# POLICY REVIEW PROCESS

**Phase 1:**

Planning and Obtaining Trustees’

Directions

**Phase 2:**

Revision

**Phase 3:**

Internal Reviews and Sign-offs

**Phase 4:**

External Consultations

**Phase 5:**

Committee/Board Approvals

**Phase 6:**

Implementation

## START

Policy Review

Yes

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| Contact Policy Coordinator, develop Policy Review Work Plan |
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| Re-format Policy as per Policy Template |
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| Identify internal stakeholders and conduct reviews and consultations |
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Present Policy Review Work Plan to Governance and Policy Committee and seek Committee input and directions. Update Work Plan, as required

Is Policy aligned with legislation, Government directives, Board decisions, Governance and

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|  | Make required revisions to ensure alignment |
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Policy Committee recommendations?

Yes

Is Policy further revised as a result of consultations?

No

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| Obtain sign-offs from: Departments directly affected by the Policy; Legal Services; Governance and Board Services; Government, Public & Community Relations |
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No Optional: Submit Policy to

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| Optional: Submit revised Policy to Executive Council if further review and input required |
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appropriate Board

Committee(s) for input

No

Obtain sign-off from Director of Education

Are external consultations applicable to this Policy?

Yes

Implement communication plan, ensure Policy is posted on TDSB website

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| Submit Policy to the Governance and Policy Committee for review and recommendation |
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Submit Policy to Board for final approval

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| Identify external stakeholders for consultations |
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Conduct information/training sessions, as required

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| Determine appropriate public consultations method |
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Conduct external consultations



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| Initiate review and, if required, revision of corresponding procedures |
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## END