

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

**Meeting Date**: Tuesday, February 8th, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on 8 February 2022 from 8:00 a.m. to 9:47 a.m. via Zoom with Co-Chairs James Li and Judy Gargaro presiding.

| **Attendance via Zoom**: | **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Patrick Rutledge** (Big League Book Club), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Sam Glazer** (Congregation Beth Haminyan), **Jonathan Wood** (Toronto Accessible Sports Council), **Dave McNee** (Quantum Sports and Learning Association), **Heather Mitchell** (Toronto Sports Council), **Dennis Keshinro** (Belka Enrichment Centre), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Susan Fletcher** (SPACE), **Alex Viliansky** (Felix Swim School), **Zakir Patel** (Trustee), **Sara Somerset** (Jack of Sports Foundation), **Susan Orellana** (Jack of Sports Foundation). Also present were TDSB Staff: **Maia Puccetti** (Executive Officer, Facilities & Planning), **Jonathan Grove** (Senior Manager, Plant Operations), **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Ugonma Ekeanyanwu** (Acting Facility Permitting Team Leader), **Ndaba Njobo** (Facility Permitting Coordinator), **Meenu Jhamb** (Administrative Assistant). |
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| Guests: | **Craig Snider** (Interim Associate Director), **Terrance Philips** (Phillips Basketball Academy), **John Long** (Etobicoke Volleyball), **Jody Halsall** (Extreme Sports Toronto Sports Club), **Serban Genu** (Benjamin Basketball), **Doug Blair** (North Toronto Soccer Club), **Elizabeth Lukie** (Hutt Piano Class), **Sharon Beason** (Guest, Ward 11), **Josh Ray** (Scarborough Ontario Safe Free Toronto), **Monique Mitchell** (Toronto Pan Am Sports Centre), **Katrina Estey** (The Learning Enrichment Foundation). |
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| Regrets: | **James Li** (Trustee), **Elizabeth Pounsett** (Young People’s Theatre). |

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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 8:00 a.m.
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| **Approval of Agenda** | * Agenda approved.
 | Susan Fletcher and Jonathan Wood |
| **Approval of Minutes** **11 January 2022** | * Minutes were approved with Minor edits.
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| **Conflict of Interest Declaration** | * Nil
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| **Delegations** | * Nil
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| **Permit Unit Update** | * **Update on Resumption of Community Use of Schools (CUS); single event permits being denied; can 2 groups permit space in the same school at the same time if separation is maintained? -** Maia confirmed to the committee that the date for resumption of permits has been moved forward to February 12, 2022. Students have been in schools since January 17th so activities can now safely return. Jonathan Grove mentioned, in response to questions and feedback regarding the pace of reopening schools to permit use, that the TDSB is somewhere in the middle as TCDSB has commenced with their permits, but Durham and York Catholic have not proceeded as they are looking at a March date start-up.

Associate Director Craig Snider attended the meeting and informed the committee that he meets every Monday with Toronto Public Health to discuss the pandemic and always takes Public Health Guidelines into consideration. He confirmed that there are talks now that COVID will not fully disappear but will become endemic like the flu. When asked how confident staff is that permits will not be cancelled again, Director Snider confirmed that unless another strong variant of concern comes out and the TDSB is directed to shut down permits will remain active. The Board is expecting more guidance from the Ministry around extra curricular sports this upcoming week. When asked what information should be passed on to stakeholders regarding the change to the date that permits could resume, Director Snider stated that the biggest concern is the availability of staffing to meet the workload for permit use. Another concern is the TDSB’s role in hosting vaccination clinics for the City of Toronto. Once staff confirmed staffing levels were able to support after school permit use taking into account a higher than anticipated retirement rate and the training of their replacement caretakers, the start date was moved forward.Judy questioned TDSB staff whether it would be possible for multiple groups i.e., 2 groups or more to be in a school at the same time. Director Snider confirmed that the Board is following Toronto Public Health guidelines and moving slowly in case there is a spike in cases and the Board needs to adjust accordingly. The Permit department previously conducted a review of which schools can host more than one permit at a time, for example if they have multiple gymnasiums, an auditorium, etc). TDSB staff will be looking closely at this in the coming days/weeks and determine where multiple permits can proceed. When asked whether there are any opportunities to facilitate cleaning by permit holders to lessen the cleaning requirement for caretakers, Jonathan Grove confirmed that permit holders cannot assist with cleaning of equipment but if they bring their own materials/equipment that will help reduce the cleaning load. The committee asked for some clarity in the permit language with respect to this, for example what can be brought in by the permit group, what the cleaning practices are, and if a permit holder stores their own equipment at the school, they should be able to assist with the cleaning.It was brought to the attention of staff that those members of the committee that are not permit holders did not receive an invitation to attend the November AGM and asked that going forward members of CUSCAC be included when general communication goes to all permit holders. TDSB staff recognized this was a loophole and agreed that a copy of any Permit communication sent out to permit holders will also be sent to this committee via email.When asked when weekday permits will be issued, Ndaba confirmed staff have started processing weekday permits and they will commence the week of February 14th. Depending on where the permit holder is on the list and when their request went in will determine when a group will be processed. Ndaba further confirmed a timeline cannot be given as Permit staff go through each request one by one but everyone will get a notification.Finally, Ndaba confirmed that priority is still given to programs serving children/youth and seniors before adults but there are times when permits for adults are available. Ugonma reminded the committee that this does not affect the renewal right of groups that do not resume their permits due to COVID concerns as permits will revert this coming September to those groups who were approved for the 2019-2020 school year. Permit users are encouraged to use eBase for discussion if they require any clarification. When asked how the Board will handle the fact that the Province will no longer require contact tracing, the committee was advised that the Board will still require contact tracing by permit holders and that the list of participants remains the property of the group.* **Update on Priority Neighbourhood Initiatives –** Outdoor permit applications have opened up. The Board is waiting on guidance how to approach and open up Local Neighbourhood Support Program (LNSP) school permits.
* **Update on March Break Permits –** March break permits that are currently running in LNSP schools and Parks and Rec will take priority and then the Board will process other requests.
* **Summer permits** - Staff are currently working with construction and continuing education departments to identify which schools will not be available for summer use; once confirmed which spaces will not be available for use applications will be opened.
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| **Outstanding Action Items** | * **Pools Working Group Update** – Alex Viliansky stated they are excited to be back and have an influx of March Break permit requests. He asked TDSB staff if there is any consideration for more pool permits although he realizes that LNSP and Parks and Rec permits take priority. Ndaba confirmed that TDSB has an agreement with the City of Toronto to run programs during March break. The TDSB also includes those programmes that operated under the former Priority School Initiative (PSI); any new applications would only be considered if it fit those same guidelines. TDSB also uses March break as an opportunity to deep winter clean all schools. This is a TDSB procedure that is not for review for another 3 years.
* **Baseball Working Group Update** – The committee was informed that access for new groups is a concern, and block permiting and priority access are items that this Working group is currently meeting with the City of Toronto about.
* **Committee Goals for 2021-22 –** This item is deferred until Michelle Munroe’s Report has been approved. Maia has flagged this with Board Services and Michelle Munroe and has not received a response yet but will follow up.
* **Accessibility of TDSB Documents – Annual Report and Self Evaluation –** Maia discussed the Annual Report which was accepted. She has flagged a disability audit of these documents with Board Services but has also not yet received a response.
* **Proposal of a New Standing Item: TDSB Communication and Website (including eBase) –** This committee recognizes the importance of communication and that there is always room for improvement. As a result of this we feel making this a standing agenda item each month providesa great opportunity for all committee members and attendees to bring items around communication to these meetings once a month.

When asked for the report requested last month on the number of questions on eBase that have not received a response after 5 days, Ndaba advised the committee this is not an accurate tool as it does not reflect the fact that questions have been opened but not responded to. As the Board standard response time is 5 business days, permit holders are advised to send a reminder if they have not received a response by that time. If there is still no response an email should be sent to permits@tdsb.on.ca Ndaba Njobo mentioned that when eBase was first set up, it was to be treated as we do email, hence the turnaround time. If the permit holder has not responded within the 5 days, then a reminder is sent to them. Ndaba and Ugonma confirmed that they have access to a report on approvals but cannot see the details on who actually opened and responded to the emails. Jonathan Grove asked to table this item so he can contact eBase to see if they can provide a report with these features and put together a document to guide communication practices. We recognize the value that providing clear communication has in eliminating extra questions and Ugonma and Jonathan Grove agreed to work with Judy to create a clear communication/takeaway with more information which they will bring back to next meeting. Any committee member with input is asked to send an email to Judy Gargaro. | **ACTION**: Chair Gargaro, Jonathan Grove and Ugonma to prepare tip sheets for how to communicate with permit department |
| **Trustee Report** | * Trustee Patel talked about the easing of restrictions from the Province. The committee discussed that the Province is encouraging us to be conservative to reopen in “phases” as they would like us to provide a buffer if necessary. TDSB staff confirmed to Trustee Patel that we are required to follow Toronto Public Health guidelines and reiterated priorities. Restrictions come from the Province and the Ministry of Education.
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| **Other Business** | * When Director Snider was asked why the Board made the change to have Trustees have an unlimited number of votes on Community Advisory Committees, and whether this is a firm change or proposed change, Director Snider promised to conduct research about this, and either he or Michelle Munroe will get back to the committee on this. (This was discussed earlier in the meeting prior to Director Snider’s departure)
* Susan Fletcher asked TDSB staff about the Lower Yonge project where a school is going to be physically located in a proposed condo tower and asked for information regarding this. Maia Puccetti informed the committee that the Board is still in preliminary discussions with the developer but there is a procedure/protocol in place where there is no permit use for 2 years from the date that the school opens to allow time to follow up on deficiencies. There will be a new Community Centre in the adjacent building and a City Park across the street. The school will have exclusive use of the artificial turf field at the park during school hours and it will allow for public use after school. This is the only “podium school” in Toronto. Maia explained to the committee that this school is designed for high density area and the school would have access to the park outdoor play area all of the 3rd floor and access to a portion of the 3rd floor roof. Heather Mitchell asked if it is possible to get more space than the 3rd floor if more students enrol than are allowed. Maia did confirm that we are still in discussions with the developer and only the school will be using the park during school days.
* Sara Somerset announced that this would be her last meeting and she was being replaced by Susan Orellana. Sara was thanked by the committee for her hard work and dedication.
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| **Adjournment** | * 9:47 a.m.
 | Susan Fletcher |
| **Next Meeting Date** | * **8 March 2022**, **8:00 a.m. via Zoom**

**Join Zoom Meeting**[**https://tdsb-ca.zoom.us/j/97340396039?pwd=RlprSnJRNGhiUUNscGVPWHd5YTBWUT09**](https://tdsb-ca.zoom.us/j/97340396039?pwd=RlprSnJRNGhiUUNscGVPWHd5YTBWUT09) |  |

**Acronyms**

PSI – Provincial School Initiative FOY – Focus on Youth

LNSP – Local School Neighbourhood Program FBEC – Finance Board Enrolment Committee

PPF – Priority partnership funding GSN – Grant for Student Needs

PPC – Planning and Priority Committee PSSC – Program School Services Committee