

**Report to / Rapport au:**

**OTTAWA POLICE SERVICE BOARD  
LA COMMISSION DE SERVICE DE POLICE D'OTTAWA**

**22 July 2024 / 22 juillet 2024**

**Submitted by / Soumis par:**

**Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa**

**Contact Person // Personne ressource:**

**Paul Burnett, Deputy Chief, Ottawa Police Service / Chef Adjoint, Service de  
police d'Ottawa  
BurnettP@ottawapolice.ca**

**SUBJECT: AGREEMENT RENEWAL BETWEEN THE OTTAWA POLICE SERVICE  
BOARD AND CARLETON UNIVERSITY, SPECIAL CONSTABLE  
PROGRAM**

**OBJET: RENOUELLEMENT DE L'ENTENTE ENTRE LA COMMISSION DES  
SERVICES DE POLICE D'OTTAWA ET CARLETON UNIVERSITY,  
PROGRAMME DES CONSTABLES SPÉCIAUX**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Service Board:**

- 1. Approve the revised agreement for continuation of the Carleton University, Special Constable Program under the terms pursuant to the Community Safety and Policing Act for a 5-year term ending June 30, 2029.**
- 2. Delegate authority to the Chair and Vice-Chair to:**
  - a. Approve appointments of special constables under this agreement;  
and**
  - b. Approve amendments to the Special Constable Program Agreements with Carleton University and the City of Ottawa, Transit Services with the purpose of ensuring compliance with the Community Safety and Policing Act and its Regulations.**

Any exercise of this delegated authority will be reported out at the next regular meeting of the Board, to be ratified as part of the minutes.

## **RECOMMANDATIONS DU RAPPORT**

**Que la Commission de service de police d'Ottawa :**

- 1. approuve l'entente de continuation révisée pour le programme de constable spécial de Carleton University selon conformément à la *Loi sur la sécurité communautaire et les services policiers* pour une période de cinq (5) ans, soit jusqu'au 30 juin 2029.**
- 2. délègue au président et à la vice-présidente le pouvoir :**
  - a. d'approuver les nominations de constables spéciaux dans le cadre de cette entente;**
  - b. d'approuver les modifications apportées aux ententes entre Carleton University et les Services de transport en commun de la Ville d'Ottawa concernant le Programme des constables spéciaux, dans le but d'en assurer la conformité à la *Loi sur la sécurité communautaire et les services policiers* et à ses règlements.**

**Lors de la prochaine réunion ordinaire de la Commission, tout pouvoir délégué exercé sera déclaré afin qu'il soit ratifié dans le procès-verbal.**

## **BACKGROUND**

The Special Constable Program for Carleton University (CU) originated with its first MoU with the Ottawa Police Service Board (OPSB) in 1993. The intent of the Special Constable program is to supplement the duty of law enforcement provided by the OPS by undertaking tasks involving lower-level crime or activities that may require law enforcement but not necessarily response by a police officer. CU's Special Constables act as a visual deterrence to crime, mitigate risk, and reduce calls for service for campus-related incidents. CU Special Constables handle a significant number of public disorder and safety issues, patrol areas not normally enforced by the OPS, and provide enhanced security and enforcement.

CU Special Constables patrol on foot, on bicycles and in vehicles 24/7 and are committed to providing a professional, ethical and accountable service responsive to the needs of the Carleton community. The Program is based on community policing principles with a strong emphasis on crime prevention. CU Special Constables (Campus Safety Services) offer a number of safety related programs for employees,

students, and visitors such as a Foot Patrol/Safe Walk Program, Working after Hours Program, and tailored safety planning. In addition, there are a number of crime prevention programs offered that are aimed at helping students protect their personal property and to feel safe on campus.

- <https://carleton.ca/safety/protect-yourself>
- <https://carleton.ca/safety/protect-your-property/>

The Carleton University Special Constable program has provided excellent and responsive security service at the University, reduced calls to the OPS, and has provided effective, mutual collaboration and organizational information-sharing. Processes are in place to ensure that the program is properly audited and fall under compliance with all current regulations. All reviews, to date, have established that the program, now over three-decades old, provides added value to community policing for OPS and, indeed, for Carleton University.

The current Special Constable complement within CU's Campus Safety Services department consists of 26 sworn personnel – all specially trained to meet the unique challenges of securing an urban campus. Carleton University has 30,760 students including 3,604 resident students, and over 5,400 faculty and staff. It is one of eleven (11) universities and colleges in Ontario that provides a Special Constable Service.

In 2023, CU Special Constables responded to 18,009 calls for services, handled a total of 3,489 reports - 483 criminal reports and 296 provincial offences reports - for a five year total of 11,098 reports.

The new Community Safety and Policing Act (CSPA), 2019, S.O. 2019, received Royal Assent on March 26, 2019, and came into effect on April 1, 2024. The CSPA replaced the Police Services Act and includes, among other thing, regulations relating to special constables. Carleton University, which includes the Campus Safety Services department, has worked collaboratively with the Ottawa Police Service to revise the terms of the Memorandum of Agreement, formerly referred to as the MoU, to align with the new provisions of the CSPA and its supporting regulations, with regards to Special Constables.

In addition, many factors have changed since the board signed the original MoU, and Carleton University has identified areas where additional authorities could be considered.

On June 24, 2024, the Board approved the Agreement Regarding Special Constables between the Ottawa Police Service Board and the City of Ottawa (Transit Services).

The City of Ottawa (Transit Services) has submitted this Agreement to the Ministry of the Solicitor General to obtain Special Constable Employer Status. Feedback has since been provided by the Ministry of the Solicitor General, and amendments to the agreement are required.

## **DISCUSSION**

The Board, through the Community Safety and Policing Act, is given the responsibility to ensure that adequate and effective policing is provided in the area for which they have policing responsibility. As set out by the CSPA, the Board, through its oversight of the OPS, is responsible for providing services to Ottawa's communities in relation to:

- Crime Prevention
- Law Enforcement
- Assistance to Victims of Crime
- Public Order Maintenance
- Emergency Response

With regard to Carleton University, the Board's powers include the appointment of Special Constables, including those employed by authorized Special Constable Employers.

The Special Constables are sworn Peace Officers under a Memorandum of Understanding (MOU) with the Ottawa Police Service Board. The Special Constables provide public safety on Carleton University's campus, often the first on scene and working closely with police and other front line emergency services. The unit is focused on customer service, dedicated to ensuring the safety of students, faculty, staff, and visitors, in addition to protecting university assets.

The major roles and responsibilities, which are currently included in the Carleton University mandate, are summarized below:

- Protecting campus community members (students, faculty, staff, and visitors) and property
- Promoting public safety and awareness
- Partnership activities and projects
- Establishing service levels and standards for the program.

In meeting these responsibilities, CU's Special Constables conduct 24/7 patrols, attend calls for emergency service, investigate incidents and assist vulnerable community members, when in need.

The Board is specifically authorized, through the operation of Section 92 of the Community Safety and Policing Act, to authorize the appointment of Special Constables for specific terms, according to specific criteria.

## **CONSULTATION**

Carleton University's Brian Billings - Executive Director Campus Safety Services, worked in consultation with City of Ottawa Legal Services, Ottawa Police Inspector Brian Samuel, as well as Ottawa Police Services legal counsel, Carleton University General Counsel and Ottawa Police Board legal counsel. Based on these consultations and legal reviews, the agreement aligns with the duties and responsibilities as outlined in the included agreement and in consideration of the CSPA requirements.

The Agreements seek to be aligned with the CSPA and, to that end, have been redrafted to include specific reference to additional terms and conditions. In the event that the Ministry of the Solicitor General makes recommendations for amendment, the parties will seek to amend the Agreement forthwith to ensure the viability of the program.

## **FINANCIAL IMPLICATIONS**

There are no financial implications involved in renewing the Carleton University Special Constables Agreement (formerly MOU).

## **SUPPORTING DOCUMENTATION**

Document 1 – Carleton University Special Constable Agreement

Document 2 – City of Ottawa (Transit Services) Request for Amendments

## **CONCLUSION**

Based on the history of cooperation between Carleton University and the Ottawa Police Service, the appointment and designation of Special Constables have maximized the effectiveness of resource allocation for both agencies, strengthened crime prevention, and improved community safety on the university's campus.

Carleton University continues to be committed to community safety and security. It continues to research best practices on a local and a national level and continues to work with the OPS in calls for service analysis, joint-enforcement initiatives, and emergency-response strategies.

The purpose of this report is to recommend that the program under the revised agreement which includes the new requirements under the Community Safety and Policing Act be approved for a 5-year term expiring June 30, 2029.

Carleton University is fortunate to have an excellent working relationship with the OPS. The new agreement will enhance and continue to facilitate the partnership of the two agencies. Approval of this agreement will enable Carleton University Special Constables to undertake the scope of the new mandate.

We recommend that the Board approve the continuation of the Carleton University Special Constable Program for a term of 5 years ending June 30, 2029.

We further recommend that the Board delegate authority to the Chair and Vice-Chair to approve amendments to the Special Constables Program Agreements with Carleton University and the City of Ottawa Transit Services. This will ensure compliance with the Community Safety and Policing Act and its regulations, in response to recommendations made by the Ministry of the Solicitor General.