



Memo No. 23-062

TO: Trustees
Student Trustees

FROM: Pino Buffone, Director of Education and Secretary of the Board
Michele Giroux, Executive Officer, Corporate Services

DATE: 06 October 2023

RE: Minor Policy Revisions (Tier 1)

On 31 May 2022, the Board approved revisions to [Policy P.001.GOV Policy Development and Management](#), which included the delegation of authority to the Director of Education for minor revisions (known as Tier 1 Policy Review) to policies (section 3.3) that do not alter any substantive provision, term, intent, or right contained within a policy.

Minor revisions (Tier 1) specifically include:

- correcting inconsistencies;
- modernizing and using gender neutral language;
- harmonizing definitions;
- establishing consistency in reference to spelling, capitalization, and punctuation;
- revisions to ensure alignment with, and references to language in statutes, regulations, policy memorandums, or other regulatory directives, and/or
- inserting, adding, or deleting reference documents.

In accordance with [Policy P.001.GOV Policy Development and Management](#), the following policies fall under the purview of tier 1 revisions and have been amended as set out below.

Appendix A - P.006.HR Delegation of Authority (Last Revised 20 June 2022)

Summary of Revisions:

- Transferred to the new Board approved template; and
- Reflected the new classifications as a result of the revised union exempt compensation scheme approved by the Board in the fall of 2022 (S. 4.4 a and 4.8).

Appendix B - P.027.GOV Corporate Records Management (Last Revised August 1998)

Summary of Revisions:

- Transferred to the new Board approved template;
- Replaced “corporate records” with “official business records” in alignment with the recently revised procedure [PR.516.GOV](#) and the naming convention used by the City of Ottawa;

- Aligned the use of District Vs. Board (S. 4.1 and Definitions) with the understanding that “Board” refers to the trustees while “District” refers to the whole organization; and
- Modernized the language by removing “facsimile” and replacing it with “electronic transmission”(Definitions).

Appendix C - P.055.FIN Asset Management (Last Revised 18 November 1998)

Summary of Revisions:

- Transferred to the new Board approved template;
- Adjusted the tense (future) to align with current practice;
- Corrected references to reflect current staffing positions within the District; and
- Added definitions of Asset Management Systems, Board, and District.

Appendix D - P.094.HR Classification Review System for Union Exempt Employee Group (Last Revised 18 February 2000)

Summary of Revisions:

- Replaced “Classification Review System” with “Job Evaluation” in alignment with the recently revised [PR.610.HR](#) and [PR.611.HR](#);
- Transferred to the new Board approved template; and
- Aligned the use of District Vs. Board (S. 3.1).

It is worth noting that the authorization to the Director of Education to make minor revisions to a policy does not preclude the Board from recommending future Tier 2 or 3 reviews within the five-year policy review cycle. If you have any questions about the changes made to these policies, please contact Michele Giroux, Executive Officer, Corporate Services.

Attachment

cc Senior Staff
 Manager of Board Services
 Corporate Records

Appendix A1: P.006.HR Delegation of Authority (With revisions)
 Appendix A2: P.006.HR Delegation of Authority (Clean)
 Appendix B1: P.027.GOV Corporate Records Management (With revisions)
 Appendix B2: P.027.GOV Management of Official Business Records (Clean)
 Appendix C1: P.055.FIN Asset Management (With revisions)
 Appendix C2: P.055.FIN Asset Management (Clean)
 Appendix D1: P.094.HR Classification Review System for Union Exempt Employee Group (With revisions)
 Appendix D2: P.094.HR Job Evaluation - Union Exempt Employees (Clean)