

7

## EXHIBITION PLACE

June 16, 2001

To: The Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: Delegation Schedule Pursuant to By-law No. 2-99

### Recommendation:

It is recommended that the Board:

1. Adopt the amendments to the delegation schedules for all Exhibition Place programs as set out in Appendix "A".
2. Receive for information the Delegation Schedules attached as Appendix "B".

### Background

By-law No. 2-99 requires that delegation schedules be submitted to the Board for information.

### Discussion

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

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

Because of changes to the Board's organization structure and various titles, the delegation schedules previously approved by the Board need to be updated which changes are listed in Appendix "A" to this report. These amendments are included in the Delegation Schedules attached as Appendix "B" and specimen signatures have been obtained in accordance with this schedule and are on file with the Director of Finance.

Conclusion:

It is recommended that the attached delegation schedules for each Exhibition Place program attached as Appendix "B" be received for information and additionally that the specified wording/descriptive changes to the format of the delegation schedules, as identified in Appendix "A" be approved.

Contact:

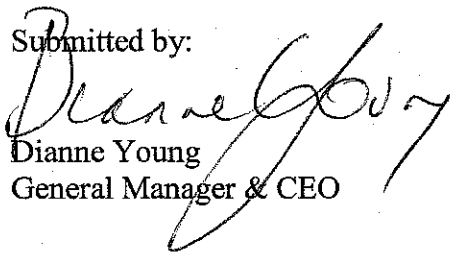
Paul Egli, Director of Finance

Telephone: 416 263-3612

Fax: 416 263-3690

e-mail: [PEgli@Explace.on.ca](mailto:PEgli@Explace.on.ca)

Submitted by:



Dianne Young  
General Manager & CEO

## Appendix "A"

### Changes to Delegation Schedule As of June 1, 2001 Pursuant to Section 6 of By-law No. 2-99

#### Exhibition Place Program

- (i) Replace the title of "Contracts Manager" with the title of "Materials Manager"
- (ii) Change the title of "Accounts Manager" to "Accounting Manager"
- (iii) Change the title of "Cost Accounting Supervisor" to "Financial Services Supervisor"
- (iv) Delete the title "Grounds Control Manager"

#### Canadian National Exhibition Association Program

- (i) Include the title of "Business Support Manager" in the category of "Division Head CNEA"

#### National Trade Centre Program

- (i) Delete the title "Client Services Representative" and add the title "Exhibitor Services Coordinator" in the category "Event Managers, NTC"
- (ii) Change the title "Director of Marketing" to "Director of Sales & Marketing"
- (iii) Delete the title "Client Services Manager"

**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		HEAD	CNEA
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	\$50,000	-	-	-	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	-	-	-	\$1,000	\$1,000
Material and Supply Requests/Work Orders/ R&S	Full	\$5,000	-	-	-	\$1,000
Consultant (Maximum \$50,000)	\$20,000	-	-	-	-	-
Other Agreements (Maximum \$100,000)	\$50,000	-	-	-	-	-
License Agreements	Full	-	-	-	Full	Full
Performance Certification/Invoice Approval	Full	\$5,000	-	-	\$1,000	\$1,000
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	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 and Exhibitor Rental Manager CNEA.

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	MANAGING DIRECTOR	DIRECTOR OF FINANCE	DIVISION HEAD	OPERATION MANAGERS	ACCOUNTS MANAGER	EVENT MANAGERS
	NTC	O&Y SMG	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	-
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 Chief Engineer 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 shall be extended signing authority of the Program Manager, NTC

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		MATERIALS MANAGERS		FINANCIAL SER. SUPERVISOR		PAYROLL SUPERVISOR	
	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full	EXPLACE	Full
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	Full	Full	Full	Full	\$10,000	\$10,000	\$5,000	\$5,000	\$2,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	Full	Full	Full	Full	Full	\$5,000	\$5,000	\$2,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	-	-
Material and Supply Requests/Work Orders/ R&S	Full	Full	Full	Full	\$10,000	\$10,000	\$5,000	\$5,000	\$2,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	-	-
Consultant (Maximum \$50,000)	Full	Full	Full	Full	\$10,000	\$10,000	-	-	-	-	-	-	-	-	-	-
Other Agreements (Maximum \$100,000)	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
License Agreements	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Performance Certification/Invoice Approval	Full	Full	Full	Full	\$10,000	\$10,000	\$5,000	\$5,000	\$2,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	-	-
Conference and Business Travel (Maximum \$2,500)	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Official Entertainment/Business Meetings	Full	Full	Full	Full	\$1,000	\$1,000	-	-	-	-	-	-	-	-	-	-
Personnel/Board appointments	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absences	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Tuition Fees and Membership Dues	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-	-	-
Payroll - Alternate rates and Step Increments	Full	Full	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-
Payroll - Meterage and Management Lieu Time/Meal Allowances	Full	Full	Full	Full	Full	Full	-	-	-	-	-	-	-	-	-	-
Payroll - Attendance Records and Clerical Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Voucher Approval**	Full	Full	Full	Full	-	-	-	-	Full	Full	-	-	Full	Full	-	-
Cheque Approval**	Full	Full	Full	Full	-	-	-	-	Full	Full	-	-	Full	Full	-	-
Distribution Journal Vouchers for Payments**	Full	Full	Full	Full	-	-	-	-	Full	Full	-	-	Full	Full	-	-
Payroll Input and Adjustments; Sick Pay Grants; Statutory Remittances**	Full	Full	Full	Full	-	-	-	-	Full	Full	-	-	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, Financial Services Supervisor 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 and the Maintenance Manager
  - In the absence of the General Manager, the Director of Finance shall be extended full signing authority

Authorized by: \_\_\_\_\_ Effective: \_\_\_\_\_