

Policy Type: **GOVERNANCE PROCESS**



Policy Title: **Delegation of Authority**

Policy Statement

To ensure efficiency and support effective governance and administration, the Board delegates signing authority in accordance with its statutory authorities and the provisions and restrictions in this document.

Policy Application

In this policy:

- a. **“Board”** means The Regional Municipality of Durham Police Service Board, acting in its capacity as a board established under the *Community Safety and Police Act, 2019*
- b. **“Chair”** means the Chair of The Regional Municipality of Durham Police Service Board;
- c. **“Chief of Police”** means the Chief of Police of the Durham Regional Police;
- d. **“Designate”** means, for the purposes of this policy, the person provided with written authority to act on behalf of a Signing Officer;
- e. **“Document”** means any written instrument in paper or electronic form which, when duly executed, will have or is intended to have the effect of binding the Board but does not include any cheques, bank drafts, debentures or other financial instruments;
- f. **“Executive Director”** means the Executive Director of The Regional Municipality of Durham Police Service Board;
- g. **“Region”** means The Regional Municipality of Durham;
- h. **“Signing Officer”** means a person appointed pursuant to this policy to execute any document on behalf of the Board;
- i. **“Vice Chair”** means the Vice Chair of The Regional Municipality of Durham Police Service Board.

1. Appointment of Signing Officers

1.1 The Board Chair is hereby appointed the signing officer of the Board and may execute any document or authorize any matter on behalf of the Board.

1.2 The Chief of Police and the Executive Director are hereby appointed signing officers in respect of any document or may authorize a matter listed in Column 1 for which they have been listed in Column 2 of Schedule A to this policy.

1.3 Where any person is authorized to execute any document pursuant to this policy, such person may, in writing, appoint a designate to approve the matter and/or to execute any document on his or her behalf.

1.4 Where the Chief of Police appoints a designate under section 1.3 of this policy, the Chief of Police shall have established the necessary administrative procedures governing the designate and the authority that has been delegated to the designate.

2. Delegation of Authority

2.1 The authority to approve a matter or execute a document listed in Column 1 of Schedule “A” is hereby delegated to the person or persons holding the position set out opposite such matter or document in Column 2 of Schedule “A”, subject to any conditions or restrictions set out in Column 3

2.2 Any document related to any matter listed in Column 1 of Schedule “A” to this policy may be executed by a delegate appointed under section 3.1 of this policy and that person is hereby appointed a Signing Officer for such purpose.

2.3 Despite any provision of this policy, a designate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by the Board. For greater certainty, a transaction or activity shall be deemed to be approved by the Board where such transaction or activity:

- a. Is included in the annual budget adopted by the Board; or
- b. Is included in a program, project or activity which has been approved by the Board; or
- c. Is reasonably incidental to the authority given to the Chief of Police or their designate, as the case may be, to carry out their duties and responsibilities on behalf of the Board.

3. General

3.1 Where authority has been given by the Board, or under this policy to any person to approve any matter or execute any document, such authority includes the authority to execute any ancillary documents necessary to give effect to the delegated authority and shall include the

authority to amend any document, including extending the term of any agreement, provided such amendment does not result in any additional financial obligation to the Board.

3.2 The approval of any matter and the execution of any document under this policy shall be subject to compliance with any policies adopted by the Board from time to time with respect to the transaction or activity to which the matter or document relates and to administrative procedures established by the Chief of Police.

5. Schedule

5.1 Schedule A attached shall form part of this policy.

Reporting

Matters covered under this delegation instrument will be reported to the Board at the judgment to whom the authority was delegated.

SCHEDULE "A"

<u>Column 1</u> Delegated Authority		<u>Column 2</u> Delegate	<u>Column 3</u> Conditions and Restrictions
BOARD ADMINISTRATION			
1.	Contracts, agreements and protocols that have been authorized by the Board	Chair	
2.	Travel and other expenses incurred as part of the official duties and responsibilities of: a) the Chief of Police; b) the Executive Director; and c) members of the Board	Chair	
3.	Travel and other expenses incurred as part of the duties and responsibilities of the Chair	Vice Chair	
4.	Legal accounts pertaining to labour relations and other matters	Executive Director	
5.	Contracts, agreements and protocols related to the supervision of staff and administration of the Board Office and Board day-to-day operations.	Executive Director	
FINANCE			All agreements with an annual transfer value of more than \$1,000,000 to be approved by the Board
6.	Applications for funding or subsidy on behalf of the Board	Chief of Police	
7.	Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding	Chief of Police	
8.	Documents required in support of funding applications or as a condition of receipt of funds, including reporting requirements	Chief of Police	
9.	Cost-reimbursement agreements	Chief of Police	

10.	Procurement and payment of goods and services approved with the budget	Chief of Police	To a maximum of \$1,000,000, except capital variances, which are subject to a maximum of \$200,000; variances higher must be approved by the Board
OPERATIONS			All agreements with an annual transfer value of more than \$1,000,000 to be approved by the Board
11.	Joint operations agreements with enforcement agencies, including other municipal police services, OPP, RCMP, CBSA	Chief of Police	
12.	Secondments with other municipal, provincial or federal enforcement agencies	Chief of Police	
13.	Agreements with institutions and community partners under a Board approved program	Chief of Police	
14.	Waivers, releases and grants of indemnification not related to a purchase	Chief of Police	
15.	Agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration	Chief of Police	
16.	Requests for unpaid leave of absence	Chief of Police	
17.	Non-disclosure and confidentiality agreements	Chief of Police	
18.	Settlement of grievance matters and human rights complaints	Chief of Police	To a maximum of \$25,000
PROPERTY			
	Board Occupied Facilities and Land		
19.	Agreements granting access to utilities, telecommunications and other maintenance services required to maintain DRPS Regional Police use of Regional lands and facilities	Chief of Police	
20.	Agreements permitting third party use of DRPS Regional Police community rooms and facilities	Chief of Police	

External Facilities and Land			
21.	Rental agreements for training or operational purposes	Chief of Police	Subject to Regional Policy
22.	Agreements for DRPS's use of lands and facilities for administrative, program or training purposes, including public meetings, staff training, workshops and conferences	Chief of Police	Excludes leases and land or property acquisition
COPYRIGHT, TRADEMARKS, & USE OF NAME			
23.	Use of DRPS and the Board's name, logos, trademarks and copyrights	Chief of Police	
24.	Applications for Copyright, Trademark or Patent of Board intellectual property including logos and symbols	Chair	
25.	Applications for Copyright, Trademark or Patent of DRPS intellectual property including logos and symbols	Chief of Police	
PROGRAMS & SERVICES			
26.	Alarm Monitoring Program agreement documents with monitoring and service companies for the purpose of administering the Board's fee schedule	Chief of Police	