



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## MEMORANDUM

**Memo No. 21-045**

TO: Trustees  
Student Trustees

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board  
Michele Giroux, Executive Officer, Corporate Services

DATE: 19 April 2021

RE: **Amendments to Draft Policy P.146.HR, Equitable Recruitment, Hiring and Promotion**

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At the Committee of the Whole (COW) meeting on 6 April 2021, draft policy P.146.HR, Equitable Recruitment, Hiring and Promotion was presented for approval. Trustees had a number of proposed amendments to the policy and a motion to defer the matter to a future meeting was made to permit trustees time to consider amendments. A Special COW has been scheduled for 20 April 2021 to allow for further debate on the draft policy.

### **Policy and Supporting Resources**

Since the meeting on 6 April 2021, staff has reviewed the policy and has corrected typographic errors and formatting/numbering issues. This copy is attached as part of the following resources to support the discussion at the meeting:

- **Appendix A (POLICY)** - the clean copy of the policy with the revisions noted above. This version will be the point of reference for discussion at the meeting.
- **Appendix B (PROPOSED AMENDMENTS)** - A table of proposed amendments is provided as Appendix B and was compiled from the list of amendments submitted by trustees. The amendments are numbered and, to help facilitate discussion, are listed in order by policy section number. The third column of the table includes the specific language to be used when presenting an amendment. The fourth column includes the current policy language. The fifth column shows the revised policy language if amendment were carried. The sixth column is to assist trustees in preparing for the meeting and can be used to make notes and/or identify which amendments might be considered friendly.
- **Appendix C (ORIGINAL DRAFT POLICY)** - For reference purposes, the policy as presented on April 6th is attached.

### **Staff Comment on Proposed Revisions**

Staff has reviewed the proposed amendments and has comment on the following:

- **Section 1 - Purpose** - the discussion on this section of the policy was hampered by the complexity of ideas and length and structure of the sentence. The purpose of this section of the policy is to provide a concise summary of what the policy seeks to achieve. A restructured sentence might read:
  - *To develop a qualified and diverse workforce with the knowledge, skills, and attributes needed to ensure all students reach their full potential, regardless of their background or social identity through fair, consistent, transparent and equitable recruitment, hiring and promotion practices for all positions within the Ottawa-Carleton District School Board (OCDSB).*
- **Definitions** - as a matter of practice, the District makes every effort to maintain consistency in definitions between policies. For example, using the same definition of a term such as equity or diversity in this and other policies eliminates confusion and multiple interpretations. As there is currently much work underway on policies relating to race and diversity, staff will take a broader review of the use of these definitions as part of a future work plan. In terms of the specific amendments proposed, the removal of race entirely from the definition of equity is not recommended. An alternative could be to replace “race” with “racial identity”.
- **Qualified vs Competent** - proposed amendment #12 seeks to change the word “qualified” to “competent”. Staff is concerned that this could make the statement more subjective. Many of our employee groups are required to meet specific qualifications based on legislation, job descriptions and collective agreements.
- **Addressing Barriers** - proposed amendment #29 seeks to insert the word “other” before “historically disadvantaged groups”. This amendment may have the unintended consequence of suggesting that the experiences and barriers faced by Indigenous persons are similar to or the same as those experiences by “other historically disadvantaged groups”. Staff recommends that other not be inserted, thereby recognizing the separate and unique lived experiences and barriers as unique.

### **Process for Dealing with Amendments**

Recognizing the need to put this policy into practice, it will be important to make efficient use of the meeting time. With each amendment, the Chair will allow the mover a short introduction and ask if the amendment is “friendly”. Section 12.10 (e) of the OCDSB By-laws and Standing Rules provides the following with respect for handling amendments

*The Board shall debate and vote upon motions in the reverse order of their movement, as follows:*

- i. Motion to sub-amend;*
- ii. Motion to amend; and*

*iii. Main motion.*

*i. Motion to Amend or Sub-Amend*

- 1. An amendment must be germane to the motion it seeks to amend. Such an amendment may be contrary to the intention of the main movers, that is, provide an alternative to part of the substantive motion before the meeting, but it must not convert this motion into its direct negative, that is, be directly hostile to the main motion. An amendment that is the direct negative of the main motion is not in order because this intention can be achieved directly by defeating the motion as it stands.*
- 2. If the proposed alternative alters the intention of the movers' motion to the extent that they wish to withdraw it, unanimous consent of the meeting is required to do so (see 12.10 (h) below), as the motion belongs to the meeting not the movers, and all members have the right to propose changes to make it more generally acceptable before proceeding to a vote. [ref. K&K p. 115 § 95].*
- 3. A sub-amendment shall likewise be germane to an amendment. Only one amendment and one sub-amendment may be on the floor at the same time.*
- 4. An amendment may be accepted as **friendly** when it meets all of the following conditions:*
  - it clarifies the main motion but does not change its substance or intent;*
  - the mover and seconder of the main motion accept the amendment as friendly; and*
  - no other member objects to the amendment being accepted as friendly.*

*Otherwise, the amendment should be moved, seconded, debated and voted on as a formal amendment.*

Any additional amendments beyond those in the attached table should specify exactly where in the policy the change is to be made and precisely what wording to insert, strike or substitute.

Should you have any questions regarding the process, please contact Michele Giroux, Executive Officer, Corporate Services, at [michele.giroux@ocdsb.ca](mailto:michele.giroux@ocdsb.ca). Should you have any questions regarding the policy please contact Janice McCoy, Superintendent of Human Resources, at [janice.mccoy@ocdsb.ca](mailto:janice.mccoy@ocdsb.ca).

cc     Director's Executive Council  
       Corporate Records