

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**27 June 2022 / 27 juin 2022**

**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: APPOINTMENT OF SPECIAL CONSTABLES: CARLETON  
UNIVERSITY**

**OBJET: NOMINATION D'AGENTS SPÉCIAUX : UNIVERSITÉ CARLETON**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the appointments of Carleton University employees listed in Document 1 as Special Constables pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the attached Approval of Appointment Forms.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la nomination des employés de l'Université Carleton énumérés au document 1 à titre d'agents spéciaux, en vertu de l'article 53 de la Loi sur les services policiers, conformément aux modalités énoncées dans les formulaires d'approbation des nominations ci-joints.**

**BACKGROUND**

The Ottawa Police Services Board (Board) entered into an agreement with Carleton University to approve the appointment of Special Constables hired by this organization to support their safety and enforcement operations.

To ensure that these employees can carry out their assigned duties, applications are made to the Ministry of the Solicitor General to have them appointed as Special Constables. The Board appoints the Carleton University employees as Special Constables upon approval by the Ministry. The appointments are valid for five years.

A Memorandum of Agreement (MOA) was created and signed by all respective parties.

For the purposes of this agreement, the Board has authority pursuant to the Police Services Act (PSA) to appoint Special Constables for such purposes and with such powers as it sees fit, subject to the approval of the Ministry of the Solicitor General.

The Board shall designate the Chief of Police (the Chief) or his/her designate to perform some or all of the Board's administrative functions under these Agreements. The Chief shall designate one officer as his/her designate with respect to the day-to-day administration of these Agreements.

For the purpose of the administration of these Agreements, the President of Carleton University will be responsible for some or all of the administrative functions under each respective Agreement. These leaders shall designate an employee for the day-to-day administration requirements for their respective Agreements.

In May 1996, the Board and Carleton University administration approved the program for Carleton University Special Constable Services. This agreement is reviewed every five years.

The initiative was implemented to continually improve the delivery of policing services to the residents of the City of Ottawa by capitalizing on the existing cooperation between the OPS and Carleton University. The opportunity existed to build on the interoperability of the two services.

### **Roles and Responsibilities**

The appointments recommended in this report will enable the Carleton University Special Constables to assist with Campus Safety and overall community safety and well-being at Carleton University.

### **DISCUSSION**

Approval has been obtained from the Ministry for the appointment of these Carleton University employees as Special Constables pursuant to Section 53 of the PSA.

### **SUPPORTING DOCUMENTATION**

Document 1: Appointment of Special Constables: Carleton University

Document 2: Approval of Appointment as Special Constable

**CONCLUSION**

The appointment of Special Constable status for these Carleton University employees will allow them to undertake the full scope of their duties.

**Document 1: Appointment of Special Constables: Carleton University**

Name of Employee

1. Christopher Gilmour