

OTTAWA POLICE SERVICE BOARD
SECTION 28 OF BY-LAW No. 3 of 2014

OUTSTANDING INQUIRIES AND MOTIONS

28. (1) Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the Minutes of the meeting.
- (2) Following each board meeting, the Executive Director will assign a tracking number to each outstanding item and forward in writing any inquiries or motions requiring action or a subsequent report to the Chief of Police or other person assigned responsibility for responding.
- (3) The response shall be submitted in writing to the Executive Director who shall forward it to the Board members either by including it in an upcoming Board agenda or by other means deemed appropriate by the Board Chair.
- (4) The Executive Director shall keep a record of all inquiries and motions requiring a response and shall submit a list of outstanding inquiries and motions to the Board at each regular Board meeting.