

**Report to / Rapport au:**

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

**23 June 2025 / 23 juin 2025**

**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**

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**SUBJECT: APPOINTMENT OF SPECIAL CONSTABLE – CARLETON  
UNIVERSITY**

**OBJET: NOMINATION DES AGENTS SPÉCIAUX – CARLETON UNIVERSITÉ**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Service Board approve the appointment of one (1) Carleton University (Campus Safety Services) employee listed in Appendix 3 as a Special Constable for Carleton University pursuant to Section 92 of the Community Safety and Policing Act (CSPA).**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de service de police d'Ottawa approuve la nomination de une (1) employés de l'Université Carleton (Services de sécurité sur le campus) énumérés à l'annexe 2 à titre d'agents spéciaux pour l'Université Carleton, conformément à l'article 92 de la Loi sur la sécurité communautaire et les services policiers (LCSP).**

**BACKGROUND**

Section 92 of the Community Safety and Policing Act (CSPA) allows the Ottawa Police Service Board (Board) to appoint Carleton University (Campus Safety Services) employees as Special Constables when Special Constable authorities are required to carry out their duties. Carleton University is authorized to employ Special Constables under the CSPA, effective November 26<sup>th</sup>, 2024 (*please refer to supporting*

*documentation – Appendix 2*). The one (1) appointee will be employed by Carleton University (Campus Safety Services).

The appointment provides this member the authorities they require to carry out their assigned duties as a Special Constable for Carleton University (Campus Safety Services), to include police officer powers as contained in Section 39 and Section 42 of the “Agreement Regarding Special Constables” between the Board, Carleton University, and the Ottawa Police Service (OPS) dated October 18th, 2024. The appointment does not permit the carriage of a firearm.

In accordance with CSPA Ontario Regulation 396/23 and as agreed between the Board, Carleton University, and the Ottawa Police Service in the “Agreement Regarding Special Constables,” Carleton University Special Constables are permitted to possess and use the following use of force weapons in relation to their duties:

- A baton, handcuffs, and oleoresin capsicum spray/foam.

This individual will work as a Special Constable for a five-year period, or until the appointee is no longer employed by Carleton University (Campus Safety Services) or until they cease to perform the duties outlined above.

Upon termination of employment, Carleton University (Campus Safety Services) will advise the Board of the conclusion of the appointment.

The employee named below has met the training and appointment requirements as stipulated under the CSPA Ontario (Regulation 87/24 and Section 92).

In accordance with CSPA Ontario Regulation 396/23 and as agreed between the Board, Carleton University, and the Ottawa Police Service in the “Agreement Regarding Special Constables,” Carleton University Special Constables have peace officer and/or police powers on or in-relation to the properties, facilities, and assets under the control of Carleton University under the following legislation:

Cannabis Control Act;

Courts of Justice Act;

Liquor Licence and Control Act, 2019;

Mental Health Act;

Provincial Offences Act;

Safe Streets Act, 1999;

Smoke-Free Ontario Act;

Trespass to Property Act;

Youth Criminal Justice Act (Canada);

Courts of Justice Act;

Criminal Code, R.S.C. 1985, c. C-46, sections 129, 130, 139, 140, 145(1), 145(3), 145(2), 145(5), 145, 173, 175, 180(1), 248, 264.1, 266, 267(a), 270, 334(a)(b), 354(1), 362(2)(b), 368, 372 (1), 372(3), 380(1)(b), 393(3), 403, 430(4), 430(3), 437, 733.1, 811, 495;

Controlled Drugs and Substances Act, S.C. 1996, c.19, sections 4(3), 4(4), 4(5), 4(6); and 5(1), and the Child, Youth and Family Services Act, 2017, S.O. 2017, c.14, Sched. 1, as amended, sections 83(4), 136(5), 172(1)(2).

## **DISCUSSION**

The special constable appointment application forms have been provided to the Board for the Chair's signature.

## **CONSULTATION**

Brian Billings, Executive Director – Campus Safety Services at Carleton University has been consulted with respect to the appointment of these applications for Special Constables at Carleton University and has provided the required supporting documentation from the employer (Carleton University) for these special constable appointments.

## **SUPPORTING DOCUMENTATION**

**Appendix 1: Agreement Regarding Special Constables Between the Ottawa Police Service Board and Carleton University and the Ottawa Police Service allowing for the appointment of Special Constables for Carleton University (Campus Safety Services).**

**Appendix 2: Letter from the Honourable Michael Kerzner, Solicitor General – Authorized Special Constable Employer (Carleton University).**

**Appendix 3: Appointment of Special Constable – Carleton University (Campus Safety Services).**

## **FINANCIAL IMPLICATIONS**

There are no financial implications of appointing the one (1) Carleton University Special Constable applicant named/listed below.

**CONCLUSION**

The provision of Special Constable status is required for the Carleton University (Campus Safety Services) employee to undertake the full duties and responsibilities assigned to them and to ensure a safe campus community at Carleton University.

**Appendix 1: Agreement Regarding Special Constables Between the Ottawa Police Service Board and Carleton University and the Ottawa Police Service allowing for the appointment of Special Constables for Carleton University (Campus Safety Services).**

**Appendix 2: Letter from the Honourable Michael Kerzner, Solicitor General – Authorized Special Constable Employer (Carleton University).**

**Appendix 3: Appointment of Special Constable – Carleton University (Campus Safety Services).**

Name of Employee – Renewal of Prior Appointments:

- (1) Christopher Moy, Assistant Director (Special Constable). Renewal Due in July 2025 - transition from PSA to CSPA regulations and requirements.