



Exhibition Place

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November 5, 2015

To: The Board of Governors of Exhibition Place

FOR INFORMATION

From: Dianne Young, Chief Executive Officer

Subject: **Delegation Schedule Pursuant to By-law No. 2-13**

Summary:

This report is submitted for the information of the Board and to satisfy the annual requirements of Section 6(2) of Financial By-law No. 2-13. The only change in the schedule from previous years for Exhibition Place and Enercare Centre, simply reflect the names of the new staff personnel in the various positions and all financial expenditure authority levels remain unchanged.

Financial Impact:

There are no direct financial implications resulting from this report.

Decision History:

The Exhibition Place 2014 - 2016 Strategic Plan had a Goal to *maintain a positive operating financial performance across Exhibition Place and all of its business by effectively monitors costs and revenues* and as a Strategy to support this Goal we will *review and revise financial and organizational systems to strengthen controls and processes*.

At its meeting of November 19, 2014, the Board approved a delegation schedule in accordance with the Board's By-law.

Issue Background:

Financial By-law No. 2-13 requires that the delegation schedules be submitted to the Board of Governors for information on an annual basis.

Comments:

In accordance with the Board's Financial By-law, the delegation schedules shall include:

- a list of employee positions designated to make financial commitments and approve payments; and
- a full description of each employee's authorities as well as the monetary limits and restrictions that refer to each authority.

Appropriate specimen signatures for all individuals, have been obtained or will be obtained in accordance with these schedules and are on file with the Chief Financial Officer.

Contact:

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DELEGATION SCHEDULE

EXHIBITION PLACE PROGRAM
(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-13)

Commitment and Other Authorities	CEO	CFO	GENERAL MANAGER	GENERAL MANAGER	DIVISION HEADS	MANAGERS	ACCOUNTING MANAGER	SUPERVISOR/ COORDINATOR	EVENT MANAGERS	PAYROLL MANAGER
	EXPLACE	EXPLACE	Sales & Events EXPLACE	Operations EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE
Purchase Requisitions for Corporate PO's (Maximum \$150,000)	Full	Full	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	-	\$1,000	-
Departmental Purchase Orders (Maximum \$50,000)	Full	Full	Full	Full	Full	\$5,000	\$5,000	-	\$1,000	-
Material and Supply Requests/Work Orders/ R&S	Full	Full	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	-	\$1,000	-
3rd Party Rental and Service to provide Board services	Full	Full	\$7,500	\$7,500	\$7,500	\$1,000	\$1,000	-	\$1,000	-
Consultant (Maximum \$50,000)	Full	Full	\$10,000	\$10,000	\$10,000	-	-	-	-	-
Other Agreements (Maximum \$150,000)	Full	\$50,000	-	-	-	-	-	-	-	-
License Agreements	Full	-	Full	-	-	-	-	-	-	-
Performance Certification/Invoice Approval	Full	Full	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	-	\$1,000	-
Conference and Business Travel (Maximum \$3,500)	Full	\$3,500	\$3,500	\$3,500	-	-	-	-	-	-
Official Entertainment/Business Meetings	Full	Full	\$1,000	\$1,000	\$1,000	-	-	-	-	-
Personnel/Board appointments	Full	-	-	-	-	-	-	-	-	-
Leave of Absences	Full	-	-	-	-	-	-	-	-	-
Tuition Fees and Membership Dues	Full	Full	Full	Full	-	-	-	-	-	-
Payroll - Alternate rates and Step Increments	Full	Full	Full	Full	Full	-	-	-	-	-
Payroll - Meterage and Management Lieu Time/Meal Allowances	Full	Full	Full	Full	Full	-	-	-	-	-
Payroll - Attendance Records and Clerical Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	Full	-	-
Voucher Approval**	Full	Full	Full	Full	-	-	Full	-	-	-
Cheque Approval**	Full	Full	Full	Full	Full	-	Full	-	-	-
Distribution Journal Vouchers for Payments**	Full	Full	-	-	-	-	Full	-	-	-
Payroll Input and Adjustments; Sick Pay Grants; Statutory Remittances**	Full	Full	-	-	-	-	Full	-	-	Full

(**Administrative Approval Only)

Notes:

- "Full" denotes signing authority delegated by CEO in accordance with By-law 2-13
- Approval by Division Head, Managers, Accounting, Purchasing, Supervisor/Coordinator and Payroll is restricted to accounts within their area of responsibility.
- Authorization may not be exercised by an officer for any transaction in which he/she benefits directly or indirectly.
- "General Manager, EX PLACE" includes the Sales and Events Management and Operations
- "Division Head, EXPLACE" includes Director of Event Services, Corporate Secretary, Director of Security & Parking Services, Director of Sales & Marketing, Director of Facility Services, and Director of Operations
- "Managers, EXPLACE" includes Capital Manager, Purchasing, Records & Archives, Security Services and IT and Telecommunications Services
- "Supervisor/Coordinator, EXPLACE" includes Maintenance Coordinator, and the designated Facilities and Event Coordinators for specific cases.
- In the absence of the CEO, the CFO shall be extended full signing authority.

Authorized by: _____

Effective: _____