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## EXHIBITION PLACE

**ACTION REQUIRED**

September 11, 2008

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

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

### Summary:

This report provides an update to the Board following City Council's decision on July 15, 2008 with respect to increasing the travel and per diem amounts for Members of Council. The current travel amount of \$3,500 has increased to \$7,000; and the per diem amount of \$65 has increased to \$100. The report also recommends that current travel amounts for Members of the Board of Governors be amended to be consistent with the travel amounts authorized for Senior Staff.

### Recommendations:

**It is recommended that the Board Travel and Expense Reimbursement Policy be amended to reflect that:**

- (1) travel amounts up to \$7,000 for the Chair, may be approved by the Chief Executive Officer;**
- (2) travel amounts up to \$3,500 for Members of the Board with the consent of the Chair, may be approved by the Chief Executive Officer or the Corporate Secretary;**
- (3) travel amounts exceeding \$7,000 for the Chair and travel amounts exceeding \$3,500 for Members of the Board, must be approved by the Board; and**
- (4) the per diem amount of \$100 be authorized only for travel to Europe.**

### Financial Implications and Impact Statement:

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

### Decision History:

At its meeting of June 20, 2008, the Board adopted a report which provided increased travel amounts for the Chair, Chief Executive Officer, General Manager/CNEA and Staff. It also

provided an increased travel amount of \$500 to \$1,500 for Members of the Board for conference seminar or study tours inclusive of registration travel, accommodation and all related expenses, however given that the travel amount for Senior Staff was approved at \$3,500, it should also apply to Members of the Board.

Issue History:

Now that City Council has adopted the increased travel and per diem amounts for Members of Council, it is appropriate that the Board follow in this direction.

Contact:

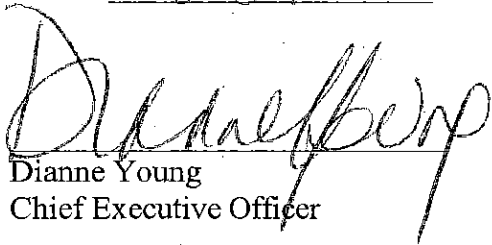
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A handwritten signature in cursive script, appearing to read "Dianne Young", is written over a horizontal line. The signature is written in black ink and is positioned to the left of the printed name and title.

Dianne Young  
Chief Executive Officer