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## Exhibition Place

January 11, 2012

**ACTION REQUIRED**

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

**Subject: Policy re Publication of Senior Staff Expenses**

Summary:

As an agency of the City of Toronto, the Board is required to follow directions of City Council, hence this report recommends that the Board approve a policy for the Publication of Senior Staff Expenses to the Exhibition Place public website.

Financial Implications:

There are no financial implications resulting from the adoption of this report.

Recommendations:

**It is recommended that the Board approve the Publication of Senior Staff Expenses Policy outlined in Appendix "A" to this report.**

Decision History:

At its meeting of November 29, 30 and December 1, 2011, City Council approved a report from the Government Management Committee entitled "Feasibility of Publishing Expense Details for Senior City Staff on the City's Website", wherein one of the recommendations included that all City agencies, boards, commissions and departments adopt a similar policy for their organization, if they have not already done so.

The Exhibition Place 2009-2012 had an Organizational/Staffing Goal to *Review and revise our corporate systems* and a Strategy to support this Goal we will *complete an annual review of By-Laws, and policies and procedures of the Board of Governors and the CNEA Board of Directors.*

Issue Background:

As directed by City Council, Exhibition Place, which includes all four Program areas, needs to publish expense details of senior staff that will be accessible from the Exhibition Place websites. The publishing of this information will enhance the accountability and transparency of Exhibition Place.

Comments:

For the information of the Board, as indicated in Section 223 (1) of the City of Toronto Act, 2006, an itemized statement of remuneration and expenses paid to appointees of City Council to the Board, CNEA Board and CNEA Membership, is submitted on annual basis to the City Treasurer, which is then posted to the City's website.

The collection and posting of expense details of senior staff will be managed and coordinated by the Corporate Secretary.

Following Board approval of this policy, a communication will be submitted to the City Clerk advising that the direction of City Council has been undertaken.

Contact:

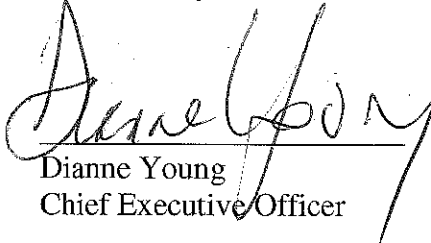
Fatima Scagnol, Corporate Secretary/Exhibition Place

Tel: 416-263-3620

Fax: 416-263-3690

E-mail: [Fscagnol@explace.on.ca](mailto:Fscagnol@explace.on.ca)

Submitted by:



Dianne Young  
Chief Executive Officer



## Appendix "A" Publication of Senior Staff Expenses

### Purpose:

The Board of Governors of Exhibition Place is an agency of the City of Toronto and on behalf of the City manages the Exhibition Place grounds and all buildings and infrastructure on the grounds. Exhibition Place is made up of four functional programs: Direct Energy Centre / Exhibition Place; Canadian National Exhibition Association (CNEA); and Allstream Centre.

This policy will enhance the accountability and transparency related to making expenses of Senior Staff public for all visitors to the Exhibition Place websites.

### Policy:

The following determinations are based on the recommendations of City Council.

#### 1. Defining Senior Staff

Senior staff is defined as Division Heads and above. Hence, the following senior staff members will have their expense details published:

- Chief Executive Officer
- Corporate Secretary
- Chief Financial Officer
- General Manager, Operations
- General Manager, Sales & Event Management
- General Manager, CNEA

#### 2. Expenses to be Published

- Business Travel (including kilometrage reimbursement)
- Conferences and Training (including accommodation, registration and per diem allowance)
- Hospitality or protocol expenses (hosting Board events for non-employees at eating establishments or other appropriate locations)

#### 3. Ensuring Complete and Accurate Information

Senior Staff will be required to review and certify their expenditures, and in addition to submitting a copy to the Finance Department, forward a copy to the Corporate Secretary who will review and confirm with the Finance Department that the corporate records confirm the accuracy of the certification.

#### 4. Reports to the Board

In advance of publishing the expense details of Senior Staff to the website, the Board is to receive the report at its meeting prior to posting.

## 5. Timing of Posting

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Based on the policy being effective January 1, 2012, a report would be posted to the websites on a semi-annual basis – first report would be posted end of June, 2012 and next report would be posted end of January 2013.