

November 14, 2016

To: The Board of Governors of Exhibition Place

**ACTION REQUIRED**

From: Dianne Young  
Chief Executive Officer

Subject: **Corporate Policies - Revised**

Summary:

This report recommends approval of the Corporate policies attached which have resulted from an exercise of reviewing all policies previously approved by the Board and reviewing City / Council policies as best practices.

**Recommendation:**

**It is recommended that the Board approve the Corporate Policies as outlined in the attached Appendix “B” that replace all existing policies.**

Financial Implications:

There are no financial implications arising from the recommendation in this report.

Decision History:

The Exhibition Place 2014 – 2016 Strategic Plan had an Organizational and Staffing Goal to *Review and revise our corporate systems* and as a Strategy to support this Goal *we will complete an annual review of By-Laws, Policies and Procedures of the Board of Governors.*

At its meeting of October 25, 2015, the Board approved revisions to a number policies which changes resulted from the independence of the CNEA and the new management direction for BMO Field.

<http://www.explace.on.ca/database/rte/files/Item%207-BOG%20Policies-Revised.pdf>

At its meeting of July 25, 2016, the Board approved a reorganizational structure for Exhibition Place which affected some position titles included in corporate policies.

<http://www.explace.on.ca/database/rte/files/Item%2018-Reorganization.pdf>

Noted below are the approval Board meeting dates and links to the existing policies.

Carbon Credit – October 25, 2013

[http://www.explace.on.ca/database/rte/files/Item%206-Carbon\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%206-Carbon(1).pdf)

Cash & Gifts In-Kind Donation – March 1, 2002

<http://www.explace.on.ca/database/rte/files/Cash%20donations%20and%20Gifts%20in%20kind%20Policy.pdf>

Climate Change Risk Management – December 4, 2015

<http://www.explace.on.ca/database/rte/files/Item%2011-Climate%20Change%20Policy.pdf>

Corporate Suites

Coliseum Suite – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%207-Ricoh%20Policy\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%207-Ricoh%20Policy(1).pdf)

Soccer Suite – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%208-Soccer%20Policy\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%208-Soccer%20Policy(1).pdf)

Councillor Use of Exhibition Place – September 28, 2012

[http://www.explace.on.ca/database/rte/files/Item%2013-CouncillorUse\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%2013-CouncillorUse(1).pdf)

Environmental Favourable Procurement – December 6, 2006

<http://www.explace.on.ca/database/rte/files/Environmental%20Favourable%20Procurement%20Policy.pdf>

Lobbying Disclosure for RFP/Tenders – April 30, 2004

<http://www.explace.on.ca/database/rte/files/Lobbying%20Disclosure%20Policy%20for%20Proposals.pdf>

Naming Rights – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%209-Naming%20Policy\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%209-Naming%20Policy(1).pdf)

Not-For-Profit Booking Guide – April 23, 2010

<http://10.11.0.3/wp-content/uploads/2012/05/Not-for-Profit-Booking-Guidelines1.pdf>

Plaque Installation – July 26, 1999

<http://10.11.0.3/wp-content/uploads/2012/05/Plaque-Installation-Policy.pdf>

Public Complaints – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%205-Complaints%20Policy\(2\).pdf](http://www.explace.on.ca/database/rte/files/Item%205-Complaints%20Policy(2).pdf)

Publication of Senior Expenses – January 27, 2012

[http://www.explace.on.ca/database/rte/files/Item%2013-Sr%20Exp\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%2013-Sr%20Exp(1).pdf)

Security Surveillance – May 22, 2015

<http://www.explace.on.ca/database/rte/files/9-Security%20Video%20Surveillance%20Policy.pdf>

Sole Source Procurement – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%2010-Sole%20Source%20Policy\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%2010-Sole%20Source%20Policy(1).pdf)

Sponsorship – February 15, 2013

[http://www.explace.on.ca/database/rte/files/Item%2027-Spon%20Policy\(2\).pdf](http://www.explace.on.ca/database/rte/files/Item%2027-Spon%20Policy(2).pdf)

Travel & Expense Reimbursement – September 6, 2013

[http://www.explace.on.ca/database/rte/files/Item%2010-Travel\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%2010-Travel(1).pdf)

#### Issue Background:

The corporate policies to be approved by the Board are listed in Appendix “A” and attached as Appendix “B” to this report. This report represents all Corporate Policies effective as of January 1, 2017. Any new policies will be presented to the Board for approval on a go-forward basis.

#### Comments:

The Corporate Policies have been revised for the following reasons:

- organizational changes that have taken place;
- directions from City Council;
- requests from the Board;
- clarifications required.

All policies have been reformatted to ensure consistency.

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## APPENDIX "A"

Policy	Revised and / or Reformatted	New	City Policy Standards or Directives
Carbon Credit	■		■
Cash & Gifts In-Kind Donation	■		■
Climate Change Risk Management Policy	■		■
Corporate Suites	■		
Councillor Use of Exhibition Place	■		■
Environmental Favourable Procurement	■		
Lobbying Disclosure for RFP / Tenders	■		■
Naming Rights	■		■
Not-for-Profit Booking	■		
Plaque Installation	■		
Public Complaints	■		■
Publication of Senior Expenses	■		■
Security Surveillance	■		■
Sole Source Procurement	■		■
Sponsorship	■		■
Travel & Expense Reimbursement	■		■