

November 16, 2002

EXHIBITION PLACE

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 on an annual basis.

Discussion

Since this matter was last reported to the Board, only the delegation schedule for the Exhibition Place Program needs to be updated. The position of Financial Service Supervisor has been deleted from the establishment and delegation schedule and the limited delegation to the Supervisor/Coordinator has been added and limits for the the Accounting Manager/Material Manager have been increased in keeping with other managers at Exhibition Place. These amendments are included in the Delegation Schedule attached to this report and specimen signatures, as required for all positions, will be obtained in accordance with these schedules and are on file with the Director of Finance.

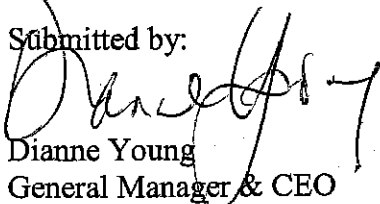
Conclusion:

It is recommended that the Delegation Schedules for each Exhibition Place program be received.

Contact:

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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	-	-
Voucher Approval**	Full	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
- "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

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	
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: _____

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									
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 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: _____