7

EXHIBITION PLACE

January 8, 1999

TO: The Board of Governors of Exhibition Place

FROM: Dianne Young, Interim General Manager

SUBJECT: **Year 2000 Compliancy**

Recommendation:

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

Background:

The City Auditor in his management letters to the Board recommended that staff report to the Board on the plan of action with respect to the Year 2000 issues.

Discussion:

Staff of Exhibition Place has been consulting with officials of the City of Toronto with respect to the Year 2000 issues and how they affect the systems at Exhibition Place. Generally, the City has put in place a staff team which will oversee the Year 2000 matter and offer advice to all departments, agencies and boards on an as needed basis. In turn, the departments, boards and agencies are being asked to report through this City staff team on actions taken. The City has set particular guidelines on how Year 2000 issues are to be addressed. The City has also put in place funding that can be used by departments, boards and agencies.

Given the direction of the City, the key staff who will be managing Y2K issues will be the systems staff, namely, Brett Downing, John Koperwas (NTC) and Arlene Jang. They will be working with managers in each of the divisions on the particular issues in those divisions. Attached as Appendix "A" to this report is a list of the system areas to be considered and the time frame for assessment and implementation of actions to correct any deficiencies. Attached as Appendix "B" is the information that the City is requesting to be supplied with respect to each system area. Staff will report on a quarterly reports to the Board throughout 1999 to update the Board on actions that have been taken and will be sending the information to the City as it is completed.

Conclusion:

This report outlines the process that is proposed by staff to deal with the Y2K issues at Exhibition Place.

Dianne Young
Interim General Manager

The foregoing report was reviewed by the Executive Committee at its meeting held January 21/99 and is referred to the Board of Governors for INFORMATION.

Appendix A

System	Assessment	Responsibility	Completion Date	Action Taken/ Further Follow-up Required
Personal Computers on user network	Testing of all personal computers as to Y2K compliancy	Arlene Jang John Koperwas	January 30, 1999	
Custom Written Software eg. QNX financial system	Assessment of all custom written programs to determine which programs will updated & recoding of database/index	Brett Downing John Koperwas Bob Hicks	April 30, 1999	
Commercial Software Packages eg. PMS, CAD, Johnson Control HVAC, Camera Meter reading system	Collection of detailed information on software packages in use; testing of software or consultation with manufacturer	Brett Downing John Koperwas Leo Lauro	June 30, 1999	
Telecommunications System	Testing of PBX system at NTC. City will be responsible for Centrex telecommunications system	John Koperwas	January 30, 1999	Update to SCO Unix system completed and CDR software to be installed
Operational Equipment eg. HVAC controls, Boilers & Chillers; Fire Systems; Elevators; Security, Energy Management, Power Supply and Back-up System;	Collection of detailed information to be provided and reviewed by the City	Arlene Jang John Koperwas Leo Lauro Joe Walker	June 30, 1999	
Office Equipment eg. Faxes, photocopiers	Collection of detailed information to be provided to and reviewed by the City	Arlene Jang John Koperwas Fatima Scagnol	March 30, 1999	

TORONTO

APPENDIX "B"

Year 2000 - Facility Inventory

Maintenance Contact:	Phone No.:
Building Name:	Primary Use of Building:
Address:	Approximate Number of Occupants (Staff and/or Public):
Approximate Size of Building: ☐ Square Feet or ☐ Square Metres	Survey Completed By/Phone:
Operating Department:	Date:

System Type	Manufacturer	Model Name or #	Serial #	PC or Emb. C
FIRE SYSTEMS				
ACCESS TO PARKING, BUILDING & SECURITY				
System Type	Manufacturer	Model Name or #	Serial #	PC or Emb. C
ELEVATORS AND ESCALATORS				
HVAC CONTROLS, BOILERS AND CHILLERS				

The building checklists are modified from BOMA's publication Meeting the Year 2000 Challenge: A Guide For Property Professionals. This document was distributed from BOMA International's Web Site. For more information please visit BOMA's Web Site at http://www.boma.org

System Type	Manufacturer	Model Name or #	Serial #	PC or Emb. C
ENERGY MANAGEMENT, POWER SUPPLY AND BACK-UP SYSTEMS				
TELECOMMUNICATIONS SYSTEM				
OTHER CONTROL AND/OR MONITORING SYSTEMS				
System Type	Manufacturer	Model Name or #	Serial #	PC or Emb. C
PHOTOCOPIERS, FAX MACHINES AND PROCESS EQUIPMENT				
COMPUTERS/SOFTWARE USED SPECIFICALLY FOR ON-SITE FACILITIES MANAGEMENT FUNCTIONS				

CRITICAL EXTERNAL MONITORING AND SERVICE PROVISION COMPANIES		
Company	Service Provided	Link Technology/Method

The building checklists are modified from BOMA's publication Meeting the Year 2000 Challenge: A Guide For Property Professionals.' This document was distributed from BOMA International's Web Site. For more information please visit BOMA's Web Site at http://www.boma.org.
Copyright 1998 BOMA International