

**MOTION TO AMEND PROPOSED UPDATES TO PROCEDURE BY-LAW NO.3 OF
2014**

Moved by: Member Carr

Seconded by: Member Curry

WHEREAS the Ottawa Police Services Board (Board) received and tabled a report on January 23, 2023, to amend its Procedure By-Law No.3 of 2014;

AND WHEREAS the intent of the amendments was to ensure the bylaw is up to date and reflective of existing practice and to ensure the current procedures are still assisting the Board in performing its governance and oversight responsibilities effectively and efficiently;

AND WHEREAS the amendments included changes to the section of the bylaw outlining procedures for the hearing of delegations, including a recommendation that delegations be heard during a separate session, prior to the Board's regular meetings;

AND WHEREAS some members of the public raised concerns around moving delegations to a separate session that falls outside of the Board's regular meeting agenda;

AND WHEREAS it was previously discussed that it would be helpful if Board members received a copy of a delegate's comments in writing, in advance of their oral presentation, so Board members have an opportunity to reflect on the comments and any possible questions they may wish to raise with the delegate;

THEREFORE BE IT RESOLVED that the Board amend the proposed updates to its Procedure By-law No.3 of 2014 concerning the hearing of delegations in order to keep the delegation session as part of the Board's regular meetings;

BE IT FURTHER RESOLVED that delegates be required to submit a written copy of the comments they intend to present to the Board in advance of the meeting;

BE IT FURTHER RESOLVED that the Chair be provided with the discretion to extend the time allotted for delegations at the Board's regular meetings;

BE IT FURTHER RESOLVED that should the Board determine the amended bylaw is not assisting the Board in performing its governance and oversight responsibilities effectively and efficiently, it will further review its procedures through the Policy and Governance Committee;

BE IT FURTHER RESOLVED that Committee Chairs be provided with discretion to determine if and when delegations will be permitted at specific Committee meetings;

BE IT FURTHER RESOLVED that Section 31 of the Board's Procedure Bylaw be repealed and substituted with the following:

HEARING OF DELEGATIONS

31.(1) The Board will set aside one (1) hour as part of its regular meetings to hear delegations from members of the public. Advance registration will be required for those who wish to present.

(2) Delegations wishing to address the Board during the delegation portion of the regular meetings may be heard with the approval of the Board. Requests must be made to the Executive Director and must include a written copy of the comments that will be presented. Such requests must be received in full no later than noon on the last full business day prior to the date of the proposed delegation. All requests will require approval by the Chair. The Chair will advise all Board members should a request to speak be declined and the reasons for declining the request.

(3) Written delegations will also be accepted and given the same consideration by the Board. The submission must be received no later than one full business day prior to the date of the regular meeting.

(4) Delegations will be considered on a first-come-first-serve basis, however priority will be given to delegates seeking to speak to agenda items on the upcoming agenda, as well as new delegates or those delegates who have not previously delegated within the preceding three months.

(5) Delegation topics that will be deemed in order will include items of business listed on the agenda for the corresponding regular meeting, with the exception of the Chair and Chief's Verbal Reports (which are presented verbally at the meeting). Delegates wishing to address comments made during a verbal report by the Chair or Chief will be in order at the subsequent regular meeting. Delegates may also register to speak to topics not listed as part of the items of business on the agenda, provided the subject matter is within the jurisdiction of the Board, and the previously stated conditions have been met.

(6) Delegations shall be restricted to presentations of five (5) minutes and shall address their remarks to the subject matter for which they received approval to speak. Should the Board receive more than 12 delegate requests for a single session, delegates will be restricted to three (3)

minutes. Notwithstanding the foregoing, the time allotted for delegations may be extended at the discretion of the Chair.

(7) If a delegation is registered to speak and is unable to attend the session, the delegation can either withdraw their delegation or submit their comments to the Board in writing through the Executive Director. Registrations are not transferable or deferrable.

(8) Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation. Delegations may not direct questions to the Board or the Service for a response.

(9) Delegations at Committee meetings will be invited and permitted at the discretion of the Committee Chair.

(10) No Delegation shall:

- (a) speak disrespectfully of any person;
- (b) use offensive words or un-parliamentary language;
- (c) speak on any subject other than the subject for which they have received approval to address the Board; or
- (d) disobey the rules of procedure or a decision of the Chair.

(11) The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this by-law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

CARRIED as amended