



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE**H.S.06 - Permit Supervisors Policy (Rescindment)**

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

**Drafted**

April 25, 2022

**Meeting Date**

May 10, 2022

F. Ferrante, Manager, Operations

F. Macieri, Manager, Operations

E. Pallotta, Senior Coordinator, Development Services

M. Loberto, Superintendent, Planning and Development Services

M. Farrell, Superintendent, Environmental Support Services

**RECOMMENDATION REPORT**

**Vision:** *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

**Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



**MULTI-YEAR STRATEGIC PLAN**  
2022 - 2025

**IN GOD'S IMAGE:** Growing in Knowledge, with Justice and Hope



Brendan Browne  
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## A. EXECUTIVE SUMMARY

This report recommends rescinding *Permit Supervisors Policy H.S.06*, as all elements of the policy are addressed in current TCDSB policies and procedures.

**The cumulative staff time required to prepare this report was 10 hours**

## B. BACKGROUND

1. The Toronto Catholic District School Board (TCDSB) encourages the use of its school facilities by community groups and the public through the issuance of school permits as governed by its *Permits Policy B.R.05*.
2. TCBSB *Permit Supervisors Policy H.S.06* was last amended in January 1988. The policy is outdated, as all elements are addressed in current TCDSB policies and procedures.

## C. EVIDENCE/RESEARCH/ANALYSIS

1. TCDSB Permit Supervision is addressed in several current TCDSB policies including *Permit Policy B.R.05 Rules and Regulations*, *School Permit Standard Operating Procedures* and the Board's *Custodians Handbook*.
2. Matters relating to permit supervision are addressed in several current TCDSB policies and procedures
  - ***Permit Policy B.R.05 Rules and Regulations (14)*** outlines that the school board representative on the property during the hours of any permit is in complete charge of the building. The permit holder is required to adhere to the instruction of the TCDSB representative.
  - ***Permit Policy B.R.05 (8)*** outlines that Permit Supervision and Cleaner Fees will be calculated based on the current rate structure. The cost of the permit will be shown on the confirmation contract.
  - ***The School Permit Standard Operating Procedures*** highlights the responsibility of the head caretaker or designate to check and post/provide all caretaking staff with a copy of the most recent permit version, and to open the school at the time stated on the permit.
  - ***With respect to permit supervision, the TCDSB Custodians Handbook*** stipulates the following requirements:

- Attending to the security of the building;
  - Operating the heating, ventilating and lighting systems in the school;
  - Reporting any damage caused by the permit holder to the Principal and the Community Use of Schools Department.
  - Preparing and cleaning the designated areas at the conclusion of the permit for normal school operations; and
  - Securing the building at the end of the allotted time.
3. Given that permit supervision is addressed in the aforementioned policies and procedures, staff recommend rescinding *Permit Supervisors Policy H.S.06*.

#### **D. STAFF RECOMMENDATION**

That the *Permit Supervisors Policy H.S.06* be rescinded.