

September 11, 2003

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, only the delegation schedule for the Canadian National Exhibition program needs to be revised. The monetary limit for the position "Division Head, CNEA" is to be increased from its existing limit of \$1,000 to \$5,000. The position of "Division Head, CNEA" includes the Programs Manager, the Operations Manager, the Business Support Manger, and the Exhibitor Rentals Manger. Also the description of "Division Head, CNEA" will also include the Casino Manager. This increase in monetary limit is consistent with the monetary limit for managers in other divisions in the organization.

These amendments are included in the CNEA Delegation Schedule attached to this report and specimen signatures, as required for all 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:

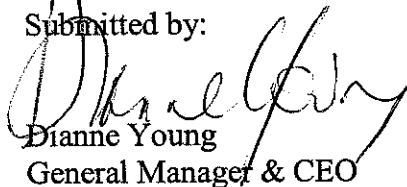
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Submitted by:



Dianne Young
General Manager & CEO

DELEGATION SCHEDULE

CANADIAN NATIONAL EXHIBITION ASSOCIATION PROGRAM
(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-99)

Commitment and Other Authorities	PROGRAM MANAGER CNEA	CORPORATE SECRETARY	DIVISION HEAD CNEA
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
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
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 and Casino Manager

Authorized by: _____

Effective: _____

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		SUPERVISORY 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/M Meal Allowances	Full		Full		Full		-		-		-		-	
Payroll - Attendance Records and Clerical Overtime/Lieu Time	Full		Full		Full		Full		Full		Full		Full	
Voucher Approval**	Full		Full		-		-		-		-		-	
Cheque Approval**	Full		Full		-		-		-		-		-	
Distribution Journal Vouchers for Payments**	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 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
 - "Managers, EXPLACE" includes the Capital Manager, the Facilities and Event Services Manager, the Maintenance Manager and the Materials Manager.
 - "Supervisor/Coordinator, EXPLACE" includes the Parking Supervisor, the Maintenance Coordinator, the Electrical 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

**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		\$7,500		\$1,000		\$5,000		\$1,000	
Departmental Purchase Orders (Maximum \$10,000)	Full	Full	Full		\$7,500		\$1,000		\$5,000		\$1,000	
Material and Supply Requests/Work Orders/ R&S	Full	Full	\$15,000		\$7,500		\$1,000		\$5,000		\$1,000	
Consultant (Maximum \$50,000)	Full	Full	-		-		-		-		-	
Other Agreements (Maximum \$100,000)	\$50,000	\$50,000	-		-		-		-		-	
License Agreements	Full	-	Full		-		-		-		-	
Performance Certification/Invoice Approval	Full	\$15,000	\$15,000		\$7,500		\$1,000		\$5,000		\$1,000	
Conference and Business Travel (Maximum \$2,500)	Full	Full	Full		-		-		-		-	
Official Entertainment/Business Meetings	Full	Full	\$15,000		\$7,500		-		-		-	
Personnel/Board appointments	-	-	-		-		-		-		-	
Leave of Absences	Full	-	-		-		-		-		-	
Tuition Fees and Membership Dues	Full	Full	Full		\$7,500		-		\$5,000		-	
Payroll - Alternate rates and Step Increments	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	
Voucher Approval**	Full	Full	Full		-		-		-		-	
Cheque Approval**	Full	Full	Full		Full		-		-		-	
Distribution Journal Vouchers for Payments**	Full	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 Spectacor 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: _____

