



Exhibition Place

Item No. 7

January 15, 2013

To: The Board of Governors of Exhibition Place

ACTION REQUIRED

From: Dianne Young
Chief Executive Officer

Subject: **Ricoh Coliseum - Exhibition Place Suite Policy - Revised**

Summary:

This report recommends the removal of references related to the Board of Directors of the CNEA within the Ricoh Coliseum – Exhibition Place Suite Policy.

Recommendation:

It is recommended that the Board approve the revised Ricoh Coliseum – Exhibition Place Suite Policy, as outlined in the attached Appendix “A” to take effect April 1, 2013.

Financial Implications:

There are no financial implications resulting from the adoption of 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 September 26, 2003, the Board adopted a Ricoh Coliseum – Exhibition 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, wherein one of the recommendations was to remove the CNEA Directors from the Board.

Comments:

For ease of reference the items proposed to be removed are “black-lined” (bolded) in the attached Appendix “A”.

Contact:

Fatima Scagnol, Corporate Secretary

Tel: 416-263-3620

Fax: 416-263-3690

E-mail: Fscagnol@explace.on.ca

Submitted by:

Dianne Young
Chief Executive Officer



Appendix "A"
Ricoh Coliseum Suite Policy for
The Board of Governors of Exhibition Place

Purpose

This corporate policy covers the protocol and administration of the Ricoh Coliseum Suite.

1. The Suite and 12 tickets will be allocated to **13 nine (9)** Members of the Board for exhibition and/or regular season games of the Toronto Marlies that are played at the Ricoh 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 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 will be allocated to the CNEA Board of Directors for CNEA business/protocol events for two (2) 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 CNEA President. In addition, the Suite will be allocated for the exclusive use of the CNEA during the CNE period. The CNEA President shall complete a "Ticket Use Record" for each date.~~
4. 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.
5. 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.
6. 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.
7. 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
8. Members of Board must submit a "Ticket Use Record" and forward it to the Corporate Secretary within five days of game day.

9. 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".
10. The Corporate Secretary will maintain a complete record of all the Ticket Use Records required to be filed.
11. Additional tickets purchased by a Member of the Board/City Councillor/~~CNEA Board~~ (the "User") are the responsibility of the User and may be paid personally by the User. All charges including amounts for food (except 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.
12. 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.
13. A Suite Hostess is provided for all Toronto Marlies team home games.
14. Members of the Board are advised by e-mail in advance of all other events at Ricoh Coliseum where the Board's Suite can be utilized, including Toronto Marlies playoff games. Tickets for these events will be allocated to members on a "first come first served" email reply basis (maximum four tickets per Member, maximum 18 attendees in the Suite). 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.