

POLICY DEVELOPMENT PROCESS

APPENDIX C

Phase 1:
Approval of Policy Rationale

Phase 2:
Obtaining Trustees' Directions and
Drafting Policy

Phase 3:
Internal Reviews and Sign-offs

Phase 4:
External Consultations

Phase 5:
Committee/Board Approvals

Phase 6:
Implementation

START
Policy Development
Initiated by staff

Contact Policy Coordinator

Submit rationale for the new
Policy to Executive Council for
approval

Submit rationale for the new
Policy to the Board through
appropriate Committee for
approval

START
Policy Development
*initiated by Trustees through Board
approval*

Present Policy Development
Work Plan to the Governance
and Policy Committee and seek
input and directions

Create draft Policy

Identify internal stakeholders and
conduct reviews and consultations

Obtain sign-offs from:

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

Submit draft Policy to Executive
Council for input

Obtain sign-off from Director of
Education

Are external
consultations
applicable to this
Policy?

Identify external participants
for consultations

Determine appropriate public
consultations method

Conduct external
consultations

Is Policy further revised as
a result of consultations?

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

Submit draft Policy to
Governance and Policy
Committee

Submit draft Policy to Board
for final approval

Implement communication
plan, ensure Policy is posted
on TDSB website

Conduct information/training
sessions, as required

Initiate development of
corresponding operational
procedures

END

