



REPORT TO

REGULAR BOARD

UPDATE TO PERMITS POLICY B.R. 05

*Wealth gained hastily will dwindle, but whoever gathers little by little will increase it...Proverbs 13:11*

Created, Draft	First Tabling	Review
January 26, 2021	February 2, 2021	<a href="#">Click here to enter a date.</a>
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<b>RECOMMENDATION REPORT</b>		

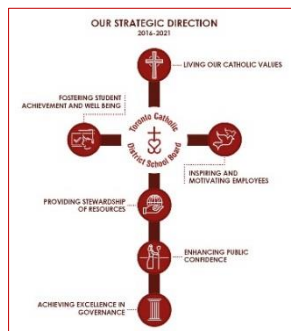
**Vision:**

*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.*



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## **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.

In addition, as directed by the Board of Trustees, staff reviewed the permit status with respect to the Archdiocese of Toronto and local Catholic Parish use of Toronto Catholic District School Board (TCDSB) facilities. The report recommends that all permits not pertaining to the Celebration of Mass, Religious instruction, Catechism classes and Sacrament preparation be subject to Category 'B' permit rates in order to for the Board to recover the costs associated with the use of the space.

*The cumulative staff time required to prepare this report was 11 hours*

## **B. BACKGROUND**

1. Policy B.R. 05 states that TCDSB, 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. As directed by the Board, staff also reviewed the permit fee structure applies to permits requested by the Archdiocese of Toronto and Local Catholic Parishes.
9. Staff will also be 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.
10. The policy was revised and appeared on the order paper of the March 2<sup>nd</sup> , 2021 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 CSPP 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.
5. ***Currently, under Policy B.R.05, local Catholic Parishes and the Archdiocese fall under Category A of the permit rate structure, and are provided permits for the use of TCDSB facilities at no charge.*** The types of uses TCDSB facilities are permitted for include:

- Celebration of mass;
- Spiritual retreats;
- Religious instruction/Catechism classes;
- Sacrament preparation;
- Prayer meetings;
- Community fundraisers/social events; and
- Recreational sports activities

6. ***Over the last five years, the cost to the TCDSB of providing no-charge permits for all Catholic Parish and Archdiocese affiliated activities is approximately \$229,000.*** The permits have been primarily issued for weekend uses, which carry increased cleaning and supervision costs.
7. ***At the direction of the Board of Trustees, staff reviewed the permit structure for Parishes and the Archdiocese, and are recommending the charging of fees for weekend activities other than religious services and instruction in order to recover costs.*** The TCDSB will continue to provide no-cost permits for all religious services and instructional activities, including the Celebration of Mass, Catechism classes and Sacrament preparation. However, recreational sports activities, fundraising and social events occurring on weekends would be subject to charges under Category B of the permit structure, which provides subsidized rates for not-for-profit organizations and registered charities.

Under Category B, the TCDSB can recover direct costs by billing for caretaker cleaning and supervisions fees as well as a nominal facility rate. Based on analysis conducted by staff, implementing the Category B structure would address the expenditures incurred in providing permits to Catholic Parishes and the Archdiocese.

## **D. COMMITTEE RECOMMENDATION**

The Governance and Policy Committee recommends 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.