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EXHIBITION PLACE

May 20, 1999

TO: The Board of Governors of Exhibition Place

FROM: Joe Pantalone
Chair

SUBJECT: Membership Requirements

Recommendations:

It is recommended that the Board adopt the requirements for membership on the Board as outlined in Schedule A attached and forward this information to City of Toronto Council for inclusion in the City's appointment process.

Background:

At its meeting on April 13, 1999, Council approved of a Policy for Citizen Appointments.

Discussion:

As part of the Citizen Appointment policy, the City has requested that every special purpose body and board adopt a set of criteria or requirements with respect to the appointment of members. These criteria must in turn be adopted by City Council prior to citizen appointments being made. Accordingly, I am submitting for approval of the Board the attached "Requirements for Membership on the Board of Governors of Exhibition Place". This document follows the outline suggested by the City Clerk's Office. It provides information about the Board and its meetings that can be provided to interested citizens and also sets out the general responsibilities of Board members and some desired qualifications to assist Council when making recommendations on citizen appointees.

Conclusion:

This report recommends the adoption of requirements for citizen appointees to the Board of Governors.

Joe Pantalone
Chair

**BASIC INFORMATION AND REQUIREMENTS FOR MEMBERSHIP
ON THE BOARD OF GOVERNORS OF EXHIBITION PLACE**

The Board of Governors of Exhibition Place was continued by the *City of Toronto Act, 1997*, and is responsible for the maintenance, operation and management of Exhibition Place including The National Trade Centre. In addition, in accordance with the terms and conditions of the Memorandum of Understanding between the Board and the Canadian National Exhibition Association, the Board of Governors oversees the operations of the annual Canadian National Exhibition.

- Composition** The Board consists of 13 members composed of:
- (a) 11 members appointed by City of Toronto Council composed of:
 - i. 4 members of Council
 - ii. 3 members nominated by the Canadian National Exhibition Association; and
 - iii. 4 members who are not Members of Council;
 - (b) the Mayor or designate; and
 - (c) President of the Canadian National Exhibition Association.
- Term of Office** Board members shall serve for the three-year term of Council expiring November 30, 2000 or until their successors are appointed.
- Remuneration** Remuneration for citizen members of City Agencies, Boards and Commissions is currently under review by City Council.
- Currently, being a Board member is essentially a volunteer activity. Members can expect to be reimbursed for approved out-of-pocket expenses.
- Meetings** The Board meets at the Board's administration offices at Exhibition Place approximately ten times a year or more frequently at the call of the Chair. Meetings last approximately two to three hours. Agendas are sent out in advance so that members can prepare for meetings. Members may also be asked to serve on committees of the Board.

Responsibilities

- Works with the Board's professional staff to develop strategic plans, goals and policies for the Board and ensures that these plans are efficiently and effectively implemented.
- Approves annual operating expenditures of approximately \$36 million and revenues of \$37 million and an annual capital budget of \$5 million.
- Considers matters relevant to the management and delivery of quality service to the public and clients in a profit-oriented operation.

**Desirable
Qualifications**

- Keen interest in and knowledge of trade and consumer show management and/or events management/entertainment industry.
- Specific expertise in one of the following areas: Property management and development; finance; marketing; legal; public relations and communications; public/private enterprises; and human resources.
- Ability to devote time required for Board meetings and for pre-meeting study and review of agenda and supporting material.
- Reflect the ethno-cultural diversity of the City.