



REPORT FOR ACTION

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

Date: November 24, 2020
To: The Board of Governors of Exhibition Place
From: Don Boyle, Chief Executive Officer
Wards: All

SUMMARY

This report is submitted to comply with the annual requirements of Article 4 of Financial By-law No. 2-18 which Delegation Schedule will be effective starting January 1, 2021.

RECOMMENDATIONS

The Chief Executive Officer recommends that the Board:

- 1) Approve the Delegation Schedule (Appendix A) prepared pursuant to Article 4 of Financial By-law No. 2-18, to be effective January 1, 2021.

FINANCIAL IMPACT

There are no direct 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 No. 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 to advise of any changes.

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

COMMENTS

Attached as Appendix A to this report is the proposed 2021 Delegation Schedule. In accordance with the Board's Financial By-law No. 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) a 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 - 2021 Delegation Schedule

Appendix A - 2021 Delegation Schedule

THE BOARD OF GOVERNORS OF EXHIBITION PLACE												
DELEGATION SCHEDULE												
(PURSUANT TO ARTICLE 4 OF BY-LAW NO. 2-18)												
Commitment and Other Authorities	CFO & Corporate Secretary	General Manager	General Manager	Director Accounting Services	Division Head	Managers	Supervisor/ Coordinator	Payroll Supervisor				
Commitments for Emergencies (<i>Note A</i>)	Full	-	-	-	-	-	-	-				
Purchase Requisitions for PO's (Maximum \$250,000)	Full	Full	\$100,000	\$100,000	\$50,000	\$50,000	\$25,000	-				
Ex-Place 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	-	-	-	-	-				
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	\$3,500	-				
Official Entertainment/Business Meetings	Full	Full	\$3,500	\$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	Full	Full	-				
Alternate rates and Step Increments	Full	Full	Full	Full	Full	Full	Full	-				
Mileage (mileage) and Management Lieu Time/M Meal Allowances	Full	Full	Full	Full	Full	Full	Full	-				
Attendance Records and Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	-				
Accounts Payable Approval**	Full	Full	Full	Full	Full	Full	Full	-				
Cheque Approval**	Full	Full	Full	Full	Full	Full	Full	-				
Distribution Journal Vouchers for Payments**	Full	Full	-	-	-	-	-	-				
Payroll Input and Adjustments; Sick Pay Payout; Statutory Remittances**	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. Officer denotes Chief Executive Officer and Chief Financial Officer & Corporate Secretary												
- "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, 2021											