



Peterborough Police Services Board

Delegation of Signing Authority to the Chief of Police

Approved: April 4, 2023

1.0 Policy Statement

- 1.1 Whereas the *Police Services Act* provides that a police services board shall establish policies for the effective management of the police force;
- 1.2 And Whereas the *Police Services Act* provides that Chief of Police is responsible for the administration of the police force and oversight of its operations in accordance with the objectives, priorities and policies of the Board;
- 1.3 And Whereas in accordance with Board's Financial Policy, the Board Chair has signing authority over all documents that have been approved by the Board, for, and on behalf of, the Board;
- 1.4 And Whereas the Board desires to delegate approval and signing authority over specified documents to the Chief of Police, or Designate as noted in Schedule A;
- 1.5 Now therefore, The Peterborough Police Services Board enacts as follows:

2.0 Authority

- 2.1 **Police Services Act**, 1990, sections 31(1)(c).

3.0 Definitions

- 3.1 In this policy:

“Board” means The Peterborough Police Services Board, acting in its capacity as a board established under the *Police Services Act*;

“Board Chair” means the Board Chair of The Peterborough Police Services Board or designate;

“Chief of Police” means the Chief of Police of the Peterborough Police Service;

“Deputy Chief” means a Deputy Chief of the Peterborough Police Service;

“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;

“Signing Authority” means a person appointed pursuant to this policy to execute any document on behalf of the Board.

4.0 Scope of Authority

- 4.1 No provision of this policy shall be construed as waiving or amending any provision of the Board’s Financial Policy, as amended from time to time, and the said policy shall continue to apply to the procurement of goods and services on behalf of the Board.
- 4.2 Where a Signing Authority is authorized to execute any document pursuant to this policy, such authority includes the authority to execute any ancillary documents necessary to give effect to the document and shall include the authority to amend the original document, including extending the term of any agreement, provided such amendment does not result in any additional financial obligation to the Board.
- 4.3 The execution of any document pursuant to this policy shall be subject to compliance with any policies, or by-laws, adopted by the Board from time to time with respect to the transaction or activity to which the document relates, and to any operational procedures established by the Chief of Police.
- 4.4 Notwithstanding any delegation provided within this policy, the Board remains the statutory legal entity and remains responsible for all matters for which signing authority is delegated under this policy.

5.0 Application

- 5.1 This policy applies to the Chief of Police or designate, and all civilian Members of the Peterborough Police Service.
- 5.2 Each signing officer shall maintain a record of each document executed pursuant to this policy and shall file such record with the Office of the Chief of Police.
- 5.3 At least one original of each executed document shall be retained by the Office of the Chief of Police.

5.4 Any document containing an indemnity or insurance requirements shall be reviewed and approved by prior to execution by a Signing Authority.

5.5 The Signing Authority shall consult with Legal Counsel, when appropriate, as to form and content prior to executing any document pursuant to this policy.

6.0 Reporting

6.1 The Chief of Police shall provide a monthly report to the Board, outlining the exercise of delegated signing authority, including copies of all executed agreements for Board retention.

7.0 Schedule

7.1 Schedule A attached shall form part of this policy.

8.0 Administration

8.1 That the Policy titled Delegation of Signing Authority to the Chief is hereby enacted this 4 day of April, 2023.

8.2 That distribution of this policy be unrestricted.



Mary ten Doeschate, Chair
Peterborough Police Services Board

Schedule A

	COLUMN 1 - DOCUMENT	COLUMN 2 – SIGNING OFFICER
OPERATIONAL AGREEMENTS		
1	Member Secondment agreement with other enforcement agencies	Chief of Police
2	Operational protocols and joint forces agreements with other enforcement agencies covering areas such as sharing of information, sharing of resources and investigative protocols	Chief of Police
3	Agreements providing for amendments to member hours of work	Chief of Police
4	Donation agreements to the Police Service on equipment with a value of less than \$100,000	Chief of Police
5	Acceptance of resignations and/or retirements on behalf of the Board	Chief of Police
6	Non-disclosure and confidentiality agreements	Chief of Police
7	Non-funding agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration	Chief of Police
FUNDING AGREEMENTS		
8	Applications for any funding or subsidy on behalf of the Board	Chief of Police
9	Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding	Chief of Police

10	Documents required in support of funding applications or as a condition of receipt of funds, including reporting requirements	Chief of Police
11	Cost reimbursement agreements	Chief of Police
FACILITIES AND LAND AGREEMENTS		
12	Agreements permitting third party use of Peterborough Police Service facilities	Chief of Police / Deputy Chief of Police
13	Rental agreements for training or operational purposes, provided that the value does not exceed \$50,000	Chief of Police / Deputy Chief of Police
14	Agreements for the use of lands and facilities for Board purposes, including public meetings, staff training and workshops (excludes leases and land or property acquisition)	Chief of Police / Deputy Chief of Police
15	Applications for permits, approvals or licences with respect to any Board undertaking related to facilities (excluding the acquisition of property)	Chief of Police
ADMINISTRATION AGREEMENTS		
16	Agreements with institutions and community partners under a Board approved program	Chief of Police

