



Governance and Policy Committee Meeting Agenda

Date: December 12, 2023
Location: Muskoka Education Centre
Time: 1:00pm

- 1 Call to Order**
- 2 Roll Call**
- 3 Declaration of Possible Conflict of Interest**
- 4 Approval of Agenda**
- 5 Administrative Reports**
 - 5.1 For Action- Written
 - 5.1.a Governance and Policy Terms of Reference J. Saunders/ W. Hahn (pgs.3-7)
 - 5.1.b ES-5060 Safety in Technology Classrooms Policy (pgs.8-9)
 - 5.1.c ES-5539 Home Instruction Policy (pgs.10-11)
 - 5.1.d ES- 5561 Special Education Advisory Committee Policy (pgs.12-13)
 - 5.1.e BD-2070 Emergency Response Plan- District Policy (pgs.14-15)
 - 5.1.f BD-2055 Advocacy Policy (pgs.16-17)
 - 5.1.g BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaigns Policy (pgs.18-20)
- 6 Other Business**
 - 6.1 Board Self-Assessment Exercise W. Hahn

7 Next Meeting

Date: Tuesday, February 13, 2023

Location: Lindsay Education Centre

Time: 1:00 p.m.

8 Adjournment

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: December 1, 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 – December 12, 2023

Purpose

To provide Trustee members of the Governance and Policy Committee with the Governance and Policy Terms of Reference for approval.

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.

At the October 2023 Governance and Policy Committee Meeting, an initial, draft version of a recommended Terms of Reference was presented to the Committee for consideration. Committee Members were asked to provide any feedback or suggestions by November 30, 2023.

A final draft of the Governance and Policy Terms of Reference is attached for approval.

Action

Recommendation that the Governance and Policy Committee approve the Committee Terms of Reference as presented.



Terms of Reference for the Governance and Policy Committee

Committee Term: 1 year

Terms of reference updated as of: December 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 in 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: November 22, 2023
To: Governance and Policy Committee
Origin: Kim Williams, Superintendent of Learning
Subject: ES 5060 Safety in Technological Education Policy
Reference: Governance and Policy Committee Meeting – December 12, 2023

Purpose

To present to Trustees the updated ES 5060 Safety in Technological Education Policy.

Context

The ES 5060 Safety in Technological Education Policy is due for review as part of the regular review cycle.

Content

Revisions to the ES 5060 Safety in Technological Education Policy were reviewed by the Safety in Technological Education Advisory Committee on October 24, 2023, October 31, 2023 and November 22, 2023.

Action

Recommendation that the changes to the ES 5060 Safety in Technological Education Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5060 Safety in ~~Technology Classrooms~~ **Technological Education** Policy

Approval Date: ~~2019~~2024

Review Date: ~~2024~~2029

Purpose

Trillium Lakelands District School Board recognizes the importance of safety in ~~technological studies~~ classrooms ~~with staff~~ **for settings using technology, such as machinery** and ~~students. The Board~~ **equipment.**

TLDSB will ensure that staff and students are aware of health and safety protocols, procedures and expectations in classrooms or settings using technology and that the understanding of these procedures is assessed before staff and students are allowed to work in classrooms or settings using technology.

TLDSB is committed to providing ~~staff and students with~~ the necessary guidelines, procedures, training, ~~and~~ forms, **and equipment** required to maintain a safe environment for student learning.

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: November 23, 2023
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Learning
Subject: ES-5539 Home Instruction Policy
Reference: Governance and Policy Committee Meeting - December 12, 2023

Purpose

To present to Trustees the revised ES-5539 Home Instruction Policy.

Context

The ES-5539 Home Instruction Policy was due for review as part of the regular review cycle.

Content

Revisions to the ES-5539 Home Instruction Policy included the addition of the relevant regulation and Education Act sections and an expansion on the purpose of home instruction and its goal.

Revisions were made in consultation with Trustee McInerney, as well as the Special Education Advisory Team which is comprised of administrators and special education department and school staff.

Action

Recommendation that the changes to the ES-5539 Home Instruction Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5539 Home Instruction Policy

Approval Date: ~~2020~~2024

Review Date: 2024~~2029~~

Purpose

~~Trillium Lakelands District School Board believes that home instruction may be provided where illness, injury or exceptional circumstances prevent student attendance at school.~~

In accordance with Section 21 of the *Education Act* and subsection 11(11) of *Regulation 298*, Trillium Lakelands District School Board is committed to providing short-term alternate educational programming in the form of home instruction to support students who are unable to attend school by reason of documented medical illness or other exceptional circumstances, with a goal of supporting the student's safe and successful return to classroom programming.

Home instruction is not intended to be a permanent option for educational program delivery. The student, home instruction teacher, parents/guardians, and other stakeholders shall work toward the goal of eventual return to full-time educational programming for the student when they are medically able or, in the case of exceptional circumstances, it is determined appropriate for the student to return to school.

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

Trillium Lakelands District School Board Administrative Report

Date: October 5, 2023
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Learning
Subject: ES-5660 Special Education Advisory Committee Policy
Reference: Governance and Policy Committee Meeting - December 12, 2023

Purpose

To present to Trustees the revised ES-5660 Special Education Advisory Committee Policy.

Context

The ES-5660 Special Education Advisory Committee Policy was due for review as part of the regular review cycle.

Content

Revisions to the ES-5660 Special Education Advisory Committee Policy included the addition of the relevant regulation and Education Act sections that outline the role of the committee and the feedback and input it provides to the Board.

Revisions were reviewed by the Special Education Advisory Committee on September 5, 2023 and October 3, 2023.

Action

Recommendation that the changes to the ES-5660 Special Education Advisory Committee Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5561 Special Education Advisory Committee (SEAC) Policy

Approval Date: ~~2019~~ **2023**

Review Date: ~~2024~~ **2028**

Purpose

In accordance with section 57.1(1) of the *Education Act* and *Ontario Regulation 464/97*, and in recognition ~~Trillium Lakelands District School Board recognizes~~ that strong partnerships between the school, parents/**guardians**, and the community are vital to the success of all students, particularly, students with special needs, **Trillium Lakelands District School Board has established a Special Education Advisory Committee (SEAC).**

The ~~board~~**Board**, in partnership with local associations and with ~~members of our communities~~**community members**, is committed to providing clear direction on how *Regulation 464: Special Education Advisory Committees* is implemented in TLDSB, ~~thus~~ -allowing for an effective forum for members of the committee to provide feedback and input to the ~~board~~**Board** and administration ~~regarding special education policies, procedures, programs and budgets.~~ **This includes:**

- **Making recommendations to the Board about matters affecting the establishment, development, and delivery of special education programs and services.**
- **Participating in the annual review of the Board's Special Education Plan and Parent/Guardian Guide to Special Education.**
- **Participating in the Board's annual budget process and review as related to special education**
- **Providing information to parents/guardians, as requested**

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: December 4, 2023
To: Governance and Policy Committee
Origin: Superintendent Paul Goldring, Safe Schools
Subject: BD-2071 Emergency Response Plan - District Policy Review
Reference: Governance and Policy Committee Meeting -December 12, 2023

Purpose

To provide an overview to Trustees of the changes to the BD-2071 Emergency Response Plan - District Policy, which is due for review this school year.

Context

The BD-2071 Emergency Response Plan- District Policy outlines the Board's commitment to have a plan in place in the event an emergency occurs that requires a district-wide response.

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

Content

The Policy was reviewed by the Superintendent of Safe Schools, the Manager of Communications Services, the Health and Safety/WSIB Coordinator, and an Elementary Principal.

There were no recommended changes to the Policy content.

Action

Recommendation that the changes to the BD-2071 Emergency Response Plan - District Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2071 Emergency Response Plan - District 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. A District Emergency Response Plan will enable an effective response in the event of any district-wide emergency beyond the scope of a single school or worksite to manage.

Trillium Lakelands District School Board

Administrative Report

Date: December 1, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2055 Advocacy Policy
Reference: Governance and Policy Committee Meeting December 12, 2023

Purpose

To present the proposed changes to the BD-2055 Advocacy Policy to the Governance and Policy Committee for consideration.

Context

The BD-2055 Advocacy Policy outlines the Board's commitment to communicate with the Ontario Government/ Ministry of Education, with local government and with appropriate stakeholders via established and appropriate channels.

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

Content

The following changes to the Policy content are recommended:

- Changes in general language to clarify that TLDSB staff, Trustees and Committee members must avoid engaging in political or partisan advocacy in any manner that could be construed as being representative of the position of TLDSB;
- Addition of a reference to the relevant legislation and ministry memorandum that addresses communication and advocacy;
- Addition of a reference to the TLDSB Strategic Plan;
- Changes in general language to promote clarity.

Action

Recommendation that the changes to the BD-2055 Advocacy Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2055 Advocacy Policy

Approval Date: ~~2024~~2019

Review Date: ~~2025~~ 2029

Purpose

Trillium Lakelands District School Board **recognizes the importance of School Board communication with the Ontario Government/ Ministry of Education, with local government, and with appropriate community stakeholders to** ~~has an effective education governance structure to ensure there is open and ongoing communication to~~ identify, discuss, and find solutions to policy, ~~and~~ financial **or other** issues **of common interest** .

In recognising the right for individuals, inclusive of TLDSB Trustees, TLDSB Staff or TLDSB Committee Members to engage in political processes in relation to personal beliefs, it is the expectation that no individual person shall express political opinion(s) or engage in political or partisan advocacy in any matter that could be construed as being representative of the position of TLDSB.

To support the principles of good governance, and in alignment with legislative requirements under the Education Act, the Municipal Elections Act, and Ministry of Education Memorandum 2006:B15, TLDSB will adhere to the following principles in relation to stakeholder communication and advocacy:

- ~~Trillium Lakelands District School Board is committed to liaising among governments, the school system, and individuals in the community in a facilitator role.;~~
- ~~Trillium Lakelands District School Board is committed to ongoing communication between school boards, education partners, and governments~~ **through established processes.**
- Trillium Lakelands District School Board will avoid basing communications on personal or partisan political agendas.
- Trillium Lakelands District School Board will ensure that ~~communications are focussed on resources~~ **communications are relevant to supporting** ~~for~~ student success, ~~and achievement and well-being and~~ **in alignment with the achievement and equity goals as outlined in our Strategic Plan;**
- Trillium Lakelands District School Board is committed to advocating **to support better outcomes for TLDSB staff, students and our local communities** ~~on behalf of students and their constituency;~~
- Content intended to advocate for a particular political position will not be a part of or distributed with any Trillium Lakelands District School Board communications materials ~~(i.e. Annual report, report cards, etc.);~~
- Students will not be used as avenues for board or school advocacy to the public, education partners, or government.
- Board funds will not be used to attend or support events for specific political parties.

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: November 15, 2023
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy
Reference: Governance and Policy Committee Meeting - December 12, 2023

Purpose

To present the proposed changes to the BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy to the Governance and Policy Committee for consideration.

Context

The BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy outlines the expectations during a municipal campaign period for any individual who is running for election as an official Trustee Candidate while also serving as a member of the existing Board of Trustees.

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

Content

Chair Reain participated in the policy review.

The existing Policy was accompanied by a procedure which outlined specific expectations of Trustees. Procedures are typically staff directives posted on the intranet (only accessible to TLDSB staff), while policies are posted publicly on the TLDSB website.

As part of the policy review, for the purpose of public transparency and accountability, it was recommended that the content from the procedure be added to the public policy, and that the procedure be rescinded.

The following changes to the Policy content are recommended:

- Addition of a listing of specific TLDSB resources that Trustees may not access in their capacity as a candidate and/or access with the purpose of advancing their campaign for Trustee election;
- Clarification regarding access to school property during a campaign period;
- Clarification regarding the capacity to continue with the duties of the Trustees during a campaign period.

Action

Recommendation that the changes to the BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy be approved, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification



BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy

Approval Date: ~~2019~~ 2024

Review Date: 2024 ~~2029~~

Purpose

Trustees play an important role as they are the only publicly elected officials with the direct responsibility- **for overseeing the governance of the school board for the education of children. The Trustees hold the Director of Education and Senior Team accountable through the implementation of the Strategic Plan.**

School Board Trustees are elected every four years as part of the Municipal Election process, and Trillium Lakelands District School Board actively promotes and supports the role of the local democratically elected trustee.

During a municipal election campaign period, any serving member of the Board of Trustees who is *also* running for election as an official Trustee Candidate may not access or utilize any of the following when acting in the capacity of a Candidate and/or for the purposes of advancing or promoting their campaign:

- TLDSB staff services or time;
- TLDSB equipment (including but not limited to a cell phone, laptop, printer or any device provided to the Trustee for use in the capacity of their Trustee role);
- TLDSB resources (including but not limited to school board email, social media accounts, photocopiers, board telephones);
- School board locations (for the purpose of campaigning, displaying materials, or promoting themselves as an individual candidate)

(Note: All Candidates Meetings after school hours and organized by a third-party group or organization may occur on school property in alignment with the Community Use of Schools Procedure, and all candidates- including current Trustees running for election- may attend in their capacity as a candidate)

During a Municipal Campaign period, all Trustees may continue to engage in the activities that fall under the responsibilities of an elected Trustee *when acting in the capacity of a Trustee* (e.g. attend a school event as a Trustee and utilize/ access Board resources as required to complete their duties as an elected Trustee). It is best practice for Trustees who are running for election to ensure that when they are attending a school or Board event in their role as Trustee during a campaign period, that they make clear that they are attending in their capacity as a current School Board Trustee, and be cognizant to not engage in any activity that could be perceived of as campaigning.

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

[~~AB ##### Name of Policy~~]BD-2111 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy