APPENDIX C POLICY DEVELOPMENT PROCESS Phase 2: Phase 1: Phase 3: Phase 4: Phase 5: Phase 6: Obtaining Trustees' Directions and Approval of Policy Rationale Internal Reviews and Sign-offs **External Consultations** Committee/Board Approvals Implementation **Drafting Policy START START** Policy Development **Policy Development** initiated by Trustees through Board *Initiated by staff* approval Yes **Contact Policy Coordinator** Is Policy further revised as Conduct equity assessment of a result of consultations? policy using Equity Assessment Tool Identify internal stakeholders and conduct reviews Submit rationale for the new Policy to Executive Council for Are external approval consultations **Develop Policy Development** If applicable, submit draft applicable to this Work Plan (integrate findings Policy to appropriate Board Policy? of equity assessment) Committee(s) for input Implement communication Obtain sign-offs from: plan, ensure Policy is posted Departments directly No on TDSB website, including affected by the Policy; summary of policy provisions Legal Services; Yes Submit rationale for the new and expected outcomes Governance and Board Submit draft Policy to Policy to the Board through Services; In addition to Board's **Governance and Policy** appropriate Committee for Present Policy Development Community Advisory Government, Public & Committee approval Work Plan to the Governance and **Committees and Student Community Relations** Policy Committee and seek input Conduct information/training Senate (mandatory), identify and directions sessions, as required other external stakeholders for consultations Submit draft Policy to Board for final approval Initiate development of Submit draft Policy to Determine appropriate public corresponding operational Director's Council for input consultations method procedures Create draft Policy Obtain sign-off from Director of Conduct external **END** Education consultations