



**CUSAC
Minutes**

May 23, 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); Judy Gargaro (Etobicoke Philharmonic Orchestra; Ndaba Njobo (Manager, Community Use of Schools); Allison Boughner (Big Brothers and Big Sisters); Leigh Coffey (YMCA of GTA); 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); Iris Rivas (Salvation Army); Julian Freeman (Grace Fellowship Church); Brian Yong-Kee

Observers: Karen Somerville (East York Soccer Club); Kevin Arnsdorf (Toronto Sports Council); Abdul Madhani; Nazir Tharani; Heather Mitchell

Regrets: Lesley Johnston (Social Planning Toronto; Doug Blair (North Toronto Soccer Club); Susan Fletcher (Applegrove Community Complex); Sam Glazer (Congregation Beth Haminyan)

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.	
3. Approval of Agenda	***Motion: Allan, seconded by Allison, moved: that the agenda be approved. All in favor. Motion carried.	Linda will post the approved agenda on the website.
4. Approval of April 25 th Minutes	***Motion: Allan, seconded by Julian, moved: that the minutes from the April 25 th meeting be approved. All in favor. Motion carried.	Linda will post the approved minutes on the website.
5. Finalize Recommendations re: Subsidy Breakdown & Cancellation Fees –	<p><u>Staff Response to Recommendations of the Community Use of Schools Advisory Committee Re: Permit Fees</u></p> <p>Trustee Glover reported on the Staff Response to the Recommendations of the Community Use of Schools Advisory Committee from the Operations and Facilities Management Committee meeting held on April 24, 2013, which can be found on-line at: <i>(http://www.tdsb.on.ca/boardroom/bd_agenda/uploads/Apr_24_2013/Operations_and_Facilities_Management_Committee/130424_Permit_Fees_2089.pdf).</i></p>	

Item	Information/Discussion	Action/Recommendation
	<p>groups time to plan for and adjust to such increases;</p> <ul style="list-style-type: none"> ▪ And therefore, be it resolved that CUSAC recommends a 5%(inclusive of 6% fee increase for 2014/2015 plus 5%(inclusive of cost of living) for 2015/16 to build a revenue buffer so that the permits department is unlikely to exhaust the provincial subsidy; ▪ And therefore, be it further resolved that any additional revenue generated from this increase would be directed toward repair and renewal of permitted schools. Some of this revenue would go directly to the budget of schools that are permitted heavily; ▪ And therefore, be it further resolved if the additional revenue is in excess of \$.5M on an annual basis, the TDSB would waive inflationary increases until the additional permit renewal had declined to \$.5M; ▪ Subject to Review. <p>***Motion: Alan, seconded by Judy moved to approve the revised permit fees motion. Lorna abstained. Motion carried.</p> <p>Members made the following comments, suggestions and raised some questions regarding building a buffer into the fees, and what the revenue generated would cover.</p> <ul style="list-style-type: none"> ▪ Continuing Education uses space extensively. If there is a safety concern, Facilities will help schools with repairs. ▪ Business Services provides \$200,000 to schools to replace equipment used by permit users (i.e. volleyballs, broken clocks, etc.). Facilities pays for repairs (i.e. to floors, painting, etc.) ▪ At the end of every year staff will review all permit use, and will distribute funds to schools with reasonable permit activity and according to level of permit use ▪ Principals are just too busy to know what funds are available to them for replacement of equipment used by permit users. ▪ The Board needs to figure out a process of clear communication to Principals about the funding available to them. ▪ Increases in fees to churches are massive; on top of 43% increase in January 2013 ▪ Ask what actual cost of living expense would be, then do 5% in September 2013, and then 5% in 2014. <p><u>Hardships Due to Proposed Changes to the Permit Fees</u></p> <p>Judy Gargaro, Manager of the Etobicoke Philharmonic Orchestra presented a letter regarding the impact that the proposed changes to the fee structure would have on her organization. The issue is that by deferring the new rates until 2014, it creates a lot of financial hardship for her organization. As an Auditorium user, rates are going up. The proposed rates in 2014 are \$16,000 less. This is a Huge difference! They have to have a concert in an Auditorium and will have to look at other</p>	

Item	Information/Discussion	Action/Recommendation
	<p>options. Many other Auditorium users are impacted by this. TDSB would lose revenue as a result of having organizations look elsewhere for space.</p> <p><u>Implementation Date</u> Members discussed the implementation date for the proposed changes. Kitty said that implementing the changes for January 1st is difficult but doable. Extra work is required.</p>	<p>Kitty will come back with recommendations for the implementation dates for the proposed changes.</p>
<p>7. New Business</p>	<p><u>Disparity Between Rates for Cafeteria & Gym Usage</u> Abdul Madhani, a Social Worker in the Flemingdon area commented on the disparity between cafeteria & gym usage and asked why is there such a difference in rate of \$30 (\$80-\$50) They use space at Marc Garneau because of the parking and space available to them. The gym is not available. When they use the space, they do not use the kitchen. Volunteers do the work, not the caretakers.</p> <p>Kitty said the rates are based on previous rates and for additional wear and tear; averaged for general use of cafeteria. Existing rates are higher but will come down after the proposed changes are in effect. Trustee Glover suggested that Kitty look at reducing the cafeteria rates.</p>	
<p>8. Adjournment</p>	<p>***Motion to adjourn the meeting at 1:02 pm was moved by Leigh, seconded by Lynn, all approved.</p>	
<p>9. Next Meeting Date</p>	<p>The next meeting is on June 27, 10am.</p>	<p>Linda will circulate a Notice of Meeting with the details for the meeting.</p>

Appendix #1: Revised Categories Proposal

Recommended Categories of Permit Holders:

COMMUNITY USE OF SCHOOLS

Only community permit users are defined in this document.

Hours for community use during which the fee structure is applicable:

- **School Days** - Monday to Friday excluding holidays – 6 p.m. to 10 p.m. (also 7:30 a.m. to 6:00 p.m. if approved by the school principal)
- **Summer Break** -Monday to Friday excluding holidays – 8 a.m. to 5 p.m.
- **Saturday** – 8 a.m. to 6 p.m.
- **Sunday** – 8 a.m. to 3 p.m.

Outdoor Sports Fields

- Weekdays - 6 p.m. to 9 p.m.
- Weekends - 10 a.m. to 9 p.m.

Additional caretaking fees may apply; see page #5.

#	ACTIVITY TYPE	DESCRIPTION	CONDITIONS OF USE	PRICING STRATEGY
(I)	CHILDREN/YOUTH/ SENIORS /MARGINALIZED GROUPS	Toronto-based not-for-profit* or charitable entities or Toronto residents serving children/youth to age 18 (or under the age of 28 for participants with a disability)/ seniors/marginalized groups that charge no fees beyond materials and permit associated costs, 75% of those residing in the City of Toronto	<ul style="list-style-type: none"> ▪ Not-for-profit Community youth groups such as Scouts Canada/Girl Guides of Canada/Cadets ▪ Boys and Girls Clubs ▪ Children/youth/seniors sport, recreation, arts and leisure providers ▪ Entities whose primary purpose is to serve marginalized people; i.e. participants with disabilities, Aboriginals, recent immigrants, low-income 	<ul style="list-style-type: none"> ▪ <i>Highest subsidy</i>
(II)	OTHER NOT-FOR-PROFIT GROUPS	Toronto-based not-for-profit* entities that provide programs/ services broadly to the local neighborhood/community, 75% of those residing in the City of Toronto	<ul style="list-style-type: none"> ▪ Theatrical, entertainment, concert, performance groups ▪ Historical Society ▪ Ratepayer Associations ▪ Adult sport/recreation/sport training ▪ Political parties ▪ Federations and unions, excluding TDSB employee groups ▪ Fundraising events ▪ Tournaments/coaching clinics charging registration fees ▪ Provincial sport associations ▪ Business Improvement Associations (BIAs) ▪ Parades 	<ul style="list-style-type: none"> ▪ <i>Partial subsidy</i>
(III)	FOR PROFIT COMMUNITY ACTIVITIES/NON RESIDENT GROUPS	For-profit entities/individuals who are using the facility for community activities; non-City of Toronto residents; other groups where less than 75% of the participants are from the City of Toronto	<ul style="list-style-type: none"> ▪ Sport and social clubs owned by an individual(s) ▪ Private summer camps operating as business ventures ▪ Schools and classes such as dancing, music, driving schools operated for private gain ▪ Commercial groups 	<ul style="list-style-type: none"> ▪ <i>Cost Recovery</i>
(IV)	COMMERCIAL	For-profit entities/individuals who are using the facility for business/private purposes.	<ul style="list-style-type: none"> ▪ Trade Shows ▪ Functions of a commercial nature, whether sponsored by a local or non-local organization for which admission fees are charged, or which are operated for private or corporate gain. ▪ Film and TV 	<ul style="list-style-type: none"> ▪ <i>Commercial Rates</i>

Continued: Revised Categories Proposal

NOTE:

User fees in Categories (I) and (II) are subsidized through the Ministry of Education Community Use of Schools grant and are subject to the limit of funding.

**Not-for-Profit entities:*

A not for profit organization provides services, programmes and opportunities to residents which support the principle of community building. Volunteer trustees or a board of directors govern the organization and there is no personal financial gain for members/trustees/directors. Any excess revenues are turned back to the organization and funds can only be used for promoting the organization purpose.

In order to claim Not-for-Profit status you must submit either:

**If incorporated, a copy of "Letters Patent", or*

**If not incorporated, a fiscal financial statement and an affidavit from the Executive Director (or equivalent) confirming status as a not-for-profit organization*

Caretaking fees:

For Groups (I) and (II), basic caretaking service to open and close the facility is included in the permit fee if the permit falls within the stated hours for community use. Usage outside the stated hours will incur additional caretaking fees. Any additional service required to support the permit activity, e.g. AV technician, moving furniture, extra cleaning due to large attendance, is also charged back to the permit.

For Group (III), a caretaking fee is charged on all weekends and holidays, and any time outside the regular caretaking shift hours.