



# Exhibition Place

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## Item No. 6

January 15, 2013

**ACTION REQUIRED**

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

Subject: **Honda Indy - Exhibition Place Suite Policy - Revised**

### Summary:

This report recommends the removal of references related to the Board of Directors of the CNEA within the “Honda Indy – Exhibition Place Suite Policy”.

### **Recommendations:**

**It is recommended that the Board approve the revised “Honda Indy – Exhibition Place Suite Policy” as outlined in the attached Appendix “A”;**

### Financial Implications:

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

### Decision History:

The Exhibition Place 2009 – 2012 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 and CNEA Board of Directors.*

At its meeting of May 13, 2011, the Board adopted a Honda Indy – Exhibition Place Suite Policy, which policy included the Board of Directors of the CNEA.

### Issue Background:

At its meeting of January 27, 2012, the Board approved a direction to move the CNEA to full independence from the Board and the City, which report was approved by City Council City at its meeting of March 5, 2012, effective April 1, 2013. One of the recommendations within subject report was to remove the current CNEA Directors who were members of the Board.

Comments:

The member allocation of Honda Indy Tickets to the Board, with the exception of the Chair, was a total of 12 members. Given the CNEA Directors have been removed from the Board, the member allocation has been changed from 12 to 8.

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Submitted by:

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Dianne Young  
Chief Executive Officer

**Appendix “A”  
Honda Indy Suite Policy for  
The Board of Governors of Exhibition Place**

This corporate policy covers the protocol and administration of the Board’s Suite for the annual Honda Indy.

1. Six tickets (suite, pit and parking) will be allocated to the Chair of the Board for the 3-day Honda Indy.
2. Sixteen tickets (suite, pit and parking) will be allocated to each of the Eight (2 each) Members of the Board for the 3-day Honda Indy.
3. Twenty-eight tickets (suite, pit and parking) for the 3-day Honda Indy will be allocated for Board business/protocol/marketing opportunities wherein the determination of the allocation of such tickets is determined by the Chair of the Board or the Chief Executive Officer. A “Ticket Use Record” for each recipient to be completed.
4. Tickets allocated to Members of the Board for the Indy are to be used personally; or for the benefit of non-profit, charitable or community organizations in the City of Toronto; or for the business / protocol / marketing opportunities of the Board. The member allocated the tickets determines the recipient organizations/guests.
5. 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 licence prior to conducting the fundraising. This information is included on the “Ticket Use Record” submitted by the Member of Board allocated the tickets.
6. Members of the Board must submit a “Ticket Use Record” and forward it to the Chief Executive Officer’s office within five (5) days of the event.
7. All charges for foodservices and beverages will be provided by the Board in accordance with the annual operating budget approved by the Board.
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 Officer’s office who 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 Officer’s office will maintain a complete record of all the Ticket Use Records required to be filed.
10. No additional tickets will be available for purchase.
11. A Suite Host/Hostess will be provided for the 3-day Honda Indy in accordance with the annual operating budget approved by the Board.