

**Item No. 4**



Exhibition Place

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Management Report  
April 30, 2014

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## Executive Summary

- Combined Operating Income (Loss) for Exhibition Place and Allstream Centre for the four months ended April 30, 2014 before net naming fees, building loan interest and amortization expense for the Allstream Centre was \$406,365 compared to a budget income of \$1,081,875 for an unfavourable variance of (\$675,510).
- Net Income for Exhibition Place and Direct Energy Centre for the four months ended April 30, 2014 was \$552,593 compared to budget net income of \$576,585 for an unfavourable variance of (\$23,992).
- Operating (Loss) before interest and amortization expense for Allstream Centre for the four months ended April 30, 2014 was (\$146,228) compared to a budget income of \$505,290 for an unfavourable variance of (\$651,518).
- The Sales & Marketing team secure 19 new events for Exhibition Place.
- Exhibition Place's Recognition Committee received 70 staff nominations for February/March.
- Tamer Mecky has completed the requirements of IAEE's Certified in Exhibition Management Learning Program and is now a designated CEM.
- SMG performed a Venue Assessment for Direct Energy Centre and Allstream Centre on April 8<sup>th</sup> to 11<sup>th</sup> and will issue a report in July.

## April Financials for Combined Exhibition Place and Allstream Centre

Combined Operating Income (Loss) for Exhibition Place and Allstream Centre for the four months ended April 30, 2014 before net naming fees, building loan interest and amortization expense for the Allstream Centre was \$406,365 compared to a budget income of \$1,081,875 for an unfavourable variance of (\$675,510).

### Exhibition Place

Net Income for Exhibition Place and Direct Energy Centre for the four months ended April 30, 2014 was \$552,593 compared to budget net income of \$576,585 for an unfavourable variance of (\$23,992).

- Rental income from events of \$4,509,881 is unfavourable to budget by (\$268,312) primarily due to higher than budgeted rental income from the Boat Show offset by unfavourable variance due to budget timing of new events.
- The Board had an EDM event scheduled for April. There was approximately \$98,000 of direct event income that was lost due to the cancellation of this event.
- Electrical net services of \$611,253 are unfavourable to budget by (\$130,707) primarily due to lower than budgeted net electrical services from the CRFA Show, One Of A Kind Show, Sportsman Show and budget timing of new events offset by higher than budgeted net electrical revenue from the Boat Show.
- Food & Beverage concessions of \$409,918 are unfavourable to budget by (\$99,342) primarily due to budget timing of new corporate events.
- Show services from third party billings at \$1,364,759 are unfavourable to budget by (\$380,588) with corresponding decrease in related show expenses of \$215,928 for a net unfavourable variance of (\$164,660) primarily due to budget timing of new events.
- Parking revenues at \$2,823,187 are favourable to budget by \$40,612 with a corresponding decrease in parking expenses of \$10,822 for a net favourable of \$51,434. This is primarily due to lower than budgeted Toronto Marlie games at RICOH and Home Show offset by higher than budgeted OoAK Spring Show.
- Program recoveries and interest income at \$138,231 are unfavourable to budget by (\$3,828) primarily due to lower than budgeted interest income offset by favourable variance from BMO Field and Ricoh Coliseum recoveries due to higher level of labor services.

- Direct and indirect expenses at \$9,786,379 are favourable to budget by \$633,380 primarily due to lower utilities due to the energy savings initiatives, lower operational costs and lower direct expenses due to budget timing of new events. Indirect expenses include costs from various departments; these are Chief Executive Officer, Chief Financial Officer, General Manager, Marketing/Event Services, Corporate Secretary, Records & Archives,, Purchasing & Stores, Human Resources, Security, Finance, Operations, Facilities, Utilities, Special Appropriations, Telecommunications and wages & materials for base building upkeep and general maintenance of the grounds.

Direct Energy Centre accounts receivable as at April 30, 2014 was \$706,194 consisting primarily of:

- \$387,939 for services on completed events of which nil has been received after April 30, 2014.
- \$169,369 of deposits owed as contractual for future events of which \$27,491 (16%) has been received after April 30, 2014.
- \$134,101 owed from Ovations of which 100% has been received after April 30, 2014.

Exhibition Place accounts receivable as at April 30, 2014 was \$2,143,249 consisting primarily of:

- \$1,516,498 owed by tenants of which \$133,000 (9%) has been received after April 30, 2014.
- \$287,068 owed by RICOH for services of which nil has been received after April 30, 2014.
- \$228,790 owed by BMO Field for payroll a cost of which nil has been received after April 30, 2014.
- \$36,679 for show services on completed events of which nil has been received after April 30, 2014.
- \$20,121 owed by City for various services of which nil have been received after April 30, 2014.

#### Allstream Centre

Operating (Loss) before interest and amortization expense for Allstream Centre for the four months ended April 30, 2014 was (\$146,228) compared to a budget income of \$505,290 for an unfavourable variance of (\$651,518).

- Rental income of \$315,764 is unfavourable to budget income of (\$275,797) primarily due to budget timing of new events.
- Food & Beverage concessions of \$134,064 are unfavourable to budget by (\$357,743) primarily due to budget timing of Cerise booked catered business.
- Net Show services income from third party billings of \$19,859 is unfavourable to budget by (\$58,908) primarily due to budget timing of new business.
- Net parking revenue at \$36,069 is unfavourable to budget by (\$34,843) primarily due to budget timing of new business.
- Direct and indirect expenses at \$680,516 are favourable to budget by \$95,780 primarily due to lower utilities due to the energy savings initiatives and lower direct expenses due to budget timing of new events. Indirect expenses include costs from various departments. These are Marketing, Event Services, Security, Concierge, Finance, Cleaning and Décor, House Technician, Operations, Utilities and wages & materials for base building upkeep and general maintenance of the buildings.

Allstream Centre accounts receivable as at April 30, 2014 was \$435,518 consisting primarily of:

- \$350,709 for services on completed events of which nil has been received after April 30, 2014.
- \$59,319 owed by Cerise Fine Catering of which nil has been received after April 30, 2014.
- \$19,228 for accounts with City Legal; this amount is fully provided for as a bad debt in the financial statements or the rental revenue has not been recognized as income and deferred as appropriate.
- \$6,263 owed as contractual deposits for future events of which nil was received after April 30, 2014.

## Sales and Marketing

### April Sales Effort

During this period, the Sales & Marketing team secured 19 new events for Exhibition Place. The events are categorized as follows:

- 13 meetings & conventions
- 2 trade & consumer shows
- 3 holiday parties
- 1 ride n' drive

### April Sales Summary

New events held during this time period include OPSBA Summit on Children and Youth Mental Health, Canadian Nurses Association Certification Examinations, 2014 College of Physicians and Surgeons of Ontario Assessor Meeting, Canadian Society of Professional Event Planners, International Special Events Society Meeting, 2014 Canadian Aboriginal and Minority Supplier Council Diversity Procurement Fair, Canadian German Wind Energy Seminar, Plug N' Drive Seminar, Call Centre Canada Summit, Franklin Covey, All Energy Canada Conference, Building Integrated PV Symposium, First Star Psychic Fair, and the Ignite Hosted Buyer Breakfast.

### Business Travel

On March 30<sup>th</sup> and April 1<sup>st</sup> Laura Purdy attended the Society of Independent Show Organizers CEO Summit which was held in Las Vegas, NV this year. The 2014 event broke attendance records, with 175 show organizers taking in a few days of networking and education. International attendance also hit a new milestone, with 21 countries represented from around the world, up from 15 at last year's event.

On April 8<sup>th</sup> and 9<sup>th</sup> the Corporate Team participated in the Ignite Business Events Expo, held at Direct Energy Centre, by meeting with clients in one-on-one appointments and soliciting new leads for business opportunities. As part of Canada Meet Week, the Team was busy attending multiple events that week which included: the Canadian Society of Professional Event Planners breakfast meeting and the International Special Events Society Gala dinner held at Allstream Centre, followed by the Meeting Professionals International's National Meetings Industry Day. Multiple client interactions and potential leads for new business were gathered at all of these well attended events.

Marvin Self, Don Leddy and Barbara Outschoorn hosted the April 16<sup>th</sup> annual Spring Client event at Steak Modern Restaurant in Ottawa. Feedback from the 50 current and prospective association & government meeting planners was excellent. The event has quickly become one of Ottawa's "can't miss" client networking events and continues to provide the Allstream Centre Sales team with a valuable opportunity to thank clients for their continued support and to generate new leads.

Don Leddy participated in the Ontario Government Building Tourism Toronto trade show on April 22<sup>nd</sup>. This event generated exposure for Allstream Centre in a market that is very difficult to prospect.

The Exhibition Place Sales Team hosted the Tourism Toronto Sales team to a breakfast, networking & educational workshop on April 24<sup>th</sup> at Allstream Centre. The "Bridging for the Future" workshop produced by Exhibition Place sellers was very successful, offering Tourism Toronto sellers a very informative roundtable and exchange of ideas towards building and strengthening our partnership for future business.

Kaelan Henderson travelled to Montreal to attend Tourism Toronto Signature Series, Corporate Client Event on Tuesday April 29<sup>th</sup>. Kaelan met and networked with 25 Corporate Meeting Planners that conduct business across Canada with a variety of Corporate Organizations and Corporate Clients within Canada.

## Publicity

### Direct Energy Centre

- News Report during this period included 34 hits for Direct Energy Centre. Stories included: All Energy; The Caregiver Show; Things to do; Good Food + Drink Festival; CRFA; Canada Blooms; Toronto Bridal Show; SIAL; Business Franchise Expo
- Direct Energy Centre was mentioned in the April 16 issue of Tourism Now's event calendar for the Green Living Show

### Allstream Centre

- News Report during this period included 4 hits for Allstream Centre. Stories included: Public Health Ontario

### Exhibition Place

- News Reports for this period include 58 hits for Exhibition Place. Stories Included: BMO Field Expansion; Khalsa Day; Psychic Fair; Beer Festival; Doors Open Toronto; Hotel X Construction; EDM Events Banned; Temporary Dufferin Bridge; Earth Day; The National Motorcycle & Tattoo Show
- Article titled "Construction Progressing on Hotel X at Exhibition Place" ran on April 8, 2014 in the online magazine UrbanToronto.ca

### Social Media Mentions

- During this period the total number of mentions for Exhibition Place, Direct Energy Centre and Allstream Centre on social media platforms; Twitter; Blogs; Facebook is: **1,446**

## Event Management Services

During the month of April, Event and Meeting Co-ordinators and Exhibitor Services staff at Exhibition Place, Direct Energy Centre and Allstream Centre were involved in the following events:

Exhibitions/Meetings/Conventions/Corporate Events	
APRIL 2014	
<ul style="list-style-type: none"> <li>▪ Ontario Public Health convention (AC)</li> <li>▪ UHN Nursing Summit Site/Meeting (AC)</li> <li>▪ OPSBA - Summit (AC)</li> <li>▪ City of Toronto Ball Hockey Tournament</li> <li>▪ Canadian Nurses Assoc. Certification Exams (AC)</li> <li>▪ Good Food &amp; Drink Festival</li> <li>▪ Ignite Business Expo</li> <li>▪ Toronto Police Exams</li> <li>▪ College of Physicians &amp; Surgeons of Ontario (AC)</li> </ul>	<ul style="list-style-type: none"> <li>▪ BOG Meeting (AC)</li> <li>▪ TFC On the road / Soccer Celebration</li> <li>▪ National Motorcycle Show &amp; Tattoo Show</li> <li>▪ Toronto's Spring Bridal Show</li> <li>▪ National Postage Stamp Show</li> <li>▪ RAWF AGM 2014</li> <li>▪ Toronto Fire Services - Fire Prevention Mtg. (AC)</li> <li>▪ 2014 CAMSC Diversity Procurement Fair (AC)</li> <li>▪ Building Integrated PV Symposium (AC)</li> <li>▪ The Green Living Show</li> <li>▪ Plug n' Drive Seminar</li> </ul>

<ul style="list-style-type: none"> <li>▪ School Library Resource Fair</li> <li>▪ All energy Canada Conference</li> <li>▪ ISES Monthly Meeting (AC)</li> <li>▪ CanSPEP (AC)</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Star’s Psychic Fair</li> <li>▪ Khalsa Day Celebration</li> <li>▪ Call Center Canada Summit (AC)</li> <li>▪ Franklin Covey (AC)</li> <li>▪ Canadian German Wind Energy Seminar (AC)</li> </ul>
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**Event Services**

During the month of April we hosted several returning events including The Good Food and Drink Festival, School Library Resource Fair, Ignite Business Expo, Toronto’s Bridal Show, National Postage Stamp Show, National Motorcycle and Tattoo Show, The Green Living Show, Khalsa Day Celebrations and Toronto Police Exams. In addition we welcome a new client, the First Star’s Psychic Fair.

In a number of cases Event Co-ordinators worked with the show decorators to avoid overtime costs to our clients. For Ignite Business Expo, suggestions were made about ways to be more involved with guests from the moment they step off their buses until they depart. These suggestions will be followed up on for future issues of the event.

**Exhibitor Services:**

Exhibitor services processed orders for 8 events for the month of April and are planning and processing orders for 7 events in the month of May.

All staff attended a full day professional development training course.

**Allstream Centre**

During the month of April we serviced 18 events including, for their first time in Canada, the All Energy Canada Conference with a trade show element in Direct Energy Centre. Other new events were OSPBA Summit on Children’s Health, Canadian Nurse’s Association, College of Physicians and two events with the German Chamber of Commerce. ISES was also hosted here with a meeting and dinner. Professional Development training sessions are on-going throughout the month into April. Franklin Covey, IQPC, CAMSC are all returning clients. Cerise hosted the Fundraising Professionals group for their annual meeting.

**Parking**

Parking activity for April was consistent with last year for recurring shows and events, with Marlies playoff games extending into May.

The Dufferin Bridge reopened to vehicular traffic on April 11th, and with the opening the Dufferin 29D bus service returned to the grounds on April 16.

**IT/Telecommunications**

Telecommunication began the procurement of new WiFi equipment to complement the existing ABGN frequency wireless infrastructure. This new, state of the art technology will provide users with up to 1 GB symmetrical wireless connectivity, challenging even existing hardwire infrastructures of other facilities. Once additional wiring is installed the process of deployment can be completed.

The Electrical Department was relocated to the second floor of the East Annex and IT/Telecom relocated their telecommunications equipment, computers and data infrastructure. As well, IT/Telecom began preparations for the temporary relocation of the Sales & Marketing department to Salons 106 and 107. This required the relocation of telephony and data circuits in order to facilitate the temporary office infrastructure.

The IT Department has been busy with preparations of 3 new software systems. These include a new fully automated absence requesting system that ties into the existing HRIS application, an Accident Injury tracking database and the new (CSR) Corporate Social Responsibility data base). These systems will be deployed shortly and will provide additional efficiencies to the processes at Exhibition Place

The Telecom Department has been testing WiFi IP phones that can be deployed without data cabling. This technology provides ease of deployment, “green efficiencies” (no cabling) as well as potential reductions in labour costs.

As part of the ongoing support for the parking department, IT/Telecom has deployed additional IP based CCTV systems and base infrastructure as well as technology monitoring systems , which should help provide a better infrastructure for this important area.

## **Building Operations**

### **Mechanical**

- Added extra limits on all Hufcor walls in Direct Energy Centre
- Repaired several floors in Direct Energy Centre with epoxy compound
- Repaired roll up #24 in the North Extension, due to slat damage from event
- Completed spring hazard Audit and started on reports/repairs
- Repaired roof leaks in the East and West Annex and Industry Building
- Heavily involved in Capital projects and building new office space in Direct Energy Centre
- Prepped for re-flooring of Sales & Marketing offices

### **Electrical**

- Completed Security Maintenance Requests/Reports for Direct Energy Centre
- Checked all East Annex heaters and controls
- Inspected Hall A floor ports for damage due to Canada Blooms
- Repaired items as per Building Inspections by show management.
- Replaced Sump Pump in parking garage
- Disconnected unit heater in Industry Building as per HVAC request
- Repaired disconnect for roll up door #24 in North Extension
- Repaired wiring for Mid Arch generator room lighting.
- Investigated loss of power to PGH camera on roof of Direct Energy Centre
- Investigated tripped lighting circuit in parking garage

## **Facility Services**

Facility Services delivered Housekeeping, Labour, Production Services and Creative Sign Services to 28 shows and events in April plus 8 games and events at RICOH Coliseum, including two major turnovers for a basketball and a WWE event, and 1 soccer game at BMO Field. The following maintenance projects and activities were completed or are on-going:

- Provided snow removal/salting services for two snow storms and moved all salt bins back to storage.

- In the process of beginning our grounds wide cleanup after a very harsh winter season.
- In the process of planning our Allstream Centre and Direct Energy Centre building wash down and window cleaning maintenance.
- Completed Direct Energy Centre salon and meeting room carpet cleaning in preparation for spring/summer shows and events and cleaned residual tape/glue off of the Hall A show floor.
- Stripped and re-waxed the entire Better Living Centre floor, in preparation for the Khalsa Day event, and cleaned up leaves and flushed the building perimeter.
- Ordered a new steam machine to assist with our mould removal program.
- Conducted a third party waste audit for the Green Living Show making us compliant with Ministry of Environment Regulations 102/94 and 103/94.
- Met with Toronto Parks & Recreation to plan more vibrant planters for the south side of Direct Energy Centre; the new vegetation will be in compliance with our LEED-EBOM status goals.
- Assisted our Electrical Department with their office move from underneath the Gardiner Expressway to the upper East Annex.
- Moved various inventories from under the Gardiner Expressway to other storage locations to accommodate the Gardiner Rehabilitation construction.
- Met with consultants from SMG to provide information for their Venue Assessment report.
- Facility Coordinators attended a professional development core competency training session on Creating a Positive Adaptive Workplace.
- Conducted a successful first round of training to our Technical Services lead technicians which includes customer service initiatives, our policies and a strong health and safety component; further training sessions to be held in next quarter.
- In the process of preparing training documents on the new DEC Salon 108 audio-visual upgrades; key technicians and coordinators to be training in the upcoming month.
- Replaced computer screen hook-ups (VGA connection ports) at Allstream Centre, maintaining meeting rooms video connections for client use.
- Production Services is working closely with our Capitol Works Department on the first steps concerning the upgrade of the paging system in the Industry Building.

## **EXcellence in Action**

Gordon M. MacDonald received an email dated March 26<sup>th</sup> from Rosemary Cortez regarding “I have to tell you that you have an amazing staff and crew. Everything went off without any issues and we received many compliments on how good the food was. I really enjoyed working with your entire staff. Mitzi is a true gem and is on top of everything. One of my worst critics, made the comment about it being the first time he had chicken at an event that was cooked perfectly, so thank you.”

Sandra Dempsey sent an email dated March 27<sup>th</sup> to Ron Mills; “When I left the OOAK show yesterday, I took time to drive around the outdoor parking lot & the building disabled entrance. As you assured me, the new, large, blue signage is clear and visible from just about everywhere, and I think it will serve well for both carpark & drop-off access. The addition of the new ramp lighting will also be very welcome for night use. Thank you again for not only reading about my experience at the Christmas '13 OOAK show, but taking the initiative to investigate, conduct the audit and actually make meaningful changes for the better.”

Tasleem Lokhat received an email dated March 30<sup>th</sup> from Nicole Krebes of BernArt regarding the National Home Show; “Now that the show is over and we're back home in Nova Scotia, I wanted to



thank you again for all your help. [...] Also because of you we found a nice Walmart parking lot not too far from the Exhibition grounds to park our RV trailer where we and our pets lived during the show. And on top of that, you were the nicest person to deal with. I hope we will see you again someday.”

Graham Tinsley of the Welsh National Culinary Team sent a letter dated March 30<sup>th</sup> to Edwin Cabral of Restaurants Canada to give thanks to Jim MacGregor, who found his missing Order of The British Empire medal. “It was 2 days after my last presentation, that I became sickeningly aware that the medal was missing [...] This MBE was the most important accolade of my career, as to be recognised by the prime Minister and HRH The Queen, for my services to the Food Industry in Wales, in 2006, in her 80<sup>th</sup> Birthday Honours, was truly a proud and special achievement. [...] the Queen herself presented this medal to me. [...] there is no replacement available and therefore it is priceless to me. I would be most grateful if you would give Jim my deepest gratitude in finding my MBE and praise him for his honesty and integrity in returning it to me through you.”

To follow up, Mr. Cabural sent an email dated March 31<sup>st</sup> to Jeff Gay; “I want to share with you a letter I received over the weekend, from Graham Tinsley, MBE ([www.grahamtinsley.co.uk](http://www.grahamtinsley.co.uk)). He was the chef I brought over from Wales and one that sat at our table for the Breakfast. [...] When the show was over, I received a phone call on the Thursday, from his agent that Graham had misplaced his MBE. [...] As you can well imagine the worst case scenario kept popping into my head. All I can think of was that his MBE was lost at my show and I could read the headlines in the UK. I immediately called John Leroy to see if anything had been submitted in Lost and Found. My next call was to Jim and I asked him to check the presentation Room one last time. Several hours go by and I get a call from Jim, thinking that he did not find it. But to my excitement, he said “You are not going to believe.....”, I knew then that he had good news for me. Jim spent an hour going seat-by-seat with a flashlight and checking every row and finally found it on the podium, where Graham had left it. I’ve already thanked Jim a number of times, but this letter from Graham shows his tremendous gratitude to him. [...] My Show is truly blessed to have such a great group of suppliers, that keep making the show better and better each year.”

Arlene Campbell received an email dated April 10<sup>th</sup> from Lisa McDonald; “[...] As we embrace National Volunteer Week throughout Canada (April 6 to 12), I am writing to personally thank you Arlene. It is through your time and talent that CAEM thrives and provides a sense of community for our members. The awards gala, our education events, special events and the upcoming annual conference in Edmonton are a few key examples of volunteerism at work in CAEM to achieve this sense of community and sharing of information. In the April Communique, we have featured all of our volunteer members, including you, in an article entitled ‘CAEM Volunteers Bring Passion, Action and Impact!’ Please click the following link to access your copy of the article: <http://caem.ca/Default.aspx?tabid=341>. All of you bring passion, dedication and impact to CAEM and we are very grateful.”

Robert Sansone of Toronto’s Spring Bridal Show commented as follows regarding Ovations Food Services on his Client Satisfaction Survey: “We loved the options provided this year”

Jennifer Potter sent an email dated April 24<sup>th</sup> to Tamer Mecky; “IAEE and the CEM Commission would to congratulate you on completing the requirements of the Certified in Exhibition Management Learning Program! You may now start using the CEM designation. We know that it takes a significant commitment of time and energy to pursue the CEM designation. You have earned the right to become Certified in Exhibition Management and deserve the recognition and honors for which you have worked so hard.

[...] Again, **congratulations** on your achievement and supporting IAEE. Please let me know if I can be of further assistance.”

Kathy Treanor received an email dated April 1<sup>st</sup> from Alexandra Bogensperger regarding the Canadian German Wind Energy Seminar, which took place in Allstream Centre on April 29<sup>th</sup>: “You and your team were great and very professional. I appreciated working with you and look forward hosting more events at the Allstream Center.”

Exhibition Place’s Recognition Committee received 70 staff nominations for the February/March period. Following are the winners:

	<b>February/March Winners</b>
<b>Section 1</b>	<b>Al Cruz</b> , Cleaning Services
<b>Section 2</b>	<b>Scott Lytle</b> , Facility Services
<b>Section 3</b>	<b>Tasleem Lokhat</b> , Exhibitor Services
<b>Section 4</b>	<b>Larry Motychko</b> , Electrical Services
<b>Section 5</b>	<b>Debbie Sanderson</b> , Office of the CEO

## **Ovations Food Services**

April was a terrific month for the Ovations team, which provided Food & Beverage services to 6 different shows. Ovations made the most of the tremendous opportunities provided by Ignite Business Expo; staff provided a full menu sit down a la carte restaurant, a bistro with fresh salads/soups and cappuccinos as well as a snack bar for pre and post stage shows. Ovations proudly worked as an associate sponsor of the show and provided coffee and snacks for 350 guests each morning in the Galleria area.

The a la carte menu’s highlights this year, all produced by Executive Chef Dilup Attygalla, included Open Faced Smoked Salmon w/ Red Onions, Capers, Gherkins and Dill Cream Cheese Drizzle, Hand Carved Baguette Sandwiches featuring AAA Beef, Pork Tenderloin and Sage Turkey Breast, Crispy Chicken Penne, Orzo Risotto w/ Fresh Basil Cream and Shaved Parmesan, and Traditional Bread Pudding with Crème Anglaise. Dessert featured Niagara Fruit Crumble with Vanilla Cream.

## **Cerise Fine Catering**

The month of April started at a fast pace with Cerise hosting the Ontario Agency for Health Protection and three additional ancillary groups; Public Health Protection of Canada, Kawarthas Public Health and Peel Public Health. The three day program saw 700 delegates enjoy a variety of creative breakfast and lunch options to accommodate the specific dietary needs of these industry specialists.

On April 7<sup>th</sup> the College of Physicians & Surgeons of Ontario held a day long technical skills training seminar session for 450 on their association members. Cerise Fine Catering took the opportunity to showcase our culinary expertise to this distinguished and influential group. Favourable comments were received from the event planner and many delegates.

Additionally, Allstream Centre hosted two important industry associations on the same day; Canadian Society of Professional Event Planners and International Special Events Society. The breakfast service for CSPEP went flawlessly. ISIS hosted 90 of their local association members and Cerise treated them to a Moroccan themed menu. The uniquely presented fare blended old world recipes with new a world presentation of multiple service vessels on one plate.

Submitted by:

Arlene Campbell  
General Manager, Sales & Events

Submitted by:

Dianne Young  
CEO, Exhibition Place

## APPENDIX A

### Combined Exhibition Place and Allstream Centre Financial Summary

	Statement Of Operations Highlights For the four months ended April 30, 2014					
	Actual \$	Current Month Budget \$	Fav (Unfav) Variance \$	Actual	YTD Budget	Variance
Event Income	1,876,394	1,906,594	(30,200)	\$ 11,228,945	\$ 12,684,597	\$ (1,455,652)
Direct Expenses	216,202	279,291	63,089	1,206,156	1,364,150	157,994
Indirect Expenses	3,217,376	2,750,901	(466,475)	9,616,424	10,238,572	622,148
<b>Operating Income (Loss) before building loan interest &amp; amortization and naming fees</b>	<b>(1,557,184)</b>	<b>(1,123,598)</b>	<b>(433,586)</b>	<b>406,365</b>	<b>1,081,875</b>	<b>(675,510)</b>
Interest expense - Allstream Centre	148,278	148,277	-	594,996	594,996	-
Amortization expense - Allstream Centre	129,216	129,217	-	516,864	516,864	-
<b>Operating Income (Loss) before naming fees</b>	<b>(1,834,678)</b>	<b>(1,401,092)</b>	<b>(433,586)</b>	<b>(705,495)</b>	<b>(29,984)</b>	<b>(675,510)</b>
Contribution from (to) Conference Centre Reserve Fund	60,765	60,689	76	961,591	310,073	651,518
<b>Net Income (Loss)</b>	<b>(1,773,913)</b>	<b>(1,340,403)</b>	<b>(433,510)</b>	<b>256,096</b>	<b>280,089</b>	<b>(23,992)</b>

(1) Operating Income for the Board before interest on City loan, amortization of building improvements net of contribution from naming fees is \$406,365 compared to a budgeted Operating Income of \$1,081,875 for a unfavourable variance of (\$675,510).

(2) Amortization is a non cash item as related to the capitalization of the asset for the new Allstream Centre.

**EXHIBITION PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
APRIL 2014 AND COMPARATIVES**

	MONTH			YTD			2013 YTD	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	YOY VARIANCE
Number of Events	15			36			33	3
	\$	\$	\$	\$	\$	\$	\$	\$
Direct Event Income	634,948	815,191	(180,243)	5,721,896	6,274,924	(553,028)	5,591,144	130,752
Ancillary Income	398,056	203,279	194,777	1,418,622	1,559,898	(141,276)	1,348,133	70,489
Advertising and Sponsorship	9,647	17,482	(7,835)	61,520	69,928	(8,408)	87,825	(26,305)
Rent-MLSE-Ricoh Coliseum	43,879	41,740	2,139	175,515	166,960	8,555	175,515	-
Naming Rights	88,922	101,667	(12,745)	355,685	406,667	(50,982)	406,667	(50,982)
Parking EP	319,411	274,900	44,511	2,716,109	2,693,400	22,709	2,799,046	(82,937)
Parking - BMO Events	49,461	89,175	(39,714)	107,079	89,175	17,904	129,977	(22,898)
Program Recoveries and Other	31,804	35,515	(3,711)	138,231	142,059	(3,828)	109,133	29,098
<b>Total Event Income</b>	<b>1,576,128</b>	<b>1,578,949</b>	<b>(2,821)</b>	<b>10,694,657</b>	<b>11,403,011</b>	<b>(708,354)</b>	<b>10,647,440</b>	<b>47,217</b>
Direct Expenses	209,699	245,156	35,457	1,164,353	1,231,861	67,508	1,232,961	(68,608)
Indirect Expenses	2,967,124	2,488,233	(478,891)	8,622,026	9,187,898	565,872	8,482,376	139,650
Naming Rights	88,922	101,667	(12,745)	355,685	406,667	50,982	406,667	(50,982)
<b>Total Event Expenses</b>	<b>3,265,745</b>	<b>2,835,056</b>	<b>(456,179)</b>	<b>10,142,064</b>	<b>10,826,426</b>	<b>684,362</b>	<b>10,122,004</b>	<b>20,060</b>
<b>Net Income (Loss)</b>	<b>(1,689,617)</b>	<b>(1,256,107)</b>	<b>(433,510)</b>	<b>552,593</b>	<b>576,585</b>	<b>(23,992)</b>	<b>525,436</b>	<b>27,157</b>

**ALLSTREAM CENTRE  
FINANCIAL STATEMENT HIGHLIGHTS  
APRIL 2014 AND COMPARATIVES**

	MONTH			YTD			2013 YTD	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	YOY VARIANCE
Number of Events	13			33			35	(2)
	\$	\$	\$	\$	\$	\$	\$	\$
Direct Event Income	222,194	175,382	46,812	335,623	670,325	(334,702)	126,766	95,428
Ancillary Income	53,701	138,825	(85,124)	160,887	534,183	(373,296)	74,125	(20,424)
Parking Revenue	24,371	13,438	10,933	37,778	77,078	(39,300)	34,093	(9,722)
<b>Total Event Income</b>	<b>300,266</b>	<b>327,645</b>	<b>(27,379)</b>	<b>534,288</b>	<b>1,281,586</b>	<b>(747,298)</b>	<b>234,984</b>	<b>65,282</b>
Direct Expenses	6,503	34,135	27,632	41,803	132,289	90,486	38,833	32,330
Indirect Expenses	161,331	161,001	(330)	638,713	# 644,007	5,294	517,044	355,713
<b>Total Event Expenses</b>	<b>167,834</b>	<b>195,136</b>	<b>27,302</b>	<b>680,516</b>	<b>776,296</b>	<b>95,780</b>	<b>555,877</b>	<b>388,043</b>
<b>Operating Income (Loss) before building loan interest &amp; amortization and naming fees</b>	<b>132,432</b>	<b>132,509</b>	<b>(77)</b>	<b>(146,228)</b>	<b>505,290</b>	<b>(651,518)</b>	<b>(320,893)</b>	<b>453,325</b>
Interest expense	148,278	148,277	-	594,996	594,996	-	610,363	462,085
Amortization expense	129,216	129,217	-	516,864	516,864	-	516,864	387,648
<b>Operating Income (Loss) before naming fees</b>	<b>(145,062)</b>	<b>(144,985)</b>	<b>(77)</b>	<b>(1,258,088)</b>	<b>(606,570)</b>	<b>(651,518)</b>	<b>(1,448,120)</b>	<b>1,303,058</b>
Contribution from Conference Centre Reserve Fund	60,765	60,689	76	961,591	310,073	651,518	1,135,959	(1,075,194)
<b>Net Income (Loss) before transfers</b>	<b>(84,297)</b>	<b>(84,296)</b>	<b>-</b>	<b>(296,497)</b>	<b>(296,497)</b>	<b>-</b>	<b>(312,162)</b>	<b>227,865</b>

Note 1. 2014 Allstream Centre Total Event Income Budget was based on Proforma and 2013 actual.

**DIRECT ENERGY CENTRE AND ALLSTREAM CENTRE  
EVENT STATISTICS  
FOR THE FOUR MONTHS ENDED APRIL 30, 2014**

**DIRECT ENERGY CENTRE**

	<u>MONTH ACTUAL</u>	<u>YTD ACTUAL</u>	<u>PRIOR YEAR ACTUAL</u>
Attendance [Note:1]	60,460	531,740	524,400

<u>EVENT</u>	(NOTE 1) ACTUAL # OF EVENTS			(NOTE 3) NET EVENT INCOME		(NOTE 2) REFRESHMENT
	2014	2013	2012	ACTUAL	BUDGET	PER CAP'S ACTUAL
	#	#	#	\$ (IN '000'S)	\$ (IN '000'S)	\$ (IN '000'S)
Consumers Show	14	14	10	4,835	4,236	3.09
Trade Show	5	4	5	563	501	3.48
Exam	2	1	0	60	23	2.96
Photo/Film Shoot	0	1	1	-	-	-
Meeting/Corporate	4	6	8	52	-	9.49
	<b>25</b>	<b>26</b>	<b>24</b>	<b>5,510</b>	<b>4,760</b>	<b>19.02</b>

**ALLSTREAM CENTRE**

<u>EVENT</u>	ACTUAL # OF EVENTS			(NOTE 3) NET EVENT INCOME		(NOTE 2) REFRESHMENT
	2014	2013	2012	ACTUAL	BUDGET	PER CAP'S ACTUAL
	#	#	#	\$ (IN '000'S)	N/A	\$ (IN '000'S)
Gala	1	2	2	6	-	83
Conference	10	6	15	341	-	93
Reception	3	0	2	11	-	35
Meeting	16	26	17	72	-	88
Photo/Film Shoot	1	0	0	-	-	12
Exam	2	1	4	21	-	-
	<b>33</b>	<b>35</b>	<b>40</b>	<b>451</b>	<b>-</b>	<b>311</b>

Note: 1 Attendance estimates provided by Show Management.

Note: 2 Refreshment per cap's based on information reported by Ovations/Cerise.

Note: 3 Net event income includes rent and services, ancillary income includes catering and electrical commissions.

**COMBINED EXHIBITION PLACE AND ALLSTREAM CENTRE  
CHEQUE DISBURSEMENTS - APRIL 2014  
GREATER THAN \$50,000**

Cheque No	Date		\$ Amount	Description
	01/04/2014	ADP CANADA	610,277.40	SALARY PAYROLL
	02/04/2014	ADP CANADA	259,184.29	HOURLY PAYROLL
	09/04/2014	ADP CANADA	233,319.52	HOURLY PAYROLL
	15/04/2014	ADP CANADA	333,629.75	SALARY PAYROLL
	16/04/2014	ADP CANADA	266,008.90	HOURLY PAYROLL
	23/04/2014	ADP CANADA	179,466.91	HOURLY PAYROLL
	29/04/2014	ADP CANADA	342,791.80	SALARY PAYROLL
	30/04/2014	ADP CANADA	191,762.85	HOURLY PAYROLL
12424	10/04/2014	MAPLE LEAF SPORT & ENTERTAINMENT	52,978.50	2014 PARKING REVENUE FOR MARCH
12390	03/04/2014	NORR LIMITED	54,395.38	2014 CAPITAL WORKS - BRIDGE
12488	25/04/2014	ENBRIDGE	60,635.54	2014 MARCH PAYMENT
12455	16/04/2014	I.B.E.W. 353 TRUST FUND	61,815.97	2014 MARCH UNION DUES
12337	01/04/2014	ENBRIDGE	65,844.04	2014 MARCH PAYMENT
12452	16/04/2014	ENBRIDGE	66,100.39	2014 MARCH PAYMENT
12405	10/04/2014	CITY OF TORONTO	77,645.68	PREMIUM FOR DENTAL & LIFE FOR APRIL 2014
12501	25/04/2014	OMERS	163,388.20	2014 MARCH REMITTANCE
12381	20/04/2014	CITY OF TORONTO	181,317.00	2014 PROPERTY TAX
12382	30/04/2014	CITY OF TORONTO	222,689.97	2014 MAY LOAN PAYMENT
12476	25/04/2014	CANADA CUSTOMS AND REVENUE	304,954.98	2014 H.S.T. MARCH REMITTANCE
12506	25/04/2014	TORONTO HYDRO	404,509.14	2014 MARCH HYDRO
		<b>DISBURSEMENTS OVER \$50,000</b>	<b>4,132,716.21</b>	
		<b>OTHER DISBURSEMENTS</b>	<b>814,314.77</b>	
		<b>TOTAL DISBURSEMENT</b>	<b><u>4,947,030.98</u></b>	



**BOARD OF GOVERNORS OF EXHIBITION PLACE  
BALANCE SHEET - AS AT APRIL 30, 2014**

	<b>2014</b>	<b>2013</b>
	<b>\$ April</b>	<b>\$ April</b>
<b>FINANCIAL ASSETS</b>		
CASH	1,692,909	2,673,044
SHORT-TERM INVESTMENTS	3,800,000	6,400,000
TRADE ACCOUNTS RECEIVABLE	2,972,612	3,108,414
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(577,335)	(395,614)
NET ACCOUNTS RECEIVABLE	2,395,277	2,712,800
DUE FROM /TO EXHIBITION PLACE - CNEA	-	670,746
SALES TAX RECOVERABLE	107,739	(236,826)
OTHER RECEIVABLE	1,449,763	1,297,540
RECEIVABLE FROM THE CITY OF TORONTO	7,353,742	7,373,263
RECEIVABLE FROM THE CITY OF TORONTO - CAPITAL	624,558	281,493
<b>TOTAL FINANCIAL ASSETS</b>	<b>17,423,989</b>	<b>21,172,060</b>
<b>LIABILITIES</b>		
ACCOUNTS PAYABLES - TRADE	64,054	280,431
ACCRUED LIABILITIES	3,247,870	7,038,365
SALES TAX PAYABLE	317,047	35,260
DEFERRED REVENUE	4,728,116	4,689,597
OTHER CURRENT LIABILITIES	724,404	702,741
EMPLOYEE BENEFITS PAYABLE - PSAB	8,809,529	9,004,270
OTHER LIABILITIES	444,683	484,454
LOAN PAYABLE - ERP PROJECTS	7,023,464	7,215,363
GOVERNMENT ASSISTANCE	1,452,139	1,597,422
LOAN PAYABLE- FCM CAPITAL ASSET	1,681,638	1,767,128
LOAN PAYABLE- CONFERENCE CENTRE ASSET	35,290,094	36,201,848
NET INCOME (LOSS) CURRENT	256,096	213,271
PRIOR YEAR SURPLUS	(3,284,897)	(2,169,387)
<b>TOTAL LIABILITIES</b>	<b>60,754,237</b>	<b>67,060,764</b>
<b>NET DEBT</b>	<b>(43,330,248)</b>	<b>(45,888,703)</b>
<b>NON-FINANCIAL ASSETS</b>		
INVENTORIES	74,078	79,906
PREPAID EXPENSES	22,253	133,513
STEP UP RENT/OTHER RECEIVABLE	1,143,418	1,294,032
EQUIPMENT	55,816,284	55,532,284
ACCUMULATED DEPRECIATION - EQUIPMENT	13,725,785	11,151,031
EQUIPMENT - NET	42,090,499	44,381,252
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>43,330,248</b>	<b>45,888,703</b>

## Summary of Sole Source Commitment Activity by Reason - March 1, 2014 to April 25, 2014

Part A of the report below informs the Board of the sole source activity for Exhibition Place including sole source purchases approved through the Board. The format used to provide the information below is the same used by the City of Toronto Purchasing and Materials Management Division (PMMD) so as to maintain consistency and uniformity in reporting.

Procedures for the processing of sole source purchase are outlined below and include due diligence measures to ensure that:

### Part A

- (1) Detailed explanation is provided for the sole source purchase.
- (2) Sole sourcing is an appropriate method to obtain the needed goods and/or services
- (3) Proper approvals as outlined in the Board Financial By Laws are obtained before processing a sole source purchase; and
- (4) Where possible, the process is in accordance with current market conditions and prices offered to other customers.

Total sole source activity from March 1 to April 25, 2014 total is \$79,096.01. The percentage of dollar value of sole source purchasing activity for goods and services compared to the total purchasing expenditures of \$1,689,784.05 is 4.7% for this period. The revised annual percentage year to date is 3.7% on purchasing expenditures of \$2,760,601.93.

### EP Program

Reason for Sole Source	Number of Commitments	Number of Suppliers	Total Value
Match Existing Equipment/Service	1	1	\$ 3,991.15
Specialized Services	2	2	\$ 28,619.56
Ensure Warranty Maintenance	0	0	\$ -
Emergency	0	0	\$ -
Time Constraints	0	0	\$ -
Bridging Contract	0	0	\$ -
Proprietary/Trademark/Patent	1	1	\$ 35,398.23
Health & Safety Issues	0	0	\$ -
Other Reasons -Continuation	2	2	\$ 11,087.07
<b>Total</b>	<b>6</b>	<b>6</b>	<b>\$ 79,096.01</b>