



Exhibition Place

Item No. 9

December 6, 2012

FOR INFORMATION

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Delegation Schedules Pursuant to By-Law # 2-07**

Summary:

This report is submitted for the information of the Board and to satisfy the annual requirements of Section 6(2) of By-Law 2-07. The only change in the schedules from previous years for Exhibition Place, Direct Energy Centre, and CNEA simply reflect the names of the new personnel in the various positions and all financial expenditure authority levels remain unchanged.

The delegation schedule for the National Soccer Stadium (BMO Field) reflects the position title and financial expenditure levels for this Program. The limits on signing authority are established in order for Maple Leaf Sports & Entertainment Limited (MLSEL) to fulfill their responsibilities as required by the Management Agreement between MLSEL and the Board.

The delegation limits provided for BMO Field reflect the terms of the Management Agreement and are in line with the delegation authorities for Direct Energy Centre, Exhibition Place and CNEA Programs.

The Board, City Council and CNEA have agreed upon the terms for a transition by the CNEA to operational and financial independence and therefore the delegated authority levels for this Program is applicable only for period January 1, 2013 to March 31, 2013.

Financial Impact:

There are no direct financial implications resulting from this report.

Decision History:

The Exhibition Place 2009-2012 Strategic Plan has 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 December 16, 2011, the Board approved a delegation schedule in accordance with the Board's By-Law.

Issue Background:

By-Law # 2-07 requires that 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.

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Submitted by:

Dianne Young
Chief Executive Officer

Attachments:Delegations Schedules

Exhibition Place Program

Canadian National Exhibition Association Program

The National Soccer Program (BMO Field)

DELEGATION SCHEDULE

EXHIBITION PLACE PROGRAM
(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-07)

Commitment and Other Authorities	CEO	CFO	GENERAL MANAGER	GENERAL MANAGER	DIVISION HEADS	MANAGERS	ACCOUNTING MANAGER	SUPERVISOR/ COORDINATOR	EVENT MANAGERS	PAYROLL MANAGER
	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE	EXPLACE
			Sales & Events	Operations						
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 2-07
- Approval by Division Head, Managers, Accounting, Materials, 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 H/R, Security, OH&S (no cheque approval), Director of Sales & Marketing, Director of Facility Services, and Director of Operations
- "Managers, EXPLACE" includes Capital Manager, Materials, Records & Archives, Security Services, and Parking 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: _____

DELEGATION SCHEDULE
Valid January 1, 2013-March 31, 2013)
CANADIAN NATIONAL EXHIBITION ASSOCIATION PROGRAM
(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-07)

Commitment and Other Authorities	GENERAL		DIVISION
	MANAGER CNEA	CORPORATE SECRETARY	HEAD CNEA
Purchase Requisitions for Corporate PO's (Maximum \$50,000)	Full	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	-	\$5,000
3rd Party Rental and Service to provide Board services	Full	\$5,000	\$5,000
Material and Supply Requests/Work Orders (Maximum \$50,000)	Full	\$5,000	\$5,000
Consultant (Maximum \$50,000)	\$20,000	-	-
Other Agreements (Maximum \$50,000)	Full	-	-
License Agreements to Third Parties for Space Rental less than 1 year	Full	-	Full
Performance Certification/Invoice Approval (Maximum \$50,000)	Full	\$5,000	\$5,000
Conference and Business Travel (Maximum \$3,500)	\$3,500	-	-
Official Entertainment/Business Meetings (Maximum \$10,000)	\$10,000	-	-
Personnel/Board appointments**	-	-	-
Leave of Absences**	Full	-	-
Tuition Fees and Membership Dues (Maximum \$10,000)	Full	-	-
Payroll - Alternate rates and Step Increments**	Full	-	-
Payroll - Meterage and Meal Allowances (Maximum \$1,000)	Full	-	-
Payroll - Attendance Records and Clerical Overtime/Management Lieu Time**	Full	-	Full
Payroll - Signing Employment Contracts for Summer Employee (under \$5,000 in total value)	Full	-	Full
Voucher Approval**	-	-	-
Cheque Approval**	Full	-	-
Distribution Journal Vouchers for Payments**	-	-	-
Payroll Input and Adjustments; Sick Pay Grants; Statutory Remittances**	-	-	-

(**Administrative Approval Only)

Notes:

- "Full" denotes signing authority delegated by CEO in accordance with By-law 2-07
- Approval by Corporate Secretary and Division Head 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
- "Division Head" includes Director of Operations, Director of Sponsorship, Manager - Programs, Manager - Exhibitor Sales, Marketing Manager, and Manager - Casino Operations

Authorized by: _____

Effective: _____

DELEGATION SCHEDULE

THE NATIONAL SOCCER STADIUM PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-07)

Commitment and Other Authorities	GENERAL	CFO & EVP	MANAGING	DIRECTOR OF	OPERATION	ACCOUNTING	EVENT
	MANAGER		OFFICERS	FINANCE	MANAGERS	MANAGER	MANAGERS
	NSS	MLSE	MLSE	MLSE	NSS	NSS	NSS
Purchase Requisitions for Corporate PO's (Maximum \$150,000)	Full	Full	Full	\$15,000	\$1,000	\$5,000	\$1,000
Departmental Purchase Orders (Maximum \$50,000)	Full	Full	Full	Full	\$1,000	\$5,000	\$1,000
3rd Party Rental and Service to provide Board services	Full	Full	Full	\$15,000	\$1,000	\$1,000	\$1,000
Material and Supply Requests/Work Orders (Maximum \$50,000)	Full	Full	Full	\$15,000	\$1,000	\$5,000	\$1,000
Consultant (Maximum \$50,000)	Full	Full	Full	-	-	-	-
Other Agreements (Maximum \$150,000)	Full	Full	Full	-	-	-	-
License Agreements	Full	-	-	-	-	-	-
Performance Certification/Invoice Approval (Maximum \$50,000)	Full	\$15,000	\$15,000	\$15,000	\$1,000	\$5,000	\$1,000
Conference and Business Travel (Maximum \$3,500)	Full	Full	Full	Full	-	-	-
Official Entertainment/Business Meetings (Maximum \$10,000)	\$10,000	\$10,000	\$10,000	\$10,000	-	-	-
Personnel/Board appointments**	-	-	-	-	-	-	-
Leave of Absences**	Full	-	-	-	-	-	-
Tuition Fees and Membership Dues (Maximum \$10,000)	Full	Full	Full	Full	-	\$5,000	-
Payroll - Alternate rates and Step Increments**	Full	Full	Full	Full	-	-	-
Payroll - Meterage and Meal Allowances (Maximum \$1,000)	Full	Full	Full	Full	-	Full	-
Payroll - Attendance Records and Clerical Overtime/Management Lieu Time**	Full	Full	Full	Full	Full	Full	Full
Voucher Approval**	Full	Full	Full	Full	-	Full	-
Cheque Approval**	Full	Full	Full	Full	-	Full	-
Distribution Journal Vouchers for Payments**	Full	Full	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 the Board Chief Executive Officer in accordance with By-law 2-07.
- Approval by a Director, Operation Managers, Accounting Manager and Event Managers 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
- "Managing Officers, MLSE" includes the VP; the EVP and President of MLSE.
- "Operation Managers, NSS" includes the Building Operations Manager and the Food and Beverage Manager
- "Event Managers, NSS" includes the Event Manager and the Facility Manager.
- In the absence of the General Manager, NSS, the Accounting Manager shall be extended full signing authority of the General Manager, NSS

Authorized by: _____

Effective: _____