OTTAWA POLICE SERVICE BOARD

PROCEDURE BY-LAW NO. 3 OF 2014

As amended by By-law No. 1 and By-law No. 2 of 2016, Motion 20-01 of 2020, and By-law No. 1 and Motion 23-01 of 2023.

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OTTAWA POLICE SERVICES BOARD

BY-LAW NUMBER 3 OF 2014

A BY-LAW TO GOVERN THE PROCEEDINGS OF THE OTTAWA POLICE SERVICES BOARD AND TO REPEAL BY-LAW #2 OF 2011.

The Ottawa Police Services Board enacts as follows:

DEFINITIONS

1. In this By-law:

   (a) "*Act*" means the *Police Services Act*, R.S.O. 1990, c.P.15, as amended from time to time;

   (b) "Board" means the City of Ottawa Police Services Board;

   (c) "Chair" means the Member elected as Chair of the Board by its Members pursuant to s. 28(1) of the *Act*;

   (d) "Vice Chair" means the Member elected as the Vice Chair of the Board by its Members pursuant to s. 28(2) of the *Act*;

   (e) "Chief" means the Chief of the Ottawa Police Service;

   (f) "Day" means 24 hours and does not include Saturday, Sunday or a holiday;

   (g) "Member" means a Member of the Board;

   (h) "Police Service" means the Ottawa Police Service;

   (i) "The City" means The City of Ottawa;

   (j) "Executive Director" means the person who has been appointed to the position by the Board;

   (k) "Point of Order" means a statement made by a member of the Board during a meeting thereof drawing to the attention of the Chair a breach of the Rules of Procedure;

   (l) "Privilege" means the raising of a question which concerns a member of the Board, or the Board collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Board as a whole have been impugned;

(m) "Procedural Motion" means any motion concerning the manner or time of consideration of any matter before the Board as opposed to the substance thereof, and includes, without limitation, the following:

(a) to extend the time of the meeting;

(b) to refer;

(c) to lay on the table;

(d) to defer indefinitely or to a certain day;

(e) to adjourn;

(f) to move the question be put; or

(g) to suspend the Rules of Procedure;

(n) "Rules of Procedure" means the rules and regulations provided in this By-law;

(o) "Substantive Motion" means any motion other than a Procedural Motion.

APPLICATION

2. (1) The rules of procedure contained in this by-law shall be observed in all the proceedings of the Board and shall be the rules for the order and dispatch of business before the Board.

(2) The rules of procedure contained in this by-law, with necessary modifications, are likewise applicable to a Committee of the Board.

(3) The rules of procedure may be suspended by a vote of the majority of the Members of the whole Board (four votes in favour).

(4) Any point of order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure contained in Robert's Rules of Order.

SELECTION OF CHAIR AND VICE CHAIR

3. (1) In accordance with Section 28(1) and (2) of the *Act*, the Members of the Board shall, at the first meeting of each calendar year, select from amongst its Members, a Chair and Vice Chair for the year, in the following manner:

a) The election of the Chair shall be conducted by the Board Executive Director or the City Clerk, and the election of the Vice Chair shall be conducted by the Chair;
b) Nominations shall require a mover and seconder, both of whom shall be Members of the Board;
c) When, after asking for further nominations and receiving no response, it appears that there are no further nominations, the Executive Director or City Clerk shall call for a motion declaring nominations closed.
d) When more than one nominee stands for election, a vote shall be taken;
e) Prior to the vote being taken, each nominee shall be given up to five (5) minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname;
f) After the nominees have completed their speeches, a vote shall be taken;
g) If there are more than two nominees who elect to stand, and if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until either:
    a. a nominee receives the majority required for election at which time such nominee shall be declared elected; or
    b. it becomes apparent by reason of an equality of votes that no nominee can be elected. In this case, each nominee shall address the Board for a maximum of five (5) minutes, followed by a ten minute recess, and a second vote;
    c. If a vote results in a tie again, the matter will be deferred until the Board meets again with all members present.
h) No votes required under this section shall be taken by ballot or any other form of secret voting.

MEETINGS OF THE BOARD

4. (1) Regular meetings of the Board shall be held at least four times a year as required by section 35(1) of the *Police Services Act,* or more frequently at the direction of the Board.

(2) The Board shall hold its regular meetings at the hour of 16:00 hours in the Champlain Room at Ottawa City Hall according to the schedule set annually and approved by the Board, or at such other places or time as may be determined by the Board from time to time.

(3) If the day provided for a regular meeting of the Board is a holiday, or a day of religious observance that precludes the participation of any Members of the Board, the meeting shall be held on another date agreed upon by the Board.

(4) Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Director to a Member's residence or place of business, as directed by the Member. It may be sent by first-class mail, courier, facsimile or electronic mail as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.

(5) The Chair, or in the absence of the Chair, the Vice Chair, may cancel a regular meeting of the Board if the Chair or Vice Chair deems it is not warranted.

Special Meetings

(6) A special meeting of the Board shall be convened:

(a) upon being summoned by the Chair,

(b) upon a written request from a majority of the Members of the Board.

(7) The Chair, Executive Director, and/or Board Assistant shall give notice of the time, place and purpose of a special meeting to all Members of the Board either:

(a) by telephone, facsimile, electronic mail or hand delivered to each Member so as to be received at the residence or place of business of each Member as soon as possible in advance of the time fixed for the meeting;

(b) by personal service to the Members, as soon as possible in advance of the time fixed for the meeting; or

(c) by verbal notice provided a majority of the Board consents to the meeting.

(8) The Board shall not consider or decide any matter not set forth in the notice calling the special meeting without the consent, recorded in the minutes, of all Members of the Board, present and voting.

(9) If a special meeting is called for the purpose of considering a confidential matter in accordance with Section 35(4) of the *Police Services Act*, the Board shall post a public notice of the meeting stating:

(a) the time and the fact of the holding of the closed meeting; and

(b) the general nature of the matter to be considered at the closed meeting.

(10) At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.

QUORUM

5. (1) A quorum shall be a majority of the Members according to section 35(2) of the *Police Services Act* (four Members).

(2) As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.

(3) If a quorum is not present within thirty minutes after the time appointed to commence the meeting of the Board, the Executive Director shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting or a special meeting called to deal with the matters on the agenda of the meeting adjourned.

DUTIES OF THE CHAIR

6. It is the duty of the Chair to:

(a) Preside at all meetings of the Board so that its business can be carried out efficiently and effectively;

(b) Set the agenda for all meetings of the Board;

(c) Be the spokesperson for the Board;

(d) Represent and support the Board, declaring its will and implicitly obeying its decisions in all things;

(e) Commence the meetings of the Board by taking the chair and calling the Members to order, as soon as a quorum is present;

(f) Announce the business before the Board and the order in which it is to be acted upon;

(g) Receive and submit, in proper manner, all motions presented by the Members;

(h) Inform the Board on any point of order as deemed necessary;

(i) Put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and announce the result;

(j) Decline to put to a vote, motions which infringe the Rules of Procedure or which are beyond the jurisdiction of the Board;

(k) Enforce on all occasions the rules of procedure and the observance of order and decorum among the Members;

(l) When deemed necessary, expel or exclude from a meeting any person for Improper Conduct;

(m) Call by name, any Member persisting in breach of the rules of procedure and order him or her to vacate the room in which the meeting is being held and if necessary, proceed as provided in Section 8(2);

(n) When it is not possible to maintain order, adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;

(o) Permit any question to be asked through the Chair of any employee of the Ottawa Police Service in order to provide information to assist any debate when the Chair deems it proper;

(p) Adjourn the meeting when the business is completed or upon a motion to adjourn;

(q) Sit ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;

(r) Sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, contracts and agreements that have been approved by the Board.

(s) Represent the Board at official functions.

PARTICIPATION OF CHAIR IN DEBATE

7. (1) The Chair may state relevant facts and the Chair's position on any matter before the Board without leaving the chair, which may take place

immediately prior to the vote, but it shall not be permissible for the Chair to move a motion or debate a question without first leaving the chair;

(2) If the Chair desires to leave the chair to move a motion or to take part in the debate pursuant to subsection (1), or otherwise, the Chair shall call on the member designated as Vice Chair pursuant to section 3, to preside until the Chair resumes the chair and the Chair shall assume a seat reserved for a Member.

DUTIES OF THE VICE CHAIR

8. (1) When the Chair is absent or refuses to act, or the Chair is vacant, the Vice Chair shall act as Chair and shall have the same authority, rights and powers as the Chair.

(2) In the absence of both the Chair and the Vice Chair at a meeting, the Members present shall elect a chair for the purpose of presiding over the meeting.

CONDUCT OF MEMBERS

9. (1) No Member shall:

(a) Speak disrespectfully of the Reigning Sovereign, or any member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province; of any member of the Senate or the House of Commons of Canada, of the Legislative Assembly of the Province of Ontario, or of the Council of the City of Ottawa, or of any member of the Ottawa Police Services Board or Police Service;

(b) Use offensive words or un-parliamentary language in meetings of the Board or against any Member;

(c) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

(d) Speak on any subject other than the subject in debate;

(e) Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;

(f) Disobey the decision of the Chair or of the Board on questions of order or procedure or upon the interpretation of the rules of the Board.

(2) If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave the Member's seat for the duration of the meeting of the Board", but if the Member apologizes, the Member may, by vote of the Board, be permitted to retake the Member's seat.

(3) If the Member does not leave their seat as requested in Section 9(2), the Chair shall adjourn the meeting.

(4) Members shall conduct themselves in accordance with Ontario Regulation No. 421/97 – Members of Police Services Board Code of Conduct, and any Board Policy that may be approved.

ORDER OF BUSINESS

10. The Board shall deal with matters in the following order during its regular public meetings, subject to confirmation from the Chair:

(a) Ceremonial Activities / Announcements

(b) Confirmation of the Agenda

(c) Confirmation or Correction of Minutes

(d) Reports from Committee Chairs & Minutes

(e) Declarations of Interest *(Municipal Conflict of Interest Act)*

(f) Inquiries

(g) Chair’s Verbal Report

(h) Chief’s Verbal Report

(i) Consideration of Reports

(j) Communications

(k) New Business

(l) Adjournment.

A separate in-camera meeting will be held prior to the regular public meeting for the consideration of in-camera items.

AGENDA

11. (1) Prior to each regular meeting, the Executive Director, under the supervision of the Chair, shall prepare an agenda of all the items in the order of business set out in section 10, and shall ensure that the agenda and the minutes of the last regular meeting are provided to every Member not less than two working days before the time appointed for the commencement of such regular meeting.

(2) Any Member of the Board may cause an item to be put on the agenda provided that it reaches the Executive Director within one week prior to the time appointed for the next regular meeting.

(3) The Board shall not consider any item of business that has not been distributed to the members with the Agenda, except as otherwise decided by a majority of members of the Board present and voting.

MINUTES

12. (1) The Executive Director shall cause minutes to be taken of each meeting of the Board, which shall include:

(a) the place, date and time of the meeting;

(b) the names of the presiding officer or officers and the record of the attendance of the Members;

(c) the confirmation and correction of the minutes of the previous meeting;

(d) declarations of interest;

(e) all other proceedings of the Board without note or comment.

(2) Minutes of a meeting shall be confirmed at the next meeting.

(3) The Executive Director shall ensure that the minutes of the last regular meeting of the Board, together with the agenda prepared in accordance with section 11, are provided to each Member no less than two working days before the time appointed for the holding of such regular meeting.

(4) The minutes shall be signed by the Chair and the Executive Director following their confirmation by the Board.

INTEREST DISCLOSURE (Municipal Conflict of Interest Act)

13. (1) The Members shall be governed by the *Municipal Conflict of Interest Act,* R.S.O 1990, c. M.50, as amended, and the agenda shall include a provision for members to declare any interest in accordance with the *Act*.

(2) Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

(a) prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;

(b) not take part in the discussion of, or vote on any question in respect of the matter; and

(c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

(3) Where a meeting is not open to the public, in addition to complying with the requirements in Section 13.2, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

(4) Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

(5) To fulfill the Board's quasi-judicial function pursuant to Part V (Complaints) of the Act, members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised. The decision in regards to the conflict shall be the responsibility of the Member.

(6) The Executive Director shall record in reasonable detail, the particulars of any disclosure of conflict of interest made by the Member(s), and the particulars shall appear in the minutes of that meeting of the Board.

RULES OF DEBATE

14. (1) Before speaking to a question or motion, a Member shall first receive recognition from the Chair and then shall address the Chair.

(2) All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

(3) When two or more Members indicate their intention to speak to any question, motion, or item, the Chair shall recognize the Members in the order in which, in the Chair's opinion, they indicated their intention to speak.

(4) When a Member is speaking, no other Members shall pass between that Member and the Chair, or interrupt that Member except to raise a point of order or privilege.

(5) A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.

(6) No Member shall speak more than once to the same question or motion without leave of the Board.

(7) Notwithstanding clause (6), a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.

(8) No Member shall speak to the same question or motion, or in reply, for more than five minutes, without leave of the Board.

(9) After a question has been put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

POINTS OF ORDER

15. (1) The Chair shall preserve order and decide points of order.

(2) (a) When a member desires to address a point of order, the member shall ask leave of the Chair to raise a point of order and after leave is granted the member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair;

(b) Thereafter, a member shall only address the Chair for the purpose of appealing the Chair's decision to the Board;

(c) If no member appeals, the decision of the Chair shall be final;

(d) The Board, if appealed to, shall call a vote, without debate on the following question: "Shall the Chair be sustained?", and its decision shall be final.

POINTS OF PRIVILEGE

16. Where a Member considers that the Member's rights, immunities or integrity or the rights, immunities or integrity of the Board as a whole have been impugned, the Member may rise at any time, with leave of the Chair, to raise a point of privilege. The Chair shall then either hear and rule on the point of privilege, or permit a debate and a vote to be held on the question.

NOTICE OF MOTION

17. (1) Notices of Motion shall:

(a) Be in writing, and

(b) Include the name of the mover;

(2) All Notices of Motion shall be read out by the mover or the Chair when it is submitted;

(3) Copies of Notices of Motion that have been read out shall be distributed to Members at the first available opportunity;

(4) Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular meeting or at a special meeting of Board called for that purpose;

(5) Prior to the Board's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both mover, may be substituted for the original one contained in the Notice of Motion.

MOTIONS

18. (1) No member shall introduce any item to the Board for its consideration unless:

(a) the item relates to a matter on the agenda for that meeting;

(b) the matter is of an urgent nature; or

(c) leave is granted on a two-thirds majority vote.

(2) Motions with respect to the following matters may be introduced orally without leave, except as otherwise provided by the Rules of Procedure:

(a) a point of order or privilege;

(b) presentation of petitions;

(c) to move the question be put;

(d) to adjourn.

(3) The following motions may be introduced without leave, except as otherwise provided by the Rules of Procedure:

(a) to refer;

(b) to table or to defer to a certain day;

(c) to amend;

(d) to suspend the Rules of Procedure;

(e) any other procedural motion.

(4) Except as provided in section 19(2), all motions shall be in writing and signed by the mover.

(5) All motions shall commence with the words "Resolved that", and shall be moved before being considered.

(6) All motions may be supported or opposed by the mover.

(7) The mover may withdraw a motion at any time prior to the commencement of debate thereon, but upon the commencement of debate the motion shall be deemed to be in possession of the Board, and it may only be withdrawn before amendment or debate with the permission of the Board.

(8) The Chair shall read any motion before a vote is taken thereon.

(9) When a Member's motion has been called from the Chair at two successive meetings of the Board and not proceeded with, it shall be deemed to have been withdrawn and be dropped from the Agenda unless the Board then otherwise decides.

(10) The Chair shall refrain from moving motions.

ORDER OF CONSIDERATION

19. (1) When a motion is properly before the Board for consideration, no motion shall be received except a procedural motion or a motion to amend.

(2) Procedural motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:

(a) to extend the time of the meeting (not debatable);

(b) to move the question be put (not debatable);

(c) to refer (debatable);

(d) to lay on the table (debatable);

(e) to defer indefinitely or to a certain day (debatable);

(f) to adjourn (not debatable);

(g) any other procedural motion.

MOTION TO AMEND

20. A motion to amend:

(a) shall be presented in writing;

(b) Shall be relevant and not contrary to the principle of the report or motion under consideration;

(c) Shall admit of only one motion to amend such amendment, and any further amendment must be made to the main question;

(d) May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question;

(e) Shall be decided or withdrawn before the main motion is put to the vote; and,

(f) Where there is more than one motion to amend, they shall be put in the reverse order to which they are moved.

MOTION TO REFER

21. A motion to refer:

(a) Without specifying the Committee or other body or official to which the matter is referred, is a referral to the Chief of Police.

(b) Shall include the terms upon which the question is to be referred;

(c) Shall be debatable only in respect of the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition;

(d) May be amended but must be disposed of by the Board before the main question or an amendment thereto, and before a decision on a motion that a vote on the main question be now taken, or that the question be tabled.

MOTION TO LAY ON THE TABLE

22. (1) A motion to lay on the table is debatable but cannot be amended.

(2) The matter tabled shall not be considered again by the Board until a motion has been made to take up the tabled matter at the same or at a subsequent meeting of the Board.

(3) A motion to take up a tabled matter is not subject to debate or amendment.

(4) A motion that has been tabled and not taken from the table for six months shall be deemed to be withdrawn, and cannot be taken from the table.

MOTION TO DEFER

23. (1) A matter deferred to a definite date shall have precedence over all other business on such date.

(2) A motion to defer indefinitely shall be treated as if it were a motion to lay on the table.

MOTION THAT THE QUESTION BE PUT

24. A motion that the question be put:

(a) Cannot be amended or debated;

(b) Cannot be moved when there is an amendment under consideration;

(c) Shall preclude all amendments of the main question;

(d) When resolved in the affirmative, requires that the question be put forward without debate or amendment;

(e) Can only be moved in the following words: "That the question be now put";

(f) Cannot be moved by a Member who has spoken on the main question unless another Member has subsequently spoken on the question.

MOTION TO ADJOURN

25. (1) A motion to adjourn the meeting:

(a) Shall always be in order except as provided by the Rules of Procedure;

(b) Is not in order when a Member is speaking or has indicated to the Chair an intention to speak, or during the taking of a vote;

(c) Is not in order immediately following the affirmative resolution of a motion for the previous question;

(d) Is not debatable; and

(e) When resolved in the negative, cannot be made again until the Board has conducted further proceedings.

(2) A motion to adjourn without qualification, if carried, brings a meeting of the Board to an end.

(3) A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends the meeting of the Board to continue at such time.

(4) Upon the expiration of four hours after the scheduled time for the commencement of a meeting, the Chair shall put the following motion without debate, amendment or any procedural motion: "Shall this meeting be continued for a further hour?"

(5) If the motion pursuant to subsection (4) is not approved by a majority of the whole Board, the Chair shall declare that the meeting shall be deemed to be adjourned.

RECONSIDERATION

26. (1) Only a substantive motion may be reconsidered.

(2) After a substantive motion has been decided, any Member who was present and who voted thereon may, at any time prior to the end of the meeting at which the substantive motion was decided, give notice in writing that the Member will move for a reconsideration thereof at the next regular meeting or the next special meeting called to deal with the general subject matter under reconsideration.

(3) A motion giving notice of a motion to reconsider must be seconded by another Member.

(4) The Board shall, immediately when such notice has been given, vote as to whether or not such notice of reconsideration shall be accepted.

(5) If the vote in favour of reconsideration is less than one-third of those present and voting, then such notice of reconsideration shall be immediately declared lost.

(6) If such notice has been given and accepted, no action shall be taken to carry into effect the main motion until after the motion to reconsider has been disposed of.

(7) Every motion for reconsideration considered at a subsequent meeting shall be declared lost, unless a majority of the whole Board votes for it.

(8) Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.

(9) No discussion of the main question shall be allowed upon an accepted notice of reconsideration or upon the motion to reconsider, unless and until the Board shall have voted to reconsider the same.

(10) No question upon which a notice of reconsideration has been accepted shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

(11) If a notice of reconsideration is accepted by the Board the consideration of the motion to reconsider shall be the first item of business at the next regular Board meeting, unless the Board decides to deal with the motion at some earlier time.

(12) A motion to reconsider an amendment after the original motion to which the amendment was proposed has been considered and disposed of is out of order.

(13) An amendment cannot be the subject of reconsideration independently of the motion, by-law or other matter amended.

(14) If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it has never previously been considered.

VOTING ON MOTIONS

27. (1) An agenda for a regular or special meeting may provide that the meeting is to take place electronically.

(a) Where a meeting is to proceed electronically, the agenda shall set forth the means of participating in the meeting.

(b) Any Member participating electronically in the meeting shall be counted in the quorum for such meeting and shall be entitled to vote.

(c) This section applies with the necessary changes to the Committees of the Board.

(2) A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.

(3) No vote shall be taken by ballot or by any other means of secret voting.

(4) Any Member, before the question is decided, may require that the vote be recorded, in which case the Executive Director shall call the vote, announce the division, and record the names and votes of every Member on the question.

(5) If a Member disagrees with the announcement of the Chair that a question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require a recorded vote to be taken.

(6) When the Chair is satisfied that a question contains distinct proposals, the Chair may divide the question or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately.

(7) Every Member present at a meeting of the Board when a question is put, including the Chair and Vice Chair, shall vote thereon unless prohibited by statute, in which case it shall be recorded. Any Member who refuses to vote shall be recorded as voting in the negative.

(8) Any question on which there is an equality of votes shall be deemed to have been decided in the negative.

(9) When the Chair calls for the vote on a question, each Member shall remain seated until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room or speak to any other

Member or make any noise or disturbance. A Member not seated shall not be entitled to vote.

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.

PUBLIC MEETINGS

29. (1) All meetings of the Board shall be open to the public subject to section 30 of this by-law, and no person shall be excluded from a public meeting except for improper conduct.

(2) The Chair may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

(3) The use of cameras, recording equipment, television camera and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting by members of the public, including the news media, may be permitted provided it does not interfere with proceedings at the meeting, and subject to the approval and/or direction of the Chair unless otherwise decided by the Board.

CLOSED MEETINGS

30. (1) The Board may close a meeting or part of a meeting to members of the public in accordance with the provisions of section 35(4) of the *Police Services Act* if the Board is of the opinion that:

(a) Matters involving public security may be disclosed, and having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or

(b) Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. Such matters could include, but are not limited to:

i. personal matters about an identifiable individual, including employees;

ii. labour relations or employee negotiations;

iii. litigation or potential litigation, including matters before administrative tribunals, affecting the board or its employees;

iv. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

v. the security of the property of the City or Board;

vi. a proposed or pending acquisition or disposal of land;

vii. a matter in respect of which the board may hold a closed meeting under another Act;

viii. education or training sessions for the benefit of Members.

(2) Notwithstanding subsection (1) above, a meeting or part of a meeting shall be closed to the public if the subject matter to be considered cannot be publicly disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990. cM.56 as amended.

(3) A public notice of the meeting shall be posted prior to any closed meeting taking place and shall state:

(a) The time and the fact of the holding of the closed meeting; and

(b) The general nature of the matter to be considered at the closed meeting.

(4) If a matter is deemed by a majority of the Board present and voting to be inappropriate subject matter for a closed meeting, the matter will be deferred until the next regular public meeting and will be included in the public agenda for that meeting.

(5) If a matter considered in a closed meeting is deemed by a majority of all members of the Board to warrant public disclosure, prior to adjourning the meeting the Chair shall call for a motion to adjourn the closed portion and open a public portion of the meeting. The public minutes will record that the matter was considered in a closed meeting and, if appropriate, will state the resolution.

(6) Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by the Board shall vacate the meeting.

(7) Minutes of all or part of a meeting which is closed shall be retained in confidence by the Executive Director and such minutes shall not be open to inspection by any member of the public.

(8) Any and all information obtained at a closed meeting shall be treated as confidential by any and all persons in attendance.

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.

COMMUNICATIONS

32. (1) Every communication designed to be presented to the Board shall be legibly written or printed, and shall be signed by at least one person and filed with the Executive Director.

(2) Where, in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Ottawa Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.

(3) All communications on any subject within the jurisdiction of the Board may be referred by the Board to a Committee of the Board or other body or official by a motion without debate.

COMMITTEES OF THE BOARD

33. (1) Subject to the provisions of section 34 of the *Police Services Act*, Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.

(2) The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committee meetings so far as they are applicable.

(3) Subject to the provision of any general or special Act, the Board, in establishing any Committee, shall set forth Terms of Reference of the Committee and such other provisions as the Board shall deem proper. Committees shall report on their work to the Board as required under the Terms of Reference.

(4) Members shall be appointed to Committees by the Board and reviewed on an annual basis.

(5) Each Committee shall appoint a Chair of the Committee.

(6) Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee,

take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings.

(7) The Chair, ex-officio, is a member of every Committee and is entitled to participate in and vote at Committee meetings.

(8) The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically upon submitting its final report to the Board.

(9) The Board may establish Public Advisory Committees to report on matters within the jurisdiction of the Board, and members of the public may be invited to participate in such committees as the Board deems appropriate.

(10) No sub-groups of Committees shall be established without approval of the Board.

BY-LAWS

34. (1) Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.

(2) Every by-law when introduced, shall be in typewritten form, and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and date of the by-law.

(3) Every by-law of the Board requires only one reading before it may be passed.

(4) Every by-law which has been passed by the Board shall be numbered and dated and shall be sealed with the seal of the Board and signed by the Chair or the Vice-Chair and the Executive Director and shall be deposited in the Executive Director's office for safekeeping.

AMENDMENT AND REPEAL

35. (1) City of Ottawa Police Services Board Procedural By-law 2 of 2011 is repealed.

(2) This by-law shall not be amended or repealed except by a majority of the whole Board.

(3) No amendment or repeal of this By-law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous regular meeting of the Board and the Board may not waive such notice.

COMMENCEMENT AND TITLE

36. (1) This By-law comes into force and effect on the day that it is passed.

(2) The short title of this by-law is the *Police Services Board Procedure By-law*.

Enacted and passed this 22nd day of September, 2014.

Original signed by:

_____

ELI EL-CHANTIRY, CHAIR

Original signed by:

_____

WENDY FEDEC, EXECUTIVE DIRECTOR

OTTAWA POLICE SERVICES BOARD

BY-LAW No. 1 of 2016

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

WHEREAS the City of Ottawa Police Services Board (the "Police Services Board") deems it desirable to enact certain amendments to the Police Services Board Procedure By-law adopted on September 22, 2014 as By-law No. 3 of 2014;

THEREFORE the Police Services Board enacts as follows:

1. Paragraphs (1) and (2) of Section 31 of By-law No. 3 of 2014 of the City of Ottawa Police Services Board entitled "A by-law to govern the proceedings of the Ottawa Police Services Board" is repealed and the following paragraphs substituted therefor:

31. (1) Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings, provided that the person(s) requesting a delegation has provided written notice of their request to the Board's Executive Director at least five (5) working days before the date of the Board meeting; the matter is within the jurisdiction of the Board; and the request has been approved by the Board Chair. The request shall include the subject matter and a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. The Chair will advise all Board members should a request to speak be declined and the rationale for declining the request.

(2) Upon approval of the request by the Board Chair, the delegation shall be listed on the next appropriate meeting agenda.

ENACTED AND PASSED this 21st day of March, 2016.

Original signed by:

_____
ELI EL-CHANTIRY, CHAIR

Original signed by:

_____
WENDY FEDEC, EXECUTIVE DIRECTOR

OTTAWA POLICE SERVICES BOARD

BY-LAW No. 2 of 2016

Being a by-law of the Ottawa Police Services Board to amend the Police Services Board Procedure By-law No. 3 of 2014, as amended by By-law No. 1 of 2016.

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

THEREFORE the Police Services Board enacts as follows:

1. Paragraph (2) of Section 4 of By-law No. 3 of 2014 of the City of Ottawa Police Services Board entitled "A by-law to govern the proceedings of the Ottawa Police Services Board" is amended by replacing 17:00 hours with 16:00 hours in section 4(2), so that the paragraph reads as follows:

   4. (2) The Board shall hold its regular meetings at the hour of 16:00 hours in the Champlain Room at Ottawa City Hall according to the schedule set annually and approved by the Board, or at such other places or time as may be determined by the Board from time to time."

ENACTED AND PASSED this 27th day of June, 2016.

Original signed by:

ELI EL-CHANTIRY, CHAIR

Original signed by:

WENDY FEDEC, EXECUTIVE DIRECTOR

OTTAWA POLICE SERVICES BOARD

BY-LAW No. 1 of 2023

Being a by-law of the Ottawa Police Services Board to amend the Police Services Board Procedure By-law No. 3 of 2014, as amended by By-law No. 1 and 2 of 2016 and Motion 20-01 of 2020.

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

THEREFORE the Police Services Board enacts as follows:

1. Paragraph (7) of Section 4 is repealed and the following substituted therefor:

(7) The Chair, Executive Director, and/or Board Assistant shall give notice of the time, place and purpose of a special meeting to all Members of the Board either:

(a) by telephone, facsimile, electronic mail or hand delivered to each Member so as to be received at the residence or place of business of each Member as soon as possible in advance of the time fixed for the meeting;

(b) by personal service to the Members, as soon as possible in advance of the time fixed for the meeting; or

(c) by verbal notice provided a majority of the Board consents to the meeting.

2. Paragraph (9) of Section 4 is repealed and the following substituted therefor:

(9) If a special meeting is called for the purpose of considering a confidential matter in accordance with Section 35(4) of the *Police Services Act*, the Board shall post a public notice of the meeting stating:

(a) the time and the fact of the holding of the closed meeting; and

(b) the general nature of the matter to be considered at the closed meeting.

3. The following paragraph is to be added to the end of Section 4:

(10) At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to

communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.

4. Paragraph (4) of Section 9 is repealed and the following substituted therefor:

   9. (4) Members shall conduct themselves in accordance with Ontario Regulation No. 421/97 – Members of Police Services Board Code of Conduct, and any Board Policy that may be approved.

5. Section 10 is repealed and the following substituted therefor:

   10. The Board shall deal with matters in the following order during its regular meetings, subject to confirmation from the Chair:

   (a) Ceremonial Activities / Announcements

   (b) Confirmation of the Agenda

   (c) Confirmation or Correction of Minutes

   (d) Reports from Committee Chairs & Minutes

   (e) Declarations of Interest (Municipal Conflict of Interest Act)

   (f) Delegations

   (g) Inquiries

   (h) Chair's Verbal Report

   (i) Chief's Verbal Report

   (j) Consideration of Reports

   (k) Communications

   (l) New Business

   (m) Consideration of In-Camera Items

   (n) Adjournment.

6. Paragraph (1) of Section 11 is repealed and the following paragraph substituted therefor:

   11. (1) Prior to each regular meeting, the Executive Director, under the supervision of the Chair, shall prepare an agenda of all the items in the order of business set out in section 10, and shall ensure that the agenda and the minutes of the last regular meeting are provided to every Member not less

than two working days before the time appointed for the commencement of such regular meeting.

7. Paragraph (3) of Section 12 is repealed and the following paragraph substituted therefor:

11. (3) The Executive Director shall ensure that the minutes of the last regular meeting of the Board, together with the agenda prepared in accordance with section 11, are provided to each Member no less than two working days before the time appointed for the holding of such regular meeting.

8. Paragraph (1) of Section 27 is repealed and the following paragraph substituted therefor:

27. (1) An agenda for a regular or special meeting may provide that the meeting is to take place electronically.

(a) Where a meeting is to proceed electronically, the agenda shall set forth the means of participating in the meeting.

(b) Any Member participating electronically in the meeting shall be counted in the quorum for such meeting and shall be entitled to vote.

(c) This section applies with the necessary changes to the Committees of the Board.

9. Paragraph (3) of Section 30 is repealed and the following substituted therefor:

(3) A public notice of the meeting shall be posted prior to any closed meeting taking place and shall state:

(a) The time and the fact of the holding of the closed meeting; and

(b) The general nature of the matter to be considered at the closed meeting.

10. Section 31 is repealed and the following substituted therefor:

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.

ENACTED AND PASSED this 27th day of February, 2023.

Original signed by: *Original signed by:*

_____ _____

SUZANNE VALIQUET, CHAIR KRISTA FERRARO, EXECUTIVE DIRECTOR

OTTAWA POLICE SERVICE BOARD

BY-LAW No. 1 of 2025

Being a by-law of the Ottawa Police Service Board to amend the Police Services 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 Services 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*.

ENACTED AND PASSED this 28th day of July, 2025.

Original signed by:	*Original signed by:*
_____	_____
SALIM FAKIRANI, CHAIR	HABIB SAYAH, EXECUTIVE DIRECTOR