

Governance and Policy Committee Agenda

Date: November, 19, 2025
Location: Lindsay 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 Approval of the minutes of the October 21, 2025 Governance and Policy Committee Meeting (pgs. 2-4)

7. Administrative reports

7.1 For Action - Written

- a. BU-3005 Cheque Signing Policy (SO Britton/ pgs.5-7)
- b. BU-3010 Borrowing for Current Expenditures Policy (SO Britton/ pgs. 8-9)
- c. BU-3000 Travel Rate Policy (SO Britton/ pgs.10-11)
- d. BU-3040 Insurance Policy (SO Britton/ pgs. 12-13)
- e. BD-2300 Communication and Collaboration with Parents/ Guardians Policy (Director Hahn/ pgs.14-15)
- f. BD-2025 Policy and Administrative Procedure Process (Director Hahn/ pgs. 16-17)

8. Other business

- 8.1 Board Self-Assessment for 2025-2026

9. Next meeting

February 10, 2026 at 12pm at MEC

10. Adjournment



Governance and Policy Committee Meeting Minutes

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

1. Call to order

Director Hahn called the meeting to order at 12:33 p.m.

2. Territory Acknowledgement

Director Hahn shared the Territory Acknowledgement.

3. Roll call

Director Hahn advised that the Committee for the 2025-2026 school year included the following members: Trustees Judy Saunders, Louise Clodd, Esther Childs, Deb McInerney, Heather Bradley.

Director Hahn shared that the following Trustee members were in attendance: Trustees Judy Saunders, Esther Childs, Deb McInerney, Heather Bradley. Trustee Clodd shared regrets.

Chair Wilcox also attended the meeting as ex officio member. Trustee Reain attended as an observer.

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

4. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

5. Approval of agenda

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

6. Committee action items

6.1 Review and approval of the Committee Terms of Reference

Moved by Trustee McInerney, Seconded by Trustee Childs,
That the Governance and Policy Committee approve the Governance and Policy Terms of Reference for the 2025-2026 school year.
Carried.

6.2 Election of a Committee Chair

Trustee Saunders nominated Trustee Bradley. Trustee Bradley declined.

Trustee Saunders nominated Trustee McInerney. Trustee McInerney consented to the nomination.

Trustee McInerney nominated Trustee Saunders. Trustee Saunders declined.

There were no further nominations.

Trustee McInerney was acclaimed into the position of Chair of the Governance and Policy Committee for the 2025-2026 school year.

6.3 Approval of the minutes of the August 21, 2025 Governance and Policy Committee Meeting

Moved by Trustee Saunders, seconded by Trustee Childs,
That the minutes dated August 21, 2025 be approved.
Carried.

7. Administrative Reports

7.1 For Action- Written

a. BD-2500 External Presentations and Third Party Speakers Policy

Superintendent Hubbert shared the updated BD-2500 Third Party Speakers Policy with the Committee.

Moved by Trustee Saunders, Seconded by Trustee Childs,
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.
Carried.

b. HR-4200 Health & Safety Policy

Superintendent Johnston shared information related to the annual review of the HR-4200 Health & Safety Policy.

Moved by Trustee Bradley, Seconded by Trustee Saunders,
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.
Carried.

c. HR-4509 Principal and Vice Principal Evaluation Policy

Superintendent Johnston shared the updated to the Principal and Vice Principal Evaluation Policy. The Committee recommended a small change in language to what was presented.

Moved by Trustee Childs, Seconded by Trustee Saunders,
That the HR-4509 Principal/Vice Principal Performance Appraisal policy be approved as amended and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

8. Other business**8.1 Plan for Board Self-Assessment for 2025-2026**

The committee engaged in discussion about board self-assessment process for 2025-2026 as recommended by OPSBA as a good governance practice.

The questions that were utilized in the 2024-2025 school year will be brought forward to next Trustee Learning Session and then to the next Governance and Policy Committee Meeting for consideration.

8.2 Recommended change to the Tuesday November 18, 2025 Governance and Policy Committee Meeting

The Committee agreed to move the date of the meeting from Tuesday, November 18, 2025 to Wednesday, November 19, 2025 at LEC.

9. Next meeting

November 19, 2025 at Lindsay Education Centre

10. Adjournment

Moved by Trustee Childs, seconded by Trustee Bradley,
That the Committee do now adjourn at 1:10 p.m.
Carried.

Trillium Lakelands District School Board Administrative Report

Date: November 10, 2025
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3005 – Cheque Signing Policy
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the revised BU-3005 Cheque Signing Policy.

Context

The Cheque Signing Policy was due for review during the 2025/2026 school year. Board Chair Wilcox was provided the policy for review on October 7, 2025 and had no concerns with the changes recommended to be made to the policy.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Given the evolution of accounting practices, this policy was updated to refer to electronic funds transfers rather than only the original paper cheques used for board payments
- Language amended related to cheques to note mechanically reproduced cheques
- Policy name changed to Payment Authorization to reflect this update

Action

Recommendation that the changes to BU-3005 – Cheque Signing Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3005 Payment Authorization Policy

Approval date: 2025

Review date: 2030

Purpose

Trillium Lakelands District School Board recognizes the need to authorize payment transactions, including cheques and electronic fund transfers (EFTs), for payment by the Treasurer.

As such, the Board authorizes and directs its financial institution to honour, pay, and charge to the accounts of the Board all cheques and EFTs initiated on its behalf.

CHEQUES – The signatures of the Treasurer and the Director of Education, whether manual or mechanically reproduced, are required to validate cheque payments.

ELECTRONIC FUNDS TRANSFERS (EFTs) – The Treasurer and the Director of Education delegate the authority to create and release EFT files to designated financial staff.

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



~~BU-3005 Cheque Signing Policy~~

~~Approval Date: 2020~~

~~Review Date: 2025~~

~~Purpose~~

~~Trillium Lakelands District School Board recognizes the need for the signature of the Treasurer, and the Director of Education to sign cheques issued by the Treasurer, to be written or engraved, lithographed, printed or otherwise mechanically reproduced on cheques.~~

~~As such, the Board authorizes and directs the financial institution that is servicing the accounts of the Board to honour, pay and charge to the account of the Board all cheques issued by the Board which bear a facsimile or facsimiles of the signature or signatures of a person or persons having authority to sign cheques on behalf of the Board. Each of these instruments shall be binding on the Board to the same extent as though it had been manually signed by such person or persons.~~

~~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: November 10, 2025
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3010 – Borrowing for Current Expenditures Policy
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the revised BU-3010 Borrowing for Current Expenditures policy.

Context

The Borrowing for Current Expenditures policy was due for review during the 2025/2026 school year. Trustee Childs was provided the policy for review on October 7, 2025 and provided no comment in regard to the policy.

Content

Revisions to the policy include:

- Updating the approval and review dates

Action

Recommendation that the changes to BU-3010 - Borrowing for Current Expenditure Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3010 Borrowing for Current Expenditures Policy

Approval Date: 2020~~5~~

Review Date: 20~~25~~30

Purpose

Trillium Lakelands District School Board recognizes that there may be occasions from time to time where the Board needs to borrow funds that are required to meet the current expenditures of the Board until the current revenue has been received. In addition, there may be occasions where there is a need to borrow such amounts as required for temporary financing of capital projects pending the completion of long term financing of those projects.

As such, Trillium Lakelands District School Board authorizes the Treasurer and the Chair or Vice-Chair to borrow from time to time, by way of the instruments and within the limits as prescribed by *Section 243 of the Education Act*, such amounts that are required.

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Trillium Lakelands District School Board Administrative Report

Date: November 10, 2025
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3000 Travel Rate
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the revised BU-3000 Travel Rate policy.

Context

The Travel Rate policy was due for review during the 2025/2026 school year.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Removal of one paragraph in the policy related to methods of economical travel as this information is included in the board policies for the Reimbursement of Expenses for staff and for Trustees.

Action

Recommendation that the changes to BU-3000 - Travel Rate Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3040 Travel Rate

Approval date: 2021⁵

Review date: 20²⁶30

Purpose

The travel rate for Trillium Lakelands District School Board members and employees using a personal automobile on Board business shall be set at the amounts laid out by the Canada Revenue Agency (CRA). In January of each year, a verbal report will be provided to the Board advising of the rate set by the CRA for the current calendar year.

When Board staff are travelling, staff shall consider the most economical method of transportation as practically possible.

~~If a less economical travel method is chosen, the reimbursement shall be capped at the most economical cost. When the estimated costs of implementing the Board's policy on travel rates exceeds the estimated gross cost of leasing a vehicle, the Superintendent of Business may arrange for the lease of a vehicle as required.~~

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

Trillium Lakelands District School Board Administrative Report

Date: November 10, 2025
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3040 Insurance Policy
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the revised BU-3040 Insurance policy.

Context

The Insurance policy was due for review during the 2025/2026 school year.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Addition of three additional types of insurance including cybersecurity, legal and school council

Action

Recommendation that the changes to BU-3040 - Insurance Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3040 Insurance

Approval date: 2021⁵

Review date: 20²⁶30

Purpose

Trillium Lakelands District School Board recognizes that there is a need for suitable liability, property, boiler, crime, **cybersecurity, legal, school council** and automobile insurance; and authorizes the appropriate officials of the Board to make the necessary arrangements with the Ontario School Boards' Insurance Exchange (OSBIE), or other providers as appropriate for this insurance coverage.

In addition, an appropriate student accident insurance plan shall be made available for purchase by parents/guardians on an annual basis.

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

Trillium Lakelands District School Board Administrative Report

Date: November 11, 2025
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2300 Communication and Collaboration with Parents/ Guardians Policy
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the BD-2300 Communication and Collaboration with Parents/ Guardians Policy.

Context

The BD-2300 Communication and Collaboration with Parents/ Guardians Policy was developed in 2024 to align with Ministry of Education *Policy/ Program Memorandum 170: School board communications with parents*. All new policies in TLDSB are required to undergo an initial one-year review following establishment prior to moving to the five-year review cycle. The opportunity for review and input was sought via by Board Chair Wilcox and the TLDSB Senior Administration Team.

Content

There were no recommendations for changes to the policy with the exception of changing the date to the five-year review cycle.

Action

Recommendation that the changes to BD-2300 Communication and Collaboration with Parents/ Guardians Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2300 Communication and Collaboration with Parents/Guardians Policy

Approval Date: ~~2025~~ 2024

Review Date: ~~2030~~ 2029

Purpose

Trillium Lakelands District School Board (TLDSB) believes in developing strong and positive relationships with students, parents/guardians, and the community. Communication and collaboration are essential for developing relationships that foster positive, welcoming, and inclusive learning environments that are built upon mutual respect, and that support student achievement and well-being.

This Policy, and the accompanying procedure, applies to communication between parents/guardians and school staff, central (board office) staff, and Trustees, and affirms TLDSB's commitment to:

- providing relevant and timely information to parents/guardians related to their child(ren)'s education;
- outlining the appropriate channels for effective communication;
- clarifying the process for accessing information or addressing concerns;
- establishing standardized timelines and process for acknowledgement and response to questions or concerns;
- assisting parents/guardians in understanding how they can become actively involved in the school community and their child(ren)'s education;
- creating a culture of mutual respect and consideration between parents/guardians and TLDSB staff.

The Education Act of Ontario and the Ministry of Education Policy/ Program Memorandum 170: School board communication with parents provide direction to school boards for strengthening communication standards, as well as increasing transparency and accountability in public education.

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 11, 2025
To: Governance and Policy Committee
Origin: Wes Hahn, Director of Education
Subject: BD-2025 Policy and Administrative Procedure Process
Reference: Governance and Policy Committee Meeting – November 19, 2025

Purpose

To present the Governance and Policy Committee with the revised BD-2025 Policy and Administrative Procedure Policy.

Context

The BD-2025 Policy and Administrative Procedure Policy was due for review in 2025 as apart of the five-year review cycle. The policy was review by Trustee Clodd and the TLDSB Senior Administration Team.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Recommended change in name from Policy and Administrative Procedures Policy to Development and Review of Board Policy and Administrative Procedures Policy
- Addition of references to legislation, regulations, PPMs, Collective Agreements and TLDSB practices/ processes
- Addition of a paragraph outlining the purpose of a policy and clarifying the roles responsible for development and review
- Addition of a paragraph outlining the purpose of a procedure and clarifying the roles responsible for development and review

Action

Recommendation that the changes to BD-2025 Policy and Administrative Procedure Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2025 Development and Review of Board Policy and Administrative Procedures Policy

Approval Date: 2025 ~~2020~~

Review Date: 2030 ~~2025~~

Purpose

Trillium Lakelands District School Board (**TLDSB**) is committed to providing a consistent approach to effective, open, and supportive systems of governance and management. The development and implementation of Board policies and **related** procedures promotes the organization's commitment to public accountability and compliance **with applicable legislation, regulations, Ministry of Education Policy and Program Memoranda (PPM), collective agreements, and/or standard board practices.**

TLDSB's policies must reflect the values and commitment of the board and are developed under the joint leadership of the TLDSB senior team and board of trustees with the opportunity for the provision of input provided to relevant internal roles and to the public. Policies must be ratified via board motion to be enacted. Approved policies are posted on the TLDSB public website.

TLDSB's procedures will include the expectations and operational directives that are determined by the senior team as necessary for staff and/or other impacted individuals to support the achievement of the commitments made in board policy. Procedures are developed under the leadership of the TLDSB senior team with the opportunity for the provision of input provided to relevant internal roles and the public (in the case where the procedure has direct day-to-day impact on members of the public). Procedures must be posted in such a manner that the individuals responsible for the implementation of the procedure and/or those who are directly impacted by the procedure have access.

Policies and procedures are developed and published in a standard, accessible format.

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