



Governance and Policy Committee Meeting Agenda

Date: October 17, 2023

Location: Lindsay Education Centre

Time: 1:30pm

1 Call to Order

2 Roll Call

3 Declaration of Possible Conflict of Interest

4 Approval of Agenda

5 Overview of Governance and Policy Committee

5.1 Purpose of Committee- Overview

W. Hahn

5.2 Committee Terms of Reference Development

W. Hahn (pgs.3-7)

5.3 Election of a Committee Chair

6 Administrative Reports

6.1 For Action- Written

W. Hahn

6.1.a Governance and Policy Committee Proposed Dates 2023-2024

(pg.8)

6.1.b BD-2010 Trustee Associations Policy

(pgs.9-10)

6.1.c BD-2015 Trustee Attendance at Conferences and Seminars Policy

(pgs.11-12)

6.1.d BD-2007 District School Council/ Parent Involvement Committee

(pgs.13-14)

6.1.e OP-6539 Emergency Response Plan- Lockdown Policy

(pgs.15-16)

6.1.f OP-6519 Emergency Response Plan- Schools and Worksites

(pgs.17-18)

6.1.g OP-6120 Voluntary Self-Identification for FNMI Students Policy

(pgs.19-20)

6.1.h Board Self-Assessment Exercise

(pg.21)

7 Other Business

7.1 Good Governance Discussion

7.1.a Overview of the purpose of Good Governance Discussions W. Hahn (pg. 22)

7.1.b Discussion: [Trustee Professional Development Program Module 2: Effective Governance for Student Achievement and Well-Being: Boards Matter](#)**8 Next Meeting**

Date: Tuesday, December 12, 2023

Location: Muskoka Education Centre

Time: 1:00 p.m.

9 Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsb.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: October 4, 2023
To: Governance and Policy Committee
Origin: Director of Education, Wes Hahn
Subject: Governance and Policy Committee Terms of Reference
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To provide Trustee members of the Governance and Policy Committee with a first draft of a Committee Terms of Reference for consideration.

Context

TLDSB By-law 15: *Board Committees* requires that Committees of the Board will establish a 'Terms of Reference.'

Content

A 'Terms of Reference' for a Committee outlines the manner in which the Committee will operate, including, but not limited to, overseeing committee membership, establishing the procedure for the election of a Committee Chair, and outlining general meeting procedures and expectations.

An initial draft of a Terms of Reference for the Governance and Policy Committee is attached for committee member review and input.

Members are requested to provide and feedback by November 30, 2023, such that a final 'Terms of Reference' for the Governance and Policy Committee may be adopted by the Committee at the December 2023 meeting.



DRAFT Terms of Reference for the Governance and Policy Committee

Committee Term: 1 year

Terms of reference updated as of: October 2023

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Mandate

The Trillium Lakelands District School Board Governance and Policy Committee's mandate is to engage in discussion of matters related to good governance, and advance associated recommendations to the Board for consideration.

Purpose

The Trillium Lakelands District School Board's Governance and Policy Committee is a Standing Committee. The Committee will:

- review and update all Board policies and advance recommendations to Board for consideration and ratification,
- establish and initiate in the Board Self-Assessment Process, and,
- discuss any Governance-related matters.

Membership

Members of the committee are selected annually as part of the 'Trustees on Committees Expression of Interest' process as outlined in *TLDSB By-law 15: Board Committees*.

Membership

Membership of the committee includes five Trustees.

The Director of Education and Executive Assistant to the Director of Education will attend Committee meetings in a support role.

Committee chair

The chair of the committee ensures the committee follow's its mandate, and serves as the principal liaison between the committee and the Board. The position of Chair will be filled by one of the five Trustees who sit on the Committee.

The Director of Education will preside over the nomination of Committee Chair.

- A member must be nominated or may self-nominate.
- Each nominee will have up to five minutes to speak.
- Members will vote by ballot.
- The Director of Education will act as scrutineer, and a clear majority vote will determine the winner.
- If there is only one nominee, the Chair may be acclaimed.

The position of Chair will be reelected annually (based on the school year calendar) at the first Committee Meeting.

The Chair will work with the Director of Education to establish the agenda for each meeting, will undertake the duties of the meeting Chair in terms of adhering to the Committee Agenda and maintaining order throughout the meeting, and will report to the Board regarding the activities of the Committee.

In the absence of the Chair at a meeting, a designate will be appointed per group consensus.

Committee secretary

Meeting minutes are recorded by the Executive Assistant to the Director of Education who shall work with staff and the Chair to set an agenda for each committee meeting; provide the required notice about meetings, and ensure handouts and reports are prepared and sent to the Committee in advance of meetings.

Minutes of each meeting shall be approved by the Committee at its next meeting

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Meeting Procedures

Meeting Frequency and Term

Approximately four (4) committee meetings are scheduled per year; the meeting schedule is set at the start of the school year and may be modified as needed.

This committee term shall be for one (1) of year.

Notice

Committee members receive advance notice of each meeting and related materials in sufficient time for the members to adequately prepare for the meeting.

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Attendance

Members will make every effort to participate in all meetings. If a member is not able to attend, they should advise the Committee Chair of their absence in advance.

A majority of Committee members entitled to vote shall constitute a quorum; motions can only be considered with a quorum.

Electronic Participation

A host, in-person meeting site will be available for members to attend in person, however Committee members may choose to participate (by choice or necessity) by telephone or other electronic means that permit all participants in the meeting to hear each other. Members participating in the meeting by such means are counted as present at the meeting.

Attendance by other parties

The committee may request other parties to present information and participate in discussions at committee meetings.

Public Access

The committee meeting times, dates, and locations shall be determined and published on the TLDSB committees website in September of each year.

Committee meetings that are open to the public will allow for public attendance in-person.

Reporting to the Board

The Committee Chair will provide a report to the Board Meeting that follows each Committee meeting, summarizing the significant items discussed or actions taken and tabling any recommendations for consideration by the Board.

In Camera Discussion

The Committee may meet in camera with management to discuss any matters that should be discussed privately with the Committee in alignment with section 207(2) of the Education Act.

Confidentiality

The nature and subject of discussions and deliberations on matters before the Committee, if said Committee is conducting business In-Camera, are confidential until such time as an item is approved by the Board and released publicly.

Rules of Order

Unless otherwise provided in the TLDSB by-laws or these terms of reference, committee business and conduct of the Committee members shall follow Robert's Rules of Order.

Committee Review

Annually, the Governance and Policy Committee will review its performance as a committee and that of its individual members as part of the Board's annual report process.

Annually, the Director's Council and the Governance and Policy Committee will each review the terms of reference for the Governance and Policy Committee to ensure it continues to reflect the Board Strategic Plan goals and aligns with good governance practices.

Trillium Lakelands District School Board Administrative Report

Date: October 4, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: 2023-2024 Governance and Policy Meeting Dates
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To provide Trustee members of the Governance and Policy Committee with the proposed meeting dates for the Governance and Policy Committee for 2023-2024 for approval.

Context

TLDSB By-law 15: *Board Committees*, requires the Governance and Policy Committee to meet four times per year.

Content

The inaugural meeting of the Committee was scheduled for October 17, 2023 at 1:30pm at Lindsay Education Centre.

The proposed schedule for the remainder of the Governance and Policy Committee meetings for the 2023-2024 school year is as follows:

- December 12, 2023 at 1pm at Muskoka Education Centre
- February 13, 2024 at 1pm at Lindsay Education Centre
- April 16, 2024 at 11am at Muskoka Education Centre

Action

Recommendation that the 2023-2024 schedule for the Governance and Policy Committee Meetings be approved as presented, and that meetings be scheduled for December 12, 2023, February 13, 2024 and April 16, 2024.

Trillium Lakelands District School Board Administrative Report

Date: October 4, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2010 Trustee Associations Policy
Reference: Governance and Policy Committee Meeting October 17, 2023

Purpose

To present the proposed changes to the BD-2010 Trustee Associations Policy to the Governance and Policy Committee for consideration.

Context

The BD-2010 Trustee Associations Policy outlines the Board's commitment to a membership in the Ontario Public School Board's Association.

The policy was due for review as part of the five-year review cycle. Trustee Wilcox participated in the policy review.

Content

The format of the Policy was changed to align with AODA standards.

The following changes to the Policy content are recommended:

- Include a summary of the role of OPSBA in the Public Education System to assist in enhanced clarity related to the purpose of membership

Action

Recommendation that the changes to the BD-2010 Trustee Associations Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2010 Trustee Associations Policy

Approval Date: ~~2019~~ 2023

Review Date: ~~2024~~ 2028

Purpose

Trillium Lakelands District School Board (**TLDSB**) recognizes the inherent value in working with and maintaining a positive relationship with other public school boards throughout the Province of Ontario.

The Ontario Public School Boards' Association (OPSBA) represents English public district school boards and public school authorities across Ontario. The Association advocates on behalf of the best interests and needs of the public school system in Ontario and offers policy and legislative advice, and professional development opportunities for Ontario School Board Trustees.

It is, ~~therefore,~~ the policy of the **TLDSB Board** to maintain membership in the Ontario Public School Boards' Association.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: Wednesday, October 4, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2015 Trustee Attendance at Conferences and Seminars Policy
Reference: Governance and Policy Committee Meeting October 17, 2023

Purpose

To present the proposed changes to the BD-2015 Trustee Attendance at Conferences and Seminars Policy to the Governance and Policy Committee for consideration.

Context

The BD-2015 Trustee Attendance at Conferences and Seminars Policy outlines the Board's commitment to promote Trustee attendance at relevant Trustee professional development opportunities.

The policy was due for review as part of the five-year review cycle. Chair Reain reviewed the policy.

Content

The format of the Policy was changed to align with AODA standards, and there were some recommended formatting changes to align with the standard policy template (removal of terms and definitions and references and related documents which are typically included in procedures, not policies).

The following changes to the Policy content are recommended:

- Inclusion of references to existing TLDSB policies and procedures that would support Trustee attendance at conferences and seminars.
- Changes to general language to promote clarity.

Action

Recommendation that the changes to the BD-2015 Trustee Attendance at Conferences and Seminars Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2015 Trustee Attendance at Conferences and Seminars Policy

Approval Date: 2019

Review Date: 2024

Purpose

The Board recognizes the value of Trustees' attendance at conferences and seminars. The following guidelines are set out to facilitate such participation:

References and Related Documents

[BD-2010 Trustees' Associations Policy](#)

[BD-2006 Student Representation on the Board Policy](#)

Terms and Definitions

[OPSBA—Ontario Public School Boards Association](#)

[Trustee—a duly elected member of a district school board](#)

[OSTA-AECO—Ontario Student Trustee Association](#)

[Chairs Council—composed of the Board Chair, Vice Chair, and Past Chair, and Director of Education](#)

[CODE—Council of Ontario Directors of Education](#)

- 1 An appropriate amount for attendance of Trustees at conferences and seminars shall be budgeted each year, within the constraints of the current budget.
- 2 Attendance at **Ontario Public School Boards Association (OPSBA)** sponsored events is deemed approved for all Trustees. **TLDSB maintains membership in OPSBA per the Trustees Associations Policy.**
- 3 Attendance at OSTA-AECO sponsored events is deemed approved for the student Trustee with the requisite approval in place from the Director of Education, and a parent or guardian.
- 4 Requests for attendance at non-OPSBA sponsored conferences and seminars will be forwarded to the Chairs' Council for consideration. A Trustee may appeal the decision of the Chairs' Council to the Board.
- 5 Consideration in approving the attendance of a Trustee at a non-OPSBA sponsored seminar or conference will include:
 - The relevance of the conference to the Trustee's duties with respect to the Board;
 - The budget position of the conference account;
 - The number of Trustees wishing to attend any one event; and
 - The number of conferences or seminars attended by the Trustee in the last year.
- 6 Only expenses of the Trustees approved to attend the event will be eligible for reimbursement **and reimbursement shall be in line with the TLDSB Reimbursement of Expenses procedure.**
- 17 The Trustees approved to attend the event **may be requested to** ~~will~~ provide a brief summary of the conference or seminar highlights at a subsequent Board meeting ~~or Committee of the Whole meeting,~~ for the information of the Board.

Trillium Lakelands District School Board Administrative Report

Date: September 29, 2023
To: Governance and Policy Committee
Origin: Superintendent Paul Goldring, District School Council, Parent Involvement Committee
Subject: BD-2007 District School Council / Parent Involvement Committee Policy
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To provide an overview to Trustees of the Policy review for the BD-2007 District School Council / Parent Involvement Committee (DSC-PIC) which is due for review this school year.

Context

Trustee Clodd, the Superintendent of Safe Schools, the Manager of Communications Services, an Elementary Principal, a parent member of DSC-PIC, and Director's Council were given an opportunity to review the policy.

Content

There were no recommended changes to the Policy content.

Action

Recommendation that the BD-2007 District School Council / Parent Involvement Committee Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2007 District School Council / Parent Involvement Committee Policy

Approval Date: 2023~~18~~

Review Date: 2028~~3~~

Purpose

Trillium Lakelands District School Board (TLDSB) believes that parents play a vital role in the development and education of their children and in the success of Trillium Lakelands District School Board schools.

The Board is committed to the establishment of a District School Council/Parent Involvement Committee (DSC-PIC) to help schools, through school councils, implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging.

This Committee will also provide the opportunity for parents to have a voice that will be considered at the Board level. The District School Council/Parent Involvement Committee will focus on supporting schools in the planning and implementation of strategies to involve parents at the school and the district level.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: September 26, 2023
To: Governance and Policy Committee
Origin: Superintendent Paul Goldring, Safe Schools
Subject: OP-6539 Emergency Response Plan - Lockdown Policy Review
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To provide an overview to Trustees of the Policy review for the OP-6539 Emergency Response Plan - Lockdown Policy which is due for review this school year.

Context

Trustee McAlpine, the Superintendent of Safe Schools, the Manager of Communications Services, the Health and Safety/WSIB Coordinator, and an Elementary Principal were given the opportunity to review the policy.

Content

It is recommended that one sentence be added to the Policy to support clarification regarding the responsibility for the development of a Lockdown Plan.

Action

Recommendation that the changes to the OP-6539 Emergency Response Plan - Lockdown Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



OP-6539 Emergency Response Plan – Lockdown Policy

Approval Date: 2023~~18~~

Review Date: 2028~~3~~

Purpose

Trillium Lakelands District School Board is committed to providing a safe environment for all members of the school community by ensuring that schools and worksites are prepared, through proactive planning and training, to respond to a threatening incident on school property, board property and/or in a neighbouring community.

A Lockdown Emergency Response Plan will be developed as part of the school Emergency Response Plan and will include specific information related to the individual school/worksite.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: September 26, 2023
To: Governance and Policy Committee
Origin: Superintendent Paul Goldring, Safe Schools
Subject: OP- 6520 Emergency Response Plan – Schools and Worksites Policy Review
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To provide an overview to Trustees of the Policy review for the OP-6520 Emergency Response Plan – Schools and Worksites which is due for review this school year.

Context

Trustee McAlpine, the Superintendent of Safe Schools, the Manager of Communications Services, the Health and Safety/WSIB Coordinator, and an Elementary Principal had the opportunity to provide input into the policy.

Content

Changes to the policy content include a change in language for the purpose of clarity.

Action

Recommendation that the changes to the OP-6520 Emergency Response Plan- Schools and Worksites Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



OP-6520 Emergency Response Plan – Schools and Worksites Policy

Approval Date: 2023~~18~~

Review Date: 2028~~3~~

Purpose

Trillium Lakelands District School Board is committed to ensuring the safety of staff and students in the event of an emergency through school and worksite Emergency Response Plans. **The Emergency Response Plans** ~~which~~ include prevention, intervention and response measures that will facilitate prompt and appropriate responses in an emergency situation.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: September 22, 2023
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Learning
Subject: OP-6210 Voluntary Self-identification for First Nation, Métis,
and Inuit Students Policy
Reference: Governance and Policy Committee Meeting - October 17, 2023

Purpose

To present to Trustees the revised OP-6210 Voluntary Self-identification for First Nation, Métis, and Inuit Students Policy.

Context

The OP-6210 Voluntary Self-identification for First Nation, Métis, and Inuit Students Policy was due for review as part of the regular review cycle.

Content

Suggested revisions to the OP-6210 Voluntary Self-identification for First Nation, Métis, and Inuit Students Policy were reviewed by the Indigenous Education Advisory Committee on May 19, 2023 and September 22, 2023 and changes were made to ensure clarity regarding the collection and use of self-identification data.

Action

Recommendation that the changes to the OP-6210 Voluntary Self-identification for First Nation, Métis, and Inuit Students Policy be accepted, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BOARD POLICY	
Approval Date 2018 2023	Replacing All previous policies
Review Date 2023 2027	Page 1 of 1
Contact Person/Department Superintendent of Learning With Responsibility for Indigenous Education	Identification OP-6210

VOLUNTARY SELF-IDENTIFICATION FOR FIRST NATION, MÉTIS, AND INUIT STUDENTS

~~Trillium Lakelands District School Board supports the goals of the First Nation, Métis, and Inuit Education Policy Framework, and strives to provide programs that enable First Nations, Métis, and Inuit students to achieve success. The Board aims to realize the learning aspirations and potential of First Nations, Métis, and Inuit students by focusing on improved programs and services, and building strong partnerships with First Nations, Métis and Inuit parents and communities. Trillium Lakelands District School Board provides the opportunity for all status and non-status First Nations, Métis and Inuit students and their parents to voluntarily self-identify.~~

In collaboration with Indigenous communities in support of the Ministry of Education's goals, as outlined in the *First Nation, Métis, and Inuit Education Policy Framework (2007)* and the *Board Action Plan on Indigenous Education* process, Trillium Lakelands District School Board provides the opportunity for all students 18 years or older and all parents/guardians of Indigenous students to voluntarily self-identify.

The collection of this data is for the purpose of supporting Indigenous student achievement and well-being through the development, implementation, and evaluation of programming, services, and strategies, the building of community relationships, and the elimination of anti-Indigenous racism, bias, and discrimination.

Data collected remains confidential with no disclosure of individually identifiable information, and is maintained, used, disclosed, and disposed in accordance with the Education Act, Municipal Freedom of Information and Protection of Privacy Act, and other relevant records retention legislation and regulations.

Trillium Lakelands District School Board believes that continuous data collection and analysis plays a key role in improving Indigenous student achievement and well-being, and promotes the increased awareness and understanding of Indigenous ways of knowing, histories, cultures, and contributions for all.

Trillium Lakelands District School Board Administrative Report

Date: Wednesday, October 4, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: Board Self Assessment Exercise
Reference: Governance and Policy Committee Meeting October 17, 2023

Purpose

To present to the members of the Governance and Policy Committee a proposal related to engaging in a Board Self-Assessment.

Context

The Ontario Public School Boards Association Guide to Good Governance 2022-2026 (page 33) recommends, as a best practice, that elected members of the school board develop a governance review process that will assist in identifying areas where the Board can improve its effectiveness, monitor the contribution of the Board to the achievement of the strategic plan, and identify opportunities for the ongoing professional development of the Board and its members. Assessment may take the form of a survey, a feedback form, a focus group, an interview process or other feedback or response mechanism.

Content

It is recommended that the Governance and Policy Committee undertake the work of determining the manner and type of self-assessment for TLDSB.

A proposed timeline for the Governance and Policy Committee to develop, administer and analyze the self-assessment process is as follows:

- October 2023 Governance and Policy Meeting: Initial Discussion about the benefit of self-assessment and feedback on the mechanism for assessment and types of questions to be asked
- December 2023 Governance and Policy Meeting: Development of an assessment tool
- February 2023 Governance and Policy Meeting: Finalize the assessment tool and determine the date to engage all Trustees in participating/ responding
- April 2023 Governance and Policy Meeting: Analyze results, collate themes, strengths and areas of need
- May 2024 Board Meeting: Governance and Policy Committee to report to Board on the results

Resources: [OPSBA Guide to Good Governance](#) and [OESC Trustee Professional Development Module 21: Board Self-Assessment: Governance Performance](#)

Action

Recommendation that the Governance and Policy Committee support the proposal to develop a Board Self-Assessment Tool by February 2024, with the intention to engage all members of the Board of Trustees in a self-assessment exercise in early Spring 2024, and report outcomes to a public meeting of the Board in May 2024.

Trillium Lakelands District School Board Administrative Report

Date: Wednesday, October 4, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: Review of Good Governance Practices
Reference: Governance and Policy Committee Meeting October 17, 2023

Purpose

To share with the members of the Governance and Policy Committee sections of the Ontario Public School Boards Association (OPSBA) Guide to Good Governance to guide discussions related to governance practices in school boards.

Context

The TLDSB Governance and Policy Committee mandate includes providing input and leadership into governance matters related to the Board and the role of the Trustees.

The Ontario Public School Boards Association Guide to Good Governance 2022-2026 is a supporting document created specifically for school board trustees to outline effective governance practices.

In addition, OPSBA has partnered with the Ontario Education Services Corporate (OESC) to develop a Trustee Professional Development Program that offers Trustees a substantive overview of the areas that are essential to their governance role.

Content

As part of the leadership role of the Governance and Policy Committee, it is suggested that members will engage with the Director of Education in discussions at Governance and Policy Committee Meetings related to governance in the Board by reviewing some of the modules in the Trustee Development Program and communicating key learnings as part of the Governance and Policy Committee reports at public Board Meetings.