

TORONTO TRANSIT COMMISSION REPORT NO.

MEETING DATE: January 23, 2008

SUBJECT: TTC CORPORATE POLICY – SPECIAL EVENTS: BAY LOWER FACILITY

RECOMMENDATION

It is recommended that the Commission approve this new corporate policy dealing with procedures for holding special events for external organizations at the Bay Lower facility.

FUNDING

Costs incurred for special events at the Bay Lower facility will be completely covered by the requestor. Charges will include a location fee along with overtime labour costs. It is anticipated that the TTC could generate some revenue from the use of this facility, however, should delays be identified that would result in additional costs to the TTC to complete a project or delay the start of other projects the event will be declined.

BACKGROUND

In 2007 the TTC held several special events at the Bay Lower facility including Doors Open Toronto, Nuit Blanche art installation and a Toronto International Film Festival party hosted by the Italian Trade Commission.

These events were quite successful, although no revenue was generated for the TTC, and have resulted in an increase in enquiries from organizations and individuals interested in conducting private/special events at this location.

Staff therefore has been directed to establish guidelines to assist in the selection and implementation of special event requests to be held at the Bay Lower facility keeping in mind that Bay Lower is a fully functioning station used on a regular basis for training and rerouting of equipment and trains during and after regular service and in emergency situations.

DISCUSSION

Several transit properties within Canada and the United States were contacted in regard to any existing policies that they may have for rental of active or unused stations. Of the seven properties which responded only one currently rents minimal space for private/special events. A summary chart is attached.

Staff also canvassed several major Toronto public event locations (Ontario Science Centre, Nathan Phillips Square, City Hall) to assist in the development of guidelines for this policy.

JUSTIFICATION

Following the success of several special events at the Bay Lower facility over the past year, it is felt that the TTC could generate some revenue from the rental of this facility to outside organizations. Guidelines and cost-recovery (plus a location fee of 15% of total cost) pricing have been developed and staff will continue to assess and implement special events that meet our criteria at the Bay Lower facility.

December 2007
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Attachments