



**CUSAC  
Minutes**

April 25, 2013  
10:00 a.m. – 1:00 p.m.  
Boardroom, 5050 Yonge St.

**Present:** Trustee Chris Glover (Co-Chair); Brian Keaney (Co-Chair, Toronto Youth Development); Lesley Johnston (Social Planning Toronto); Gerry Lang (Citizens for Life Long Learning; Lynn Manning (Girl Guides of Canada, Ontario Council; Alan Hrabinski (Scarborough Basketball Association); Lorna Weigand (Middle Childhood Matters Coalition); Kitty Leung (Facility Permitting Coordinator); John Long (Central Services Manager); Namita Aggarwal (Program Manager, Continuing Education); Susan Fletcher (Applegrove Community Complex); Trustee Sam Sotiropoulos; Iris Rivas (Salvation Army); Julian Freeman (Grace Fellowship Church); Sam Glazer (Congregation Beth Haminyan)

**Observers:** Doug Blair (North Toronto Soccer Club); Karen Somerville (East York Soccer Club); Jason Robinson (Toronto Ultimate Club); Kevin Arnsdorf (Toronto Sports Council)


**Regrets:** Judy Gargaro (Etobicoke Philharmonic Orchestra; Ndaba Njobo (Manager, Community Use of Schools); Allison Boughner (Big Brothers and Big Sisters); Leigh Coffey (YMCA of GTA); Abdul Madhani; Nazir Tharani.

**Presenters/Guests:** Jeff Latto (Senior Manager, Major Capital Projects and Building Partnerships, TDSB); Vidya Rego (CFO, TDSB)

**Recorder:** Linda Mendonca (Committee Assistant, CUSAC)

Item	Information/Discussion	Action/Recommendation
1. Welcome	Co-Chair Keaney called the meeting to order by at 10:05am and welcomed everyone. Members introduced themselves.	
2. Approval of Quorum	Quorum was achieved and approved by consensus.	
3. Approval of Agenda	The agenda was approved by consensus.	Linda will post the approved agenda on the website.
4. Approval of Mar 28/13 Minutes	Motion to approve the minutes from Mar 28/13 was moved by Allan, seconded by Lorna, all approved.	Linda will post the approved minutes on the website.
5. Update – Recommendations, Permit Fees, and Rates	Trustee Glover said that Trustees requested a breakdown for subsidies, and the cancellation policy if people want to cancel a permit. If people know that there is a way to guarantee a subsidy, they will book as many permits as they can. There needs to be some sort a penalty –and it needs to be substantial enough so that people will not book a number of permits to ensure that they get the	

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	<p>subsidy. There are thousands of cancellations in a year. Kitty confirmed that there is currently a processing fee of \$10 if people cancel within 10 days notice. We need to increase the fee because the administration costs for processing cancellations is higher. Members suggested that changes to the permit should be \$10 and that cancellations should be a percentage of the value of what they've booked, or suggested looking at providing a hard date so that if they cancel after this date, they will be required to pay the whole permit. The other suggestion was to charge \$25-\$30 in cancellation fees; this makes people more thoughtful not to over-book. Kitty said that if you don't allow for cancellations, there is the likelihood that people transfer permits to others. Members suggested having a wait list for cancellations.</p> <p>Trustee Glover suggested that the committee make an all-inclusive recommendation on how the \$3.8M will be divided among the different categories; and information on a cancellation fee Trustees are looking for everything in this motion that is going to the Board – that says this is where you get your information on permit fees. Will there be a cut-off after the \$3.8M is used up? It needs to be a fair process. There has to be a time-limit, and no priority notification. The recommendation will also include the 3% automatic annual cost of living adjustment rates, as well as the 7% surcharge</p> <p>Members suggested tweaking the rates, suggesting that a %age of the \$3.8 not be used to have a cushion for dealing with the subsidy. Increasing the rates from 82% to 85% has an enormous impact on religious organizations that are already paying substantial fees. Religious groups are already concerned about increase in fees for Saturdays, and Sundays.</p> <p>CFO Rego joined the meeting. Trustee Glover clarified that we have school year, summer, and field permits and need to know what proportion of the \$3.8M subsidy is applied to each. Alan asked how the Board accounts for the budget. Trustee Glover confirmed that it's a quarterly and general report. CFO Rego clarified that what they are trying to control is the volume. The implementation process is going to be a learning. The methodology used will be the same as with the PSI grant. Need to do some automation. The permit system runs in SAP, in real-time. Figuring out the implementation will take approximately 4 months. We will look at software other boards are using. We don't want to have unintentional impacts on users. Trustee Glover asked about the cushion idea, of holding back a certain percentage. CFO Rego confirmed that it's too difficult to manage rates, and easier to control volume, rather than adjusting rates. CFO Rego said that are going to be growing pains and some challenges. If the Board passes the motion, there is a lot of work to do to make this happen. CFO Rego will go back with those considerations and come back with recommendations for implementation and what that is going to look like?</p> <p>Kitty said the biggest problem is in July &amp; August is availability because of construction. Summer schools are increasing and we are still trying to accommodate them. Summer schools are using PSI schools. We cannot open all the schools. Caretakers take vacation in the summer. Susan said that</p>	

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	<p>there needs to be a process for dealing with disputes, and appeals, perhaps by having a sub-committee of this group. If when an Ombudperson is hired, Kitty can pass them on to this person.</p> <p>Members came up with the following recommendation. It will be discussed further and voted on at the next meeting:</p> <p><b>Recommendation: ***Alan – in order to cover any overages of the 3.8M subsidy, the annual cost of living increase, and repairs and renewals resulting from community use, CUSAC would recommend that we increase the fees by 10% and use these funds to cover these items. In addition, we also recommend that this 10% increase be in lieu of the 7% surcharge and 3% cost of living increase. Susan seconded the motion. Julian abstained from voting.</b></p> <p>Trustee Glover suggested having another meeting to finalize this recommendation</p> <p>May 9<sup>th</sup>, 10am, worked best for everyone.</p>	
<p>6.) Presentation: Championship Field Developments (Jeff Latto, Senior Manager, Major Capital Projects and Building Partnerships, TDSB)</p>	<p>Jeff did a presentation on the Championship Field Program (see presentation attached), and answered some questions.</p> <p>Presentation Summary:</p> <ul style="list-style-type: none"> <li>▪ A joint field strategy based on a public-private partnership. All capital funding provided by private sector.</li> <li>▪ To transform a small amount of existing TDSB playfields to year-round, state-of-the-art championship field facilities.</li> <li>▪ Facilities will have Artificial Turf Field (FIFA grade), asphalt running track, and temporary dome structure</li> <li>▪ 6 Fields have been identified to provide equitable access across the Board: West Humber CI, Newtonbrook SS, Lester B. Pearson CI, Central Technical School, Lakeshore CI, and Monarch Park CI. See presentation attached for Terms of Use.</li> </ul>	 <p>Championship Fields - CUSAC - FINAL.ppt</p>
<p>7. New Business</p>	<p>None noted.</p>	
<p>8. Adjournment</p>	<p>***Motion to adjourn the meeting at 1:02 pm was moved by Susan, seconded by Julian, all approved.</p>	
<p>9. Next Meeting Date</p>	<p>The next meeting is on May 9th, 10am.</p>	<p>Linda will circulate a Notice of Meeting with the details for the meeting.</p>