**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:

[x]  Legal Services

[x]  Governance and Board Services

[x]  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]