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

**Meeting Date**: Tuesday, May 10, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on 10 May 2022 from 8:02 a.m. to 9:22 a.m. via Zoom with Chair Judy Gargaro presiding.

| **Attendance via Zoom**: | **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Sam Glazer** (Congregation Beth Haminyan), **Jonathan Wood** (Toronto Accessible Sports Council), **Heather Mitchell** (Toronto Sports Council), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Susan Fletcher** (SPACE), **Alex Viliansky** (Felix Swim School), **Susan Orellana** (Jack of Sports Foundation), **Elizabeth Pounsett** (Y  oung People’s Theatre), and **James Li** (Trustee), **Dennis Keshinro** (Belka Enrichment Centre).  Also present were TDSB Staff: **Maia Puccetti** (Executive Officer, Facilities & Planning), **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Ndaba Njobo** (Facility Permitting Coordinator), **Jonathan Grove** (Senior Manager, Plant Operations), **Ugonma Ekeanyanwu** (Facility Permitting Team Leader). |
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| Guests: | **Terrance Philips** (Phillips Basketball Academy), **Serben Ghenu** (Benjamin Volleyball), **Elizabeth Lukie** (Hutt Piano Class), **Jenna Copetti** (Sunnyside Up Camp), **Susan Beason** (Guest, Ward 11). |
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| Regrets: | **Zakir Patel** (Trustee), **Meenu Jhamb** (Administrative Assistant), **Patrick Rutledge** (Big League Book Club), **Doug Blair** (North Toronto Soccer Club), **Dave McNee** (Quantum Sports and Learning Association). |

| **ITEM** | **DISCUSSION** | **RECOMMENDATION/ MOTION** |
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| **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 8:02 a.m. |  |
| **Approval of Agenda** | * Agenda approved. | Susan Fletcher  Jonathan Wood |
| **Approval of Minutes**  **12 April 2022** | * Minutes were approved. | Lynn Manning  Heather Mitchell |
| **Conflict of Interest Declaration** | * Nil |  |
| **Delegations** | * Nil |  |
| **Permit Unit Update** | * **Update on Ongoing Items –** * **Update on when permit hours will be extended past 9 pm –** Ndaba advised to the committee members that the Permit department is currently processing field and summer camp applications. Although the Province has lifted all Covid 19 requirements they have not removed the essential cleaning requirement between groups by school boards. Hence, we currently have not extended the 9 pm end time for permit holders. When questioned if any internal assessment has been done by the TDSB with respect to how long enhanced cleaning takes to see if it requires twice the time, Senior Manager Jonathan Grove assured the committee that enhanced cleaning is occurring with some small changes but still cleaning high touch surfaces frequently. Jonathan stated that the TDSB has not quantified the additional cleaning time required but now that staffing levels are stabilized caretakers may be able to confirm this information. Judy would appreciate some quantification on this to see whether it might be possible to extend the current end time of 9:00 to 9:30 for those groups that could use the additional half hour, at least until the end of June. Maia discussed that not every permit is equal and that there are many factors that take place. All caretakers have many tasks to do, taking into account the size of the school, size of the permit, other duties, etc (a factor that was accounted for when the hour of cleaning after permits was built into permit timing prior to the pandemic). Maia and Jonathan informed the committee that they will look at increasing the time of permits to end at 9:30 pm if possible, but it will depend on the type of use. * **Signage in schools for permits** – Ndaba Njobo mentioned that additional fees could be charged to the permit holder if signage is left behind. Liz Pounsett did reiterate that it is important for her permit holders to have the ability to post signage as her groups do not use the gym and therefore it can be more challenging to find the designated permit rooms. Ndaba said that if permit holders do their own housekeeping (ie. removing the signage when the permit is over) this most likely will not be a problem. Ndaba also advised the committee that they should state clearly on their communication/instructions to the attendees which rooms will be utilised and the permit holder contact number they can call if they get lost or have questions. There is a benefit to all if the room does not change for permit holders for the 8 to 10 months tenure of the permit. Liz mentioned that she has new students every term, including various family members dropping students off, therefore it is critical to have some sort of directional signage posted.   The committee members enquired if it would be possible to get a floorplan provided by the permit holder of the school/site to simplify directional location for to attendees. Executive Officer Maia Puccetti confirmed that for safety reasons this is not possible, but a schematic floor plan would be beneficial as a wayfinding for permit holders. Ndaba again stated that all signage must be removed, and that no marketing signage is allowed. Jonathan Grove agreed that the permit department will add a message to permits that way-finding signs can be posted as long as they are removed at the end of the activity (or additional charges will apply) and Maia Puccetti agreed that entrance doors will include way-finding information in brackets.   * **Definition of ‘spectators’** – Ugonma mentioned that a survey is being done with other school boards with respect to the differences among parents, observers and spectators. The committee agreed that this is a discussion topic for the communication working group and will be brought back for report at the June meeting.      * **Permit and eBase Website Improvements –**    + **Accessibility for Ontarians with Disabilities (AODA) review –** Ugonma mentioned that the Permit department is currently reviewing the website and working with TDSB’s Accessibility and Communications departments. As the Permit department works in cycles, we are processing the changes and ensuring compatibility in the same manner. We were also advised that as eBase is an outside vendor the TDSB takes their word for it if/when they confirm they are AODA compliant. The Permit department currently uses the website to make announcements and is continually working on improvements. Permit staff have also enquired if it is possible to have a mass “text” sent to permit holders when announcements or information is available, but again there are details to work out i.e., Cost, privacy issues, consent of the permit holder who receives the texts, etc. TDSB staff will keep the committee informed if/as changes are implemented and decided.   Maia confirmed that the TDSB does not have an accessibility community working group other than reports need to go directly to SEAC (Special Education Advisory Committee). Maia did inform the committee that an Accessibility Report is to come to the Board in November 2022 (Strategic Plan with Accessible Improvements). The committee asked Maia about the TDSB engaging accessibility experts. Maia will enquire and get back to the committee.   * + **Items From Sub Committee Meeting –** The Sub Committee did not meet since the last CUSCAC meeting. The next Sub Committee is scheduled for May 17th. * Susan Orellana questioned whether the Permits calendar can be updated to include “space available” at a quick glance when filtering for an application. Judy asked whether there is a way to add “an ask” or “tentative” or “permit pending” in the space listed by doing some reprogramming in the back end. Ndaba will take this back to the eBase team for feedback. Ndaba did mention that there are two types of errors that could affect the availability of space, i.e., a space showing as available when it isn’t or if an applicant thinks a space wasn’t available and it is. For instance, it may look as though you can apply for space that is unavailable because it merely has not gone through the entire process. Although this may be the case, Judy encouraged all permit holders to apply nonetheless so their application will be next in line if the space becomes available. |  |
| **Outstanding Action Items** | * **Pools Working Group Update** – Alex Viliansky asked the staff if a designated person has filled the position of “Community Outreach Pool Facilitator" yet. Ndaba informed him that the position should be filled in the next 2 to 3 weeks. Alex enquired about an excel file that he received in the past that clearly stated location, time and availability of pools and whether such a file can be generated for the pool permit holders who wish to request an additional day for training. The committee was advised that any pool permit holder wishing additional time should add their request to the discussion field so the permit clerk can help them resolve the issue. * **Baseball Working Group Update** – Nil report * **Committee Goals for 2021-22:** (deferred) – Judy mentioned that this item has been on the agenda for quite some time, and she will attempt again to get in touch with Michelle Munroe and ask her to present at our June meeting. This time she will cc Trustee Li and Executive Officer Maia Puccetti on the email. We will also ask Michelle Munroe for an update on the new policy/operating procedures for the Community Advisory Committees. * **Accessibility of TDSB documents – Annual Report and Self Evaluation Survey** – Executive Officer Maia Puccetti confirmed to the committee that all goals have been accomplished and all documents are accessible. * **Communication and website Working Group Update** **(addressed in Permit update)** |  |
| **Trustee Report** | * Trustee Li mentioned that TDSB is now in budget season and should be wrapped up sometime in June. Town Halls will be held during the next month. * Trustee Li also mentioned that upon a review of the 2021/22 Human Rights report there was a decrease in the number of Human Rights complaints. We hope that this is because we are headed in the right direction and not because of Covid. * Trustee Li also discussed that the Board is working on integrating autism spaces and return them to school programs which are to be located in 3 different schools. * Trustee Li also confirmed schools are preparing for end of the school year and summer programming, and that graduations this year will be a combination of virtual and in-person. |  |
| **Other Business** | * Maia informed the committee that the Ministry recently announced that replacement of Poplar Road School has been approved by the Province. This will include a new gymnasium and a new gymnasium is also slated for Elizabeth Simcoe in Scarborough with the existing gymnasium converted to classrooms. When asked about the design protocols/community consultation for new builds/renovations to enhance accessibility, Maia advised the committee that building codes are triggered when the board applies for a permit. She confirmed she will always try to enhance accessibility throughout an entire school if funding is received for specific upgrades, i.e., she will advocate for funding to install an elevator at Elizabeth Simcoe at the same time the new gymnasium is being built. Although we recognize the Board only needs to follow Ontario Building Code (OBC), but the OBC is primarily based on adults so there is a need to advocate for enhanced funding for additional accommodations needed for children/youth. Although accessibility upgrades are consistently brought forward, they are not easily attained under the current funding model. Maia also confirmed that although the TDSB does not have an accessibility advisory group other boards have hired experts to review designs and she will look into that. * 17 Childcare spaces previously funded by the Province have been approved to move forward to tender. The Province has committed to more funds because of inflation. * Maia mentioned to the committee that two reports go the Board yearly on Capital Projects (May and October). Once it is published, she will share the report with Judy. * Susan Fletcher mentioned that the SPACE Coalition asked the 4 major parties for support of CUS funding in their election platform. SPACE has heard back from the Green, NDP and Liberal parties, which all expressed their support. SPACE is still waiting to hear back from the Conservatives. SPACE has developed questions that can be asked of candidates on their website. * Judy mentioned that she will work on the Annual Report and Self-Evaluation documents for the June meeting. * Judy confirmed to the committee that the AGM is generally held the last Tuesday in November and that this years’ AGM is scheduled for Tuesday, November 29th, 2022. We were reminded that anyone seeking election to become a voting member on CUSCAC must have attended 1 entire meeting and that several spots turn over each year. |  |
| **Adjournment** | * 9:22 a.m. | Susan Fletcher |
| **Next Meeting Date** | * **14 June 2022**, **8:00 a.m. via Zoom**   **Join Zoom Meeting**  [**https://tdsb-ca.zoom.us/j/92307475375?pwd=Mk1pSHpGQnV5a3VzdkxsclRmWExoUT09**](https://tdsb-ca.zoom.us/j/92307475375?pwd=Mk1pSHpGQnV5a3VzdkxsclRmWExoUT09) |  |

**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