

Governance and Policy Committee Agenda

Date: February 19, 2026
Location: Hidden Valley Resort - Algonquin Room
Time: 11:00 a.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 November 19, 2026 Governance and Policy Committee Meeting (pgs. 2-4)

7. Administrative reports

7.1 For Action – Written

- a. BU-1999 Trustee Honoraria Policy and BU-2000 Trustee Honoraria Procedure (SO Britton/ pgs.5-6)
- b. BU-3040 Insurance Policy (SO Britton/ pgs.7-8)
- c. BU-2105 Flag Protocol Policy (Manager C. Bull/ pgs.9-10)
- d. OP-6602 Medical and Health Management in Schools Policy (SO Fraser/ pgs.11-12)
- e. ES-5550 Specialized Equipment for Learning Policy (SO Train/ pgs.13-14)
- f. HR-4521 Prevention and Resolution of Violence in the Workplace Policy (SO Johnston/ pgs.15-16)

8. Other business

9. Next meeting

April 21, 2026 at 12pm at LEC

10. Adjournment

Governance and Policy Committee Meeting Minutes

Date: November 19, 2025
Location: Lindsay Education Centre
Time: 12:00 p.m.

1. Call to order

Chair McInerney called the meeting to order at 12:12 p.m.

2. Territory Acknowledgement

Trustees Bradley shared the Territory Acknowledgement.

3. Roll call

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

Chair Wilcox also attended the meeting as ex officio member.

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 Clodd, Seconded by Trustee Bradley,
That the agenda be approved.
Carried.

6. Committee action items

6.1 Approval of the minutes of the October 21, 2025 Governance and Policy Committee Meeting

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

7. Administrative Reports

7.1 For Action- Written

a. BU-3005 Cheque Signing Policy

Superintendent Britton shared an overview of recommended changes to the BU-3005 Cheque Signing Policy with the Committee. A major change to the policy included a recommendation to change the name to Payment Authorization Policy. The Committee recommended an addition of a reference to the Chair having signing authority in the absence of the Treasurer or Director of Education.

Moved by Trustee Wilcox, Seconded by Trustee Clodd,
That the changes to BU-3005 – Cheque Signing Policy with the amendment be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

b. BU-3010 Borrowing for Current Expenditures Policy

Superintendent Britton shared information related to the review of the BU-3010 Borrowing for Current Expenditures Policy.

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

c. BU-3000 Travel Rate Policy Principal

Superintendent Britton shared recommended updates to the BU-3000 Travel Rate Policy.

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

d. BU-3040 Insurance Policy

Superintendent Britton shared an overview of recommendations for changes to the BU-3040 Insurance Policy.

Moved by Trustee Bradley, Seconded by Trustee Childs,
That the changes to BU-3040 - Insurance Policy be approved with amendments and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

e. BD-2300 Communication and Collaboration with Parents/ Guardians Policy

Director Hahn shared the review process related to for the BD-2300 Communication and Collaboration with Parents/ Guardians Policy.

Moved by Trustee Clodd, Seconded by Trustee Wilcox
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.
Carried.

f. BD-2025 Policy and Administrative Procedure Policy

Director Hahn shared the recommended changes to the BD-2025 Policy and Administrative Procedure Policy.

Moved by Trustee Childs, Seconded by Trustee Saunders

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.

Carried.

8. Other business

8.1 Plan for Board Self-Assessment for 2025-2026

The Board Self-Assessment, in the same format that was presented in 2024 (which will allow for the collection of data that is comparable year over year) will be shared at the February 2026 Learning Session for completion.

9. Next meeting

February 10, 2026 at 12pm at MEC

10. Adjournment

Moved by Trustee Clodd, seconded by Trustee Childs,

That the Committee do now adjourn at 12:48 p.m.

Carried.

Trillium Lakelands District School Board Administrative Report

Date: February 19, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BD-1999 – Trustee Honoraria Policy
Reference: Governance and Policy Committee Meeting – February 19, 2026

Purpose

To present Trustees with the revised BD-1999 – Trustee Honoraria Policy.

Context

As per the Ministry of Education, the Trustee Honoraria Policy is due for review before the end of each trustee term in office – prior to the Ontario municipal council and school board elections held in October.

Content

The provisions of the policy and procedure related to trustee honoraria are dictated by the provincial government through various legislation documents and are drafted accordingly.

Trustee Clodd was provided the policy for review and provided no questions or suggestions regarding the policy.

The policy was posted publicly on the Board's website for opportunity for public input. Comments that were submitted were reviewed accordingly. No changes were made based on the submissions.

Revision to the policy:

- Updating the approval and review dates

The procedure was updated to include information from new legislation related to the honoraria; add clarification to the honoraria allocations; to include the student trustee honoraria and to include related legislation as a reference.

Action

Recommendation that the changes to BD-1999 – Trustee Honoraria Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-1999 Trustee Honoraria Policy

Approval date: 202~~2~~6

Review date: 202~~6~~30

Lead department: Business Services

The Board acknowledges the importance and value of providing fair levels of honoraria for board members and recognizes the requirement for establishing these values as set out in Ontario Regulation 357/06 - Honoraria for Board Members.

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

Trillium Lakelands District School Board Administrative Report

Date: February 19, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3040 Insurance Policy – follow up
Reference: Governance and Policy Committee Meeting – February 19, 2026

Purpose

To provide a follow up to proposed changes to the BU-3040 Insurance Policy.

Context

Changes were made to the draft insurance policy at the November 19, 2025 meeting. Upon review following the meeting, it was clarified that some of the recommended changes do not accurately reflect the scope of the policy.

Content

At the November 19, 2025 Committee meeting, the words “meetings on property” were added to the draft policy in relation to school council meetings. Within the context of the sentence, it would appear that the board provides liability insurance for all school council meetings held on board property. It has since been determined that these words are not accurate when it relates to what constitutes a ‘school council meeting’ and should not be included in the policy.

School councils hold meetings at board facilities for a variety of reasons. If a meeting is not a legislatively mandated school council meeting, then the council must purchase or provide insurance for the space use; even if it is at the school.

The mandatory school council meetings are considered school events as they are ‘called and held’ by the principal. That is the only school council meeting which is covered under the Board’s liability insurance. As such, the words ‘meetings on property’ need to be removed.

Action

Recommendation that the words ‘meetings on property’ be removed from the BU-3040 - Insurance Policy that was passed at the November 19, 2025 Governance and Policy Committee meeting, and that the updated policy be advanced to the next public meeting of the Board for ratification.



BU-3040 Insurance

Approval date: 2025

Review date: 2030

Purpose

Trillium Lakelands District School Board recognizes that there is a need for suitable liability, property, boiler, crime, cybersecurity, legal, school council ~~Meetings on property~~, 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, and school council event insurance shall be made available for purchase by school council as required.

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

Trillium Lakelands District School Board Administrative Report

Date: January 8, 2026
To: Governance and Policy Committee
Origin: Carolynne Bull, Manager of Communications Services
Subject: BD-2105 Flag Protocol Policy
Reference: February 19, 2026 Governance and Policy Committee Meeting

Purpose

To present to the Governance and Policy Committee the revised BD-2105 Flag Protocol Policy for approval.

Context

The review of the BD-210 5Flag Protocol Policy was scheduled to take place in 2026. Upon review, additions were made to accurately capture the purpose of the flag protocol across Trillium Lakelands District School Board.

Content

The revised policy statement ensures a respectful and appropriate display of the National Flag of Canada and other authorized flags.

The opportunity to review and provide input to the recommended changes to the policy was requested from Trustee McInerney.

Action

Recommendation that the revised BD-2106 Flag Protocol Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2105 Flag Protocol Policy

Approval date: ~~2021~~2026

Review date: ~~2026~~2031

Lead department: Communications Services

This policy ensures a respectful and appropriate display of the National Flag of Canada and other authorized flags.

Trillium Lakelands District School Board (TLDSB) believes that the National Flag of Canada is a symbol of honour, pride, and national identity for all Canadians. The national ~~Canadian~~ flag and the Provincial flag of Ontario shall be flown at full mast at all TLDSB ~~Trillium Lakelands District School Board~~ schools, and education centres, and other buildings, unless otherwise directed.

Additional authorized flags in alignment with the strategic direction of TLDSB, and approved by the director of education, may be flown at TLDSB schools, education centres, and other buildings.

Half-mast notices will be issued from the Director's Office to mark periods of mourning, or as otherwise directed.

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

Trillium Lakelands District School Board Administrative Report

Date: February 3, 2026
To: Governance and Policy Committee
Origin: Tanya Fraser, Superintendent of Learning
Subject: OP-6603 Medical and Health Management in Schools Policy
Reference: Governance and Policy Committee - February 19, 2026

Purpose

To present to the Governance and Policy Committee the revised OP-6602 Medical and Health Management in Schools Policy.

Context

The OP-6602 Medical and Health Management in Schools 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 school administrators and secretaries, departmental staff including specialized services, communications, transportation, the public, and federation/union representatives.

Revisions to the OP-6602 Medical and Health Management in Schools Policy include:

- an updated purpose to include supports for students as per PPM 161
- both additions and clarifications to Terms and Definitions
- updated language for the purpose of clarification
- omission of staff related medical/health information/management
- addition of word 'Student' to the title

Action

Recommendation that the revised OP-6602 Medical and Health Management in Schools Policy be approved and the policy be advanced to the next public meeting of the Board of Trustees for ratification.



OP-6602 **Student** Medical and Health Management in Schools Policy

Approval Date: 202~~5~~⁰

Review Date: 20~~30~~²⁵

Purpose

Trillium Lakelands District School Board, in partnership with students, families, and community agencies, is committed to supporting students with prevalent medical conditions.

The Student Medical and Health Management in Schools Policy and Procedure has been developed in accordance with Policy/Program (PPM) 161, Supporting Students with Prevalent Medical Conditions in Schools to promote the safety and well-being of students with prevalent medical conditions, specifically asthma, diabetes, epilepsy, and/or those at risk for anaphylaxis.

The purpose of this policy is:

- to support students with prevalent medical conditions to fully access a safe, accepting and healthy school environment in which students can learn
- to empower students, as confident and capable learners, to reach their full potential for self-management of the medical condition(s), according to their plan of care

~~Trillium Lakelands District School Board, in partnership with students, families, and community agencies, is committed to supporting students with prevalent medical conditions and/or medical or health related needs to fully access school in a safe, accepting and healthy learning environment that supports well-being.~~

~~Trillium Lakelands District School Board empowers students as confident and capable learners to reach their full potential for self-management of their medical conditions according to their Plan of Care.~~

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

Trillium Lakelands District School Board Policy Review Administrative Report

Date: January 28, 2026
To: Governance and Policy Committee
Origin: Nikki Train, Superintendent of Special Education Services
Subject: ES-5500 Specialized Equipment for Learning Policy
Reference: Governance & Policy Committee Meeting February 19, 2026

Purpose

To provide the reviewed ES-5500 Specialized Equipment for Learning Policy to the Governance and Policy Committee for approval.

Context

The Specialized Equipment for Learning Policy is up for review this school year; it was last updated in 2021.

Content

The ES-5500 Specialized Equipment for Learning Policy was reviewed via email by Trustee McInerney, the Superintendent of Special Education Services, District Principal of Special Education, the Special Education Administrative Assistant responsible for Special Education Amount (SEA) purchases, and the Special Programs Support Officer responsible for Special Education Amount (SEA) claims. During the review process, the team consulted the 2025-2026 Special Education Amount (SEA) Directives.

The policy underwent a full re-write to better reflect TLDSB practice and process, and to clarify the shared responsibility for equipment use.

Action

Recommendation that the ES-5500 Specialized Equipment for Learning Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5501 Specialized Equipment for Learning Policy

Approval Date: ~~2026~~2021

Review Date: ~~2031~~2026

Purpose

~~Trillium Lakelands District School Board believes effective use of specialized equipment is a shared responsibility of staff, students, and parents/guardians to support successful learning for all students.~~

~~The Board recognizes that assistive technology and/or adaptive equipment are essential for some students to access the Ontario curriculum or a board determined program, and is committed to providing such equipment.~~

Trillium Lakelands District School Board is dedicated to ensuring that students can access the Ontario curriculum and/or an alternative program through the provision of specialized equipment, including assistive technology and adaptive equipment.

Requests for adaptive equipment must be supported by a recommendation from a qualified professional confirming that the equipment is essential for the student to access meaningful learning. The responsibility for the effective and appropriate use of this equipment is shared among staff, students, and parents/guardians.

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: February 5, 2026
To: Governance and Policy Committee
Origin: Jennifer Johnston, Superintendent of Human Resources Services
Subject: HR-4521 Workplace Violence: Prevention and Resolution Policy
Reference: Governance and Policy Committee Meeting - February 19, 2026

Purpose

To present to Trustees the revised HR-4521 Workplace Violence: Prevention and Resolution Policy.

Context

The HR-4521 Workplace Violence: Prevention and Resolution Policy is being reviewed at the end of the cycle, expanding on the Board's commitment to developing, maintaining and implementing a comprehensive workplace violence prevention program in accordance with the *Occupational Health and Safety Act (OHSA)*.

The HR-4521 Workplace Violence: Prevention and Resolution Policy was reviewed by Trustee Bradley on January 13, 2026. A consultation meeting with the unions and federations took place on January 29, 2026. Human Resources Services team members were also integral in providing input on the Policy.

Content

Revisions to the HR-4521 Workplace Violence: Prevention and Resolution Policy include:

- Updating the name of the policy from "Prevention and Resolution of Violence in the Workplace" to "Workplace Violence: Prevention and Resolution" to increase searchability on Our Dock.
- Noting that workplace violence will not be tolerated and how workplace violence is not in alignment with the Board's Strategic Plan.
- Adding wording describing what the workplace violence prevention program includes to ensure alignment with the OHSA.

Action

Recommendation that the changes to HR-4521 Workplace Violence: Prevention and Resolution Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4521 ~~Ontario's Occupational Health and Safety Act:~~ Workplace Violence: Prevention and Resolution of Violence in the Workplace Policy

Approval date: 2026¹
Review date: Annually

Lead department: Human Resources Services

Purpose

Trillium Lakelands District School Board (TLDSB) believes that everyone has a right to work and learn in a safe and healthy environment. The board is strongly committed to the prevention of workplace violence and promotes the advancement of healthy, positive and a violence-free workplaces, in which all people respect one another and work together to achieve common goals.

Any act of workplace violence is unacceptable conduct and will not be tolerated. Workplace violence in any form fundamentally undermines the safe, inclusive and caring working environment essential for employee and student success and well-being ~~erodes the mutual trust and confidence that are essential to the well-being of our staff.~~

~~TL~~ Trillium Lakelands DSB is committed to developing, maintaining and implementing a comprehensive workplace violence prevention program with respect to workplace violence, in alignment with the board's Strategic Plan and the requirements of the Occupational Health and Safety Act (OHSA), and to address the The workplace violence prevention program shall include processes for:

- Risk assessment/re-assessment of workplace violence
- Summoning immediate assistance when workplace violence occurs or may occur
- Reporting workplace violence
- Investigating and responding to complaints of workplace violence

A safe, inclusive, healthy and accepting working and learning environment is essential for student and employee well-being and achievement.

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