



Community Advisory Committees

Name of Committee: Community Use of Schools Community Advisory Committee
Meeting Date: Tuesday, April 16, 2024

<p>A meeting of the Community Use of Schools Community Advisory Committee convened on April 16, 2024, from 8:02 a.m. to 10:04 a.m. via Zoom with Judy Gargaro presiding.</p> <p>Attendance via Zoom:</p> <p>Also present were TDSB Staff:</p>	<p>Judy Gargaro (Etobicoke Philharmonic Orchestra, Co-Chair), Sara Ehrhardt (Trustee, Co-Chair), Susan Fletcher (SPACE), Jonathan Wood (Toronto Accessible Sports Council), Alex Viliansky (Felix Swim School), Patrick Rutledge (Big League Book Club), Jessica Murphy (Leacock Foundation), Dave McNee (Quantum Sports and Learning Association), Andres Tucci Clarke (Sistema Toronto Academy), Adib Razavi (Strong Play Canada), Graham Welsh, (Toronto Sports Social Club) Heather Mitchell (Toronto Sports Council), Deborah Williams (Trustee, Ward 10), Yalini Rajakulasingam (Trustee, Ward 21), Michelle Aarts (Trustee, Ward 16), Dan MacLean (Trustee, Ward 2), Zakir Patel (Trustee, Ward 19), Dennis Hastings (Trustee Ward 1)</p> <p>Maia Puccetti, (Executive Officer of Facility Services and Planning), Stephanie Harris (Comptroller, Finance and Enterprise Risk Management) Jonathan Grove (Senior Manager, Operations, Maintenance & Community Use), Shirley Adderley (Regional Manager, Central Services), Ndaba Njobo (Manager, Facility Issues & System Liaison), Ugonma Ekeanyanwu (Facility Permitting Co-ordinator(acting)), Jenesse James (Executive Assistant), Meenu Jhamb (Administrative Assistant)</p>
<p>Regrets:</p>	<p>Susan Orellana</p>
<p>Guests:</p>	<p>Stephen Chung, (Jack of Sports), Leo Doyle (Ottawa Basketball Network) Elizabeth Lukie (Hutt Piano Class), Adbel Elmaadawi (TIRF), Sam Glazer (Congregation Beth Haminyan), Adbel Elmadawi (Toronto Inner-City Rugby Foundation), Alykhan Ladak (QSLA)</p>

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 8:02 a.m. 	
Approval of Agenda	<ul style="list-style-type: none"> Agenda approved. 	Susan Fletcher
Approval of Minutes March 5th 2024	<ul style="list-style-type: none"> Minutes approved. 	Susan Fletcher Jessica Murphy
Conflict of Interest Declaration	<ul style="list-style-type: none"> Nil 	
Delegations	<ul style="list-style-type: none"> Nil 	
Permit Unit Update	<p>Update on ongoing items:</p> <p>Clarifying documents for after-school permits (Communication flow charts)</p> <ul style="list-style-type: none"> The changes were made to the communication flow chart as suggested by the committee members and the updated file has been shared with the Committee Co-Chair (J. Gargaro). The process to obtain before and after-school permits will also be sent to the committee member for their review and comments via email. Once the comments and revisions are made, this document will also be posted on the FAQs on the permits website. <p>eBase step-by-step video location</p> <ul style="list-style-type: none"> The Step-by-step video (eBase) with captions has been completed and posted on two other locations along with the Permits website. 	<p>ACTION: Committee Co-Chair (J. Gargaro) to forward the document to members via email and also provide feedback if any.</p>

ITEM	DISCUSSION	RECOMMENDATION/ MOTION
	<p>Review of category definitions</p> <ul style="list-style-type: none"> TDSB staff has reviewed and discussed this item. The word “Tournament” can be described in many ways. Permit staff will have to look at this on a case-by-case basis. <p>Broader Categories of Permit Usage</p> <ul style="list-style-type: none"> Question: Can the committee get report on the broad categories of permit usage? The committee is looking for a report on broad type of activity such as Sports; Arts; Education, Faith-based, etc. Answer: eBase does not have a category-wise reporting structure. As permit holders can request a permit under 4-5 categories, it isn't easy to run a category-wise report as there can be multiple responses per organization. eBase only allows us to extract the data on type of usages such as gym spaces or auditorium spaces or classrooms. The link for the copy of the report shared CUSCAC members by TDSB staff is given below: TDSB staff also clarified the difference between Permit Cancellation Vs. Denial and reasons for denial <ul style="list-style-type: none"> Cancellation: Requested by the client or mass cancellations e.g weather, COVID Denied: Initiated by Permits <p>Some Reasons for Denial:</p> <ul style="list-style-type: none"> Scheduling conflict Duplicate Permits Purpose 	<p>ACTION: TDSB staff will reconfirm with eBase to determine what kind of data can be provided.</p>

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	<ul style="list-style-type: none"> • School events • Processing time for one-day events • Construction / Maintenance <p>Schools affected by construction</p> <ul style="list-style-type: none"> • School sites with approved construction projects have been blocked off in the eBase system. The planning of the maintenance and construction projects starts in January and February. The eBase now only shows the available spaces. There are two key points to be kept in mind about permit cancellations due to construction. 1. When there is a change to the status of a project that could change the availability of the schools, the staff tries to make sure that eBase is updated and the building is shown as available through the eBase. 2. Secondly, eBase is also updated when there's an unexpected emergency or some significant repair that needs to be done, that may result in the cancelation of a permit that has already been applied for. Although TDSB does its best to minimize those kinds of situations, however, some things are not in the control of TDSB staff such as the availability of the contractors, equipment lead times, extent of the project, and safety considerations to name a few. TDSB is planning on doing a significant amount of renewal work for the next 2 years and the Ministry has put very strict timelines on Boards to spend any unused renewal funding or lose it. <ul style="list-style-type: none"> ○ Question: What % of permits are going to be affected by construction work in this summer? <ul style="list-style-type: none"> • Answer: TDSB Staff will provide more information in the May meeting. 	<p>ACTION: TDSB staff to update the committee on this in the next month.</p>

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	<ul style="list-style-type: none"> Trustee Ehrhardt shared the link for a report that was sent to the Finance committee and this report has a list of upcoming construction projects and the work that has been approved. https://pub-tdsb.escribemeetings.com/filestream.ashx?DocumentId=17061 Executive Officer, Maia Puccetti will share the updated list of all Planned and Underway Renewal projects with the group in mid-June. <p>Review of CUSCAC</p> <ul style="list-style-type: none"> CUSCAC is one of the advisory committees that will be under review this year. The Regional Manager, Central Services Shirley Adderley is working with Michelle Monroe's office to obtain the templates that are to be used for the review. <p>Committee Goal related</p> <p>A heat map showing locations and the degree of permit use</p> <ul style="list-style-type: none"> The following heat map presentation was shared with Committee members. https://drive.google.com/file/d/1WiCjk_j5WI7o8GKFfSp6wEb6VIMRuKWj/view?usp=sharing <p>Report of schools with zero permits</p>	<p>ACTION: TDSB staff to share the updated report in mid June.</p>

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	<ul style="list-style-type: none"> TDSB staff has been further asked to break the year into three different periods for this report e.g. (September-December) and (January to June), (July to August). 	<p>ACTION: Permit Unit staff to share more information related to this report in May</p>
<p>Outstanding Action Items</p>	<ul style="list-style-type: none"> Update from TDSB Pool Committee – No updates Pools Working Group Update – No Updates Exterior Facilities Working Group Update – No Update. Communication and website Working Group Update – No Update. 	
<p>Trustee Report</p>	<p>Update from Trustee Ehrhardt</p> <p>TDSB Budget Process</p> <ul style="list-style-type: none"> Toronto District School Board is dealing with a \$20-30M deficit for the 2024-2025 school year. Several areas were explored to reduce the deficit as of last month. Special Meeting took place on Thursday, April 4th, and a motion was passed in this meeting that outlines several areas for further exploration. Refer to Item 3.3 Report # 7A using the link for the agenda given below. <p style="text-align: center;">Link for the Special Meeting – April 4, 2024</p> <p style="text-align: center;">Link for the Finance, Budget, and Enrolment Committee (Special Meeting) – March 19th, 2024</p> <ul style="list-style-type: none"> o A report will be presented to Planning & Priorities 	

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	<p>Committee after consultation with the Permit holders on recommended changes. Trustee Ehrhardt brought the following excerpts from the report 7A to the attention of members of this group:</p> <p>Excerpt from the report (7A)</p> <p>“Review and consult with partner organizations on the TDSB’s permit fee structure and subsidies and present a report to the Planning and Priorities Committee on recommended changes;”</p> <p>“Present options to institute a fee-based revenue stream for one-to-one devices that will generate ~\$1M annually, that include parent/guardian/caregiver contributions, subsidies, donations, and an administrative cost-benefit analysis to the next meeting of the Finance, Budget and Enrolment Committee;</p> <p>“Delay the implementation of course time migration for International Language programs until an in-depth report on student impact can be reviewed at the Program and School Services Committee while continuing to implement the recommended 25-student pre-register minimum;”</p> <p>“Delay the cancellation of General Interest / Seniors’ Daytime courses until an in-depth report on community impact can be reviewed at the Program and School Services Committee; Special Meeting April 4, 2024 “</p> <p>“Delay the changes to the Scarborough Outdoor Education School and provide a detailed plan, before the final vote on the 2024-2025 operating budget, to ensure students impacted by programming change at SOES will continue to receive outdoor education on par with other students at the TDSB, and that the overall scope of the Board’s outdoor education</p>	

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	<p>will not be reduced with the recommended changes;”</p> <p>“The Board received feedback from the community on the impacts of proposed program reductions and the broad benefits of adult education, outdoor education, and after-school programming; A motion was passed.”</p> <ul style="list-style-type: none"> • Review and consult with partner organizations on the TDSB’s permit fee structure and subsidies and present a report to the Planning and Priorities Committee on recommended changes; <p>The Chair of TDSB has been asked to write a letter to the Ministry of Education explaining the status of the Board’s budget and include:</p> <ul style="list-style-type: none"> • There is still a deficit despite making significant operational efficiencies; • There is still a deficit due to a structural deficit (CPP, EI, salary gapping, and the inability to consolidate schools due to the moratorium) • Request the Minister consider these very real funding concerns and address these in the upcoming GSNs <p>The Executive Officer, Maia Puccetti mentioned that we are in the process of consulting and have received feedback from various groups including CUSCAC to determine some options for consideration. Members of this group are encouraged to read the below-mentioned report which was shared with Trustees with regards to community use of schools and how The TDSB is funded for subsidy including some of the challenges related to cost recovery. The below Pwerpoint presentation was also shared with the CUS members.</p> <p>Link for the Permit presentation</p>	

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	<p>As it pertains to the permits there has been a review of the current policy. It has been determined that there is significant subsidization of permits. In other words, TDSB has been bearing a lot of costs related to permits. As part of the Budget review, we need to ensure that both Community Use of Schools and Permits are at cost recovery. Several options are being explored for fee increases to bring us to cost recovery. As the fee increases will significantly impact Permit holders, we are trying to come up with a well-rounded approach to determine where fee increases could be possible. It is to be kept in mind that the fee increases are separate from CPI. We are looking at the permit application fee and subsidy process e.g. subsidy levels such as A-1 & A-2. A comprehensive review of different areas of permit fees is underway. As described we are reviewing the budget and are in the process of developing some recommendations based on the data that is available to us. We are looking to the members of this committee to provide their feedback and comments. There could be an opportunity for the members of this committee to provide their feedback through the survey format.</p> <p>The link for the report that went to the Board provides information about the permits.</p> <p>Report-1 Report-2</p> <ul style="list-style-type: none"> ○ Question: Committee members acknowledge that the Board is under pressure to balance its budget and that the age/state of the facilities is adding more complexity to the budget. However, members are interested in knowing if TDSB has conducted any comparison with other entities such as other School Boards or the City of Toronto. Conducting some sort of analysis and presenting it to the members of this committee for review would be very helpful. Market research must 	

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	<p>be done and that has to be aligned with some sort of a bracket that is already established in the market. In the event, that TDSB decides to conduct a market assessment, can the data be shared with CUSCAC members?</p> <ul style="list-style-type: none"> • Answer: TDSB has done the beginning work on doing a comparison across school boards, however, the market assessment has not been fully done. It is to be noted that in some areas, TDSB is overcharging and in other areas, the Board charging less. TDSB is in the process of developing the recommendations, and the final recommendations will be shared with supporting rationale and comparative analysis/market rate with the Trustees so they can make an informed decision. <p>○ Question: Can there be consideration given to spread out the substantial fee increases for a duration of reasonably longer period? Permit holders will need time to adapt to the fee increases.</p> <ul style="list-style-type: none"> • Answer: TDSB staff is capturing this feedback and there have been preliminary discussions already happening about spreading fees over some time. <p>○ Question: There was a mention of consulting with partner organizations in the April 4th meeting. Who are the partner organizations? Is CUSCAC considered to be one of the partner organizations?</p> <ul style="list-style-type: none"> • Answer: Yes, CUSCAC is considered to be a partner organization. And the spirit behind the Trustee motion was to connect with CUSCAC. We are working with the City as well, TLC is conducting a Facility Conditioning review of all the swimming 	<p>ACTION: More info to be shared by TDSB staff when it becomes available.</p>

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	<p>pools. The reason for doing this review with the City is to look at our pools that are managed by the City and TLC.</p> <ul style="list-style-type: none"> ○ Question: Several buckets exist for different kinds of permits such as subsidized, cost recovery, and commercial film. What is the rate for the city when they permit a TDSB gym to run a basketball program? <ul style="list-style-type: none"> • Answer: TDSB staff has made a note about this item for further discussion and will respond to this question in the next meeting. ○ Question: To be specific, does the comment about over-subsidization of permits refer to just the subsidized permits that lower the category? Or does it include all the nonprofits or all the categories? Does the cost recovery recover the operating costs? <ul style="list-style-type: none"> • Answer: The statement of significant subsidization of permits refers to different areas where TDSB is not recovering the cost. We have more permits in the A-1 category in comparison to the funding received by TDSB. Secondly, there are scenarios where we are not recovering the cost of caretaking time specifically on the weekends. Additionally, TDSB continues to fund programs in LNSP (Local Neighborhood Support Program) schools even in the absence of PSI (a former funding program of the provincial government called the Priority Schools Initiative) funding. ○ Question: When it comes to exploration about the fee increase, Is there a discussion around the eligibility of subsidies? How will TDSB determine who qualifies, who doesn't qualify, and maybe the definitions and eligibility for certain organizations? <ul style="list-style-type: none"> • Answer: TDSB will also consider this recommendation as well. 	<p>ACTION: TDSB staff to share further update on this in the May meeting.</p> <p>ACTION: TDSB staff to consider this recommendation when finalizing the increase in permit fees.</p>

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	<ul style="list-style-type: none"> ○ Question: Will there be a fair and equitable structure to ensure that all applicants are screened properly and fairly to avoid discrimination amongst groups and maintain transparency in the process? <ul style="list-style-type: none"> • Answer: TDSB staff has made a note about this item. In terms of eligibility, the category definitions need to be reviewed. However, it is to be kept in mind that the Permit team is a small team and we have limited resources to devote to doing any kind of research. TDSB is working to give more clarity to definitions and that should certainly help in this process. ○ Question: Several buckets exist for different kinds of permits such as subsidized, cost recovery, and commercial film. What is the rate for the city when they permit a TDSB gym to run a basketball program? <ul style="list-style-type: none"> • Answer: TDSB staff has made a note about this item for further discussion and will respond to this question in the next meeting. ○ Question: Are the Permit clerks going to be trained so that they are well-versed in applying policies and regulations to ensure that the policies are applied consistently and equitably? <ul style="list-style-type: none"> • Answer: Most of the experienced staff in the Permit Unit have a good understanding of the fee structure and the policies. However, Permit clerks are going to be trained to ensure consistency. In case of any issue at the permit clerk level, the matter can be escalated to the Manager for resolution. ○ Question: Subsidies like A-1 and A-2 are over-subsidized by 2.5 million which is about 40% of the total 6.1 million amount that is being 	<p>ACTION: TDSB staff to share further update on this in the May meeting.</p>

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	<p>subsidized. Does this mean it will be switched to a first come first serve basis as the subsidies need to be capped at the grant from MOE? If that is the case more established permit holders are going to use the grant in most cases in comparison to small organizations as small organization take some time to plan their sessions.</p> <ul style="list-style-type: none"> • Answer: This has been discussed a lot amongst other school boards. Putting this into operation is going to be difficult as we may end up disenfranchising groups that really would need the subsidy because of when they applied for the permit. TDSB cannot be compared with other school boards as TDSB has more clients, more schools, and is serving in various neighborhoods which causes some variances. The staff in the permit unit is trained, however, the groups do not always provide accurate information which makes it difficult to apply the process consistently. ○ Question: Is there a timeline in the consultation process so that the committee members are properly informed and have enough time to think about it? • Answer: TDSB staff will share information in advance of the May meeting so that committee members have time to review it and discuss it in the May meeting 	
Other Business	<ul style="list-style-type: none"> ○ Committee Co-Chair J. Gargao will not be able to attend the May meeting. She will contact other members and arrange for someone to chair the next month's meeting. 	ACTION: J. Gargaro to reach out to the other members for chairing the next meeting.

ITEM	DISCUSSION	RECOMMENDATION/ MOTION
Adjournment	10:04 A.M	Susan Fletcher
Next Meeting Date	<p>.</p> <p>May 14th, 2024, 8:00 a.m. via Zoom</p> <p>Zoom Link: https://tdsb-ca.zoom.us/j/95669637814?pwd=Mi8vM2I4VDRUdDN4ZUQyNXBLUzQ4UT09&from=addon</p>	

Acronyms

PSI – Provincial School Initiative

LNSP – Local School Neighbourhood Program

PPF – Priority partnership funding

PPC – Planning and Priorities Committee

TLC – Toronto Lands Corporation

FOY – Focus on Youth

FBEC – Finance Board Enrolment Committee

GSN – Grant for Student Needs

PSSC – Program School Services Committee