

EXHIBITION PLACE

September 13, 2004

To: The Board of Governors of Exhibition Place

From: Dianne Young
General Manager & CEO

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

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.

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 in 2003, there have been no changes to the powers or financial limits noted in the attached schedules. However three (3) new positions are now included in the schedules as having the ability to make commitments or other authorities as indicated:

- "Division Head Ex Place" now includes the position of Director of Human Resources;
- "Managers ExPlace" now includes the positions of Electrical Services Manager and Manager, Archives & Records.

Canadian National Exhibition Program: "Division Head- CNEA" now includes the position of Marketing Manager

Additionally, 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.

Conclusion:

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

Contact:

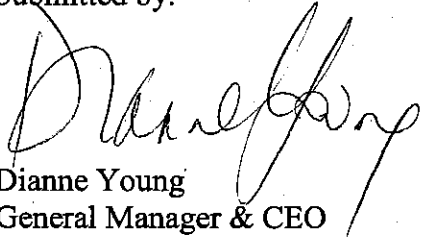
Paul Egli, Director of Finance

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	DIRECTOR	DIVISION	MANAGERS	ACCOUNTING	SUPERVISOR/	PAYROLL
	MANAGER EXPLACE	OF FINANCE EXPLACE	HEAD EXPLACE	EXPLACE	MANAGER EXPLACE	COORDINATOR EXPLACE	SUPERVISOR 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.
- "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		CORPORATE		DIVISION
	MANAGER	CNEA	SECRETARY	SECRETARY	
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	\$50,000	-	-	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	-	-	-	\$5,000
Material and Supply Requests/Work Orders/ R&S	Full	\$5,000	\$5,000	\$5,000	\$5,000
Consultant (Maximum \$50,000)	\$20,000	-	-	-	-
Other Agreements (Maximum \$100,000)	\$50,000	-	-	-	-
License Agreements	Full	-	-	-	Full
Performance Certification/Invoice Approval	Full	\$5,000	\$5,000	\$5,000	\$5,000
Conference and Business Travel (Maximum \$2,500)	Full	-	-	-	-
Official Entertainment/Business Meetings	Full	-	-	-	-
Personnel/Board appointments	-	-	-	-	-
Leave of Absences	Full	-	-	-	-
Tuition Fees and Membership Dues	Full	-	-	-	-
Payroll - Alternate rates and Step Increments	Full	-	-	-	-
Payroll - Meterage and Management Lieu Time/Meal Allowances	Full	-	-	-	-
Payroll - Attendance Records and Clerical Overtime/ Lieu Time	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 NATIONAL TRADE CENTRE PROGRAM*
(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-99)

Commitment and Other Authorities	PROGRAM MANAGER		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
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	\$50,000	\$50,000	\$15,000	\$15,000	\$7,500	\$7,500	\$1,000	\$1,000	\$5,000	\$5,000	\$1,000	\$1,000
Departmental Purchase Orders (Maximum \$10,000)	Full	Full	Full	Full	\$7,500	\$7,500	\$1,000	\$1,000	\$5,000	\$5,000	\$1,000	\$1,000
Material and Supply Requests/Work Orders/ R&S	Full	Full	Full	\$15,000	\$7,500	\$7,500	\$1,000	\$1,000	\$5,000	\$5,000	\$1,000	\$1,000
Consultant (Maximum \$50,000)	Full	Full	-	-	-	-	-	-	-	-	-	-
Other Agreements (Maximum \$100,000)	\$50,000	\$50,000	-	-	-	-	-	-	-	-	-	-
License Agreements	Full	-	Full	Full	-	-	-	-	-	-	-	-
Performance Certification/Invoice Approval	Full	\$15,000	\$15,000	\$15,000	\$7,500	\$7,500	\$1,000	\$1,000	\$5,000	\$5,000	\$1,000	\$1,000
Conference and Business Travel (Maximum \$2,500)	Full	Full	Full	Full	-	-	-	-	-	-	-	-
Official Entertainment/Business Meetings	Full	Full	Full	\$15,000	\$7,500	\$7,500	-	-	-	-	-	-
Personnel/Board appointments	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absences	Full	-	-	-	-	-	-	-	-	-	-	-
Tuition Fees and Membership Dues	Full	Full	Full	Full	\$7,500	\$7,500	-	-	\$5,000	\$5,000	-	-
Payroll - Alternate rates and Step Increments	Full	Full	Full	Full	-	-	-	-	-	-	-	-
Payroll - Meterage and Management Lieu Time/Meal Allowances	Full	Full	Full	Full	Full	Full	-	-	Full	Full	-	-
Payroll - Attendance Records and Clerical Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	-	-
Voucher Approval**	Full	Full	Full	Full	-	-	-	-	-	-	-	-
Cheque Approval**	Full	Full	Full	Full	Full	Full	-	-	-	-	-	-
Distribution Journal Vouchers for Payments**	Full	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 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, 1998) 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: _____

