## **POLICY REVIEW PROCESS APPENDIX E** Phase 1: Phase 2: Phase 3: Phase 4: Phase 5: Phase 6: Planning and Obtaining Trustees' Internal Reviews and Sign-offs **External Consultations** Committee/Board Approvals Revision Implementation Directions **START Policy Review** Conduct equity assessment of policy using Equity Assessment Tool Re-format Policy as per **Policy Template** Identify internal stakeholders and conduct reviews Contact Policy Coordinator, develop Policy Review Work Yes Plan (integrate findings of Are external Yes equity assessment) consultations Is Policy aligned with applicable to this legislation, Government Policy? directives, Board decisions, Governance and Policy Committee Obtain sign-offs from: recommendations? Departments directly Present Policy Review Work affected by the Policy; Yes Plan to Governance and Policy Is Policy further revised as Legal Services; Implement communication Committee and seek a result of consultations? Governance and Board In addition to Board's plan, ensure Policy is posted Committee input and No Services; Community Advisory on TDSB website, including directions. Update Work Plan, No Government, Public & **Committees and Student** summary of policy revisions as required **Community Relations** Senate (mandatory), and expected outcomes identify other external Make required revisions to No stakeholders for ensure alignment consultations If applicable, submit Policy to Conduct information/training Submit revised Policy to appropriate Board sessions, as required Determine appropriate Director's Council Committee(s) for input public consultations method Initiate review and, if required, revision of corresponding procedures Submit Policy to the Conduct external Obtain sign-off from Director Governance and Policy consultations of Education Committee for review and recommendation **END** Submit Policy to Board for final approval