



REPORT FOR ACTION

Delegation Schedule Pursuant to Financial By-law No. 2-18

Date: November 28, 2019
To: The Board of Governors of Exhibition Place
From: Don Boyle, Chief Executive Officer
Wards: All

SUMMARY

This report is submitted to satisfy the annual reporting requirements of Article 4 of Financial By-law No. 2-18 which Delegation Schedule will be effective starting January 1, 2020.

RECOMMENDATIONS

The Chief Executive Officer recommends that the Board:

- 1) Approve the Delegation Schedule prepared pursuant to Article 4 of Financial By-law No. 2-18, to be effective January 1, 2020.

FINANCIAL IMPACT

There are no financial implications resulting from the adoption of this report.

DECISION HISTORY

The Exhibition Place 2017 – 2019 Strategic Plan has a Financial Goal to achieve positive financial performance across Exhibition Place and all of its business and deliver operating results that meet or show positive revenue surplus and / or positive under expenditure to budget.

In accordance with the Board's Financial By-law # 2-18 Article 4, the delegation schedule prepared by the CFO & Corporate Secretary shall be submitted to the Board of Governors for approval at the last meeting of the calendar year.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.EP15.26>

COMMENTS

Attached as Appendix A to this report is the proposed 2020 Delegation Schedule. In accordance with the Board's Financial By-law #2-18 Article 4, the annual delegation schedules shall include: (1) a list of employee positions designated to make financial commitments and approve payments; and (2) full description of each employee's authorities as well as the monetary limits and restrictions that refer to each authority.

CONTACT

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SIGNATURE

Don Boyle
Chief Executive Officer

ATTACHMENTS

Appendix A - 2020 Delegation Schedule

Appendix A - Delegation Schedule

THE BOARD OF GOVERNORS OF EXHIBITION PLACE													APPENDIX A
DELEGATION SCHEDULE													
(PURSUANT TO ARTICLE 4 OF BY-LAW NO. 2-18)													
Commitment and Other Authorities		CFO & Corporate Secretary	General Manager	General Manager Operations	Director Accounting SERVICES	Division Head	Managers	Supervisor/ Coordinator	Payroll Manager				
	CEO												
Commitments for Emergencies (<i>Note A</i>)	Full	-	-	-	-	-	-	-	-	-	-	-	
Purchase Requisitions for P.O's (Maximum \$250,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
EXPlace Departmental Purchase Orders (Maximum \$100,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Work Orders/ Rental & Service Orders	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
3rd party Rental and Service Orders to provide Board Service	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Discount, concessions or refunds on 3rd party Rental and Show Services	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Non-Consulting Professional Services (Maximum \$250,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Consulting Professional Services (Maximum \$150,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Other Agreements (Maximum \$250,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
License Agreements	Full	Full	Full	Full	-	-	-	-	-	-	-	-	
Performance Certification/invoice Approval	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-	-	-	-	-	
Conference and Business Travel	Full	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	-	-	-	-	-	-	
Official Entertainment/Business Meetings	Full	Full	\$3,500	\$3,500	\$3,500	\$3,500	-	-	-	-	-	-	
Personnel/Board appointments	Full	-	-	-	-	-	-	-	-	-	-	-	
Leave of Absences	Full	-	-	-	-	-	-	-	-	-	-	-	
Tuition Fees and Membership Dues	Full	Full	Full	Full	Full	-	-	-	-	-	-	-	
Alternate rates and Step Increments	Full	Full	Full	Full	Full	Full	-	-	-	-	-	-	
Mileage (mileage) and Management Lieu Time/M Meal Allowances	Full	Full	Full	Full	Full	Full	-	-	-	-	-	-	
Attendance Records and Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	Full	-	-	-	-	
Accounts Payable Approval**	Full	Full	Full	Full	Full	-	-	-	-	-	-	-	
Cheque Approval**	Full	Full	Full	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	-	-	Full	-	-	-	-	-	Full	
(**Administrative Approval Only)													
Note A													
Emergencies, Article X of By-Law 2-18 - If the committed amount exceeds \$250,000 the CEO shall immediately notify the Chair of the Board the proposed course of action.													
General Notes:													
- "Full" denotes signing authority delegated by CEO in accordance with By-Law 2-18													
- Approval by Division Head, Managers, Director of Accounting Services, Supervisor/Coordinator are 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 the Director of Event Services, Director of Sales, Director of Parking & Security Services, Director of Facility Services, Director of Operations and Director, IT/Telecom/Records & Archives.													
- "Managers, EXPLACE" includes the Capital Works Manager, Purchasing Manager, Manager of IT/Telecommunication and Security Manager.													
- "Supervisor/Coordinator, EXPLACE" includes Maintenance Coordinator, the Security Supervisor and the designated Facilities and Event Coordinators for specific cases.													
- In the absence of the CEO, the CFO & Corporate Secretary shall be extended full signing authority.													
Authorized by:													
Effective: January 1, 2020													