

LONDON POLICE SERVICES BOARD POLICY

LPSB POLICY: 125

Title: Delegation of Signing Authority to the Chief of Police

Approved: January 20, 2022

DELEGATION OF SIGNING AUTHORITY POLICY

Whereas the Police Services Act provides that a police services board shall establish policies for the effective management of the police force;

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;

And Whereas in accordance with LSPB Policy #100, 'Administration of the Proceedings of Meetings Policy', the Board Chair has signing authority over all documents that have been approved by the Board, for, and on behalf of, the Board;

And Whereas the Board desires to delegate signing authority over specified documents to the Chief of Police, or Designate;

Now therefore, The London Services Board enacts as follows:

1. DEFINITIONS

1.1 In this policy:

"Board" means The London Services Board, acting in its capacity as a board established under the Police Services Act;

"Board Chair" means the Board Chair of The London Police Services Board or designate;

"Chief of Police" means the Chief of Police of the London Police;

"Deputy Chief" means a Deputy Chief of the London Police;

"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.

LONDON POLICE SERVICES BOARD POLICY

2. APPOINTMENT OF SIGNING AUTHORITY

2.1 Any document listed in Column 1 of Schedule A to this Policy may be executed by the person holding the position set out in Column 2 of Schedule A, and that person is hereby appointed a Signing Authority for such purpose.

2.2 In addition to the noted Signing Authority as outlined in Column 2 of Schedule A, the Chief of Police is hereby appointed a Signing Authority in respect of any document listed in Column 1 of Schedule A.

2.3 Where the Chief of Police has been appointed the Signing Authority, the individual 'acting' in the position of the Chief during the Chief's absence will have the same signing authority as the Chief.

3. SCOPE OF AUTHORITY

3.1 No provision of this policy shall be construed as waiving or amending any provision of the Procurement and Disposal of Surplus Property Policy ("Procurement 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.

3.2 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.

3.3 The execution of any document pursuant to 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 document relates, and to any operational procedures established by the Chief of Police.

3.4 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.

4. ADMINISTRATION

4.1 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 and Legal Services Division.

LONDON POLICE SERVICES BOARD POLICY

4.2 A monthly report will be provided to the Board, outlining the exercise of delegated signing authority, including copies of all executed agreements for Board retention.

4.3 At least one original of each executed document shall be retained by the Office of the Chief of Police.

4.4 Any document containing an indemnity or insurance requirements shall continue to be reviewed and approved by City of London Risk Management prior to execution by a Signing Authority.

4.5 Signing Authority shall consult with the Senior Director Legal Services or their designate as to form and content prior to executing any document pursuant to this policy.

5. SCHEDULE

5.1 Schedule A attached shall form part of this policy.

LONDON POLICE SERVICES BOARD POLICY

SCHEDULE "A"

	COLUMN 1 - DOCUMENT	COLUMN 2 – SIGNING OFFICER
OPERATIONAL AGREEMENTS		
1	Waivers, releases and grants of indemnification with respect to operational matters with a value of less than \$200,000	Chief of Police
2	Member Secondment agreement with other enforcement agencies	Chief of Police
3	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
4	Agreements providing for amendments to member hours of work	Chief of Police
5	Donation agreements on equipment with a value of less than \$100,000	Chief of Police
6	Acceptance of resignations and/or retirements on behalf of the Board	Chief of Police
7	Non-disclosure and confidentiality agreements	Chief of Police
8	Non-funding agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration.	Chief of Police
FUNDING AGREEMENTS		
9	Applications for any funding or subsidy on behalf of the Board	Deputy Chief of Police responsible for the program or project to which the funding relates or designate

LONDON POLICE SERVICES BOARD POLICY

10	Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding	Deputy Chief of Police responsible for the program or project to which the funding relates
11	Documents required in support of funding applications or as a condition of receipt of funds, including reporting requirements	Deputy Chief of Police responsible for the program or project to which the funding relates
12	Cost reimbursement agreements	Chief of Police
FACILITIES AND LAND AGREEMENTS		
13	Agreements permitting third party use of London Police Service facilities	Deputy Chief of Police responsible for project to which the agreement relates
14	Rental agreements for training or operational purposes, provided that the value does not exceed \$50,000	Deputy Chief of Police responsible for the project to which the agreement relates
15	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)	Deputy Chief of Police responsible for the project to which the agreement relates
16	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		
17	Agreements with institutions and community partners under a Board approved program	Deputy Chief of Police responsible for the funding or project to which the funding relates