

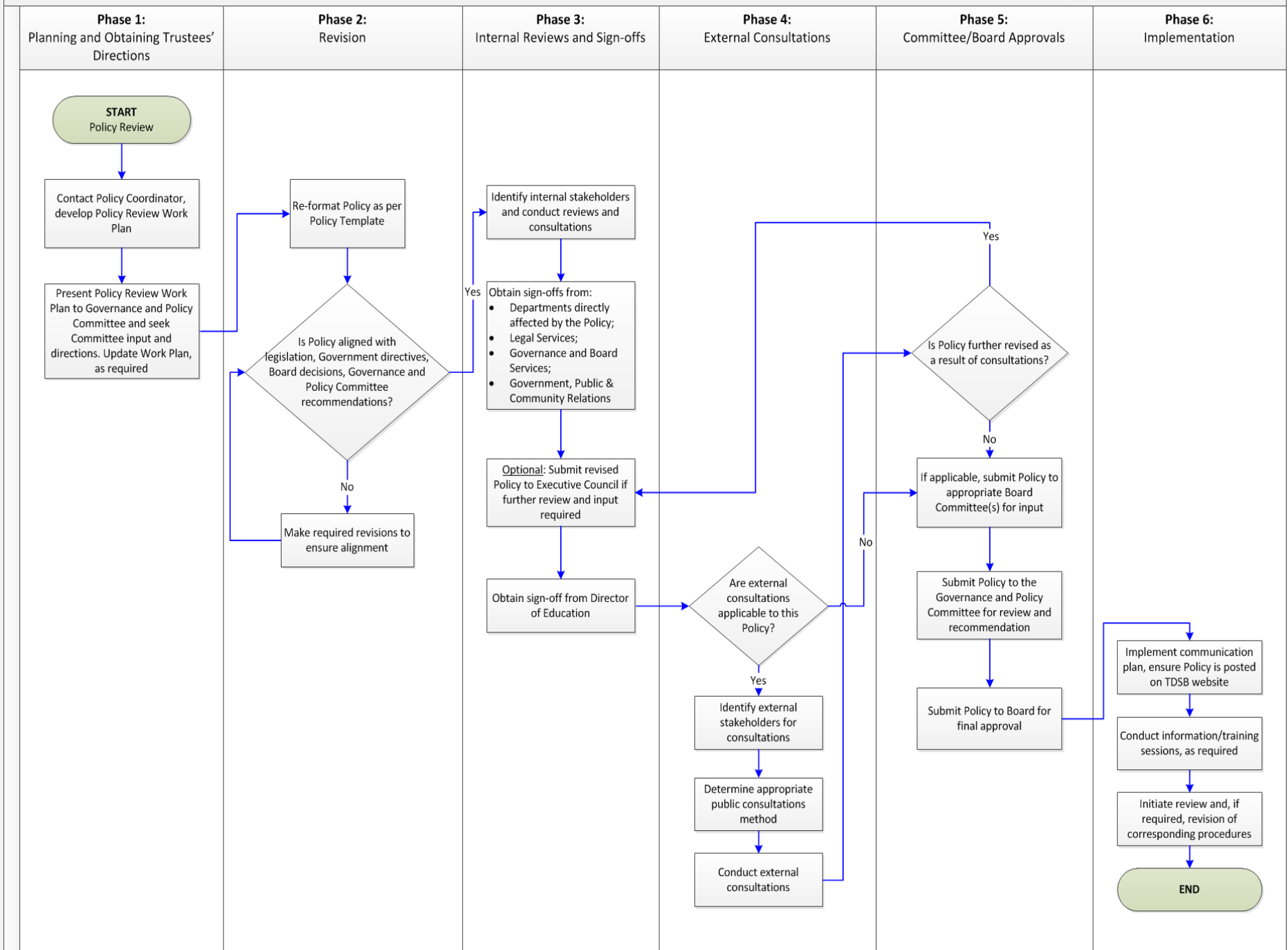
# **POLICY REVIEW PROCESS**

## **Phase 1 to Phase 6**

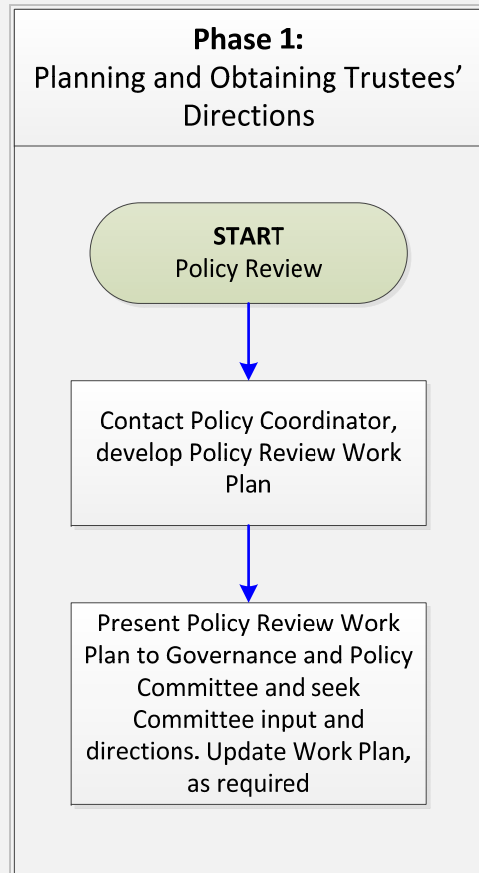
**Policy Services**  
**Governance and Board Services**  
**February 15, 2017**



**POLICY REVIEW PROCESS**



# PHASE 1: PLANNING AND OBTAINING TRUSTEES' DIRECTIONS



## KEY COMPONENTS IN PHASE 1

- ✓ Work Plan
- ✓ Trustee Directions to Staff

### INPUT

Staff:

- prepare Work Plan in consultation with Policy Coordinator
- present Work Plan to Governance and Policy Committee

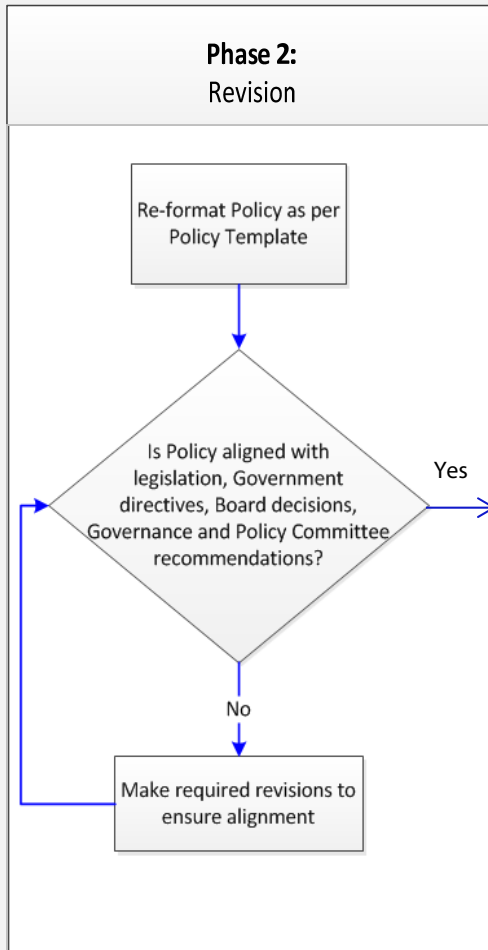
Trustees:

- provide policy directions to staff
- approve Work Plan

### NEXT PHASE

Revision

## PHASE 2: REVISION



### KEY COMPONENTS IN PHASE 2

- ✓ Policy template
- ✓ Ensure policy content is current and accurate

### INPUT

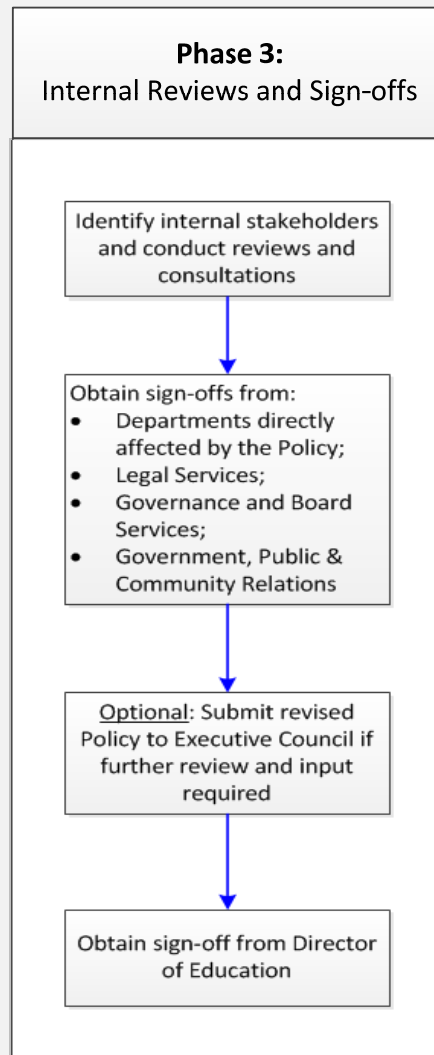
Staff:

-Revise draft policy

### NEXT PHASE

Internal reviews and sign-offs

## PHASE 3: INTERNAL REVIEWS AND SIGN-OFFS



### KEY COMPONENTS IN PHASE 3

- ✓ Internal reviews
- ✓ Review by Executive Council
- ✓ Director's sign-off

### INPUT

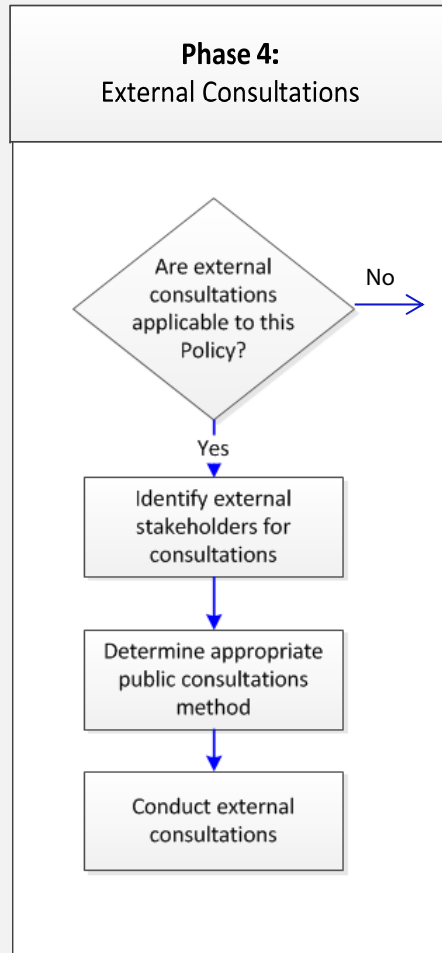
#### Staff :

- Ensure that all necessary TDSB departments have reviewed and provided feedback
- Conduct inter-departmental review of draft policy
- Obtain Director's approval before starting external consultations

### NEXT PHASE

External Consultations

## PHASE 4: EXTERNAL CONSULTATIONS



### KEY COMPONENTS IN PHASE 4

- ✓ Policy consultations (external/public)
- ✓ Posting on the TDSB's website
- ✓ Minimum requirements for consultations
- ✓ Exceptions for some policies

### INPUT

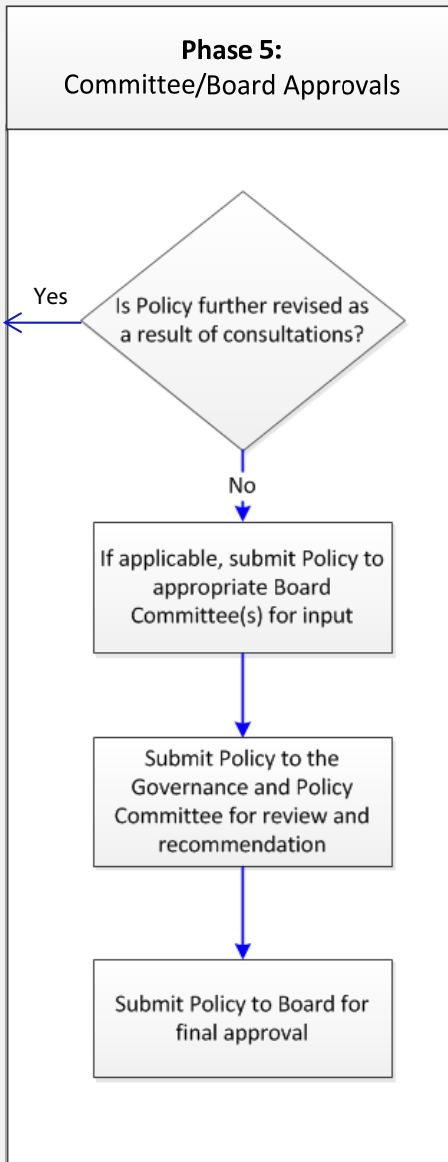
Staff:

-Collect and track all suggested revisions to the draft policy

### NEXT PHASE

Committee/Board approvals

## PHASE 5: COMMITTEE/BOARD APPROVALS



### KEY COMPONENTS IN PHASE 5

- ✓ Review by Board committees (if applicable)
- ✓ Consideration by Governance and Policy Committee
- ✓ Consideration by Board of Trustees

### INPUT

Staff:

- Present the final draft policy
- Provide a summary of comments from consultations
- Flag and explain any deviations from trustee directions

Trustees:

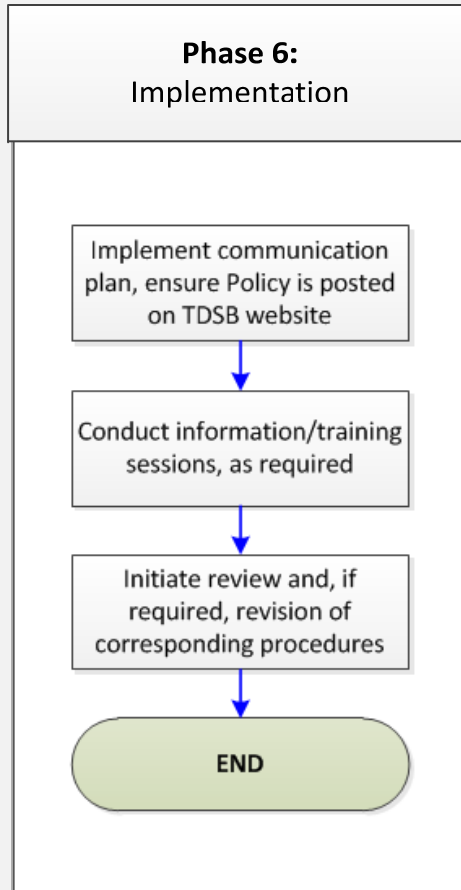
- Consider revised policy
- Recommend for submission to Board, or refer draft back to staff for further revisions

### NEXT PHASE

Implementation

## PHASE 6: IMPLEMENTATION

### KEY COMPONENTS IN PHASE 6



- ✓ Communication plan
- ✓ Training
- ✓ Operational procedure(s) review

### INPUT

Staff :

- Implement with communications roll-out
- Conduct training/info sessions
- Align procedures with the policy



**Thank you!**

