



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO PERMITS POLICY B.R. 05

And are you now turning away from the Lord? “If you rebel against the Lord today, tomorrow he will be angry with the whole community of Israel. Joshua 22:30

Created, Draft

November 3, 2020

First Tabling

November 10, 2020

Review

[Click here to enter a date.](#)

A. Fullerton, Acting Senior Manager, Community Use of Schools

N. D’Urzo, Acting Senior Coordinator, Development Services

M. Loberto, Superintendent Development Services

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends an update to Permits Policy B.R. 05 and supplementary material outlining Operational Procedures and Permit Rates as described in *Appendix A* and *Appendix C* of the report.

The cumulative staff time required to prepare this report was 8 hours

B. BACKGROUND

1. Policy B.R.05 states that The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.
2. The policy was approved in January 2007 and is reviewed every five years. Subsequent amendments to the policy took place in May 2013, February 2014 and March 2019.
3. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures (*Appendix A*).
4. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (*Appendix B*).
5. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit rates (*Appendix C*).
6. The Board, at its meeting on February 20, 2020 brought forward a motion for consideration to amend the Permit Policy to allow for more flexibility in Catholic School Parent Council (CSPC) fundraising events.
7. In addition to allowing for more flexibility in CSPC fundraising events, staff undertook a thorough review of Policy BR. 05 and is recommending further revisions to the Operational Procedures (*Appendix A*), which shall provide more transparency to community groups and organizations.

8. Staff are also conducting an analysis of the current Permit Fee structure and will bring forward a report at a later date for the Board to review and deliberate.
9. This policy appeared at the November 10th, 2020 Governance and Policy Committee meeting.

C. EVIDENCE/RESEARCH/ANALYSIS

1. ***In recognition of the importance of CSPC fundraising events to school communities, staff are recommending an increase in the maximum of subsidized hours for these events.*** As noted in the Permits Policy BR. 05 Appendix A: Permit Supervision and Cleaner Fees Section F(3)(ii), “Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of 20 hours) to be held at the school and supervised by the school principal.” Staff concluded that out of twenty fundraising events in 2019, eleven exceeded the current twenty (20) hour allocation. Fundraising events are directly impacted by the number of attendees at events which increases the amount of custodial staff required to supervise permits. For events exceeding two hundred participants, an additional custodian is required.

Therefore, in order to further support school communities, the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized custodial hours for school fundraisings events. This equates to approximately \$1,200 to \$1,500 based on non-subsidized overtime.

2. ***Additional clarification is being provided on permits for the use of exterior space.*** As described in the Permit Policy Appendix A: Permit Application Approval Notification Timelines Section H (2) May-August – Exterior Use of Space; the Policy should be further extended to include the following provisions:
 - *Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)*
 - *The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.*

3. *Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers.* In the Permits Policy Appendix A: Special Events Permits Section J, the following verbiage should be added to clarify the types of special event uses which are not permitted on Board owned properties or facilities:

“Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.”

4. *Staff also recommend increasing the number of custodial service hours per school year provided at no cost for school-sponsored activities taking place on weekends, e.g. school anniversary/tournaments.* The current limit is 20 hours per school year. Similar to CSPC fundraising events, Permit Policy BR. 05 Appendix A: School Permit Request Section K (4); the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized custodial hours for school-sponsored activities taking place on weekends.

D. STAFF RECOMMENDATION

That the changes to the procedures of Permits Policy B.R.05 outlined in the body of this report, including *Appendix A* and *Appendix C* attached hereto, be approved.