



September 7, 2006

To: The Board of Governors of Exhibition Place

From: Dianne Young
General Manager & CEO

Subject: **Delegation Schedules Pursuant to By-Law # 2-99**

Purpose:

This report is submitted for the information of the Board and to satisfy the requirements of section 6(2) of By-Law 2-99. The changes in the schedules simply reflect the names of the new personnel in the various positions and financial expenditure levels remain unchanged.

Financial Implications & Impact Statement

There are no direct financial implications resulting from this report.

Recommendation:

It is recommended that the Board receive for information the Delegation Schedules attached to this report.

Background

By-Law # 2-99 requires that delegation schedules be submitted to the Board of Governors for information on an annual basis.

Discussion

In accordance with the By-Law, the delegation schedules shall include:

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

Since this matter was last reported to the Board there have not been any changes in the authorities or the associated monetary limits for existing positions and any new positions to which delegation powers apply are noted in the schedules.

There have been some changes in the individuals in the organization who are filling certain positions and appropriate specimen signatures for these individuals, as well as all other positions, have been obtained in accordance with these schedules and are on file with the Director of Finance.

It should be pointed out that with non-renewal of the agreement with Arcturus SMG (formerly O & Y SMG Canada) for the management of the Direct Energy Centre effective January 1, 2007, there will be changes in management positions and authorities in the near future.

Conclusion:

It is recommended that the Delegation Schedules for each Exhibition Place program, as attached to this report, be received.

Contact:

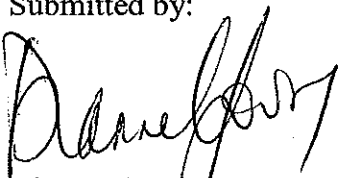
Paul Egli, Director of Finance

Telephone: 416 263-3612

Fax: 416 263-3690

e-mail: PEgli@Explace.on.ca

Submitted by:



Dianne Young
General Manager & CEO

DELEGATION SCHEDULE

EXHIBITION PLACE PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-99)

Commitment and Other Authorities	GENERAL MANAGER		DIRECTOR OF FINANCE		DIVISION HEAD		MANAGERS		ACCOUNTING MANAGER		SUPERVISOR/COORDINATOR		PAYROLL SUPERVISOR	
	EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE	
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	Full		Full		\$10,000		\$5,000		\$5,000					
Departmental Purchase Orders (Maximum \$10,000)	Full		Full		Full		\$5,000		\$5,000					
Material and Supply Requests/Work Orders/ R&S	Full		Full		\$10,000		\$5,000		\$5,000					
Consultant (Maximum \$50,000)	Full		Full		\$10,000									
Other Agreements (Maximum \$100,000)	Full													
License Agreements	Full													
Performance Certification/Invoice Approval	Full		Full		\$10,000		\$5,000		\$5,000					
Conference and Business Travel (Maximum \$2,500)	Full													
Official Entertainment/Business Meetings	Full		Full		\$1,000									
Personnel/Board appointments	Full													
Leave of Absences	Full													
Tuition Fees and Membership Dues	Full													
Payroll - Alternate rates and Step Increments	Full		Full		Full									
Payroll - Meterage and Management Lieu Time/Meal Allowances	Full		Full		Full									
Payroll - Attendance Records and Clerical Overtime/Lieu Time	Full		Full		Full		Full		Full		Full			
Voucher Approval**	Full		Full						Full					
Cheque Approval**	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 General Manager in accordance with By-law 2-99.
- Approval by Division Head, Managers, Accounting Manager, Materials Manager, Supervisor/Coordinator and Payroll Supervisor 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.
- "Division Head, EXPLACE" includes the Director of Operations, the Director of Business Development and the Corporate Secretary, Director of Human Resources.
- "Managers, EXPLACE" includes the Capital Manager, the Facilities and Event Services Manager, the Maintenance Manager, the Electrical Services Manager, the Materials Manager and the Manager Records&Archives and the Payroll Manager and the Security Manager
- "Supervisor/Coordinator, EXPLACE" includes the Parking Supervisor, the Maintenance Coordinator, the Security Supervisor and the designated Facilities and Event Coordinators for specific cases.
- In the absence of the General Manager, the Director of Finance shall be extended full signing authority.

Authorized by: _____ Effective: _____

DELEGATION SCHEDULE

CANADIAN NATIONAL EXHIBITION ASSOCIATION PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-99)

Commitment and Other Authorities	PROGRAM MANAGER		CORPORATE SECRETARY		DIVISION HEAD	
	CNEA	SECRETARY	CNEA	SECRETARY	CNEA	SECRETARY
Purchase Requisitions for Corporate PO's (Maximum \$50,000)	Full	-	-	-	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	-	-	-	\$5,000	\$5,000
3rd Party Rental and Service to provide Board services	Full	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Material and Supply Requests/Work Orders (Maximum \$50,000)	Full	\$5,000	\$5,000	\$5,000	\$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	Full
Performance Certification/Invoice Approval (Maximum \$50,000)	Full	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Conference and Business Travel (Maximum \$2,500)	Full	-	-	-	-	-
Official Entertainment/Business Meetings (Maximum \$10,000)	Full	-	-	-	-	-
Personnel/Board appointments**	-	-	-	-	-	-
Leave of Absences**	Full	-	-	-	-	-
Tuition Fees and Membership Dues (Maximum \$10,000)	Full	-	-	-	-	-
Payroll - Alternate rates and Step Increments**	Full	-	-	-	-	-
Payroll - Meaterage and Meal Allowances (Maximum \$1,000)	Full	-	-	-	-	-
Payroll - Attendance Records and Clerical Overtime/Management Lieu Time**	Full	-	-	-	Full	Full
Payroll - Signing Employment Contracts for Summer Employee (under \$5,000 in total value)	Full	-	-	-	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 General Manager in accordance with By-law 2-99.
- 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.
- "Division Head" includes Program Manager CNEA, Operations Manager CNEA, Business Support Manager, Exhibitor Rental Manager CNEA, Marketing Manager and Casino Manager.

Authorized by: _____

Effective: _____

DELEGATION SCHEDULE

THE DIRECT ENERGY CENTRE PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-99)

Commitment and Other Authorities	PROGRAM MANAGER		MANAGING DIRECTOR		DIRECTOR OF FINANCE/ASSOC.GM		DIVISION HEAD		OPERATION MANAGERS		ACCOUNTS MANAGER		EVENT MANAGERS	
	NTC	O&Y SMG	NTC	NTC	NTC	NTC	NTC	NTC	NTC	NTC	NTC	NTC	NTC	NTC
Purchase Requisitions for Corporate PO's (Maximum \$50,000)	Full	Full	\$15,000	\$7,500	\$1,000	\$5,000	\$1,000	\$1,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Departmental Purchase Orders (Maximum \$10,000)	Full	Full	Full	\$7,500	\$1,000	\$5,000	\$1,000	\$1,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
3rd Party Rental and Service to provide Board services	Full	Full	\$15,000	\$7,500	\$1,000	\$5,000	\$1,000	\$1,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Material and Supply Requests/Work Orders (Maximum \$50,000)	Full	Full	\$15,000	\$7,500	\$1,000	\$5,000	\$1,000	\$1,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Consultant (Maximum \$50,000)	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Other Agreements (Maximum \$50,000)	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
License Agreements to Third Parties for Space Rental less than 1 year	Full	-	Full	-	-	-	-	-	-	-	-	-	-	-
Performance Certification/Invoice Approval (Maximum \$50,000)	Full	\$15,000	\$15,000	\$7,500	\$1,000	\$5,000	\$1,000	\$1,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Conference and Business Travel (Maximum \$2,500)	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-
Official Entertainment/Business Meetings (Maximum \$10,000)	Full	Full	\$15,000	\$7,500	-	-	-	-	-	-	-	-	-	-
Personnel/Board appointments**	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absences**	Full	-	-	-	-	-	-	-	-	-	-	-	-	-
Tuition Fees and Membership Dues (Maximum \$10,000)	Full	Full	Full	\$7,500	-	\$5,000	-	-	\$5,000	-	-	-	-	-
Payroll - Alternate rates and Step Increments**	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-
Payroll - Meterage and Meal Allowances (Maximum \$1,000)	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Payroll - Attendance Records and Clerical Overtime/Management Lieu Time**	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Voucher Approval**	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-
Cheque Approval**	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-
Distribution Journal Vouchers for Payments**	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-
Payroll Input and Adjustments; Sick Pay Grants; Statutory Remittances**	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-

(**Administrative Approval Only)

Notes:

- "Full" denotes signing authority delegated by General Manager in accordance with By-law 2-99.
- Approval by a Director, Division Head, Operation Managers, Accounts 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.
- "Division Head, NTC" includes Director of Sales & Marketing, Director of Event Services and Director of Operations
- "Operation Managers, NTC" includes the Building Operations Manager and the Facility Services Manager
- "Event Managers, NTC" includes the International Sales Manager and the Exhibitor Services Coordinator
- "Delegation subject to section 2.2(b)(iv) of the Management Agreement (dated September 1, 1996) between THE Board and O & Y SMG Canada and Spectator Management Group and O & Y Properties Inc.
- In the absence of the Program Manager, NTC, the Director of Finance/Associate GM shall be extended signing authority of the Program Manager, NTC

Authorized by: _____

Effective: _____

