



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> DELEGATION OF SIGNING AUTHORITY	<b>NUMBER:</b> PSB030
<b>ORIGINATING DATE:</b> November 18, 2020	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Required	

### 1.0 POLICY STATEMENT

- 1.1 The *Community Safety and Policing Act* provides that a police service board shall establish policies for the effective management of the police service.
- 1.2 Section 49 of the *Community Safety and Policing Act* provides for a Police Service Board to contract in its own name. The Police Service does not have specific authority to contract with others or to bind the Board without the authorization of the Board.
- 1.3 The Greater Sudbury Police Service Board recognizes the need to ensure accountability in carrying out its statutory responsibilities.
- 1.4 The Board also recognizes the necessity to advance its work and that of the Greater Sudbury Police Service in an efficient and timely manner, as such, it is the policy of the Board that signing authority for the Board shall be delegated to the Board Chair or in their absence, the Vice Chair of the Board.
- 1.5 The Board also recognizes that in certain circumstances the signing authority shall be delegated to the Chief of Police or Designated Official for documents in matters related to the management of the day-to-day operation of the Police Service.
- 1.6 Further, the Board delegates signing authority to the Vice Chair of the Board to authorize the travel or other expenses incurred by the Chair in carrying out their official duties and responsibilities.
- 1.7 Where delegation of authority has been granted by the Board to the Chief or

Designated Official, the delegation shall include the authority to execute any related documents in the name of the Board, unless the terms of the delegation require the signature of the Board Chair.

- 1.8 With the exception of delegation as provided for in this policy, all contracts, agreements or other documents having the effect of, or with the intent of, legally binding or committing the Board in any course of action shall be signed by the Board Chair or in their absence, the Vice Chair of the Board.

## **2.0 DEFINITIONS**

### **ACT**

Means the *Community Safety and Policing Act, 2019*

### **BOARD**

Means the Greater Sudbury Police Service Board

### **CHAIR**

Means the Chair of the Police Service Board

### **CHIEF OF POLICE**

Means the Chief for the Greater Sudbury Police Service

### **CHEQUE SIGNING**

Means the signing of cheques within approved expenditure limits and in accordance with identified persons shared with the Bank for cheque processing

### **CONTRACT**

Means a written agreement that outlines an exchange of Service, goods, and monies between a third party (vendor, individual, institution, government body) and the Board.

### **DEPUTY CHIEF OF POLICE**

Means the Deputy Chief of Police for the Greater Sudbury Police Service.

### **DESIGNATE**

Means a person provided with authority to act on behalf of a Signing Officer.

### **DESIGNATED OFFICIAL**

Means the Deputy Chief of Police or the Chief Administrative Officer/Chief Financial Officer as may be appointed from time to time by the Chief of Police to act on behalf of the 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.

### ELECTRONIC SIGNATURE

Means electronic information that a person creates or adopts in order to sign a document and that is in, attached to or association with the document, in accordance with the *Electronic Commerce Act 2000 S.O. 200 c 17*. This includes scanned copies of physically signed documents or scanned or electronic signatures applied or pasted to an electronic document.

### EXPENDITURE APPROVER

Means a delegated employee through the Office of the Chief of Police with authority to initiate and approve expenses on behalf of the Board in accordance with the Signing Authority Matrix and confirm receipt of goods or Service, contract performance and price.

### GRANT PROGRAM

Means any funding initiative offered by a Federal or an Ontario Provincial Ministry to assist police Service in Ontario. Grant Programs can be for one time funding or provide funding on an ongoing basis.

### INVOICE APPROVAL

The acknowledgement or validation of a purchase of goods or Service received from a vendor. Approval consists of a signature and verification of a purchase order number, already processed in advance of the purchase or a fully executed contract or financial agreement.

### LEGAL COUNSEL

Means legal counsel as retained by the Board.

### MEMBER

Means a member of the Greater Sudbury Police Service as defined by the *Community Safety and Policing Act*.

### NON-FINANCIAL AGREEMENT

Means a written agreement that details a partnership, mutual cooperation, or service agreement between a vendor, party or group and the Board that does not entail a monetary exchange or obligation.

### PROTOCOL

Means a written mutual accord between two or more agencies that outlines the expected rules of conduct to be followed in a given set of circumstance(s) where each stakeholder has a mandated role to fulfill. Protocol Agreements do not have a budgetary impact but rather outline the sharing of information and resources and the management of police or other investigations.

### PROCUREMENT CARD/P-CARDS

Means credit cards administered through finance to facilitate timely and cost-effective access to purchasing lower cost goods and Service where the requirements of the purchasing by-law are not required.

### PURCHASING BY-LAW

Means By-Law of the City of Greater Sudbury Governing Procurement Policies and Procedures.

### PURCHASE ORDERS

Means the authority to requisition the purchase of goods and Service in advance of the goods or Service being received. The requisition must be approved prior to the actual purchase of the good or service from a vendor.

### SECONDMENT

Means a formal agreement between the Board and an external policing agency to second a member of the Service to that agency for a temporary period of time. Seconded members remain an employee of the Board during the assignment.

### SERVICE

Means the Greater Sudbury Police Service.

### SIGNING AUTHORITY MATRIX

Means a chart that outlines the authority which is delegated to positions within the Service for the purpose of procuring goods and Service with specific dollar value limits. This matrix shall be updated from time to time in accordance with staffing positions and re-assignments.

### SIGNING OFFICER

Means a person appointed under this policy to execute any legal document on behalf of the Board.

### STANDING PURCHASE ORDERS

Means a preauthorized requisition for a recurring good or service where the vendor will submit more than one invoice in a budget cycle.

## **3.0 APPOINTMENT OF SIGNING OFFICERS**

- 3.1 The Board Chair or Vice Chair in their absence, on behalf of the Board, is authorized to approve and execute contracts and agreements as detailed in Schedule "A" provided that such contracts/agreements are in accordance with applicable policies, are within approved budget and contain appropriate indemnification and insurance requirements, where applicable. The use of an electronic signature is acceptable pursuant to this policy.
- 3.2 Notwithstanding the above, the Board Chair may delegate their signing authority to the Chief of Police to expedite the work of the Board as described in Schedule "A".
- 3.3 Where the Chief of Police is authorized to approve a matter or execute business

on behalf of the Board, the Chief of Police may delegate authority.

- 3.4 Where the Chief of Police appoints a designate under this policy, the Chief shall have an established Signing Authority Matrix governing the designate.

#### **4.0 DELEGATION OF AUTHORITY**

- 4.1 The authority to approve a matter or execute a document shall be done so in accordance with Schedule "A".
- 4.2 Any document related to any matter listed in Schedule "A" may be executed by a delegate appointed under this policy and that person is hereby appointed a Signing Officer for such purpose.
- 4.3 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.
- 4.4 No provision of this policy shall be construed as waiving any provision of the "Purchasing Bylaw," as amended from time to time, and the Purchasing Bylaw shall continue to apply to the procurement of deliverables of goods, Service or construction on behalf of the Board.

#### **5.0 GENERAL**

- 5.1 Where authority has been given by the Board, or under the Purchasing Bylaw, 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.
- 5.2 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.

## **6.0 ADMINISTRATION**

- 6.1 Each signing officer shall obtain the approval of legal counsel where applicable prior to executing any document.
- 6.2 At least one original of each executed document shall be retained by the Chief of Police. An electronic copy shall be delivered to the Board.
- 6.3 All executed documents by the Board shall be retained by the Board for safekeeping unless otherwise directed.

## **7.0 SCHEDULE**

- 7.1 Schedule "A" attached shall form part of this policy as amended from time to time.

**2025 DELEGATED AUTHORITY SCHEDULE “A”**

Delegated Authority	Delegate	Conditions/Restrictions
<b>ADMINISTRATION</b>		
Appointments	Chair/Vice Chair or designate	
Promotions and reclassification of members	Chief of Police	Formal introduction to the Board
Employment Contracts Chief of Police Deputy Chief of Police	Chair/Vice Chair or designate	
Letters of Employment/Letters of acceptance of resignation /retirement	Chief of Police	
Acknowledgement of resignations and retirements of members of the GSPS Approvals for unpaid leave of absence	Chair/Vice Chair or designate	
Collective Agreements and Memorandums of Understanding pursuant to respective Collective Agreements	Chair/Vice Chair or designate	
Contracts, agreements and protocols that have been authorized by the Board	Chair or designate	
Approval of software licenses	Chief of Police	Up to \$50,000 biannual reporting to the Board
Student Placements	Chief of Police	
Secondment agreements between GSPS and other policing agencies	Chair or designate	
Travel and other expenses incurred as part of the official duties and responsibilities of: a) the Chief of Police b) members of the Board	Chair/Chief	In accordance with Travel Reimbursement Policy

Annual Leave requests of the Chief of Police	Chair	
Requests of Board Staff for: a) annual leave; b) unpaid leave of absence; and c) staff development	Chair	
Travel and other expenses incurred as part of the duties and responsibilities of the Chair/Board	Chair/Vice Chair	
Legal accounts pertaining to grievances, arbitrations and HRTO applications	Chief of Police	
Retention of Legal Service	Chair/ Chief of Police	
Contracts, agreements, and protocols related to Board Staff	Chair	
Appointment of Board employees as Cadet	Chief of Police	
Signing of Certificates of Appointment	Chair, Vice Chair, or Board Administrator	
<b>FINANCE</b>		
Purchasing contracts valued at more than 50,000 in accordance with the Purchasing By-law	Chair	
Purchasing contracts valued at less than \$50,000 in accordance with the Purchasing By-law	Chief of Police	To be reported to the Board Biannually
Applications for funding or subsidy on behalf of the Board	Chief of Police	
Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding	Chair or designate	

Renewal of funding agreements where there are no changes to program requirements and no changes to financial implications	Chair or designate	
Documents required in support of grant funding applications reporting requirements	Chief of Police	
Cost-reimbursement invoices	Chief of Police	
Emergency Bank Account (petty cash)	Chief of Police	
Cheque Requests pursuant to approvals for withdrawal of funds from the Police Service Board Trust Fund	Chief of Police	On Board Resolution
Cheque Requests pursuant to approvals for withdrawal of funds from the Police Service Donation Reserve Fund	Chief of Police	On Board Resolution
Approval for requests for credits from a members frozen sick back pursuant to the Uniform and Civilian Collective Agreements	Chief of Police	
Approval for requests for continuing education reimbursement pursuant to GSPSB Policy 003	Chief of Police	To be reported to the Board in December each
<b>OPERATIONS</b>		
Payment of eligible legal indemnification costs	Chair/Vice Chair or designate	
Joint operations agreements with enforcement agencies, including other municipal police Service, OPP, RCMP, CBSA, CISO	Chair/Vice Chair or designate	
Protocol Agreements	Chief of Police	
Agreements with institutions and community partners under a Board approved program	Chair or designate	

Waivers, releases and grants of indemnification not related to a purchase	Chair/Vice Chair or designate	
Agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration	Chair or designate	
Requests for unpaid leave of absence	Chief of Police	
Non-disclosure and confidentiality agreements	Chair/Vice Chair or designate	
PROPERTY/FACILITIES		
BOARD OCCUPIED FACILITIES AND LAND		
Permits, licenses, agreements for facility use	Chair or designate	
Agreements granting access to utilities, telecommunications and other maintenance Service required to maintain use of City owned lands and facilities	Chair or designate	