

# Playhouse-66 / Theatre Scarborough

## **Season-47 Annual Report**

August 1, 2024, to July 31, 2025

## **Message from the President**

I am honoured to have been able to serve as President of the Board of Directors of Theatre Scarborough for the 2024/25 season.

We continue to chase the illusive new lease for Scarborough Village Theatre, but it escaped us this year and we are hopeful that 2025/2026 might be the magic year.

This season has seen a lot of upheaval on the city side. First, our long time Arts & Culture representative, Konrad Stupa moved on and has only recently been replaced so we are hoping our leasing talks will continue again.

Our longtime Scarborough Village Recreation Centre facilitator Tim Scherk also has moved on to a new position and we have had a string of folks follow him in the role. Our current team is Rebecca Saldanha on the programming side and Joanna Furczon on the permitting side have been extremely helpful. We hope they will remain in these positions.

Our audiences continue to grow with each of the groups seeing a significant increase in attendance and the three member groups continue to work closely and well together.

Our Theatre Coordinator team has expanded, and Sidnei Auler is now joined by the extremely capable and technical team of Jennifer Bakker and Emily Pople. We are excited to have all of these fine folk on board.

In the coming season we hope to see some improvements at the theatre including fixes to house lights which have been an ongoing issue.

In conclusion I would be remiss if I didn't thank our Box Office Team led by Wendy Miller, Mark Parent and Mike Scott as well as our Refreshments Team led by Rhoda Brachman and June Bedford and the many volunteers who've helped in both areas.

And finally a huge thank you to the 2024-2025 Theatre Scarborough Board: Greg Nowlan (VP), Lynette Hines (Treasurer), Erin Jones (Secretary), Ian Fox (Past President), Katherine Turner (President of Scarborough Players), Olivia (Eun-Jung) Jon (President of Scarborough Music Theatre), Len Henderson (President of Scarborough Theatre Guild) and our Members at Large Duane White, Susan Sanders, Tony Jones and Vivian Lockton. Your hard work and dedication to making Theatre Scarborough a great organization is very much appreciated.

***Dot Routledge, President***

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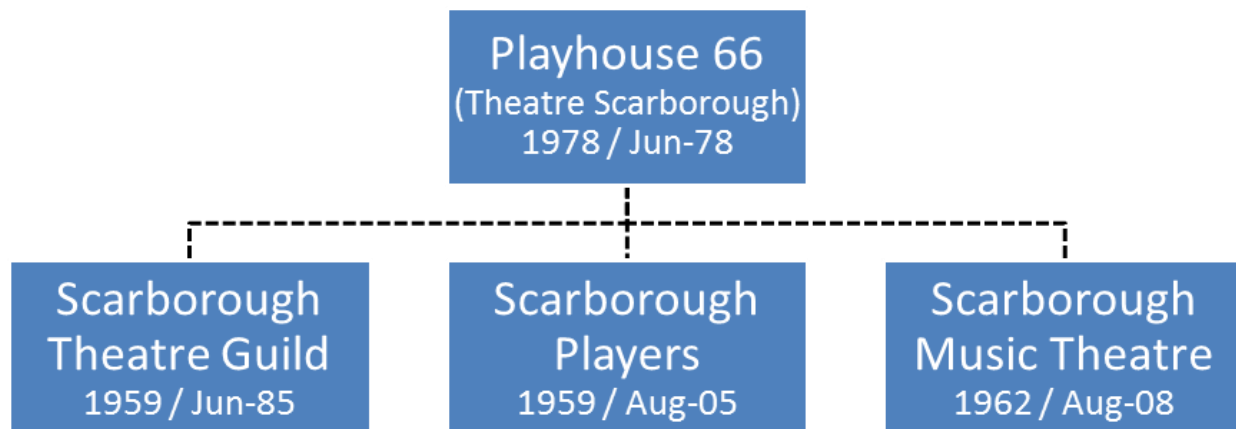
## I. Theatre Scarborough Mandate

Playhouse 66 (PH66) was formed at the time of the construction of the **Scarborough Village Recreation Centre** (SVRC) to provide a single point of contact for the City when dealing with the Member Performing Arts Organizations (MPAO - *Scarborough Music Theatre, Scarborough Players, and Scarborough Theatre Guild*) when coordinating the use of the theatre. Playhouse 66 is the legal name of our corporation; Theatre Scarborough (TS) is the operating name of our corporation.

Since the formation of TS, other areas of opportunity have been identified that benefit the Member Performing Arts Organizations from a single point of engagement. As of this current season, the TS Board has identified that the following nine areas need Managers / Leads that are supported by the TS Board. These Leads can sit on the Board directly or can choose to not sit on the Board, but report to a Board Liaison (board member). Currently TS is responsible to:

- Run the common Box Office  
(leads Wendy Miller & Mark Parent)
- Run a common website  
(lead Dot Routledge)
- Lead engagement with SVRC reps  
(lead Dot Routledge, with back-up from Ian Fox)
- Lead engagement with City of Toronto reps  
(leads Lynette Hines & Dot Routledge, with back-up from Ian Fox)
- Coordinate theatre management  
(leads Greg Nowlan & Sidnei Auler;  
Health & Safety lead Emma Hyslop)
- Coordinate the operation of theatre refreshments  
(leads Rhoda Brachman & June Bedford)
- Coordinate theatre marketing and publicity  
(leads Dot Routledge & Mike Scott)
- Coordinate community partnership activities  
(leads Katherine Turner & Olivia (Eun-Jung) Jon)
- Coordinate the management of our Hearing Assist system  
(Bob & Susan Sanders)

It behooves TS to continue to look for opportunities to leverage the combined power of the three Member Performing Arts Organizations via the harmonious and focused actions of Theatre Scarborough.



*The dates indicate date of incorporation vs date registered as a charity.*

The three theatre groups neither report to Theatre Scarborough, nor do they have any legal relationship to Theatre Scarborough. The above graphic is only meant to show the co-ordination effort between the four organizations.

## II. Key Department Reports

### 1. The Theatre Scarborough Box Office

*Box Office Co-Managers: Wendy Miller and Mark Parent*

*Arts People Technical Manager: Mike Scott*

The Box Office operations is comprised of three distinct areas:

- **Box Office at Home** – returning calls and selling tickets over the phone;
- **Box Office at the Theatre** – printing ticket pickups and selling tickets before and during a performance; and
- **Subscriptions** – processing orders (mail-in / phone) and emailing/mailling out tickets.

The first two require volunteers to be trained during a 90-minute session. For in-person Box Office work, it is helpful for new volunteers to shadow a seasoned volunteer for 1 or 2 shifts.

**Mike Scott** continues to take responsibility for the back end – all setup having to do with shows, complimentary tickets, and ticket pricing. He managed the subscription roll-over as well as collecting all information for the Season Brochure.

*Wendy and Mark have divided the ongoing work of the box office as follows:*

**Wendy:** Answering Box Office emails, banking cash and cheques monthly, ordering ticket stock, liaising with the theatre coordinator regarding booth-codes, updating monthly voice messages on the box office line, picking up subscription mailings from the post box, and setting up the **In-Theatre Calendar**.

**Mark:** Monthly statements to the TS Board, sending volunteer communications (monthly news regarding shifts, new price codes and any updates to procedure), answering the bulk of the box office phone calls, setting up phone shifts on the **At-Home Calendar**, printing the subscription orders for mailing, and this season coordinating the Exchange and Single Show lists for August 1st.

On Tuesdays, **Jennifer Bakker** continues to staff a daytime in-theatre shift and Rec Centre patrons as well as neighbours are becoming more aware of this opportunity to purchase tickets in person.

Thanks to our great box office volunteers this past season:

<b>Jennifer Bakker</b>	<b>Rachel Levitt</b>
<b>Teresa Bakker</b>	<b>Wendy Miller</b>
<b>Heather Hyslop</b>	<b>Mark Parent</b>
<b>Linda Knox</b>	<b>Paula Wilkie</b>

**NEW** in the Box Office:

1. **Printer**– We have upgraded our ticket printer, and it has greatly improved the speed of handling orders.
2. **Drawers** – Thanks to Greg Nowlan for adapting and installing 2 drawers under the west counter. We can now conveniently hide the cash tray as well as various supplies.

**PLANNED** for the Box Office:

1. We will be purchasing a new paper shredder to replace the current one which is old and tired and complaining.
2. We would like to have another volunteer information / get together session as we so rarely get to talk about issues in person. Date to be determined.

3. The credit card swipe machine has not been working since Arts People added the requirement to capture the CVC code. We anticipate getting a Point of Sale (POS) machine and potentially one that will allow "tap" as that is what patrons are becoming used to. This may involve an update to Arts People or perhaps a change of system.
4. Dot Routledge is heading up a team to investigate ticketing systems used by other community groups to see if a different system might be more appropriate for our needs.

**REQUEST FOR VOLUNTEERS** – If you are a customer service type person and are interested in volunteering with the box office, please contact Mark at 416-267-9292

Any other Box Office related questions, please contact:

**[boxoffice@theatrescarborough.com](mailto:boxoffice@theatrescarborough.com)**

***Some history:***

*When Theatre Scarborough was launched, the City sold the theatre tickets from the front office. Ticket revenue was transferred to Theatre Scarborough once per month. After years of challenges due to various City worker strikes, etc., the Theatre Scarborough Board decided that TS needed to take over responsibility for ticket sales. Jason Silzer researched many online options and presented those to the TS Board with pros and cons for each. The Board chose Arts People (formerly Ticket Turtle). We knew taking on the task of selling our tickets would require many hands, but over the years, the volunteers have stepped up and created the smooth-running model that is in place today.*

## **2. The Theatre Scarborough Website**

*(The website lead is Dot Routledge)*

We continue to use the newly designed site that was created using the GoDaddy web builder. This platform is very easy to use, better supports video and social media content, and gives us a great deal of flexibility which makes updates much more efficient. We are still in the process of moving our domain over to GoDaddy and there is still some work to be done to move our emails to a Google Workspace environment.

We continue to leverage our website in the following ways:

- Informing our patrons, members and volunteers about our shows, auditions, hiring, AGMs and special events.
- Supporting the box office with up-to-the-minute information for ticket holders.
- Promoting our upcoming subscription season.

**Dot Routledge** currently acts as overall administrator. The web team also includes an update-person from each company who can post announcements and update show pages for the member companies. Thank you to Larry Westlake, Julie Adams, and Wendy Miller who serve in this capacity.

**[www.theatrescarborough.com](http://www.theatrescarborough.com)**

## 3. Theatre Refreshments

(The Theatre Refreshments Co-Managers are Rhoda Brachman and June Bedford)

The Theatre Refreshments mandate is to offer low-cost refreshments to our patrons and to provide an essential revenue stream towards running our theatre. This activity continues to be a valued benefit to both our patrons and Theatre Scarborough operations.

Rhoda Brachman and June Bedford have been Co-Managers for Theatre refreshments since 2019/20. They have been doing a great job:



- They carefully monitor their product inventory and re-stock the in-demand items.
- They monitor changing costs to maintain a reasonable profit margin while keeping pricing as straightforward as possible.
- They ensure that each show is staffed with one or two refreshments volunteers. **More volunteers are always needed!**

Many thanks to Rhoda and June - and their absolutely AWESOME volunteers - for the time they spend maintaining and running the refreshments this past season. Refreshment volunteers get two free passes to the current show.

<b>June Bedford</b>	<b>Gillian Hall</b>	<b>Claire Richards</b>
<b>Rhoda Brachman</b>	<b>Dorothy Lee</b>	<b>Goldy Rose Sabastian</b>
	<b>Noreen Oliver</b>	<b>Maria Wu</b>

**DON'T FORGET:** There is also offer a beverages-perk to those volunteering during a show (FoH, 50/50, box office). Individuals can obtain their drinks for \$0.50. Although costs have risen, Theatre Scarborough has agreed to continue to support this perk for our volunteers.

## 4. Assistive Hearing

(The Assistive Hearing Co-Managers are Bob Sanders and Susan Sanders)

A hearing loop system is available in the theatre that patrons can access with their own hearing aids (if they have a "T-coil" setting), or by using one of our receivers and headsets.

Thank you to Bob Sanders who has been responsible for overseeing the units and maintaining the supplies.



- The Assistive Hearing case contains 15 receiver units and 15 headsets along with sign-out slips, Lysol wipes for the headsets and extra AAA batteries. Each member group assigns a Front of House team member to sign out units for each performance and collect them afterwards.
- There are two spare units available for future replacements or to expand the number available when demand warrants.

While the number of units being signed out recently has increased, we have not yet exceeded the capacity of 15 units. Based upon patron inquiries it appears that more may be using the T-coil setting on their hearing aids, but this assessment is only anecdotal.

## 5. Scarborough Village Theatre Operations

*(The Theatre Coordinator is Sidnei Auler, with support from Greg Nowlan)*

Thanks to Sid Auler for his continued service in the role of Theatre Coordinator this past season.

Here are some highlights – in no particular order - of the activities in Theatre Operations this past year:

- We implemented a rotating move-out coordinator supplied by the member groups this season to ease the burden on the number of visits needed from the Theatre Coordinator.
- A cabinet door and some broken padlock hasps in the refreshments area were fixed for Rhoda. Missing handles were also replaced.
- The barriers on stage right and left in the loft have been improved. A video has been created to show how easy it is to remove and replace without destroying them.
- The 50/50 table has been replaced with a new, more robust table and casters.
- Seat C1 leg became detached from the riser. It has been repaired.
- The thermostat has been replaced in upstairs dressing room.
- Sid Auler repaired the lighting in the downstairs washroom.
- Susan Sanders upgraded first aid kit backstage.
- Mark Tingle made some backstage sound improvements and continues to improve the equipment.
- Stephen Noll has acquired replacement track fasteners to augment our dwindling stock.
- Emily Pople acquired some replacement lights.  
*(For those that have a lighting background: 5 of the ETC ColorSource PAR V Zoom, w/ Multiverse, black – replaced 2 of the ETC D60 Vivid – Black). 5 new lights cost the same as replacing two old lights.)*
- The Move In and Move Out checklists have been evolving through the season.
- Andra Bradish brought a green bin for use in the theatre Green room. It was enthusiastically adopted by the MPAO.

House lighting is undergoing a complete replacement in August (it may be done by the time of our AGM). Thanks to Adam Connor for the new setup with assists in logistics to Dot Routledge and Mark Tingle. Thanks to all of the lighting designers for their patience as the old house lights became inoperable and we relied on them to augment the house lighting from the theatre lighting plot.

The team would like to encourage all users of the theatre space to contact them at any time with questions, suggestions, or complaints with regards to the theatre space via the email address:

**[svtech@theatrescarborough.com](mailto:svtech@theatrescarborough.com)**

### ***Some history:***

*When Theatre Scarborough was launched, the City installed all the theatre equipment (lights, sound, wireless coms, etc.). With the launch of the BMR lease in 2011, maintenance and replacement of the 31-year-old equipment fell to TS. Since 2011, TS has replaced over \$100k of the old and failing equipment.*



## 6. Relationship with SVRC Personnel

*(The SVRC relationship lead is Dot Routledge)*

The SVRC (*Scarborough Village Recreation Centre*) staff continue to be helpful and friendly. Tim Scherk - the long time Community Recreation Programmer - left his position mid-season, and was followed Karen Kwok, who had rejoined the Centre staff as Tim Scherk's deputy and assistant last year.

Karen unfortunately has taken a leave and was followed by Rebecca Saldanha and Mike Rajaram who took over the programming and permitting parts of the position. Mike did not work out of the SVRC space and was subsequently replaced by Joanna Furczon who does work in the space. As always, when we have new people in these positions there is a period of adjustment as we figure out how to work together. This is still a work in progress but seems like it will be a good working relation with the current team.

We process our permit requests through Joanna. The City has new permitting software that has made for some interesting adjustments and been very glitchy when it comes to nonstandard permits like ours, but we are working our way through it.

We maintain contact with the staff at SVRC through a centralized email address ([permits@theatrescarborough.com](mailto:permits@theatrescarborough.com)) to make it easier for SVRC staff (and us) to track issues and answers. The TS President and VP as well as Presidents of the members groups all have access to this email and the responses that come from the city.

Maintenance requests continue to be difficult to get traction on but hopefully this will change when we finally get a new lease.

Our relationship with the office staff remains productive and cordial.

## 7. Relationship with City of Toronto Personnel

*(The City of Toronto relationship was led by Lynette Hines with support from Dot Routledge & Ian Fox)*

Our relationship with the City of Toronto is focused on two key areas:

- **FIRSTLY:** We lease a space (Scarborough Village Theatre) from the City of Toronto, thus we deal with City personnel on lease compliance and lease finances;
  - Many of the finance contacts we built over COVID have moved to other roles. We have one left that does her best to respond to us. We still have 3 CAM Fee adjustment invoices outstanding.
- **SECONDLY:** Since we are a community theatre in a City building, we are responsible to the **Arts and Culture** division of the City of Toronto;
  - So, as a performing arts organization we are responsible to **Arts and Culture**. As such, we are required to provide a number of key documents annually to our Arts and Culture liaison. It was only during the work on the CST Lease that we truly understood this annual requirement. However, it is now understood, and the process is well controlled.
  - Unfortunately, this past season, our long-time Arts and Culture liaison has moved to a different role. During Season 2025/26 we will be working to establish a bond with our new contact and help them better understand our unique position and thus challenges an arts organization experiences in a recreation centre.

We are in a singular position since our theatre is in a recreation center, and rec centres are under the jurisdiction of **Parks, Forestry & Recreation (PF&R)**. The City of Toronto manages over 150 rec centers – 50 of which have rinks. Our challenge is that only one location also houses a theatre – ours! Thus, when there is rec centre personnel turnover – and that happens surprisingly often – individuals come in with no understanding of how to work with a theatre partner. Our Arts and Culture liaison can be a significant support partner in helping us manage misunderstandings that might arise with our PF&R partners – new and old.

## 8. Community Partnerships

(The Community Partnerships Lead is Katherine Turner)

**Together, we are helping to spread the word about the joys of Community Theatre!**

### **Partnering with Guild Festival Theatre (August 2024)**

- **Saturday, August 3, 2:00 to 2:30** – Dot Routledge met the group and provided a tour of the theatre. Visitors were impressed – brochures and flyers provide.
- **Sunday, August 4, 3:30 to 4:00** – Olivia (Eun-Jung) Jon and Katherine Turner arrived at the theatre to find the building locked. They could not provide a theatre tour, so the visitors were met at the Campbell Cornell House and field and Olivia and Katherine asked the group to imagine the theatre. Questions were answered with enthusiasm. However, neither brochures nor flyers were available to distribute. The building should have been open until 5 p.m.

Sungwon Cho organized a cultural tour of Scarborough on behalf of Guild Festival Theatre. The aim of this project is to get our patrons invested in local art, food and histories, so your company felt like a natural fit! Our tour would involve a group of roughly 10-15 patrons coming by and touring the venue for 20-30 minutes.

### **Two separate Community events (Saturday, September 14)**

Valerie Lusted coordinated all the volunteers for both events.

- **42 Division Police Picnic**, 11:00am to 3:00 pm at Burrows Hall. Heather Hyslop led an enthusiastic team to “man” our Theatre Scarborough table (Katherine Turner, Thanu, Wendy Miller, Victoria Badham, Melissa Wood, Kerri Henman, Rhonda Upshaw and a number of SMT performers). Thanks to the organizers for providing a tent on a warm day.



Rhonda Upshaw with Victoria Badham. Photo by Evan MacDonald

**NOTE:** Theatre Scarborough has provided a budget for Community Partnership events so Valerie and others can participate in worthy events even if a fee is required. TS has also agreed to make banners that will attach to the cars in a parade as they are often photographed or filmed.

- **Scarborough Village Community Garden**, 11:00am to 3:00 pm at Fred Johnson Park (Just east of SVRC). This was a fun event for all our volunteers who love to garden! Val Lusted was the on-site lead for this event, guiding Bill Simpson, June Watkins, Catherine Lenihan, and Scott Baker.



Catherine Lenihan, Scott Baker, and Val Lusted. Photo by Evan MacDonald

### **Seniors Event at SVRC (November 6, 10:00am thru noon)**

Dot Routledge, Katherine Turner and Val Lusted volunteered to be present for Theatre Scarborough. Flyers, brochures, etc. were available at our table.

Participants circled around the Village Room collecting information about services etc. available in Scarborough. We spoke with current patrons who love the theatre, a few who sadly no longer attended since they were now alone as friends had passed - and several expressed concerns about evenings. We reminded them we had three matinees for each production. Some were not aware of this and were happy to be reminded.

We spoke with the organizer, Naomi, after the event indicating we would be happy to participate at another such event. Evidently, they are held twice a year. She was delighted that we would attend.

The SVRC is a very busy place during the day!



Dot Routledge with Katherine Turner. Photo by Valerie Lusted.



## Beaches Santa Claus Parade (November 17, 2024)

Jim Hyslop successfully recruited 10 volunteers to support this event. They ran out of brochures & flyers part way through but entertained the crowds with their smiles until the end of the route. He recommends continuing this event next year as we were able to get the registration fee waived AND he got the organizers to bend the rules by allowing us to distribute our flyers. We should consider entering a vintage car in the future along with parade marchers.



Photo: East York Canada Day Parade  
Evan and Rick's cars (also in the Guildwood Day Parade)

## Pickering Santa Claus Parade (November 23, 2024)

Val Lusted recruited 8 volunteers to support this event. They ran out of brochures and flyers part way through but entertained the crowds with their smiles until the end of the route. It is recommend continuing this event next year as registration fee was waived. Again, we should consider entering a vintage car in future along with parade marchers.

- Many thanks to our parade volunteers: Jim, Lee, Vivian, Evan, Leah, Nita, Yana and August!



Photo: Pickering Santa Claus Parade November 23,2025

**Adam Beck Public School's Artisan Market** *(November 23, 2024)*

The STG Board funded the \$40 table fee. The event was staffed by a cast member (Vicki Badham), in costume. Reportedly the market was well trafficked. Lots of TS brochures and flyers were distributed along with supported conversations about Theatre Scarborough

**Centre 55 Spring Festival** *(May 31, 2025, noon to 4:00pm)*

Val Lusted (Lead), Evan MacDonald, Sheila Gatensby, Maureen Dorey-Lukie, Jessica McQueen, Andra Bradish, Lorin Beiko, and Olivia (Eun-Jung) Jon volunteered for Centre 55's Spring Festival Table. However, due to low numbers, we left the event earlier than expected. I would not recommend participating in this event next year due to poor foot traffic, not as high as what was promised. Thanks so much, Valerie and all the volunteers!

**Guildwood Day** *(first Saturday in June)*

On June 7, 2025, a team of volunteers participated in Guildwood Day and handed out our 2025-2026 season brochure. Anytime we get to interact with the community is positive. Residents of Guildwood are our potential audience and they often do not know the theatre is just west of them. We were in the parade along with Rick and Evan MacDonald's beautiful vintage cars. Thanks to Vivian Lockton who organized the event. Scott Baker and Catherine Lenihan were volunteers along with along with the SMT cast from **Rapunzel** as well as the **Rapunzel**-team - Tom Gallagher, Tommy Amoroso, and Nic Sajonas.

5 performers from SMT (names not taken!)

**East York Canada Day Parade** *(July 1, 2025)*

Many thanks to Theatre Scarborough's Community Outreach Team - Mark Doucet, Evan MacDonald, Andra Bradish, Maureen Dorey-Lukie, Armaity Perry, Rick MacDonald, and Chelsea Perry! Wasn't it fun to walk (and at times run?) that 2025 East York Canada Day Parade route, passing out flyers and season brochures and see all of those smiling diverse faces?!?

And guess what? We made the news! Twice: CP24 and CTV!

Many thanks to Valerie Lusted for all her amazing work to engage with community and get the word out. Thanks to Valerie for the photos and reporting.

## Guild Alive with Culture (July 26 and 27, 2025)

Though delighted to organize and schedule volunteers, I missed being at the event this year for the first time in years. Thanks to all the volunteers who set-up and staffed the booth over the 2 days letting everyone know there is great theatre at the corner of Markham Road and Kingston Road. It was hot and humid and foggy, but everyone enjoyed the opportunity to talk about theatre.

Thanks to the volunteers – Greg Nowlan, Luisa Hoffman, David Rudat, Andra Bradish, Catherine Lenihan, Gail Murray, Darlene Thomas, Claude Hould, Linda Hutson, Sheila Gatensby, Bob Sanders, Heather Hyslop, Alison Overington, June Watkins, Bodene Corbitt, Judy Brobyn, Erin Mackie, Valerie Lusted, Maureen Lukie and Greg again to strike the booth.



Photo: Guild Alive with Culture:  
Erin Mackie and David Rudat

## SMT for Theatre Scarborough

We would like to extend a huge THANK YOU to the performers and volunteers who represented SMT and Theatre Scarborough at summer festivals in July!

- First up was the **Taste of the Lawrence** where we performed on the Family Stage on Saturday, July 5<sup>th</sup> (12pm) and Sunday, July 6<sup>th</sup> (11:30am) presenting a wonderful performance celebrating SMT's past season and our upcoming shows. Thank you to performers Tori Waller and Tristyn King, Elaine O'Neal, Jordan Maguire, Josh Harrison, Justin P. Douglas and our very own President, Olivia (Eun-Jung) Jon as well as volunteers Sandy Robb and Jan Harvey!
- Next SMT performed at the **Guild Alive with Culture** on Saturday, July 26 on the main stage and in the Youth Area and an amazing group of volunteers staffed the Theatre Scarborough booth where they told all our wonderful neighbours about our upcoming season! Thanks, top performers Elaine O'Neal, Tristyn King, Jhelisa Carroll, and Olivia (Eun-Jung) Jon.

Thanks, Olivia for your reporting.

**A Very Special Event – Volunteer Recognition at the Players’ Unit** (*Saturday, April 12, 2025*)

After 5 years, Theatre Scarborough returned to a cherished event to honour our shared volunteers. Saturday, April 12, 2025, was the date and the location at the Scarborough Players Unit from 2 p.m. – 4:30 p.m. A wonderful team managed both the catering and the décor. Many hands made light work.

Thanks to Vivian Lockton, Andra Bradish, Valerie Lusted, Eileen Dalton, June Watkins, Christine Bonnemaïson, Susan Sanders, Bob Sanders, Ian Fox, Catherine Lenihan and Greg Nowlan. The food was delicious, the wine was enticing, and the coffee and tea flowed.

The unit was as transformed as it could be- tablecloths help! Our volunteers – Front of House, Box Office, Theatre Refreshments – were so pleased for their well-deserved recognition. Ian designed a new pin presented to those present and to future volunteers. Thanks to all the presidents for being present and addressing the wonderful volunteers who support the productions. Thanks to Catherine Lenihan for her delightful presentation of “How not to be a TS volunteer!”

**Association of Community Theatres, Central Ontario (ACT-CO)**

All three groups – Scarborough Music Theatre, Scarborough Theatre Guild, and Scarborough Players are a member of ACT-CO. ACT-CO’s mandate includes:

- Provide educational and best-practice-sharing opportunities for community theatre member groups;
- Provide direction and guidance to member groups in theatre management, governance, sustainability, and growth;
- Be an advocate for community theatre in Central Ontario, and
- Regularly organize and facilitate a flourishing theatre festival for Central Ontario, followed by the annual celebration!

ACT-CO works hard to provide value added **workshops and townhalls** to membership groups to enable sharing of ideas, and seminars useful to community theatres. This past year – due to the focus on relaunching the ACT-CO Festival and re-imagined Theas, ACT-CO held one seminar on Best Practices on applying for Ontario Trillium fund grants, where they were able to bring in two OTF speakers to present an overview and answer attendees questions (the video of this TownHall – as with other TownHalls – is available on the ACT-CO website).

This year, ACT-CO relaunched their annual Festival – where member-groups enter their productions for adjudication by skilled adjudicators in one of the Musical, Comedy, or Drama categories. The Festival ran from October 17, 2024 thru April 13, 2025 this past season. 25 ACT-CO groups participated in this year’s Festival, and 47 shows were adjudicated. All three groups (SMT, SP, STG) entered productions in the newly launched Festival, all three groups sent people to attend the newly reimagined Theas on June 6 held at the Meridian Arts Centre, and all three groups received nominations (and some awards) at this spectacular event.

Many, many thanks need to be given to:

- **Katherine Turner** who stepped up to participate on the small but mighty “Theas committee” to come up with and plan this successful vision; as well as
- **Dot Routledge** for agreeing to stage manage the new multi-faceted event, and made the production look as easy as pie.

Hopefully, new seminars and townhalls are planned for the upcoming season. All members of Theatre Scarborough are invited to attend any ACT-CO session, as well as suggest topics for S-2025/26.

ACT-CO continues to support member organizations through their monthly newsletter, social media, and their website. As well, groups who want to share best practices or obtain guidance on common community theatre management challenges, are invited to reach out to ACT-CO to be partnered with an identified subject matter expert.

## 9. Policies, Practices, and Governance

*(The Policies and Procedures team includes Lynette Hines, Dot Routledge, and Greg Nowlan)*

The Board is responsible for the governance practices of the organization. Below is a list of the current documents under management. Some are for the TS environment only, while some support and guide the Member Performing Arts Organizations (MPAO – SMT, SP, STG) when they operate in SVT.

#	Audience	Document Name	Document Purpose
1.	<b>List of available SVT documents for the Member Performing Arts Organizations (MPAO)</b>	SVT Master MPAO Policy List	SVT policies that would be of use to the MPAO
2.		SVT Paint Policy	The TS SVT paint policy for which paint to use where, and status upon "move-out".
3.		SVT Move-in Checklist	The Move-in checklist is used by the attending Theatre Coordinator, to ensure the moving-in group has everything they need, as well as answer any questions they might have. <b>REFRESHED in Season-2024/25</b>
4.		SVT Move-out Checklist	The Move-out checklist is used by outgoing Stage Manger – to put things to right, and assign move-out tasks – and a representative from the moving in MPAO, to ensure everything is ready for them to move in the next day. <b>REFRESHED in Season-2024/25</b>
5.		End-of-day/End-of-week checklist	This checklist is useful for new – and returning – Stage Managers to use when locking up SVT at the end of the day or week.
6.		SVT Booth Explained - for Stage Managers	This "Booth bible" has all the tips and tricks of how to turn on, use, and turn off the various theatre equipment used by a show team.
7.		SVT Fire Evacuation checklist	This checklist summarizes the activities and responsibilities of each area in SVT in the event of a fire alarm.
8.		SVT General Safety guidelines	This list summarizes the general safety guidelines when working in SVT.
9.		SVT Fire Safety requirements	This list summarizes fire safety requirements in SVT. <i>(The list was built after the Fire safety inspector inspection of 2016)</i>
10.	<b>List of available TS policy and governance documents</b>	PH66 Master Policy List	Master list of all TS policies
11.		Respectful Environment Policy	This is our base policy to guide users in ensuring TS maintains a respectful work environment at all times.
12.		TS Bylaws	The base governing document of our organization. You'll recall we refreshed this to ONCA standards last fiscal.
13.		SVT mid-run QA checklist	This is a quality checklist to identify any SVT policy misunderstandings.
14.		Attestation-1, Board Consent to Serve	Annual attestation signed by all board members, confirming the responsibility to the organization
15.		Attestation-2, Board Confidentiality and Conflicts of Interest	Annual attestation signed by all board members, confirming their responsibility to confidentiality and to disclose any conflicts of interest
16.		Attestation-3, Respectful Environment	Annual attestation signed by all board members and department heads, confirming their commitment to maintaining a respectful work environment.
17.		Attestaton-4, Arts People access, Privacy & Confidentiality statement	Annual attestation signed by all individuals with Arts People access.

In Season 2025/26 we hope to continue to review, maintain, and refresh these various documents, as required.



### III. Select Initiatives

#### 1. How does the lease for SVT work?

*(Understanding the SVT Lease was led by L. Hines and I. Fox)*

##### i. Pre-BMR Lease

Back when Theatre Scarborough signed the lease on Scarborough Village Theatre (early 1980's) ... well we don't have a lot of details on that period – or the lease itself. However, we do know that the City provided “quite a deal” on the rent at that point – due to the MPAO's established position in the community, the City's interest in supporting such vibrant community groups, etc.

##### ii. The BMR Lease

When the City renegotiated our now current BMR (Below Market Rent) lease - which went into effect in July 2011 - there were a few fundamental tenets that the City wanted to support:

- The City wanted to support community charities and NPOs / non-profit organizations) by providing a low-cost space;
- However, to that end, the City did not want to lose money via that support;
- The premise of a BMR lease is that the tenant:
  - Pays \$0 in rent ; and
  - Pays their **Proportionate Share** (PS) of the **Common Area Maintenance Fees** (CAM-fees) of the facility in which they reside.

##### iii. Proportionate Share

A lease will articulate exactly what <space> is leased by the tenant. That leased space is some portion of the entire building in which the tenant resides. For the BMR lease, the Proportionate Share was listed as 17%. When lease negotiations started, we saw a few opportunities here:

- In 2015 an extension was added to the east side of the building. That should have changed our Proportionate Share occupancy and thus decreased our monthly lease payment. A new calculation was never executed. We think the Board at the time thought that since the lease was expiring in a few months, a new PS would be calculated at that time, and all would be well. However, we know that the City “got off schedule”, and Theatre Scarborough has been in **overholding** since July 1, 2016. It was unexpected at that time that a new lease would take so long to put in place.
- Since the start of COVID, the TS City Liaison team has been working with the City to get a new and accurate PS calculated. In September 2022, the City Provided the updated Proportionate Share figure at 14%.
- In May of 2023, the City applied the new PS figure of 14% to the annual figures for 2020 and 2021 – which at the time resulted in a rebate of in excess of \$15,000 for Theatre Scarborough. This has been applied to the Season 2022/23 total SVT Lease costs.
- As well, this new Proportionate Share is applied to our new annual base lease costs. Our current annual cost since 2011 was based on costs experienced in 2010. Our new annual base lease costs will be based on average costs experienced over some period since 2022 (the “after COVID” period).

**iv. CAM-Fees**

CAM fees might vary by location however CAM-fees generally include:

- Operations cost (in our space, think the office team);
- Custodial (in our space, think the janitors and supplies);
- Utilities (in our space, think Hydro, Natural Gas);
- Security (in our space there are no security costs).

Some other items to understand as they relate to CAM fees:

- Our monthly payment for the 2011 BMR lease was calculated by taking the total CAM fees for **2010**, multiplied by the PS, adding HST.
- Since the fundamental premise is that the City doesn't lose money on a BMR lease, the lease states that at the end of each calendar year, the City is to calculate the actual CAM fee costs:
  - If the Tenant's 12-payments doesn't cover their PS of the actual CAM-fee costs, they owe the City the difference (CAM fee top-up);
  - If the Tenant's 12-payments are in excess of their PS of the actual CAM-fee costs, the City owes the Tenant the difference (CAM fee rebate).

Our new Basic CAM fees will be based on a recent "normal" year of operations at SVRC – some average since 2022 (post COVID). If what we paid for 2022 is too high (the following May) – we'll get a rebate. If it is insufficient – we'll have a CAM fee top-up invoice. Our 2022 **CAM Fee Adjustment Invoice** should have come in on May-30, 2023. It has been delayed due to resource challenges and key resource turnover. Additionally, the **CAM Fee Adjustment Invoice** for 2023 and 2024 have similarly been delayed due to ongoing resource challenges. Once we receive those late invoices, the net will be rolled into Season 2025/26 SVT Lease costs.

## 2. Progress on our SVT Lease with the City

*(The SVT Lease activities are a team effort led by I. Fox, L. Hines, and D. Routledge)*

In truth, not much progress was made on the lease this past season. Given the shortage of staff resources on the City-side, as well as the loss of our long-time Arts and Culture representative, it was not possible to book a meeting with the key members of the City lease team.

The individual who was the City's key architect of this current draft is still in place, and we plan on getting a meeting with him before the end of 2025. The key "bone of contention" with the current draft, is that the "new standard" for ALL new CST (Community Space Tenancy) leases is to standardize rink hours across the City and include those hours as building hours in all leases. That is fine in the 49 facilities that do not have a theatre but is not suitable in our case where we have been running a theatre in this space since 1980, often with shows that cannot be off the premises prior to 11:30 pm.

We are working to obtain a variance on this one clause – given our unique situation and longtime partnership with the City and SVRC.

### **History of this Lease Negotiation**

You might recall that the current lease TS has with the City of Toronto for SVT (Scarborough Village Theatre) expired in 2016. You might recall that at the end of Season 2018/19, TS had been working with the City on their new CST (Community Space Tenancy) application process. In April of 2019, the TS Board had completed the requisite 20-page prose-application and attached the requisite 15 attachments. We were told that the application then had to go to Council.

We inquired in November 2019 for an update on our application and were advised it had yet to go to Council. We inquired in February 2020 for an update on our application and were advised it had yet to go to Council. We inquired in May 2020 — asking if the CST process was now on hold due to COVID — and that assumption was confirmed.

During COVID, the TS City liaisons made many excellent contacts within the City.

- We were approved for indefinite rent deferment during the pandemic;
- We were introduced to a senior individual within the City who can give us any introduction that is immediately responded to (*who has recently left the role*);
- We identified that we had been in overholding since 2016, that we were keen to get a new lease, and we were connected with a City "lease writing contact" to commence the concentrated work to draft a new lease together.
  - We were assured the lease writing was a **negotiation** and that we would have open input throughout the process (*mostly true so far*).
  - We finally have a solid new DRAFT of our CST lease, and after several meetings, and emails, we only have one critical item to resolve.
- We were assured that we would be part of the new Proportionate Share assessment.
  - Work on the accurate Proportionate Share was completed in 2022, and it was confirmed that we occupy 14% rather than 17% Proportionate Share.
  - The City agreed that they would back-date that Proportionate Share calculation to 2020 and 2021, and Theatre Scarborough received an \$15,000 rebate on monies paid (applied to the Season 2022/23 rent).

Theatre Scarborough will continue to partner closely with CREM (Commercial Real Estate Management) during Season 2025/26.

## IV. Appendices

### 1. Season-2024/25, List of Theatre Scarborough Donors

Theatre Scarborough would like to thank our thoughtful 141 donors for their most generous donation this past season (total of \$19,301). Your support is deeply appreciated.

**NOTE:** This is a listing of those donating **DIRECTLY** to Theatre Scarborough

#### **Platinum Level Supporter - \$1,000+**

David Buffham

Ian Fox

Meridel McDougall

James Quigley

Ray Werry

#### **Gold Level Supporter**

**- \$500 to \$999**

Christopher Northey

Lorna Turner

Carol Watson

#### **Silver Level Supporter**

**- \$250 to \$499**

Roland Beauregard & Dorothy Brophy

Jim Christie

George & Jane Crichton

Charles and Barbara Cutts

Jerry Daca

Ian Hale

Elizabeth King

Diane and Daniel Lang

Delores Qasim

Peggy Simionati

#### **Bronze Level Supporter**

**- \$50 to \$249**

Susan Appleton

Felicity Bain

Dale Bartlett

Kathleen Bennett

Nancy Beverly

David & Luba Boyko

Linda Brent

Barbara Brown

Ian & Donna Campbell

Patricia Cash

Paul Coady

Geoff Crewe

Linda & Herman Engel

Robert & Ann Ewan

Cindy Ewins

#### **Bronze Level Supporter**

**- \$50 to \$249, cont.**

Jill Fewster-Yan

Caron Harrison

David & Lynette Hines

Lida Hoogeveen

Margaret (Peggy) Irwin

Cheryl & Mark Johnson

Bradley L Kirk

Merlin Knuckle

Josee Lambert

Daniel Lang

Jennifer LeBlanc

Elizabeth & James Marshall

Valerie McDonald

Joan McIntosh

Wendy L Miller

Kay Minter

Marg Misener

Micheline Mistruzzi

Julie Mitchell

Al Mladenoff

Cyril & Sandra Muhic

Louise Nagano

Christine Nena-Dick

Jackie Nicholson

Magda Nusink

Pamela Parsons

Jean & Mel Particka

Gary Prudence

Diana Reay

Kim Reid

Laurie Robinson

John Saunders

Ann Schwemler

Jo-Anne Seeley

Alexandra Semeniuk

Judy Snedden

Heather Stewart

Olive Store

Kenneth Thompson

Bonnie & Stephanie Waters

Marcia Winterbottom

#### **Supporter of PH66**

**- \$20 to \$49**

Tina Antoniou

Bitia Baakhlagh

Sandra Blake

Linda Blogg

Raymond & Judy Boyer

Marion Burns

Brenda Butt

Maureen Casullo

Linda Chamberlain

Irene Clynick

Diane Cooper

Angela Eagan

Irene Flis

Edith Forman

Debbie Forrester

Jim & Anne Fraser

Deborah Gargrave

Pauline Grierson

Josh Handlarski

Kenneth Harper

Joan M Harvey

Kimberley Hunter

Carrie Jackson

Jo Ann Joseph

Barbara Kawa

Ruth Matthews

Stanley Middlestadt

Natalie Muccioli

Ken O'Connor

Janet & Kenneth Park

Louvain Piggott

Glenna Richardson

Laura Riina

Sandra Robb

Joe Robinson

Elizabeth Dianne Smillie

Irene Stevens

Gloria Tellis

Esther Tilley

Chris Upwood

Allison Urbshas

John Vernon

Linda Wilson

## 2. Season-2024/25, List of Theatre Scarborough Volunteers

A number of remarkable people put in hundreds of hours every year to help ensure that Theatre Scarborough runs as smoothly and effectively as possible. Just some of the volunteer activities executed by these individuals include: Box Office Operations, Theatre Operations, Theatre Refreshments, Community Outreach Activities, and the TS Board of Directors.

TS thanks the unbelievable support we received from this season's **80+** volunteers, and the hundreds of hours that they generously give to Theatre Scarborough in order to support our productions throughout the year. However, we can never have too many volunteers. Please consider volunteering next season!

*(Our deepest apologies for any names that we may have missed. If you feel your name was missed, please let us know, and we can correct the master copy. 😊)*

Sidnei Auler	Claude Hould	Claire Richards
Tommy Amoroso	Linda Hutson	Sandy Robb
Vicki Badham	Heather Hyslop	Dot Routledge
Victoria Badham	Jim Hyslop	David Rudat
Scott Baker	Olivia (Eun-Jung) Jon	Goldy Rose Sabastian
Jennifer Bakker	Anthony Jones	Thanu Sabesan
Terisa Bakker	Erin Jones	Nic Sajonas
June Bedford	Tristyn King	Bob Sanders
Lorin Beiko	Linda Knox	Susan Sanders
Christine Bonnemaison	Dorothy Lee	Mike Scott
Rhoda Brachman	Catherine Lenihan	Bill Simpson
Andra Bradish	Rachel Levitt	Darlene Thomas
Judy Brobyn	Vivian Lockton	Mark Tingle
Jhelisa Carroll	Valerie Lusted	Katherine Turner
Bodene Corbitt	Evan MacDonald	Rhonda Upshaw
Eileen Dalton	Rick MacDonald	Tori Waller
Maureen Dorey-Lukie	Erin Mackie	June Watkins
Mark Doucet	Jordan Maguire	Duane White
Justin P. Douglas	Jessica McQueen	Paula Wilkie
Ian Fox	Wendy Miller	Melissa Wood
Sheila Gatensby	Gail Murray	Maria Wu
Tom Gallagher	Stephen Noll	August ( <i>last name, unknown</i> )
Gillian Hall	Greg Nowlan	Evan ( <i>last name, unknown</i> )
Josh Harrison	Noreen Oliver	Leah ( <i>last name, unknown</i> )
Jan Harvey	Elaine O'Neal	Lee ( <i>last name, unknown</i> )
Len Henderson	Alison Overington	Nita ( <i>last name, unknown</i> )
Kerri Henman	Mark Parent	Vivian ( <i>last name, unknown</i> )
Lynette Hines	Armaity Perry	Yana ( <i>last name, unknown</i> )
Luisa Hoffman	Chelsea Perry	
	Emily Pople	

### 3. The Theatre Scarborough Board of Directors (Season-2024/25)

The Theatre Scarborough Board of Directors is 13-Directors, maximum (14-max if all positions are elected and we have a Past President). The Presidents of each of the three member performing arts organizations are the first three Directors. The remaining 10 are then elected at the Annual General Meeting held every August: the Theatre Scarborough **President** and **Vice President**, and six to eight additional **Members at Large**. The TS Secretary and Treasurer are then elected by the 13 TS Board members. The Theatre Scarborough Board of Directors meets at least monthly – often on the 2<sup>nd</sup> Saturday of each month, 9am to 11am via Zoom – all are welcome to sit in.

<b>President</b>	Dot Routledge	<b>Past President</b>	<i>Ian Fox</i>
<b>Vice President</b>	Greg Nowlan	<b>Directors – general</b>	
<b>STG President</b>	Len Henderson	• Anthony Jones	
<b>SP President</b>	Katherine Turner	• Vivian Lockton	
<b>SMT President</b>	Olivia (Eun-Jung) Jon	• Susan Sanders	
<b>Secretary</b>	Erin Jones	• Duane White	
<b>Treasurer</b>	Lynette Hines		

Being a member of the Theatre Scarborough Board of Directors can be a rewarding experience. Consider attending one of the monthly meetings to better understand what is involved! Consider participating in one of the portfolios and help shape Theatre Scarborough during the coming year.

### 4. Select Department Heads of Theatre Scarborough

In order to operate Theatre Scarborough, several officers are identified each year.

- Theatre Coordinator Sidnei Auler
- Box Office Managers Wendy Miller and Mark Parent (*Mike Scott BO-Admin*)
- Theatre Refreshments Managers Rhoda Brachman and June Bedford
- Website Manager Dot Routledge
- Publicity & Marketing Managers Dot Routledge and Mike Scott
- Community Outreach Manager Katherine Turner and Olivia (Eun-Jung) Jon

### 5. The Members of Theatre Scarborough (3-groups)

Membership in Theatre Scarborough (TS) is automatic with membership in any one of the three member performing arts organizations. Thus, TS membership this past year was comprised of:

Group / Status	Scarborough Players	Scarborough Theatre Guild	Scarborough Music Theatre
Associate Members	1	n/a	50
Regular Members	98	71	79
Life Members	55	25	92
Technical / Honorary Members	n/a	10	23
<b>Total</b>	<b>154</b>	<b>116</b>	<b>244</b>

Thus, if we consider a few “overlap members”, close to 400 individuals are members of Theatre Scarborough.