

EXHIBITION PLACE

May 18, 2005

To: The Board of Governors of Exhibition Place

From: Dianne Young, General Manager & CEO

Subject: **Professional Development for Non-Unionized Staff**

Purpose:

This information report is to update the Board on professional development training provided to non-union staff at Exhibition Place for 2004.

Financial Implications and Impact Statement:

There are no financial implications to this report.

Recommendation:

It is recommended that the Board of Governors receive this report for its information.

Background:

At its meeting of April 2005, the Board received a report dated April 1, 2006 (attached as Appendix "A") entitled "Occupational Health and Safety Update". The Board then also requested that staff report out on the professional development program it has for Board staff. As part of the 2004 Operating Budget, the Board approved of a budget of \$20,000 for professional development.

Comments:

For the past few years, Exhibition Place has initiated two directions to encourage the professional development of the Board staff. Firstly, within the annual formal appraisal process, each manager addresses with employees the directions for professional development in the upcoming year and these are then documented with the Human Resources Consultant who then matches the employee with the appropriate programs. Many of the professional development programs taken by staff are through the City of Toronto In-Service Education unit.

In addition to individual professional development programs, the Human Resources services have started quarterly "Lunch & Learn" sessions for all employees on a wide-range of topics.

For the year 2004, Board staff took a total of 634 hours of professional development courses within a group session. The topics covered by these group sessions include information sessions on Board directions such as the 2004 Concept Plan for Exhibition Place, Performance Management and the Waste Diversion Plan and specific courses such as Defensive Training and Ranger Security

With respect to individual training by staff, in 2004 this totaled 663 hours and covered a wide variety of subjects such as: Fire Safety, First Aid, AED – Cardiac Safe City, Green Buildings, Access & Privacy Issues; Decision Making & Problem Solving; Employee Coaching for Performance, Communication Skills, Archives, Records Management, Disaster Recovery, Public Assembly Management, Health & Safety issues, Payroll update and Interviewing Skills.

In addition to this, Board staff took a total of 440 hours of professional development through attendance at various conventions such as Canadian Hotel Conference, Canadian Association of Fairs & Exhibitions (CAFÉ), International Association of Fairs & Expositions (IAFE), International Association of Amusement Parks & Attractions (IAAPA), International Festivals & Events Association (IFEA) & Ontario Association of Agricultural Societies (OAAS). The funding for these conferences was within separate program areas and outside the Human Resources Division fund.

Conclusion:

This report summarizes the professional development programs that were attended by Board staff in 2004.

Contact:

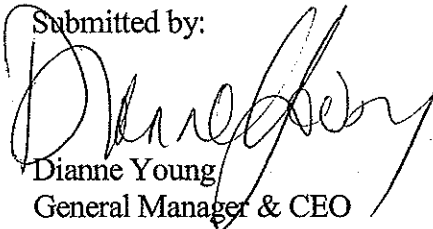
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Submitted by:



Dianne Young
General Manager & CEO

"A"



April 1, 2005

To: The Board of Governors of Exhibition Place

From: Dianne Young, General Manager & CEO

Subject: **Occupational Health and Safety Update**

Purpose:

This information report is to update the Board on the Occupational Health & Safety Program at Exhibition Place.

Financial Implications and Impact Statement:

There are no financial implications to this report.

Recommendation:

It is recommended that the Board of Governors receive this report for its information.

Background:

As a local board of a municipality, the Board of Governors of Exhibition Place is a Schedule II employer for the purposes of workers compensation and as such, is not assessed on an annual basis but provides WSIB benefits if an injury occurs.

Comments:

Over the last five years, Exhibition Place has been working diligently at improving its safety program. In June of 2001, Management of Exhibition Place produced a revised Health and Safety Manual which is intended to provide direction and guidelines to all Programs and Divisions under The Board of Governors of Exhibition Place. In its introduction the Manual states, "It is the responsibility of each Program and Division to prepare site-specific procedures using the Health and Safety Manual. All General Contractors / Subcontractors / Architects / Engineers who carry out work for the Board of Governors of Exhibition Place on Exhibition Place grounds and buildings must comply with the Exhibition Place Health and Safety Manual."

The objectives of the Board's Occupational Health and Safety Program as stated in the Manual are as follows:

- Reduce health, safety and environmental hazards
- Provide a safe and healthy work environment
- Develop training programs
- Establish regulations and measures to prevent personal injuries and health hazards
- Enable the Joint Health and Safety Committee to implement existing regulations regarding their areas of concern
- Comply with current and proposed legislation governing occupational health, safety and environment

The Manual specifically deals with the following topics in detail: (1) Duties and Responsibilities under the Occupational Health and Safety Act; (2) Administration; (3) Safety Program; (4) Accident / Incident Program; and (5) a compendium of forms relating to the above.

Given the nature of the business at Exhibition Place, it is extremely important for the Board to have very clear and concise OHS policies and procedures and that staff have knowledge of and access to these policies. While Exhibition Place has on a regular basis approximately 225 employees on the grounds (140 permanent and 85 unionized tradespersons), at various points in the year this "core" staff can grow with casual labour (RAWF/Molson Indy/CNE) to approximately 400 to 500. The peak is reached every year during the CNE period and at that time there can be employees on the grounds who are not familiar at all with the grounds, new to the jobs they are undertaking and often young, first time workers.

Because of the business at Exhibition Place, staff have worked very hard over the last few years not only at developing new policies but providing and updating the training to all staff on a regular basis; ensuring all supervisors continually update their OHS certificates; provide OHS training as part of the CNE orientation and develop a tracking system for the assessment of accidents for prevention purposes.

The three charts below demonstrate graphically the initiatives taken in the last few years and the successes achieved. Chart I outlines the actual training hours for the years 2000 through 2004. It does not include the specific training for CNE seasonal employees which would be in addition to these hours. Only a small amount of training was done in 2003 primarily because of the Local 506 strike.

Chart II compares lost time injuries versus injuries/incidents requiring medical aid from 2000 through the end of 2004. As noted, the lost time injuries which tend to be more serious have been substantially reduced since 2000. As noted above, the OHS Manual sets out a detail procedure for reporting of any accidents, assessing the reason for the accidents, any training/new policy that is required because of the accident, and generally, the provision of information on the accident to all staff across the grounds as a learning exercise.

Chart III is a graph representing the ongoing/cumulative costs for injuries dating back to 1982 including three claims from Exhibition Stadium. A significant cost component not included in Chart III is the administrative costs assessed by the WSIB on each compensation dollar paid to an individual. Since the early 1990s these costs have risen from approximately 12% to 26.42% for 2004 and for 2005 will be 27.2%. These rates for Schedule II employers are set by the WSIB and are not subject to appeal or related to the workplace injury experience.

CHART I
TRAINING HOURS

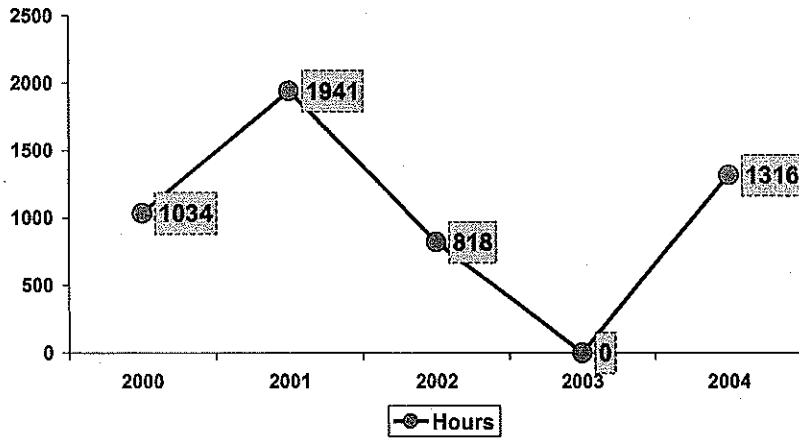


CHART II
LOST TIME INJURIES / MEDICAL AIDS

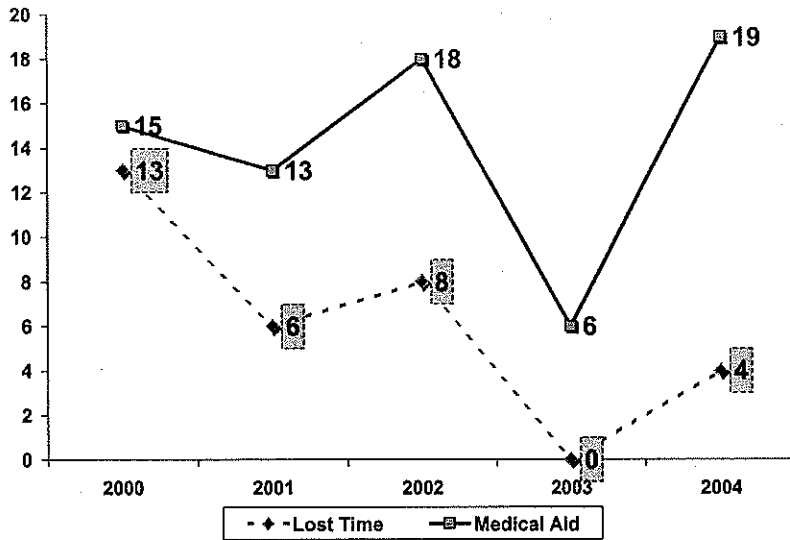
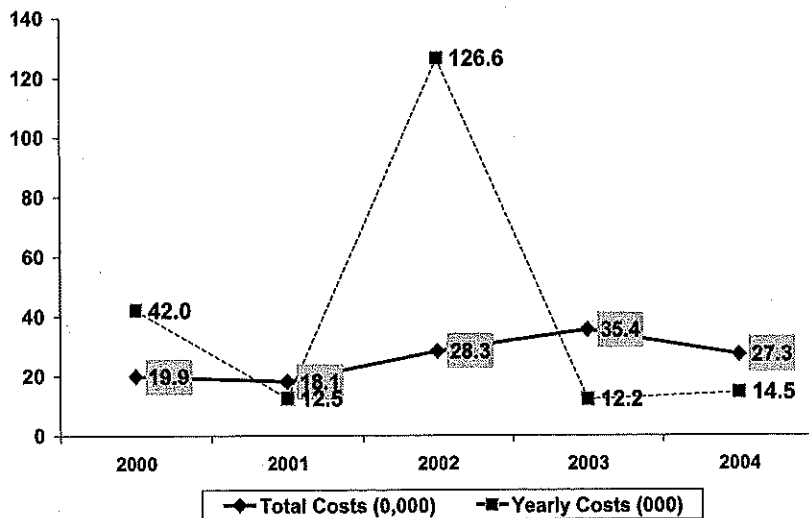


CHART III
WSIB COSTS



Exhibition Place has always been a very positive employer in making all efforts to return injured workers to full or accommodated employment and in the last few years have assisted employees in undergoing retraining and then reemploying them in their new jobs at Exhibition Place. It has been a very positive experience for both Exhibition Place and the employee. However one of the difficulties that we face is related to the fact that many of our workers are called in from the union hall and have no ongoing relationship or union seniority with Exhibition Place. Therefore, if these workers are injured on the grounds, Exhibition Place is required to pay compensation without any ability to work with the individual to return them to full-time employment. For this reason the training and site-specific orientation of workers coming from the union hall is very important.

Conclusion:

This report outlines for the information of the Board, the occupational health and safety program at Exhibition Place.

Contact:

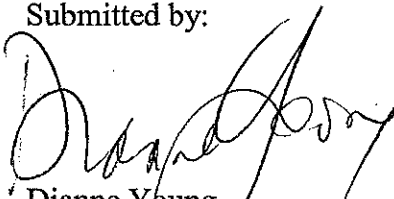
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