A proposal for Toronto, Canada to host the 27th Congress of the IFHE 2022

Submitted by:
Jim McArthur
IFHE 2022 Bid Chair
Director of Properties, Albright Centre
Canadian Healthcare Engineering Society (CHES)
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Kingston, Ontario, Canada K7K 1Z7
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March 30, 2018

Mr. Gunnar Bækken
IFHE General Secretary
International Federation of Hospital Engineering
IFHE Secretariat
2 Abingdon House, Cumberland Business Centre,
Portsmouth PO5 1DS
England

Dear Mr. Bækken, the IFHE Executive Committee and Council Members,

This is indeed a wonderful honor and privilege to submit our bid proposal to host the 27th Congress of the IFHE 2022 in Toronto, Canada.

A highly talented Organizing Committee has been selected, and is already hard at work. The Sunnybrook Health Sciences Centre, the Hospital for Sick Children, St. Michael’s Hospital, Bridgepoint Hospital, Humber River Hospital, plus a network of Canadian healthcare engineers and the Canadian Healthcare Engineering Society are in full support, together with the City of Toronto, Province of Ontario and Canadian Government and Business Events Toronto have all thrown their support behind this bid. We are ready!

Our goal is to promote the IFHE Congress as the leading meeting for knowledge exchange in the broad field of hospital and healthcare facility design, construction, engineering, commissioning, maintenance, and management with our global peers. The Canadian Healthcare Engineering Society (CHES) share the same mission as the IFHE and value Knowledge, Collaboration, Respect, Accountability. Toronto’s medical community is very excited about the possibility of CHES hosting the 27th IFHE Congress in 2022 and we are committed to its success.

About Toronto:

First, Toronto is named the most diverse city in the world (by the BBC Radio 2017).

Second, Toronto is one of North America’s largest biomedical research hubs. MaRS Discovery District is an ideal location as it brings together researchers from a variety of biomedical and engineering specialties, clinicians, entrepreneurs and industry partners. “U of T is committed to translating our research into lifesaving technologies”, says Scott Mabury, Professor & Vice-President of Operations for the University of Toronto.

Finally, the experiences to be had in Toronto are as diverse as our people: the architecture, the museums and galleries, theatres, restaurants: something for everyone and more! Toronto is also a stone’s throw away from other
major North American cities, as well as the rugged outdoors of the north. Toronto is a safe, accessible and exciting city, home to over 6 million people in the Greater Toronto Area (GTA) and to its nine affiliated teaching hospitals downtown, including The Hospital for Sick Children, an icon in child health nationally and internationally, and The Banting and Best Diabetes Centre, housed in the University Health Network, the Peter Gilgan Centre for Research and Learning and the Li Ka Shing Knowledge Institute of St. Michael’s Hospital.

Opened in 2015, the Humber River Hospital announced on February 22, 2018 that it has become the first hospital in Canada to recruit a humanoid robot to greet patients. Patient Care Reinvented symbolizes the commitments they make to patients, families, community and each other, a commitment to patient centered care.

The Province of Ontario, through its single payer health care system, has long recognized health research as a priority, actively supporting numerous strategies and programs.

We intend to include three to four hospitals for site tours within the program. For the Partners Program we plan to include a day trip to Niagara Falls (the unofficial 8th Wonder of the World), and a day in Toronto that will include a lunch in the revolving dining room in the CN Tower (until recently, the tallest building in the world)

Toronto is the ideal city for IFHE 2022: Welcoming, accommodating, affordable and innovative! We promise a program consisting of educational healthcare engineering content featuring local and international faculty, addressing the major issues of the day. We also promise a welcome second to none: the social events will feature our signature venues and cultural rainbows. You will leave Toronto wanting to return, and that’s a promise!

Our team looks forward to presenting more details to the IFHE Executive Committee and Council Members in October.

Humbly submitted on behalf of the IFHE Toronto 2022 Local Organizing Committee,

Yours truly,

Jim McArthur
IFHE 2022 Bid Chair
Chair, Ontario Chapter of Canadian Healthcare Engineering Society
Director of Properties
Albright Manor
Beamsville, Ontario
Canada
Email: jmcarthur@albrightcentre.ca
February 20, 2018

Mr. Douwe Kiestra
President
International Federation of Hospital Engineering
IFHE Secretariat, 2 Abingdon House
Cumberland Business Centre
Portsmouth, England PO5 1DS

Dear Mr. Kiestra:

On behalf of the Government of Canada, I am pleased to support Toronto’s bid to host the 27th Congress of the IFHE 2022.

I am delighted that you are considering Canada for this honour, and I am certain every effort will be made to ensure that the delegates have an extremely successful and enjoyable congress here. The City of Toronto would, I am sure, be an excellent host for the members of your organization, and I hope and trust that you will reach a decision in favour of its candidacy.

Please accept my best wishes for a successful event.

Sincerely,

The Rt. Hon. Justin P.J. Trudeau, P.C., M.P.
Prime Minister of Canada
January 29, 2018

Mr. Douwe Kiestra  
President  
International Federation of Hospital Engineering  
IFHE Secretariat, 2 Abingdon House  
Cumberland Business Centre  
Portsmouth  PO5 1DS  
England  

Dear Mr. Kiestra:

As Premier of Ontario, I am proud to offer my support to the City of Toronto in its efforts to bring the 27th Congress of the International Federation of Hospital Engineering in 2022 to our provincial capital — and Canada’s largest, most diverse city.

Toronto is well-suited to stage such a prestigious event. The city is located within an hour’s flight of 60 per cent of the US population and within 160 kilometres of 25 per cent of the Canadian population. The city boasts excellent transportation links to the rest of the continent and an expanded airport terminal. Its excellent physical infrastructure includes a comprehensive and affordable public transportation system.

Toronto also offers an array of quality hotels, superior restaurants and world-class tourism attractions, all within a short distance of the major conference centres and hotels. The City of Toronto and the Government of Ontario have an excellent working relationship, and our province has significant experience in hosting large-scale conferences and events. An event of this stature provides a great vehicle to showcase the variety of attractions and experiences that Toronto and Ontario have to offer. We look forward to welcoming you and your colleagues from around the world.

Thank you for your consideration of Toronto’s bid to host the 27th Congress of the International Federation of Hospital Engineering. Please accept my best wishes.

Sincerely,

Kathleen Wynne  
Premier
February 7, 2018

Mr. Douwe Kiestra
President
International Federation of Hospital Engineering
IFHE Secretariat, 2 Abingdon House
Cumberland Business Centre
Portsmouth, England PO5 1DS

Dear Mr. Kiestra:

RE: 27th Congress of the IFHE 2022

The City of Toronto is pleased to support the bid to bring the 27th Congress of the International Federation of Hospital Engineering 2022 (IFHE 2022) to Toronto.

The Toronto region is home to one of the most vibrant biotechnology clusters in the world. Toronto has 10 hospital networks and over 1,000 biotechnology institutes and companies. A workforce of over 40,000 individuals in the sector includes many who innovate daily in Toronto’s Discovery District, a world class 2.5 square kilometre downtown research park.

This health science innovation hub includes 7 million square feet of facilities representing Canada’s largest concentration of hospitals, research institutes, business incubators and banking/venture capital organizations.
Toronto is also the largest city in Canada, the fourth largest city in North America, and Canada’s media, business, professional sports and entertainment capital. Toronto’s population of over 2.8 million includes more than 90 different ethnic groups that speak almost as many languages, making Toronto a unique mosaic where different cultures live in harmony. We have a history of hosting the world through international conferences, visitor experiences and major sport and cultural events.

We would be honoured to host the 27th Congress of the IFHE 2022 and welcome international delegates to our City. We will be pleased to work with the organizers to ensure a highly successful event.

Sincerely,

John Tory
Mayor of Toronto
January 26th, 2018

Mr. Douwe Kiestra  
President  
International Federation of Hospital Engineering  
IFHE Secretariat, 2 Abingdon House,  
Cumberland Business Centre  
Portsmouth, England PO5 1DS  

Dear Mr. Douwe Kiestra:  

When you consider Toronto for the International Federation of Hospital Engineering - 27th Congress of the IFHE scheduled for 2022 choose Air Canada as your preferred airline. We work very closely with our partners at Tourism Toronto to manage events such as yours and to anticipate greater volumes in passenger traffic over a select period of time. Air Canada is Canada’s largest airline and is recognized as a leader in global air transportation, technical excellence and passenger safety.

Air Canada knows what it takes to make your event an organizational success. Let me introduce you to our world and I am confident that our services will exceed your needs.  
- A recently revamped and enhanced Group, Meetings and Conventions program.  
- Air Canada is the largest provider of scheduled flights in the Canada-USA and Canada-International market.  
- We are one of the 20 largest airlines in the world serving over 200 destinations on six continents.  
- We serve more than 45 Million customers annually.  
- Air Canada is a founding member of Star Alliance™, providing the world’s most comprehensive air transportation network.  
- Your participants can reach top tier status quicker by redeeming from various Star Alliance Frequent Flyer Programs.  
- Your delegates may be able to save between 10-20% on air fares (conditions apply).  

Air Canada is the only international network carrier in North America to receive a Four-Star ranking according to independent U.K. research firm Skytrax. In 2016, Air Canada’s brand value soared 88 per cent to $1.8 billion over last year, placing it among the Top 50 most valuable Canadian brands, the fastest growing Canadian brand among Canada’s largest corporations, and the only Canadian airline to rank among the Top 50, according to Brand Finance.

I welcome the opportunity to work with your organization and the host committee as the preferred carrier for the 2022 International Federation of Hospital Engineering - 27th Congress of the IFHE. Please feel free to contact me at 416-216-1174 or at stefano.mastrantonio@aircanada.ca.

Sincerely,

Stefano Mastrantonio  
National Manager, Group Sales  
Air Canada
Toronto – urban, exciting and always surprising. No matter when or how often you come, you will find a completely new experience awaiting you every time.

From a breathtaking waterfront to awesome museums, attractions, architecture, venues, festivals, parks and more, be prepared for an urban experience and service levels that are unparalleled anywhere else in the world. With so many exciting possibilities for unforgettable and inspiring events, Toronto offers your delegates a rewarding experience!

It all happens in Canada’s Downtown!
EASY INTERNATIONAL ACCESS

66+ AIRLINES
1,400 DAILY FLIGHTS TO AND FROM DESTINATIONS AROUND THE WORLD

- A 90-minute or less flight from many American cities.
- Toronto Pearson International Airport is a global hub with 400,000 flights and over 38.6 million passengers annually. The new UP Express all-link is only a 25-minute transfer to downtown.
- Billy Bishop Toronto City Airport offers flights to and from 24 cities in Canada and the U.S., with connections to more than 80 international destinations.

FLIGHT TIMES FROM:
- Mexico City: 4.5 hours
- London: 6.5 hours
- Paris: 7.5 hours
- Frankfurt: 7.5 hours
- Beijing: 13 hours
- Tokyo: 13 hours
- Rio de Janeiro: 14 hours

44,000 HOTEL ROOMS

240 HOTELS

SPECTACULAR DAY TRIPS TO NIAGARA FALLS, AWARD-WINNING WINERIES, AND ONE OF THE WORLD’S BEST SHOPPING DESTINATIONS.

200+ ATTRACTIONS

• $1 billion in annual medical research spending employing over 22,000 health care and research related jobs.
• Artificial Intelligence in Healthcare is a major focus for Toronto. The PanCanadian AI strategy has been set up to attract top academic talent.
• Toronto/Windsor Corridor is known as Canada’s Innovative Super Ecosystem.
• Over 400,000 people employed in IT/ICT/Technology Field.
• Toronto is the largest centre of Education in Canada.
• Toronto is the 2nd largest finance hub in NA and 7th in the world.
• There are 9 Engineering universities in the Greater Toronto Area.

302,864 SQ. M. OF MEETING AND EXHIBITION SPACE AT 4 MAJOR CONVENTION CENTRES
- Metro Toronto Convention Centre
- Enercare Centre/Allstream Centre
- The International Centre
- Toronto Congress Centre

BusinessEventsToronto.com
TORONTO’S LIFE SCIENCES SECTOR

Our city is at the intersection of leading-edge medical research, international business expertise and advanced manufacturing capabilities. Toronto is the centre of more than $1 billion in annual research spending, vibrant clinical research networks and a thriving independent clinical research community.

Innovation is in our DNA
Ontario is the birthplace of significant innovations that have revolutionized care:
• Discovery of insulin by Banting and Best at University of Toronto
• Discovery of the gene that causes cystic fibrosis by Taui and Riordan at the Hospital for Sick Children
• Discovery of stem cells at the Ontario Cancer Institute by Till and McCulloch
• Development of the first successful childhood meningitis vaccine
• Development of the world’s first prosthetic elbow joint, biological artificial cornea and antibody coated stent
• Development and commercialization of the first diagnostic test for cystic fibrosis in North America by Luminex Molecular Diagnostics, which remains a market leader

The human health and life sciences sector has a broad footprint within the Greater Toronto Area and across Ontario
The heart of the life sciences sector in Toronto is the Discovery District, a 2.5 km² downtown research park that includes 7 million sq. ft. of facilities representing Canada’s largest concentration of hospitals, research institutes, business incubators and banking/venture capital organizations. The world class researchers based in the Discovery District attract more than $1 billion in funding annually.

NORTH
“High Tech Capital”
• 100 ICT companies
• 1 university, 3 colleges
• Multinational generic, digital and medical device companies
• Nutraceutical and manufacturing operations

DOWNTOWN
“Discovery District”
• 9 research hospitals, 10 community hospitals
• 3 universities, 3 colleges, 37 research institutes
• 160 biotechnology and medical device companies

WEST
“Pill Hill”
• 30 multinational pharma and medical device companies
• 30+ small and medium biotechnology and medical device companies
• Laboratories, manufacturing and warehousing operations
• 1 university campus, 1 college, 6 hospitals

EAST
“Advanced Manufacturing”
• Multinational generics and digital companies
• Laboratories, manufacturing and warehousing operations
• 1 university campus, 3 hospitals

Toronto is at the heart of Canada’s life sciences industry:
• Over 50% of Canada’s life sciences companies are located in the Toronto region
• 53 of the world’s top 100 life sciences multinationals and 16 of the top 25 global medical device companies operate in the Toronto region
• Toronto is home to 55% of Canada’s pharmaceutical companies & 65% of Canadian Pharmaceutical jobs are based in the Toronto region
• The Toronto/Ontario biotech cluster is the largest in Canada with 163 companies
• The Ontario Life Sciences sector exports $5.7 billion in goods annually, representing 66% of Canadian Life science exports
ABOUT CHES

The Canadian Healthcare Engineering Society (CHES) is a national professional association representing approximately 1,150 healthcare engineers and associates across Canada. We are a non-profit voluntary society promoting improved planning, design, operation and management of hospital technical services systems.

CHES has been an active A Member (A018) of the International Federation of Hospital Engineering (IFHE) since 1983. CHES hosted the IFHE Congress in Edmonton AB in 1988 and the IFHE Council Meeting in Calgary AB in 2007 and would like you consideration for our bid proposal to host the IFHE Congress in Toronto ON in September 2022. The Congress has been condoned by local and other relevant authorities, the CHES Board and the CHES Ontario Chapter. The CHES National Board agrees that they will accept full financial responsibility for the congress if our bid proposal is selected to host the IFHE 2022 Congress.

At CHES we help cultivate leaders and attract those with leadership potential, helping them to become all they can be for their sake, for their organization, and for the communities they serve. CHES members are a source of expertise and knowledge; mentoring young leaders, promoting competence within our profession, and expanding the understanding of sustainable health service delivery through shared environmental stewardship.

MISSION
Building member expertise in Canadian Healthcare Engineering

VISION
Excellence in the patient-care focused environment through education, innovation and partnerships.

VALUES
We value: Knowledge, Collaboration, Respect, Accountability
CODE OF ETHICS
As a member of the healthcare institution or hospital, and also a member of the Canadian Healthcare Engineering Society, I pledge

- To practice the art and science of engineering as required in hospital and healthcare institutions, to the best of my abilities;
- To maintain integrity and empathy in my professional practice at hospital or healthcare institutions;
- To strive for objectivity of judgment in such matters of confidentiality and conflict of interest;
- To maintain a high standard of personal competence through continuing education and ongoing critical evaluation by my peers;
- To work co-operatively with colleagues, other professionals and lay persons;
- To protect members of the society against the unethical or incompetent behaviour of colleagues or other fellow healthcare professionals;
- To abide by all applicable laws, codes, regulations, and standard practices to safeguard the hospital of science engineering in the protection of staff, patients, and visitors within the environment;
- To promote excellence in the hospital engineering profession;
- To support others in pursuit of hospital engineering goals;
- To support the training and education of future members of the society;
- To support the advancement and dissemination of hospital health science engineering as well as allocated knowledge and skills;
- To involve myself in the activities that promote a vital and progressive society.
IFHE 2022 AND CHES NATIONAL CONFERENCE ORGANIZATIONAL CHART

CHES National Board of Directors

- CHES PROFESSIONAL DEVELOPMENT COMMITTEE
- CHES CONFERENCE /IFHE CONGRESS ORGANIZING COMMITTEE
  Chair from ON Chapter
  Committee Members from CHES On Chapter, CHES National and PD Committee
- CHES ONTARIO CHAPTER

IFHE Exco Members

- EDUCATION /PROGRAM COMMITTEE
  Chair from the CHES Organizing Committee
  5-6 additional CHES Members
- SOCIAL COMMITTEE
  Chair from Organizing Committee
  1 CHES Member for Golf
  1 CHES Member for Companion Program
  1-2 other CHES Members

Promotion Committee
Chair from Organizing Committee
1-2 other CHES members

EXHIBIT & SPONSORSHIP COMMITTEE
Chair from Organizing Committee
1 CHES Member
2-3 other CHES Members
IFHE 2022 TORONTO
LOCAL ORGANIZING COMMITTEE

CHAIR

Jim McArthur
Chair, Ontario Chapter of CHES
Director of Properties
Albright Manor
Beamsville, Ontario
Canada

MEMBERS

Steve Rees
Past President, CHES
Vice President, Capital Management Edmonton Zone
Alberta Health Services
Edmonton, Alberta
Canada

Gordon Burrill
Past President, CHES
President Teegor Consulting
Fredericton, New Brunswick
Canada
Preston Kostura
President, CHES
Director of Facilities Maintenance and Engineering
Alberta Health Services
Camrose, Alberta
Canada

Roger Holliss
Vice President, CHES
Director of Engineering
St. Mary’s Hospital
Kitchener, Ontario
Canada

John Marshman
Vice Chair, Ontario Chapter, CHES
Director of Facilities
William Osler Health System
Etobicoke, Ontario
Canada

Reynold Peters
Chair, Manitoba Chapter, CHES
Manager Construction/Energy Savings
Southern Health-Santé Sud
Steinbach, Manitoba
Canada
Robert Barrs
Past Chair Maritime Chapter of CHES
Manager of Infrastructure and Asset Management
Nova Scotia Health Authority
Bridgewater, Nova Scotia
Canada

Ron Durocher
Conference Chair of Ontario Chapter, CHES
Former Chair Ontario Chapter CHES
Manager Projects
Windsor Regional Hospital
Windsor, Ontario

Donna Dennison
Executive Director, CHES
Kingston, Ontario
Canada
IFHE OFFICE OF THE SECOND VICE PRESIDENT

CHES has nominated:

Steve Rees
Past President, CHES
Vice President, Capital Management Edmonton Zone
Alberta Health Services
11th Floor, North tower
10030 – 107 Street NW, Suite 1100
Edmonton AB T5J 3E4
Canada

A dedicated healthcare professional with over 37 years’ experience in capital management, Steve is a Certified Facility Manager, a graduate of the University of Alberta’s Construction Administration Program and holds three trade certifications. He recently completed the Professional Executive Coaching Program from Demers Coaching School. Steve is a past president of the Canadian Healthcare Engineering Society (CHES) and has been a member of the executive committee of the International Federation of Healthcare Engineers (IFHE) for the past five years.
UNLEASHING INNOVATION: HEALTHCARE ENGINEERING EXCELLENCE

Globally, healthcare leaders are working collaboratively to make healthcare better. Innovation is a large part of system improvements. Identifying and developing the most promising areas of innovation internationally has the potential to sustainably reduce growth in health spending while leading to improvements in the quality and accessibility of care. This conference will investigate innovation and the engineering excellences that contributes to ensuring these changes will do no harm and enhance the patient and family experience.

1. Can a hospital have a net zero environmental impact?
2. Community based services and the transformation effect on Healthcare facilities
3. Leveraging analytics to drive efficiency
4. Innovation in climate change resilience
5. Infection Control / Reduction of HAI’s through the Physical Environment
6. How medical technology will change hospital infrastructure
7. What does the hospital of 2050 look like?
8. Safety in Healthcare (issues with all the violence in USA lately)
9. Super-connectivity, less about bricks-and-mortar, and more about connecting
10. GHG Reducing Strategies in Healthcare …. Including beyond just reducing energy consumption (e.g. anesthetic gases)
# IFHE 2022 CONGRESS OVERVIEW

**September 15-22, 2022**  
**Toronto, Canada**

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<td>Day Trip to Niagara Falls and Niagara Wine Region</td>
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<td>Opening Reception at the Hockey Hall of Fame</td>
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<td>IFHE Council Meeting</td>
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<td>Gala Dinner at the Liberty Grand Entertainment Complex</td>
<td>CN Tower &amp; Toronto City Tour</td>
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<td>Tuesday</td>
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<td>Free evening to experience Toronto</td>
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<td>Concurrent Education Tracks</td>
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BRIDGEPOINT ACTIVE HEALTHCARE

1 Bridgepoint Drive
Toronto, ON M4M 2B5

Bridgepoint, which is part of Sinai Health System, is an internationally recognized, 464-bed rehabilitation and complex care hospital affiliated with the University of Toronto.

Bridgepoint is the single largest organization in Canada to focus exclusively on research, care and teaching for people with complex health conditions. We provide remarkable care in the hospital and community through partnership, expert care, practical research and education. Clinical areas of focus include inpatient and outpatient rehabilitation, palliative care, dialysis and specialized complex care. Bridgepoint holds Exemplary Status from Accreditation Canada and its stroke program has twice achieved Stroke Distinction status.

Our award winning, state-of-the-art campus remains the number one referral site in the GTA. Learn more about our patient programs.
HUMBER RIVER HOSPITAL

1235 Wilson Avenue
Toronto, ON M3M 0B2

Humber River Hospital is one of Canada’s largest regional acute care hospitals, serving a catchment area of more than 850,000 people in the northwest GTA. The hospital currently operates out of its Wilson Avenue site with a total of 656 beds, 3,300 staff, approximately 700 physicians and 400 volunteers.

Affiliated with the University of Toronto and Queen’s University, the hospital is home to Ontario’s first Centre of Excellence for laparoscopic bariatric surgery; Canada’s first home nocturnal dialysis program and a major cancer program.

The new Humber River is Ontario’s first digital hospital, one that is a technological and environmental showcase. Opened in October 2015, the Humber River Hospital announced on February 22, 2018 that it has become the first hospital in Canada to recruit a humanoid robot to greet patients. Patient Care Reinvented symbolizes the commitments they make to patients, families, community and each other, a commitment to patient centred care.
THE HOSPITAL FOR SICK CHILDREN (SickKids)

555 University Avenue
Toronto, ON M5G 1X8

The Hospital for Sick Children (SickKids) is recognized as one of the world’s foremost paediatric health-care institutions and is Canada’s leading centre dedicated to advancing children’s health through the integration of patient care, research and education.

Founded in 1875, SickKids is one of Canada’s most research-intensive hospitals and has generated discoveries that have helped children globally. Its mission is to provide the best in complex and specialized family-centred care; pioneer scientific and clinical advancements; share expertise; foster an academic environment that nurtures health-care professionals; and champion an accessible, comprehensive and sustainable child health system. SickKids is proud of its vision of Healthier Children. A Better World.™

The Government of Ontario invests $2.4 billion to build the SickKids of the future

(Friday, March 23, 2018)

The Hospital for Sick Children (SickKids) has received a commitment from the Government of Ontario of up to $2.4 billion to build a world-class state-of-the-art facility for patients and families. This historic and significant investment will enable SickKids to deliver leading-edge care to the most critically ill children in Ontario for generations to come.
ST. MICHAEL’S HOSPITAL

30 Bond St
Toronto, ON M5B 1W8

St. Michael’s Hospital is a Catholic teaching and research hospital founded by the Sisters of St. Joseph in 1892 to care for the sick and poor of Toronto’s inner city. Affectionately known as the Urban Angel, St. Michael’s is renowned for providing exceptional patient care. As downtown Toronto’s adult trauma centre, the hospital is a hub for neurosurgery, complex cardiac and cardiovascular care, diabetes and osteoporosis care, minimally invasive surgery and care of the homeless and disadvantaged. St. Michael’s is also one of the province’s major sites of care for critically ill patients.

Fully affiliated with the University of Toronto, St. Michael’s provides outstanding medical education to health-care professionals in 29 academic disciplines. Home to the Li Ka Shing Knowledge Institute, made up of the Keenan Research Centre and the Li Ka Shing International Healthcare Education Centre, the hospital is among the first in the world to bring together researchers, educators and clinicians to take best practices and research discoveries to patient bedsides faster.
From its beginnings as a hospital for Canadian veterans, Sunnybrook has flourished into the largest, single-site hospital in Canada.

Today, with 1.2 million patient visits each year, Sunnybrook has established itself across three campuses and is home to Canada’s largest trauma centre.

Our five strategic areas of focus are:

- Cancer
- Heart and vascular
- High risk maternal and newborn
- Image guided brain therapies
- Trauma

Sunnybrook’s groundbreaking research changes the way patients are treated around the world. Over 200 scientists and clinician-scientists conduct more than $100 million of breakthrough research each year. Tomorrow, we will discover ways to treat the untreatable.
Mount Sinai Hospital, Joseph and Wolf Lebovic Complex which is part of Sinai Health System, is an internationally recognized 442-bed acute care academic health sciences centre affiliated with the University of Toronto. Clinical strengths include women’s and infants’ health, chronic disease management, specialized cancer care, emergency medicine, and geriatrics.

The Samuel Lunenfeld Research Institute of Mount Sinai Hospital is one of the world’s leading centres in biomedical research, systems biology, women’s and infants’ health, cancer biology, stem cell biology, neurobiology, diabetes, arthritis and genetic disorder research.

Mount Sinai has been designated with Exemplary Status from Accreditation Canada and every aspect of patient care is anchored in a rigorous quality plan and monitoring of safety and quality goals. Mount Sinai Hospital is the first hospital in Canada to receive Magnet® status for nursing excellence and patient care. The Hospital is considered to be a top employer in Canada, receiving multiple awards for its employment and culture centred programs.

In 2015, Mount Sinai amalgamated with Bridgepoint Active Healthcare, and together with Circle of Care and the Lunenfeld Tanenbaum Research Institute, formed Sinai Health System.
With more than 40,000 rooms in 230 hotels, as well as a great mix of meeting and exhibit spaces, Toronto hotels and accommodations offer a wide variety of options for you.

Delight in the décor of beautifully appointed guestrooms, fine dining, modern bars, world-class service and more. Toronto is renowned for our signature brand hospitality, attention to detail and personalized service.
PROPOSED CONGRESS VENUE
WESTIN HARBOUR CASTLE

27th Congress of the IFHE 2022
Thursday, September 15 - Thursday, September 22, 2022

VIBRANT LAKEFRONT VIEWS, MEET URBAN DOWNTOWN CORE

The Westin Harbour Castle is located on the shores of Lake Ontario, steps away from the Downtown Core via the PATH, Toronto’s underground covered walkway. Take a walk along the revitalized waterfront, explore Toronto's theatre and entertainment districts and discover delight in all the seasonal fun at all the nearby attractions, including the Air Canada Centre and CN Tower.

This CAA/AAA Four Diamond property features refreshing accommodations in Canada's largest city, is a landmark downtown Toronto hotel and your haven of personal well-being in Toronto.
The Westin Harbour Castle is just 10 minutes by car to the Billy Bishop Toronto City Airport, Canada’s 9th busiest airport for domestic and regional flights, which welcomes more than two million business and leisure travelers each year.

MEETING SPACE OUTLINE

Westin Harbour Castle enables you to restore the body and expand the mind within our 70,000 square feet of refined function space. Hold a convention in the adjacent conference centre amid the graceful surroundings of the 25,000-square-foot Metropolitan Ballroom, accommodating up to 3,400 guests. Or cultivate romance in our 2,766-square-foot Regatta Room and let lake views wash over your guests like the twilight’s soft glow. Recognized for excellence by Successful Meetings’ Pinnacle Award, our facilities will transform the way you do business. With the help of our meeting and event services team, everything from savoury catering to spirited entertainment will blend together in perfect harmony.
ACCOMMODATION DETAILS

All 977 guest rooms and suites most of which feature either a full or partial view of Lake Ontario. This tranquil environment, combined Westin’s Signature Heavenly® Bed and Heavenly® Bath, guarantees your attendees will be renewed after a restful sleep.

Enhance Your Well-Being at Westin Hotels. Every day is geared toward a better you, with signature offerings that fuel and energize your every move.

All guestrooms include the following standard amenities:
- Dual data lines with high speed internet access
- 32" flat screen plasma television
- Westin’s Signature Heavenly® Bed and Bath
- In-room safe (can accommodate standard laptop)
- Individual climate-control
- Complimentary daily newspaper
- In-room movies
- Coffee/Tea station featuring Starbucks Coffee
- Radio/Alarm Clock
- 24 hour security
- Accessible rooms available

**Ripley's Aquarium of Canada**
14-minute walk | 1.1km / 0.7mi from hotel

Located next to the CN Tower in downtown Toronto, the brand-new aquarium features 12,500 square-metre (135,000 square-foot) of over 15,000 incredible animals in over 5.7 million litres (1.5 million gallons) of water.

**CN Tower**
16-minute walk | 1.3km / 0.8mi from hotel

Visit the world's tallest tower from the top or from the safety and comfort of your guestroom. Since the Tower opened in 1976, Canadians and tourists from around the world have made the trip to Toronto to celebrate this marvel of civil engineering.
St. Lawrence Market
16-minute walk | 1.3km / 0.8mi from hotel

Going strong for 200 years, this favourite is considered as one of the world's best markets list every year. Taste your way through its cavernous interior, and discover the huge range of fresh local produce, international specialties and top notch takeout.

Distillery District
Eight-minute drive | 2.1km / 1.3mi from hotel

There's no place like it in North America. Whether you want to sip a cup of coffee on a sunny patio or discover the inviting collection of unique stores, shops, boutiques and studios, you can do so at one of the "hippest addresses in town." As a pedestrian-only location, no cars will spoil the picture perfect magic of it all.
IFHE 2022 – HOTEL MAP

1. The Westin Harbour Castle, Toronto
UNIQUE VENUES

With magnificent hotel properties, the tallest freestanding structure in the western hemisphere, exclusive clubs, glamorous lounges, rooftop patios, a castle in the centre of the city, museums, heritage properties, wineries, parklands, boat cruises on our beautiful waterfront. Toronto offers an extraordinary selection of inspiring and stimulating venues for your social events.
The historic Esso Great Hall was constructed in 1885 and served as the financial headquarters for the Bank of Montreal. Ornate and regal, the Great Hall rises an impressive 45 feet high and is met by a 24-panelled, stained-glass dome, the largest of its kind in Toronto. Today, the Great Hall is home to the Stanley Cup, all the major NHL trophies, and plaques of every Honoured Member of the Hockey Hall of Fame.

The Full Facility of the HHOF consists of both the Esso Great Hall and Concourse Level, allowing your guests the opportunity to have access to all the displays and features that the HHOF has to offer. The Full Facility can accommodate a range of different events including elegant seated dinners, small and large cocktail receptions as well as food station receptions with DJ’s and dancing.

The Hockey Hall of Fame Concourse Level offers an exceptionally versatile event space that provides an entertaining and intimate journey into Canada’s primary passion. Guests can explore numerous exhibits, theatres, as well as immersive environments, including an interactive rink area and a replica Montreal Canadiens dressing room.
As one of Toronto’s few traditional ballrooms, the Liberty Grand is the perfect location for groups of one hundred and fifty to three thousand people. Originally constructed in 1926, this one hundred thousand square foot complex gracefully blends the exuberant Beaux Arts monumentality of the banquet rooms with the classical interior finishes.

The Liberty Grand boasts three impressive grand ballrooms decorated in a traditional early 1900’s elegance, and one contemporary open concept room. With crystal chandeliers, twenty seven foot ceilings, iron-laced balconies and arched windows, you will enjoy a luxurious feel of understated elegance. These rooms adorned with fine imported period furnishings, magnificent domes and columns bring back memories of an authentically historic atmosphere.
<table>
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<tr>
<th></th>
<th>Target 750</th>
<th>Target 850</th>
<th>Target 950</th>
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<tr>
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<td>248</td>
<td>295</td>
<td>332</td>
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<tr>
<td>Number of Speakers*</td>
<td>40</td>
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<td>Number of IFHE Council Reps (A Member Countries)*</td>
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<tr>
<td>Extra Tickets - Gala Dinner</td>
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<tr>
<td>Number of Exhibitor Representatives*</td>
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<tr>
<td>Number of IFHE Council Reps + A Member</td>
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### Income - Registration

<table>
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<tr>
<th>Registration</th>
<th>Per Person</th>
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<tbody>
<tr>
<td>Registration - CHES Members</td>
<td>595.00</td>
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<tr>
<td>Registration - IFHE/Non-Members</td>
<td>975.00</td>
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<td>Registration - Speakers</td>
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<td>487.50</td>
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<td>Registration - Other</td>
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<td>One Day Delegates 585.00</td>
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### Income - Other

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<td>Extra Tickets - Gala Dinner</td>
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### Income - Exhibits / Sponsorship

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### Expenses - Congress Planning & Administration

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<td>Companion Tours</td>
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### Expenses - Payment to IFHE

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<tr>
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### Total Expenditure

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### Congress Surplus / Deficit

<table>
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<th>Surplus / Deficit</th>
<th>Per Person</th>
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</thead>
<tbody>
<tr>
<td>Target</td>
<td>91,792.00</td>
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</table>
February 24, 2018

Ms. Donna Dennison
CHES Executive Director
CHES National Office
4 Cataraqui Street, Suite 310
Kingston ON K7K 1Z7

Dear Ms. Dennison,

RE: International Federation of Hospital Engineering (IFHE)
2022 Congress of the IFHE (Estimated attendance: 800 delegates)

On behalf of the Toronto Convention & Visitors Association (“Tourism Toronto”) and its hospitality partners, we wish to express our gratitude to Canadian Healthcare Engineering Society (“CHES”) and the International Federation of Hospital Engineering (“IFHE”) for selecting Toronto as the host city for the IFHE 2022 Congress.

This letter of commitment will outline the financial package presented by Tourism Toronto in appreciation of the International Federation of Hospital Engineering selecting the city of Toronto as its conference site for the IFHE 2022 Congress.

In appreciation and support of booking your conference in Toronto, the meetings and convention industry partners along with Tourism Toronto is providing the CHES a financial incentive of $7.50 CDN per contracted room-night (based on an audit of your actualized room-night pick-up excluding complimentary rooms and staff rooms) with your commitment to deliver an estimate of 1,450 Total Hotel Room-Nights with one or more of our partner hotels, in September or October 2022 for the IFHE 2022 Congress. This is a potential funding offer of $10,875.00 CDN.

Additionally, our partner hotels have agreed to a $7.50 CDN per room-night rebate which will be paid directly to the CHES for hosting the IFHE 2022 Congress (based on the actualized room-night pickup excluding complimentary rooms and staff rooms) and paid out post event. Potentially, this is an additional funding of $10,875.00 CDN or more pending your final pick-up.

Collectively, the total funding offered may be in excess of $21,750.00 CDN.

In the unlikely event your room-night pick-up should fall below 80% of 1,450 Total Room Nights (less than 1,159 room-nights, no funding will be offered.

This financial incentive is valid until WEDNESDAY, OCTOBER 31, 2018 and will be reimbursed within 30 days after the completion of your event based on an audit of your actualized room pick-up, excluding complimentary rooms and staff rooms, directly to your organization.

In consideration of this promotional package, the Canadian Healthcare Engineering Society is requested to return one copy of this Letter of Intent duly signed by WEDNESDAY, OCTOBER 31, 2018, in order to confirm our agreement, and retain one copy for your file.
Please do not hesitate to call me with any questions about the city and this commitment that we have extended. We assure you that Toronto will be an outstanding convention destination for the IFHE Congress in 2022.

The Toronto hospitality community looks forward to the opportunity to host the International Federation of Hospital Engineering - IFHE 2022.

Very truly yours,

Alice Au
Account Director, Canada & International Congress

Tara Gordon
VP, Business Events Toronto
Sales & Service

Accepted and agreed this day of , 2018.

Donna Dennison
CHES Executive Director
Canadian Healthcare Engineering Society
Re: IFHE 2022 Congress

I / We have the authority to sign this document on behalf of the Canadian Healthcare Engineering Society.

cc: Andrew Franklin
TORONTO - INTERNATIONAL ACCESS HUB

TORONTO PEARSON INTERNATIONAL AIRPORT
Canada’s principal airport and North American gateway - ranks among the top 30 world airports in terms of passenger traffic and aircraft movements with 66 scheduled and charter airlines operating more than 1,400 flights daily, providing service to and from 180 destinations across Canada and around the world. This outstanding ease of access helps increase delegate attendance and suppliers.

Pearson International Airport is located 27 km (16 miles) from downtown and is accessible by a variety of transit options, including the new Union-Pearson Express, a fixed rail link connecting Pearson International Airport to Union Station downtown in just 25 minutes at CAD $12.35 per trip.

BILLY BISHOP TORONTO CITY AIRPORT
Located on Toronto Island, 10 minutes from the downtown core, the Toronto City Centre Airport accommodates regional scheduled airlines, including short-haul commuter flights to Canada’s East coast and (7) key cities in Eastern United States.
GO Transit is the intercity and regional public transit service for the Greater Toronto and Hamilton Areas, with routes extending to communities across the Greater Golden Horseshoe. GO Trains and GO Buses serve a population of seven million people in an 11,000-square-kilometre area, stretching from Hamilton and Kitchener-Waterloo in the west, Newcastle and Peterborough in the east, from Orangeville, Barrie and Beaverton in the north, and Niagara Falls in the south. GO Transit connects with every municipal transit system in the Greater Toronto and Hamilton areas, including the TTC. For GO schedules, call \textbf{1.888.GET ON GO (438.6646)} or visit \url{gotransit.com}.

**BY TRAIN**

All trains arrive and depart from downtown’s Union Station bringing VIA Rail passengers from Eastern and Western Canada. VIA Rail handles most of Canada’s inter-city and national routes. Union Station is a hub for national VIA Rail trains, U.S.-based AMTRAK trains, Ontario North trains, regional GO trains and buses and TTC trains and buses. Union Station, located in the heart of downtown Toronto, is just down the street from such major attractions as the Rogers Centre, the Hockey Hall of Fame and the CN Tower.
ALTERNATIVE TRANSPORTATION

THE TORONTO TRANSIT COMMISSION (TTC)

The Toronto Transit Commission provides public transit in the City of Toronto via four subway lines, 11 streetcar routes and more than 140 bus routes.

Convention delegate passes for unlimited TTC travel for a period of 1, 2, or 3+ days may be purchased for your conference attendees.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>1 Day</th>
<th>2 Days</th>
<th>3+ Days</th>
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<tbody>
<tr>
<td>1 – 499</td>
<td>$9.50/day</td>
<td>$9.00/day</td>
<td>$8.50/day</td>
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<tr>
<td>500 – 999</td>
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<td>$8.50/day</td>
<td>$8.00/day</td>
</tr>
<tr>
<td>1,000+</td>
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<td>$7.75/day</td>
<td>$7.25/day</td>
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*Suggested pricing based on 2018 rates. Set-up charge of $20.00 plus taxes. Return policy applies for unused passes. Contact the TTC for details.

BIKE SHARE TORONTO

Bike Share Toronto was created to provide both locals and visitors an enjoyable and cost-effective option to walking, taxis, and public transportation. With 270 stations and 2750 bikes, Bike Share Toronto is the easiest way get around town and explore the city.

Join as an Annual Member or buy a Day Pass through transit or at a station kiosk. Take as many quick trips as you want while your pass or membership is active. The first 30 minutes of each ride is included in the base price of the pass or with your membership. Extra usage fees apply after 30 minutes (see Pricing).

ECOCAB

Travel between venues or tour around the city with Toronto’s world famous EcoCabs. Driven and narrated by Driver Guides, these unique branded electric assisted bicycles will allow delegates to see Toronto at their own speed, transferring between locations and visiting the attractions they choose. Fun, friendly and fuel-free, EcoCab is a great way to get around and good for the environment as well.
Canada has one of the most advanced customs processes in the world to provide Canadians and visitors with the security and ease of travel they expect. Visitors to Canada must clear Canada Customs border security upon entry into the country.

**TRAVELING FROM THE U.S.**
The U.S. government has implemented the Western Hemisphere Travel Initiative (WHTI) in an effort to streamline travel across the border and increase security. All citizens traveling to or re-entering the U.S. are required to have mandatory travel documents (i.e. passport or other secure, accepted document). For more information, please refer to:  
http://travel.state.gov

Tourism Toronto is committed to working with you to ensure ease of travel for all your delegates.

**ENTRY INTO CANADA FROM COUNTRIES OTHER THAN THE U.S.**
Visitors from countries other than the U.S. must have a valid passport, and a visa may be required. It is recommended that if you have delegates travelling from any other countries, they should direct questions about entry into Canada to their local Canadian Embassy or Consulate. From outside Canada, please call 1-800-992-7037.
The Canadian government understands that a pivotal part of holding a successful Toronto event is making it simple for planners to bring materials, staff and exhibits into Canada. By working closely with the meetings, conventions and incentive travel industry, our government continues to implement policies and procedures geared to ensure that bringing your business to Toronto is remarkably easy.

Every event has unique needs involving materials, staffing, delegates and exhibits and the Canada Border Services Agency (CBSA) is equipped to handle them all. For more information, visit [www.cbsa-asfc.gc.ca/menu-eng.html](http://www.cbsa-asfc.gc.ca/menu-eng.html)

**CUSTOMS BROKERAGE**

A customs broker can help coordinate and expedite the import of all exhibit and display materials into Canada on your behalf. Customs brokers provide expert advice and offer services including preliminary educational programs for your exhibitors, working on your behalf to ensure seamless duty treatment and facilitating any storage requirements before or after your event. Your customs broker can also operate as your single point of contact for event recognition and moving items across the border.

**ELECTRONIC TRAVEL AUTHORIZATION (eTA)**

Canada has introduced a new entry requirement, known as an eTA, for visa-exempt foreign nationals travelling to Canada by air. Exceptions include U.S. citizens and travellers with a valid visa. Entry requirements for other methods of travel (land, sea) have not changed. Eligible travellers can easily apply online for an eTA. Find out at [http://www.cic.gc.ca/english/visit/eta.asp](http://www.cic.gc.ca/english/visit/eta.asp)
EXPLORE CANADA’S DOWNTOWN WITH PEACE OF MIND

Ranked as a top place to visit by The New York Times, Lonely Planet, Condé Nast Traveler and Travel + Leisure Magazine, Toronto is a trendsetting international city of influence and an exciting, safe and cosmopolitan destination.

And since Toronto has recently been ranked as one of the Top 10 safest cities in the World, you can explore and experience all the lively culture worry-free all day and all night, when Toronto truly comes to life!

Known for welcoming and embracing diversity, Toronto is a safe destination for all. The Economist Intelligence Unit (EIU) ranked Toronto as the safest city in North America and eighth-ranked city in the world. The survey examined four categories including digital security, health security, infrastructure safety and personal safety. Toronto excelled in the areas of infrastructure and personal safety.

To top that off, the Safe City Index, along with five other rankings conducted by the EIU, forming the “Index of Indexes”, ranked Toronto as the best place to live in the world!

So whether you’re considering Toronto for a meeting, event or even to live, take comfort in our reputation of being a safe city which is probably what makes us so darn “nice”!
DIVERSITY

Toronto prides itself on being one of the most diverse cities in the world! With over 200 distinct ethnic origins and 140 languages and dialects, people from over the globe infuse the city with unique perspectives. As a result, locals and visitors are treated to new experiences, flavours, music, and ideas! From Gerrard India Bazaar to Little Portugal to Korea Town, Toronto's unique ethnic make-up is reflected in eclectic neighbourhoods across the city.
FESTIVALS

From spring arts shows and multicultural festivals to spectacular celebrations of performing arts and cinema, culture and cuisine, art and architecture, revelry and repartee, there is always something scintillating going on in Toronto to excite the senses.
Toronto is a city infused with arts, cultural expression and creativity. From classic to contemporary, the traditional to the unexpected, you’ll discover a dynamic cultural scene in Toronto. Galleries, museums (over 125 of them), theatres and architectural wonders abound. A street performance becomes an opus, a sidewalk becomes a canvas, and a city stroll becomes a gallery opening.
From thrill seekers, history buffs and nature lovers to aficionados, musical theatre enthusiasts and festival fans, Toronto’s many world-class attractions cater to every age and taste. Brave towering heights, challenge gravity, be charmed by history, see ancient and modern art, and be dazzled by rare artifacts. The offerings and experiences are endless!
CITY TOURS

A dizzying range of choices are available to IFHE delegates or accompanying persons.

TOUR THE HISTORIC DISTILLERY DISTRICT

The Historic Distillery District - Founded in 1832, the Gooderham & Worts Distillery is a 13-acre historic enclave, complete with 45 nineteenth-century buildings which have undergone careful restoration. Recognized as North America’s best-preserved collection of Victorian industrial architecture, the Historic Distillery District embraces the area’s rich past and architectural legacy and has been developed as a centre for arts, culture and entertainment. The picturesque, pedestrian-only area is filled with galleries, museums, rehearsal halls, boutiques, retail shops, artist studios, restaurants, bistros and cafés. The Distillery bustles with activity day and night, including live music, outdoor exhibitions, fairs and special events.

CITY TOURS

Whether you’re a culture vulture, history enthusiast, or love food, there are a variety of fun tours available in Toronto.

Bus Tours
There are so many fun ways to explore the streets, neighbourhoods and attractions of Toronto in a short period of time.
City Sightseeing Toronto is a double decker hop on and off bus tour that lets you choose from over 24 official stops and is valid for up to 7 days.

Gray Line Toronto is also a double decker hop-on, hop-off bus tour that also offers excursions to Niagara and Ottawa. If you need a quick overview of the city, Toronto Tours offers a 2 hour tour in air conditioned comfort.

By foot
Bruce Bell, one of Toronto’s most respected historians, walks you through the city’s past. Tap into TO! Greeters is a free service where Torontonians show visitors points of interest and their favourite Toronto spots.

Food Tours
Toronto’s creative food tours highlight our vibrant culinary scene. Whether you’re sourcing your next meal through Toronto’s markets, indulging in delectable sweets through trendy neighbourhoods or discovering our history through a brewery or two, you’ll be satiated with your visit.

Want to see the city’s markets and help make a meal from a professional chef? The Culinary Adventure Company offers unique guided food tours and adventures from mushroom foraging in city parks to canoe paddling and beach dining.

Those with a sweet tooth will love Tasty Tours, a walking tour of confectionery history in Kensington Market. Make sure to book the chocolate tour ahead of time. Stroll King and Queen West while making pit stops for chocolate taste tests all while learning about the history of chocolate and even why it’s good for you!

Beer Tours
Toronto has a long history with beer. The aptly named Beer Lover’s Tour Co. guides brewery tours and tutored tastings at Toronto’s best-loved craft breweries: Steam Whistle Brewing, Amsterdam and Mill Street Breweries. It’s not just a boozy tour! Walking tours of historic Fort York, “Corktown”, Ireland Park and the Distillery District will give you additional insights into Toronto’s past.

Unique Tours
Toronto is an eclectic city and has eclectic tours to match. Navigate the cobblestones of the Distillery Historic District on a segway with Segway of Ontario (complete with a sampling of SOMA chocolate and beer from the Mill Street Brewery).

The Tour Guys give you a glimpse of Queen Street’s back alleys, street culture and slang on their graffiti tour.
For sports enthusiasts, there’s nowhere in Canada with more professional sports teams than Toronto. Whether you want to watch the first face-off from an arena seat or tee-off at one of our golf courses, Toronto is where you have to be if you want to be part of the action. Cheer for our professional home teams – the Toronto Blue Jays, Toronto Raptors, Toronto Maple Leafs, Toronto Argonauts, Toronto FC and Toronto Rock.
SHOPPING

Toronto ranks among the world’s best shopping destinations! So if shopping is one of your passions, prepare to indulge yourself like never before. With exclusive shopping districts including the chic “Mink Mile,” trendy boutiques, massive malls and outlets, one-of-a-kind shops, and a 27-kilometre underground city (PATH) with 1200 retailers, you’ll quickly discover that Toronto truly is an extraordinary international destination for style and fashion.
NIGHTLIFE

After dark, explore the nightlife in Toronto’s neighbourhoods. Little Italy and College Street bars and patios fill up with friends and martinis. The Entertainment District is a densely populated nightclub hub turning into a veritable “clubland.” And the fabulous parties on Church Street, the city’s gay village, stretch into all hours of the night!
JUST OUTSIDE
THE CITY

There are many day trip options for delegates to enjoy in the towns and villages surrounding Toronto and the Greater Toronto Area, including the spectacular Niagara Falls and surrounding wine region, the stunning collection of Canadian art at the McMichael gallery, and the rugged, natural beauty of cottage country in the Muskokas and Algonquin Park.

NIAGARA FALLS
Experience one of the seven Natural Wonders of the World, a renowned wine region with over 120 wineries, outstanding theatres, galleries, outdoor adventures and casinos—all within a short drive of Toronto.

NIAGARA-ON-THE-LAKE
This charming town is home of the historic first capital of Canada, a tourist favourite, rich in culture, history and gastronomic delights.

COTTAGE COUNTRY, THE MUSKOKA REGION, AND ALGONQUIN PARK
From the turquoise clear waters of Georgian Bay to the small lakes of Algonquin Park, trips to Ontario’s surrounding regions are a nature lover’s delight. Take in the beautiful scenery or hike on one of the many trail systems. Cruise or row down the waterways and cast your reel for some of the best fishing anywhere. A sense of awe and adventure fills one of Canada’s most beloved playgrounds.
DAY TRIP OPTIONS

From spectacular Niagara Falls and the surrounding wine regions, to the stunning collection of Canadian art at the McMichael gallery and the rugged, natural beauty of cottage country, the Muskokas and Algonquin Park, there are many day trip options for IFHE 2022 delegates to enjoy in the towns and villages and natural beauty surrounding Toronto and the Greater Toronto Area.

Niagara Falls – When planning your visit to Toronto, be sure to include a day trip to the Niagara Falls Region. Approximately 90 minutes drive from Toronto downtown and home to the majestic Niagara Falls, this thriving tourist hotspot attracts thrill-seekers and romantics alike. Take in the captivating falls from above, or get up close to this natural wonder on the deck of the Hornblower. This unforgettable boat ride takes you to the bottom of the churning 13-storey falls. With rain gear to protect you from the spray, experience a ride no water park can match!

Appetizing dishes await at your choice of restaurants – from elegant international cuisine, family-style dinner to casual pubs and patios. Add a splash of local flair with a superb bottle of wine from one of the 120 surrounding Niagara vineyards and wineries. Sample Ontario’s liquid gold – the renowned “ONTARIO ICE WINE”.

For history buffs, relive the heritage and experience the 1812 era through Niagara’s forts, museums, art galleries and other heritage attractions.
Niagara-on-the-Lake – The beauty of the countryside beckons, and those who answer the call will be pleasantly rewarded with a visit to the charming town of Niagara-on-the-Lake, home of the historic first capital of Canada. A tourist favourite, rich in culture, history and gastronomic delights, Niagara-on-the-Lake is home to the internationally renowned Shaw Theatre Festival celebrating the life and work of George Bernard Shaw and his contemporaries. Take a horse-drawn carriage around the town and learn all about the history of the area. Be sure to sample high tea at the Prince of Wales Hotel, a delicious experience.

Challenge yourself to a game of golf at over 40 public courses in Niagara, while enjoying the temperate climate.

Niagara Wine Region – Explore the beauty of the vineyards and taste world class wines along Niagara’s scenic Wine Route which features over 120 wineries. Besides the international acclaimed “Niagara Ice Wine”, the Ontario wine region has been producing some world class Reisling and Chardonnay. Come experience great local cuisine with wine-pairing and the warm local hospitality.

The Story of Icewine - Known as Canada's "liquid gold", icewine receives critical acclaim and wins gold medals in international competitions. It has acquired the status of being the flagship product that has made the world take notice of Ontario winemaking. In the 1980s, perceptive vintners recognized that Ontario’s cold winters would provide the perfect conditions for producing exceptional icewine. It is a dessert wine renowned for its intense flavours, nectar-like consistency, rich bouquet and unsurpassed smoothness. It is produced from grapes that have been left on the vine after the fall harvest. When temperatures dip to -8ºC (or lower) the frozen grapes are handpicked and pressed immediately to carefully release a thick, rich, yellow-gold liquid, highly concentrated in natural sugars and acidity. In 1991, Inniskillin entered its 1989 Vidal Icewine at Vinexpo in Bordeaux where it won the Grand Prix d'Honneur and the world's attention. Since that time, Ontario's icewines have been unrivalled on the world stage.
SIGNATURE SERVICE

Our team of service professionals looks forward to assisting you by providing a Signature Service experience customized to your organization and delegates. With a variety of complimentary services and tools tailored to suit your needs, your dedicated Client Services Manager will partner with you throughout the planning process.

With attendance-marketing collaboration, site inspection logistics, welcome program (including custom delegate websites, visitors guides and welcome signage), sustainability and corporate social responsibility support, RFP and member profile distribution to connect with local expert meeting services and unique venues, Tourism Toronto is your premier resource for contacts, service and hospitality.
TORONTO INSPIRES SUCCESS

On behalf of the City of Toronto and our hospitality partners, we thank you for allowing us the opportunity to be considered as the potential host city of the 27th Congress of the International Federation of Hospital Engineering – IFHE 2022.

We are confident that Toronto will exceed your expectations in all areas.

- Potential support from the City of Toronto, Business Events Toronto and our hospitality community
- A strong Local Organizing Committee led by Jim McArthur and CHES
- Safe and Secure
- Diverse and Welcoming
- Two Airports for easy international and domestic access
- Cosmopolitan and creative experience
- Fabulous conference and social venues and world class accommodations
- Attendance marketing program ready for your use to help build conference attendance
- Award-winning service from the Business Events Toronto team - the #1 Convention and Visitors Association in Canada

We are honoured to be considered as your partner with CHES as the potential host city for the 27th Congress of the International Federation of Hospital Engineering – IFHE 2022. We hope that this proposal demonstrates our passion and commitment to its success.

We look forward to working closely with CHES and the IFHE Secretariat to bring the IFHE 2022 to Toronto, Canada’s Downtown!

With warmest regards!

Alice Au
Account Director, Canada & International Congress

Business Events Toronto – Tourism Toronto
207 Queens Quay West, Suite 405 | Toronto, Ontario M5J 1A7 | Canada
T: 416 203 3819 | M: 647 242 9935
aau@torcvb.com
SeeTorontoNow.com
1. Curriculum Vitae of Steve Rees

2. The Westin Harbour Castle, Toronto – Full Proposal
Stephen P Rees, CFM

Career Objective

Position of Senior Administration in Capital Management of a large healthcare organization with a respected history of ethical operation and strong business strategies

Employment History

Apr, 2014 – Present
Senior Program Officer
Alberta Health Services

Capital Management

Reporting to the Chief Program Officer, Capital Management, this position is responsible for directing the Capital Management Centre's of Expertise including Facilities Maintenance and Engineering, Project Management, Protective Services, Parking, Strategic Capital Planning, Clinical Engineering Technical Services, and Capital Operations in day to day operations and long term planning.

This position is also responsible for the formal communication link between Capital Management and Alberta Infrastructure / Alberta Health

Aug, 2011 – Apr, 2014
Vice President, Capital Management
Edmonton Zone
Alberta Health Services

• Reporting to the Senior Vice President, Capital Management, this position is responsible for the operations of Capital Management within the Edmonton Zone

• Responsible for the operations of Facilities Maintenance and Engineering, Project Management, Clinical Engineering, Protective Services, Parking, and Property Management

• Work cohesively with other areas of expertise within Capital Management and the Alberta Government to assist in the delivery of major capital projects

• Work closely with the Zone Executive Leads to prioritize projects for the AHS Capital Plan

Feb, 2009 – Aug 2011
Vice President,
Facilities Maintenance
and Engineering
Alberta Health Services

• Reporting to the Senior Vice President, Capital Management, this position is responsible for Facilities Maintenance and Clinical Engineering at 128 healthcare facilities throughout the province of Alberta

• Fiscally responsible for a budget of approximately $275 million and a staff of 1200
Successfully initiated LEAN Process Improvement initiative at various large sites throughout the province.

Collaborated with all other functional areas of Capital Management to complete projects and commission them successfully.

Prioritize Infrastructure Maintenance Projects.

---

**May, 2006 – Feb 2009**

**Director, Site Operations**

**Alberta Health Services / Capital Health Royal Alexandra Hospital**

- Reporting to the Senior Operating Officer, Redevelopment, this position is responsible for Facilities Management, Security, Safety Services, Telecommunications, and Environmental Services at the 150,000 square metre acute care facility located in Edmonton’s inner city.
- Direct approximately 400 staff and contractors
- Fiscally responsible for an operational budget of $24 million
- Developed a collaborative relationship with Facilities Planning and Construction and worked cohesively on over $250 million worth of projects
- Directs the RAH Building Commissioning Program
- Interim Chairperson of the Regional Facilities Management Task Force
- Developed a collaborative relationship with the Alberta Union of Provincial Employees and chaired the Employee Management Advisory Committee
- Developed a three year strategic plan for the Site Operations Group
- Collaborated with Capital Health Corporate Contracting to improve the processes for procurement of services

---

**Jan, 2004 – May, 2006**

**Corporate Director, Support Services**

**Caritas Health Group**

- Reporting to the VP of Operations, Planning and Development, this position was responsible for Facilities Management, Facilities Planning, Security, Parking, Telecommunications, Food and Nutrition, Environmental Services, and Laundry/Distribution
- Responsible for the operation and maintenance of approximately 200,000 square metres of space on
three sites, Grey Nuns, Misericordia, and Edmonton General Hospitals

- Liaisons and works closely with Capital Health Planning and Construction on Capital Health / Alberta Infrastructure funded projects
- Responsible for all Caritas capital projects
- Directed approximately 1200 staff and contractors
- Fiscally responsible for an operational budget of $20 million
- Developed positive relationships with the three labour unions across Caritas sites

<table>
<thead>
<tr>
<th>Jan, 2002 – Jan, 2004</th>
<th>Director, Facilities Management and Facilities Planning</th>
<th>Caritas Health Group</th>
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</thead>
</table>

- Reporting to the VP Continuing Care and Support Services, this position was responsible for facilities management and facilities planning of the Edmonton General Hospital, the Grey Nuns Community Hospital, and the Misericordia Community Hospital
- Fiscally responsible for an operational budget of $12 million

<table>
<thead>
<tr>
<th>Sept, 2001 – Jan, 2002</th>
<th>Manager, Facilities Management</th>
<th>Caritas Health Group, Misericordia Community Hospital</th>
</tr>
</thead>
</table>

- Reporting to the VP Continuing Care and Support Services, this position was responsible for the maintenance and operations of the Misericordia Community Hospital
- Fiscally responsible for an operational budget of $3.5 million

<table>
<thead>
<tr>
<th>1995- 2001</th>
<th>Manager / Supervisor, Mechanical / Electrical</th>
<th>Capital Health, Royal Alexandra Hospital</th>
</tr>
</thead>
</table>

- Responsible for operations and maintenance of electrical and mechanical equipment and systems at the RAH and Glenrose Rehabilitation Hospital
- Responsible for approximately thirty staff and an operational budget of $2.5 million
- Managed various mechanical and electrical upgrades

<table>
<thead>
<tr>
<th>1989 – 1995</th>
<th>Supervisor, Mechanical</th>
<th>Royal Alexandra Hospital</th>
</tr>
</thead>
</table>

- Responsible for approximately twelve staff and an operational budget of $1 million
1981 – 1989

Maintenance Supervisor
Alberta Cancer Board, Cross Cancer Institute

Significant Achievements

**Canadian Healthcare Engineering Society Hans Burgers Award 2012**
- Awarded as a mark of recognition of outstanding achievement in the field of healthcare engineering

**Capital Health REACH Award for Leadership**
- Awarded the 2008 REACH Award in Leadership

**Royal Alexandra Hospital Master Plan Update Process**
- Achieved success in updating the RAH Master Plan with a team of consultants and colleagues

**Caritas Acute Care Master Planning Process**
- Provided expertise in the development of the Caritas Acute Care Master Planning Process with a team of consultants, Caritas Senior Executive Team, Capital Health, Facilities Planning and Construction, and Alberta Infrastructure

**Replacement of the Caritas Maintenance Management System (MMS)**
- Initiated and implemented a project to replace the MMS software on the three Caritas sites that is now being utilized in facilities throughout the Edmonton area

**Development of the RAH Commissioning Program**
- Assisted in the development of the Royal Alexandra Hospital’s Commissioning Program

**Commissioning of the RAH Redevelopment Project 1988 – 1992**
- Member of the Commissioning Team that successfully commissioned the $110 Million Redevelopment Project

**Planning of Cross Cancer Institute Redevelopment**
- Member of the planning team for the facility redevelopment in 1987/88

**Education**

<table>
<thead>
<tr>
<th>2012 -2013</th>
<th>Executive Coaching Certification</th>
<th>Demers School of Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2007</td>
<td>Capital Health Senior Leadership Program</td>
<td>Capital Health / University of Alberta</td>
</tr>
<tr>
<td>2005</td>
<td>Catholic Leadership</td>
<td>Caritas / Catholic Health Association</td>
</tr>
<tr>
<td>Program</td>
<td>Location</td>
<td>Dates</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>1985 – 1987 Steamfitting Certification</td>
<td>Northern Alberta Institute of Technology (NAIT)</td>
<td></td>
</tr>
<tr>
<td>1972 – 1975 High School Matriculation Program</td>
<td>Ross Shepard Composite High School</td>
<td></td>
</tr>
</tbody>
</table>

**Professional Designation**

**Certified Facility Manager**

- Successfully completed the competency exam in 2000 and have maintained certification through the International Facilities Management Association

**Professional Accomplishments**

**International Federation of Hospital Engineering (IFHE)**

- 2012 – Present – Director on IFHE Executive Committee

**Canadian Healthcare Engineering Society (CHES)**

- 2007-2011 – Past President, National
  - Represented CHES at the International Federation of Hospital Engineering Conference in Tokyo, Japan

- 2005 -2007 - President, National
  - Represented CHES at the International Federation of Hospital Engineering Conference in Cape Town, South Africa

- 2003 - 2005 - Vice President, National

**Member of Canadian Standards Association Technical Committees**
• Z8000 Design and Construction of Health Care Facilities
• Z317.13 Infection Control in Health Care Facilities During Renovation / Construction
• Z204-94 Managing Indoor Air Quality in Office Buildings

International Facilities Management Association
• 2000 – 2004 Education Director, Northern Alberta Chapter

Other Professional Development
• Sept 2008  Attended the 2008 CHES Educational Forum and Trade Show in Toronto, Ontario
• Sept 2007  Attended the 2007 CHES Educational Forum and Trade Show in Calgary, Alberta
• Dec 2006  Completed a two year Capital Health Senior Leadership Program
• Sept 2006  Attended the 2006 CHES Educational Forum and Trade Show in Halifax, Nova Scotia
• Sept 2005  Attended the 2005 CHES Educational Forum and Trade Show in Ottawa, Ontario
• Aug 2005  Completed the Catholic Leadership Program
• Oct 2005  Attended the IFMA 2004 World Workplace in Salt Lake City, Utah
• Sept 2004  Attended the 2004 CHES Educational Forum and Trade Show in Richmond, BC
• Dec 2003  Completed the Caritas Leadership Program
• Oct 2003  Attended the IFMA 2003 World Workplace in Dallas, Texas
• Oct 2002  Attended the IFMA 2002 World Workplace in Toronto, Ontario
• Oct 2000  Completed the IFMA CFM Review Course
• Sept 1998  Completed ASHRAE Building Commissioning Course
• Sept 1998  Completed ASHRAE Indoor Air Quality Course
• Sept 1996  Completed ASHRAE Chilled Water System Design Course
• Sept 1996  Completed ASHRAE Air Handling System Modification Course

References
Available upon request
Congress of the IFHE 2022

Thursday, September 15, 2022 - Thursday, September 22, 2022
Friday, February 23, 2018

Jim McArthur  
International Federation of Hospital Engineering (IFHE)  

Re: Congress of the IFHE 2022, Thursday, September 15, 2022 - Thursday, September 22, 2022  

Dear Jim,  

We are delighted our property is being considered for this program. In the attached proposal, I am pleased to provide you with a complete summary of the proposed guestroom block, function space and cost breakdown for your review. Thank you again for your interest and I look forward to speaking with you soon.  

Regards,  

Maritza Parra  
Sales Executive  
Westin Harbour Castle Hotel
PROPOSED DATES

The details, including but not limited to rate, concessions, minimum requirements, cancellation, etc. within this proposal are contingent upon group solely using Standard Hotel Contract Agreement.

We are currently holding space for you on a tentative basis over the dates of Thursday, September 15, 2022 - Thursday, September 22, 2022 until Friday, October 26, 2018 at 5:00 pm.

If an agreement is not mutually executed by Friday, October 26, 2018, the room block and meeting space may be automatically released. Should we receive a request for the same dates, Westin Harbour Castle Toronto reserves the right to ask for a commitment from you within 48 hours of the request. Should we not receive a response by the due date, this proposal along with the rates quoted will then be considered null and void and all space being held will be released.

ACCOMMODATION DETAILS

All 977 guest rooms and suites most of which feature either a full or partial view of Lake Ontario. This tranquil environment, combined Westin’s Signature Heavenly® Bed and Heavenly® Bath, guarantees your attendees will be renewed after a restful sleep.

Enhance Your Well-Being at Westin Hotels. Every day is geared toward a better you, with signature offerings that fuel and energize your every move.

All guestrooms include the following standard amenities:

- Dual data lines with high speed internet access
- 32" flat screen plasma television
- Westin’s Signature Heavenly® Bed and Bath
- In-room safe (can accommodate standard laptop)
- Individual climate-control
- Complimentary daily newspaper
- In-room movies
- Coffee/Tea station featuring Starbucks Coffee
- Radio/Alarm Clock
- 24 hour security
- Accessible rooms available
PROPOSED GUEST ROOM BLOCK

<table>
<thead>
<tr>
<th>Guestrooms</th>
<th>Thu, Sep 15, 2022</th>
<th>Fri, Sep 16, 2022</th>
<th>Sat, Sep 17, 2022</th>
<th>Sun, Sep 18, 2022</th>
<th>Mon, Sep 19, 2022</th>
<th>Tue, Sep 20, 2022</th>
<th>Wed, Sep 21, 2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Guestroom</td>
<td>5</td>
<td>40</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>5</td>
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<tr>
<td>Attendees Room Block Total</td>
<td>5</td>
<td>40</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>5</td>
<td>1450</td>
</tr>
</tbody>
</table>

GUESTROOM RATES

<table>
<thead>
<tr>
<th>Guestrooms</th>
<th>Single Rate</th>
<th>Double Rate</th>
<th>Triple Rate</th>
<th>Quad Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Guestrooms</td>
<td>$299.00</td>
<td>$299.00</td>
<td>$339.00</td>
<td>$359.00</td>
</tr>
</tbody>
</table>

All guestroom rates are based on single occupancy. Additional guest charge is $20.00 per person, per night. All room rates do not include applicable taxes and fees, currently 13% HST on the guest room rate and on the 2.66% DMP, and are subject to change.

Full Lake View - from $40.00 additional per night
Suites - from $80.00 additional per night

A minimum of 20% of the Group block will be Full Lake View Guestrooms paying the premium rates as noted above. The remaining rooms will be on Main Hotel floors paying the standard rate as listed.

2022 rates are confirmed as noted above.

Commission will be applied and paid to Events & Management Plus Inc.

For contracts that are issued on or before March 30, 2018, the 10% commission will be honored, provided the contract is signed by March 30, 2018. If, however, the contract is not fully executed until after March 30, 2018, the commission will be reduced to 7%. The commission is non-negotiable.

HST TAX CREDIT

The Harmonized Sales Tax is refundable on the Hotel Master Account for Groups with 75% non-Canadian attendees as follows:

- 50% rebate of the HST paid on group food and beverage
- 100% rebate of the HST on Audio Visual charges based on using PSAV (Hotel’s official provider)
- 100% rebate of the HST paid on accommodation charged to the master account (individual room accounts are exempt from this tax credit)

Hotel will send the Group an authorization form for signature allowing the Hotel to apply for the HST credit on Group’s behalf for charges on the hotel master. The Hotel will show the full tax on the master invoice and will adjust by the allowable credit. *Please note as this tax rebate is a Government initiative and subject to government control it may change without notice.*
STARGROUPS WEBLINK (only available with individual call-in)

StarGroups is an online resource dedicated to your meeting or event, where attendees can book hotel rooms and find helpful information all in one place. It’s free, simple to use and designed to make your job easier without taxing your budget or schedule. StarGroups will customize a Web site around your specific meeting or event, including your logos and images, welcome messaging and any related links that may be useful to your delegates. Your page will have a unique URL which you can send to attendees or post within your own Web site. Please note that it will take a minimum 72 hours, after your contract is signed to receive your link.

ADDITIONAL CONCESSIONS

Westin Harbour Castle will provide the following additional concessions for this program based on a minimum overall guestroom pickup of 90% and a minimum food and beverage pickup of 100%.

<table>
<thead>
<tr>
<th>Concessions Offered:</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary Internet Access in all Group Guestrooms</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>Complimentary Standard WIFI in the meeting space for all attendees</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Group Guestroom Rates available 3 days pre and post event dates based on availability</td>
<td>++</td>
</tr>
<tr>
<td>Discounted Meeting Room Rental</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>1 per 40 Complimentary Rooms</td>
<td>++</td>
</tr>
</tbody>
</table>

Estimated Retail Value of Concessions - $116,000.00

MEETING SPACE OUTLINE

Westin Harbour Castle enables you to restore the body and expand the mind within our 70,000 square feet of refined function space. Hold a convention in the adjacent conference centre amid the graceful surroundings of the 25,000-square-foot Metropolitan Ballroom, accommodating up to 3,400 guests. Or cultivate romance in our 2,766-square-foot Regatta Room and let lake views wash over your guests like the twilight’s soft glow. Recognized for excellence by Successful Meetings’ Pinnacle Award, our facilities will transform the way you do business. And with the help of our meeting and event services team, everything from savoury catering to spirited entertainment will blend together in perfect harmony.
<table>
<thead>
<tr>
<th>Date</th>
<th>Function Description</th>
<th>Start - End Time</th>
<th>Function Space</th>
<th>Setup</th>
<th># PPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 16-Sep-2022</td>
<td>Office</td>
<td>8:00AM - 11:59PM</td>
<td>Yonge</td>
<td>Existing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Pre-conference</td>
<td>8:00AM - 5:00PM</td>
<td>Richmond</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>IFHE Exco</td>
<td>9:00AM - 5:00PM</td>
<td>Bay Room</td>
<td>U-Shape</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>IFHE Council Room</td>
<td>9:00AM - 5:00PM</td>
<td>Frontenac</td>
<td>H/S</td>
<td>60</td>
</tr>
<tr>
<td>Sat, 17-Sep-2022</td>
<td>Office</td>
<td>8:00AM - 11:59PM</td>
<td>Yonge</td>
<td>Existing</td>
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</tr>
<tr>
<td></td>
<td>Pre-conference</td>
<td>8:00AM - 5:00PM</td>
<td>Richmond</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Meeting</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IFHE Exco</td>
<td>9:00AM - 5:00PM</td>
<td>Bay Room</td>
<td>U-Shape</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>IFHE Council Room</td>
<td>9:00AM - 5:00PM</td>
<td>Frontenac</td>
<td>H/S</td>
<td>60</td>
</tr>
<tr>
<td>Sun, 18-Sep-2022</td>
<td>AD-HOC Meeting Room</td>
<td>8:00AM - 5:00PM</td>
<td>Wellington</td>
<td>1</td>
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<tr>
<td></td>
<td>Exhibit Set-Up</td>
<td>8:00AM - 11:59PM</td>
<td>Metropolitan Ballroom</td>
<td>150</td>
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<tr>
<td></td>
<td>Registration</td>
<td>8:00AM - 6:00PM</td>
<td>Foyer</td>
<td>Registration</td>
<td>1</td>
</tr>
<tr>
<td>Mon, 19-Sep-2022</td>
<td>AD-HOC Meeting Room</td>
<td>8:00AM - 5:00PM</td>
<td>Wellington</td>
<td>1</td>
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<tr>
<td></td>
<td>Exhibit</td>
<td>8:00AM - 11:59PM</td>
<td>Metropolitan Ballroom</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting</td>
<td>8:00AM - 5:00PM</td>
<td>Frontenac</td>
<td>Theater Style</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>Office</td>
<td>8:00AM - 11:59PM</td>
<td>Yonge</td>
<td>Existing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>8:00AM - 6:00PM</td>
<td>Foyer</td>
<td>Registration</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AM Break</td>
<td>10:00AM - 10:30AM</td>
<td>Foyer</td>
<td>800</td>
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<tr>
<td></td>
<td>Lunch</td>
<td>12:00PM - 1:00PM</td>
<td>Foyer</td>
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<td></td>
<td>PM Break</td>
<td>3:00PM - 3:30PM</td>
<td>Foyer</td>
<td>800</td>
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<tr>
<td>Date</td>
<td>Function Description</td>
<td>Start - End Time</td>
<td>Function Space</td>
<td>Setup</td>
<td># PPL</td>
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<tr>
<td>------------</td>
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</tr>
<tr>
<td>Tue, 20-Sep-2022</td>
<td>AD-HOC Meeting Room</td>
<td>8:00AM - 5:00PM</td>
<td>Wellington</td>
<td></td>
<td>1</td>
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<tr>
<td></td>
<td>Exhibit</td>
<td>8:00AM - 11:59PM</td>
<td>Metropolitan Ballroom</td>
<td>Booths - 10X10</td>
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<tr>
<td></td>
<td>Meeting</td>
<td>8:00AM - 5:00PM</td>
<td>Frontenac</td>
<td>Theater Style</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>Office</td>
<td>8:00AM - 11:59PM</td>
<td>Yonge</td>
<td>Existing</td>
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</tr>
<tr>
<td></td>
<td>Registration</td>
<td>8:00AM - 6:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM Break</td>
<td>10:00AM - 10:30AM</td>
<td>Foyer</td>
<td>Registration</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>12:00PM - 1:00PM</td>
<td></td>
<td></td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>PM Break</td>
<td>3:00PM - 3:30PM</td>
<td>Foyer</td>
<td>Registration</td>
<td>800</td>
</tr>
<tr>
<td>Wed, 21-Sep-2022</td>
<td>Post Conference Wrap-Up Meeting</td>
<td>8:00AM - 5:00PM</td>
<td>Per 2/3</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Workshop</td>
<td>8:00AM - 12:00PM</td>
<td>Per 2/3</td>
<td>Classroom Style</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Box Lunch</td>
<td>12:00PM - 1:00PM</td>
<td>Foyer</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

* meeting rooms may be reassigned depending on the overall size of group and their requirements
* a setup charge of $1.50 per person will be charged per meeting room if classroom setup is required

**MEETING ROOM RENTAL**

Based on your requirements, we have function space as shown on the attached schedule of events. Because of your anticipated guest room and food and beverage usage as indicated in your meeting specifications, the function space [valued at approximately $125,000.00 will be offered based on the following sliding scale fees. Any additional meeting space will be provided based upon availability at prevailing rates. 13% HST and 18% service charge apply and are subject to change.

If 90% or more of the contracted rooms are picked up Complimentary
If 80% - 89% of the contracted rooms are picked up $10,000.00
If 70% - 79% of the contracted rooms are picked up $20,000.00

**MINIMUM FOOD & BEVERAGE REQUIREMENTS**

Based on the program requirements provided at time of inquiry a minimum food and beverage revenue of $125,000.00 net before gratuity, taxes and service charges is requested.
To browse our menus kindly visit http://harbourcastle.westinemenus.com/index.asp at any time.

ONSITE SPECIALTY EVENTS

Let the Westin Harbour Castle help you discover a wide range of exciting specialty events!

Choose from a variety of offerings which provide both cost effective and highly engaging events. On-site Specialty Events create a social and memorable experience that is unique.

On-site Specialty Events eliminate the need for outside transportation and event planning. That means you as the planner have more time to focus on the meeting and stay within your meeting’s over-all budget. It also means your attendees have more time to network with each other, or simply take some time back to relax. Lastly, by keeping your group at one location you’ll reduce the carbon footprint of your event and have a positive impact on our environment. What a great way to be green and enjoy a fun event.

Cost conscious doesn't mean uninteresting. Choose from a variety of on-site event offerings that provide both cost effective and highly engaging entertainment for your group. From team building exercises to interactive activities to charitable projects, Planner's Edge offers turnkey, memorable events on-site at our hotels and resorts.

Examples include: GAME NIGHT FOR EVERYONE, ROCK’N ROLL DINER, BEYOND THE VELVET ROPE, FUN WITH WII, PREMIER THIS, EVENT IN THE GREEN and more…

Should you be interested in a particular event we would be happy to provide a customized quote based on your group requirements. All of our On Site Specialty Events are available for view on our e-menu site under specialty menus and can be viewed at your convenience.

WESTIN FAMILY PROGRAM

Family fun begins the moment you arrive at The Westin Harbour Castle, Toronto. At check-in, we'll present children ages 4 to 12 with an adventure-bound welcome bag full of treats to help them explore the area. Infants get their own welcome bag, too.

The Westin Activity Center keeps kids ages 4 to 16 entertained with a ping-pong table, DVDs and a TV—all offered free of charge. A Nintendo® Wii™, board games, and a play area are also located on the pool deck. Our kids’ menu keeps them energized and nourished while delighting them with their favorite dishes. The kids’ menu is available at The Mizzen Restaurant and through in-room dining.

Hours: Sunday - Saturday 7:00am - 11:00pm / Menus, Hours and Pricing subject to change without notice

PARKING

Valet Parking is available for $50.00 for 24 hours, with in and out privileges or Vinci Self-Parking $45.14 inclusive for 24 hours with in and out privileges (prices subject to change without notice). Lester B. Pearson Toronto International Airport is approximately 32 kms or 17miles away.

CITYSIGHTSEEING TORONTO TRANSPORTATION & SIGHTSEEING

Concierge Desk - Extension 4355 or email: westin@torontocityguide.com

Complimentary Shuttles:
To the Eaton Centre Shopping Centre and to Vaughn Mills Shopping Centre. Visit the desk for details.

INTERNET

HOTEL ACCESS

Wireless Internet access is available throughout the hotel, so you can stay in touch with friends and family
or take care of business anytime during your stay. Complimentary 1-hour access is available in the lobby area, Chartroom bar and Mizzen restaurant.

**GUESTROOM ACCESS**
All guestrooms feature Wired and Wireless internet starting from $14.95 (inclusive of tax) per 24 hours.

**MEETING ROOM ACCESS**
We would be pleased to provide a quote specific to your group requirements. Kindly connect with PSAV directly for more information. Wired and Wireless services are available.

**AUDIO VISUAL - PSAV**
For your audio visual needs, please contact our PSAV Sales Team at whcsales@psav.com or 416-304-0262.

Westin Harbour Castle maintains a full service, on-site audiovisual production company through PSAV. We are confident that they will provide exceptional service for your events and meet your budgetary requirements. In the event you wish to use a third party audiovisual company, additional terms and conditions will apply.

**EASY INTERNATIONAL ACCESS**
Toronto is a 90-minute (or less) flight for over 100 million Americans, with 66+ airlines and 1,100 daily flights to and from destinations around the world. Toronto Pearson International Airport is a global hub with 400,000 flights and over 38.6 million passengers annually. It’s only a 25-minute transfer to downtown. Billy Bishop Toronto City Airport offers flights to and from 18 North American destinations including New York, Chicago and Washington.

**Flight Times From:**
- Atlanta – 2 hours
- Chicago – 1.5 hours
- Dallas – 3 hours
- Detroit – 1.5 hours
- Los Angeles – 4.5 hours
- Montreal – 1 hour 10 minutes
- New York City – 1.5 hours

**HOTEL SERVICES & AMENITIES**

**The Mizzen Restaurant**
A glow with casual refinement, The Mizzen serves up delicious a la carte dining, as well as an ample buffet.

**Toulà Restaurant & Bar**
Panoramic views of Lake Ontario and Toronto from the 38th floor make dining at Toulà Restaurant and Bar even more nourishing—to the body as well as the spirit. Italy comes alive through our diverse specialties, complemented by an enticing wine selection. Set atop the south tower, Toulà Restaurant and Bar features a spectacular view of the city skyline and offers tantalizing menu items complemented by a superior wine selection. Toulà has positioned itself to be the premier culinary destination in North America.

**The Chartroom Bar & Lounge**
The Chart Room Bar and Lounge, our intimate lobby lounge, is the perfect place to linger with colleagues over light fare and calming beverages.
TDI Business Centre
The TDI Business Centre is committed to providing you with an outstanding experience during your stay. Offering everything from small format everyday printing to large out of the box signs and banners. Located on the lower level of the North Tower, The TDI Business Centre provides full service copies, signs, banners and binding services for large events that need binders, directional signage, speaker's notes or last minute walk-in printing.
Open Monday - Friday from 7:30am-6:30pm and Saturday-Sunday from 8:00am-5:00pm.
Contact Manager: Meesam Rasvi, Kay Boamah, westin@tdifirm.com

WESTIN WORKOUT® Health Club & Pool
The Health Club is complimentary to all hotel guests and offers a full workout facility featuring hardwood floors, lake views, individual tv's (includes personal headset) on each cardio machine, and a wide range of exercise equipment and weights. The Health Club also features a large indoor heated pool and whirlpool, outdoor tennis court, squash courts, steam rooms, sauna, indoor lounging area and outdoor patio. A Snack menu is also available.

WESTINWORKOUT® Gear Lending Program
Westin has partnered with New Balance to provide athletic shoes and apparel during your stay, for a nominal fee. Simply dial Service Express® and request your shoe and clothing size and they will be conveniently delivered to your guest room. Shoes come with socks that are brand new and apparel is provided fresh and clean. Upon departure, simply leave the items in your room in their mesh bag. Cost is $5.25 per use.

GREEN INITIATIVES

Bullfrog Green Power
Many event and meeting planners have a strong desire to reduce the environmental impact of their events. Westin Harbour Castle has partnered with Bullfrog Power™, Ontario’s first 100% green electricity retailer, to provide our clients with an option to purchase clean, renewable energy for their events.
By Bullfrog powering your event, you will:

- Reduce the event’s environmental footprint
- Help fight climate change
- Help create a healthier environment for families, communities and future generations
- Strengthen your event’s association with a clean environment and healthy lifestyle

For more information, visit www.bullfrogpower.com/events

**Green Handbook**

Our hotel is proud of the green initiatives that we support. Our dedicated “Green Team” has compiled a Handbook outlining our achievements in this area. To receive a copy of our Handbook via email please let your Salesperson know.

**Make a Green Choice Program:**

The less water, energy and other resources we use, the more there is to go around. Delegates can reward themselves with a $5 voucher at participating food and beverage outlets or 500 Starwood Preferred Guest Starpoints awarded at check out for each night they decline housekeeping services (except day of departure). Ask our team about registering your entire group to Make a Green Choice.

**SPG PRO**

You’re in the people business, and in this line of work, business is always personal. We don’t just look at what you do for a living; we also look at what you do for life. That’s why we created SPG Pro, a loyalty offering that rewards you personally for the things you do professionally.

- **Great Points.** Earn 1 Starpoint for every US$3 you book for meetings to a max of 20,000 Starpoints per event. Earning gets richer when you reach elite status.
- **Go elite.** Earn 1 eligible night toward elite status for every 20 group room nights to a maximum of 20 eligible nights per event. Elite status starts at just 25 eligible nights per year.
- **You’ve earned it.** Redeem Starpoints for whatever you want – like a free night stay or VIP treatment.

Learn more at www.spg.com/pro

**LOOKING FOR ANY OTHER DESTINATIONS?**

If you are looking for meeting space and/or group bedrooms at any other destination, we would be delighted to reach out to one of our over 1,000 properties around the world. Please click on the link to browse our property directory: Starwood Hotels & Resorts

**ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website address</td>
<td>westin.com/harbourcastle</td>
</tr>
<tr>
<td>Check-In / Check-Out</td>
<td>3:00pm Check-In &amp; 12:00 noon Check-Out</td>
</tr>
<tr>
<td>E-Menu Website</td>
<td><a href="http://harbourcastle.westinmenus.com/index.asp">http://harbourcastle.westinmenus.com/index.asp</a></td>
</tr>
<tr>
<td>Self Parking</td>
<td>$45.14 including taxes per day – ‘Vinci Park’ offsite parking, able to charge to guest folio</td>
</tr>
<tr>
<td>Valet Parking</td>
<td>$50.00 including taxes per 24 hours</td>
</tr>
<tr>
<td>Fitness Centre</td>
<td>Complimentary, open 24 hours</td>
</tr>
</tbody>
</table>
WESTIN WORKOUT  Westin now offers New Balance athletic shoes and clothing for guests to borrow for only $5.25 per stay and the brand new pair of socks is yours to keep!

Approximately 32 km or 17mi / 30 minutes

Taxi/Limo charges are approximately $50.00 one way

UP Express (Union Pearson Express) runs 5:30am-1:30am every 15 mins, 25 min journey / one way fare $12.00/ [www.upexpress.com](http://www.upexpress.com)

Approximately 2.5 km or 1.5 mi / 5 minutes

Toronto Island Airport – for more information visit [www.torontoport.com](http://www.torontoport.com)

Room Tax

13% HST on the guest room rate and on the 2.66% DMP

Food & Beverage Tax

13% HST (on Subtotal and Service) for meals and liquor

Food & Beverage Gratuity

18% standard on all organized food and beverage functions

Room Rental Service Charge

18% standard on all meeting room rentals

Featuring smart technology and intuitive design, Tangent at Westin is a flexible work space which can be booked by the hour for up to four people at a moment’s notice.
