



Exhibition Place

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February 1, 2016

To: Finance & Audit Committee
From: Dianne Young, Chief Executive Officer
Subject: **Coliseum & Stadium Suites Policies - Amended**

ACTION REQUIRED

Summary:

This report is in response to a motion passed by the Finance & Audit Committee with respect to amendments to the Coliseum and Stadium Suites Policies.

Recommendation:

This report is submitted for the consideration of the Finance & Audit Committee with respect to amendments to the Coliseum and Stadium Suites Policies, for recommendation to the Board, attached as Appendix “A”.

Financial Implications:

The financial implications related to the proposed amendments in both policies is approximately 28 special events, which events includes the Toronto Argonaut Games, at \$450.00 for each event, totaling \$12,600 which would have to be found within the Board approved (\$37,000) 2016 Operating Budget.

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.*

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

- Coliseum Suite – October 23, 2015
<http://www.explace.on.ca/database/rte/files/Item%207-BOG%20Policies-Revised.pdf>
- Soccer Suite – October 23, 2015
<http://www.explace.on.ca/database/rte/files/Item%207-BOG%20Policies-Revised.pdf>

Issue Background:

At its meeting of December 18, 2015, the Finance & Audit Committee adopted a motion requesting that the current Board policies for both the Coliseum Suite and Stadium Suite be amended to reflect that those Board members who requests tickets for special events (in addition to the hockey and soccer games) in either of these suites be provided snacks and non-alcoholic beverages, and that the proposed amended policies be referred to the next meeting of the Finance & Audit Committee for consideration and recommendation to the Board.

Comments:

The Suite policies when first drafted in 2003 and 2007 respectively, were generally in line with the policies of the City of Toronto respecting the suite that was formerly owned by the City of

Toronto at the Rogers Centre. Generally, the use of the suite related only to the Blue Jays games in the building and tickets were allocated to Councillors to be used for the benefit of non-profit, charitable or community organizations in the City of Toronto or for the business purposes of the City. Based on these principles, the Suite policy for the Ricoh Coliseum and BMO Field copied the City policy and only focused only on tickets for the Toronto Marlies and the Toronto FC respectively.

However, the tenant / manager of Ricoh Coliseum and BMO Field determined, for their marketing purposes, that all suite holders would be eligible to receive at no cost tickets not only to the Marlie/ TFC games but too many other special events held in the building. Because of this, Exhibition Place is offered suite tickets to other sporting events / entertainment / special events at no cost. Entertainment events have generally only happened in Ricoh Coliseum and additional sporting events in BMO Field which accounts for approximately 18 additional events in any one year (eg in 2015, special events included Ricoh Coliseum - 4 concerts, 5 sporting events, 1 special event / BMO Field - 8 sporting events). However, despite these additional tickets being offered to Board members, the underlying premise of the policy remained the same in regards to the Board's budget allocated to this program and the budget was not increased.

However, on request of the Finance & Audit Committee at its meeting of December 18, 2015, the attached policies have been amended as directed for consideration by the Committee.

The amended portions of the policies are crossed out/or in **bold** and are outlined in Appendix "A" with the Coliseum Suite being the first policy and the Soccer Suite being the second policy.

Contact:

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APPENDIX “A”

Coliseum Suite Policy			
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Policy Statement

The purpose of this policy is to provide for the protocol and administration for use of the Board’s Coliseum Suite.

Application

This policy applies to current Members of the Board, business/protocol/marketing opportunities, and non-profit charitable or community groups.

Definitions

N/A

Conditions

N/A

Implementation

1. The Suite and 12 tickets will be allocated to nine (9) Members of the Board for **(1) one** exhibition and/or regular season games of the Toronto Marlies that are played at the Coliseum on a “first come, first served” basis on dates chosen by Members of the Board.
2. The Suite and 12 tickets will be allocated for Board business/protocol events for three four (4) exhibition and/or regular season games of the Toronto Marlies. The determination of such games and the allocation of such tickets is determined by the Chair of the Board. The Chair will complete a “Ticket Use Record” for each date.
3. The Suite and 12 tickets for one (1) exhibition and/or regular season game each will be allocated to the local City Councillor for Ward 14 and Ward 19 for use for their local community organizations as determined by the City Councillor. The City Councillor will complete a “Ticket Use Record” for each date.
4. Tickets allocated to Members of the Board for Toronto Marlies games are to be used for the benefit of non-profit, charitable or community organizations in the City of Toronto or for the business purposes of the Board. The member allocated the tickets determines the recipient organizations/guests.
5. The Member of the Board or a designate may attend at the Suite with the recipient organization/guests and the Member or organization may purchase additional game tickets over and above those provided by the Board. However, the maximum number in attendance in the Board’s Suite shall not exceed 18 persons in total, excluding the Suite hostess. The purchase of additional tickets will be the responsibility of the hosting Member or recipient organization/guests.
6. Tickets may be used for fundraising purposes by the recipient organization. The organization shall inform the sponsoring Member of the Board of the purpose of the fundraising activity and obtain any required lottery license prior to conducting the fundraising. This information is included on the “Ticket Use Record” submitted by the Member of Board allocated the tickets.
7. Members of Board must submit a “Ticket Use Record” **and forward it to the Chief Executive Officer’s office** within five days of game day.

8. Any tickets not required for business/protocol purposes or not used by a Member of the Board are to be returned to ~~the~~ Exhibition Place and will allocate the same to non-profit, charitable or community organizations. The Chief Executive Officer will complete a "Ticket Use Record".
9. The Chief Executive's Office ~~Exhibition Place~~ will maintain a complete record of all the Ticket Use Records required to be filed.
10. Additional tickets purchased by a Member of the Board or City Councillor (the "User") are the responsibility of the User and may be paid personally by the User. All charges including amounts for food (except **for non-alcoholic refreshments/snacks** provided by the Board as per the budget), alcoholic beverages or event programs are the personal responsibility of the User and are to be paid directly by the User or other attendees.
11. Where tickets are allocated to non-profit, charitable or community organizations solely for their use, the cost of any hospitality associated with the use of the Suite will be the recipient organization's direct responsibility.
12. A Suite Hostess is provided for all Toronto Marlies team home games.
13. **In addition to Toronto Marlie Games**, Members of the Board are advised by e-mail in advance of all other **Special Events** at the Coliseum where the Board's Suite can be utilized, including Toronto Marlies playoff games.

Tickets for these **Special Events** will be allocated to members on a "first come first served" email reply basis (maximum four tickets per Member, **maximum 12 tickets for the event** in the Suite). **All charges including amounts for food (except for non-alcoholic refreshments/snacks provided by the Board as per the budget), alcoholic beverages or event programs are the personal responsibility of the User and are to be paid directly by the User or other attendees.**

~~All hospitality and ticket expenses associated with use of the Suite at such events will be the personal responsibility of the Members attending and may not be charged back to Board's Budget.~~



Exhibition Place

Stadium Suite Policy			
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Policy Statement

The purpose of this policy is to provide for the protocol and administration for use of the Board's Stadium Suite.

Application

This policy applies to current Members of the Board, business/protocol/marketing opportunities, and non-profit charitable or community groups.

Definitions

N/A

Conditions

N/A

Implementation

1. The Suite and 16 tickets will be allocated to nine (9) Members of the Board for **(1) one** regular season games of the Toronto FC that are played at the Soccer Stadium on a "first come, first served" basis on dates chosen by Members of the Board.
2. The Suite and 16 tickets will be allocated for Board business/protocol events for up to four (4) regular season games of the Toronto FC. The determination of such games and the allocation of such tickets is determined by the Chair of the Board. The Chair will complete a "Ticket Use Record" for each date.
3. The Suite and 16 tickets for one (1) regular season game each will be allocated to the local City Councillor for Ward 14 and Ward 19 for use for their local community organizations as determined by the City Councillor. The City Councillor will complete a "Ticket Use Record" for each date.
4. Tickets allocated to Members of the Board for Toronto FC games are to be used for the benefit of non-profit, charitable or community organizations in the City of Toronto or for the business purposes of the Board. The member allocated the tickets determines the recipient organizations/guests.
5. The Member of the Board or a designate may attend at the Suite with the recipient organization/guests and the Member or organization may purchase additional game tickets over and above those provided by the Board. However, the maximum number in attendance in the Board's Suite shall not exceed 20 persons in total, excluding the Suite hostess. The purchase of additional tickets will be the responsibility of the hosting Member or recipient organization/guests.
6. Tickets may be used for fundraising purposes by the recipient organization. The organization shall inform the sponsoring Member of the Board of the purpose of the fundraising activity and obtain any required lottery license prior to conducting the fundraising. This information is included on the "Ticket Use Record" submitted by the Member of Board allocated the tickets.
7. Members of Board must submit a "Ticket Use Record" and forward it to the Chief Executive Officer's office within five days of game day.

8. Any tickets not required for business/protocol purposes or not used by a Member of the Board are to be returned to the Chief Executive's Office who will allocate the same to non-profit, charitable or community organizations. The Chief Executive Officer's office will complete a "Ticket Use Record". ~~The Corporate Secretary will complete a "Ticket Use Record"~~.
9. The Chief Executive's Office will maintain a complete record of all the Ticket Use Records required to be filed.
10. Additional tickets purchased by a Member of the Board or City Councillor (the "User") are the responsibility of the User and may be paid personally by the User. All charges including amounts for food (except **for non-alcoholic refreshments/snacks** provided by the Board as per the budget), alcoholic beverages or event programs are the personal responsibility of the User and are to be paid directly by the User or other attendees.
11. Where tickets are allocated to non-profit, charitable or community organizations solely for their use, the cost of any hospitality associated with the use of the Suite will be the recipient organization's direct responsibility.
12. A one-to-two (hostess looks after 2 suites as opposed to 1 dedicated to the Board's suite) Suite Hostess is provided for all Toronto FC team home games.
13. **In addition to the Toronto FC Games**, Members of the Board are advised by e-mail in advance of all other **Special Events** at Stadium where the Board's Suite can be utilized. Tickets for these events will be allocated to members on a "first come first served" email reply basis (maximum four tickets per Member, maximum **16 tickets to the event** in the Suite).

All charges for these Special Events including amounts for food (except for non-alcoholic refreshments/snacks provided by the Board as per the budget), alcoholic beverages or event programs are the personal responsibility of the User and are to be paid directly by the User or other attendees.

~~All hospitality and ticket expenses associated with use of the Suite at such events will be the personal responsibility of the Members attending and may not be charged back to Board's Budget.~~