



**Early Years Advisory Committee
Minutes
Location: 5050 Yonge Street, Committee Room A
Date: Friday, November 23, 2012
Time: 9:15 a.m. – 11:30 a.m.**

MEMBERS IN ATTENDANCE:

Gershon, Gerri (Trustee, Ward 13); McArthur, Pam (Runnymede Adventure Club); Oakes, Jill (YMCA); Ali, Sophia (Growing Up Healthy Downtown); Caplan, Esther (Adventure Place, Early Years Action Group - North Quad); Frois, Frank (Centre for E.C.E); Hendy, Nancy (Community Living Toronto); Jamal, Naseem (Ideal Child Care); Jose, Faye (Toronto Parks, Forestry and Recreation); Mastracci, Stephanie (Growing Up Healthy Downtown); McCarthy, Cindy (Terry Tan Child Centre); Mercer, Jane (Toronto Coalition for Better Child Care); Robertson, Jo-Anne (Macaulay Child Development); Schmitt, Jennifer (Toronto Public Library, Children & Youth Advocacy Unit); Siebert, Val (Kew Beach Day Care); Slezak-Kawa, Susan (Etobicoke Brighter Futures Coalition);

STAFF IN ATTENDANCE:

Chow, Haley (TDSB); Torres, Fidelia (TDSB); Joliffe, May (TDSB); Chan, Shirley (TDSB);

REGRETS:

Chorney Rubin, Patricia (George Brown College, Ryerson Campus); Levy, Elaine (WoodGreen Community Services); Mazurek, Joanna (Macaulay Child Development); Chang, GenLing (TDSB); Hagan, Kelly (TDSB); Hayhurst, Tracy (TDSB); Sischy, Ruth (TDSB); Cole, Martha (TPSLS); Levy, Elaine (Woodgreen)

GUESTS:

Abe, Leonard (In-house Construction Services) and Achilles, Mike (In-house Construction Services) on behalf of Mansur, Faris (In-house Construction Services);

RECORDER: Manalo, John (TDSB, Parent and Community Engagement)

Item	Information/Discussion	Action/ Recommendation
Welcome and Introductions	Meeting was called to order by Trustee Gershon at 9:15 a.m. All members were welcomed by the co-chairs Gerri Gershon.	
Approval of Quorum (11)	Quorum was achieved with an attendance of 16 voting members out of 21.	
Approval of Agenda of Nov. 23, 2012 and	<ul style="list-style-type: none">▪ A motion to approve the Agenda was made first by Frank and second by Cindy. The agenda was approved.▪ A motion to approve the Minutes was made first by Cindy and second by Susan. All in favour. Motion carried.	

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Minutes of Sept. 28, 2012	The minutes were approved.	
Thank you to past Community Co-chair Selection of new Community Co-Chair	<p>At the last EYAC meeting, Anne has resigned from the co-chair due to a secondment.</p> <p>The EYAC Terms of Reference was modified to have two-cochairs. Motion to approve the Terms of Reference was moved by Jane M and seconded by Pam M. Motion carried unanimously by EYAC.</p> <p>Two names came forward for Co-Chairs. Motion to approve Pam McArthur and Jill Oakes as Co-Chairs. Motion carried unanimously. Co-chairs will alternate between meetings.</p> <p>Co-Chair Trustee Gershon passed the Chair to Pam M and Jill Oakes who then presided the meeting.</p> <p>It is at the discretion of the Chair to decide if a meeting is occurring, along with knowledge of RSVPs.</p>	
Facility related Update: Mike Achilles and Leonard Abe spoke on behalf of Faris Mansur, Manager, In-house Contract Construction	<p>SDC (Sustainability, Design and Construction) provides input into the Summer Impact report prepared by the Permits group. The Summer Impact is then communicated to Childcares listing all planned construction projects including the impact on Childcares.</p> <p>Family team leaders are invited to the pre-construction meetings by SDC so they should be aware of the procedures during emergency situations or for more information on the construction project.</p> <p>Planned projects come up on the Summer List Report. Correct, see above.</p> <p>Unplanned projects (Emergencies) come up unexpectedly and a meeting is called between the Project Supervisor, principal, FTL, Head Caretaker and Childcare.</p> <p>Members discussed the contact for on-site construction during the summer or breaks when the Principal is not in the building. Should operators be provided the contact information to the Call Centre? It is expected that the principal should bring the designs to the Student council and child-care providers; however, some principals leave out their community and tenants in the discussion. This could be a procedural point to document.</p> <p>When construction projects occur in the summer, alternate space is identified, however can operators be more involved in the process prior to the summer, so that they can prepare their families and give input into new location?</p>	

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	<p>Members discussed: It is customary to pay 100% for a construction project before it is started because it is difficult for SDC to get the money once the project starts. Historically, collecting the money after the project is done involves a cost which TDSB is trying to minimize.</p> <p>Members mentioned that there are some outdated catalogue fixtures which need to be updated in the Child Care Resources Manual and that price estimates could be included or updated. Fidelia Torres and May Joliffe had mentioned that the child-care resource manual is in the process of being updated.</p> <p>The facilities services department's website is currently being redeveloped.</p> <p>For Tenant Funded work requests, TDSB Estimators will estimate the cost of the project scope and a breakdown of the costs. Contractor quotes may be obtained but there are challenges when detail specifications are not clear between TDSB and contractor; this may involve design services which involves cost to the day-care services.</p> <p>A request was made by the Childcare Operators for TDSB to produce some standard specifications eg. Installation of washroom or fence, to provide to the day-care services providers ?</p> <p>FDK classroom construction on school expansion will be done during the summer before the end of August 2013, and some projects may require time extensions. Any changes in the project will be announced. There 400 classrooms being built in 112 schools.</p>	
TDSB Update	<ul style="list-style-type: none"> ▪ May Joliffe was interested is very busy meeting with principals. ▪ Shirley Chan had mentioned that there a system-wide review of CACs and that the EYAC Chairs have four alternate representatives for attending TDSB consultation meetings. ▪ The day-care services plan was mentioned and its implementation is being done as a partnership between TDSB and City of Toronto. The money is coming from the Ministry of Education to convert existing in-school classrooms into day-cares (for babies 0-3.8 years) over the next three years and TDSB is doing data collection. All factors are being considered to create this three-year plan of the TDSB, which includes the City service plan, subsidies and underserved areas. ▪ Fidelia Torres mentioned that Toronto District child-care service providers committee meetings are on City of Toronto website which addresses the licensing plans, centralized process, shared space and other stakeholders' concerns. 	
Updates from Other	<ul style="list-style-type: none"> ▪ The participatory budget consultation process was yesterday and EYAC had representation who voiced their 	

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Networks	<p>concerns with the budget. The issues raised were around special education, inclusion, budget pressures, and many others. The meetings are provided live through pod-casting and questions can be typed into the meeting. Nancy asked if anyone was interested in attending. Jill Oakes and Pam McArthur had committed to attend those meetings.</p> <ul style="list-style-type: none"> ▪ Jane M. mentioned that the city budget will be launched November 29, 2012. Watch out for lines of funding affecting child-care providers, eg Rent Grant. There was a discussion of nutritious lunch programs being lost for the grade 4-5 students and there is much disappointment. The city has asked Public health and TDSB to provide this program to students and a report will be brought to the CDR Committee () and there is a grant for subsidy. ▪ Faye Jose mentioned the advanced quality committee's work across the sector of Early years delivery from 0-12 years old and early intervention for special education. 	
Follow up Items from last meeting *Focus areas of EYAC for school year	Possible topics for discussion this year included: - Shared space was discussed previously and is part of implementing after-school programs and TDSB is working on an expectations list for all providers for meeting in January 2013 as the next step; - Sharing best practices will be done around shared spaces and working with children; - Accommodating construction and issues related to facilities was discussed earlier in the meeting; - Mandate of group and whether it serves as an advisory or more of a network. -Early intervention Forum is happening Nov. 30, 2012 at Mother Craft -75% of Somali youth are not graduating from high school. Can we engage them early on? -Nancy mentioned there was a town hall meeting with Community Living Toronto and can share the response with members. Also, children with special needs have shortened hours within FDK or not attending and is requesting those statistics from service providers. -Nancy has requested from others to work with her on an EYAC flyer for conferences. -Jane has mentioned a web-based invoice system called VoGoGo that parents can use very easily and there is no contract for the service providers. It saves time for everyone, especially supervisors. Email Jane@childcaretoronto.org	
Other Updates and Information Sharing		
Early Years Advisory Committee Future Meetings	Early Years Advisory Committee Future Meetings in 2012-2013: Nov 23, 2012; <ul style="list-style-type: none"> • 8 Feb 2013; • 12 April 2013; • 31 May 2013. 	

Item	Information/Discussion	Action/ Recommendation
	These new dates were approved by the group at the last meeting.	
Adjournment	Meeting adjourned by Jill Oakes and Pam McArthur at 11:00 AM	

Next Meeting: Friday, 8 Feb. 2012