



Exhibition Place

Item No. 13

September 9, 2012

ACTION REQUIRED

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Policy - Councillors' Use of Exhibition Place Facilities**

Summary:

As an agency of the City of Toronto, the Board is required to follow directions of City Council, hence this report recommends that the Board approve a Councillors' Use of Exhibition Place Facilities Policy.

This policy will provide Councillors available space for occasional use for special events by Councillors and for Councillors' meetings with constituents at Exhibition Place.

Recommendation:

It is recommended that the Board approve the policy on Councillors' Use of Exhibition Place Facilities outlined in Appendix "A" attached to this report.

Financial Implications:

There are no financial implications resulting from the adoption of this report.

Decision History:

At its meeting of July 11, 12 and 13, 2012, City Council approved a report from the City Manager entitled "Policy Changes to Facilitate Councillor Office Operations", wherein one of the policy changes related to Councillor Usage of Civic Space. One of the recommendations also included in subject report is that all City agencies, boards and commissions adopt a similar policy for their organization, if they do not have one.

The Exhibition Place 2009-2012 had an Organizational/Staffing Goal to *review and revise our corporate systems* and a Strategy to support this Goal *we will complete an annual review of By-Laws, and policies and procedures of the Board of Governors and the CNEA Board of Directors.*

The Exhibition Place 2009-2012 Strategic Plan has a Business Goal to *Integrate each of the business enterprises across Exhibition Place to stimulate local and regional economic growth and promote Exhibition Place as an international centre of business excellence* and as a Strategy to support this Goal *Achieve our recurring events business revenue.*

Issue Background:

As directed by City Council, Exhibition Place, which includes all four Program areas, needs to adopt a policy consistent with the City's with respect to Councillor occasional usage of facilities within Exhibition Place.

Comments:

Exhibition Place has always provided meeting space to the City of Toronto, both councillors and staff and the attached policy simply adds to our practice. The policy also takes into consideration that meetings/conferences/conventions are a core business of Exhibition Place and rental of its meeting space to generate economic impact is a priority.

Following Board approval of this policy, a communication will be submitted to the City Clerk advising that the direction of City Council has been undertaken.

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Submitted by:

Dianne Young
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Appendix "A" Councillors' Use of Exhibition Place Facilities

Purpose:

The Board of Governors of Exhibition Place (the "Board") is an agency of the City of Toronto and on behalf of the City manages the Exhibition Place grounds and all buildings and infrastructure on the site. Exhibition Place is made up of three functional programs: Allstream Centre; Direct Energy Centre; and Exhibition Place. Exhibition Place is an integral component of Toronto's and Ontario's economy particularly with respect to conventions, conferences, meetings, exhibitions, sports, festivals, recreation, culture and tourism.

The purpose of this policy is to establish a protocol for use by City Councillors of Exhibition Place facilities that provides the parameters, fee structure, and booking logistics whereby Councillors can book and use space within Exhibition Place for occasional constituency and community events, and meetings. This policy is not for the purposes of conducting any election-related campaigns.

A. Definitions

For the purpose of this policy, the following spaces within Exhibition Place apply:

- Allstream Centre
- Ballpark Area
- Bandshell Park
- Better Living Centre
- Direct Energy Centre
- Outside Parkland - not included in existing Tenant Leases
- Queen Elizabeth Building – Exhibit Hall

B. Principles

1. City Councillors need to communicate with their constituents concerning the meetings and activities of City Council and its Committees, as well as the business and services of the City.
2. City space should be made available for Councillor occasional use for special events and for occasional Councillor meetings with constituents.
3. The health and safety of Exhibition Place employees working the facility or the safety and security of public users of the facility should not be adversely affected by the Councillor's usage of the space.
4. The ability of Exhibition Place and its functional programs to deliver their programs and services at the facility should not be adversely affected by the Councillor's usage of the space.

C. Policy

1. Meeting rooms within Allstream Centre and Direct Energy Centre are available to City Councillors for occasional use for community events and for occasional meetings with constituents, subject to availability and Exhibition Place Booking Guidelines
2. The Ballpark Area, Bandshell Park, Better Living Centre, Outside Parklands (not included in existing Tenant Leases), and Queen Elizabeth Exhibit Hall are available to City Councillors for occasional use for community events.
3. Councillors should be considered third priority users of facilities within Exhibition Place where the space is not already booked. Councillor bookings cannot bump or challenge other previously booked Exhibition Place conferences, events, meetings or exhibitions.
4. The fee charged for the use of space shall be in accordance with the fee structure and booking limits described in the “Fees Section” below.
5. Councillors must abide by the Board’s policies and procedures that are in place related to the use of Exhibition Place facilities.
6. To reserve space, Councillors are required to enquire to the Sales & Marketing Division at 416-263-3600 or sales@explace.on.ca. A proposal will be prepared with date availability and applicable pricing.
7. A License Agreement must be mutually executed by the City Councillor hosting the event/meeting and Exhibition Place.

D. Fees & Booking Limits

1. One-time constituency and community events and meetings:
 - (a) Meeting Room Rental rates will be waived for at least one (1) meeting/event per City Councillor each calendar year; and then regular rental rates will apply after the one (1) rent-free meeting/event.
 - (b) Regular exhibit hall rental rates apply for all uses.
2. The fee structure will be communicated to Councillors as the need arises.
3. Additional costs related to a constituency or community meeting or event, including but not limited to overtime for staff, security, set-up and clean-up, equipment costs, food & beverage, parking and labour will be charged at the regular rate and are applicable to all events and meetings, including any rent-free event noted in 1(a) above.

E. Conditions of Use

1. All meetings/events must be related to City business and be hosted directly by a City Councillor.

2. All meetings/events must be booked per normal timelines, and in accordance with the Exhibition Place Booking Guidelines. Meetings/events accommodating less than 300 persons may reserve within a 6 month (or less) window. Meetings/events accommodating more than 300 persons may reserve no more than 12 months in advance.
3. No games of chance, including bingo and lotteries, are permitted.
4. Charitable fund-raising is not permitted.
5. Sales of goods are not permitted.
6. No outside food & beverage will be permitted. Councillors must order all food & beverage with the Exhibition Place exclusive supplier.
7. Councillors cannot book facilities on behalf of third parties.
8. Councillors must remove all files, photographs, posters and any other materials at the end of their meetings or booking times.
9. Councillors must comply with the health and safety requirements of the facility.
10. No permanent signage or display board will be permitted.
11. Councillors should plan to bring their own equipment required for the meeting (e.g. computers and cell phones).
12. Basic furniture (e.g. tables and chairs that would be part of the regular set-up of space) will be provided. Special set-up requirements or room re-sets if needed, may incur an additional fee. Cleaning, AV, labour, parking, security, utilities, equipment and food & beverage will all incur additional fees.
13. City Councillors must abide by all Exhibition Place Collective Agreements, and exclusive supplier agreements including but not limited to; food & beverage, IT/Telecom, electrical and utility services.

F. Denial of Use

Should a Councillor contravene the use of this policy, the Chief Executive Officer will discuss the correct use of the policy with the affected Councillor.

G. Resolution of Issue

Councillors who encounter difficulties or issues with the use of space under this policy should resolve these issues first with the Director of Sales & Marketing, and if no satisfactory solution is found, with the General Manager, Sales & Events Management Department.