

**Report to / Rapport au:**

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

**26 July 2021 / 26 juillet 2021**

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

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

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the appointment of Carleton University employee, Audrey-Ann BOUTOUR, as Special Constable pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the attached Approval of Appointment Form.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la nomination de Audrey-Ann BOUTOUR, employé de l'Université Carleton, à titre d'agent spécial en vertu de l'article 53 de la *Loi sur les services policiers*, conformément aux modalités énumérées dans le Formulaire d'approbation d'une nomination (ci-joint).**

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

- MOA between Carleton University and the Board signed April 25, 2016 to April 25, 2021.

The OPS and Carleton University have agreed that the existing MOA will remain in place until the enactment of changes to the Ontario Community Safety and Policing Act in 2022 which is expected to provide revisions and new regulations concerning Special Constables.

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's administration approved the program for Carleton University's Special Constable Services. This agreement is reviewed every five years, with the next review scheduled for 2021.

The appointment recommended in this report will enable Carleton University's Special Constable to assist with campus safety and overall community safety and well-being at Carleton University. This appointment is valid for 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.

To ensure that this employee can carry out their assigned duties, applications are made to the Ministry of the Solicitor General to have them appointed as Special Constable pursuant to Section 53 of the PSA. The Board appoints the Carleton University employees as Special Constables upon approval by the Ministry. The appointments are valid for five years.

## **DISCUSSION**

Approval has been obtained from the Ministry of the Solicitor General for the appointment of this Carleton University employee as Special Constable, pursuant to Section 53 of the PSA.

## **SUPPORTING DOCUMENTATION**

Document 1: Approval of Appointment as Special Constable

## **CONCLUSION**

The approval of Special Constable status for this Carleton University employee will enable them to take their oath of office and then undertake the full scope of their duties.