



## CUSAC Minutes

Date: January 24, 2013

Time: 10:00 a.m. – 1:00 p.m.

Location: Committee Room A, 5050 Yonge St.

**Present:** Trustee Chris Glover (Co-Chair); Brian Keaney (Co-Chair, Toronto Youth Development); Trustee Howard Kaplan; Lynn Manning (Girl Guides of Canada, Ontario Council); Susan Fletcher (Applegrove Community Complex); Lesley Johnston (Social Planning Toronto); Leigh Coffey (YMCA of GTA); Julian Freeman (Grace Fellowship Church); Gerry Lang (Citizens for Life Long Learning); Judy Gargaro (Etobicoke Philharmonic Orchestra); Alan Hrabinski (Scarborough Basketball Association); Kitty Leung (Facility Permitting Coordinator); Rick Daigle (Facility Svcs Central Manager, TDSB); Ndaba Njobo (Manager, Community Use of Schools); Namita Aggarwal (Program Manager, Continuing Education)

**Observers:** Doug Blair (North Toronto Soccer Club); Charis Romilly (LAMP Community Health Centre); Jack Blasutti (Etobicoke Youth Soccer Club); Jeffrey Stutz (Congregation Beth Haminyan); Heather Mitchell (Toronto Sports Council); Karen Somerville (East York Soccer Club); Charis Romilly Turner (LAMP CHC); Jason Robinson (Toronto Ultimate Club); Trustee Sam Sitoropoulos

**Regrets:** Lorna Weigand (Middle Childhood Matters Coalition); Morris Beckford (Doorsteps Neighbourhood Services); Peter Dcruz (Toronto Field Hockey); Sam Glazer (Congregation Beth Haminyan);

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

Item	Information/Discussion	Action/Recommendation
1. Welcome (Co-Chairs)	Co-Chair Keaney called the meeting to order by at 10:04am and welcomed everyone. Members introduced themselves.	
2. Approval of Quorum (Co-Chairs)	<p>Quorum was achieved and approved.</p> <p>Judy asked the Co-Chairs what the process was to reopen a motion that's already been approved, in reference to Lorna's approved motion at the last meeting to put Adult/Sports and Recreation into Category #2, if the person is not in attendance. Co-chairs confirmed that according to Board By-Laws, half of the voting members must approve to re-open the motion. Please refer to the Categories Proposal section of these minutes for discussion regarding the re-opening of this motion.</p>	
3. Approval of Agenda (Co-Chairs)	*** <b>Motion</b> to approve the Agenda was moved by Allan; seconded by Lynn; all in favour; motion carried.	<ul style="list-style-type: none"> <li>▪ Linda will post the approved agenda on the website.</li> </ul>
4. Approval of Dec 13 Minutes (Co-Chairs)	*** <b>Motion</b> to approve the minutes with the following amendment was moved by Lynn, seconded by Allan, all in favor, motion carried.	<ul style="list-style-type: none"> <li>▪ Linda will post the approved minutes on the website.</li> </ul>

Item	Information/Discussion	Action/Recommendation
	<ul style="list-style-type: none"> <li>▪ Lynn informed everyone of a minor correction to the Minority Report she prepared. She made reference to the work group meeting in it; it should be the December 13th CUSAC meeting.</li> </ul>	
<p>5. Draft Recommendations for the Board( Trustee Chris Glover)</p>	<p>The committee reviewed and made decisions on the following recommendations to the Board.</p> <p><b>1.) Categorization</b></p> <p><b>Recommendation #1:</b></p> <p>***<b>Motion</b> to re-open the approved motion from the last meeting to move Adult Sports and Recreation to Category #4 was moved by Lynn, seconded by Allan, all in favor, approved. Please refer to Item #6 (Categories Proposal) in these minutes for further discussion regarding the re-opening of the motion.</p> <p><b>Recommendation #2:</b></p> <p>Trustee Glover asked if anyone would be interested in being part of the Subcommittee to consider and make recommendations to the Board. Judy, Allan and Susan expressed interest in doing so. Members revised the recommendation by deleting the word, “decide” and inserting “to make recommendations to the permit office”. (<i>See Draft Recommendations</i> document for revisions). The discussion regarding the subcommittee will resume after this recommendation is passed by the Board.</p> <p>***<b>Motion</b> to approve Recommendation #2 following the revisions was moved by Judy, seconded by Allan, unanimous decision.</p> <p><b>Recommendation #3</b> – Members discussed the wording, in reference to using “activity” versus “user” in this recommendation. Susan clarified that organizations providing program for children and youth, seniors would fall under Category #2, and when the same organization does fundraising it would fall under categorization #4. Members thought that this would get sorted out according to the categories, and agreed to <i>strike</i> this recommendation.</p> <p><b>2.) Permit Fees</b></p> <p><b>Recommendations #1 &amp; 2</b> – obsolete</p> <p><b>Recommendation #4:</b> discussion regarding the Permit Fee Schedule will resume at the next meeting.</p>	<ul style="list-style-type: none"> <li>▪ Trustee Glover and Linda will revise the Draft Recommendation document as a result of the changes that were approved by the committee.</li> </ul>

Item	Information/Discussion	Action/Recommendation
	<p><b>Recommendation #5:</b> already approved.</p> <p><b>3.) Impact on the Budget</b></p> <p><b>Recommendations #5, #6:</b> already approved.</p> <p><b>4.) Customer Service</b></p> <p><b>Recommendation #7:</b> Lynn noted that in the last sentence in this recommendation after the word, “plus...”, “<b>\$10,000</b>” should be added.</p> <p><b>Recommendation #8:</b> Members discussed the timelines of notifications to permit holders regarding confirmations or changes to permits. It’s been problematic that permit holders show up to their events/meetings, and are notified that they do not have permits to use the space on the day. Rick informed members that the first group to have access to permits is the construction department. Renewals would have priority as would programs serving children and youth. Rick agreed that there must be robust communication with all groups, and reported that this is stipulated under (Article 4.8, Procedure 666) where it refers to guidelines for cancellation of permits. The clause may have to be amended. Kitty confirmed that for a number of reasons including the staffing and administration changes, sending out notifications 3 months in advance are not feasible. One month may be workable but cannot happen for September 2013.</p> <p><b>***Motion</b> to re-open the discussion regarding Recommendation #8 (re: TDSB staff developing a timetable), which was approved Sept 28, 2012 was moved by Lynn, seconded by Susan, 8 approved, carried unanimously.</p> <p>Members re-worded the recommendation to replace “June 1<sup>st</sup>” with notification required “at least one month in advance”. (<i>See Draft Recommendations</i> document for revisions).</p> <p><b>***Motion</b> to ask TDSB to send an annual reminder to all internal stakeholders of the application deadline for applications and the notification process for any changes to existing permits as per procedure 666. Moved by Lynn, seconded by Alan, carried unanimously.</p> <p><b>Recommendation #9 &amp; #10:</b> already approved.</p>	

Item	Information/Discussion	Action/Recommendation
	<p><b>Recommendation #11:</b> Members suggested adding “such as application deadlines” as an example of an important message and a couple of other minor changes to the wording of this recommendation.</p> <p>***<b>Motion</b> to amend make the addition and changes to the wording in this recommendation was moved Julian, seconded by Lynn, all in favor, carried.</p> <p>Lesley suggested that the Background section of the Draft Recommendations needs to be amended as it is not reflective of the mandate of the committee. Discussion regarding the Background Section of the Draft Recommendations will resume at the next meeting.</p>	
<p>6. Categories Proposal/City Permit Priorities (Lynn Manning)</p>	<p>Lynn reported on a couple of the minor changes that were made to the categories proposal, and talked about the Minority Report she prepared. The report was in reference to the approval of Adult Sports/Recreation at CUSAC’s last meeting to be moved to Category #2. Lorna put the motion forward and was not present today. Lynn requested to have the motion re-opened for discussion, and asked that the committee have a discussion before approving the Categories Proposal.</p> <p>***<b>Motion</b> to re-open Lorna’s approved motion regarding Adults Sports &amp; Recreation from the last meeting was moved by Lynn, Susan seconded it, 7 approved, 1 against, motion carried.</p> <p>Members made the following comments for or against Adult Sports/Recreation being in Category #2, prior to voting that it be moved to Category #4:</p> <ul style="list-style-type: none"> <li>▪ Most adults who participate in sports can afford to play sports.</li> <li>▪ Citizens for Life Long Learning argued that when they fought for the provincial subsidy, one of the goals was to provide affordable space to groups of adults who want to use a gym for a sport etc. Gerry argued that these groups should have access to some part of the subsidy.</li> <li>▪ From Permit office perspective – difficult to differentiate who gets permit – i.e. mom’s fitness group vs. group of friends playing volleyball. Lorna’s motion erring on side of inclusion, but permitting department tries their best to accommodate them.</li> <li>▪ With the \$15B deficit which currently exists, the province is not going to give us any more money.</li> <li>▪ Need to follow ministry priorities as there has to be some sort of process so that marginalized communities get the majority of funding.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Linda will revise the draft recommendations based on the recommendations, and send it to Kitty, Rick, and Angelos for their input.</li> <li>▪ Lynn will update the Categories Proposal based on the changes recommended today.</li> <li>▪ Kitty will add the Field Services pre-amble to the Categories Proposal.</li> <li>▪ Kitty will circulate PDF’s of some of the spreadsheets which include some of the key calculations she presented today.</li> </ul>

Item	Information/Discussion	Action/Recommendation
	<p>***<b>Motion</b> to have Adult Sports/Recreation moved back to Category 4 was moved by Lynn, seconded by Allan, 8 approved, 1 against, all approved.</p> <p><b>Changes to Categories Proposal</b>  <b>The following changes were recommended for the Categories Proposal.</b></p> <ul style="list-style-type: none"> <li>▪ small change to Category #1, changing the word “groups” to “individuals”, under “Conditions of Use”</li> <li>▪ Kitty needs to add times for Field Use - 5:30 – 9:30 pm</li> <li>▪ Suggestion to separate category &amp; pricing strategy in a different table. Trustee Glover suggested leaving it in, it’s easier for Trustees to read.</li> </ul> <p>***<b>Motion</b> to approve the Categories Proposal with the above changes was moved by Lynn, seconded by Susan, 9 approved, Gerry against, motion carried.</p> <p>Trustee Glover welcomed Gerry to put in a Minority Report.</p> <p>Kitty provided a brief presentation on the Permit Fees Structure she pulled together based on 2011/2012 data. Members discussed the current rates she presented (Category #1(40%), Category #2(60%), Category #3(90%), Category #4(100%), and Category #5(100%). At these current rates, the cost to TDSB is \$3.854. This figure will depend on who is eligible for a subsidy. Further discussion on the appropriate rates/category will continue at the February 1<sup>st</sup> meeting. Members will have the opportunity to propose rates at the next meeting.</p>	
7. Report on CUSAC Invitation to School Climate Survey Consultation (Trustee Glover)	<ul style="list-style-type: none"> <li>▪ Deferred to next meeting.</li> </ul>	
8. Report on CAC Review Meeting (Susan Fletcher)	<ul style="list-style-type: none"> <li>▪ Deferred to next meeting</li> </ul>	
9. Next Meeting Date	Members agreed to meet on February 1, 2013, 10am – 1pm to finalize the Permit Fees to be ready to provide recommendations to the Board at its March 6 <sup>th</sup> meeting.	<ul style="list-style-type: none"> <li>▪ Linda will circulate a Notice of Meeting and determine quorum prior to the meeting.</li> </ul>
10. Adjournment	*** <b>Motion</b> to adjourn the meeting at 1:00 pm, all approved.	