

TTC Corporate Policy Review - Delegation Of Management Authority

Meeting Date: July 10, 2008

Subject: TTC Corporate Policy Review - Delegation Of Management Authority

Recommendation

It is recommended that the Commission approve the following amended TTC Corporate Policy 1.4.3 Delegation of Management Authority, which is attached as Appendix A.

Background

At its meeting on July 14, 2004, the Commission approved a motion by Chair Moscoe for Commissioner Giambrone to undertake a review of the TTC's Corporate Policy Manual with a request that he bring forward on policy per meeting for the review and consideration of the Commission.

Discussion

The above process was commenced at the Commission meeting for February 9, 2005. In accordance with the review schedule adopted at the aforementioned meeting, Policy 1.4.3 Delegation of Management Authority is submitted for Commission approval. The proposed changes to the policy are set out in Appendix B.

Justification

The proposed revised policy provides an update to the current policy and expressly authorizes authority to be delegated during periods of non-absence.

July 10, 2008

45-12-5

Attachment: Appendix A

Appendix B

1.0 Responsibility

Chief General Manager

2.0 Purpose

To ensure there is appropriate management coverage for both operational and financial reasons by the Chief General Manager, general managers and department heads.

3.0 Delegation

3.1 During periods of absence, the Chief General Manager, general managers and department heads will indicate who may sign for them up to the limit of the position's authority. The person given the authority during periods of absence will use the title 'Acting'.

3.2 Should the absence be for an extended period, such as illness or loan to another organization, another member of management may be appointed or authorized by an immediate superior to serve in an acting capacity with all the responsibilities and authority of the position they are temporarily occupying.

3.3 The Chief General Manager, general manager and department heads may also delegate any portion of the position's authority while not absent. The person delegating his/her authority must indicate, in writing, what authority is being delegated and to whom.

3.4 Normally, such management authorities should be delegated to an individual or group of individuals who report directly to the person delegating the authority in order to provide appropriate experience. However, consideration may be given to delegating authority to a superior.

Note: Conflict of interest is to be avoided.

4.0 Notification

4.1 When these periods of absence occur the employee's immediate superior should be advised in writing as to:

- who the temporary incumbent will be;
- who the alternate is in the event of a conflict; and
- the length of period of substitution.

4.2 When authority is delegated in accordance with Section 3.3, the employee's immediate superior should be advised in writing as to:

- what authority is being delegated;

- to whom that authority is being delegated; and
- the length to period of the delegation.

4.3 Copies of the notification as required under Sections 4.1 and 4.2 must also be provided to the Manager - Materials and Procurement and the Chief Financial Officer.

4.4 Where the employee delegating authority is unable to sign-off on the written notification (e.g. because of absence due to illness), written notification must be issued by support staff. Upon return to work, the employee must acknowledge the direction given during his/her absence by signing a copy of the written notification and providing a copy to the Manager - Materials and Procurement and the Chief Financial Officer.

4.5 Where notification is provided electronically, a copy signed by the employee delegating authority must be provided to the Manager - Materials & Procurement and the Chief Financial Officer.

5.0 Corporate Seal

5.1 If the Corporate Seal is, at law, required to be affixed to a document, it shall be affixed in accordance with the Documents Under Corporate Seal Policy.

6.0 Exceptions

6.1 Authority of signing officers to execute cheques or transfers for bank accounts cannot be delegated. They are to be signed by the staff authorized by the Commission.

7.0 Reference Sources

- Documents Under Corporate Seal Policy