



REPORT TO

REGULAR BOARD

## PERMIT FEES NOT RECOVERED BY THE TCDSB

*"They urgently pleaded with us for the privilege of sharing in this service to the Lord's people."*  
2 Corinthians 8:4

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M. Loberto, Senior Coordinator of Development Services M. Silva, Comptroller Planning & Development Services		
<b>RECEIVING 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

On October 15, 2015, the Toronto Catholic District School Board (TCDSB) approved a new per-hour permit fee structure and rate schedule to fully recover the costs associated with permitting Board facilities. In addition to the new permit rates, an additional \$500,000 in revenue from the permitting of TCDSB facilities is required to meet the financial targets of the Multi-Year Recovery Plan.

To meet these objectives, it is imperative that all permit holders be charged a fee to use Board facilities. Currently, permits which include the use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education, and various waived Not-for-Profit organizations use TCDSB facilities free of charge. This has posed a challenge in maintaining cost recovery budgetary targets, and in the 2014-15 fiscal year, the Board incurred a cost of approximately \$187,000 to run these permits.

## **B. BACKGROUND**

1. On October 15, 2015, the Corporate Affairs, Strategic Planning, and Property Committee approved a new per-hour permit fee structure and rate schedule in order to fully recover the costs associated with permitting Board facilities (*APPENDIX 'A'*). The new rates apply to all permits occurring after May 1, 2016.
2. These changes were required due to the combination of the increased number of permit bookings and the fixed Ministry funding amount resulted in grants depleting sooner, reducing the amount of funding available to address increasing operational and maintenance costs.
3. The Board resolution also required staff to submit a further report with respect to recovering costs associated with activities which are not charged permit fees. As outlined in Policy B.R.05, the Community Use of Schools Department does permit fees for the following Category A activities:
  - All school activities (ie CSPC Meetings, school plays, etc.)
  - Meetings/functions held by other TCDSB Departments
  - Catholic Masses

- Catechism Classes
  - City of Toronto Community Meetings
  - Staff Activities
4. The activities outlined above which are not subject to permit fees are also exempt from paying the permit supervision and cleaner costs which are charged to other permit holders. These fees cover the direct labour costs of permits, which includes the overtime and benefits paid to caretakers as a result of community use of school activities.
  5. Furthermore, as part of the 2016-2017 budget process, a \$500,000 increase in revenue for the permitting of Board facilities has been targeted to assist with the Board's Multi Year Deficit Recovery Plan.

## C. EVIDENCE/RESEARCH/ANALYSIS

1. The table below outlines the permit fees not recovered in the 2014-15 fiscal year.

<b>Category A - Permit Fees Not Recovered in 2014-15 Fiscal Year</b>			
<b>Category</b>	<b># of Permit Hours</b>	<b># of Participants</b>	<b>Deficit</b>
<b>School Board Activities</b>	60,975	910,394	(\$64,319.60)
<b>Catholic Masses</b>	890.5	10,647	(\$4,855.76)
<b>Catechism Classes</b>	467	28,276	(\$16,593.72)
<b>Parish Activities</b>	1,473.5	37,238	(\$36,303.75)
<b>Catholic Religious Activities</b>	295.5	7,830	(\$1,409.18)
<b>Not-for-Profit</b>	71,098.5	798,842	(\$63,546.72)
		<b>Total</b>	<b>(-187,028.73)</b>

During this time period, \$187,028.73 in permit fees were not recovered. The most significant fees are associated with School Board Activities permits (i.e. CSPC meetings and plays) at \$64,319.60, and Not-for-Profit groups who receive permit waivers at \$63,546.72. In addition, the TCDSB did not receive \$36,303.75 in permit fees for Parish activities in Board facilities.

2. Fees not recovered will be monitored during the 2016-17 fiscal year. If total permit revenues do not adequately offset the aforementioned costs, staff will

return to Board with a recommendation to add a surcharge to all other Category B and C permit holders to substitute for the funding shortfall.

## **F. CONCLUSION**

This report is for the consideration of the Board.