

Report to / Rapport au:

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

2 December 2024 / 2 décembre 2024

Submitted by / Soumis par:

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

Contact Person / Personne ressource:

Deputy Chief Steve Bell, Chief Administrative Officer / Agent Administratif
Principal

BellS@ottawapolice.ca

SUBJECT: DELEGATION OF POLICE OFFICER STATUS APPROVAL

OBJET: DÉLÉGATION D'APPROBATION DU STATUT D'AGENT DE POLICE

REPORT RECOMMENDATIONS

That the Ottawa Police Service Board:

1. Introduce a bylaw to delegate authority to the Appointment Committee comprised of the Chair and Vice-Chair to approve Police Officer Appointments and, pursuant to Section 42 and 37(1)(c) of *the Community Safety and Policing Act (CSPA)*, in accordance with the terms and conditions set forth in the Approval of Appointment Forms obtained from the Ministry of the Solicitor General; and
2. Approve monthly reporting to the Board for exercise of this delegated authority.

RECOMMANDATIONS DU RAPPORT

Que la Commission de service de police d'Ottawa:

1. Introduise un règlement déléguant au Comité de nomination, composé du président et de la vice-présidente, le pouvoir d'approuver les nominations des agents de police, conformément aux articles 42 et 37(1)(c) de la Loi sur la sécurité communautaire et les services policiers (LSCSP), et aux termes et conditions stipulés dans les formulaires d'approbation de nomination fournis par le ministère du Solliciteur général; et

2. Approuve la production de rapports mensuels à la Commission concernant l'exercice de ce pouvoir délégué.

BACKGROUND

The power to appoint Police Officers used to be contemplated by Section 31 of the *Police Services Act* (PSA).

With the introduction of the CSPA, the Chair and Vice Chair no longer have delegated authority for the approval of Police Officer appointments. The appointments need to be presented to the full Board for approval as part of the monthly Board meeting. The CSPA has specific requirements for delegated authority, including that the Board can delegate authority to committees, however, a bylaw is required in advance. Until such time, appointments must come to the full Board. The Board is responsible to ensure that the Police Officers meet the minimum requirements before appointment.

The purpose of this report is to request that the Board to introduce a bylaw to delegate authority to the Appointment Committee to approve Police Officer Appointments, pursuant to Section 37(1)(c) of the CSPA, in accordance with the terms and conditions set forth in the Approval of Appointment Forms obtained from the Ministry of the Solicitor General; and any exercise of this delegated authority will be reported back to the Board through monthly reports. The CSPA further provides at Section 83(4) that the Board shall issue a certificate of appointment to a person at the time of their appointment as a Police Officer.

Providing this delegated authority for Police Officer appointments ensures accountability in carrying out the statutory and administrative responsibilities in a more efficient and timely manner when exigent circumstances exist.

DISCUSSION

The Board receives multiple reports that deal solely with approving Police Officer appointments. These are routine reports, for which the Board has already approved the roles and responsibilities. Further, the Board has also previously approved the justification for police powers that is submitted with each application to the Ministry.

Delegating the authority to the Appointment Committee will address situations where training cycles and full completion of Basic Constable Training (BCT) do not align with the Board schedule, and will help avoid the need for special meetings. Doing so will ensure that BCT can continue unimpeded while legislative and administrative responsibilities are adhered to. In such circumstances, the Board will be informed of use of this delegated authority at the following Board meeting.

FINANCIAL IMPLICATIONS

There are no financial implications of delegating authority to appoint Police Officers to the Appointment Committee.

CONCLUSION

Providing this delegated authority for Police Officer appointments ensures accountability in carrying out statutory and administrative responsibilities while not impeding BCT training in circumstances when training schedules and Board meeting dates do not align. Monthly reporting to the Board on use of this authority ensures that the whole Board is kept up to date on any execution of the delegated authority provided.