



Exhibition Place

Item No. 29

April 17, 2011

To: The Board of Governors of Exhibition Place

ACTION REQUIRED

From: Dianne Young
Chief Executive Officer

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

Summary:

This report recommends a policy for the Board with respect to the annual three-day Honda Indy Event that takes place at Exhibition Place during the month of July which policy is similar to the one for the Ricoh Coliseum Suite and the BMO Field Suite.

Financial Impact:

The projected expenditure for implementation of the Honda Indy Suite Policy is approximately \$17,000.00 and is provided for in the 2011 Operating Budget.

Recommendation:

It is recommended that the Board approve the Honda Indy Suite Policy as provided in Appendix "A" to this report.

Decision History:

At its meeting of March 4, 2011, the Board approved of a three-year agreement with Green Savoree Toronto ULC which provided for the provision of a suite to the Board at no financial cost to the Board and also provided that all food and beverage served at the suite will be at the cost of the Board.

Issue Background:

Given the Board does not have a policy that clearly addresses the administration and distribution of tickets to the Honda Indy Suite as it does for the Ricoh Coliseum box and the BMO Field box, the attached policy is being proposed.

As part of the 2009 Strategic Plan, Exhibition Place has a Goal of *Sustaining a high-performing organization through alignment of people, processes and systems and through the recognition of our dedicated and excellent staff* and pursuant to that Goal will *continuously improve governance mechanisms including auditing City Council meetings* and amend by-laws and policies, if required, in keeping with City Council.

Comments:

As part of the terms of the current agreement, Green Savoree Toronto ULC shall provide to the Board fifty (50) tickets for a suite along with fifty (50) pit and fifty (50) parking passes. This provision has been part of the Indy agreement since the first race held on the grounds and allows the members of the Board to experience this event which is a premier event for both Exhibition Place and the City. The suite also provides an opportunity for the Board to invite guests for business/protocol/marketing purposes.

The attached policy addresses the distribution and administration of the suite tickets and generally mirrors the policies adopted previously by the Board for the Ricoh box and the BMO Field box.

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Submitted by:

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. Two tickets (suite, pit and parking) will be allocated to each of the 12 Members of the Board for the 3-day Honda Indy.
3. Twenty 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.