

Phase 1:
Planning and Obtaining Trustees' Directions

Phase 2:
Revision

Phase 3:
Internal Reviews and Sign-offs

Phase 4:
External Consultations

Phase 5:
Committee/Board Approvals

Phase 6:
Implementation

START
Policy Review

Conduct equity assessment of policy using Equity Assessment Tool

Contact Policy Coordinator, develop Policy Review Work Plan (integrate findings of equity assessment)

Present Policy Review Work Plan to Governance and Policy Committee and seek Committee input and directions. Update Work Plan, as required

Re-format Policy as per Policy Template

Is Policy aligned with legislation, Government directives, Board decisions, Governance and Policy Committee recommendations?

Make required revisions to ensure alignment

Identify internal stakeholders and conduct reviews

Obtain sign-offs from:

- Departments directly affected by the Policy;
- Legal Services;
- Governance and Board Services;
- Government, Public & Community Relations

Submit revised Policy to Director's Council

Obtain sign-off from Director of Education

Are external consultations applicable to this Policy?

In addition to Board's Community Advisory Committees and Student Senate (mandatory), identify other external stakeholders for consultations

Determine appropriate public consultations method

Conduct external consultations

Is Policy further revised as a result of consultations?

If applicable, submit Policy to appropriate Board Committee(s) for input

Submit Policy to the Governance and Policy Committee for review and recommendation

Submit Policy to Board for final approval

Implement communication plan, ensure Policy is posted on TDSB website, including summary of policy revisions and expected outcomes

Conduct information/training sessions, as required

Initiate review and, if required, revision of corresponding procedures

END

