



## Community Advisory Committees

**Name of Committee:** Community Use of Schools Community Advisory Committee  
**Meeting Date:** Tuesday, December 12, 2023

A meeting of the Community Use of Schools Community Advisory Committee convened on **December 12, 2023**, from 8:04 a.m. to 9:48 a.m. via Microsoft Teams with Judy Gargaro presiding.

<p><b>Attendance via Zoom:</b></p> <p><b>Also present were TDSB Staff:</b></p>	<p><b>Judy Gargaro</b> (Etobicoke Philharmonic Orchestra, Co-Chair), <b>Debbie King</b> (Past Trustee, Co-Chair), <b>Sara Ehrhardt</b> (Trustee, Co-Chair), <b>Zakir Patel</b> (Trustee, Ward 19), <b>Susan Fletcher</b> (SPACE), <b>Patrick Rutledge</b> (Big League Book Club), <b>Jonathan Wood</b> (Toronto Accessible Sports Council), <b>Alex Viliansky</b> (Felix Swim School), <b>Graham Welsh</b> (Toronto Sports Social Club), <b>Jessica Murphy</b> (Leacock Foundation), <b>Susan Orellana</b> (Jack of Sports Foundation), <b>Adib Razavi</b>, Strong Play Canada</p> <p><b>Maia Puccetti</b> (Executive Officer, Facilities &amp; Planning), <b>Jonathan Grove</b> (Senior Manager, Operations, Maintenance &amp; Community Use), <b>Ndaba Njobo</b> (Facility Permitting Co-ordinator), <b>Alex Tilley</b> (Executive Assistant), <b>Meenu Jhamb</b> (Administrative Assistant), <b>Simon Hewett</b> (TLC), Ugonma</p>
<p><b>Regrets:</b></p>	<p><b>Dennis Keshinro</b> (Belka Enrichment), <b>Dave McNee</b> (Quantum Sports and Learning Association), <b>Heather Mitchell</b> (Toronto Sports Council)</p>
<p><b>Guests:</b></p>	<p><b>Elizabeth Lukie</b> (Hutt Piano Class), <b>Nick Hurtado</b> (North Toronto Soccer Club), <b>Andres Tucci Clarke</b> (Sistema Toronto Academy), <b>Utcha Sawyers</b> (BGC East Scarborough), <b>Weidong</b> (no other information provided)</p>

ITEM	DISCUSSION	RECOMMENDATION/ MOTION
<b>Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Judy Gargaro at 8:04 a.m.</li> </ul>	
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>Agenda approved.</li> </ul>	Susan Fletcher Graham Welsh
<b>Approval of Minutes October 10, 2023</b>	<ul style="list-style-type: none"> <li>Minutes approved.</li> </ul>	Patrick Rutledge Jonathan Wood
<b>Conflict of Interest Declaration</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Delegations</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Permit Unit Update</b>	<p><b>General Update:</b></p> <ul style="list-style-type: none"> <li>Preparations for outdoor permitted use of schools has begun. The Permit Unit is in the process of identifying the fields that are planned for, or impacted by, renewal work. Updated information will be available on the TDSB website for early January, which will then lead to the start of the process for accepting outdoor permits for the end of January.</li> </ul> <p><b>Follow up on tournaments vs one day multi team activities</b></p> <ul style="list-style-type: none"> <li>The Permit Unit has reviewed this and developed a recommendation on how to move this item forward, where this recommendation will be provided to the working group that this item was deferred to.</li> </ul>	

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	<ul style="list-style-type: none"> <li>● The Committee clarified that the working group will look at how to define ‘tournaments’ and was not formed to address an individual permit issue <ul style="list-style-type: none"> <li>○ The first working group meeting is to be scheduled for January.</li> </ul> </li> </ul> <p><b>Mentors/supports for new permit applicants and grass roots groups</b></p> <ul style="list-style-type: none"> <li>● The Committee identified that it can be confusing for first time permit applications creating errors in the application that then would have to be resolved with the Permit Clerk, which can result in confusion and a lengthy period of clarification.</li> <li>● TDSB clarified that it would be problematic to operationalize a volunteer mentor structure, especially as the suggested volunteer mechanism would impact the work of unionised employees. TDSB will review training to ensure the process for permit applicants is as accessible as possible without reducing the significant nuances relevant to the individual permits. <ul style="list-style-type: none"> <li>○ <b>Question:</b> The Committee wondered if a video could be made to guide applicants through the eBase application process for permits. <ul style="list-style-type: none"> <li>■ <b>Answer:</b> TDSB has a step-by-step video for permit submissions which was last edited before COVID. However, the video does not touch on some permit categories and may require additional edits to cover all categories.</li> </ul> </li> </ul> </li> </ul> <p><b>Update on communication flowcharts for after school permits</b></p> <ul style="list-style-type: none"> <li>● The Permit Unit received a response from the Governance and Policy department which is to be reviewed. This item should be</li> </ul>	<p><b>ACTION:</b> TDSB to review and edit currently available step-by-step permit application assistance video for eBase to cover categories not addressed.</p> <p><b>ACTION:</b> Communication flowchart to be reviewed</p>

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	<p>available for formal presentation and discussion for the January CUSCAC meeting.</p> <p><b>Process for when a permit is cancelled: communication and opportunity to address concerns</b></p> <ul style="list-style-type: none"> <li>● Permit cancellations come in various forms. As per PR666, if the TDSB has to cancel a permit that is to take place within 7-days of the permitted date, the school’s principal must immediately contact the permit holder and notify them and the Permit Unit of the cancellation. If the permit is cancelled by the TDSB more than 7-days in advance, the same process is followed except that the Permit Unit will manage the communication. The permit holder will be advised of the reasoning and information regarding the cancellation when this occurs. Concerns arise when there is no notice to the permit holder in advance, if for instance the reason for cancellation isn’t coordinated through eBase or the Permit Unit.</li> <li>● The Permit Unit only relocates permits if the cancellation is for the entire week or season, such as for maintenance, or construction, unless the permit holder specifically makes a request to the Permit Unit and there is a location of similar size nearby. <ul style="list-style-type: none"> <li>○ <b>Question:</b> Along with these cancellations, would it be possible to provide advance notice to permit holders regarding school specific events, such as Parent-Teacher interviews. Days such as these are pre-scheduled, yet it is the experience of some permit holders that notice is usually only provided a few days in advance. <ul style="list-style-type: none"> <li>■ <b>Answer:</b> The pre-scheduled days for this year will differ from that of the previous year. However, the</li> </ul> </li> </ul> </li> </ul>	<p>and discussed at the January CUSCAC.</p>

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	<p>Permit Unit is in continued contact with schools to ensure that days the school wishes to book are entered into eBase far in advance, if not the year prior.</p> <ul style="list-style-type: none"> <li>○ <b>Question:</b> Could an additional reminder go out to schools specifying that parent council meetings, parent-teacher interviews, concerts, plays, etc., should still be entered into eBase as permits to ensure there are no unnecessary cancellations? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> Messaging is distributed to all administrators through Direct Line and the TDSB System Leader bulletin, but the Permit Unit will ensure messaging does include details on specific events for schools to submit permits for.</li> </ul> </li> <li>○ <b>Question:</b> For permits that are cancelled the day of, is there any opportunity for the Permit Unit to help the permit holder be redirected to a nearby school? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> It is often case-by-case. Sometimes it can be negotiated between the principal and the permit holder to utilize the space with limitations or a different space in the school, but if it is maintenance or construction related, it is often non-negotiable.</li> </ul> </li> <li>○ <b>Question:</b> Is there a process or procedure for permit holders to follow in the circumstance where a principal refuses the permit holder from continued access to the school? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> This is identified in PR666, where if the principal makes the determination that a permit holder is no longer allowed to permit the space,</li> </ul> </li> </ul>	

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	<p>then the principal has to advise the permit holder in advance of the year of their operation. Normally, the Permit Unit is aware of the circumstance, however, and provides first notice to the permit holder. If it is “incident” related, two warnings are provided to the permit holder in coordination with the principal and after a third and final warning the permit holder is requested to leave. The only time a group can be asked to leave immediately, or within the same operating year, is if there is a severe disobedience to the rules and regulations as outlined in the usage of space to the degree where TDSB Risk Management and Legal must be involved. Based on this determination and the severity of the incident, TDSB can also prevent the group from applying for permits at any other schools. If the permit holder wishes to dispute the claim, the first point of contact would be the Permit Unit Team Leader and Permit Coordinator. If there remains no resolution from those discussions, it is escalated to the Regional Manager of Central Services, and then to the Senior Manager of Operations, Maintenance and Community Use of Schools in coordination with the Superintendent of Education. If no resolution from that point, it will then be brought for the Executive Officer’s final determination. If the case involves the intervention of the Toronto Police Services, the permit is immediately suspended, and investigation is pursued</p>	

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	<p><b>Update on construction projects - <a href="#">Link to Report</a></b></p> <ul style="list-style-type: none"> <li>● The report identifies the planned TDSB work for 2023-2024, and was presented at the November 29, 2023 FBEC. <ul style="list-style-type: none"> <li>○ This list will be reviewed for anticipated impacts to schools; in February the Permit Unit will begin meeting with Design and Renewal to coordinate the availability of schools for permitted use.</li> <li>○ There will be a more distilled list likely for the March meeting which identifies more clearly the impact these projects will have on community use.</li> <li>○ <b>Question:</b> Based on the report we expect there to be substantial repairs to the City pools. Does that fall under School Capital Improvement (SCI) funding or does the City have some sort of contract or provision to inject additional funds into those repairs? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> Everything identified in the list will be SCI eligible, including pool repairs, major pool retrofits and work on mechanical systems. However, the funds cannot be used for new elements, such as accessibility features that were not there before.</li> </ul> </li> </ul> </li> </ul> <p><b>Committee Goal related</b></p> <ul style="list-style-type: none"> <li>● To be discussed further at the February 2024 CUSCAC meeting.</li> </ul>	<p><b>ACTION:</b> Schools where community use will be limited or restricted by ongoing construction and maintenance work to be provided for the March CUSCAC.</p> <p><b>ACTION:</b> An update on the committee goal related items to be presented at the February 2024 CUSCAC.</p>

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<p><b>Outstanding Action Items</b></p>	<ul style="list-style-type: none"> <li>● <b>Pools Working Group Update</b> <ul style="list-style-type: none"> <li>○ Maintenance Schedule           <ul style="list-style-type: none"> <li>■ The construction report provided does not include the planned maintenance schedule for pools as it doesn't specifically address the schedule of maxi inspections or planned impact of scheduled maintenance work.</li> <li>■ <b>Question:</b> Is it possible to receive a specified report specific to the maintenance schedule of pools?               <ul style="list-style-type: none"> <li>● <b>Answer:</b> Yes, TDSB will work to have the pool maintenance schedule ready for January. TDSB has a dedicated pool committee working on shortening the gap between regular inspections and the need to close the pool for necessary work. The pool committee has already been working on coordinating that schedule and list between our Maintenance and Design and Renewal departments.</li> <li>● <b>Question:</b> Is it possible to have a non-TDSB staff member attend the pool working committee?                   <ul style="list-style-type: none"> <li>○ <b>Answer:</b> Maia Puccetti (TDSB) to take this back for determination and will provide a response through Judy (Co-Chair).</li> </ul> </li> </ul> </li> <li>○ Update from Toronto Lands Corporation (TLC)</li> </ul> </li> </ul> </li> </ul>	<p><b>ACTION:</b> Pool maintenance schedule to be shared with CUSCAC at the January 2024 meeting.</p> <p><b>ACTION:</b> Maia to determine if a non-TDSB staff member can attend the TDSB pool working committee.</p>



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	<ul style="list-style-type: none"> <li>■ TLC has contacted an engineering firm, Remy Consulting, to audit all of the City of Toronto’s pools (not TDSB) to determine the current state of condition of pools and what work that needs to be done to those pools to ensure their use. It is quite early in the process, where the engineering firm has provided their initial scope of work. The audit is scheduled to occur in January and will take approximately a month. <ul style="list-style-type: none"> <li>● It is anticipated that the report will be ready for the February 2024 CUSCAC meeting.</li> <li>● <b>Question:</b> Will the audit include recommendations, such as ways to increase accessibility? Additionally, will change rooms and garbage receptacles be considered in the scope of the audit? <ul style="list-style-type: none"> <li>○ <b>Answer:</b> The audit is intended to be a review of absolutely everything to do with the pools, so it should include accessibility related recommendations, however TLC will provide details of recommended items as discussed to be included in the scope.</li> <li>○ <b>Question:</b> Do gender neutral facilities also face this funding barrier? <ul style="list-style-type: none"> <li>■ <b>Answer:</b> It depends on</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>ACTION:</b> The City of Toronto pool audit report to be provided to CUSCAC upon its completion, which is anticipated for February 2024.</p> <p><b>ACTION:</b> The TDSB pool audit report to be provided to CUSCAC upon its completion, which is anticipated for Spring 2024.</p>

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	<p>whether there is an existing washroom, that can be converted – if so, then yes it is funded. If it is a new washroom then it can only be funded through the regular renewal funding though this budget is the most under pressure as compared to School Condition Improvement (SCI) grant.</p> <ul style="list-style-type: none"> <li>● <b>Question:</b> Is this report going to be tabled by a City committee for consideration? <ul style="list-style-type: none"> <li>○ <b>Answer:</b> No.</li> </ul> </li> <li>● <b>Question:</b> Is there anything in the future that TLC will be considering to bring more funds into the TDSB through long-term leases agreements for pools with the City or groups whereby the funds could be allocated towards more repairs and the facility's condition? <ul style="list-style-type: none"> <li>○ <b>Answer:</b> A request of this kind would have to be through an (Request for Proposal) RFP to ensure the process is fair, but it is something TLC has been considering and will be on TLC's mind as they go through the audit.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ TDSB is also considering engaging a consultant to undertake a similar audit to the audit currently underway by the TLC and their consultant. TDSB will review the TLC audits to whether to proceed with the same consultant. TDSB would strive to have their audits completed by spring or end of school year (June 2024).</li> </ul> </li> <li>● <b>Exterior Facilities Working Group Update</b> <ul style="list-style-type: none"> <li>○ Cricket continues to grow and TDSB is looking for opportunities to partner with the City to provide more cricket fields across the city. <ul style="list-style-type: none"> <li>■ TLC has had some conversations with the City about partnerships, especially in the East and West ends of the GTA. The City is very interested in working with TDSB and in looking at our fields.</li> <li>■ When considering facilities and the use of space for developing fields for cricket, it should also be acknowledged that there should be an extension to support the lifestyle and culture of the sport.</li> <li>■ Pickleball is another sport that is expanding and the City is interested in partnering on as well. <ul style="list-style-type: none"> <li>● As an additional note when discussing development of Pickleball courts, the sport is quite noisy and consideration should be made for neighbours in their establishment.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>● <b>Communication and website Working Group Update</b> <ul style="list-style-type: none"> <li>○ Communication working group meeting in January, where an update will be provided to the February 2024 CUSCAC</li> </ul> </li> </ul>	<p><b>ACTION:</b> An update from the Communication working group will be provided at the February 2024 CUSCAC.</p>
<p><b>Trustee Report</b></p>	<ul style="list-style-type: none"> <li>● 2023 Climate Action report was recently approved and is available here: <a href="https://www.tdsb.on.ca/environment/Home/Climate-Action-Plans">https://www.tdsb.on.ca/environment/Home/Climate-Action-Plans</a></li> <li>● In 2024, we are anticipating that Trustees will be considering information on reducing respiratory illnesses in schools. A reminder for all using TDSB facilities that there are HEPA units available and to turn on during community use of schools, more information is available here: <a href="https://www.tdsb.on.ca/About-Us/Facility-Services/Ventilation">https://www.tdsb.on.ca/About-Us/Facility-Services/Ventilation</a></li> <li>● Recent board advocacy letters can be found here: <a href="https://www.tdsb.on.ca/home/ctl/ViewAllArticles/mid/43824">https://www.tdsb.on.ca/home/ctl/ViewAllArticles/mid/43824</a></li> <li>● Budget consultations – municipal, provincial and federal budget consultations are underway, and everyone is encouraged to submit and advocate for funding for education, children’s services, and financial support for community use of schools <ul style="list-style-type: none"> <li>○ Municipal budget consultation information at: <a href="https://www.toronto.ca/city-government/budget-finances/city-budget/how-to-get-involved-in-the-budget/">https://www.toronto.ca/city-government/budget-finances/city-budget/how-to-get-involved-in-the-budget/</a></li> <li>○ Provincial budget consultation - survey closes January 3, - question 5 specifically notes Education supports and afterschool programming: <a href="https://www.ontario.ca/page/2024-budget-consultations">https://www.ontario.ca/page/2024-budget-consultations</a></li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Federal budget consultation when available should be here: <a href="https://www.canada.ca/en/department-finance.html">https://www.canada.ca/en/department-finance.html</a></li> <li>● TDSB is developing a Kindergarten to Grade 12 Literacy Strategy which will set the direction, priorities, and goals for learning and teaching literacy over the next three years. We want to hear from you! Parents/guardians/caregivers are invited to share feedback anonymously through the online <a href="#">Literacy Strategy Consultation survey</a>. The survey will remain open until <b>Monday, December 18, 2023</b>.</li> <li>● The City of Toronto’s School Boards Committee is being reconvened - Trustee Yalini Rajakulasingam and Trustee Neethan Shan are being appointed to represent TDSB at this committee. The Terms of Reference for the committee is available here: <a href="https://secure.toronto.ca/council/#/committees/2765">https://secure.toronto.ca/council/#/committees/2765</a></li> </ul>	<p><b>ACTION:</b> Trustee Ehrhardt to follow up with the Committee Trustees to let them know that CUSCAC would like updates</p>
Other Business	<ul style="list-style-type: none"> <li>● <b>SPACE Budget Brief for Ministry of Education:</b> Susan Fletcher summarized the key points in the Briefing Note: <ul style="list-style-type: none"> <li>○ Dedicated funds must be provided to perform necessary retrofits for accessibility</li> <li>○ Funds must be provided to schools to support community programming relocation for construction projects; summer programming is tied top student achievement</li> </ul> </li> <li>● <b>Microsoft Teams vs Zoom</b> <ul style="list-style-type: none"> <li>○ Teams is not as accessible as Zoom as there are continued issues with bandwidth; it is also not as user friendly, it doesn’t work very well on mobile, it doesn’t</li> </ul> </li> </ul>	<p><b>ACTION:</b> Alex (TDSB) to reach out to the CAC office to confirm if Zoom can be used in place of Teams.</p>

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	<p>provide the same opportunities for clarifying pronouns, and it is very restrictive for the purposes of meeting as a committee.</p> <ul style="list-style-type: none"> <li>○ Teams does function well for impromptu meetings, particularly among staff from the same employer, and small meeting sessions. However, the Committee recommends that CUSCAC move from Teams to Zoom.</li> </ul>	
<b>Adjournment</b>	09:48	Patrick Rutledge
<b>Next Meeting Date</b>	<p><b>January 9, 2024, 8:00 a.m. via Zoom</b></p> <p><b>Zoom Link: <a href="https://tdsb-ca.zoom.us/j/95669637814?pwd=Mj8vM2I4VDRUdDN4ZUQyNXBLUzQ4UT09&amp;from=addon">https://tdsb-ca.zoom.us/j/95669637814?pwd=Mj8vM2I4VDRUdDN4ZUQyNXBLUzQ4UT09&amp;from=addon</a></b></p>	

### 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