ONTARIO POWER GENERATION

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Chief Administrative Office
Standard

TITLE
ORGANIZATIONAL AUTHORITY REGISTER

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PURPOSE

The Ontario Power Generation Organizational Authority Register (OAR) provides a framework of delegated authorities and position holders to whom the authority is delegated. Authority is the right to transact on behalf of, bind OPG, or exercising certain decision rights on behalf of OPG. This standard is restricted to a listing of:

(a) Allowable dollar limits for final approval of financial transactions for given position holders; and

(b) Guiding principles for exercise of the authority delegated herein.

References to process governing documents are included, where applicable.

DATES (YYY-MM-DD)

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EXCEPTIONS

The positions described in the OAR are in relation to OPG and not in relation to subsidiaries or joint ventures. Accordingly, an approval required under the OPG OAR must be received from the OPG position holder unless specific approval authority is granted by the OPG Board and Chief Executive Officer (CEO). Where a subsidiary has its own OAR, authorities shall be consistent with this standard. Refer to the Wholly-Owned Subsidiary Governance (OPG-STD-0094) and Joint Venture Governance
(OPG-STD-0093) for the applicability of OPG OAR to subsidiaries and joint ventures.

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1.0 DIRECTION

1.1 Guiding Principles for the Exercise of Authority

1.1.1 Transactions not specifically listed in the OAR have not been delegated by OPG's Board.

1.1.2 Approval is based on the total financial commitment (in Canadian dollars), and shall be tied to a proper bundling of work.

1.1.3 Authorities exercised shall be consistent with approved business plan and budget, unless specified otherwise

1.1.4 The original initiator of a transaction cannot be the approver even if the transaction is within their assigned authority limits. This principle does not apply to energy trading transactions which have compensating controls.

1.1.5 If a specific transaction is covered by a specific Element, the transaction cannot be approved under another Element.

1.1.6 Authorities may be delegated on a temporary basis for a maximum of 3 months in situations where the position holder is unavailable to exercise his/her authority.

1.1.7 An incumbent occupying two positions may exercise the authority of both of those positions except where doing so would violate an established internal control or result in a conflict of interest.

1.1.8 Finance's approval supports the Chief Financial Officers (CFO) role in reviewing material financial transactions and the financial implications of general business activities. Where Finance Approval is required, approval shall be obtained from the Station/Regions Band G Controller, or Band G Corporate Functions Controller, or as otherwise specified in referenced governance. Where Finance's review is part of the general transaction or activity workflow, additional approval by Finance may not be necessary.

1.1.9 The authority to requisition and purchase equipment, material, fuel, and contracted service in an emergency (as defined in the OPG Emergency Preparedness and Response Plan, OPG-STD-0091) is temporarily delegated to station management at Band F and up for purposes of responding to the emergency. Management discretion is to be applied in the exercise of this temporary authority delegation. Both requisitioning and purchasing approvals shall be obtained from appropriate position holders at the earliest convenience during or immediately after the emergency.

1.1.10 **Development and/or Use of Contracts.** In addition to any OAR transaction approval requiring the involvement of Law Division, Law Division is to be engaged if it is contemplated that OPG will enter into any non-standard contract not previously approved for use by Law Division together with the relevant Business Unit and internal stakeholders.

A contract is regarded as approved for use where the proposed contract is based on:

i. a standard document developed with input from Law Division and the relevant Business Unit and internal stakeholders and published on the internal webpage of such relevant Business Unit or internal stakeholder; or

ii. a precedent document developed with input from Law Division and the relevant Business Unit and internal stakeholders and repeatedly used by the relevant Business unit for similar types of transactions.

Changes to Signed Contracts. Law Division is to be engaged in proposed changes to existing contracts except if the proposed change relates to a provision that is purely technical, financial, business, or administrative in nature. This applies to a proposed change in the body of the contract, schedules, exhibits, or appendices attached to the contract.

1.1.11 Human Resources is to be consulted for human resources related transactions not contemplated by this OAR.

Grievance settlements and agreements impacting represented employees require HR Business Partner direction and review by Labour Relations prior to sign-off.

1.2 Determination of Authority Level

Authority is determined by the position, and the decision rules are to be applied in the order given below.

Authority Rule One: CEO, CEO Direct Reports and Senior Vice Presidents (SVPs).

Authority Rule Two: Management Group Bands D to H.

Authority Rule Three: Other position holders are mapped as follows:

Level 2 Includes

- Society represented supervisors
- Management Band 17-I supervisors
- Society Purchaser and Supervisory Purchaser Power Workers Union (PWU) for Element 7.2
- Society represented Investment Recovery staff for Element 8.1
- Traders and Real-Time Markets Supervisor for Element 12 authorities

Level 1 includes

- PWU represented supervisors
- Management Band 17-J supervisors
- First Line Management Assistant (FLMa)
- Non-Supervisory PWU Purchaser for Element 7.2
- Developmental Traders for Element 12 authorities

Delegated authority is exercised up to the dollar limit identified.

1.3 Authorities Delegated to All Position Holders

Element	Transaction		Delegated Authority							
		CEO	CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
1.1	**Projects and Investments – In Budget** Approve; Amend Scope; Amend Cost Estimate; Defer; Cancel (includes approval of cost transfer to current operations) Approvals are governed by OPG-STD-0076 Developing and Documenting Business Cases. Projects are defined and governed by FIN-PROC-0030 Property Plant and Equipment. *Board approval is not required for projects/investments which are part of a previously approved envelope funding approval. Approval authority for subsequent releases is delegated to the respective BU CEO Direct Report and is subject to the following conditions:* 1. *The total project cost estimate in each subsequent BCS release remains within the approved envelope amount; and* 2. *There is no material change in scope, schedule or business needs*	$100M	$60M	$45M	$45M	$20M	$10M	$1M	N/A	N/A
1.2	**Projects and Investments – Not in Budget** Includes projects identified in the business plan for a future year that are being advanced by >1 year to the current year. See Element 1.1 for inclusions and governance requirements.	$100M	$50M	$35M	$35M	$10M	$1M	N/A	N/A	N/A

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Element	Transaction	CEO	Delegated Authority							
			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
1.3	**Mergers and Acquisitions and Business Development – In Budget** The acquisition, development or redevelopment of a business, an asset or group of assets which are either amalgamated into OPG, a joint venture or a subsidiary. Includes the initial investment; additional equity injections; amended scope; deferral; or cancellation (includes approval of cost transfer to current operations). Appropriate business justification is required in undertaking mergers and acquisitions and business development. For required finance approvals refer to OPG-STD-0076 Developing and Documenting Business Cases. *Where the proposed undertaking is outside Board approved strategies or risk tolerances, approval for the undertaking shall be sought from the Board.* *Joint ventures or subsidiaries are governed by OPG-STD-0155 Subsidiary and Joint Venture Governance.*	$100M	$60M (Chief Strategy Officer)	$45M (SVP Corp Bus Dev & Strategy (For Eagle Creek: SVP RG& Power Marketing)	N/A	$10M (VP Corp Bus Dev & Strategy)	N/A	N/A	N/A	N/A
1.4	**Mergers and Acquisitions and Business Development – Not In Budget** See Element 1.3 for inclusions and governance requirements.	$100M	$50M (Chief Strategy Officer)	$35M (SVP Corp Bus Dev & Strategy (For Eagle Creek: SVP RG& Power Marketing)	N/A	N/A	N/A	N/A	N/A	N/A
1.5	**Requisitions and Payment Requisitions** Approvals governed by OPG-PROC-0060 Requisitioning Items and Services and OPG-PROC-0051 Payment Procedure. *Augmented and contract staff requisitions require P&C review. Authority Levels 1 and 2 cannot requisition augmented and contract staff.*	>$40M	$40M	$30M	$20M	$15M	$10M	$4M	$50K	$10K

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Element	Transaction	CEO	Delegated Authority							
			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
1.5-DAM	**Requisitions – *Darlington Aging Management* (DAM)** Approvals governed by OPG-PROC-0060 Requisitioning Items and Services. CEO approval not required for requisitions for which an approval was obtained under elements 1.1 or 1.2 specifically relating to Darlington refurbishment projects under the scope of funds approved for release by the OPG Board. All requisitions require review by Finance.	>$100M	$100M	$75M	$50M	$15M	$10M	$4M	$50K	$10K
1.6	**Business Travel and Expense and Employee Relocation Interim Expenses** BT&E approvals governed by OPG-STD-0075 Business Travel and Expenses. External training >$10K requires pre-approval by the Band E VP or higher.	>$100K	>$100K	$40K	$30K	$25K	$15K	$10K	$5K	N/A
1.7	**Declare Asset Surplus** Approvals governed by OPG-PROC-0081 Disposal of Surplus Assets; and one of: FIN-PROC-0030, Property, Plant and Equipment or FIN-PROC-0031 Fuel Inventory and Materials and Supplies Inventory Accounting	$10M	$7.5M	$5M	$2M	$1M	$500K	$250K	N/A	N/A
1.8	**Research Funding and Collaboration Contracts/Agreements** Information exchange agreements require consultation with Law Division. >$500K requires review by Finance.	>$10M	$10M	$5M	$2M	$1.5M	$1M	N/A	N/A	N/A

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Element	Transaction	CEO	Delegated Authority							
			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
1.10	**Non-Energy Sales (excludes core electricity transactions)** Contracts/Agreements >$5M and those below $5M which are outside the normal course of business (such as deviations from standard contract terms & conditions and work performed by OPG as part of international transactions) for a business unit require consultation with stakeholders including Law Division, Treasury, Site Controller and Taxation *Invoices are governed by OPG-PROC-0026 Invoicing Procedure. Commercial Services approvals are governed by OPG-PROG-0041 Isotope Sales.*	>$40M	$40M	$25M	$10M	$7.5M	$5M	$50K	N/A	N/A
1.11	**Indigenous Community Capacity Development** Secondary approval for amounts >$100K and recommendation for those <$100K required by Director, Indigenous Relations. Approvals governed by OPG-STD-0087 Management of First Nations and Métis Relations	>$500K	$500K	$500K	$250K	$175K	$100K	N/A	N/A	N/A
1.12	**Settlement of Legal Proceedings*** Settlement of legal proceedings before a court, tribunal, arbitrator or mediator requires concurrence of Law Division. Concurrence of Assistant General Counsel required for all settlements > $250K. (For settlements relating to legal proceedings involving Indigenous groups, Element 14.1 Indigenous Settlement Agreements governs. For settlement of legal proceedings relating to claims for which OPG has insurance, Treasury Organizational Authority Register FIN-STD-0004, element 10.5.1 governs.)	>$10M	$10M	$5M	$2.5M	$500K	$250K	N/A	N/A	N/A
	*Settlement of criminal and regulatory proceedings or convictions requires concurrence of Law Division. Concurrence of Assistant General Counsel and approval of CEO or CEO Direct Reports required for all such settlements. This Element does not apply to: (i) grievances filed under collective agreements and associated formal legal proceedings; and (ii) settlements of legal proceedings managed by Labour Relations.	Unlimited	Unlimited	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1.4 Authorities Restricted to Specific Organizations

Element	Transaction	CEO	Delegated Authority							
			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
2.1	**Charitable (Donations) and Not for Profit (Sponsorships)** Restricted to Corporate Affairs – Brand Management.	>$100K	$100K	N/A	N/A	N/A	$50K	N/A	$10K	N/A
2.2	**Sponsorships for Brand building** Restricted to Corporate Affairs – Brand Management and Provincial Relations.	>$500K	$500K	N/A	N/A	N/A	$250K	N/A	N/A	N/A
2.3	**Requisitioning of Advertising** Advertising other than for vacancies or surplus asset sales. Restricted to Corporate Affairs – Brand Management	>$8M	$8M	N/A	N/A	N/A	$2M	$1M	N/A	N/A
4.1	**Requisitioning of Legal Services** Approvals governed by LAW-PROC-0001 Acquiring Outside Legal Services. Restricted to Law Division.	>$4M	$4M	N/A	$2M	N/A	$1M	N/A	N/A	N/A
5.0 Authority to Implement Decision where Prior Approval Exists (For Statutory and Mandated Payments see:OPG-PROC-0051 Payment Procedure)										
5.1	**Approved Bulk Payroll Transactions** Restricted to Shared Services – Pay Services Dept.	>$200M	>$200M	N/A	N/A	>$200M	$100M	$100M	N/A	N/A
5.1.1	**Approved Individual Employee Payroll Transactions** Restricted to Shared Services – Pay Services Dept.	>$3M	>$3M	N/A	N/A	>$3M	$3M	$3M	$300K	$300K
5.4	**Individual Relocation Assistance Payments** Restricted to Corporate Real Estate.	>$1M	>$1M	N/A	N/A	>$1M	$400K	$200K	N/A	N/A
5.9	**Disbursement to the Nuclear Waste Management Organization** (NWMO). Monthly cash disbursement to the NWMO.			Up to the approved annual budget. Restricted to VP Chief Controller & Accounting Officer						
6.1	**Requisition Fuel**			Band E or higher unlimited within business plan						

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			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
6.2	**Purchase/Sale of Fuel; Water Rental Agreements; Emission Reduction Credits/Allowances** Approval covered by other governance including:OPG-PROC-0058 Procurement Activities , COE-PROC-0005 Fuel Procurement Activities and OPG-STD-0072 Credit Risk Management Standard * Unlimited applies to the Chief Supply Officer only. Band E VP's have a limit of $50M. >$5M requires review by Finance.	>$50M	>$50M	>$50M	>$50M*	$50M	$25M	$15M	$5M	N/A
7.2	**Procurement Contracts** Approvals governed by OPG-PROC-0058 Procurement Activities or LAW-PROC-0001 Acquiring Outside Legal Services. Restricted to Supply Chain and Law Division. * Unlimited applies to the Chief Supply Officer only. Band E VP's have a limit of $40M. Where the contract relates to Projects requiring approval through Elements 1.1 or 1.2, the financial obligation to vendors must be consistent with the approved release of funds for the Project. Contracts >$5M require secondary review by Finance.	>$40M	>$40M	>$40M	>$40M*	$40M	$15M	$4M	$1M	$500K
7.2-DAM	**Procurement Contracts – *Darlington Aging Management*** Approvals governed by OPG-PROC-0058 Procurement Activities. Restricted to Supply Chain. * Unlimited applies to the Chief Supply Officer only. Band E VP's have a limit of $100M. Contracts >$5M require secondary review by Finance.	>$100M	>$100M	>$100M	>$100M*	$100M	$15M	$3M	$1M	$500K
7.3	**Low Dollar Purchases** Approvals governed by OPG-PROC-0051 Payment Procedure; OPG-PROC-0060 Requisitioning Items and Services; and OPG-PROC-0064 Purchasing Card.		Up to $100K for purchasing cardholders per transaction upon completion of the required MyPower Learning training for the Purchasing Card procedure or $30K otherwise. Up to $20K for staff designated by Supply Chain as *Expeditors.*							
8.1	**Sale/Disposal of Assets** Restricted to Investment Recovery.	Approvals governed by OPG-PROC-0081 Disposal of Surplus Assets								

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			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
9.1	**Acquire, Lease, Manage, and Dispose of Real Estate Rights and Interests and Related Transactions** Approvals are governed by approved Real Estate procedures. Restricted to Corporate Real Estate. >$5M requires review by Finance.	>$10M	$10M	N/A	$5M	$5M	$1M	$1M	$250K	N/A
9.2	**Home Purchases and Purchase Guarantees** Restricted to Corporate Real Estate >$1M requires review by Finance.	>$2M	$2M	N/A	$2M	$2M	$1M	$1M	$250K	N/A
10	**Treasury authorities are documented in FIN-STD-0004 Treasury Organizational Authority Register**									
11.1	**Customer Credits and Adjustments** Approvals governed by OPG-PROC-0026 Invoicing Procedure. Restricted to Shared Services Financial Services, and Credit Market Risk.	>$2M	$2M	N/A	$1.5M	$1.5M	$1M	$500K	N/A	N/A
11.3	**Asset Adjustments** Approvals governed by FIN-PROC-0030 Property, Plant and Equipment and FIN-PROC-0031 Fuel Inventory and Materials and Supplies Inventory Accounting. Restricted to Finance.	>$10M	$10M	N/A	$5M	$5M	$2.5M	$1M	$0.5M	N/A
12.2	**Domestic and Interconnected Trading and Origination Activity; Options and Derivatives** – Restricted to Energy Markets									
12.2.1	Current Day (Real Time)	>1,500 MW	>1,500 MW	N/A	1,000 MW	1,000 MW	800 MW	800 MW	800 MW	N/A
12.2.2	Current Month (plus following when past mid-month)						700 MW	500 MW	300 MW	N/A
12.2.3	Hydro Quebec Segregated Transactions (Real and Current Month)						700 MW	550 MW	500 MW	N/A
12.2.4	**Term of the Deal**	5 years >1,000 MW	5 years 1,000 MW	N/A	5 years 600 MW	5 years 600 MW	5 years 500 MW	3 years 300 MW	≤1 year 50 MW	≤1 year 50 MW

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			CEO Direct Report	SVP	Management Band				Authority Level	
					D	E	F	G/H	2	1
12.3	**Ontario Hourly Bidding/Offering Activity** Restricted to individuals with a valid digital certificate and authorized by the Director, Market Operations. Applied to the quantity committed in each hour to the specific administered market and independently to the administered market and to the position with authority to engage in bids/offers in that market.			OPG Installed Capacity						As Assigned
12.4	**Domestic Sale of Independent Electricity System Operator Defined Ancillary Services** Restricted to Energy Markets.	>$100M	$100M	N/A	$50M	$50M	$25M	$15M	$5M	N/A
12.5	**Other Electricity Products, Derivatives and Services** Restricted to Energy Markets.	> $32M	$32M	N/A	$8M	$8M	$4M	$2M	$1M	N/A
12.5.1	**Physical Transmission and Financial Transmission Rights** Restricted to Energy Markets.	> $32M	$32M	N/A	$20M	$20M	$15M	$1M	$500K	N/A
12.6	**Long Term Electricity Supply Contracts [e.g., Hydroelectric Supply Agreements(HESA)]** Initial contract/agreement restricted to Energy Markets.	All	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12.6.1	**Long Term Electricity Supply Contracts (e.g., HESA)** Subsequent modifications impacting economics to OPG of the agreement. Restricted to Energy Markets. >$16M requires review by Finance VP.	> $32M	$32M	N/A	$16M	$16M	$8M	$4M	$2M	N/A
14.1	**Indigenous Settlement Agreements** (If settlement agreement involves a legal proceeding, the concurrence of the Chief Administrative Officer is also required.)	$5M	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1.5 Approvals for Human Resources related Transactions

15	Approvals for Human Resources related Transactions	
Element	**Transaction**	**Delegated Authority**
15.1	**Employee Requested External Tuition Assistance**	• Total value < $10K – Band G Manager • Total value > $10K – Line VP • Request for: Degree, Diploma, Master's or MBA – ELT Member with concurrence from HR Business Partner (HRBP) Director/HRBP VP and the Director, Talent & Change based on business rationale provided by employee *Subject to collective agreement provisions, as applicable. If employee is represented by a bargaining agent, an agreement for a degree/diploma program may be negotiated via a letter of understanding with the union.*
15.2	**Posting of Vacancies Offers of Employment**	• Posting Internal/External Vacancies ▪ Recommended by Hiring Manager ▪ Approved by Line R2 (min. Band G) ▪ Concurred by HRBP *Refer to Talent Requisition Form – See special instructions for Nuclear (RPCT approval)* *External offers, permanent & temporary, must be concurred with accountable Talent Attraction Recruiter.* *All offers require rate pay verification by the HRSC for represented positions and by the HRBP for management positions.*

15.3	**Leaves of Absence – (greater than 15 days)**	• For Employment Standards Act (ESA) protected leaves immediate supervisor (Line R1 – min Band H) • For leaves greater than 3 weeks immediate supervisor (min Band G) • If leave is greater than 3 months, including sabbaticals, or is for a reason other than an ESA protected leave Line R2 (min Band G) is required with concurrence from HRBP Director *Benefit implications can be clarified via the HRSC* *ESA protected leaves: Pregnancy Leave/Parental Leave, Personal Emergency Leave, Family Medical Leave, Reservist Leave*
15.4	**Discipline Matters**	• Discipline matters, including but not limited to Letters of Reprimand, suspensions up to and including terminations, require consultation with HRBP • <u>Suspensions with a duration of less than 5 days</u> ▪ Require Line R2 approval (min Band H) ▪ Concurrence by HR Manager and Labour Relations review prior to issue • <u>Suspensions 5 days or greater up to and including termination</u> ▪ Management Group: o Require Line R2 approval (min Band E) o Concurrence by HRBP Director ▪ Represented Staff: o Require Line R2 approval (min Band F) o Concurrence by HRBP Director and Labour Relations review prior to issuance *Refer to Discipline/Termination Approval Form*

2.0 ROLES AND ACCOUNTABILITIES

2.1 Chief Executive Officer

Approves delegation of CEO authorities.

2.2 Position Holders

Comply with authority limits and specifications.

2.3 Site Controller/Local Finance Manager

Responsible for implementation of the OAR and providing advice to staff.

3.0 DEFINITIONS AND ACRONYMS

3.1 Definitions

Darlington Aging Management: Darlington projects and investments that have been approved with a business case based on OAR Element 1.1, 1.2 or 1.3. This would include station, refurbishment and project portfolio investments that address the physical aging and obsolescence of structures, systems and components, as well as regulatory investments and improvements, required to support plant Life Extension past normal end of life, including “Blue Ribbon” and integrated improvement Program investments.

Expeditor: Delegated by Supply Chain to designated non-Supply Chain individuals to allow purchasing for pre-approved non-PCard transactions up to $20K.

Line VP: *Band E Executive*

R2: Manager twice removed.

ESA: Employment Standards Act

3.2 Abbreviations and Acronyms

CEO	Chief Executive Officer
CFO	Chief Financial Officer
DAM	Darlington Aging Management
ELT	Enterprise Leadership Team
FLMa	First Line Management Assistant
HESA	Hydroelectric Supply Agreement
NWMO	Nuclear Work Management Organization
OAR	Organizational Authority Register
PO	Purchase Order
PWU	Power Workers Union
SVP	Senior Vice President

4.0 BASES, RECORDS AND REFERENCES

4.1 Bases

None

4.2 Records

None

4.3 References

4.3.1 Performance References

Governance required for specific approvals is referenced with the Element approval limits and in Section 1.6.

OPG-POL-0024 Delegation and Exercise of Authority

4.3.2 Developmental References

None

5.0 REVISION SUMMARY

This is an **intent** revision.

- Revised delegated authority levels to align with new organizational structure
- Revised element 1.3 to apply to in budget Mergers and Acquisitions and Business Development and moving some accountabilities below the CEO Direct Report Level
- Added element 1.4 to apply to not in budget Mergers and Acquisitions and Business Development
- Revised Corporate Affair's authority limits under elements 2.1, 2.2 and 2.3 to reflect accountabilities at the appropriate levels
- Revised element 7.3 increasing the limit for low dollar purchasing card purchases to $100,000.00.
- Revised Real Estate authority limits under elements 9.1 and 9.2 for Band G to better align with the new organizational structure. Also revised these elements to restrict them to Corporate Real Estate.