



BY-LAW NO. 525-2025

**A BY-LAW RESPECTING
THE NIAGARA REGIONAL POLICE SERVICE BOARD
DELEGATION OF AUTHORITY**

1. PREAMBLE

- 1.1 WHEREAS subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA")* provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND WHEREAS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND WHEREAS subsection 42 (1) of the CSPA permits that a Police Service Board to delegate the powers assigned to it under the CSPA to a committee or to an employee of the Board who is not a Member of the Police Service or to the Chief of Police;
- 1.4 AND WHEREAS the Board deems it expedient to enact this By-law to delegate certain authorities for efficient administration and operations.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. DEFINITIONS

- 2.1 "*Act*" or "*CSPA*" means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 "*Board*" means the Regional Municipality of Niagara Police Service Board;
- 2.3 "*Chair*" means the Chair of the Board;
- 2.4 "*Chief*" means the Chief of the Niagara Regional Police Service;
- 2.5 "*Designate*" means, for the purposes of this By-law, the person provided with written authority to act on behalf of a Signing Officer;
- 2.6 "*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;

- 2.7 “Executive Director” means the Executive Director appointed by the Board;
- 2.8 “Member” means a member of the Niagara Regional Police Service;
- 2.9 “Region” means the Regional Municipality of Niagara;
- 2.10 “Service” means the Niagara Regional Police Service;
- 2.11 “Signing Officer” means a person appointed pursuant to this By-law to execute any document on behalf of the Board;
- 2.12 “Vice-Chair” means the Vice-Chair of the Board.

3 BOARD POLICY

- 3.1 The Board recognizes the need to ensure accountability and support effective governance in carrying out its statutory and administrative responsibilities. The Board also appreciates the need to advance its work and that of the Niagara Regional Police Service in an efficient and timely manner. These are the guiding principles under which the Board delegates signing authority in accordance with its statutory authorities and the provisions and restrictions in this By-law.

4 DELEGATED AUTHORITY

- 4.1 The Board hereby delegates its authority to the Chair for:
- (a) Special Fund disbursements, consistent with Board policy;
 - (b) Purchase of goods and services for the Police Service Board over \$50,000 and up to \$100,000, as recommended by the Executive Director or Board Solicitor;
 - (c) Execution of contracts, agreements, protocols, and collective agreements that have been ratified by the Board;
 - (d) Federal and Provincial Government grant applications, transfer payment agreements, and letters of commitment directed to the Police Service Board for police funding;
 - (e) After Board approval, employment contracts for Board staff and excluded positions under s.220 of the CSPA;
 - (f) Appointments of Police Officers, Special Constables, Auxiliary Members, on the recommendation of the Chief;
 - (g) Appointment of Chief and Deputy Chiefs of Police after such appointments are approved and authorized by the Board;
 - (h) Appointment of the Executive Director after such appointment is approved and authorized by the Board;
 - (i) Approval of expenses incurred by the Chief and Executive Director.
- 4.2 In the Chair’s absence, the Vice-Chair shall have the same delegated authorities.
- 4.3 The Board hereby delegates its authority to the Chief for:
- (a) Secondment agreements with other police services;
 - (b) Grant applications, funding agreements and ancillary documents;
 - (c) Requests for temporary assistance under s.19 of the CSPA;
 - (d) Special Fund disbursements, consistent with Board policy;
 - (e) Operational agreements, waivers, and releases up to \$250,000 provided these are included in the annual budget approved by the Board;

- (f) Contracts and procurement up to the limits of the Chief of Police in the Board's By-law to Regulate Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service;
- (g) Federal and Provincial Government grant applications directed to the Police Service for police funding;
- (h) After Board approval, Minutes of Settlement regarding matters settled within the financial authority of the Chief as detailed in this By-law;
- (i) Employment offer letters provided to Service Members but not including employment offer letters or employment contracts for Chief, Deputy Chiefs or excluded positions under s.220 of the CSPA, or collective agreements.;
- (j) Appoint employees of the Board who are under the direction of the Chief as police cadets, to undergo training, under s.90(1) of the CSPA;
- (k) Applications for Appointments as Police Officers, Special Constables, and Auxiliary Members;
- (l) Grievance/human rights settlements, legal indemnification, and legal indemnification legal fees up to a total, including costs and disbursements, of \$35,000;
- (m) After Board approval, real estate property leases/licenses up to the limits of the Chief of Police in the Board's By-law to Regulate Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service;
- (n) Short-term facility licenses/rentals for police use.

4.4 The Acting Chief shall have the same delegated authorities when Acting.

4.5 The Board delegates its authority to the Executive Director for:

- (a) Approval of Board Members' and staff expenses;
- (b) Approval of legal accounts from the Board Solicitor up to \$50,000;
- (c) Purchase of goods and services up to \$50,000;
- (d) Short-term facility licenses/rentals for Board use.

4.6 For Board office procurements within the Board's By-law to Regulate Financial Reporting, Control and Procurement of Goods and Services, the Executive Director may execute contracts.

4.7 For Police Service procurements within the Board's By-law to Regulate Financial Reporting, Control and Procurement of Goods and Services in the Niagara Regional Police Service, not involving Regional assets, the Chief may execute contracts.

4.8 For exempt Police Service procurements not involving Regional assets, the Chief may execute contracts.

4.9 Contracts involving Regional assets shall be executed by the Region per its by-laws.

4.10 This By-law shall be interpreted in accordance with the CSPA and its Regulations.

4.11 Any delegation under this By-law shall be subject to Board policies and financial approvals.

5 LIMITATIONS

5.1 Despite any provision of this By-law, a signing officer or designate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been reviewed and approved by Board Solicitor or Service Legal Counsel.

6. REPORTING REQUIREMENTS

- 6.1 At least one original of each executed document, including but not limited to grievance and HRTO settlement documents, shall be retained by the Police Service Board Office, and electronic copies of the executed documents will be retained on the electronic contractual documentation management system administered by the Police Service Board Office and the Office of the Deputy Chief of Police.
- 6.2 Reporting requirements will be in accordance with By-Law 421-2024: A By-law to Establish Policy for Protocols, Shared Service Agreements and Other Contracts with Police Services and Other Organizations, that requires the Chief of Police to make an annual report regarding the details of all protocols, agreements, and contracts with police services and other organizations.

7 IMPLEMENTATION

- 7.1 Any By-laws, sections of by-laws and policies of the Board inconsistent with the provisions of this By-law are hereby repealed.
- 7.2 This By-law shall come into force on the date of its passage.

ENACTED AND PASSED this 24th day of April, 2025.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD



Nyarayi Kapisavanhu, Chair



Deb Reid, Executive Director

Attachments (1)

SCHEDULE A

	DELEGATED AUTHORITY	DELEGATE	CONDITIONS/ RESTRICTIONS	BY-LAW
APPOINTMENTS, PROMOTIONS, RECLASSIFICATIONS				
1.	Appoint employees of the Board who are under the direction of the Chief as police cadets, to undergo training	Chief of Police		CSPA, 2019, s. 90(1)
2.	Certificate of Appointment as a Police Officer for Members of the NRPS	Chair		CSPA, 2019, s. 83(4)
3.	Application for Appointment as Special Constable NRPS	Chief of Police	Submitted to Board for Approval of Appointment	456-2024
4.	Application for Appointment as Special Constable Niagara Parks Commission	Chief of Police	Submitted to Board for Approval of Appointment	466-2024
5.	Application for Appointment as Special Constable Brock University Campus Safety Services	Chief of Police	Submitted to Board for Approval of Appointment	466-2024
6.	Approval and Certificate of Appointment as Special Constable for NRPS	Chair		456-2024
7.	Approval and Certificate of Appointment as Special Constable for Niagara Parks Commission	Chair		466-2024
8.	Approval and Certificate of Appointment as Special Constable for Brock University Campus Safety Services	Chair		466-2024
9.	Approval of Appointment as Auxiliary Member of the NRPS	Chair		426-2024
10.	Promotions and Reclassifications of Members of the NRPS.	Chief of Police	Excludes Senior Officer Ranks	Collective Agreements
11.	Acceptance of resignations and/or retirements on behalf of the Board.	Chair Chief of Police	Non-association positions, i.e., Board Staff and Chief, Deputy Chief, and positions under s.220 of the CSPA. Uniform and Civilian Service Members	CSPA, 2019, and related Police Service Board By-laws and Collective Agreements.

BOARD ADMINISTRATION				
12.	Purchase of goods and services, consistent with Board policy.	Executive Director Chair	To a maximum of \$50,000 Over \$50,000 Board approval required for amounts over \$100,000.	412-2024
13.	Contracts, agreements and protocols that have been authorized by the Board.	Chair		412-2024
14.	Contracts, agreements and protocols related to the supervision of staff and administration of the Board Office and Board day-to-day operations.	Executive Director		412-2024
15.	Travel and other expenses incurred as part of the official duties and responsibilities of the Chief of Police and Executive Director.	Chair		Niagara Region Corporate Policy
16.	Travel and other expenses incurred as part of the official duties and responsibilities of the Board Members and staff.	Executive Director		Niagara Region Corporate Policy
17.	Legal accounts from the Board Solicitor approved within the Board budget.	Executive Director		412-2024
18.	Payment of eligible legal indemnification up to \$35,000.	Chief of Police	Board approval required for costs above \$35,000.	
19.	Civil Actions - Settlement instructions for civil actions filed against the police.	Chair or Chief of Police Board	To a maximum of \$35,000, with a settlement report to the Board. Board approval of any claim exceeding \$35,000.	418-2024
20.	Annual Leave requests of the Chief.	Chair		Employment Agreement
POLICE OPERATIONAL MATTERS				
21.	Joint operation agreements with enforcement agencies, including other municipal police services, OPP, RCMP, CBSA, etc.	Chief of Police	Submitted to Board for review and approval	452-2024
22.	Secondments with other Municipal, Provincial or Federal enforcement agencies.	Chief of Police	Submitted to Board for review and approval	
23.	Shared service agreements with other policing agencies made under s.14 of the CSPA.	Chair or Chief of Police	Submitted to Board for Approval	CSPA

24.	Requests for Temporary Assistance made under s.19 of the CSPA.	Chief of Police	Copy submitted to Board for records	CSPA
25.	Agreements with institutions and community partners under a Board approved program.	Chief of Police	Copy submitted to Board for records	
26.	Waivers, releases and grants of indemnification not related to a purchase.	Chief of Police		
27.	Agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration.	Chair or Chief of Police	Copy submitted to Board for records	
28.	Requests for unpaid leave of absence.	Chief of Police		
29.	Non-disclosure and confidentiality agreements.	Chief of Police		
FINANCE				
30.	Purchase of goods and services, consistent with Board policy.	Chief of Police	To a maximum of \$250,000 Board approval required for amounts over \$250,000.	412-2024
31.	Applications for funding or subsidy on behalf of the Board.	Chair or Chief of Police		403-2024
32.	Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding.	Chief of Police		
33.	Documents required in support of funding applications or as a condition of receipt of funds, including reporting requirements.	Chief of Police		
34.	Special Fund disbursements consistent with Board policy.	Chair or Chief of Police	To a maximum of \$10,000 Board approval required for amounts over \$10,000	403-2024
35.	Cost reimbursement agreements.	Chief of Police		
36.	Procurement and payment of goods and services approved with the budget.	Chief of Police	Board approval required for purchases above \$250,000.	412-2024
37.	Settlement of grievance matters and human rights complaints.	Chief of Police Board	To a maximum of \$35,000 Over \$35,000 Subject to review by NRPS General Counsel and Board Solicitor	

PROPERTY				
Board and Service Occupied Facilities and Land				
38.	Agreements granting access to utilities, telecommunications and other maintenance services required to maintain NRPS use of Regional lands and facilities.	Chief of Police		
39.	Agreements permitting third party use of NRPS community rooms and facilities	Chief of Police		
40.	Rental agreements for training or operational purposes.	Chief of Police		
41.	Agreements for NRPS use of lands and facilities.	Chief of Police		
External Facilities and Land				
42.	Low value rental agreements for training or operational purposes, provided that the value does not exceed \$100,000	Chief of Police		
43.	Agreements for NRPS use of lands and facilities for administrative, program or training purposes, including public meetings, staff training, workshops and conferences	Chief of Police	Excludes leases and land or property acquisition	
COPYRIGHT, TRADEMARKS, & USE OF NAME				
44.	Use of NRPS name, logos, trademarks and copyrights	Chief of Police		
45.	Use of the Board's name, logos, trademarks and copyrights	Chair or Executive Director		
46.	Applications for Copyright, Trademark or Patent of Board intellectual property including logos and symbols	Chair	Subject to review by the Board Solicitor or designate	
47.	Applications for Copyright, Trademark or Patent of NRPS intellectual property including logos and symbols	Chief of Police	Subject to review by NRPS General Counsel or designate	