EXHIBITION PLACE

7

January 10, 2007

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Delegation Schedules Pursuant to By-Law # 2-07**

Purpose:

This report is submitted for the information of the Board and to satisfy the requirements of section 6(2) of By-Law 2-07. The changes in the schedules simply reflect the names of the new personnel in the various positions and financial expenditure levels remain unchanged with the exception of the Chief Executive Officer.

Financial Implications & Impact Statement

There are no direct financial implications resulting from this report.

Recommendation:

It is recommended that the Board receive the Delegation Schedules attached to this report for information.

Background

By-Law # 2-07 requires that delegation schedules be submitted to the Board of Governors for information on an annual basis.

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; and
- A full description of each employee's authorities as well as the monetary limits and restrictions that refer to each authority.

Given the non-renewal of the agreement with Arcturus SMG (formerly O & Y SMG Canada) for the management of the Direct Energy Centre effective January 1, 2007, the changes in management positions and authorities are noted in the schedules.

Accordingly, the new Delegation Schedule attached recognizes the changes in management positions (ie. General Manager, Sales & Event Management Department; General Manager, Operations; and CFO). The Schedule also reflects the increase in the maximum spending limits from $100,000 to $150,000 for purchase orders and agreements as provided in the revised Financial By-Law of the Board. 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 Chief Financial Officer.

Conclusion:

It is recommended that the Delegation Schedules for Exhibition Place including the CNE Program, as attached to this report, be received.

Contact:
Hardat Persaud, Chief Financial Officer
Telephone: 416 263-3031
Fax: 416 263-3049
e-mail: HPersaud@directenergycentre.on.ca

Submitted by:

Dianne Young
Chief Executive Officer

DELEGATION SCHEDULE

EXHIBITION PLACE PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-07)

Commitment and Other Authorities	CEO EXPLACE	CFO EXPLACE	GENERAL MANAGER Sales & Events EXPLACE	GENERAL MANAGER Operations EXPLACE	DIVISION HEADS EXPLACE	MANAGERS EXPLACE	ACCOUNTING MANAGER EXPLACE	SUPERVISOR/ COORDINATOR EXPLACE	EVENT MANAGERS EXPLACE	PAYROLL MANAGER EXPLACE
Purchase Requisitions for Corporate PO's (Maximum $150,000)	Full	Full	$10,000	$10,000	$10,000	$5,000	$5,000	-	$1,000	-
Departmental Purchase Orders (Maximum $50,000)	Full	Full	Full	Full	Full	$5,000	$5,000	-	$1,000	-
Material and Supply Requests/Work Orders/ R&S	Full	Full	$10,000	$10,000	$10,000	$5,000	$5,000	-	$1,000	-
3rd Party Rental and Service to provide Board services	Full	Full	$7,500	$7,500	$7,500	$1,000	$1,000	-	$1,000	-
Consultant (Maximum $50,000)	Full	Full	$10,000	$10,000	$10,000	-	-	-	-	-
Other Agreements (Maximum $150,000)	Full	$50,000	-	-	-	-	-	-	-	-
License Agreements	Full	-	Full	-	-	-	-	-	-	-
Performance Certification/Invoice Approval	Full	Full	$10,000	$10,000	$10,000	$5,000	$5,000	-	$1,000	-
Conference and Business Travel (Maximum $2,500)	Full	$2,500	$2,500	$2,500	-	-	-	-	-	-
Official Entertainment/Business Meetings	Full	Full	$1,000	$1,000	$1,000	-	-	-	-	-
Personnel/Board appointments	Full	-	-	-	-	-	-	-	-	-
Leave of Absences	Full	-	-	-	-	-	-	-	-	-
Tuition Fees and Membership Dues	Full	Full	Full	Full	-	-	-	-	-	-
Payroll - Alternate rates and Step Increments	Full	Full	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	Full	-	-
Voucher Approval**	Full	Full	Full	Full	-	-	Full	-	-	-
Cheque Approval**	Full	Full	Full	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 CEO in accordance with By-law 2-07
- Approval by Division Head, Managers, Accounting Manager, Materials Manager, Supervisor/Coordinator and Payroll Manager 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 directly or indirectly.
- "General Manager, EX PLACE" includes the General Manager of Sales and Events and the General Manager of Operations
- "Division Head, EXPLACE" includes the Director of Event Services, the Corporate Secretary, Director of Human Resources (no cheque approval), Director of Sales & Marketing
- "Managers, EXPLACE" includes the Capital Manager, the Facilities Manager, the Maintenance Manager, the Electrical Services Manager, the Materials Manager and the Manager Records & Archives. and the Security Manager
- "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 CEO, the CFO shall be extended full signing authority.

Authorized by:____________________ Effective:______________

DELEGATION SCHEDULE

CANADIAN NATIONAL EXHIBITION ASSOCIATION PROGRAM

(PURSUANT TO SECTION 6 OF BY-LAW NO. 2-07)

Commitment and Other Authorities	GENERAL MANAGER CNEA	CORPORATE SECRETARY	DIVISION HEAD CNEA
Purchase Requisitions for Corporate PO's (Maximum $50,000)	Full	-	-
Departmental Purchase Orders (Maximum $10,000)	Full	-	$5,000
3rd Party Rental and Service to provide Board services	Full	$5,000	$5,000
Material and Supply Requests/Work Orders (Maximum $50,000)	Full	$5,000	$5,000
Consultant (Maximum $50,000)	$20,000	-	-
Other Agreements (Maximum $50,000)	Full	-	-
License Agreements to Third Parties for Space Rental less than 1 year	Full	-	Full
Performance Certification/Invoice Approval (Maximum $50,000)	Full	$5,000	$5,000
Conference and Business Travel	$2,500	-	-
Official Entertainment/Business Meetings (Maximum $10,000)	Full	-	-
Personnel/Board appointments**	-	-	-
Leave of Absences**	Full	-	-
Tuition Fees and Membership Dues (Maximum $10,000)	Full	-	-
Payroll - Alternate rates and Step Increments**	Full	-	-
Payroll - Meterage and Meal Allowances (Maximum $1,000)	Full	-	-
Payroll - Attendance Records and Clerical Overtime/Management Lieu Time**	Full	-	Full
Payroll - Signing Employment Contracts for Summer Employee (under $5,000 in total value)	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 CEO in accordance with By-law 2-07.
- 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 directly or indirectly
- "Division Head" includes Program Manager CNEA, Operations Manager CNEA, Business Support Manager, Exhibitor Rental Manager CNEA, Marketing Manager and Casino Manager.

Authorized by:____________________

Effective:________________