



17

ACTION REQUIRED

June 18, 2008

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Board Travel & Expense Reimbursement Policy**

Summary:

This report is to amend the travel amounts outlined in the current Board Travel and Expense Policy which has not been reviewed or amended for since the inception of the Board. The policy in substance is identical to the one adopted by City Council but modified to address the particular nature of Exhibition Place. Generally, it increases from \$2,500 to \$3,500 the limit allowed for travel without Board approval and recognizes the increased cost of travel that has occurred in the last 24 years since this policy was previously approved.

At its meeting of June 26, 2008, the Executive Committee of City Council will be considering a proposal that would increase the travel amount for Members of Council from the current \$3,500 to \$7,000 without Council approval and subsequently considered by City Council at its July 15th meeting. In the event that Council approves this increase, the travel amounts in the Board policy will reflect same.

Recommendations:

It is recommended that the travel amounts outlined in the Board Travel and Expense Reimbursement Policy be amended to reflect that:

- (1) All travel for Board staff in amounts of up to \$3,500 must be approved by the Chief Executive Officer or respective General Manager;
- (2) all travel for the Chief Executive Officer for amounts up to \$3,500 must be approved by the Chair, or in his/her absence, the Vice-Chair;
- (3) all travel for the General Manager of the Canadian National Exhibition Association for amounts of up to \$3,500 must be approved by the President of the CNEA Board and in his/her absence, the Vice President; and

- (4) **all travel by Members of the Board of Governors must be approved by the Board of Governors, except for:**
- (a) **amounts of up to \$1,500, which may be approved by the Chair in consultation with the Chief Executive Officer;**
 - (b) **subject to (c) below amounts of up to \$3,500 for the Chair, which may be approved by the Chief Executive Officer; and,**
 - (c) **if City Council in 2008 approves of a travel policy for Council members of up to \$7,000 without the necessity of seeking the approval of Council then the amount stated in clause (b) above will be amended to read "\$7,000" or such other amount that City Council approves.**

Financial Implications and Impact Statement:

There are no financial implications arising from the recommendations in this report.

Decision History:

At its meeting of February 2000, all Agencies, Board and Commissions were requested to report on an annual basis to the Administration Committee all business travel expenses of any Member of Council appointed to that Agency, Board or Commission. Exhibition Place submits its report in the month of January.

At its meeting in March 2000, Members of Council who wish to travel while acting in their capacity as a Chair or Vice-Chair of a City Agency, Board or Commission may do so, provided such funds are available in the operating budget of the particular Agency, Board or Commission, in conformance with the current policy.

At its meeting of May 17, 18 and 19, 2005, City Council Policy adopted a report which provided that Members of Council must seek Council approval wherever possible for conference seminar or study tours exceeding \$3,500 inclusive of registration travel, accommodation and all related expenses.

At the next meeting of the Executive Committee scheduled for June 26, 2008 the Committee and if approved, City Council will be considering a report that recommends that Members of Council could spend up to \$7,000 in travel for conferences or study tours inclusive of travel, accommodation and all related expenses, without the necessity of seeking Council approval.

Issue History:

One of the goals and objectives of the Corporate Secretary is to review and update the Board's current Policies and ensure that they are identical or modified to address the nature of Exhibition Place. The following agencies, boards and commissions were contacted with respect to their travel policy and the results are as follows:

Name	Board Approval	Chair Approval
Toronto Parking Authority	In excess of \$10,000	Below \$10,000
Toronto Public Library	In excess of \$3,500	Below \$3,500
Toronto Transit Commission	All travel	Not applicable
Toronto Zoo	In excess of \$1,500	Below \$1,500

The current travel amounts outlined in the Board's Policy which has been in effect since July 24, 1984 is as follows:

- staff travel for amounts of up to \$2,500 must be approved by the Chief Executive Officer or respective General Manager
- all travel for the Chief Executive Officer for amounts up to \$2,500 must be approved by the Chair, or in his/her absence, the Vice-Chair
- all travel for the General Manager of the Canadian National Exhibition Association for amounts of up to \$2,500 must be approved by the President of the CNEA Board and in his/her absence, the Vice President; and
- all travel by Members of the Board of Governors must be approved by the Board of Governors, except for:
 - amounts of up to \$500, which may be approved by the Chair in consultation with the Chief Executive Officer; and
 - amounts up to \$2,500 for the Chair, which may be approved by the Chief Executive Officer

Given that the Board's travel policy has not changed for many years and the increased cost of travel that has taken place over these years, it is appropriate to increase the dollar amount of travel costs that can be approved without a Board review. The levels being recommended are in line with City Council and other agencies and boards in 2008 but also propose to increase in accordance with actions that may be taken by City Council in the next few months.

Contact:

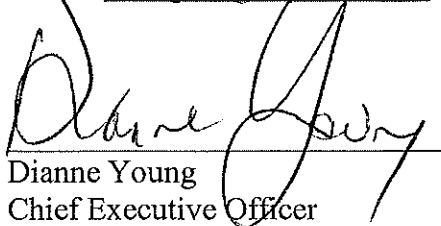
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Dianne Young
Chief Executive Officer

