

**The Board of Governors of Exhibition Place**  
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## **2016 OPERATING BUDGET BRIEFING NOTE**

### **Board of Governors of Exhibition Place: 2013-2016 Trends for Specific Expenditure Accounts**

**Issue/Background:**

The Budget Committee at its meeting of December 15, 2015, requesting the City Manager to provide briefing notes to the January 5, 2016 meeting. The motion requires detailed reporting on specific expenditure accounts that would include actual spending from 2013 to 2015, together with the corresponding 2016 Preliminary Budget estimates for the following expense categories:

- Mailing
- Advertising and Promotion
- Office Supplies
- Travel (Conference and Travel)
- Training/Conferences (Staff Training and Development)
- Material and Equipment – Communications (Computer Supplies)
- Rental of Office Equipment
- Rental of Equipment - Trades
- Contracted Services
- Material and Equipment Hand Tools
- Professional and Tech - Management Fees (Management Fee)
- Catering Services – Not applicable to Exhibition Place

**Key Points:**

- **Mailing expenses:**  
Includes postage service provided by City and courier charges to deliver packages to clients and tenants

2013	2014	2015	2015	2016
ACTUAL	ACTUAL	FORECAST	BUDGET	BUDGET
11,878	11,865	9,900	9,900	12,400

- **Advertising and Promotion:**  
Primarily includes Advertising and Marketing Promotion costs for Sales and Marketing of the Enercare Centre, Allstream Centre and Exhibition Place, job posting advertisement, and presentation required by Board

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
160,801	188,170	224,000	224,000	269,826

- **Office Supplies**

Includes costs for office supplies, printing and stationeries for all departments

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
29,683	30,055	45,500	53,800	44,500

- **Conference and Travel (Travel per City)**

Includes cost for sales and marketing & event and facility staff to attend trade/consumer conference and convention, trade shows to networking and promoting the Enercare Centre, Allstream Centre and Exhibition Place

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
101,764	92,198	186,200	192,200	151,500

- **Staff Training and Development (Training/Conferences per City)**

Includes both non-unionized and unionized staff training costs to develop/strengthen professional, technical, customer service and interpersonal skills. This service is no longer provided by City

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
105,442	155,012	201,125	211,125	197,145

- **Computer Supplies (Material and Equipment – Communications per City)**

Includes costs of computer power supplies, software, hardware, and peripherals

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
41,406	39,082	42,300	57,300	43,300

- **Rental of Office Equipment**

Includes costs to rent photocopiers. Cost is partially offset by Sponsorship revenue from Ricoh Canada.

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
62,576	71,141	73,000	69,000	74,000

- **Rental of Equipment – Trades**

Rental of equipment to provide service to events, tenants and assets management such as: parking pay and display machines, farm equipment, tractors, golf cart, snow removal equipment, scissors lift & testing equipment

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
147,159	115,951	150,696	180,196	136,967

- **Contracted Services**

Outside contract service to provide service to events, tenants and assets management such as: parking door alarm monitoring and Inkas money pick up, pest control, wildlife management, waste disposal, escalator servicing, electrical safety inspection, meter reading, maintenance for sky tracker and energy generators service, clean and vacuum pipes

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
401,909	406,687	456,701	544,205	410,160

- **Material and Equipment Hand Tools**

Costs for small tools, supplies and materials to provide service to events, tenants and assets management such as: fire protection equipment, safety equipment, parking passes, tickets printing, upgrade & maintain interior/exterior buildings identification

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
452,707	777,028	596,738	595,716	574,190

- **Management Fee (Professional and Tech - Management Fees per City)**

Management fee paid to Cerise Fine Catering which is the Food and Beverage provider to events at Allstream Centre

2013 ACTUAL	2014 ACTUAL	2015 FORECAST	2015 BUDGET	2016 BUDGET
37,463	37,463	41,400	41,400	41,400

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**Date:** December 21, 2015