups can possibly be considered. TDSB staff said that this would have to be approved by Toronto Public Health before we could consider this suggestion. Another suggestion was to have permits finish a bit earlier than they normally would so that TDSB caretakers had enough time to clean before the end of their shift and be prepared for the next morning. The committee and Jonathan Grove agreed that Friday would be a great day to start the phase in of permits as there is no school the next day and this may simplify, and we can see how it works.  When asked whether schools, that currently do not have weekend permits because there is no custodial staff, might hold a random draw of weekday permit holders to allow use until permits return to normal, the committee was advised that reopening plans had only considered what that would look like for regular permit users. However, staff confirmed weekend use will be considered as long as a caretaker is available on site for overtime. If regular weekday permit holders can move to the weekend the additional overtime expense would be covered through the current fee structure for community use on weekends, 8 am to 6 pm on Saturdays and 8 am to 3 pm on Sundays.  Trustee Aarts asked Jonathan Grove if he could discuss with Toronto Public Health the differences between businesses and schools and how they determine their safety protocol breakdown in hopes that they will be a bit more lenient for permits. Staff added that they also speak with other school boards regarding their safety protocols and hope to learn from each other’s  best practices. The Board is also in constant conversation with Toronto Parks and Recreation so TDSB procedures are in alignment with the city.  Access to community space is important, and the TDSB is the largest provider of community space in the city. The committee requested an update on the Local Neighbourhood Support Program (LNSP) at the next meeting, to help assess the impact of the pandemic on that program. Ugonma announced that LNSP has opened applications for March Break; they will be processed once they receive guidance from TPH.  Committee also requested clarification on who is responsible for COVID screening and contact tracing for permit groups and whether the TDSB had thought about allowing permit groups to use the Board's online screening app? Staff confirmed that permit holders will be responsible for their own screening and contact tracing of participants, and that due to privacy the TDSB is not allowed to collect participant names | **ACTION: Staff to provide update on LNSP at March 9, 2021 meeting.** |
| **Outstanding Action Items** | * **Pools Working Group Update –** Deferred * **Baseball Working Group Update** - Deferred * **Terms of Reference Update –** Executive Officer Maia Puccetti told the committee that the final Terms of Reference was approved at the last Program and School Services Committee (PSSC) of January 13th, 2021 and the committee was assured that it will be updated on the TDSB website. The committee wondered if it would have the opportunity to advise or comment on what is posted on our webpage. Members were asked to check the website and forward any suggestions to either Judy Gargaro, Trustee Aarts or Maia Puccetti. * **AGM in November –** Executive Officer Maia Puccetti also confirmed that the CUSCAC request to defer our November 2020 AGM and extend current   member terms by 1 year was approved at the January 13th, 2021 PSSC meeting due to the Covid closures.   * **Onboarding for New Committee Members** – Deferred |  |
| **Trustee Report** | * Trustee Aarts mentioned to the committee that the return to school for students is next week and staff is diligently preparing for this. In addition, the second switch date for virtual/in-person classes will also take place. Although numbers asking to switch are expected to be much less than in November there are still thousands of requests and there is a shortage of teachers for the virtual classes. * Trustee Aarts confirmed to the committee that the search for the TDSB Director has reopened and closes the end of March. A new Director will hopefully start July 1st, 2021. * Trustee Aarts mentioned that she is on the Board’s Governance and Policy Committee and that going forward the Chair will highlight policies of interest to Advisory Committees, sending out notices to the Committee Leads to share discussion on draft policies and procedures with their members prior to their being finalized by staff. In the past it was up to staff/trustees to share draft policies/procedures; it is hoped this revised process will be a more efficient way to facilitate discussion by committees and obtain their feedback. * Trustee Aarts confirmed that the budget process has started. The Grant for Student Needs (GSN) is usually received in March, so the Board is looking at recent budget drivers and their impact on the current financial situation. This information will go to staff so they can begin to plan for the current budget. As 80% of the budget is for staff based on enrolment numbers, the board will ask for at least the same amount as last year even though enrolment might be down. The good news is that although the board is still running a deficit it is   better than expected. The Board is also asking the Province to cover the full additional costs of COVID.     * When asked whether any unused **community use of school grant by** CUSCAC for the 2020-21 school year would have to be returned to the Ministry, Trustee Aarts confirmed that although these are sweatered funds the Ministry is allowing flexibility the year to cover other costs in other programmes and we hope we do not need to return these funds. Trustee Aarts will confirm with Craig Snyder for the next meeting. * Trustee Aarts also mentioned that the updated access to school premises procedure now gives Principals more authority to hand out trespass of property letters to dog owners when on school property. |  |
| **Other Business** | * Maia Puccetti informed the committee members that two procedures (PR523, Access to School Premises was revised and new PR 731, Virtual Consultations Procedure) were shared by Tina Androutsos via email to the committee for their information and that both were going to Governance and Policy Committee meeting on February 10, 2021. The committee was reminded that procedures are developed by staff, with Trustee input, and do not have the same consultation process as policies.  However, feedback on how to improve a procedure or whether information is lacking is always welcome.      * Thanks, were extended to Heather Mitchell for providing committee documents to Gerry Lang who requires hard copies. The Board needs to think about accessibility in these instances. |  |
| **Adjournment** | * 9:27 a.m. |  |
| **Next Meeting Date** | * **9 March 2021**, **8:00 a.m. via Zoom** |  |