



CORNWALL POLICE SERVICE

BOARD REPORT

TO: Board Members

FROM: Chief Shawna Spowart

UNIT/BUREAU: Cornwall Police Service Board

UNIT/BUREAU: Executive Services

DATE: May 23, 2025

POLICE OFFICER APPOINTMENTS

OBJECTIVE

As per section 37(1)(c) of the Community Safety and Policing Act (CSPA), a police services board shall be responsible for appointing members of the police service as police officers. The Board is also responsible for issuing a certificate of appointment. This report provides the necessary information to facilitate these appointments.

DISCUSSION

The Cornwall Police Service (CPS) has identified the need to hire new police officers to fill existing vacancies.

The duties of a police officer are outlined in Section 82 of the CSPA. They are as follows:

82 (1) *The duties of a police officer include,*

- (a) *preserving the peace;*
- (b) *preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;*
- (c) *assisting victims of crime;*
- (d) *apprehending criminals and other offenders and others who may lawfully be taken into custody;*
- (e) *laying charges and participating in prosecutions;*
- (f) *executing warrants that are to be executed by police officers and performing related duties;*
- (g) *performing the lawful duties that the chief of police assigns;*
- (h) *completing training required by this Act or the regulations;*

- (i) complying with the prescribed code of conduct; and*
- (j) performing such other duties as are assigned to him or her by or under this or any other Act, including any prescribed duties.*

Power to act throughout Ontario

(2) A police officer has authority to act as such throughout Ontario.

Powers and duties of common law constable

(3) A police officer has the powers and duties ascribed to a constable at common law.

Candidates must meet the following minimum standards as set out in Section 83 of the CSPA.

- 83** *(1) No person shall be appointed as a police officer unless he or she,*
- (a) is a Canadian citizen or a permanent resident of Canada;*
 - (b) is at least 18 years of age;*
 - (c) is physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of members of the public;*
 - (d) is of good character;*
 - (e) has successfully completed,*
 - (i) the training prescribed by the Minister, including techniques to de-escalate conflict situations and any other matters prescribed by the Minister, unless the person has been exempted from some or all of this training in accordance with the regulations made by the Minister,*
 - (ii) the training approved by the Minister with respect to human rights and systemic racism, and*
 - (iii) the training approved by the Minister that promotes recognition of and respect for,*
 - (A) the diverse, multiracial and multicultural character of Ontario society, and*
 - (B) the rights and cultures of First Nation, Inuit and Métis Peoples;*
 - (f) meets one of the following conditions:*
 - (i) The person has a secondary school diploma or equivalent.*
 - (ii) The person has,*
 - (A) a university degree,*

(B) a degree from a college of applied arts and technology established under the Ontario Colleges of Applied Arts and Technology Act, 2002 that is authorized to grant the degree, or

(C) a degree from an Indigenous Institute that is approved under the Indigenous Institutes Act, 2017 to grant the degree.

(iii) The person has a diploma or advanced diploma granted by a college of applied arts and technology described in sub-subclause (ii) (B), or an Indigenous Institute described in sub-subclause (ii) (C), following successful completion of a program that is the equivalent in class hours of a full-time program of at least four academic semesters.

(iv) The person has been granted a certificate or other document by a post-secondary institution evidencing successful completion of a program that the regulations prescribe as being equivalent to a degree or diploma described in subclause (ii) or (iii). 2019, c. 1, Sched. 1, s. 83 (1); 2023, c. 12, Sched. 1, s. 34.

Previous termination for cause

(2) An appointment under subsection (1) shall not be made if the person's employment as a police officer in a Canadian jurisdiction was previously terminated for cause or if the person resigned in lieu of being terminated for cause. 2019, c. 1, Sched. 1, s. 83 (2).

Given the extensive duties and authorities assigned to police officers, the Cornwall Police Service undertakes a comprehensive recruitment selection process, within which candidates undergo a rigorous suitability and psychological screening prior to receiving an offer of employment.

The following individual(s) have accepted offers of employment to become police officer(s) with the Cornwall Police Service:

1. Paul Picard

The eligibility requirements for the Board to appoint a police officer and issue a certificate of appointment are outlined in Section 5 of O. Reg 87/24.

5. (1) *The training prescribed for the purposes of subclause 83 (1) (e) (i) of the Act in order to be appointed as a police officer is the program entitled "Basic Constable Training Program", delivered by the College.*

(2) An individual is exempt from the requirement to have successfully completed the training mentioned in subsection (1) if the individual has met the following criteria:

- 1. The individual has successfully completed a program of police recruit training delivered elsewhere in Canada.*
- 2. The individual has demonstrated, in the opinion of the Director, qualifications and skills that are substantially equivalent to the qualifications and skills obtained through successful completion of the training required under subsection (1).*

3. *The individual has successfully completed, within 12 months before the appointment, the course entitled "Use of Force Requalification", delivered by a certified trainer in respect of the course.*
- (3) *For the purposes of paragraph 2 of subsection (2), the substantially equivalent qualifications and skills may have been obtained by the individual through any means, including through successful completion of courses or examinations specified by the Director.*
- (4) *The Director shall issue a certificate of completion to every individual who,*
- (a) successfully completes the program entitled "Basic Constable Training Program", delivered by the College; or*
 - (b) is exempt from subsection (1) because the criteria mentioned in subsection (2) are satisfied.*

The candidate successfully received an Equivalency Certificate from the Ontario Police College on May 5, 2025 and has completed the training prescribed in Section 83 of the Community Safety and Policing Act on May 22, 2025. As such, they are eligible for appointment.

FUNDING REQUIREMENTS

First class constable salary at \$113,439.25 plus benefits.

COMMUNICATION ISSUES

N/A

RECOMMENDATION

It is recommended that the CPS Board appoint Paul Picard and issue the required certificate of appointment.

Respectfully submitted,



Shawna Spowart
Chief of Police