

AD HOC POLICY REVIEW COMMITTEE

May 31, 2023, 5:00 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario

- Members: Lyra Evans, Lynn Scott , Alysha Aziz (electronic communication), Nili Kaplan-Myrth (electronic communication), Cathryne Milburn (electronic communication)
- Non Voting Members: Ryan Doucette (Advisory Committee on Equity, electronic communication)
- Staff and Guests Donna Blackburn (Trustee), Donna Dickson (Trustee, electronic communication), Suzanne Nash (Trustee), Michele Giroux (Director of Education), Janice McCoy (Executive Officer, Corporate Services), Nicole Guthrie (General Manager of Board Services), Engy Abdel Masieh (Policy Analyst), Kenan Omercajic (Policy Analyst), Mellissa Applewaithe (Board/Committee Coordinator)
1. Call to Order
Executive Officer McCoy called the meeting to order at 5:05 p.m.
 2. Acknowledgement of Territorial Lands
Executive Officer McCoy acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for hosting the meeting on their land.
 3. Declarations of Interest
No declarations of interest were filed.
 4. Approval of the Agenda
Moved by Trustee Evans,
THAT the agenda be approved.
Carried
 5. Selection of Ad Hoc Committee Chair
Executive Officer McCoy called for nominations for the position of the Ad Hoc Policy Review Committee chair.

Trustee Lyra Evans nominated Trustee Scott.

Trustee Scott declined the nomination.

Trustee Aziz nominated Trustee Milburn. Trustee Milburn accepted the nomination.

Moved by Trustee Lyra Evans,

THAT nominations be closed.

Carried

By acclamation, Executive Officer McCoy declared Trustee Milburn Chair of the Ad Hoc Policy Review Committee for the period 31 May 2023 to 31 May 2024.

Trustee Milburn was not in the meeting room of the committee.

Trustee Lyra assumed the chair.

6. Matters for Discussion:

6.1 List of Policies for Review 2023-2024

Your Committee had the Policy Work Plan before it for discussion.

During the discussion and in response to queries, the following information was provided:

- It was reported that Ottawa-Carleton District School Board (OCDSB) senior staff had met to identify policies, procedures and strategic priorities for the 2023-2024 school year. Staff had considered the dates of previous policy reviews, ongoing work currently being undertaken by the Ministry of Education (MOE) and resource capacity as a guide for their decision in developing a list of policies for review during the 2023-2024 and 2024-2025 school years;
- It was noted that the list is subject to change resulting from new Policy and Program Memorandum (PPMs) and MOE direction requiring the District to develop new policies;
- The District has implemented a tiered approach to policy review as follows:
 - Tier 1: Policy requiring minor adjustments such as the updating of position titles, or legislation or policies that are to be rescinded;
 - Tier 2: Policy requiring substantive, but not significant changes to be brought to Board for approval. Consultation for this type of

policy would be structured and tailored to those groups affected by the changes; and

- Tier 3: Policy requiring significant development or changes.
- In recognition of the requirement for accessible documents, the OCDSB has updated the Consultations webpage with a new design that is easier to navigate. Staff anticipate that translation services may be provided for community members with English as a second language at a future date;
- Board Services will include the policies identified on the list on a forward agenda, and advisory committee representatives can highlight the policies relevant to their committee to the superintendent during agenda preparation; and
- It was noted that the Ad Hoc Policy Review Committee's progress should be reviewed at the end of 2023-2024 school year or at the start of the 2024-2025 school year to evaluate the committee's success.

6.2 Policy Development and Management

a. Equity Assessment Tool for Policies and Procedures

Policy Analyst Omercajic presented an overview of the Equity Assessment Tool (EAT), which was developed to uphold the OCDSB commitment to Indigenous Rights, Human Rights, and Equity, and to expunge all forms of discrimination and inequity from OCDSB policies and procedures.

The OCDSB policy analysts will use the EAT to guide their discussion as policies come forward for consideration. Members appreciated the work on the EAT and recognized that it will evolve and change with use.

7. Matters for Action:

7.1 Report 23-047, Rescission of Policy P.111.GOV, Advisory Committee for Extended Day and Child Care Programs

Your Committee had before it Report 23-047, seeking the rescission of Board Policy P.111.GOV Advisory Committee for Extended Day and Child Care Programs and to stand down the committee.

During the discussion and in response to queries, the following information was provided:

- Senior staff have determined that Policy P.111.GOV is outdated, due to significant changes in the requirements of the OCDSB since

the committee was created to advise the Board on Extended Day and Child Care Programs;

- The delivery of child care in the District has greatly evolved in response to government directives within the new Early Years and Child Care Agreement;
- The advisory committee has not been able to provide the advice expected by the Board, due to continual low attendance and lack of quorum;
- The District has considered risk, operational challenges and mitigation measures to the committee in making their decision; and
- Based on these factors, experience and the importance of considering rescission as a part of the policy review process, the District recommends the rescission of the Extended Day and Child Care Programs policy.

Moved by Trustee Aziz,

THAT the debate be closed and a vote be taken in the motion.

Carried

Moved By Lynn Scott

- A. **THAT the Advisory Committee for Extended Day and Child Care Programs be stood down; and**
- B. **THAT Policy P.111 GOV: Advisory Committee for Extended Day and Child Care Programs be rescinded.**

Carried

8. Information Items

There were no matters for information.

9. New Business -- Information and Inquiries

There was no new business.

10. Adjournment

The meeting adjourned at 6:26 p.m.

Cathryne Milburn, Chair, Ad Hoc Policy Review Committee

