



**CUSAC
Minutes**

June 27, 2013
10:00 a.m. – 1:00 p.m.
Boardroom, 5050 Yonge St.

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); Iris Rivas (Salvation Army); Alan Hrabinski (Scarborough Basketball Association); Lorna Weigand (Middle Childhood Matters Coalition); Kitty Leung (Facility Permitting Coordinator); John Long (Central Services Manager); Ugonma Ekeanyanwu (Manager, Community Use of Schools);

Observers: Karen Somerville (East York Soccer Club); Kevin Arnsdorf (Toronto Sports Council); Abdul Madhani; Nazir Tharani; Heather Mitchell; Brian Yong-Kee (Canadian Japanese Karate Association); Sam Glazer (Congregation Beth Haminyan)

Regrets: Gerry Lang (Citizens for Life Long Learning); Lesley Johnston (Social Planning Toronto); Doug Blair (North Toronto Soccer Club); Susan Fletcher (Applegrove Community Complex); Morris Beckford (Doorsteps Neighbourhood Services); Julian Freeman (Grace Fellowship Church); Leigh Coffey (YMCA of GTA); Allison Boughner (Big Brothers and Big Sisters); Namita Aggarwal (Program Manager, Continuing Education);

Recorder: Linda Mendonca (Committee Assistant, CUSAC)

Item	Information/Discussion	Action/Recommendation
1. Welcome	Co-Chair Keane called the meeting to order at 10:11 am and welcomed everyone. Members introduced themselves. Welcome back Ugonma.	
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 May 23 13 Minutes	***Motion: Lynn, seconded by Lorna, moved: that the minutes from the May 23 rd meeting be approved. All in favor. Motion carried.	Linda will post the approved minutes on the website.
Approval of May 24 12 Minutes	Linda presented the draft notes from the May 24/2012 meeting. These were notes taken by the previous Committee Assistant (Parthee), and are still pending to be approved.	Lynn will review the May 24/12 notes and report back to the next meeting.

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	<p>Members agreed that the notes could not be approved because not everyone in the room was at that meeting. Lynn volunteered to review the notes, and report back to the next meeting.</p>	
<p>5.) CUSAC Meeting Dates 2013/2014</p>	<p>Members were presented with a list of CUSAC meeting dates for the 2013/2014 school year.</p> <p>***Motion to approve the Meeting Dates for 2013/2014, and to change the start time from 10am to 9:30am was moved by Judy; seconded by Allan. All in favour.</p> <p>Members suggested the following agenda items be discussed during 2013/2014 meetings:</p> <ol style="list-style-type: none"> 1.) Community Groups & Partnerships with the Board 2.) Impact of Pricing Changes on Users 3.) Eco-Schools, Playscapes - a look at models that work well for some schools to help other schools. 4.) Focus On Youth Report 5.) Playground Severance Proposals (Trustee Glover to talk about that under “Other Business at first September meeting 6.) How We Enforce the Categories – currently no procedures in place. 7.) Cafeteria Permits Review - rules around users eating in the gym. 8.) Monthly Update from TDSB Staff re: Categories, Rates, Automation, and Enforcement. 	<p>Linda will book locations for all the meetings and notify remaining members via e-mail.</p> <p>Kitty to report back on the following items at the next meeting:</p> <ol style="list-style-type: none"> 1.) Comparison of pricing changes to for Summer Usage compared to 2012, 2011 2.) Impact of Pricing Changes on Users 3.) Cafeteria Permits Review – Rules re: Users Eating in the Gym. <p>September Agenda Items:</p> <ol style="list-style-type: none"> 1. “Summer Usage Report 2. Impact of Pricing on Users 3. Playground Severance Proposals – under “Other Business” 4. Monthly Staff Update re: Categories, Rates, Automation & Enforcement
<p>6. Update – Field Permit Recommendations</p>	<p>The Field Permit Working Group met recently; however, they still have some work to do. They will meet again in September.</p> <p>Members raised some concerns and discussed the following regarding Field Permit Use:</p> <ol style="list-style-type: none"> 1.) How can people who do not have a permit use the space? Kitty confirmed that the Board relies on the client to inform them of illegitimate users of space. Users need to call TDSB Security if/when this happens. 2.) The scope of the problem of illegitimate users is a 7-day/week problem. Girls and moms are intimidated by 35 year old big men. 3.) There is a chronic problem of people who do not reside in the community (i.e. from Markham & Vaughn) who are using space they have not permitted. 4.) Relationship between the community (users) and the Board – is it a customer/owner 	<p>Linda will book a Field Permits Working Group Meeting in the 2nd week of September and notify the group via e-mail. Members to include John, Kitty, Doug, Lou, Doug, Kevin, Jason, Heather, & Trustee Glover.</p>

Item	Information/Discussion	Action/Recommendation
	<p>versus payee/business relationship. TDSB needs to have more publicity material – a clear description of the relationship (between users & TDSB) to ensure clarity about the relationship and what Community Use of Schools means.</p> <p>5.) Have a process in place (i.e. City of Toronto Ice Rinks) – communication is posted re: public access versus permit access. This is a model we could apply.</p>	
<p>7. Review Changes – Category Proposal</p>	<p>Members reviewed and discussed the Category Proposal and made the following recommendations for changes. Note that the final version of the Categories Proposal has not yet been presented to the Board. (See revised Category Proposal attached, <i>Appendix #1</i>)</p> <ul style="list-style-type: none"> ▪ to move political parties and parades down to Category 3, and the current conditions of use in this category be moved down to Category 4. ▪ Judy noted from February 28th minutes (Alan’s motion) that members approved moving political parties down to parades (which included religious groups) <p>***Motion: Alan, seconded by Judy moved to move political parties and parades down to Category 3 , current conditions of use in Categories 3 to be moved down to Category 4.</p> <p>Kitty confirmed that Field Permit changes will be in effect by December. The Board voted to sever some schools and this will have an impact on the availability of space for permit users.</p>	<ul style="list-style-type: none"> ▪ Ugonma will send out dates/times/locations for the Severance Meetings to take place in the fall to the committee. ▪ Kitty will provide a list of permits at proposed schools to be severed.
<p>8. New Business</p>	<p>N/A</p>	
<p>9. Next Meeting Date</p>	<p>Motion to adjourn meeting 12:34 was moved by Lynn, seconded by Lorna. The next meeting is on September 19th, 9:30 am.</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	EXAMPLES 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)	LOCAL NOT-FOR-PROFIT GROUPS	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"> ▪ Theatrical, entertainment, concert, performance groups ▪ Historical Society ▪ Ratepayer Associations ▪ Adult sport/recreation/sport training 	<ul style="list-style-type: none"> ▪ <i>Partial subsidy</i>
(III)	OTHER COMMUNITY ACTIVITIES/NON RESIDENT GROUPS	Other 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"> ▪ Political parties ▪ Federations and unions, excluding TDSB employee groups ▪ Fundraising events ▪ Tournaments/coaching clinics charging registration fees ▪ Provincial sport associations ▪ Faith Based Services 	<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"> ▪ 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 ▪ 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.