



# The Regional Municipality of York Police Service Board

Public Board Meeting  
October 23, 2024  
For Information

Report of the Executive Director

## Delegation of Authority Report – April 2024 to September 2024

---

### 1. Recommendation

That the Board receive this report pursuant to the Human Resources Committee [Bylaw 03-24](#) and [Delegation Bylaw No. 12-19](#).

### 2. Purpose

**The Human Resources Committee was established as per Section 42 of the *Community Safety and Policing Act*, which allows a police service board to establish a committee and delegate any of the board’s powers under the Act to the Committee.**

This report contains the decisions made by the Human Resources Committee, from April 2024 to September 2024, in accordance with the Human Resources Committee Bylaw No.03-24 (“HR Bylaw”) and delegations exercised under the Board’s Delegation Bylaw No. 12-19.

The HR Bylaw provides the Committee with the authority to make inquiries, recommendations and approvals on specific matters, as set out in Section 5 of the HR Bylaw.

### 3. Background

**The Human Resources Committee Bylaw delegates authority to the Committee to ensure the effective delivery of the Board’s responsibilities. The Delegation Bylaw delegates authority to the Chair, Vice Chair, board executive director, and the chief of police to approve activities which aid in the administration and operation of the board, and the police service.**

On an annual basis the board will receive a report updating and outlining the use of the delegated authority.

At its meeting on March 27, 2024 the Board enacted and passed Bylaw No. 03-24 to establish the Human Resources Committee. The Committee assists the Board in fulfilling its oversight responsibilities by reviewing, providing recommendations and advice on the Board's human resources management, strategies, risks, initiatives and policies.

The Committee has the authority with respect to matters of the Board office and positions directly employed and reporting to the Board and the police service. The Committee can also approve recommendations from the Chief with respect to employment, appointments of members, special constables, promotions/reclassification of members and resignations and retirements of members of the police service.

Under the Board's Delegation Bylaw, the delegated authority includes Contracts, Agreements and Protocols and a series of other matters that are set out in the schedule of the bylaw for the period of **April 1, 2024 to September 30, 2024**.

## 4. Approvals

### BOARD REPORTS, CONTRACTS, AGREEMENTS AND PROTOCOLS

<b>Delegated Authority</b>	<b>Delegated Approver</b>	<b>Approval Date</b>
Appointment of New Uniform Hires	Human Resources Committee	August 8, 2024
Sworn Uniform Promotions	Human Resources Committee	August 8, 2024
Appointment of New Uniform Hires	Human Resources Committee	October 8, 2024
Legal fees related to services rendered for grievances and arbitrations	Executive Director	May, August 2024
Legal fees related to external counsel on retainer for grievances	Executive Director	May, June, July, August, September 2024
Board member expenses for the OAPSB Spring Conference	Chair	June 2024
Executive Director, Board staff and Board member expenses for the CAPG conference	Chair/Executive Director	August 2024
Board staff expenses related to events and other committees	Chair	September 2024

## 5. Financial Considerations

Any commitments authorized under the approval process and Board's Delegation Bylaw No. 12-19 are subject to funds being available in the Board's budget.

## 6. Local Impact

The approvals of the HR Committee support the recruitment and retention efforts of the Board by allowing the on-boarding of new hires and the promotions process to occur outside of the regularly scheduled meetings of the Board. This ensures that the police service is able to fill uniform and civilian positions promptly in an effort to meet the safety needs of the community.

## 7. Conclusion

The delegated activities described in this report are exercised under the authority of the *Community Safety and Policing Act*. The Board's Delegation Bylaw streamlines the Board's processes and decision-making, allowing for effective management of the police service. The HR Committee Bylaw serves to enhance the Board's ability to execute its responsibilities as the employer and support the employee on-boarding and off-boarding process in a timely manner.

---

For more information on this report, please contact [psb@yvp.ca](mailto:psb@yvp.ca). Alternative formats or communication supports are available upon request.

Approved for Submission:      Anitra Basant Sisavang  
Executive Director

/jk