



Community Advisory Committees

Name of Committee: Community Use of Schools Community Advisory Committee
Meeting Date: Tuesday, October 10, 2023

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

Attendance via Zoom:	Judy Gargaro (Etobicoke Philharmonic Orchestra, Co-Chair), Debbie King (Trustee, Co-Chair), Zakir Patel (Trustee, Ward 19), Susan Fletcher (SPACE), Patrick Rutledge (Big League Book Club), Alex Viliansky (Felix Swim School), Graham Welsh (Toronto Sports Social Club), Heather Mitchell (Toronto Sports Council), Jessica Murphy (Leacock Foundation), Dave McNee (Quantum Sports and Learning Association)
Also present were TDSB Staff:	Maia Puccetti (Executive Officer, Facilities & Planning), Jonathan Grove (Senior Manager, Operations, Maintenance & Community Use), Ndaba Njobo (Facility Permitting Co-ordinator), Shirley Adderley (Regional Manager, Central Services), Alex Tilley (Executive Assistant), Meenu Jhamb (Administrative Assistant)
Regrets:	Jonathan Wood (Toronto Accessible Sports Council), Dennis Keshinro (Belka Enrichment), Susan Orellana (Jack of Sports Foundation)
Guests:	Nick Hurtado (North Toronto Soccer Club), Andres Tucci Clarke (Sistema Toronto Academy), Peter Clutterbuck (Board Member OF OVCO), Abdel Elmaadawi (Toronto Inner-City Rugby Foundation), Adib Razavi (Strong Play), Michael Lam , Amanda Neale-Robinson (Toronto Inner-City Rugby Foundation), Melvin John (GTA 19-Women's Cricket Association), Sharon B , Dennis Hastings (Trustee, Ward 1)

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 Judy Gargaro at 8:01 a.m. 	
Approval of Agenda	<ul style="list-style-type: none"> ● Agenda approved. 	Alex Viliansky Susan Fletcher
Approval of Minutes September 12, 2023	<ul style="list-style-type: none"> ● Minutes approved as amended: <ul style="list-style-type: none"> ○ Page 4 - adjustment from “on the permit side” to “by the Permit Unit” ○ Page 8 - adjustment from “Does an agreement of this style still exist?” to “Does an agreement of this style still exist where immediate work could be performed for weekend events?”. Additional point of clarification added to Answer: “The TDSB does not have immediate onsite repairs unless it is something that happens during school hours.” 	Patrick Rutledge Heather Mitchell
Conflict of Interest Declaration	<ul style="list-style-type: none"> ● Nil 	
Delegations	<ul style="list-style-type: none"> ● Nil 	
Permit Unit Update	<ul style="list-style-type: none"> ● Shirley Adderley will be supporting CUSCAC as the new Regional Manager of Central Services. She will also be coordinating use of pools and pool maintenance. ● General Update <ul style="list-style-type: none"> ○ Indoor permits are now in operation, including Before and After school hours program permits. ○ TDSB will shortly begin prepping outdoor fields, a process that historically begins in December/January, the 	ACTION: Shirley to be invited to participate as a member of the Communication and website Working Group.

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	<p>Permit Unit is hoping to coordinate starting November to get a clear understanding of fields that will be impacted by potential renovations.</p> <ul style="list-style-type: none"> ● Update on Ongoing Items <ul style="list-style-type: none"> ○ Question: Is the SOE the appropriate Summer contact for permit holders' concerns at schools? <ul style="list-style-type: none"> ■ Answer: The initial point of contact for permit holders' questions, issues, and/or concerns will always be the Permit Unit – through the Permit Clerk using the discussion section on eBase. Once an inquiry is received, the Permit Unit will determine if it needs to be forwarded to the Superintendent of Education or Facility Services. If an issue arises outside of business hours and/or on weekends, then the emergency number indicated on the permit should be used, which connects to the TDSB Call Centre, who would coordinate with the Facility Team Leader (FTL) on duty. ○ Question: There was historical access for permit holders (i.e., non-unionized personnel) to do onsite immediate repairs of narrow scope. Does this agreement still exist and remain in place? <ul style="list-style-type: none"> ■ Answer: The agreement was limited to the two units responsible for line marking on the fields. Grass cutting and structural repairs were not part of the agreed scope of emergency work. 	

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	<ul style="list-style-type: none"> ■ The Committee requests the TDSB review if permit holders have permission to do immediate field line marking and other small yet critical repairs and if there is a need to have equipment on site to ensure this immediate work can be done. The scope of this request is: the risk factors around divots or impressions in the ground that would require minimal immediate work to repair but cause significant risk to permit holders. Discussion should be held around the potential soils or fills that could be used for these immediate repairs. ■ The TDSB will discuss the Committee’s concerns and delineate what’s acceptable for work that can or can’t be done and establish a list. ■ Question: Do permit holders have to have insurance? What happens if an incident causing injury occurs - who will cover that? <ul style="list-style-type: none"> ● Answer: Permit holders must have insurance to hold a permit. The TDSB will refund 100% of the permit if it is determined after an inspection that the permitted space was not in good condition. ○ Question: What is meant by highest subsidy? <ul style="list-style-type: none"> ■ Answer: Pricing Strategy can be found on the TDSB web under Permit Categories and Fees: https://www.tdsb.on.ca/Portals/0/community/Permits/G02_Permit_Categories.pdf. There are two levels of subsidy ‘Full’ and ‘Partial’ which are offset 	<p>ACTION: TDSB to provide an update at the November meeting around a potential list of immediate repairs that could be done by non-unionized permit holders.</p> <p>ACTION: To be left on Agenda.</p>

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	<p>by the Community Use of Schools (CUS) grant from the Ministry of Education. High subsidy refers to a Full subsidy of cost (the highest percentage of the total cost of the permit reduction) where eligibility is determined by the permit purpose category applicability, which is.</p> <ul style="list-style-type: none"> ○ Question: Is there a checklist issued to permit holders about the users who are permitted to utilize the space and how they are classified? <ul style="list-style-type: none"> ■ Answer: The Permit Unit operates in trust with the permit holder that the use of school space will be accurately characterized. However, there is a Caretaker on site who reports back to the Permit Unit. <ul style="list-style-type: none"> ● Update on communication flowcharts for after school permits <ul style="list-style-type: none"> ○ The meeting to discuss the flowchart was cancelled. TDSB will provide an update after the meeting is rescheduled. ● Construction Projects for Summer 2024 <ul style="list-style-type: none"> ○ To be left on Agenda for a November update. ● Committee Goal Related Items <ul style="list-style-type: none"> ○ These items were added based on the approved Committee Goals. They have been included not with the current expectation of completion but for discussion and to establish timelines. ○ A heat map that shows locations and the degree of permit use across the City 	<p>ACTION: TDSB is to develop the first presentation of data based on the Committee's request for a heat map and will bring it back to the November CUSCAC for further discussion.</p>

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	<ul style="list-style-type: none"> ■ Committee seeking a map of already permitted sites. ■ Question: When is it feasible to have this kind of map developed and what kind of coverage period (12-month or Summer) would be recommended? <ul style="list-style-type: none"> ● Answer: The TDSB will take this offline, as there are aspects around utilization and mitigating factors impacting utilization that need to be understood before a feasible timeline can be established. The Permit Unit will need to understand the scope of the Committee’s recommendation to reflect on timeline and workload management. ● The Committee is seeking to be able to graphically represent the data to get a sense of the density of permitted use within the TDSB to develop an understanding of where things are congregated in terms of usage. ● TDSB is to develop the first presentation of data based on the Committee’s recommendation and bring back to the November CUSCAC for further discussion. ○ Details of the organizations that permit TDSB <ul style="list-style-type: none"> ■ Committee is seeking to get a better understanding of organizations permitting school space to get a depth and breadth of those permit user groups. <ul style="list-style-type: none"> ● Data collection will be limited for classifying and organizing by permit types. The Permit Unit can extract data on whether the organization is for profit or not-for-profit, but 	<p>ACTION: TDSB to review request to provide details of the organizations that permit TDSB and provide an update to CUSCAC based on what is feasible.</p>

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	<p>may not be able to classify permit holders by type, such as arts etc.</p> <ul style="list-style-type: none"> ● The Committee recognizes limitations to accessible data, however, is seeking to confirm the type of information that can be mined from eBase based on what is already there. Such as what group is being served by the permit type or organization (What percentage are serving children, teens, young adults, adults, or seniors?). <ul style="list-style-type: none"> ■ The Permit Unit will review the recommendation to determine feasibility. ○ The reasons for permit cancellation by the TDSB <ul style="list-style-type: none"> ■ The Committee has been advised that it is not possible to provide this data. However, the Committee believes that it would be good to have an understanding on permit calculations and instances that would cause permits to be cancelled or bumped. ■ The Permit Unit will review the recommendation to determine feasibility. ○ How many permit applications are not able to be fulfilled as initially requested <ul style="list-style-type: none"> ■ The Committee is seeking to understand the work required to find another location for permit holders if it is determined that the first location isn't available to get a sense of how many permits require this additional effort. 	<p>ACTION: TDSB to review request to provide data on the reasons for permit cancellations throughout a school year.</p>

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	<ul style="list-style-type: none"> ■ Question: How are permit holders grandfathered? How long does it take before a group is considered grandfathered? When are these grandfathered agreements considered expired? <ul style="list-style-type: none"> ■ Answer: There is no expiry. If the permit application is submitted by a certain date the current holder retains their spot. The term used in the TDSB policy is “renewal rights,” where those currently permitting the space have first right of refusal. It is fundamentally up to the Committee to recommend if a cap is necessary. 	
<p>Outstanding Action Items</p>	<ul style="list-style-type: none"> ● Pools Working Group Update <ul style="list-style-type: none"> ○ Nothing new to report, however the working group is seeking an update on the maintenance schedule which is no longer indicated on the agenda. <ul style="list-style-type: none"> ■ There is no due date at this time, but it is currently in the works. It was removed from the agenda as it was believed that it would not be produced until 2024. The Co-Chairs will consider re-adding it to the agenda with an estimated month of completion. ○ Question: How will Shirley in her new role be involved with pools? <ul style="list-style-type: none"> ■ Answer: The Central Services Regional Manager will be expected to support with data collection and analysis with the permitted use of pools. Any inquiries regarding maintenance and repairs to pools and the overlapping impact on permits will be managed by Shirley. 	<p>ACTION: Pool Maintenance schedule to be readded to agenda.</p>

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	<ul style="list-style-type: none"> ● Exterior Facilities Working Group Update <ul style="list-style-type: none"> ○ there was a concern raised about what to do when tire tracks are left on the field or when there are clumps of grass clippings; both are potentially dangerous as they produce an uneven ground surface ○ a concern was also raised about the lack of supervision on the weekends ○ Question: at what age does ‘youth’ end for the TDSB permits <ul style="list-style-type: none"> ■ Answer it was read from the website that children and youth permits are for persons under 18 years of age. ● Communication and website Working Group Update <ul style="list-style-type: none"> ○ Met September 20, 2023. A concern that arose from the meeting is that it’s not immediately clear what the CUSCAC meeting structure is, when meetings are, and if individuals want to attend how they can access the link. ○ As an update in terms of meeting policy, approval of the previous meeting’s minutes does not occur until the subsequent meeting. Therefore, minutes won’t be uploaded to the website until after the approval has been received. ○ The working group will be seeking to discuss and make transparent the process to request extra cuts to grass when permitting fields. <ul style="list-style-type: none"> ■ If there is concern about damage to fields, it is recommended to report the concern through the Permit Unit in order for them to connect with the 	

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	<p style="text-align: center;">appropriate Facility Team Leader or Grounds Team Leader.</p> <ul style="list-style-type: none"> ○ If there is an item the Committee wishes to be discussed, Judy has advised to send to her directly. ● AGM Planning <ul style="list-style-type: none"> ○ The AGM will be held November 28, 2023 at 5050 Yonge st. from 7:00 p.m. to 9:00 p.m. Registration will start at 6:00p.m. ○ All permit holders should have received an invitation to the AGM. All seeking election for a position have to have attended one full meeting in the past year. Communication for those seeking re-election will be sent out following this meeting to allow those individuals to declare themselves for the position sought and to prepare the ballot. ○ Question: Is attendance only for permit holders? <ul style="list-style-type: none"> ■ Answer: Anyone can attend the AGM, as it is a public event, but you have to be a permit holder to vote. SPACE coalition is an example of a group that has a seat on the Committee based on their involvement with groups who do permit space. However, before and after school program permits are covered by the Education Act and not the Committee. The Principal has authority over before and after school program permits. 	
Trustee Report	<ul style="list-style-type: none"> ● Board activity has picked up since the September CUSCAC meeting, but there has been nothing specific that has arisen that 	

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	<p>is directly applicable to CUSCAC.</p> <ul style="list-style-type: none"> ○ The September meeting of FBEC heard the proposed budget schedule for the 2024/2025 operating budget, in anticipation that we will see things move at an earlier pace from the previous year. February we will be looking at options to balance the budget. ○ The Governance and Policy meeting on October 4, 2023 reviewed the schedule of policies to be discussed and the frequency of the review. The current minimum standard for review of policies is every 4-years, but the current completion rate is 60%. It is to be considered if those that did not meet the 4-year minimum will be considered to be moved to a 5-year review schedule. ○ An update will be provided at an upcoming PPC on the Multi-Year Strategic implementation plan ○ In light of recent events in the world, the Committee is reminded that the TDSB is comprised of many identities. TDSB spaces need to remain respectful and safe, and this extends to those using TDSB space and buildings beyond 6:00 p.m. 	
Other Business	<ul style="list-style-type: none"> ● Peter Clutterbuck (Guest) presented his concerns to the Committee regarding a youth-led community group's permitted use of space and the payment strategy that was enforced, where Peter is seeking and recommends for TDSB to consider the group for the highest subsidy. <ul style="list-style-type: none"> ○ Attached memo: CUS Permit fees for youth groups.pdf 	<p>ACTION: TDSB to review memo as provided by Peter Clutterbuck and advise Co-Chairs if there are applicable concerns</p>

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	<ul style="list-style-type: none"> ○ The TDSB will review the memo to determine if there are broader items as raised that apply to the Committee and permitting structure. ● Melvin John (Guest) requested to discuss and introduce to the TDSB an initiative to expand the use of schools for the purpose of playing cricket, especially for girls at the TDSB. <ul style="list-style-type: none"> ○ Melvin was provided Trustee Patel and Maia Puccetti's email for follow up. 	that need to be addressed by the Committee.
Adjournment	10:02	Alex Viliansky
Next Meeting Date	November 14, 2023, 8:00 a.m. via Microsoft Teams Microsoft Teams Link: Click here to join the meeting	

Acronyms

PSI – Provincial School Initiative
LNSP – Local School Neighbourhood Program
PPF – Priority partnership funding
PPC – Planning and Priority Committee
TLC – Toronto Lands Corporation

FOY – Focus on Youth
FBEC – Finance Board Enrolment Committee
GSN – Grant for Student Needs
PSSC – Program School Services Committee