**POLICY REVIEW WORK PLAN**

TEMPLATE

Date: [today’s date]

1. **POLICY INFORMATION**

Policy Title and Policy Number:

Review during fiscal year:

Last reviewed: [date]

Executive Council member responsible for this Policy review: [provide position of the Executive]

1. **PLANNING AND OBTAINING DIRECTIONS**

This Policy Review Plan has been discussed with the Policy Coordinator:

Yes

No

This Policy Review Plan will be discussed at the Policy Review Committee meeting held on: [provide date]

1. **REVISIONS**

**Formatting Changes**

The Policy will be reformatted to ensure alignment with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

Yes

No

**Content Changes**

The Policy requires content revisions:

Yes

No

The content changes are due to the following reason(s): [select one or more]

Legislation

Government directives/policies

Board decisions

Operational requirements

Simplify and/or update using plain language

Additional information on the scope of the content changes: [provide details]

A review of leading practices for similar policies across jurisdictions will be undertaken for this policy.

1. **INTERNAL REVIEWS AND SIGN-OFFS**

The Policy review will include TDSB divisions affected by the Policy: [select applicable]

Equity and Achievement

Facilities, Sustainability and Employee Services

Finance and Operations

In addition, the following departments will be required to sign-off on the proposed Draft Policy:

Legal Services

Governance and Board Services

Government, Public and Community Relations

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

Director of Education

1. **EXTERNAL CONSULTATIONS**

Are external consultations applicable to this Policy?

Yes

No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (30 days minimum)
2. Extending invitations for consultation to all Advisory Committees of the Board and conducting consultations with the Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees): [provide projected dates of consultations]

2SLGBTQ+ Advisory Committee

Aboriginal Community Advisory Committee

Alternative Schools Advisory Committee

Black Student Achievement Advisory Committee

Community Use of Schools Advisory Committee

Early Years Advisory Committee

Environmental Sustainability Community Advisory Committee

Equity Policy Advisory Committee

French as a Second Language Advisory Committee

Inner City Advisory Committee

Parent Involvement Advisory Committee (PIAC)

Special Education Advisory Committee (SEAC)

Student Nutrition Advisory Committee

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

Student SuperCouncil

School Councils

Other: [provide details]

The following methods will be applied in the external consultations: [select one or more]

Public meeting

Facilitated focus group

Call for public delegations

Expert panel discussion

Survey

Posting on the TDSB website

Other: [provide details]

1. **COMMITTEE/BOARD APPROVALS**

Following external consultations and revisions, the working draft Policy will be presented to the Policy Review Committee on the following date: [provide date]

Following recommendation by the Policy Review Committee, the revised Policy will be presented to the Planning and Priorities Committee on the following date: [provide date]

Following recommendation by the Planning and Priorities Committee, the revised Policy will be presented to the Board on the following date: [provide date]

Once approved, the revised Policy will replace the existing policy on the TDSB website.

1. **IMPLEMENTATION**

Following Board approval, the final revised Policy will be communicated through:

Posting of the revised Policy on the TDSB website through the Policy Coordinator

Sharing with staff through the System Leaders’ Bulletin

Policy implementation will include:

Conducting information/training sessions to TDSB staff affected by the Policy

The projected time period for conducting information/training sessions to staff will be: [provide date(s)]

Review of accompanying procedures [identify procedures to be reviewed]