

## EXHIBITION PLACE

6

November 16, 2001

To: The Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: Delegation Schedule Pursuant to By-law # 2-99

### Recommendation:

**It is recommended that the Board receive the Delegation Schedules attached as Appendix "A" for its information.**

### 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 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, the delegation schedule for the National Trade Centre Program needed to be updated to change the title "Director of Finance" to "Director of Finance/Associate GM" and include in the category "Division Head, NTC" the title "Interim Director of Sales". These changes are included in the schedules attached as Appendix "A" to this report and specimen signatures 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 attached as Appendix "A" to this report be received.

Contact:

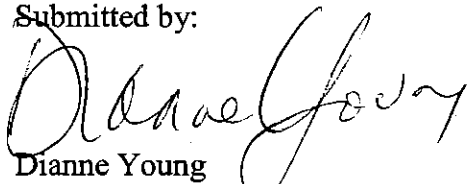
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Submitted by:

A handwritten signature in black ink, appearing to read "Dianne Young". The signature is written in a cursive style with a large initial "D".

Dianne Young

General Manager & CEO

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**APPENDIX "A" - 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		EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE		EXPLACE	
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	Full		Full		Full	\$10,000		\$5,000		\$2,000		\$1,000		\$1,000		-
Departmental Purchase Orders (Maximum \$10,000)	Full		Full		Full			\$5,000		\$2,000		\$1,000		\$1,000		-
Material and Supply Requests/Work Orders/ R&S	Full		Full		Full	\$10,000		\$5,000		\$2,000		\$1,000		\$1,000		-
Consultant (Maximum \$50,000)	Full		Full		Full	\$10,000		-		-		-		-		-
Other Agreements (Maximum \$100,000)	Full		-		-			-		-		-		-		-
License Agreements	Full		-		-			-		-		-		-		-
Performance Certification/Invoice Approval	Full		Full		Full	\$10,000		\$5,000		\$2,000		\$1,000		\$1,000		-
Conference and Business Travel (Maximum \$2,500)	Full		-		-			-		-		-		-		-
Official Entertainment/Business Meetings	Full		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		Full		-
Voucher Approval**	Full		Full		Full			-		Full		-		Full		-
Cheque Approval**	Full		Full		Full			-		Full		-		Full		-
Distribution Journal Vouchers for Payments**	Full		Full		Full			-		Full		-		Full		-
Payroll Input and Adjustments; Sick Pay Grants; Statutory Remittances**	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: \_\_\_\_\_

**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			
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										

(\*\* 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, Interim Director of Sales, 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: \_\_\_\_\_

**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		CNEA		CNEA	
Purchase Requisitions for Corporate PO's (Maximum \$100,000)	\$50,000	-	-	-	-	-
Departmental Purchase Orders (Maximum \$10,000)	Full	-	-	-	\$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	
Performance Certification/Invoice Approval	Full	\$5,000			\$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	
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: \_\_\_\_\_

