APPENDIX A

THE BOARD OF GOVERNORS OF EXHIBITION PLACE

DELEGATION SCHEDULE 2023

(PURSUANT TO ARTICLE 4 OF BY-LAW NO. 2-18)

Commitment and Other Authorities	CEO	CFO & Corporate Secretary	General Manager	General Manager Operations	Chief People & Strategy Officer	Director Accounting Services	Division Head	Managers	Manager - Human Resources Payroll & Benefits	Supervisor/ Coordinator	Payroll Supervisor
Commitments for Emergencies ***(Note A)***	Full	-	-	-	-	-	-	-	-	-	-
Purchase Requisitions for PO's (Maximum $250,000)	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
ExPlace Departmental Purchase Orders (Maximum $100,000)	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
Work Orders/ Rental & Service Orders	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
3rd party Rental and Service Orders to provide Board Service	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000		
Discount, concessions or refunds on 3rd party Rental and Show Services	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
Non-Consulting Professional Services (Maximum $250,000)	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
Consulting Professional Services (Maximum $150,000)	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
Other Agreements (Maximum $250,000)	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$25,000	-	-
License Agreements	Full	Full	Full	-	-	-	-	-	-	-	-
Performance Certification/Invoice Approval	Full	Full	$100,000	$100,000	$100,000	$50,000	$50,000	$25,000	$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	-	-	-	-	-
Alternate rates and Step Increments	Full	Full	Full	Full	Full	Full	Full	-	-	-	-
Meterage (mileage) and Management Lieu Time/Meal Allowances	Full	Full	Full	Full	Full	Full	Full	-	-	-	-
Attendance Records and Overtime/Lieu Time	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	-
Accounts Payable Approval**	Full	Full	Full	Full	Full	Full	-	-	-	-	-
Accounts Receivable Approval**	Full	Full	Full	Full	Full	Full	-	-	-	-	-
Cheque Approval**	Full	Full	Full	Full	Full	Full	Full	-	-	-	-
Journal Entries**	Full	Full	-	-	-	Full	-	-	Full	-	Full
Payroll Input and Adjustments; Sick Pay Payout; Statutory Remittances**	Full	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. 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, Security Manager, Parking Manager, Production Services Manager, Facilities Services Manager and Event Services 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.
- The Board of Governors shall, as it may require from time to time, appoint the General Manager, General Manager Operations as Officers of The Board of Governors of Exhibition Place.

Authorized by: Effective: January 1, 2023