

## **Governance and Policy Committee Agenda**

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Date: April 16, 2025  
Location: Muskoka Education Centre  
Time: 1:00 p.m.

### **1. Call to order**

### **2. Roll call**

### **3. Declaration of possible conflict of interest**

### **4. Approval of agenda**

### **5. Committee action items**

5.3 Approval of the minutes of the February 5, 2025 Governance and Policy Committee Meeting (pgs.3-5)

### **6. Administrative reports**

#### **6.1 For Action - Written**

- a. OP-6025 Video Surveillance Policy (SO Fraser/ pgs.6-7)
- b. ES- 5570 Promotion, Retention, or Acceleration of Students (SO MacJanet/ pgs.8-9)
- c. ES-5007 Subject Exception Substitution (SO MacJanet/ pgs.10-11)
- d. ES-5001 Volunteers in Trillium Lakelands District School Board (SO MacJanet/ pgs.12-13)
- e. HR-4040 Performance Appraisal- Staff Policy (SO Hubbert/ pgs.14-15)

#### **6.2 For Discussion- Written**

- a. Update re: BD-2050 Trustee attendance at Board Meetings, Standing Committee Meetings and Committee of the Whole Meetings Policy (pg.16)
- b. Update re: BD-2045 Trustee Code of Conduct Policy (pg. 17)

### **7. Other business**

7.1 OPSBA release of info related to the OESC Essential Governance Training for Trustees and Directors

7.2 Board Self-Assessment Results – Framework for discussion at Learning Session

7.3 Additional Governance and Policy Committee Date: Proposal – June 3, 2025 at 11:30am at LEC

**8. Next meeting**

TBD

**9. Adjournment**



## Governance and Policy Committee Meeting Minutes

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Date: February 5, 2025  
 Location: Lindsay Education Centre  
 Time: 1:00pm

### 1. Call to order

Committee Chair Trustee Judy Saunders called the meeting to order at 1:04 p.m.

### 2. Roll call

Committee Chair Trustee Judy Saunders advised that Trustees Bradley, Clodd, Reain, and McInerney were present in person.

Chair Wilcox and Vice Chair Childs also attended the meeting as ex officio members.

Director Hahn and Executive Assistant J. Andreasen were in attendance as staff support.

### 3. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

### 4. Approval of agenda

Moved by Trustee McInerney, Seconded by Trustee Reain,  
 That the agenda be approved.  
 Carried.

### 5. Committee action items

#### 5.1 Approval of the minutes of the January 9, 2025 Governance and Policy Committee Meeting

Moved by Trustee Clodd, seconded by Trustee McInerney,  
 That the minutes dated January 9, 2025 be approved.  
 Carried.

## 6. Administrative Reports

### 6.1 For Action- Written

#### a. ES-5040 Experiential Learning Policy

Superintendent of Learning Kim Williams shared a recommendation with Trustees that the Experiential Learning Policy be rescinded.

Moved by Trustee Bradley, Seconded by Trustee Reain,  
That the Governance and Policy Committee approve the rescinding of ES-5040 Experiential Learning Policy and that the decision be advanced to the next public meeting of the Board for ratification.  
Carried.

#### b. ES-5045 Fees for Learning Materials Policy

Superintendent Williams shared a recommendation with Trustees that the Fees for Learning Materials Policy be rescinded.

Superintendent Williams advised that the Ministry of Education has issued a Fees for Learning Materials Guideline for school boards that aligns with the Education Act; the guidelines states that there should be no fees required for students/ families to meet curriculum expectations.

Moved by Trustee Bradley, Seconded by Trustee Clodd,  
That the Governance and Policy Committee approve the rescinding of ES-5045 Fees for Learning Materials Policy and that the recommendation be advanced to the next public meeting of the Board for ratification.  
Carried.

#### c. HR-4019 Criminal Records/ Vulnerable Sector Checks and Offence Declarations Policy

Director Hahn shared, on behalf of Superintendent Hubbert, the recommended changes to the HR-4019 Criminal Records/ Vulnerable Sector Checks and Offence Declarations Policy.

Moved by Trustee Clodd, Seconded by Trustee Reain,  
That the Governance and Policy Committee approve the HR-4019 Criminal Record/Vulnerable Sector Checks and Offence Declarations policy and that the policy be forwarded to the next public meeting of the Board for ratification.  
Carried.

#### d. BD-2051 Board Roles and Responsibilities Policy

Director Hahn shared the updated draft of the BD-2051 Board Roles and Responsibilities Policy.

Moved by Trustee McInerney, Seconded by Trustee Reain,  
That the Governance and Policy Committee approve the changes to the BD-2051 Board Roles and Responsibilities Policy and advance the updated policy to the next public meeting of the Board for ratification.  
Carried.

## 6.2 For Discussion- Written

### a. BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy

Director Hahn shared the second draft of the new BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy with Trustees for further discussion and input.

### b. Next steps for Board self-assessment

As part of good governance practices, the Ontario Public School Boards Association (OPSBA) recommends that Trustees engage in a self-assessment of governance practices on an annual basis.

The Governance and Policy Committee developed an assessment tool in November and January 2025. The tool was shared with Trustees to complete at the Trustee Learning Session on January 30, 2025. Results will be shared at the April 2025 Governance and Policy Committee Meeting, and with all Trustees at the April Trustee Learning Session.

## 7. Other business

There was no other business tabled by Committee Members.

## 8. Next meeting

April 16, 2025 at MEC at 1pm

## 9. Adjournment

Moved by Trustee Reain, seconded by Trustee Clodd,  
That the Committee do now adjourn at 2:45pm.  
Carried.

## Trillium Lakelands District School Board Administrative Report

**Date:** April 3, 2025  
**To:** Governance and Policy Committee  
**Origin:** Tanya Fraser, Associate Superintendent of Learning  
**Subject:** OP-6025 Video Surveillance Policy  
**Reference:** Governance and Policy Committee - April 16, 2025

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### Purpose

To present to the Governance and Policy Committee the revised OP-6025 Video Surveillance Policy.

### Context

The OP-6025 Video Surveillance Policy was due for review as part of the regular review cycle.

### Content

The policy was reviewed by Chair Wilcox. Additionally, it was reviewed by management from Technology Services, elementary and secondary administrators, and federation representatives.

Revisions to the OP-6025 Video Surveillance Policy include:

- updated language for the purpose of clarifying how video surveillance systems are used as a resource to support a safe and secure environment
- additional language which includes visitors and all board facilities
- clarification that states the use of video surveillance systems is in alignment with the TLDSB Privacy and Information Management and Access to Information policy, and the Municipal Freedom of Information and Protection of Privacy Act.

### Action

Recommendation that the revised OP-6025 Video Surveillance Policy be approved and the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## OP-6025 Video Surveillance Policy

Approval date: 20~~20~~25

Review date: 20~~25~~30

### Purpose

~~Trillium Lakelands District School Board is committed to maintaining safe and secure environments for all individuals.~~

~~Video surveillance systems complement other means being used to promote and foster a safe and secure environment under the Education Act and The Safe Schools Act. Video surveillance systems are resources to:~~

- ~~a) Provide for the safety of students, staff, and community members;~~
- ~~b) Protect board property against vandalism and theft (for example, by aiding in the identification of intruders).~~

**The Trillium Lakelands District School Board is committed to maintaining safe and secure learning environments for students, staff, community members and visitors within our schools and board facilities.**

**To support this commitment, TLDSB utilizes video surveillance systems at schools, board facilities, and on school buses, if deemed necessary to support a safe and secure environment. These systems are resources to monitor and protect property, assist in the detection and deterrence of inappropriate behaviour and activities, and provide a historical record for investigations.**

**The use of video surveillance systems is in accordance with the Education Act, the Safe Schools Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). As these systems collect, retain, use, disclose and dispose of personal information, this is in alignment with the TLDSB Privacy and Information Management and Access to Information policy.**

**If you require this information in an accessible format, contact Communications Services at [info@tldsbc.on.ca](mailto:info@tldsbc.on.ca).**

## Trillium Lakelands District School Board Administrative Report

**Date:** March 31, 2025  
**To:** Governance and Policy Committee  
**Origin:** Jay MacJanet, Superintendent of Learning  
**Subject:** ES-5579 Promotion, Retention and Acceleration of Students Policy  
**Reference:** Governance and Policy Committee - April 16, 2025

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### Purpose

To present to Trustees the revised ES-5579 Promotion, Retention and Acceleration of Students Policy.

### Context

The ES-5579 Promotion, Retention and Acceleration of Students Policy was due for review as part of the regular review cycle.

### Content

Revisions to the ES-5579 Promotion, Retention and Acceleration of Students Policy includes updated language in the policy purpose to align with the language used in the Trillium Lakelands DSB Strategic Plan 2022-2027.

This policy was reviewed by Trustee Bradley, elementary and secondary principals, district principals, and union and federation representatives.

### Action

Recommendation that the revised ES-5579 Promotion, Retention and Acceleration of Students Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.





## ES-5570 Promotion, Retention and Acceleration of Students Policy

Approval Date: ~~2020~~ 2025

Review Date: ~~2025~~ 2030

### Purpose

Trillium Lakelands District School Board, in partnership with students and their families, is committed to **understanding and meeting the learning needs of all students.** ~~ensuring the best placement for students at all grade levels.~~ It is the practice of Trillium Lakelands District School Board that students of the same age be grouped together in classrooms and are differentiated for, **thereby engaging all students in learning that is authentic, meaningful, and relevant**, regardless of the grade level expectations, within individual programs. It is intended in Trillium Lakelands District School Board that retention and acceleration shall only be used in ~~rare~~ **exceptional** cases.

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## **Trillium Lakelands District School Board Administrative Report**

**Date:** March 31, 2025  
**To:** Governance and Policy Committee  
**Origin:** Jay MacJanet, Superintendent of Learning  
**Subject:** ES-5008 Subject Exemption Policy  
**Reference:** Governance and Policy Committee - April 16, 2025

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### **Purpose**

To present to Trustees the revised ES-5008 Subject Exemption Policy.

### **Context**

The ES-5008 Subject Exemption Policy was due for review as part of the regular review cycle.

### **Content**

The revisions include the removal of the section pertaining to subject substitution, as this is already addressed in Ministry legislation.

This policy was reviewed by Trustee McAlpine, elementary and secondary principals, district principals, and curriculum services superintendents.

### **Action**

Recommendation that the revised ES-5008 Subject Exemption Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## ES-5008 Subject Exemption ~~Substitution~~ Policy

Approval Date: ~~2020~~ 2025

Review Date: ~~2025~~ 2030

### Purpose

Trillium Lakelands District School Board ~~recognizes the value and importance of subject exemption and subject substitution as tools to help facilitate students reaching the goal of graduation under the guidelines established by the Ministry of Education.~~ **is committed to understanding and meeting the learning needs of all students and recognizes that subject exemption can be considered to support students to be successful.**

If you require this information in an accessible format, please contact Communications Services at [info@tldsbo.on.ca](mailto:info@tldsbo.on.ca).

## Trillium Lakelands District School Board Administrative Report

**Date:** March 31, 2025  
**To:** Governance and Policy Committee  
**Origin:** Jay MacJanet, Superintendent of Learning  
**Subject:** ES-5000 Volunteers in Trillium Lakelands District School Board Policy  
**Reference:** Governance and Policy Committee - April 16, 2025

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### Purpose

To present to Trustees the revised ES-5000 Volunteers in Trillium Lakelands District School Board Policy.

### Context

The ES-5000 Volunteers in Trillium Lakelands District School Board Policy was due for review as part of the regular review cycle.

### Content

The Volunteers in Trillium Lakelands District School Board Policy ES-5000 has been revised to include the following updates:

- Expanded language in the policy purpose statement
- Updated language from “Criminal Reference Check” to “Vulnerable Sector Check”

This policy was reviewed by Trustee Childs, elementary and secondary principals, elementary school staff, HRS staff, and union and federation representatives.

### Action

Recommendation that the revised ES-5000 Volunteers in Trillium Lakelands District School Board Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## ES-5000 Volunteers in Trillium Lakelands District School Board Policy

Approval Date: ~~2020~~2025

Review Date: ~~2025~~2030

### Purpose

Trillium Lakelands District School Board believes and recognizes that volunteers enhance the learning experiences of our students. The Board appreciates that by engaging **volunteers, student learning is enhanced and strong school-community connections are fostered.** ~~members of our communities, volunteers can model positive relationships and good citizenship.~~

**Trillium Lakelands District School Board is responsible for providing a safe and secure working and learning environment for students and employees. The board is in a position of trust with regard to students and strives to protect their intellectual, physical, mental, and emotional well-being.**

If you require this information in an accessible format, please contact Communications Services at [info@tldsbc.on.ca](mailto:info@tldsbc.on.ca).

## Trillium Lakelands District School Board Administrative Report

**Date:** March 28, 2025  
**To:** Governance and Policy Committee  
**Origin:** Traci Hubbert, Superintendent of Human Resources Services  
**Subject:** HR-4040 Performance Appraisal - Staff Policy  
**Reference:** Governance and Policy Committee Meeting - April 9, 2025

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### Purpose

To present to Trustees the revised HR-4040 Performance Appraisal - Staff Policy at the end of the five-year cycle.

### Context

The HR-4040 Performance Appraisal - Staff Policy is being reviewed at the end of the cycle, expanding on the Board's beliefs that regularly scheduled performance appraisal provide opportunities for employees and their supervisors to identify areas of strength and growth, while providing feedback to support employees to improve for subsequent evaluations.

The HR-4040 Performance Appraisal - Staff Policy was reviewed by Trustee Wilcox with members of Human Resources Services on Friday, March 21, 2025 and was sent to Union/Federation Presidents on February 28, 2025 with a deadline for feedback of March 28, 2025.

### Content

Revisions to the HR-4040 Performance Appraisal - Staff Policy include:

- Updating the approval and review dates.
- Updating wording from "all" employees to "permanent" employees as casual/occasional staff do not have performance appraisals.
- Including the definition of competency to align with wording in each of the procedures.
- Including wording around the Board's beliefs around regularly scheduled performance appraisals.
- Including wording regarding feedback to employees and how doing so supports growth.

### Action

Recommendation that the changes to HR-4040 Performance Appraisal - Staff Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## HR-4040 Performance Appraisal - Staff Policy

Approval Date: 20250

Review Date: 203025

### Purpose

It is the policy of Trillium Lakelands District School Board to conduct performance appraisals with **all permanent** employees of the Board on a regularly scheduled basis.

Trillium Lakelands District School Board believes that exemplary —employees demonstrate integrity, commitment, willingness to work as team members, and personal desire for continuous growth and improvement. **Competency in this policy is defined as meeting or exceeding the expectations of the position.**

Trillium Lakelands District School Board believes that regularly scheduled performance appraisals provide opportunities for employees to demonstrate and be recognized for professional growth towards exemplary practice. **The Board also believes that regularly scheduled performance appraisals provide opportunities for employees and their supervisors to identify areas of strength and areas for growth. Further the appraisal process provides feedback to employees to support their growth and improvement where needed for the subsequent evaluation cycle.**

If you require this information in an accessible format, please contact Communications Services at [info@tldsbc.on.ca](mailto:info@tldsbc.on.ca).

## Trillium Lakelands District School Board Administrative Report

**Date:** April 9, 2025  
**To:** Governance and Policy Committee  
**Origin:** Director Wes Hahn  
**Subject:** Update BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy  
**Reference:** Governance and Policy Committee Meeting- April 16, 2025

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### Purpose

To present to the Governance and Policy Committee an update regarding the BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy.

### Context

BD-2050 is a new policy that is being developed in response to the new *Ontario Regulation 463/97: Electronic Meetings and Meeting Attendance*. The policy must be implemented on or before September 1, 2025.

### Content

The first draft of the BD-2050 Electronic Meetings and Meeting Attendance was developed based on the policy templates and good governance recommendations guide provided by the Ontario Public School Boards Association (OPSBA), and expanded to meet TLDSB needs.

The Governance and Policy Committee reviewed the first draft at the January 9, 2025 meeting, and the second draft at the February 5, 2025 meeting. Recommended changes have been made in alignment with Committee suggestions.

The draft that was completed following the February 5, 2025 meeting has now been shared with a provincial governance expert for review to ensure that the content aligns with the legislation.

The version, including any feedback that is received from the governance expert will be shared with the Governance and Policy Committee for final review. The intention is for the final version to be presented at the June 2025 Governance and Policy meeting (date TBD) with a recommendation that the policy be advanced to the Board Meeting in August 2025 for ratification to alignment with the requirement the policy be fully implemented by September 1, 2025.



# Trillium Lakelands District School Board

## Administrative Report

**Date:** April 9, 2025  
**To:** Governance and Policy Committee  
**Origin:** Director Wes Hahn  
**Subject:** BD-2045 Trustee Code of Conduct Policy  
**Reference:** Governance and Policy Committee Meeting- April 16, 2025

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### Purpose

To update the Governance and Policy Committee on the status of the BD-2045 Trustee Code of Conduct Policy.

### Context

The *Better Schools and Student Outcomes Act, 2023* instituted regulatory reforms to strengthen school board governance and accountability. The reforms include establishing consistent provincial standards for Trustee conduct, and the establishment of a process for resolving code of conduct related complaints.

Changes to the Trustee Code of Conduct were to be completed in two phases:

1. Conduct expectations (under new Ontario Regulation 312/24" Members of School Boards- Code of Conduct) were required to be updated by September 1, 2024. At the August 27, 2024 Board Meeting, Trustees ratified the updated Code of Conduct Policy.
2. Changes to the process related to resolving Code of Conduct related complaints became effective January 1, 2025 after which time Boards were required to use the services of an Integrity Commissioner to address formal complaints brought forward under the Trustee Code of Conduct.

### Content

The TLDSB Trustee Code of Conduct Policy, which was initially updated in fall 2024, is currently undergoing further updates. The Ontario Public School Boards' Association (OPSBA) recently released information related to Integrity Commissioner qualifications, as well as a templates to assist Boards in relation to enforcement of codes of conduct and managing the complaint process.

Resources as provided by OPSBA, along with *Ontario Regulation 312/24: Members of School Boards- Code of Conduct*, *Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct*, *Ontario Regulation 327/06: Honoraria for Board Members section 13* (Reduction for breach of code of conduct), and the *Education Act section 218.3* (Breach of Code of Conduct) are being used to recommend updates to the sections related to breaches and the complaint process.

A marked-up version with recommended changes will be shared at the June 2025 Governance and Policy Committee Meeting for approval.