

**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:**

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**SUBJECT: DELEGATION OF APPROVAL FOR SPECIAL CONSTABLE  
APPOINTMENTS AND REAPPOINTMENTS**

**OBJET: DÉLÉGATION DE L'APPROBATION DES NOMINATIONS ET  
RENOMINATIONS DES AGENTS SPÉCIAUX**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Service Board:**

- 1. Establish an appointment Committee comprised of the Chair and Vice-Chair and that the Board delegates authority to the Appointment Committee to approve Special Constable Appointments and Re-Appointments, pursuant to Section 42 and 97 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. Établisse un Comité de nomination composé du président et de la vice-présidente, et délègue au Comité de nomination le pouvoir d'approuver les nominations et renominations des agents spéciaux, conformément aux articles 42 et 97 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 obtenus du ministre du Solliciteur général;**

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

## **BACKGROUND**

The power to appoint Special Constables used to be contemplated by Section 53 of the *Police Services Act* (PSA). At its meeting on November 27, 2023, the Ottawa Police Service Board (the Board) delegated authority to the Chair and Vice Chair to approve Special Constable appointments and re-appointments. These appointments were valid for five years. Additionally at that meeting, the Board approved a bi-annual reporting function that summarized the exercise of the delegated authority. Further to that delegated authority, the Chair and Vice Chair approved the appointments and re-appointments of Special Constables for the Royal Canadian Mounted Police (RCMP), OC Transpo, Carleton University, and internal members of the Ottawa Police Service (OPS). These appointments ensured that the respective employees could carry out the full scope of their assigned duties.

With the introduction of the *Community Safety and Policing Act* (CSPA), the Chair and Vice Chair no longer have delegated authority for the approval of Special Constable 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/reappointment must come to the full Board. The Board is responsible to ensure that the Special Constables meet the minimum requirements before appointment. Appointments and re-appointments under the CSPA are valid for three years.

The purpose of this report is to request that the Board establish an Appointment Committee comprised of the Chair and Vice-Chair and that the Board delegate authority to the Appointment Committee to approve Special Constable appointments and re-appointments, pursuant to Section 42 and 97 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. Any exercise of this delegated authority will be reported back to the Board through monthly reports.

## **DISCUSSION**

Under the CSPA, Special Constable appointments/re-appointments need to be presented to the full Board for approval as part of the monthly Board meeting. Providing this delegated authority to the Appointment Committee will assist the Board in fulfilling its mandate in approving Special Constable appointments/re-appointments efficiently and transparently while providing appropriate oversight. The appointment/re-appointment process of Special Constables is vital to ensure RCMP, OC Transpo, Carleton University and the OPS can continue to carry out the full scope of their assigned operational duties.

Delegating the authority to the Appointment Committee will prevent service issues to the community and will address situations when there are exigent circumstances that arise requiring appointment/re-appointment of Special Constables between Board meetings. This will also assist with avoiding the need for special meetings. In such circumstances, the Board will be informed of use of this delegated authority at the following Board meeting.

## **CONSULTATION**

Units and branches that employ Special Constables were consulted and consistent feedback was received that flexibility in the appointment/re-appointment process and delegation to the Appointment Committee would allow for more effective and timely training and employment of new Special Constables, as well as the re-appointment of existing Special Constables particularly in exigent circumstances when appointment/re-appointment between Board meetings is required. Operational flexibility would increase with the authority delegated to the Appointment Committee given the certainty the Service could provide recruits on appointment dates as training nears completion.

The Human Resources and Labour Relations Branch was consulted and assessed that the risk of this delegation to the Committee to be negligible given the desire from the Ottawa Police Association for more certainty in the appointment/re-appointment process, resulting from the ability of the Appointment Committee to appoint/re-appoint Special Constables on an ad-hoc basis if required.

## **FINANCIAL IMPLICATIONS**

There are no financial implications of delegating authority to appoint Special Constables to the Appointment Committee.

## **CONCLUSION**

Providing this delegated authority for special constable appointments/re-appointments ensures accountability in carrying out the statutory and administrative responsibilities in a more efficient and timely manner when exigent circumstances arise. 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.