

**Toronto District School Board  
Community Use of Schools Advisory Committee - CUSAC  
Terms of Reference<sup>1</sup> April 2015**

**\* *KEY Board Guidelines for Advisory Committees inserted in italics* \***

**1. Mandate**

- a. to facilitate ongoing feedback from community organizations on both the continued implementation of policy P.011 (Community Use of Board Facilities) and P.023 (Parent and Community Involvement - see appendices);
- b. to suggest improvements to the policy;
- c. to provide an opportunity to explore the concept of Integrated Service Delivery (ISD) with community agencies and groups;
- d. to assess the impact of CUS funding from the Ministry of Education on use of space and to make recommendations regarding that funding
- e. to make recommendations to the TDSB in order to:
  - increase the accessibility and use of school facilities by community groups
  - increase the concurrent use of school facilities by multiple community groups
  - increase revenues from the Province of Ontario to support CUS
  - improve and streamline the permit application process and reduce barriers to access.
  - ensure access and equity considerations re CUS
- f. to consider and coordinate the work of other initiatives within TDSB as they impact on CUS: e.g. Model schools, Focus on Youth program, service integration, Continuing Education, access to pools, Toronto Lands corporation re: community use, Full Day Kindergarten, Priority School Initiative, Facilities Partnership Agreements (not a comprehensive list). This may also involve the TDSB speaking to the City of Toronto and Province for areas under their jurisdiction.

**2. Membership**

- a. Minimum of 2 trustees; trustees hold one vote. Board determines the number of Trustees and the Trustee Co-Chair. Other trustees who are not members of the CUSAC have a right to attend and participate in meetings, but do not have voting privileges.
- b. Fourteen community representatives with 14 votes bringing perspectives from diverse groups both from specific geographic areas of Toronto and City-wide, including groups that permit space and those that do not. These groups could include
  - sports and recreation
  - arts and hobbies
  - youth
  - programs for children and families
  - seniors

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<sup>1</sup> Original Terms of Reference approved by the Board Nov 17, 2004, revised December 10<sup>th</sup> 2007, March 2012, June 2014, October 2014, April 2015  
Board Policy P.023 SCS: Parent and Community Involvement  
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- persons with disabilities
  - parent groups
  - community advocacy groups
  - faith-based
  - aboriginal
  - for-profit groups
- c. Annually, the committee should review its composition and recruit community representatives to maintain diversity. This review should include identification of potential groups, geographic areas and permit use of TDSB space.
- d. The maximum number of members eligible to vote is 15, present and in person: 14 community representatives and 1 Trustee.
- e. Representatives of other key organizations are encouraged to attend and participate in meetings, but do not have voting privileges.
- City of Toronto, i.e. Councillor, Senior City Staff (Social Development and Forestry, Parks and Recreation), Toronto Community Housing
  - Toronto Lands Corporation
  - TDSB Parent and Community Involvement Committee representation
  - Funders: i.e., United Way, Laidlaw
  - Representative from the Government/Staff of the Province of Ontario
- f. The following TDSB staff shall act as resources to the committee and should attend and participate in the meetings as appropriate, but are not voting members.
- i. Manager, Community Use of Schools
  - ii. Program Manager, Continuing Education
  - iii. Staff member(s) from Facilities department and Finance Department as required.
  - iv. Staff members from the Student and Committee Equity Department and Community Service Workers (TDSB) on a liaison basis as needed.
  - v. Superintendent (Focus on Youth program, Systems Education, Facility Services, as needed).
  - vi. Representative from Toronto Schools Administrators' Association (TSAA) if possible/available.
  - vii. Other departments as required

### **3. Terms**

- a. Community representatives will serve for a renewable term of 2 years.
- b. Should community representatives be unable to fulfil their terms, CUSAC can appoint a new community representative for the remainder of their 2-year term.

### **4. Committee Structure**

- a. Co-Chairs:
  - Board appoints one Trustee as Co-Chair and the committee selects one Co-Chair from the community member representatives (annually unless otherwise decided by the CUSAC).
  - The Trustee Co-Chair and Community Co-Chair have equal status with regard to agenda setting, meeting management, and role as the CUSAC spokesperson. The Co-Chairs will mutually agree upon specific division of responsibilities.

b. Alternates

- Alternates must be proposed to and accepted by the voting members
- Alternates are considered replacements for voting members; therefore, alternates share the same roles and responsibilities as voting members when the voting member is not present.
- Alternates can attend meetings as observers when the voting member is present.
- Alternates can be declared candidates in the election of voting members.

c. Attendance

- Members and Alternates who miss 3 meetings in a row or more than half the meetings in a calendar year will be deemed to have resigned.
- The Committee Assistant will track attendance and issue warnings as needed.
- The Committee Assistant will issue a notice of resignation when needed.

d. Observers

- Observers who are interested in joining the committee can attend meetings and speak (at the Chair's discretion) but not vote.
- Observers who have regularly attended meetings can be considered for Alternate and/or Member status when there is a vacancy within the category they represent.

5. Elections of members

- a. Fourteen community members will be elected for two-year terms. Terms will run from January to the December one-year later (i.e. January, 2015 to December, 2016).
- b. Elections will occur in November at the Annual General Meeting of CUSAC.
- c. To ensure that there is a staggered turnover of members and maintenance of diversity, seven (7) community positions will come up for election in Year A and seven (7) will come up for election in Year B.
  - i. Categories in Year A (those years ending in an even number) will be Children, Community Advocacy, For-Profit, Parent groups, Persons with disabilities, Seniors, plus one (1) additional member to total 7.
  - ii. Categories in Year B (those years ending in an odd number) will be Aboriginal, Arts and Hobbies, Faith-based, Sports and Recreation, Youth plus two (2) additional members to total 7.
- d. A general invitation will be posted on the TDSB website by the Communications Department inviting members of the community to the Annual General Meeting. Current permit holders will be emailed a notice of the meeting by the Permit Department, where possible.
- e. Candidates will be identified by the category(ies) of permit holder (see 2b) they represent and will be allowed to issue a short statement to indicate why they wish to be a voting member.
- f. Candidates must declare their candidacy in advance of the Annual General Meeting and must have attended in person a minimum of 1 entire meeting during the past year.
- g. One (1) numbered election ballot will be issued to each active permit holder (regardless of how many permits they hold). Only permit holders with valid ballots will be allowed to vote during the election.

- h. Votes will be registered by secret ballot. All permit holders are eligible to vote for a representative from every membership category.
- i. The candidate placing second may be designated that category's Alternate; failing a second place candidate CUSAC voting members may appoint an Alternate.

**6. Quorum**

*Half the total of members plus one rounded down. (eg. 14 members or 15 members would have 8 as the quorum).*

a. Trustees

when there are 2 or more trustee members of the committee, they will count as one member for quorum and for votes.

b. Number

as the maximum number of members identified in item 2 is 15 , quorum would be 8 members

**7. Meetings**

- a. Meetings will be held monthly (approximately 10 per year). Occasional meetings may be by conference call, if necessary.
- b. Workgroups, if required, may meet more frequently.
- c. Minutes of meetings and background information should be circulated by Committee Assistant one week prior to the next meeting.
- d. Meeting schedules to be organized at times convenient to the majority of members of the CUSAC.
- e. A schedule of CUSAC meetings will be established at the beginning of each school year, published on the TDSB website and available via e-mail from the Co-Chairs or Committee Assistant.
- f. The Annual General Meeting will be held in November. It will include a report of the activities conducted during the previous year.
- g. Notice of the Annual General Meeting will be issued one (1) month in advance, published on the TDSB website and available via e-mail from the Co-Chairs or Committee Assistant.

**8. Minutes**

- a. *Minutes may be recorded by any member appointed by the Committee but must contain same essential information as Committee Reports eg. date, time, place of meeting, attendance/regrets, Chair of meeting, process for motions/decisions. Typical format: Item, Lead, Decision required, Timeline.*
- b. *Minutes of the CUSAC will be formally recorded and made available. (see the Community Advisory Committee Handbook for the format of minutes)*
- c. Agendas and notice of meetings and minutes to be circulated by Committee Assistant no later than one week in advance.

**9. Administration**

- a. Part-time Committee Assistant and usual resources provided to Board Advisory Committees to assist Co-chairs with Agenda development, minutes, coordination of meetings and committee lists, outreach, information gathering.
- b. Other resources as inherent to community advisory committees.
- c. **Sub-committees/Working groups** to be established as required, with Terms of Reference or scope of work established by the CUSAC.
- d. Members must submit any documents to be printed 48 hours prior to the meeting.

## **10. Decision making**

Where possible, decisions should be made by consensus.

When votes are necessary, a simple majority will be sufficient.

*(Guidelines suggest voting on key matters/issues: e.g. Staff report on issue, general discussion, presentation of motions/and amendments, votes on amendments, then on main motions.).*

## **11. Communicating Advice to the Board or Staff**

- a. *Advice may take the form of formal recommendations approved by a decision of the committee and presented in a committee report, or feedback as expressed in a separate Committee document or recorded in the minutes of meetings. (Note: committee feedback does not necessarily have to reflect a consensus viewpoint or a majority decision, but may reflect the range of diverse views of the CAC members).*

*There are two ways to present advice to the Board: a request may be made for a delegation at the appropriate Standing Committee; or a committee report may be presented to the appropriate standing committee. \* See CAC Handbook for more details on submitting a Report and Appendix B for a template of the format.*

*A community advisory committee may direct advice to senior staff, either on request or independently, where such matter is appropriate for staff attention.*

- b. All Reports go first to Board Services to determine the appropriate committee.
- c. Some Standing Committees may decide to establish a permanent place on the Committee agenda where reps of the CUSAC may introduce reports, or if a request comes from the CUSAC to present a report they will determine the placement of the Report on the Agenda. CUSAC will report to committee on an ad hoc basis.
- d. The CUSAC may direct advice to Senior Staff, either on a request or independently, where such matter is appropriate for staff attention.
- e. The Staff liaison to the CUSAC is responsible for informing the Committee about the appropriate routes for communicating advice, including the appropriate standing committee to which the matter should be directed.

- f. If TDSB staff change reports or recommendations without the agreement of the Advisory Committee, there will be an opportunity for the Advisory Committee to submit an independent report that will be presented at the same time to the appropriate Board Committee.

## **12. Requests for Information**

CUSAC may request information directly from Staff. Staff may determine which requests for information may be accommodated and the timelines for doing so, and which requests require the approval by the Board or Director of Education.

## **13. Budget**

Set resources (reviewed annually) are available to support a Committee Assistant and meeting expenses.

## **14. Networking:**

The CUSAC is free to establish its own communication network among itself and to participate in joint or collective activities relevant to its role.

Information on Board Committee agendas: [www.tdsb.on.ca](http://www.tdsb.on.ca) (Boardroom)

## **Appendices**

### **A. Background**

Decision document: GO4 (R:/secretariat/staff/g04/70418.doc)sec.1530

“On November 17, 2004 the Board established a Community Use of Schools Advisory Committee.

On a Motion of Trustee Cary-Meagher, and amended by Trustee Dandy, the Operations and Facilities Management Committee RECOMMENDS that the Community Use of Schools Advisory Committee be convened as follows:

- 1) That the following mandate be approved:
  - to facilitate ongoing feedback from community organizations on both the continued implementation of policy P.011, Community Use of Board Facilities;
  - to suggest improvements to the policy;
  - to provide an opportunity to explore the concept of Integrated Service Delivery (ISD) with community agencies and groups.
- 2) That the community members of the former Community Use of Schools Task Force be polled for continued membership;
- 3) That Trustees be polled for membership
- 4) That staff present a report to the Operations and Facilities Management Committee on the use of Board facilities, i.e. the West view Centennial Pool, during the summer months.

Staff undertook to provide information on the TCDSB/s permits process, charges, user categories etc.”

### **B. Additions to the mandate discussed at first CUSAC in November 2007 :**

-To review the Recommendations of the Task Force adopted by the TDSB in November 2004 and determine if further action is required on outstanding items: (e.g.) See attached list of Adopted recommendations.

-To coordinate work of the CUSAC with the TDSB’s work on summer access to schools and potential for province to replicate that funding in 2008 or beyond (Focus on Youth Program)

-To assess the impact of CUS funding from the M of Education to date (\$9 million since 2004) and the impact on use of space; and to make recommendations regarding the proposed doubling of this funding (Liberal Election promise).

-To make recommendations to the TDSB in order to:

- increase the accessibility and use of school facilities by community groups
- increase the concurrent use of school facilities by multiple community groups
- increase revenues from the Province of Ontario to support CUS
- improve and streamline the permit application process and reduce barriers to access.
- ensure access and equity considerations re CUS
- Consider the work of other initiatives within TDSB as they impact on CUS: e.g. Model schools project, Focus on Youth program, service integration pilot project, Continuing Education, access to pools, Toronto Land corporation re: community use.

This may also involve the TDSB speaking to the City of Toronto and Province in areas under their jurisdiction.

*The Board or its standing committees may refer any matter on its agenda to the CUSAC for comments.*

C. **Recommendations Adopted by the TDSB (Nov 2004) from the Task Force on Community Use of Space** (Follow up by the Advisory Committee may be required where **bolded**).

1. The Board endorse the CUS Task Force guiding principles and include them in the New Community Use of Schools Policy;
2. The TDSB decrease permit fees charged to community groups that operate on a non profit basis. Non profit children, youth and seniors groups pay the lowest permit rate followed by non profit adults and by other registered non profit organizations; and then finally the highest rates be charged to private for profit groups. (Appendix A of the Task Force Report)
3. **No existing community use permit holder that operates on a non profit basis will have their fees increased for 2005 beyond the existing permit fee structure;**
4. Sports field permit fees should be reduced by 10%. Permit charges for baseball diamonds previously reduced to cost recovery rates in 2003 will remain at \$2.00 /per diamond for children and youth.
5. **The wear and tear surcharge in its current form be eliminated and replaced by a lump sum to be proportionally allocated back to schools, on an annual basis at year end;**
6. **Ancillary staff charges, based on cost recovery remain as currently established/**
7. **The role of the principal in determining permit access be reviewed in consultation with school principals within the context of the new CUS policy**



**and existing school policies and their responsibilities under the Education Act;[not aware if this was done]**

- 8. Development of a recognition program be considered for principals who facilitate community access to schools; [not done]**
9. The new permit fee structure should be implemented effective Sept 1 2004 through a rebate system.
- 10. A review of the new Community Use Policy be undertaken in spring of 2005 including broad consultation with stakeholders to evaluate the new permit structure with the results of this review to be forwarded to the Board, the Province and the City of Toronto; [never done].**
- 11. The Board in conjunction with the City of Toronto undertake a need and demand study to address equitable access to Municipal and Board facilities; [not aware if this was done, don't think so]**
12. The Board direct staff to draft a revised Permit/Community Use of Schools Policy and fee structure, for approval of the Board in the January 2005 cycle. “

***Impact Analysis: Approval of recommendations will result in the following actions:***

***-increased access to school facilities***

***-lower permit fees***

Went to Executive Council Nov 2, 2004

Facility Management Committee Nov 4 2004

Board Nov 17, 2004

# Toronto District School Board

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Policy P.023 SCS

Title: **PARENT AND COMMUNITY INVOLVEMENT**

Adopted: November 25, 1998

Revised: January 26, 2005, **July 13, 2005**

Review:

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## **1.0 OBJECTIVE**

To establish a framework for building and supporting parent and community involvement in the Toronto District School Board

## **2.0 DEFINITIONS**

*Parent* Includes parent, guardian or any other caregiver legally recognized as acting in place of the parent.

## **3.0 RESPONSIBILITY**

Associate Director

## **4.0 POLICY**

- 4.1. The TDSB believes that education is a shared responsibility among parents, the community, students, staff and the Board. By working together we all contribute to the improvement of our schools and to the success of our students. The Board shall provide parents with the information they need to support their children's education and shall involve them in decisions, which affect their children and their schools. The Board is committed to ensuring that all parents and members of our diverse communities have opportunities to participate in the school system, and shall provide the support necessary to achieve that goal.
- 4.2. A variety of communication procedures shall be developed and maintained at the school and system levels to ensure access to educational information needed by diverse parents and communities, and to facilitate two-way communication between parents and schools, and among parent groups.
- 4.3. Support for community outreach programs shall be provided to school communities, which experience significant challenges in promoting and sustaining the involvement of parents in their children's education and in their schools.
- 4.4. In accordance with O. Reg. 612/00 of the Education Act, every school shall establish a school council that shall be recognized as the official school community organization representing the interests of the parents and students of the school, and

that shall be provided with the information and support necessary for fulfilling its role.

- 4.5. Opportunities shall be made available to school council chairs and other local parent leaders to assist them in developing their school community leadership skills and to school administrators to assist them in enhancing their skills in building positive school community relations.
- 4.6. Parent forums at a ward, quadrant or regional level shall be supported in order to promote parent consultation and input on matters related to policy, program or operations of the school system.
- 4.7. Community advisory committees shall be established where necessary to provide the Board with ongoing community advice on specified areas of Board policy or program, as well as on educational issues of broad community interest; in addition, ad hoc advisory committees, task forces, or working groups with community representation shall be established where required, on the understanding that the input from all such advisory groups does not preclude the input of other stakeholders across the system.
- 4.8. Working relationships shall be supported with Community Liaison Groups who wish to work with the Board to address educational issues of concern to these groups, and who are formed in accordance with the criteria and procedures established for these groups.

## **5.0 SPECIFIC DIRECTIVES**

The Director is authorized to issue operational procedures to implement this policy.

## **6.0 REFERENCE DOCUMENTS**

Operational Procedure PR.558 SCS: Parent and Community Involvement

O. Reg. 612/00, School Councils