

OTTAWA POLICE SERVICE BOARD

**BY-LAW No. XX of 2025**

**Being a by-law of the Ottawa Police Service Board to amend the Police Service Board Procedure By-law No. 3 of 2014.**

WHEREAS the Ottawa Police Service Board (the “Police Service Board”) deems it desirable to enact a certain amendment to the Police Service Board Procedure By-law adopted on September 22, 2014 as By-law No. 3 of 2014;

THEREFORE the Police Service Board enacts as follows:

1. Section 28 is repealed and the following substituted therefor:

INQUIRIES AND MOTIONS FOR FOLLOW-UP

28. (1) Inquiries may be submitted in writing to the Executive Director at least 24 hours in advance of a Board meeting or introduced orally during the meeting.

(2) Inquiries may only proceed if approved by resolution of the Board. Once approved, an inquiry made to the Chief of Police constitutes a direction of the Board under section 40(1) of the *Community Safety and Policing Act, 2019*.

(3) When an inquiry is made in the public portion of a meeting and the Chief of Police is of the view that a response would involve the disclosure of information listed under subsection 44(2) of the *Community Safety and Policing Act, 2019*, the Chief may request to provide the response in camera. The Board shall determine, by resolution, whether to receive the response in camera.

(4) 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.

(5) 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.

(6) When an inquiry is approved, the Board may identify a requested timeframe for response. The timeframe may be amended by the Board at a subsequent meeting.

(7) Nothing in this section precludes Members from asking clarifying or factual questions during meetings that do not constitute a direction under section 40 of the *Community Safety and Policing Act, 2019*.