



DELEGATED AUTHORITY

PRP-LG-003

Effective Date: 2014/09/26
Amended: 2019/09/27

Policy Statement

The Regional Municipality of Peel Police Services Board recognizes the need to ensure accountability in carrying out its statutory and administrative responsibilities. The Board appreciates the need to advance its work and that of Peel Regional Police in an efficient and timely manner. This policy outlines the Board's delegation of approvals and signing authority for the execution of documents and procurement of goods and services in matters relating to the day-to-day operations of the police service and the Board.

1. BOARD CHAIR

- 1.1. The Board on its behalf, delegates approval and signing authority to the Chair with respect to the following:
 - a) Execution of all contracts, agreements and protocols as authorized by the Board;
 - b) Collective Agreements and Employment contracts for the positions of Chief of Police, Deputy Chiefs of Police and Board Executive Director;
 - c) Appointments as Special Constables by the Ministry of Community Safety and Correctional Services for both members of Peel Regional Police and the University of Toronto;
 - d) Appointments as Auxiliary member by the Ministry of Community Safety and Correctional Services; and
 - e) Travel and other expenses incurred by the Chief of Police and the Executive Director in carrying out their duties and responsibilities;
- 1.2. In the absence or upon request of the Chair, the Vice Chair will have the same approval and signing authority as the Chair.

2. CHIEF OF POLICE

- 2.1. The Board on its behalf, delegates approval and signing authority to the Chief of Police and/or designate with respect to the following:
 - a) Secondment agreements between Peel Regional Police and other policing agencies;
 - b) Contractual Agreement and any ancillary documents for Grant Programs;
 - c) Grant Applications to any federal or provincial government department, ministry, agency or fund for compensation, funding or other forms of subsidy, as well as subsequent submissions, declarations or representations required for processing the application or the receipt of funds;

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- d) Legal documents respecting grants to the Peel Regional Police;
 - e) Renewal of funding agreements and grants where there are no changes to the program requirements and no change to the financial implications;
 - f) Applications for Appointment as Special Constables by the Ministry of Community Safety and Correctional Services for both members of Peel Regional Police and the University of Toronto;
 - g) Applications for Appointments as Auxiliary member by the Ministry of Community Safety and Correctional Services;
 - h) Waivers, releases and grants of indemnification with respect to operational matters with a value of less than \$250,000;
 - i) Agreements or Memorandums of Understanding of an operational nature that do not involve financial consideration, indemnification or insurance clauses that would bind the Board;
 - j) Contracts and agreements of an operational nature in accordance with the Board's Purchasing Policy No. PRP-FN-001 AND; and
 - k) Operational protocols between the Board and other agencies covering such areas as the sharing of information, the sharing of resources, and the conduct of police and other investigations.
 - l) Minutes of Settlement arising out of non-employment contractual disputes but not including matters of civil litigation;
 - m) Contracts of employment but not including collective agreements or contracts of employment for the positions of Chief of Police and Deputy Chiefs of Police;
 - n) Agreements arising from the interpretation, application, administration or alleged violation of collective agreements, but not including minutes for settlement for matters referred to arbitration or letters of understanding with a value of greater than \$100,000;
 - o) Grievance and Human Rights minutes of settlements with a value of \$100,000 or less;
 - p) Legal fees related to Grievance and Human Right cases with a value of \$100,000 or less;
 - q) Agreements to lease or license real property provided the total cost excluding applicable taxes, legal and administrative fees does not exceed \$250,000 or where a leasehold or land use license is involved \$100,000 per annum, subject to compliance with the Region of Peel Execution of Documents By Law 32-2017; and
 - r) Facility license or rental agreements for occupancy of space on a short term basis for the purpose of police service use.

2.2. Where the Chief of Police has been given approval and signing authority by the Board, the individual 'acting' in the position of the Chief during her/his absence will have the same signing authority as the Chief.

3. EXECUTIVE DIRECTOR

- 3.1. The Board on its behalf, delegates approval and signing authority to the Executive Director with respect to the following:
- a) Travel and other expenses incurred by the Board members and Board staff in carrying out their duties and responsibilities; and
 - b) Facility license or rental agreements for occupancy of space on a short term basis for the purpose of Board use.
- 3.2. Where the Executive Director has been given approval and signing authority by the Board, the individual acting in the position of Executive Director during his/her absence will have the same signing authority as the Executive Director.

4. PROCUREMENT CONTRACT – Board Office Administration

- 4.1. Where a purchase of goods or services is required for Board services and has been authorized in accordance with the Procurement Policy, and provided that all requirements of the Procurement Policy apply and have been met, the Board on its behalf delegates authority to the Executive Director, to execute all documents forming part of the purchase contract, including any form of agreement, contract or other terms and conditions.
- 4.2. Where a purchased of goods or services is required for Board services and is exempt from the requirements of the *Procurement Policy PRP-FN-001* (currently under Schedule “A” of the Procurement Policy), the Board on its behalf delegates authority to the Executive Director, , to execute all documents forming part of a purchase contract, including any form of agreement, contract or other terms and conditions.

5. PROCUREMENT CONTRACTS – Peel Regional Police

- 5.1. Where a purchase of goods or services is required for police services (excluding those in connection with Region of Peel owned assets) and has been authorized in accordance with the Procurement Policy, and provided that all requirements of the Procurement Policy apply and have been met, the Board on its behalf delegates authority to the Deputy Chief, Corporate Services, to execute all documents forming part of the purchase contract, including any form of agreement, contract or other terms and conditions.
- 5.2. For greater clarity, contracts for the purchase of goods or services in connection with assets owned by the Region of Peel, including consulting and construction services related to Region of Peel owned buildings and assets, shall not be executed under this Policy, but shall be entered into and executed by the Region of Peel pursuant to the requirements of its Document Execution By-law.
- 5.3. Where a purchased of goods or services is required for police services (excluding those in connection with Region of Peel owned assets) and is exempt from the requirements of the *Procurement Policy PRP-FN-001* (currently under Schedule “A” of the Procurement Policy), the Board on its behalf delegates authority to the Deputy Chief, Corporate Services, to execute all documents forming part of a purchase contract, including any form of agreement, contract or other terms and conditions.

5.4. For greater clarity, contracts for the purchase of goods or services in connection with assets owned by the Region of Peel, including consulting and construction services related to Region of Peel owned buildings and assets, shall not be executed under this Policy, but shall be entered into and executed by the Region of Peel pursuant to the requirements of its Document Execution By-law.

1. Authority/Legislative Reference

Police Services Act, Sections 30 (1), 31 & 37
Region of Peel By-Law 30-2018 Procurement & Disposal of Goods
Region of Peel By-Law 32-2017 Execution of Documents *Section 2.0*
Board Minute #101/10
Board Minute #63/14
Board Minute #09-09-19

2. Linkage to Appropriate Police Service Procedure/Directive/Board Policies

PRP-FN-001 Purchasing
PSB-LG-001 Operational Agreements
PRP-FN-004 External Funding Assistance Police Investigations
PRP-FN-005 External Funding Assistance Public Police Programs