



**CUSAC  
Minutes**

September 19, 2013  
9:30 a.m. – 12:30 p.m.  
Boardroom, 5050 Yonge St.

**Members Present:** Trustee Chris Glover (Co-Chair); Brian Keane (Co-Chair, Toronto Youth Development); Judy Gargaro (Etobicoke Philharmonic Orchestra); Lynn Manning (Girl Guides of Canada, Ontario Council); Gerry Lang (Citizens for Life Long Learning); Lesley Johnston (Social Planning Toronto); Susan Fletcher (Applegrove Community Complex); Julian Freeman (Grace Fellowship Church); Lorna Weigand (Middle Childhood Matters Coalition); Iris Rivas (Salvation Army); Leigh Coffey (YMCA of GTA)

**TSDB Staff:** Kitty Leung (Facility Permitting Coordinator); John Long (Central Services Manager); Ugonma Ekeanyanwu (Manager, Community Use of Schools);

**Observers:** Doug Blair (North Toronto Soccer Club); Karen Somerville (East York Soccer Club); Heather Mitchell (Toronto Sports Council); Tom MacFarlane (Etobicoke Musical Productions); Gerd Richter (Etobicoke Musical Productions)

**Regrets:** Allison Boughner (Big Brothers and Big Sisters); Namita Aggarwal (Program Manager, Continuing Education); Brian Yong-Kee (Canadian Japanese Karate Association); Kevin Arnsdorf (Toronto Sports Council); Sam Glazer (Congregation Beth Haminyan)

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

Item	Information/Discussion	Action/Recommendation
<b>1. Welcome and Introductions</b>	Co-Chair Keane called the meeting to order at 9:47 am and welcomed everyone. Members introduced themselves.	
<b>2. Approval of Quorum</b>	Quorum was achieved and approved.	
<b>3. Approval of Agenda</b>	<p><b>***Motion***:</b> Susan, seconded by Judy, approved that the agenda be approved with the following item added to the “Other Business” section. All in favour. Motion carried.</p> <p>1.) Issues with Current Year Permits – Groups impacted by rate increases.</p>	Linda will post the approved agenda on the website.

Item	Information/Discussion	Action/Recommendation
<b>4. Announcements</b>	<p><b>Toronto Sports Council (TSC) Announcement (Heather Mitchell)</b>  The TSC created a fund called the Toronto Emerging Athlete Mentorship (TEAM) Fund. The fund will offer grants of up to \$2,000 to Toronto athletes between the ages of 11 and 18. Up to \$10,000 in grants/year will be available in each of the next five years. For more information please visit <a href="http://www.torontosportscouncil.ca">www.torontosportscouncil.ca</a>.</p> <p><b>Solar Panels and Repairs to School Rooftops (Trustee Glover)</b>  The TDSB approved the installation of solar panels at 300 or so locations across the City. The revenue generated will be used to fund approximately 4M square feet of school roofs, badly in need of repair. Repairs will begin immediately on 32 school rooftops.</p>	
<b>5. Approval of June 27 13 Minutes</b>	<p><b>***Motion***:</b> Judy, seconded by Lynn, moved: that the minutes from the June 27<sup>th</sup> meeting be approved with the following amendments. All in favor. Motion carried.</p> <ul style="list-style-type: none"> <li>▪ Move Brian Yong-Kee (Canadian Japanese Karate Association) to the Observers section of the minutes.</li> </ul>	Linda will revise and post the approved minutes on the website.
<b>6.) Field Permits Working Group Update</b>	<p><b>TDSB Field Permit Holders Working Group Update</b>  The Field Permit Working Group met on September 3<sup>rd</sup> to discuss key issues related to Field Maintenance, Field Lining and Marking, Security and Cleanliness and made some good progress. See minutes attached (Appendix #4). Doug Blair (North Toronto Soccer) and Heather Mitchell (Toronto Sports Council) will make a deputation in respect to community option to do lining/marking at the next PSSC meeting. The Field Permit Working Group will meet again before the next CUSAC meeting to discuss the recommendations.</p>	The Field Permit Working Group will meet again prior to the next meeting and report back to CUSAC.
<b>7.) Permit and Category Recommendations Update (Kitty Leung)</b>	<p>Kitty provided the history of permit fee changes since amalgamation.</p> <p><b>Impact of User Fee Increases (Stage Rate) - (Tom McFarlane, President, Etobicoke Musical Productions)</b>  Tom reported that permit fees for stage use have increased substantially for his organization as follows: 2011-2012 - \$16,000, 2012-2013- \$53,000, 2013-2014 – \$64000. Every time the group needs to use the stage for rehearsal, the fee is \$414. There are no other options in the community for rehearsal space. The stage rate used to be \$53.</p>	Judy will prepare a written deputation to present at the September 26, 5pm, PSSC meeting regarding the impact of User Fee Increases (Stage Rate).

Item	Information/Discussion	Action/Recommendation
	<p>Kitty is working with the Business Services office to get a more appropriate costing for organisations that will want to use only the stage in the auditorium for rehearsals.</p> <p><b>Religious Groups Discussion</b>  Julian raised concerns regarding religious groups and where they fall within the categories and requested clarification on how religious groups had moved to Category #3 (under Cost Recovery) from Category #2. Judy noted at the June 27<sup>th</sup> meeting (that in the Feb 28<sup>th</sup>) minutes, members approved moving political parties (which included religious groups) to Category #3.</p> <p><b>***MOTION***</b> Julian, seconded by Trustee Sam Sotiropoulos moved to re-open the Categories Proposal discussion to have Religious Groups moved back to Category #2.</p> <p>After some discussion, members decided to move religious groups (who have registered Charitable status) into Category #2 (under Partial Subsidy), and other faith-based groups(without Charitable Status), under Category #3(Cost-Recovery) and to make the following changes to the Category Proposal:</p> <ul style="list-style-type: none"> <li>▪ under “Description(Category #3)” – add the word “non-profit” after the word, “Other”</li> <li>▪ Add “Faith-based services operated by registered charities” under Category #2 (Partial Subsidy)</li> <li>▪ Add “Other Faith-Based services” under Category #3 (Cost Recovery)</li> <li>▪ Leave “Tournaments/coaching clinics charging registration fees” where it is under Category #3 (Cost Recovery).</li> <li>▪ Add “BIA’s(Business Improvement Associations)” under Category #3(Cost Recovery)</li> </ul> <p><b>***MOTION***</b> Julian, seconded by Gerry moved to have Faith-Based Services Operated by Charitable Organizations moved to Category #2. All approved. Motion carried.</p> <p><b>***MOTION***</b> Julian, seconded by Gerry moved to have the above changes to the Categories Proposal approved. All approved. Motion carried.</p>	<p>Linda will make the necessary amendments to the Categories Proposal.</p> <p>Linda will prepare a separate document listing all CUSAC motions as of this meeting.</p>

Item	Information/Discussion	Action/Recommendation
<b>8. February Board Motion on Permit Fee Waiving for Parent Groups</b>	Trustee Glover clarified information regarding the February motion in which the Board voted to absorb permit fees. This was as a result of the work to rule issue. The Board absorbed the costs from a separate budget, and not from the \$3.8M provided by the province for Community Use of Schools.	
<b>9. Visioning Exercise (Preliminary Discussion of Goals, Expectations for Next Meeting</b>	Deferred to next meeting.	
<b>10. Upcoming Agenda Items</b>	Future agenda items for CUSAC include: 1.) Community Outreach Co-ordinators (October ) 2.) Focus on Youth Report (November) 3.) Communication Presentation(January) 4.) Partnerships Presentation (January)	Linda will arrange for staff reports/presentations for future meetings and confirm with the committee.
<b>11. Monthly Staff Update</b>	Deferred to next meeting.	Ugonma will provide an update at the next meeting.
<b>12. Other Business</b>	n/a	
<b>13. Adjournment</b>	Motion to adjourn the meeting 12:27 was moved by Leslie, seconded by Susan.	
<b>14. Next Meeting Date</b>	The next meeting date is Thursday, October 24 <sup>th</sup> , 9:30 am.	Linda will circulate a Notice of Meeting with meeting details.

## **Appendix #1: CUSAC Recommendations**

### **Community Use of Schools Advisory Committee (CUSAC)**

#### **Recommendations Regarding Permit Fees et. al. As of September 19, 2013**

On October 3<sup>rd</sup>, 2012, the TDSB approved the following motion from the Operations and Facilities Management Committee:

*That the topic of the increase to the Permit Fees be referred to the Community Use of Schools Advisory Committee to address the following issues and report to the Operations and Facilities Management Committee:*

- (i) Permit rates*
- (ii) Categorization*
- (iii) Impact on the budget on any forthcoming recommendations*
- (iv) Customer service*
- (v) Communications*

#### **III. CUSAC Draft Recommendations:**

##### **Principles for Decision Making**

1. Fees that are affordable, equitable, and do not use schools as a revenue gathering device (TDSB Community Use of Board Facilities Policy P.011 <http://www.tdsb.on.ca/ppf/Detail.aspx?id=175> )
2. Maintaining Budgeted Savings of \$2.2 million
3. A straightforward cost structure
4. That the \$3.8 million Ministry of Education Grant for Community Use of Schools be used for youth, seniors and at-risk youth. (MOE Memo B.13 [http://faab.edu.gov.on.ca/Memos/B2006/B\\_13.pdf](http://faab.edu.gov.on.ca/Memos/B2006/B_13.pdf)).

## 1. Categorization

**Recommendation 1: (approved by CUSAC on Feb 15<sup>th</sup>, 2013, updated on Mar 28, 2013)**

**That the permit categories outlined in Appendix 3 be approved by the TDSB to take effect Sept 1<sup>st</sup>, 2014, except for field permits, the effective date of which will be January 1, 2015.**

Rationale: CUSAC recommends the establishment of 4 categories. Category (I) for youth/seniors/marginalized groups would pay 40% of the cost. The other 60% would be covered by a portion of the provincial annual subsidy. Category (II) is for Toronto-based non-profit groups, which would pay 82% of the cost. The other 18% would be covered by a portion of the provincial subsidy. Category (III) is for all other non-profit making groups, which would pay cost recovery. Category (IV) is for all profit making groups, which would pay market rate.

**Recommendation 2: (approved by CUSAC on Jan 24<sup>th</sup>, 2013)**

**That a subcommittee of CUSAC consisting of 2 CUSAC members and one TDSB Permit staff member be established to consider and to make recommendations to the permit office upon appeals made by community permit holders who feel that they have been put in the wrong category.**

Rationale: Permit Staff often receive complaints from community permit holders who feel that they have been put in the wrong permit category. These complaints burden staff. Involving a CUSAC subcommittee in these decisions will provide greater authority for the decisions and relieve staff of some work.

## 2. Permit Fees

**Recommendation 3: (approved by CUSAC on Feb 15<sup>th</sup>, 2013, updated on Mar 28, 2013, updated Sept 19, 2013).**

**That the permit fee schedule (Appendix 2) be adopted by the TDSB to take effect Sept 1<sup>st</sup>, 2014, except for field permits, the effective date of which will be January 1, 2015.**

**Recommendation 4: (approved by CUSAC on Dec 13<sup>th</sup>, 2012)**

**Steam Plant Schools be put in a separate category for permits, and be permitted at the least on a cost-recovery basis.**

Rationale: Seventy-five TDSB schools have steam plants which require a steam plant engineer to operate. The cost for an engineer for a Sunday is \$500. This cost could quickly eat up a disproportionate amount of the provincial subsidy if the schools were permitted at subsidized rates.

## 3. Impact on the Budget of any Forthcoming Recommendations

**Recommendation 5: (approved by CUSAC Oct 25<sup>th</sup>, 2012)**

**CUSAC recommends that the budgeted savings of \$2.2 million be maintained for the current school year.**

Rationale: The permit fee schedule recommended by CUSAC in Appendix 2, should, according to calculations based on 2010/11 school year, maintain the increase of permit revenue by \$2.2 million, although with permit changes and possible category changes it is impossible to determine this with certainty.

#### 4. Customer Service

**Recommendation 6: (approved by CUSAC Sept 28<sup>th</sup>, 2012)**

**CUSAC recommends to the Board that the Permit system be automated.**

Rationale: Permit holders state that they do not receive notice that their permit applications have been received, get confirmation of permits too late for proper planning, and have great difficulty contacting staff in the permit department.

The TDSB currently has 3,000 active permit holders, who generate 20,000 permits and 470,000 permit bookings each year. Currently each permit is printed out and entered into the data system manually. Because permit clerks are attempting to manage such an incredible volume of permits manually, customer service suffers.

In a presentation to CUSAC, TDSB staff stated that automation of the system would require an initial investment of \$50,000, plus \$10,000 each year.

**Recommendation 7: (approved by CUSAC Sept 28<sup>th</sup>, 2012)**

**That TDSB staff develop a timetable so that all school and board applications for the subsequent year are submitted far enough in advance that the permits department can finalize permits for community permit holders at least one month before the permits begin.**

Rationale: Currently school and board permits do not have to be submitted until June 1<sup>st</sup> each year. By the time both board and community permits are processed, community permit holders often do not know whether their permits have been approved until the last week of August for permits starting in September. For groups attempting to organize leagues with season schedules, the late notice is a serious impediment. Asking schools and Board departments to develop their schedules for the subsequent year in March will back date the whole process and allow the permits department to process applications and provide notice to permit holders at least one month before the permits begin.

**Recommendation 8: (approved by CUSAC Nov 20<sup>th</sup>, 2012)**

**CUSAC recommends that when an Ombudsperson position is created, that one of his/her responsibilities would be to oversee the resolution of issues arising out of Community Use of Schools.**

#### 5. Communication

**Recommendation 9: (approved by CUSAC Nov 8<sup>th</sup>, 2012)**

**That auto responders be developed as part of the automation of the permit system so that permit applicants can be notified that their permit applications have been received and are under consideration.**

Rationale: Currently permit applicants are not notified that their permit application has been successfully received, which creates uncertainty for them.

**Recommendation 10: (approved by CUSAC Jan 24<sup>th</sup>, 2013)**

**That a database of all permit holders' emails be developed so that permit holders can be notified when there are important messages (such as application deadlines) relevant to all permit holders. And that the database be developed so that messages can be targeted to particular permit holders such as those with permits at particular schools, or permits serving youth, etc.**

Rationale: Currently there is no email database to easily send messages relevant to all permit holders, such as notifications of permit fee changes. There is also no way to easily send messages to permit holders at particular schools that may be affected by maintenance issues.

## Appendix 3: Recommended Categories of Permit Holders:

### CATEGORIES PROPOSAL

#### 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	EXAMPLES OF USE	PRICING STRATEGY
(I)	<b>CHILDREN/YOUTH/ SENIORS /MARGINALIZED GROUPS</b>	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"> <li>▪ Not-for-profit Community youth groups such as Scouts Canada/Girl Guides of Canada/Cadets</li> <li>▪ Boys and Girls Clubs</li> <li>▪ Children/youth/seniors sport, recreation, arts and leisure providers</li> <li>▪ Entities whose primary purpose is to serve marginalized people; i.e. participants with disabilities, Aboriginals, recent immigrants, low- income</li> </ul>	▪ <i>Highest subsidy</i>
(II)	<b>LOCAL NOT-FOR-PROFIT GROUPS</b>	Toronto-based not-for-profit* entities that provide programs/services broadly to the local neighbourhood/community that are open to the general public, 75% of those residing in the City of Toronto	<ul style="list-style-type: none"> <li>▪ Faith-based services operated by registered charities</li> <li>▪ Theatrical, entertainment, concert, performance groups</li> <li>▪ Historical Society</li> <li>▪ Ratepayer Associations</li> <li>▪ Adult sport/recreation/sport training</li> </ul>	▪ <i>Partial subsidy</i>
(III)	<b>OTHER COMMUNITY ACTIVITIES/NON RESIDENT GROUPS</b>	Other non-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"> <li>▪ Political parties</li> <li>▪ Federations and unions, excluding TDSB employee groups</li> <li>▪ Fundraising events</li> <li>▪ Tournaments/coaching clinics charging registration fees</li> <li>▪ Provincial sport associations</li> <li>▪ BIA's(Business Improvement Associations)</li> <li>▪ Other Faith-based services</li> </ul>	▪ <i>Cost Recovery</i>
(IV)	<b>COMMERCIAL</b>	For-profit entities/individuals who are using the facility for business/private purposes.	<ul style="list-style-type: none"> <li>▪ Sport and social clubs owned by an individual(s)</li> <li>▪ Private summer camps operating as business ventures</li> <li>▪ Schools and classes such as dancing, music, driving schools operated for private gain</li> <li>▪ Commercial groups</li> <li>▪ Trade Shows</li> <li>▪ 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.</li> <li>▪ Film and TV</li> </ul>	▪ <i>Commercial Rates</i>



**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.

## Appendix #4: TDSB Field Permit Holders Working Group Meeting

### TDSB Field Permit Holders Working Group September 3, 2013

Trustees Meeting Room  
5050 Yonge Street

The meeting was convened and chaired by Trustee Glover.  
Overall several items of significance were addressed and good progress was made.

Meeting Notes:

#### 1. Field Maintenance

- ✓ **Grass Cutting:** Wet weather may result in a specific field being missed on the grass cutting cycle thereby creating an unusable facility for any given permit holder. If a Permit Holder requests a cutting as a result of being missed on the cycle they should not be required to pay extra for the service which is inherent in their original permit. How does a permit holder get this remedied?

Permit Holders need a means by which they can contact a Team Leader to secure service for the field. Currently the permit holder contacts the Permit Department but does not receive any acknowledgement that the issue is being addressed. .

**Suggested resolution: Communication channels are a factor. It could be resolved if the Team Leader's report back to Permit Department were to be copied/forwarded to the Permit Holder. Or direct contact by Team Leader to Permit Holder via email could clarify specific needs.**

**ACTION ITEM- John to investigate best options to improve communication channels and suss out fee issues.**

- ✓ **Inspections and Minor Repairs:** Permit Holders have noticed an improvement in the service with respect to minor repairs on fields and are appreciative of the efforts by the Field Maintenance crews.
- ✓ **Major Repairs and Field Closures:** Scheduling for major repairs is done January but budget not approved until June meaning some fields scheduled for repair could be available for peak permit use during May and June. Most schools are still using their fields during May and June also. If accommodation could be made for Permit Holders to have access, those fields could continue to generate revenues and organizations that shut down for the summer would benefit.

**ACTION ITEM – John and Lou to contact Construction Department for discussion on scheduling options.**

#### 2. Field Lining and Field Marking

- ✓ **Lining of Fields:** At beginning of permit season field lining is done very effectively. Weather conditions can impact durability of lines and other field markings. Organizations understand that Painters are not 'on call' to do line repairs as needed. If lining is required for a specific event then permit holders must pay another fee. However a crew may not be readily available for touch ups on a short notice or daily basis.

**Suggested Resolution: Clubs and Leagues have the capacity and expertise to do field lining using environmentally safe products. This practice is in place with the City Forest Parks and Recreation Department, resulting in less stress on work schedules for staff and ensures that lines meet sport organizations requirements.**

**ACTION ITEM – Trustee Glover will pursue having Doug Blair (North Toronto Soccer) and Heather Mitchell (Toronto Sports Council) make deputation in respect of community option to do lining/marking**

### **3. Security**

Permit Holders report an increase in level of Security on sites this past summer and this is appreciated.

**ACTION ITEM – Information to be shared through Trustee newsletter to reinforce appropriate community use of school facilities. i.e. encourage community to contact security / police if unacceptable use is observed.**

### **4. Cleanliness**

**Awareness re leaving the space clean and ready for use by the next group.**

**ACTION ITEM – Reminder via Trustee newsletter and on website of TSC.**