

# HALTON REGIONAL POLICE SERVICES BOARD

## POLICY DOCUMENT

Policy No.:	FIN-05
Policy Subject:	Grant Applications - Delegation of Signing Authority
Date Approved:	August 4, 2011
Reporting Requirement	Semi-annual
Review Date:	Every Three Years

### Board Policy:

It is the policy of the Halton Regional Police Services Board that the Police Service pursue any grant programs which are consistent with the Themes and Goals contained in the 2011 – 2013 Police Service Corporate Business Plan.

To support this policy, administrative processes are required to ensure the legal requirements for these grant programs are met. This Policy outlines the delegation of the Board's signing authority for administering these grant programs.

This policy also establishes a consistent approach for the processing of grant applications and contractual agreements. Any grant application or contractual agreement shall be processed in accordance with this policy.

### 1. Applicable Legislation:

1.1 For the purposes of this policy, the Police Services Act contains the following applicable sections:

- (i) *27.(1) There shall be a police services board for every municipality that maintains a police force.*
- (ii) *27.(3) A board shall be known as (insert name of municipality) Police Services Board and may also be known as Commission des services policiers de (insert name of municipality)."*
- (iii) *30.(1) A Board may contract, sue and be sued in its own name.*
- (iv) *38. A municipal police force shall consist of a chief of police and such other police officers and other employees as are adequate, and shall be provided with adequate equipment and facilities.*

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- (v) 41.(1) *The duties of a chief of police include,*
  - (a) *in the case of a municipal police force, administering the police force and overseeing its operation in accordance with the objectives, priorities and policies established by the Board under subsection 31(1).*

### 2. Definitions:

2.1 In this policy,

- (a) *"Act"* means the Police Services Act of Ontario;
- (b) *"Board"* means The Regional Municipality of Halton Police Services Board;
- (c) *"Chairman"* means the member of the Police Services Board elected annually as the Chairman;
- (d) *"Chief of Police"* means the Chief of Police appointed by the Board for the Halton Regional Police Service;
- (e) *"Contractual Agreement"* includes any agreement entered into between any Provincial Ministry and the Police Services Board;
- (f) *"Designated Official"* means the Chief of Police or such officials as may be appointed from time to time by the Chief of Police to act on behalf of the Service for submitting grant applications in accordance with the requirements of this policy;
- (g) *"Grant Application"* includes any forms, expressions of interest, and/or any other documentation required to be submitted to a Provincial Ministry in support of a request for funding;
- (h) *"Grant Program"* includes any funding initiative offered by the Province of Ontario to assist Police Services in Ontario;
- (i) *"Police Service"* means the Halton Regional Police Service;
- (j) *"Vice- Chairman"* means the member of the Police Services Board elected annually as the Vice-Chairman.

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### 3. General

- 3.1 Section 30 of the *Police Services Act* provides that a Board may contract in its own name. The Police Service does not have specific authority to contract with others or to bind the Board.
- 3.2 The Province of Ontario regularly announces Grant Programs which align with the objectives, priorities and policies of the Board. The Grant Programs can be for one-time funding, or for an ongoing basis.
- 3.3 These Grant Programs require that a Grant Application be submitted in order to determine eligibility for funding. As a general practice, Grant Applications do not require the approval of the Board or signature of the Board Chairman.
- 3.4 Upon approval of a Grant Application by the Province, a Contractual Agreement is required to be entered into between "Her Majesty the Queen in the Right of Ontario" as represented by various Ministries, and "The Regional Municipality of Halton Police Services Board".
- 3.5 These Contractual Agreements generally have a short turn-around timeframe and given the Board's schedule of monthly meetings, at times there is insufficient time to allow for formal Board approval to be obtained in order to meet the timelines of the Province.

### 4. Delegation of Signing Authority

#### 4.1 **Grant Applications**

If a Grant Application requires a signature of the Board Chairman, the Police Services Board hereby delegates its authority to sign any Grant Application to the Chief of Police or such Designated Officials as may be appointed from time to time by the Chief of Police to act on behalf of the Service for the submission of Grant Applications.

#### 4.2 **Contractual Agreements**

The Police Services Board hereby delegates its authority to sign any Contractual Agreement and any ancillary documents for Grant Programs to the Board Chairman, or in his absence, the Vice-Chairman, provided the Contractual Agreement and ancillary documents have been prepared in a form satisfactory to Legal Counsel.

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### 5. Reporting

5.1 On a semi-annual basis, a report shall be submitted to the Board detailing any Contractual Agreements that have been executed by the Board Chairman detailing the following information:

- (a) Name and Purpose of the Grant Program;
- (b) Fiscal Year(s) Covered;
- (c) Amount of Funds Received.