

Sport Alliance of Ontario

Since 1968, the Sport Alliance, and its predecessor the Ontario Sports and Recreation Centre Inc. (OSRC Inc.), has built a track record of service and commitment to amateur sport and recreation in Ontario. The Sport Alliance provides services assisting in the development and delivery of competitive and recreational sport in Ontario.

Sport and Recreation are key components of the daily lives of almost 2.5 million Ontarians. The sport and recreation community is served by more than 100 provincial sport organizations, committed individuals in the educational sport sector, countless municipal parks & recreation staff and volunteers and private sector fitness and facility providers, to help improve the daily lives of people in Ontario.

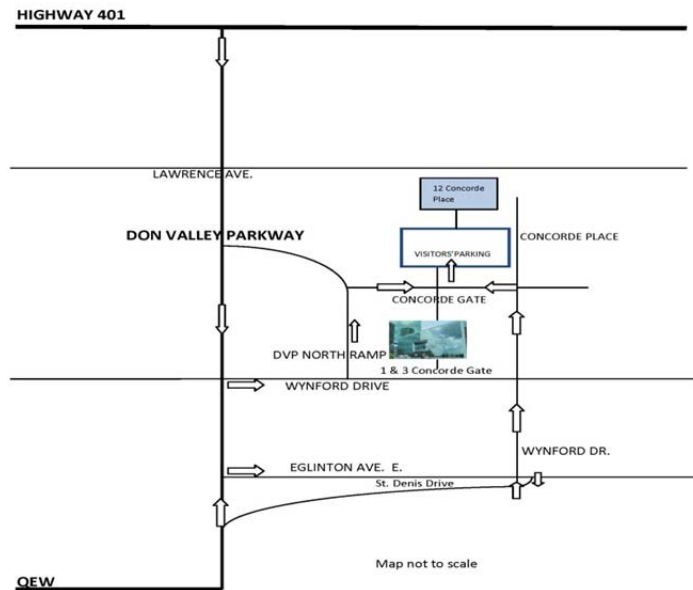
Visit us on the Web
Your link to the sports, information and so much more!
www.sportalliance.com
Email: info@sportalliance.com



Directions to the Sport Alliance of Ontario Building

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Main Fax: (416) 426-7344

- FROM THE QEW** Don Valley Parkway North - Exit at Eglinton Ave. E.
Take Wynford Dr. ramp toward St. Denis Dr.
Keep right at the fork to go onto Wynford Dr.
Stay straight to go onto Concorde Place
Turn left at Concorde Gate
- FROM HWY. 401** Don Valley Parkway South
Exit at Wynford Drive (turn left)
Turn left again at DVP North Ramp
Keep right; turn at Concorde Gate



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EMERGENCIES

FIRE/AMBULANCE/POLICE: 911

NON-EMERGENCIES: Sport Alliance 416-426-7000 (Regular Business Hours)

Security: 416-445-2668 (24/7)

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Cleaners, HVACs, lights, washrooms boardroom set-ups, bookings and equipment access cards & Sub-Tenant parking & visitor parking

Phones and IT Concerns: Jason 7048

Keys, phone billing, equipment, long distance codes, conference calls, voicemail, calling cards, toll-free #'s, email / internet, online back-up



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Adam Vickers	SAO - KidSport	7171
Al Hong	5 Pin Bowling	7162
Alan Trivett	Triathlon Canada	7158
Alicia Crelinsten	Canadian Sport Centre	7117
Alishia Lidums	Ontario Volleyball	7431
Allan Koyanagi	Judo Ontario	7005
Aloy Lawrence	Medallion Press	7240
Amanda Street-Bishop	SPORT4ONTARIO	7310
Amy Alcantara	SAO - Finance	7082
Amy D'Ornellas	Ontario Basketball	7161
Ana Vela	SAO - Finance	7081
Andrea Pariselli	Ontario Hockey Federation	7263
Andrew Backer	Rugby Ontario	7146
Andrew Hall	Rugby Ontario	7181
Andy Higgins	National Coaches	7246
Andy Pick	International Cricket Council	7179
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Ashley Haynes	SAO - Games	7424
Ashley Lethbridge	ROWONTARIO	7002
Audra Sederavicius	Gymnastics Ontario	7169
Barbara Morrow	ParaSport Ontario	7187
Bernie Eckler	Athletics Ontario	7216
Beth Hubbard	OFSAA	7439
Bill Anderson	Medallion Press	7235
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Blair McIntosh	Sport Alliance - Games	7289
Blair Webster	OCAA	7042
Bonnie Fisher	ORCKA	7016
Brandon Wagner	Canadian Sport Centre	7238
Brenda Whitteker	Ophea	7297
Brendan Arnold	Ontario Cycling Association	7401
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Brian Keaveney	CMAA	7325
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Claire Jones	Coaches of Canada	7023
Clint Tham	Ophea	7423
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Crystal Peiris	SAO - Games	7228
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Dave Hurley	Ontario Basketball	7287
Dave Johnson	Master Bowlers` Association of Ontario	7165
Dave Sandford	Gymnastics Ontario	7108
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Derek Ventnor	ROWONTARIO	7001
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Wendy Dobbin	Canadian Sport Centre	7185
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Canoe Ontario	905-839-1103
Council of Outdoor Educators	416-493-1785
Cross Country Ontario	416-762-6964
Curl Ontario	905-831-3699
Disabled Sailing Association of Ontario	16- 214-0358
Federation of Broomball Association of Ontario	519-938-9505
Golf Association of Ontario	905-852-1101 x234
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Hike Ontario	1-800-894-7249
Horseshoe Ontario	519-896-0524
IFTA (International Fun & Team Athletics)	416-425-4078
International Cricket Council	416-426-7231
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Ontario Amputee & Les Autres Sports Association	416-426-7187
Ontario Assoc. of Sport & Exercise Sciences	519-925-2265
Ontario Association of Archers	(Not Long Distance) 519-927-3256
Ontario Association of Triathletes	416-426-7025
Ontario Ball Hockey Association	416-426-7003
Ontario Baseball Association	519-740-3900
Ontario Basketball	416-426-7200
Ontario Baton Twirling Association	905-830-5673
Ontario Billiard & Snooker Association	905-973-7813
Ontario Blind Sports Association	416-426-7191
Ontario Bobsleigh Association	613-829-6117
Ontario Camps Association	416-485-0425
Ontario Cerebral Palsy Sports Association	613-723-1806
Ontario Colleges Athletic Association	416-426-7043
Ontario Council of Shooters	705-721-0499
Ontario Cricket Association	905-686-4672
Ontario Curling Association	905-831-1757
Ontario Cycling Association	416-426-7416
Ontario Deaf Sports Association	416-413-0299
Ontario Diving Association	289-240-5293

Ontario Equestrian Federation	905-709-6545
Ontario Federation of Amateur Roller Skaters	905-666-9343
Ontario Federation of School Athletic Associations	416 -426-7391
Ontario Fencing Association	905-525-6693
Ontario Field Hockey Association	905-492-1680
Ontario Fitness Council	1-800-716-6716
Ontario Fly & Bait Casting Association	416-487-4477
Ontario Handball Association	www.ontariohandball.ca
Ontario Hang Gliding & Paragliding	905-681-9490
Ontario Hockey Development Centre	416-426-7252
Ontario Hockey Federation	416-426-7249
Ontario Lacrosse Association	416-426-7066
Ontario Ladies' Golf Association	905-852-1101
Ontario Luge Association	613-332-4908
Ontario Masters Track & Field Association	416- 699-5818
Ontario Modern Pentathlon Association	519-833-9449
Ontario Muzzle Loading Association	519-245-1235
Ontario Physical & Health Education Association	416-426-7120
Ontario Powerlifting Association	905-646-8536
Ontario Provincial Tenpin Bowling Association	www.otba.ca
Ontario Recreation Facilities Association	416-426-7062
Ontario Recreational Canoeing Association	416-426-7016
Ontario Rifle Association	www.ontariorifleassociation.org
Ontario Ringette Association	416-426-7204
Ontario Rope Skipping Organization	www.orso.on.ca
Ontario Rugby Union	416-426-7050
Ontario Sailing Association	905-572-7245
Ontario Senior Games	416-426-7031
Ontario Shuffleboard Association	519-539-5402
Ontario Skeet Shooting Association	www.ontarioskeet.com
Ontario Ski Council	416-426-7029
Ontario Soaring Association	416-223-6487
Ontario Soccer Association	905-264-9390
Ontario Special Olympics Association	416-447-8326
Ontario Speed Skating Association	705-652-9490
Ontario Synchronized Swimming Association	905-572-7962
Ontario Table Tennis Association	416-843-8916
Ontario Tae Kwon Do Association	905-628-8639
Ontario Tennis Association	416-514-1100
Ontario Underwater Council	416-426-7033
Ontario University Association	905-540-5148
Ontario Volleyball Association	416-426-7316
Ontario Water Polo Association	416-426-7028
Water Ski Wakeboard Ontario	416-426-7092
Ontario Weightlifting Association	705-445-7515
Ontario Wheelchair Sports	416-426-7189
Orienteering Ontario	416-410-4586
ParaSport Ontario	416-426-7189
Parks and Recreation Ontario	416-426-7142

Police Revolver Clubs of Ontario	905-265-0692
SPORT4ONTARIO	416-426-7310
Racquetball Ontario	905-466-5626
Roller Sports Ontario	905-666-9343
ROWONTARIO	416-426-7002
Skate Ontario	905-760-9100
Softball Ontario	416-426-7150
Solo Swims of Ontario	www.soloswims.com
Squash Ontario	416-426-7201
Swim Ontario	416-426-7220
Team Handball Ontario	819-425-2229
Toronto Ultimate Club	647-345-8105
Trapshooting (Provincial)	905-878-5669

National Sports Organizations

Aboriginal Sport Circle	613-938-1176
Alpine Canada	403-777-3200
Athletes Canada	1-888-832-4222
Athletics Canada	613-260-5580
Badminton Canada	613-569-2424
Baseball Canada	613-748-5606
Biathlon Canada	613-748-5608
Bobsleigh Canada	403-247-5950
Bowls Canada	613-244-0021
Canada Basketball	416-614-8037
Canada Games Council	613-526-2320
Canada's Sports Hall of Fame	416-260-6789
Canadian 5 Pin Bowlers' Association	613-744-5090
Canadian Amateur Boxing Association	613-238-7700
Canadian Amateur Diving Association	613-736-5238
Canadian Amateur Speed Skating Association	613-260-3669
Canadian Amateur Wrestling Association	613-748-5686
Canadian Amputee Sport Association	604-591-6367
Canadian Association for Adv. Women's Sports (CAAWS)	613-562-5667
Canadian Association for Disabled Skiing	613-842-5223
Canadian Ball Hockey Association	905-832-6200
Canadian Blind Sports Association	604-419-0480
Canadian Camping Association	1-877-427-6938
Canadian Canoe Association	613-260-1818
Canadian Centre for Ethics in Sport	613-521-3340
Canadian Cerebral Palsy Sport Association	613-748-1430
Canadian Colleges Athletic Association	613-937-1508
Canadian Curling Association	1-800-550-2876
Canadian Cycling Association	613-248-1353
Canadian Fencing Federation	450-628-7000
Canadian Freestyle Ski Association	604-714-2233
Canadian Hockey Association	403-777-3636
Canadian Interuniversity Athletic Union (CIAU)	613-562-5670
Canadian Lacrosse Association	613-260-2028
Canadian Luge Association	403-247-9884
Canadian Master Athletics Association	416-426-7325
Canadian Modern Pentathlon Association	450-458-7974
Canadian Olympic Association	416-962-0262
Canadian Paralympic Committee	613-569-4333
Canadian Parks and Recreation Ontario Association	613-523-5315
Canadian Powerlifting Association	613-569-4333
Canadian Rhythmic Gymnastics Association	204-925-5739
Canadian Shooting Sports Association	905-265-0692
Canadian Ski Instructor Alliance	416-426-7261
Canadian Snowboard Federation	604-714-2239
Canadian Soccer Association (Football)	613-237-7678
Canadian Special Olympics	416-927-9050

Canadian Sport Centre Ontario	416-426-7238
Canadian Table Tennis Association	613-733-6272
Canadian Team Handball Federation	819-425-2229
Canadian Ten Pin Federation	403-381-2830
Canadian Weightlifting Federation	780-636-7000
Canadian Wheelchair Basketball Association	613-260-1296
Canadian Wheelchair Sports Association	613-523-0004
Canadian Yachting Association	613-545-3044
Coaching Association of Canada	613-235-5000
Commonwealth Games Association and Federation	613-748-5625
Cross Country Canada	403-678-6791
Equine Canada	613-248-3433
Federation of Canadian Archers Inc.	613-260-2113
Field Hockey Canada	613-521-8774
Football Canada	613-564-2675
Gymnastics Canada Gymnastique	613-748-5637
Judo Canada	613-738-1200
National Coaching Institute	416-426-7246
National Karate Association	403-297-2720
Nordic Combined Canada	403-217-2299
Racquetball Canada	204-237-9880
Ringette Canada	613-748-5655
Roller Sports Canada	905-272-1774
Rowing Canada Aviron	250-361-4222
Royal Canadian Golf Association	905-849-9700
Rugby Canada	905-780-8998
Shooting Federation of Canada	613-727-7483
Skate Canada	1-888-747-2372
Sledge Hockey Canada	1-888-857-8555
Softball Canada	613-523-3386
Squash Canada	613-731-7385
Swimming Canada	613-260-1348
Synchro Canada	613-748-5674
Tennis Canada	416-665-9777
Trapshooting (Olympic)	705-445-6230
Triathlon Canada	416-426-7180
Volleyball Canada	613-748-5681
Water Polo Canada	613-748-5682
Water Ski Canada	613-526-0685
WTF Taekwondo Association of Canada	613-792-3259

Canadian Council of Provincial and Territorial Sport Federations (CCP & TSF)

Alberta Sport, Recreation,
Parks & Wildlife Foundation
905 Standard Life Centre 10405 Jasper Ave T5J4R7

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(780) 415-0308 (f)

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MINISTRY OF HEALTH PROMOTION AND SPORT**Sport, Recreation & Community Programs Branch**777 Bay Street, Suite 702 Toronto ON M7A 1S5
Fax: 416-314-6301**DIRECTOR'S OFFICE**

BEAVER Rick	Director	314-7696
TOMLINSON Simone	Executive Assistant to the Director	327-0398
MAYOROV Julie	Administrative Coordinator	314-7471

SPORT & RECREATION

STEWART Craig	Manager, Sport & Recreation	314-7791
LAU Anita	Administrative Associate	314-7206
BLACKWOOD Faye	Sport & Recreation Consultant	314-3785
COCUZZI Ashleigh	Sport and Recreation Policy Advisor	212-4404
COOPER Scott	Sport & Recreation Consultant	314-7692
DYBENKO Andrew	Sport & Recreation Consultant	314-7187
HARTNOLL Christine	Sport & Recreation Consultant	314-7679
LEAVERTON Alexandra	Sport & Recreation Consultant	314-7189
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777 Bay Street, Suite 2302 Toronto ON M7A 1S5
Fax: 416-314-7458**OPERATIONS**

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BRACKEN Stephanie	Administrative Assistant	212-6448
CHAN Eric	Financial Coordinator	326-2046
KERR Paul	Financial Coordinator	326-4810
KHAN Shannon	Administrative Coordinator	314-7186
PEREIRA Rosy	Project Officer	212-1306

COMMUNITY PROGRAMS

BULLARD Pamela	Manager, Community Programs	314-7684
TSIMENIDIS Maria	Administrative Associate	314-7688
BLANCHFIELD Pamela	Program Coordinator	327-0337
BOYD Steven	Program Coordinator	314-7510
CHARLTON Leslie	Senior Coordinator	212-8703
DOLL Jayson	Senior Coordinator	212-4071
DUFOUR Daphne	Program Coordinator	327-4860
HONG Tricia	Program Coordinator	314-7197
HOWARD Donna	Senior Coordinator	327-0410
MENSAH Kojo	Program Coordinator	314-8110
PIKE Judy	Program Coordinator	314-7681



Sub-Tenant



SUB-TENANT MANUAL

**Prepared by Sport Alliance of Ontario (SAO)
for the Sub-Tenants of:
1, 3 Concorde Gate & 12 Concorde Place**

INTRODUCTION

This Manual has been prepared by Sport Alliance of Ontario (SAO) for the Sub-Tenants of 1, 3 Concorde Gate and 12 Concorde Place in order to provide essential information on the Building and SAO Services. Crown Property Management is the Property managers acting on behalf of the Head Landlord.

Revisions will be made and distributed to Sub-Tenants as required. This manual should not be duplicated or distributed without the authorization of SAO.

Our objective is to ensure your organization receives prompt, courteous, and quality service.

In order to assist us with providing the best possible level of response to your service needs, we ask that you complete the "New Hire Information Sheet" and forward the completed form to our office (Schedule 'A'). Any updates to the representatives should be made as they occur and forwarded to our office as soon as possible. The SAO staff should be the only contact people dealing with Property Management Company (Crown).

For your convenience, all your service needs can be met by calling Facility Services at 416-426-7000 during regular business hours (8:30am - 4:30pm).

For after- hour emergencies please contact Security: 416-445-2668

We welcome comments or suggestions you may have regarding any facet of the building and its operation. We look forward to a long and mutually prosperous business relationship with our Sub-Tenants.

2.2 If You Discover a Suspicious Looking Object

- 1) DO NOT TOUCH THE OBJECT
- 2) Notify your immediate Supervisor or Manager
- 3) Clear persons from the immediate area of the object and prevent their re-entry.
- 4) Notify the Following and provide the following information:
 - Metropolitan Toronto Police at: 911
 - SAO 416-426-7000
 - Crown Security 416-445-2668
 - (a) COMPANY NAME AND LOCATION.
 - (b) FLOOR NUMBER AND AREA WHERE OBJECT IS LOCATED
 - (c) DESCRIPTION OF OBJECT AND WHY YOU CONSIDER IT SUSPICIOUS
 - (d) YOUR NAME AND TELEPHONE NUMBER
- 5) Standby to pinpoint location for Emergency Personnel

3 FIRE / EMERGENCY REGULATIONS

Under the Ontario Fire Code (Section 2.8) Emergency Planning, it is the responsibility of SAO to form a Sub-Tenant Fire Safety Committee consisting of at least 2 people per floor per building. Fire Safety training is provided by Property Management. These individuals will be contacted for the purpose of scheduling fire safety training for your staff.

Relevant sections of the Building Fire Plan will be issued to the Fire Safety Committee by Property Management.

A Fire / Emergency Committee consisting of two people from each floor exist to handle evacuations. Procedures have been established and are consistent with all fire regulations of the City of Toronto. Upon discovery of the fire, leave fire area immediately and close doors. Call 911, sound fire alarm, or upon hearing fire alarm, leave building via nearest exit. Close doors behind you. If you are unable to leave, close door and place a wet towel at base of door. If you encounter smoke in the stairway, use alternate exit.

REMAIN CALM.

- Please contact Facility Services if you have employees requiring "Special Assistance". Your cooperation is greatly appreciated. Special Assistance form (Schedule 'B') can be obtained from Facility Services.

4 POWER FAILURE

Concorde Corporate Centre is equipped with an, emergency diesel backup generators that supply power to critical systems, emergency and stairwell lighting, fire and life safety equipment as well as to the emergency response elevator.

- 1 & 3 Concorde Gate: The emergency diesel generator is rated at 750 KW/960 KVA
 - 12 Concorde Gate: The emergency diesel generator is rated at 765 KW/956 KVA
- Evacuation is not mandatory unless directions are received via the public address system.

5 LIGHTING AUTOMATION

All Sub-Tenant office lighting fixtures are connected to the Siemens' BAS (Building Automation System). Floor lighting systems are zoned, and can be turned on or off remotely via the BAS automated lighting control system.

- The lighting system is scheduled to be turned on by 7:00 a.m. and off by 6:00 p.m. Monday to Friday and is inactive on weekends and holidays.

Alternative times can be programmed for Sub-Tenants who work late hours or schedule specific evening events, or have a boardroom booked. Please contact Facility Services ext: 7000 or email hkromminga@sportalliance.com if required.

Current Additional After-Hours Lighting Rates (SAO's Expense) is \$5.00 per hour + 15% administration fee.

6 HEATING & AIR CONDITIONING USE

Heating, ventilation, and air conditioning (according to appropriate season) is provided Monday through Friday except weekends and holidays.

- For your reference, regular HVAC hours are as follows: 7:00 a.m. to 6:00 p.m.

Additional HVAC service for Sub-Tenants is available by contacting Facility Services ext: 7000 or email hkromminga@sportalliance.com if required.

Current After-Hours HVAC Rates (SAO's Expense) is \$30.00 per hour + 15% administration fee.

7 DELIVERIES

All deliveries to 1 & 3 Concorde must be channelled through the loading dock. The loading dock is located on the south side of 1 & 3 Concorde with access from Concorde Place. The dock is monitored by Security personnel located on the ground floor lobby. All delivery personnel must check in at the Security desk prior to accessing the building. These instructions should be given to anyone delivering items to your office. Please ensure that the appropriate suite number is given to anyone delivering items to your organization.

- General deliveries may be made between the hours of: 8:30 a.m. - 5:00 p.m.

Large deliveries and/or movers (which require the elevator for more than a single lift) are to be scheduled with Facility Services. After Hour deliveries require supervision by the base building security personnel and are subject to an hourly service charge \$25.00.

Drivers are requested to limit their parking time to 15 minutes to congestion and ensure efficient use of the limited space.

Service Elevator

Service elevators for deliveries, moving, etc. must be requested in writing to Facility Services 24 hours in advance.

8 FREIGHT ELEVATOR USAGE

Concorde Gate is equipped with a single Freight Elevator at 1, 3 Concorde Gate and 12 Concord Place that is accessible throughout normal business hours for normal deliveries and other heavy traffic.

Elevator Dimensions:

1 Concorde: 79" W x 64" D x 118"H

3 Concorde: 80" W x 50" D x 120"H

12 Concorde Place: 41" W x 45" D x 105"H

8.1 Elevator Service & Loading Area: 1 & 3 Concorde Gate and 12 Concorde Place

All freight entering or leaving the Building must be shipped through the loading area and the designated freight elevator. In no event shall freight be moved through the ground floor entrance or lobbies to the Building. To reserve the freight elevator, contact Facility Services. Facility Service requires at least 24 hours prior written notification. The freight elevator shall be used for the movement of freight at times established by Management.

Elevator Reservation Times

Monday to Friday:

Before 8:00 am - **Absolute cut off at 8:00 am.**

No Move in or out. No tractor trailers in loading area.

Between 9:30 am and 11:30 am - **Absolute cut off at 11:30 am.**

Between 2:00 pm and 4:00 pm - **Absolute cut off at 4:30 pm.**

After 6:00 pm - Large moves and deliveries. ONLY time on weekday for tractor trailer vehicles permitted in loading area.

Saturday - Sunday:

Between 9:00 am - 9:00 pm - No restrictions

Movement of small items by hand during normal business hours shall be permitted.

Property Management/Security reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any term of the lease. All carrying in or out of unusually heavy or bulky freight must take place only during hours selected by Property Management (Crown) and then only with prior notice (24 Hr) to and approval by Property Management. No loads beyond the rated capacity of elevators shall be brought into the Building. The Landlord shall have the right to prescribe the locations of heavy loads or objects and if considered necessary, the means to distribute the weight thereof (to no more than 100 pounds per square foot, unless written approval is granted by the Landlord). All costs incurred by Property Management (Crown) with respect thereto shall be charged to the Sub-Tenant. Any damage to the building caused by the Sub-Tenant or its contractor, couriers, delivery, or moving services, will be repaired at the Sub-Tenant's expense. Please make sure that prior to hiring their services, contractors are informed of this policy.

9 WASTE MANAGEMENT

Concorde Corporate Centre has established an extensive waste management and recycling program in an effort to attain the highest possible diversion rate.

Portions of the waste stream addressed by the program include paper and cardboard: bottles, can and miscellaneous plastics: secure shredding: food court organics: wooden pallets: fluorescent light tubes: grease and oil: toner cartridges: batteries; construction and demolition waste and miscellaneous computer parts.

Each Sub-Tenant shall store all its trash and garbage within its premises, unless an alternative location is specifically provided by the SAO Facility Service. No material shall be placed in the trash boxes or receptacles if such material is of a nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage, without being in violation of any law or ordinance governing such disposal.

All construction debris relating to alterations shall be removed from the premises and the Building by the Sub-Tenant or its contractors. All garbage, construction debris and refuse shall be removed only in suitable containers and through entry ways and elevators provided for such purposes and at such times as SAO shall designate. The Sub-Tenant shall not allow any undue accumulation of any debris, garbage, trash or refuse in or outside the premises.

No trash or garbage is to be placed in the loading area without prior approval by the SAO Facility Service during the day. This also applies to large amounts of recyclable materials. Contact Building Security after-hours at 416-445-2668.

9.1 Recycling

The Building has a blue box recycling program in accordance with local by-laws. We encourage Sub-Tenants to participate in the program. Only 100% participation by all will help maximize the benefit of such a program.

*Please break down and store flat in one location all cardboard boxes for daily pick-up by cleaning personnel. If you more than 5 boxes, bring down to the Loading Area located in building 1. Please contact x7000 if you are unsure of where the Loading Dock' area.

LIST OF APPROVED RECYCLABLES

RECYCLABLE		NON-RECYCLABLE	
Computer paper	Staples	Carbon paper	
White ledger	Paper clips	Lunch waste	
Bond paper	Newspapers	Kleenex	
Coloured paper	Magazines	Tissue	
Fax paper	Telephone books		
File folders	Business cards		
Post-it notes	Coated (glossy) paper		
NCR paper (No carbon req.)	Clear glass		
Cans	Plastic water bottles		
All types of envelopes (window and stamps included)			

Along with recycling, we should also reduce waste and re-use paper. We can do this by purchasing recycled paper, reduce or eliminate the use of paper that is not recyclable and use both sides of paper whenever possible.

10 RULES AND REGULATIONS

10.1 Use

For safety of occupants and according to Fire Code Regulations, the sidewalks, entrances, lobbies, corridors, elevators, vestibules and stairways in and about the Building shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress to or egress from the premises.

Access to the roof is restricted to Building staff only, unless specified in a lease or authorized by Crown Property Management.

Cooking is not permitted in the Building except the use by the Sub-Tenant of CSA-approved equipment for brewing coffee, tea, hot chocolate and similar beverages and the use of CSA-approved microwave ovens for heating, provided that such use is in accordance with all applicable federal, provincial and city laws, codes, ordinances, rules and regulations and provided that such use shall not result in any odours emanating from the Sub-Tenant's premises or be used for commercial purposes.

The Sub-Tenant(s) premises shall be used to conduct business as outlined in the Lease. Lodging, sleeping, manufacturing, storage of merchandise, sale of merchandise, and consumption of alcohol without a permit are prohibited.

Business machines and other equipment shall be placed and maintained by the Sub-Tenant at the Sub-Tenant's expense in settings sufficient, in Property Management's reasonable judgment, to absorb and prevent unreasonable vibration, in complying with maximum load limits prescribed and to prevent noise and annoyance.

Windows and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered by any Sub-Tenant.

Parcels or other articles are not to be placed on interior or exterior window sills. Fire exit doors shall not be obstructed.

10.2 Housekeeping and Cleaning Services

Housekeeping Services is performed by contracted cleaning staff, administered by 1 Concorde Gate, Crown Property Management Office.

Contracted cleaning staff, services all customer offices and common areas.

Nightly cleaning begins at 5:30 pm, Monday - Friday, with the exception of holidays. Office premises include all areas unless specifically secured and requested to be omitted. Common areas include washrooms, elevator lobbies, corridors stairwells and all public area.

Daytime cleaning staff; are on site attending these common areas from 8:00 am - 4:00 pm weekdays.

Crown Property Management conduct random weekly inspections to ensure the quality of janitorial service, and regular meetings are held with contract supervisors to assess performance and quality standards.

Any additional needs should be discussed with the SAO Facility Service Manager. Only cleaners authorized by Property Management (Crown) are permitted to perform housekeeping services in the Building. The Sub-Tenant shall permit window cleaners to clean the windows in the premises both during regular business hours and at other times. Every attempt will be made to clean the interior windows with minimal disruption to Sub-Tenants.

In order to keep costs down, the washrooms, toilets, urinals, washbowls and other apparatus shall not be used for any purpose other than that for which they were constructed and intended to be used and no foreign substance of any kind what so ever shall be thrown therein.

10.3 Additional Contract Work

Sub-Tenants having contract work or additional cleaning services performed must make prior arrangements for access and freight elevator service. Contact Facility Services Manager who will liaise with Property Management.

10.4 Safety

Safety of Building occupants is of primary importance. Sub-Tenants are encouraged to participate in fire drills.

For obvious reasons, any dangerous, explosive, corrosive dangerous, explosive materials or fluids are not permitted. Flammable, combustible fluids, or material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment are strictly prohibited. Any hazardous situation should be brought to the attention of the SAO Facility Service Manager immediately.

The Sub-Tenant shall not, without Property Management (Crown) and SAO Facility Services prior written approval, use any method of heating or air-conditioning other than that supplied or approved by Property Management. WHIMIS legislation requires the Sub-Tenant to keep MSDS sheets on all hazardous goods, and that MSDS sheets, be provided to Facility Services/Property Management.

11 BUILDING SECURITY

Concorde Corporate Centre has a 24 hour Security Service with a manned front desk located in the atrium of the ground floor of 1 & 3 Concorde Gate, with a patrolling officer for emergency response. Upon request Security can provide escorts to the parking garage or visitor parking after hours for Sub-Tenants or visitors.

All contractors are required to register at the security desk and wear Concorde Corporate Centre Visitor Passes and be in uniform while operating within the complex.

Any Access to the Building after scheduled business hours is through the main front doors located on the north side of Building only and is controlled by the use of an electronic security pass card system. The access card is required for after-hours access to the Building, elevators and parking. A Fitch card access system controls access and egress to the main entrance doors, elevators and parking garage.

An extensive 24-hour CCTV system monitors and digitally records specific locations throughout the Building. Lost or Stolen cards are to be reported to Facility Services immediately. This card system automatically records the use of the card and maintains a Building entry record.

For weekend or after-hour meetings, access can be arranged for specific times by contacting Facility Receptionist x7000. Access time is limited to one hour (1/2 hour before and after the starting time of the meeting).

All fire doors are connected to the alarm system. These doors are to be used ONLY in the case of an emergency.

11.1 Security

The Sub-Tenant should ensure that the doors of the premises are closed and locked, that all water faucets, water apparatus and powered equipment are shut off before the Sub-Tenant or the Sub-Tenant's employees leave the premises, so as to prevent waste or damage. We strongly recommend that Sub-Tenants shall keep the doors to the Building corridors closed DURING BUSINESS HOURS and CLOSED AND LOCKED outside of business hours.

- **Note:** Security patrol's the outer office's only. They do not enter the suites unless directed to do so or a security situation exists.

No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any Sub-Tenant, nor shall any changes be made in existing locks or the mechanism thereof, without prior written authorization from Facility Services. All requests are to be submitted through SAO Facility Services. Lock cylinders and keys shall be changed by SAO at the Sub-Tenant's expense upon receipt of written request from the Sub-Tenant (proper procedure is as follows: SAO receives a request from the Sub-Tenant. SAO then receives approval from Property Management). A Work Order Request Form must be filled out and approved by both the SAO and the Sub-Tenant prior to any projects.

11.2 Keys and Access Cards

Any additional keys and access cards will be issued at Sub-Tenant's cost and should be requested by completing a Work Order Request Form. The Sub-Tenant must, upon termination of its tenancy, return to the SAO Facility Services upon termination or change of staff all keys and/or access cards either furnished to or otherwise procured by such Sub-Tenant and, in the event of the loss of any keys or access cards so furnished, the Sub-Tenant shall pay to SAO the cost of replacement. Authorized Building janitors and contract cleaners will be provided with a passkey to all offices in the Building unless specific instructions are arranged with the Building Property Manager through the SAO Facility Service. A \$25 fee is applicable to replace a lost card.

11.3 Business Hours

The SAO core business hours are 8:30 am - 4:30 pm

The normal Business hours of the Building are 6:00 am - 6:00 pm on weekdays.

Throughout the week SAO Services are available from 8:30 am to 4:30 pm. On Saturday & Sundays the Building is open to individuals with security card access. Should you be without your access card the security guard on duty can assist you. (Subject to change) Security is on site 24/7 (subject to change).

i) Access

On Weekends, Holidays and outside regular business hours, access to the premises without proper and acceptable identification may be refused in the absence of the individual having a pass card or key. A letter on your company's letterhead to Facility Services granting any volunteers/board members etc. into your suite after-hours must be received within 24 hours prior to access. Facility Services shall provide Property Management with a current Security Access List for all persons authorized to access the premises after ordinary business hours.

Any lost or stolen cards/keys shall be reported in writing by the Sub-Tenant to the Facility Services. The Sub-Tenant shall be charged a fee to be specified by SAO for lost, stolen, or unaccounted Security Access cards or keys. (Prices are subject to change).

11.4 Signs

The Sub-Tenant shall not paint, display, exhibit, inscribe, place or affix any flat sign, picture, advertisement, notice, lettering or direction on the outside or inside of the premises for exterior view without the prior written consent of SAO. Signs shall be manufactured and installed by persons approved by Facility Services. Failing this Crown / SAO may remove the signs at the Sub-Tenants expense.

11.5 Alterations and Repairs

Any alterations or repairs including, but not limited to, painting drilling, floor, walls, ceiling work, electrical, plumbing, etc., must be submitted IN WRITING and to SAO Facility Services for approval.

All Sub-Tenants are required to restore their suite to "as new" condition at their own expense upon termination of their tenancy.

For the benefit of all Sub-Tenants, and to project a professional image, Property Management desires to retain uniformity of appearance from the exterior of the Building as far as is possible. Therefore, only Building standard blinds are permitted as window treatment.

- File cabinets, boxes, containers or similar items should be kept clear of any window of the Building so as to not be visible from the outside of the Building and to maximize HVAC efficiency.
- Microwave or television antenna, loud speakers or other devices, if required to be located outside of a tenant's premise, must be approved by Facility Services.

Sub-Tenants shall not alter the Building ceiling lighting or HVAC system or install any additional lighting or abnormal power-consuming equipment without written approval of Property Management & Facility Services.

11.6 Leasehold Improvements/Changes/Construction

All Leasehold Improvements/Changes and Construction by Sub-Tenants must be pre-approved by SAO.

11.7 Canvassing

Canvassing, soliciting, distribution of handbills and peddling in the Building are prohibited and we ask each Sub-Tenant to co-operate to prevent the same. We encourage Sub-Tenants to contact Facility Receptionist at 416-426-7000 or Security at 416-445-2668 if any canvassers are seen in the Building.

11.8 Animals

Pets or animals are not permitted in the Building or premises with the exception of service dogs.

11.9 Bicycles and Vehicles

For the convenience of cyclists, a bicycle rack is located at the front of the Building 3 Concorde.

- No bicycles, roller blades or skate boards are allowed or to be used inside of the Building.

11.10 No Smoking Policy

Sub-Tenants are reminded that according to City of Toronto By-Law No. 643-91, there is NO SMOKING throughout the entire Building, including the indoor parkade, washrooms, elevators, conference rooms, office areas and stairwells. This by-law is enforced by Property Management.

- Repeat offenders may be issued a by-law infraction notice.

Smoking is permitted in one designated area - South side of the Building 3 Concorde, 15 feet away from the Building. Smoking is not permitted at the exterior main entry area to the Building (north side).

12 CARD ACCESS SYSTEM 24/7

The Building is equipped with a security card access control system that is monitored on-site. The following provides instructions on the use of the card and appropriate enter/exit procedures.

There is no charge for requesting new additional cards or damaged cards. Should a card be lost or stolen a \$25 fee will be invoiced to your organization at the end of the month to have the card replaced. It is recommended that all card numbers be recorded for later reference.

Building Access Cards Required After Hours Are:

Weekdays	Weekends
Monday to Friday 6:00pm - 8:00 am	Friday - Monday 6:00pm - 8:00 am Holidays - All Day

(Hours subject to change)

INSTRUCTIONS ON HOW TO USE THE CARD:

12.1 Entering the Building after Business Hours

For after-hours entry through the main lobby, swipe card over black box to activate. Wait for green light (LED) to turn on. Open door while green light is on. For handicapped users, push the button beside the door after the green LED appears, and the door will automatically open.

Once in the Building, the user should ensure the door is secure again. An alarm will be activated if a door is left ajar.

If red light (LED) is on for 2 seconds, or if no light goes on, repeat procedure. If red light is on for 5 seconds, card is not programmed for access. Please do not hold open doors for other people unless they are your guest.

12.2 After Hours Elevator Use

Outside of normal business hours, the elevators are secured and equipped with passcard readers. If authorized, swipe your card over the black box to activate, wait for green light (LED) to turn on. Select the floor button while green light is on.

If red light (LED) is on for 2 seconds, or if no light goes on, repeat procedure. If red light is on for 5 seconds, card is not programmed for access.

12.3 Gaining Entry to Indoor Parkade

The indoor parkade is equipped with a passcard reader at the top of the ramp. How to operate: swipe card over card reader to activate. Wait for green light (LED) to turn on. Door will open when green light appears. Proceed into the lot.

- **Note:** This system is equipped with an anti-pass back program, which means it will allow one (1) swipe in for every out swipe. Multiple swipes will lock you out & you must see security to have it reset or your card will not work.

12.4 Exiting the Building

To exit the Building after hours you must leave the Building through the front entrance door or through the indoor parkade.

13 PARKING

All parking inquiries should be directed to Facility Services at 416-426-7000. For authorized vehicles, the parking facility is accessible 24 hours a day. Parking Facilities are available for Building Sub-Tenants on a monthly basis. Monthly pass holders will be provided with access entry, which will allow them unlimited access privileges to the underground parking.

There is Visitor Meter Parking available. Credit cards and coins are accepted in the meter. If a problem occurs with the meters please report to Security at the front desk.

- **Please Note:** The lot is enforced by parking patrol several times throughout the day.

VISITOR PARKING CONCORDE COMPLEX

Monday thru Sunday

Visitors to the Concorde Complex have 5 different locations accessible to them for visitor parking. For your convenience we have included a map showing the locations/rates highlighting the various parking options.

Lot A (Crown's MAIN visitor parking lot across the street in front of building 3)

Daily Flat Rate:	\$12.50 per vehicle – 6 a.m. to 6 p.m.
Evening/Weekends/Holidays Flat Rate:	\$10.50 per vehicle – 6 p.m. to 6 a.m.
Hourly Rate	\$5.00 per hour or \$2.50 per ½ hour
Number of parking spots:	126 spots

Night and Weekend Visitor Parking Rate *Reduced* for SAO Visitors in Visitor Parking Lot (across the street)

The new rate and process began: **Saturday, September 19, 2009.**

Current Rates

\$12.50 flat rate/regular business hours (6 a.m. to 6 p.m.)
\$10.50 evenings/weekends/holidays (6 p.m. to 6 a.m.)

SAO Discounted Rate

Day rates remain the same.
\$5 flat rate - evenings/weekends/holidays (6 p.m. to 6 a.m.)

The Process: To obtain the SAO Discounted Rate

- During non-business hours, SAO visitors are to check-in with security at 1/3 Concorde Gate once they have parked their vehicle in Main Visitor Parking Lot
- Guests will be required to complete the SAO sign in sheets. They **must** record their vehicle information, the organization they are visiting and sign the Visitor Parking form.
- Crown will invoice SAO monthly based on the guests who have actually signed the Visitor Parking form. Note – any guests who do not registered or sign in with security will be subject to ticketing and/or towing at their own expense. If your guest(s) do not wish to register with security and wish to park in the Visitor lot, they **MUST** purchase a ticket from the meter at the meter rates. No refunds/discounts will be given back to the organization by SAO.
- Crown/Security/SAO will not accept any cash for Visitor Parking - It is the responsibility of the Organization to retrieve the cash from your visitor(s).
- It is the responsibility of the organization to inform SAO if you wish to exclude your guest from receiving the special discounted rate for visitor parking.

Crown has asked that these special arrangements not be made known or shared with other tenants in the complex. These arrangements have been made specifically for SAO only.

Lot B (Crown's 2nd visitor parking lot – behind building 12)

Daily Flat Rate:	\$10.00 per vehicle – 6 a.m. to 6 p.m.
Evening/Weekends/Holidays Flat Rate:	\$5.00 per vehicle – 6 p.m. to 6 a.m.
Hourly Rate	\$5.00 per hour or \$2.50 per ½ hour
Number of parking spots:	26 spots

Note: Vouchers **MUST** be pre-purchased through the SAO. Vouchers are to be date stamped and signed by Security. Once this has been completed, the visitor **MUST** display the voucher from their mirror. Any vouchers displayed blank are subject to tagging and towing at owners risk. Another option is to have your tag pre-stamped and pre-signed prior to releasing the vouchers to your visitors. Vouchers are valid only once with the correct date stamp on the voucher.

When ordering your vouchers through the SAO, please indicate quantity and if you would like your vouchers pre-stamped/signed.

SAO will be invoiced monthly from Crown for the amount ordered. In turn, we will invoice your organization for actual total amount requested even if you haven't used up all your tickets.

Lot C (Street Parking – North of Concorde Gate on Concorde Place – west side of the street)

Daily Flat Rate (Monday – Saturday)	No Parking between 7 a.m. to 9 a.m. and 4 p.m. to 6 p.m. 8 a.m. to 6 p.m. meter parking
Evening/Weekends/Holidays Rate:	\$FREE Parking – 6 p.m. to 8 a.m. & Sunday
Hourly Rate	\$5.00 per hour or \$2.50 per ½ hour
Number of parking spots:	3 spots

Lot D (Street Parking – North of Concorde Gate on Concorde Place – east side of the street)

Daily Flat Rate (Monday – Saturday):	Max. 3 hours per day 8 a.m. to 6 p.m.
Evening/Weekends/Holidays Rate:	\$FREE Parking – 6 p.m. to 8 a.m. & Sunday
Hourly Rate	\$5.00 per hour or \$2.50 per ½ hour
Number of parking spots:	3 spots

Lot E (Street Parking – South of Concorde Gate on Concorde Place – west side of the street)

Daily Flat Rate (Monday – Saturday):	Max. 3 hours per day – 8 a.m. to 6 p.m.
Evening/Weekends/Holidays Rate:	\$FREE Parking – 6 p.m. to 8 a.m. & Sunday
Hourly Rate	\$5.00 per hour or \$2.50 per ½ hour
Number of parking spots:	3 spots

The indoor parkade is reserved for the use of those holding monthly passes. Authorized SAO pass card holders have twenty-four hour access to the parking garage via their security pass card and may access the building via the elevator using the same card after normal hours.

- **Note: In accordance with SAO's Head Lease, continuous overnight parking is not permitted.**

For your benefit and safety, a clean parkade is desirable. The parkade is cleaned on a periodic basis. We ask, however, that debris and household refuse not be left in the underground parking lot. Waste receptacles that are placed near the entrances are to accommodate the disposal of small items only.

Please observe speed and directional signage as posted to avoid any inconvenience. No vehicle above 6 feet in height should go beyond this point.

All name and license plate number changes should be submitted to the SAO Facility Receptionist promptly. Unauthorized users may be subject to ticketing and/or towing.

14 DIRECTORY BOARDS

The Sub-Tenant directory board is located in the Lobby Boardroom window left of the main lobby entrance in Building 3, as well as at 1 Concorde by the evaluators.

For additions and changes, a "Request Order Form" should be completed and submitted to the SAO Facility Services Receptionist.

14.1 Bulletin Boards

Bulletin boards are located on the 1st (near mailroom), 2nd and 3rd floor (elevator common areas in Building 3). The boards are intended to display information concerning organizations or community activities. All bulletins are to be approved by SAO Facility Services prior to posting. The boards are monitored daily, and any unacceptable notices will be removed without notification.

15 SAO CONFERENCE ROOMS

There are 5 conference rooms located in Building 3. They are available 7 days a week on a first come first served basis.

Boardrooms hours are:

- Monday to Friday 8:30 am to 11:00 pm.
- Saturday & Sunday 8:30 am to 6:00 pm.

Basic audio visual equipment (overhead projectors, screens, flip charts, TV/VCR's) is available. All equipment is on a first come first served basis unless it has been reserved in advance. If any furniture or equipment set-ups are required for conference rooms, a fee of \$80.00 will be added to the total cost (\$40 to set up, \$40 to reset) for boardrooms. Users of the SAO boardroom facilities are expected to leave the rooms in a reasonably clean manner. If boardrooms are found unreasonably dirty, or if furniture is moved, SAO Facility Services will reset the room back to its original configuration and a reset fee is automatically billed to the user.

The same policy applies to any damages found. A penalty fee will be billed accordingly based on the estimated damages.

Twenty-four hour notice should be given to SAO Facility Receptionist if your organization wishes to cancel a booking. If 24 hour notice is not given a fee (100% of the original cost) will automatically be charged to your organization.

Please contact x 7000 or email: boardrooms@sportalliance.com to reserve rooms and equipment. To obtain Conference Room booklet see Facility Services Receptionist.

Main Level	Telephone Extension	Capacity	Standard Configuration	PSRO & MSO			Commercial Clients
				Day 8:30am- 5:00pm No Charge	Evening 5:00pm – 11:00pm Flat Rate	Sat. or Sun. 8:30am- 5:00pm No Charge	Per Hour
Lobby	7015	14 People 453 sq. ft.	Boardroom	N/C	\$60	\$60	\$60
1 (Dr. Gene Sutton Rm.)	7138	20 People 453 sq. ft.	?	N/C	\$55	\$55	\$55
2	7193	20People 453 sq. ft.	Hollow Square	N/C	\$55	\$55	\$55
3	7119	36 People 850 sq. ft.	U-Shape	N/C	\$60	\$60	\$60
4	7213	20 People 566 sq. ft.	Hollow Square	N/C	\$55	\$55	\$55
3 & 4 Combined		115 People 1,4163 sq. ft.	As Requested	N/C	\$115	\$115	\$115

Schedule "B"

1 Concord Gate, Suite 810
Toronto, ON, Canada M5C 3N6

TELEPHONE 416.391.7300
FACSIMILE 416.444.9141



OCCUPANTS REQUIRING ASSISTANCE INFORMATION FORM

Dear Tenant,

In order to ensure the safety of all occupants during an emergency situation, we are asking your cooperation in providing the following information.

Please indicate any person(s) in your suite requiring assistance in the event that an evacuation of the building becomes necessary.

The information received will be treated as confidential and only given to emergency personnel upon arrival at the building.

NAME: _____

WORK LOCATION: _____ TELEPHONE NO.: _____

REASON ASSISTANCE REQUIRED:

HAVE CO-WORKERS BEEN ASSIGNED TO ASSIST (NAMES):
