**POLICY DEVELOPMENT WORK PLAN**

TEMPLATE

All policies will be developed to ensure consistency with the TDSB’s Mission, Values and Goals Policy (P002), the Equity Policy (P037), and the Board’s Multi-Year Strategic Plan.

Date: [today’s date]

**POLICY INFORMATION**

Proposed Policy Title:

Executive Council member responsible for development of the new Policy:

[provide position of the Executive]

1. **APPROVAL OF POLICY RATIONALE**

The rationale for the new Policy: [provide brief summary]

The development of the new Policy was authorized by the Board of Trustees on [provide date]

This Work Plan has been discussed with the Policy Coordinator:

Yes

No

1. **OBTAINING TRUSTEES’ DIRECTIONS AND DRAFTING POLICY**

This Policy Development Work Plan will be discussed at the Governance and Policy Committee meeting held on: [provide date]

**Creating the Draft Policy**

The draft Policy will be created and aligned with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

Yes

No

Detailed information on the proposed policy provisions, including findings of the policy equity assessment:

A review of leading practices for similar policies across jurisdictions has been conducted and is included with this Work Plan.

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

The draft Policy will include input from TDSB departments affected by the Policy:

[select applicable]

Business Operations and Service Excellence

Equity, Well-Being and School Improvement

Human Rights and Indigenous Education

Leadership, Learning and School Improvement

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

☑ Legal Services

☑ Policy Services

☑ Government, Public and Community Relations

Following internal reviews and TDSB departments’ sign-offs, the draft Policy will be submitted to Executive Council on: [provide date]

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 (45 days minimum)
2. Extending invitations for consultation to:

Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community 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+ Community Advisory Committee

Alternative Schools Community Advisory Committee

Black Student Achievement Community Advisory Committee

Community Use of Schools Community Advisory Committee

Early Years Community Advisory Committee

Environmental Sustainability Community Advisory Committee

Equity Policy Community Advisory Committee

French-as-a-Second-Language Community Advisory Committee

Inner City Community Advisory Committee

Parent Involvement Advisory Committee (PIAC)

Special Education Advisory Committee (SEAC)

Urban Indigenous Community Advisory Committee

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

School Councils

Professional Associations and Unions

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 (e.g., electronic communication): [provide details]

1. **COMMITTEE/BOARD APPROVALS**

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

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

Once approved, the new Policy will be added to the TDSB website.

1. **IMPLEMENTATION**

Following Board approval, the new Policy will be communicated through:

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

Sharing with staff through the System Leaders’ Bulletin

Informing departments at staff meetings and channeling information to the school principals through respective superintendents

Implementation of a broad communication plan for internal and external audiences, include summary of policy provisions and expected outcomes

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)]

Initiate development of new procedures or review of associated procedures

[identify existing procedures]