

## Governance and Policy Committee Agenda

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Date: October 21, 2025  
Location: Muskoka Education Centre  
Time: 12:00 p.m.

### 1. Call to order

### 2. Territory Acknowledgement

### 3. Roll call

### 4. Declaration of possible conflict of interest

### 5. Approval of agenda

### 6. Committee action items

- 6.1 Review and approval of the Committee Terms of Reference (Director Hahn/ pgs.3- 7)
- 6.2 Election of a Committee Chair for 2025-2026
- 6.3 Approval of the minutes of the August 21, 2025 Governance and Policy Committee Meeting (pgs. 8-10)

### 7. Administrative reports

- 7.1 For Action - Written
  - a. BD-2500 Third Party Speakers Policy (SO Hubbert/ pgs.11-12)
  - b. HR-4200 Health & Safety Policy (SO Johnston/ pgs. 13-14)
  - c. HR-4509 Principal and Vice Principal Evaluation Policy (SO Johnston/ pgs.15-16)

### 8. Other business

- 8.1 Plan for Board Self-Assessment for 2025-2026
- 8.2 Recommended change to the Tuesday, November 18, 2025 Governance and Policy Committee Meeting at LEC - move to Wednesday, November 19, 2025

**9. Next meeting**

TBC depending on 8.2 above

**10. Adjournment**

# Trillium Lakelands District School Board

## Administrative Report

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**Date:** October 1, 2025  
**To:** Governance and Policy Committee  
**Origin:** Wes Hahn, Director of Education  
**Subject:** Governance and Policy Committee Terms of Reference Fall 2025  
**Reference:** Governance and Policy Committee Meeting -October 21, 2025

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### Purpose

To present to the 2025-2026 Governance and Policy Committee the Committee Terms of Reference for approval.

### Context

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

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.

### Content

A Terms of Reference was drafted when the Governance and Policy Committee was first established in Fall 2023 and was approved by the inaugural Governance and Policy Committee. The Terms of Reference has been updated each subsequent year and is attached for Committee consideration and review for the 2025-2026 school year.

Recommended revisions to the version include:

- Updating the Approval Date
- Updated reference to Electronic Participation rules and requirement to adhere to BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy

### Action

Recommendation that the Governance and Policy Committee approve the Governance and Policy Terms of Reference for the 2025-2026 school year.

## Terms of Reference for the Governance and Policy Committee

**Committee Term: 1 year**

**Terms of reference updated as of: ~~October 2024~~ October 2025**

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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 follows 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.~~ **Committee Members who wish to participate in the meeting via electronic means may request do so through the Chair of the Board and only for the reasons as outlined in BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy.**

### **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 **or via electronic access by advance request.**

### **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.



## Governance and Policy Committee Meeting Minutes

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Date: August 21, 2025  
Location: Deerhurst Resort  
Time: 12:45 p.m.

### 1. Call to order

Committee Chair Trustee Judy Saunders called the meeting to order at 12:45 p.m.

### 2. Roll call

Committee Chair Trustee Judy Saunders advised that Trustees Bradley, Clodd, McInerney, and Reain 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 Clodd, Seconded by Trustee Reain,  
That the agenda be approved.  
Carried.

### 5. Committee action items

#### 5.1 Approval of the minutes of the June 3, 2025 Governance and Policy Committee Meeting

Moved by Trustee McInerney, seconded by Trustee Bradley,  
That the minutes dated June, 2025 be approved.  
Carried.



## 6. Administrative Reports

### 6.1 For Action- Written

#### a. BD-2050 Electronic Meeting and Trustee Meeting Attendance Policy

Director Hahn shared the final version of the BD-2050 Electronic Meeting and Trustee Meeting Attendance Policy with the Committee for consideration.

Moved by Trustee Clodd, Seconded by Trustee Reain,  
That the Governance and Policy Committee approved the new *BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy*, and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.  
Carried.

#### b. Recommendation to amend TLDSB By-laws and Board Meeting start times

Director Hahn proposed changes to the TLDSB By-laws to amend the start time of Board Meetings effective September 2025, and to change the name throughout the Policy of the referenced BD-2025 Policy.

Moved by Trustee Reain, Seconded by Trustee McInerney,  
That the Governance and Policy Committee approve that Board meeting start times be changed from 6:00pm to 5:30pm, that *By-law 1: Determination and Communication of Meeting Schedules*, *By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board*, and *By-law 9: Regular Meetings of the Board* be updated to reflect the change, and that the recommendation be advanced to the next meeting of the Board of Trustees for ratification.  
Carried.

Moved by Trustee Reain, Seconded by Trustee Childs,  
That the Governance and Policy Committee approve changes in to in *By-law 12: Electronic Participation in Meetings*, and in *By-law 15: Board Committees*, to reflect an accurate policy name for policy BD-2050, and that the recommendation be advanced to the next meeting of the Board of Trustees for ratification.  
Carried.

#### c. Governance and Policy Committee dates for 2025-2026

Director Hahn shared the recommendation for the proposed Committee meeting dates for the 2025-2026 Governance and Policy Committee Meetings.

Moved by Trustee McInerney, Seconded by Trustee Reain,  
That the Governance and Policy Committee approve the dates for the 2025-2026 Governance and Policy Committee Meetings.  
Carried.

## 7. Other business

## 8. Next meeting

October 21, 2025 at MEC

**9. Adjournment**

Moved by Trustee Childs, seconded by Trustee Bradley,  
That the Committee do now adjourn at 1:50 p.m.  
Carried.

# Trillium Lakelands District School Board Administrative Report

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**Date:** October 9, 2025  
**To:** Governance and Policy Committee  
**Origin:** Traci Hubbert, Superintendent of Learning  
**Subject:** BD-2500 External Presentations and Third-party Speakers Policy  
**Reference:** Governance and Policy Committee Meeting – October 21, 2025

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## Purpose

To present to the Governance and Policy Committee the BD-2500 External Presentations and Third-party Speakers Policy at the end of the one-year review for approval.

## Context

The BD-2500 External Presentations and Third-party Speakers Policy was due for review as part of the one-year review cycle. The BD-2500 External Presentations and Third-party Speakers Policy was shared with Federations / Union for input and reviewed by Trustee Saunders as well as Superintendents Hubbert and Train.

## Content

The BD-2500 External Presentations and Third-party Speakers Policy outlines both transparency and accountability to parents through communications in advance of third-party speakers and external presentations being delivered to students. There were no recommended content changes to the policy. The approval date and review date have been updated to reflect the annual review process.

## Action

Recommendation that the BD-2500 External Presentations and Third-party Speakers Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## **BD-2500 External Presentations and Third-party Speakers Policy**

**Approval date:** ~~2024~~ **2025**

**Review date:** ~~2025~~ **2030**

### **Purpose**

As a learning organization, Trillium Lakelands District School Board values opportunities to enhance Ontario curriculum connections for students and for staff professional development. In accordance with the *Better Schools and Student Outcomes Act*, the Board will ensure that third party guest speakers, performers, and presentations taking place across the district will respect intellectual diversity and open dialogue, and are designed to support school environments that advance freedom of expression, respect our differences, and promote the achievement, safety, well-being, and sense of belonging of students and staff.

To help strengthen public confidence, the Board is committed to ensuring transparency and accountability through detailed communications with families in advance of third-party speakers and external presentations taking place in schools for student audiences. Information about such presentations and events will be clearly communicated to families with a minimum of fourteen (14) calendar days advance notice. Schools will be required to communicate any changes to event and presentation planning that occur due to unforeseen circumstances as soon as final arrangements are confirmed.

**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:** October 9, 2025  
**To:** Governance and Policy Committee  
**Origin:** Jennifer Johnston, Superintendent of Human Resources Services  
**Subject:** HR-4200 Health and Safety Policy  
**Reference:** Governance & Policy Meeting - October 21, 2025

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### Purpose

To present to the Governance and Policy Committee the HR-4200 Health and Safety policy for approval.

### Context

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers while at work.

This policy must be reviewed annually.

### Content

The HR-4200 Health and Safety policy was reviewed on Tuesday, October 7, 2025 by Trustee Saunders, and was available for feedback from the unions/federations, District Principal of Human Resources Services, principal representatives and the WSIB/Health & Safety Coordinator starting on September 10, 2025.

There are no suggested changes.

### Action

Recommendation that the HR-4200 Health and Safety policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## HR-4200 Health and Safety Policy

Approval date: 2025<sup>4</sup>

Review date: 2026<sup>5</sup> (to be reviewed annually)

### Purpose

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers (including supervisors) while at work.

In order to achieve this objective, all workers are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act including the Regulations under the Act, the Internal Responsibility System, established safety procedures, and safe work practices while on the job.

The Board will take every precaution in the circumstances to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting, and implementing safety policies and procedures which include the use of personal protective equipment (PPE).

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure workers are made aware of existing or potential dangerous conditions and that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

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## Trillium Lakelands District School Board Administrative Report

**Date:** October 9, 2025  
**To:** Governance and Policy Committee  
**Origin:** Jennifer Johnston, Superintendent of Human Resources Services  
**Subject:** HR-4509 Principal/Vice Principal Performance Appraisal Policy  
**Reference:** Governance & Policy Meeting - October 21, 2025

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### Purpose

To present to Trustees the HR-4509 Principal/Vice Principal Performance Appraisal policy for approval.

### Context

HR-4509 Principal/Vice Principal Performance Appraisal policy mandates and describes the performance appraisal process for Principals and Vice Principals. The core purpose is to guarantee a framework for developing and sustaining high-quality school leadership, leveraging an asset-oriented model to foster continuous professional growth that directly contributes to student achievement and wellbeing across Trillium Lakelands District School Board.

### Content

The HR-4509 Principal/Vice Principal Performance Appraisal policy was reviewed by Trustee Reain, District Principal of Human Resources Services Nathan Stephenson and TLDSB's OPC President Greg Arkwright.

Notable updates to the policy are:

- Adjustments to language to better align with Trillium Lakelands District School Board's Strategic Plan
- Notation of Trillium Lakelands District School Board's commitment to the ongoing development of Principals and Vice Principals as instructional leaders to advance student achievement

### Action

Recommendation that the HR-4509 Principal/Vice Principal Performance Appraisal policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



## HR-4509 Principal/Vice Principal **Performance** **Appraisal**~~Evaluation~~ Policy

Approval Date: 202**50**

Review Date: 20**3025**

### Purpose

Trillium Lakelands District School Board (**TLDSB**) believes in the **development**~~promotion~~ of **effective**~~impactful~~ leadership to guide and **promote effective**~~support~~ teaching and learning in Ontario schools, to ensure **meaningful learning** ~~the process~~ and success **for every**~~of all~~ students ~~on Ontario~~. **The ongoing development of principals/vice principals is critically important to ensure high levels of student achievement and wellbeing in TLDSB.**

The principal/vice-principal performance appraisal process is an **asset oriented**~~growth-based~~ model intended to develop, support, and sustain leadership of the highest possible quality **including through setting and achieving individual professional goals.**

**Within a learning organization,** ~~C~~collaborating in a spirit of mutual trust is a key condition for the success of the appraisal process **and the continuous improvement of leadership practices.**

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