

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

**Meeting Date**: Tuesday, October 13, 2020

A meeting of the Community Use of Schools Community Advisory Committee convened on 13 October 2020 from 8:00 a.m. to 9:32 a.m. via Zoom with Co-Chairs Michelle Aarts and Judy Gargaro presiding.

## Attendance via Zoom:

**Michelle Aarts** (Trustee), **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Gerry Lang** (Citizens For Life Long Learning), **Dan MacLean** (Trustee), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Jonathan Wood** (Toronto Accessible Sports Council), **Heather Mitchell** (Toronto Sports Council), **Alex Viliansky** (Felix Swim School), **Patrick Rutledge** (Big League Book Club), **Narni Santos** (The Learning Enrichment Foundation), **Susan Fletcher** (SPACE), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Beje Melamed** (North Toronto Soccer Club), **Doug Blair** (North Toronto Soccer Club), **Elizabeth Lukie** (Hutt Piano Class).

Also present were TDSB Staff: **Steve Shaw** (Executive Officer, Facilities & Planning), **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), **Andrew Gowdy** (System Planning Officer), **Jonathan Grove** (Interim Senior Manager, Plant Operations).

## Regrets:

Dave McNee (Quantum Sports and Learning Association), Dennis Keshinro (Belka Enrichment Centre), Kevin Battaglia (TSAA), Sam Glazer (Congregation Beth Haminyan, Sara Somerset (Jack of Sports), Denise De Paola (TSAA), Monika Constantino (Toronto Soccer Connection).

| **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 Co-Chair Judy Gargaro at 8:00 a.m.
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| **Approval of Agenda** | * Agenda approved
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| **Approval of Minutes 10 March 2020** | * Minutes were approved (with minor correction).
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| **Conflict of Interest Declaration** | * Nil
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| **Delegations** | * Nil
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| **Permit Unit Update** | * Rationale for permit suspension due COVID-19 pandemic (health and safety or staffing; what is the timeline and process for re-evaluation of closure decision) – Executive Officer Steve Shaw discussed the TDSB’s decision of permit suspension and gave the following breakdown to the group:
	+ The decision was made at the Board level based on discussions with other levels of government; a letter was sent to every permit holder informing them of this decision
	+ There is no information on when the timeline for reopening will be re-evaluated; this will not take place before the Board can determine whether it can cope with what is currently required to do for students and teachers.
	+ The Board followed the Ministry of Education guidelines minimizing the number of visitors coming into schools and is trying to isolate students in cohorts to minimize number of contacts with Covid-19.
	+ Also in the guidelines, the Board must have enhanced and additional cleaning after each space is utilized and the Board did not have the resources to do so. It decided to focus on getting students back in class and then expand to other areas. Only Parks and Recreation who pay large number of funds and have lease agreements were continuing for the time being. The Board is struggling to keep up with the enhanced cleaning as our staff is working maximum overtime already. Now that Toronto is backtracking on hotspots, the Board will review again at a later date.
	+ Our team is looking at how to utilize our outdoor space following the Ministry of Education Protocols which includes painted circles on the grounds outside of the schools for children to social distance without masks and enhanced outdoor education opportunities.
	+ The Board is looking to hire 225 FTE (full time employees) caretakers. 100 have been hired currently, but still require another 125 caretakers. 60 caretakers have begun in-class training today. Interim Senior Manager Jonathan Grove told Trustee McLean that the training takes one month and includes compliance with requirements, working with a safety officer and on-the-job training before considered qualified.
	+ Interim Senior Manager Jonathan Grove mentioned that it is very challenging meeting the need using our current staff levels for enhanced cleaning.
	+ Patrick Rutledge asked for clarification about the number of times enhanced cleaning happens. Interim Senior Manager Jonathan Grove told the group caretakers currently do enhanced cleaning 2 times a day of all high touch surfaces with disinfectant spray as well as washrooms and that permits would add another 2 rounds of cleaning (one before and one after). Our caretakers are turning down weekend overtime because they are already doing 2 hours extra each day, so weekend permits are problematic at the moment. The concern is that at current staff levels staff is getting burnt out.
	+ Executive Officer Steve Shaw discussed that Parks and Recreation in our buildings have strict rules from the Ministry which includes wearing medical grade masks, sanitizing hands, screening. TDSB takes guidance from Toronto Public Health (TPH) during our weekly meetings. Permit holders with industry guidelines are welcome to forward them to Facilities and Planning for review but the Board will follow the guidelines of the Ministry and TPH.
	+ Alex Viliansky asked if TDSB can consider permitting gyms, pools and classrooms as time goes on in a staged response as enhanced cleaning may be different for different spaces, and whether permit times might change from 6-8 or 8-10 to allow for a minimum number of hours. Executive Officer Steve Shaw discussed that the TDSB team worked out a number of scenarios and it was decided that this approach is not possible at the moment, not only due to staffing issues, but the fact that enhanced cleaning products are low in stock and the Board is struggling to get this limited supply. Discussions about adding additional costs for community use was considered by Board staff and decided against for the time being as there was insufficient staff to cover permit use. Steve did confirm that the additional funds that were received from the Ministry does not cover the cost of staff that our Board needs. When asked if the Board might consider reinstating permits if the additional costs were passed on to users the committee was informed that the board doesn’t have adequate resources to fulfill their current obligations.
	+ Patrick Rutledge asked if there was a reduction in renewal permit requests? Ndaba Njobo confirmed that almost everyone again applied for renewal spaces.
	+ Lynn Manning asked about HEPA filters and Executive Officer Steve Shaw mentioned that Toronto Public Health believes that it is extremely rare that the virus can be transmitted via air. Steve told the group that 50% of our schools have no or very limited ventilation and the Board is now looking at purchasing filter units for the most problematic rooms.
	+ Susan Fletcher asked whether given that keeping up with enhanced cleaning is creating so much overtime might the union consider part time staff. Executive Officer Steve Shaw confirmed that the union is not looking at the Collective Agreement for part-time staff or any changes.
	+ The Board elected to run a deficit budget this year as they recognized that COVID would require increased costs, the majority of which will be fore the additional teachers and caretakers required.
	+ The Chair requested an update on numbers at our November meeting.
* Are permits going to be issued preferentially to Local Neighbourhood Support Program (LNSP) Schools? – Executive Officer confirmed that all community use permits have been cancelled until January 2021 and will reassess then depending on the Pandemic; only Parks and Recreation permits and before and after programs are operating.
* Was the full CUS grant received for 19-20 school year? Has it been received for 20-21 school year? – No full CUS grant provided this year. The grant is provided to Boards based on student enrolment. The Grant for 2019-20 school year was for $3.7 million. The Board already knows numbers are down this year, mostly due to lower kindergarten enrolment.
* Final review of [Permit Unit FAQs](https://www.tdsb.on.ca/Portals/0/Frequently%20Asked%20Questions.pdf) – Ndaba Njobo will send the updated Permit FAQs with sub-titles to Executive Officer Steve Shaw to approve. Once approved, they will be posted on the web. https://www.tdsb.on.ca/Portals/0/Frequently%20Asked%20Questions.pdf
* Transgender/Non-binary use of washrooms – Executive Officer Steve Shaw will finalize this wording before October 30th (his retirement date).
* Are there opportunities to capitalize on regarding permit process and addressing process issues that have been raised in the past? – Executive Officer Steve Shaw sees good opportunity to look at improving processes as the permit office goal is customer satisfaction. Staff are working with eBase to make improvements which will roll out with the next phase of permits. Ugonma confirmed that the permits team members have all had refresher training sessions during the closure, including reorganizing our shared folders, review of processes, updating files/documents, etc.
* Was there a reduction in the number of permits requested for the fall? Given that many members have heard about groups impacted by COVID and not being able to reopen we wondered if there was a significant reduction in permit renewals. Ndaba confirmed that when applications for permit renewals was opened almost everyone applied to return. He confirmed that the major question from groups is whether they can keep their place for next year if it is too late to start, the answer being yes.
 | Ndaba Njobo and Steve ShawACTION: Update on numbers at our November meeting. |
| **Outstanding Action Items** | * **Pools Working Group Update** (the industry is on the verge of collapse as TDSB has most of the pools; as a result, Alex Viliansky asked if special consideration could be given to pools reopening) – Deferred
* **Baseball Working Group Update** - Deferred
* **Terms Of Reference final version** – Executive Officer Steve Shaw will follow up and forward to PSSC for final approval.
* **Onboarding for new committee members** - Deferred
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| **Trustee Report** | * Trustee Aarts mentioned that there is an FBEC (Finance, Budget and Enrolment Committee) meeting tomorrow and she hopes to have a more fulsome report for the next meeting.
* Trustee Aarts discussed the challenges with Virtual Schools, rebalancing the system, and hiring teachers, but the Board is almost fully staffed now. 5% of teachers are still needed, the majority of which are French teachers, with other GTA boards reporting the same problem
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| **Other Business** | * **Are we having an AGM In November?** - Executive Officer Steve Shaw will follow up with Interim Associate Director Karen Falconer and report back to the group. If one is required, it will be virtual; as 60 days notice is required, we would have to look at timelines. If the Board decision is no can we hold a public meeting instead to answer questions.
* **Committee Membership** – Membership needs updating. Co-Chair Judy Gargaro will send out email.
* **Meeting Dates for 2021** – Co-Chair Judy Gargaro and Executive Assistant Tina Androutsos reviewed. We will follow the current format and dates will be provided for next meeting.
* Co-Chair Judy Gargaro thanked Executive Officer Steve Shaw for everything and wished him well in his retirement and welcomed Maia Puccetti and Jonathan Grove to the committee
 | [2021 Community Use of Schools Community Advisory Committee Meeting Dates](https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Community-Advisory-Committees/Community-Use-of-Schools-Community-Advisory-Committee) |
| **Adjournment** | * 9:32 a.m.
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| **Next Meeting Date** | * **November 10, 2020 at 8:00 PM via Zoom**
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