



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Delegation of Powers and Responsibilities
Policy Number:	AI-025
Effective Date:	October 8, 2024
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to ensuring effective governance and operational efficiency by establishing clear procedures for delegation of its powers and responsibilities. This policy complies with the *Community Safety and Policing Act* (the "Act") and relevant regulations, outlining the framework for delegating authority.

Policy Application

1. Under this policy, the Board may delegate specific powers, duties, or responsibilities to officers or staff as deemed necessary for the efficient operation of the Board and the Woodstock Police Service (the "Service"). The delegation of authority must be consistent with the *Act*, relevant regulations, and the Board's governance framework.
2. The delegation of powers and responsibilities must be formalized through a

written resolution or document. This documentation will specify the scope of authority being delegated, the duration of the delegation, and any conditions or limitations associated with it. Delegations will be reviewed periodically to ensure they remain relevant and effective.

3. The Board hereby delegates the responsibility for addressing and managing complaints regarding Special Constables to the Deputy Chief of Police. This delegation includes the authority to investigate and resolve such complaints in accordance with applicable policies and legislation.
4. When delegating authority, the Board shall ensure that the delegate possesses the necessary qualifications, expertise, and capacity to fulfil the assigned responsibilities. Delegates must be provided with clear instructions and the necessary resources to carry out their duties effectively.
5. Delegates must act within the scope of their authority and report regularly on the performance of delegated responsibilities to the Board. This reporting will include updates on progress, challenges, and any issues requiring the Board's attention.
6. The Board reserves the right to revoke or amend any delegation of authority at its discretion. The revocation or amendment of delegation will be communicated in writing.
7. In cases where a delegation involves significant policy or operational matters, the Board may require that the delegate seek prior approval before making final decisions or taking actions. This ensures that important decisions align with the Board's overall strategic objectives and policies.
8. The Board will maintain a central record of all delegations, including the nature of the delegation, the delegate's name, and the terms and conditions of the delegation. This record will be reviewed regularly to ensure accuracy and compliance with relevant regulations.

9. This policy will be reviewed annually or as required to ensure ongoing compliance with the *Act*, relevant regulations, and best practices. Any necessary updates or revisions will be made to address changes in legislation, organizational needs, or operational requirements.