

Governance and Policy Committee Agenda

Date: June 2, 2026
Location: Linsday 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 April 21, 2026 Governance and Policy Committee Meeting (pgs.2-4)

7. Administrative reports

7.1 For Action – Written

- a. BD-2015 Trustee Attendance at Conferences Policy- recommendation to rescind (CEO/ CEdO Hahn/ pgs. 5-6)
- b. BD- 2010 Trustee Associations Policy- recommendation to rescind (CEO/ CEdO Hahn/ pgs. 7-8)
- c. BD-2001 Reimbursement of Trustees Expenses Policy (SO Britton/ pgs.9-10)
- d. BU-3529 School Funds Administration Policy (SO Britton/ pgs.11-12)
- e. BU-3015 Procurement of Goods and Services Policy (SO Britton/ pgs. 13-14)
- f. HR-4504 Self-funded Leave Plan Request Policy – recommendation to rescind (SO Johnston/ pgs. 15-16)
- g. HR-4035 Inclement Weather Policy – recommendation to rescind (SO Johnston/ pgs. 17-18)
- h. BU-3100 Facility Partnerships Policy (Executive Officer Horrigan/ pgs. 19-20)
- i. BU-3065 Advertising Policy (Communications Manager Bull/ pgs. 21-22)

8. Other business

8.1 Permission Forms for Clubs (follow up from April 21, 2026)

9. Next meeting- TBC

10. Adjournment

Governance and Policy Committee Meeting Minutes

Date: April 21, 2026
Location: LEC
Time: 12:00 p.m.

1. Call to order

Chair McInerney called the meeting to order at 12:31 p.m.

2. Territory Acknowledgement

Trustee Saunders shared the Territory Acknowledgement.

3. Roll call

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

Chair Wilcox also attended the meeting as ex officio member.

Director Hahn and Executive Assistant Lisa Dow 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 February 19, 2026 Governance and Policy Committee Meeting

Moved by Trustee Saunders, seconded by Trustee Bradley,
That the minutes dated February 19, 2026 be approved.
Carried.

7. Administrative Reports

7.1 For Action- Written

a. Recommendation to rescind- BU-3539 Disposal of Obsolete or Surplus Furniture and Equipment Policy

Superintendent Britton shared the recommendation to rescind the BU-3539 Disposal of Obsolete or Surplus Furniture and Equipment Policy

Moved by Trustee Saunders, Seconded by Trustee Clodd,
That the recommendation to rescind BU-3539 Disposal of Obsolete or Surplus Furniture and Equipment Policy be approved and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

b. BU-3525 Charitable Donations Policy

Superintendent Britton shared the suggested changes to the BU-3525 Charitable Donations Policy

Moved by Trustee Childs, Seconded by Trustee Bradley,
That the changes to the BU-3525 Charitable Donations Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

c. ES-5020 Health and Physical Education: Exemption Process for Human Development and Sexual Health Curriculum Policy

Superintendent of Learning Dawn Sudbury shared the recommended changes to the ES-5020 Health and Physical Education: Exemption Process for Human Development and Sexual Health Curriculum Policy.

Moved by Trustee Clodd, Seconded by Trustee Saunders,
That the changes to the ES-5020 Health and Physical Education: Exemption Process for Human Development and Sexual Health Curriculum Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

d. ES-5550 Supervised Alternative Learning Policy

Superintendent Hubbert provided an overview of the recommended changes to the ES-5550 Supervised Alternative Learning Policy,

Moved by Trustee Childs, Seconded by Trustee Saunders,
That the revised ES-5550 Supervised Alternative Learning Policy be approved and the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

e. HR-4019 Police Record Checks & Offence Declarations Policy

Superintendent Johnston shared the recommended changes to the HR-4019 Police Record Checks & Offence Declarations Policy.

Moved by Trustee Saunders, Seconded by Trustee Bradley,
That the HR-4019 Police Record Checks & Offence Declarations 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

Review of the Board Self- Assessment Process for 2025-2026.

9. Next meeting

June 2, 2026 at MEC

10. Adjournment

Moved by Trustee Bradley , seconded by Trustee Clodd,
That the Committee now adjourns at 2:03 p.m.
Carried.

Trillium Lakelands District School Board Administrative Report

Date: May 21, 2026
To: Governance & Policy Committee
Origin: Wes Hahn, Director of Education/ CEO
Subject: BD-2015 Trustee Attendance at Conferences and Seminars Policy
Reference: Governance and Policy Meeting June 2, 2026

Purpose

To present Trustees with the recommendation to rescind the BD-2015 Trustee Attendance at Conferences and Seminars Policy.

Context

Bill 101: *Putting Student Achievement First Act* received Royal Assent in May 2026, as well as an 'Interim Expense Policy Requirement' for all school boards. The requirements outlined in the Interim Policy requirements are in effect until further notice pursuant to the amendments made by Bill 101 affecting paragraph 3.7 of subsection 8 (1) of the *Education Act* governing school board expense policies.

Content

Specifically, the Interim Expense Policy Requirement states:

- *The board will not incur or reimburse expenses for board members to attend or participate in a discretionary event or activity. This includes registration fees and travel, meal, accommodation and hospitality expenses.*
- *A discretionary event or activity is any of the following events or activities in cases where a member's attendance or participation is not essential to a board's core business operations and for which expenses are incurred by choice rather than operational necessity:*
 - *professional development activities*
 - *professional associations' or sector organizations' events or activities*
 - *education-related symposiums, conferences and conventions*

The BD-2015 Trustee Attendance at Conferences and Seminars Policy addresses Trustee attendance, including discretionary attendance, at conferences and seminars. Considering the immediate requirement that all boards adhere to the Interim Expense Policy as outlined by the Ministry of Education, it is necessary to rescind Policy BD-2015.

An alternate policy related to Trustee attendance at events that are considered essential to the Board's core operations (by Ministry definition) may be developed in the future- if required- once further details are released in anticipated regulations.

Action

Recommendation that Policy BD-2015 Trustee Attendance at Conferences and Seminars Policy be rescinded and that the recommendation to rescind be advanced to the next meeting of the Board of Trustees for ratification.



BD-2015 Trustee Attendance at Conferences and Seminars Policy

Approval Date: 2019

Review Date: 2024

Purpose

The Board recognizes the value of Trustees' attendance at conferences and seminars. The following guidelines are set out to facilitate such participation:

- ~~1—An appropriate amount for attendance of Trustees at conferences and seminars shall be budgeted each year, within the constraints of the current budget.~~
- ~~2—Attendance at Ontario Public School Boards Association (OPSBA) sponsored events is deemed approved for all Trustees. TLDSB maintains membership in OPSBA per the Trustees Associations Policy. Members attending OPSBA events may be requested to provide a summary report of the event to the Board.~~
- ~~3—Attendance at OSTA-AECO sponsored events is deemed approved for the student Trustee with the requisite approval in place from the Director of Education, and a parent or guardian.~~
- ~~4—Requests for attendance at non-OPSBA sponsored conferences and seminars will be forwarded to the Chairs' Council for consideration. A Trustee may appeal the decision of the Chairs' Council to the Board.~~
- ~~5—Consideration in approving the attendance of a Trustee at a non-OPSBA sponsored seminar or conference will include:

 - The relevance of the conference to the Trustee's duties with respect to the Board;
 - The budget position of the conference account;
 - The number of Trustees wishing to attend any one event; and
 - The number of conferences or seminars attended by the Trustee in the last year.~~
- ~~6—Only expenses of the Trustees approved to attend the event will be eligible for reimbursement and reimbursement shall be in line with the TLDSB Reimbursement of Expenses procedure.~~
- ~~7.1 The Trustee(s) approved to attend a non-OPSBA sponsored workshop, conference, or event will provide a brief summary of the conference or workshop highlights at a subsequent Board meeting for the information of the Board.~~

Trillium Lakelands District School Board Administrative Report

Date: May 21, 2026
To: Governance & Policy Committee
Origin: Wes Hahn, CEO/ CEo
Subject: BD-2010 Trustee Associations Policy
Reference: Governance and Policy Meeting June 2, 2026

Purpose

To present Trustees with the recommendation to rescind the BD-2010 Trustee Associations Policy.

Context

Bill 101: *Putting Student Achievement First Act* received Royal Assent in May 2026, as well as an 'Interim Expense Policy Requirement' for all school boards. The requirements outlined in the Interim Policy requirements are in effect until further notice pursuant to the amendments made by Bill 101 affecting paragraph 3.7 of subsection 8 (1) of the *Education Act* governing school board expense policies.

Content

Specifically, the Interim Expense Policy Requirement states:

- *The board will not incur or reimburse expenses for board members to pay membership fees in a Trustee Association or similar professional association*

The BD-2015 Trustee Associations Policy specifically addresses TLDSB Trustee membership in associations. Considering the immediate requirement that all boards adhere to the Interim Expense Policy as outlined by the Ministry of Education, it is necessary to rescind Policy BD-2010.

An alternate policy related to Trustee membership may be developed in the future- if required - once further details are released in anticipated regulations.

Action

Recommendation that Policy BD-2010 Trustee Associations Policy be rescinded and that the recommendation to rescind be advanced to the next meeting of the Board of Trustees for ratification.



BD-2010 Trustee Associations Policy

Approval Date: 2023

Review Date: 2028

Purpose

~~Trillium Lakelands District School Board (TLDSB) recognizes the inherent value in working with and maintaining a positive relationship with other public school boards throughout the Province of Ontario.~~

~~The Ontario Public School Boards' Association (OPSBA) represents English public district school boards and public school authorities across Ontario. The Association advocates on behalf of the best interests and needs of the public school system in Ontario and offers policy and legislative advice, and professional development opportunities for Ontario School Board Trustees.~~

~~It is the policy of the TLDSB to maintain membership in the Ontario Public School Boards' Association.~~

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: May 27, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BD-2001 – Reimbursement of Trustee Expenses
Reference: Governance and Policy Committee Meeting – June 2, 2026

Purpose

To present Trustees with a revised BD-2001 – Reimbursement of Trustee Expenses Policy.

Context

As part of the Board's five-year policy cycle, the Reimbursement of Trustee Expenses policy BD-2001 was updated in June 2025. The Ministry has recently directed changes to be made to this policy at all school boards across the province.

Content

Historically, trustee expense reimbursement policies and procedures have been developed by board administration and approved by the board of trustees, incorporating any relevant provincial legislation.

Following the Royal Assent of Bill 101 - *Putting Students Achievement First Act*, Minister Calandra issued a directive requiring boards to immediately implement specific language regarding trustee expenses. This mandates immediate updates to guidelines covering registration fees, travel, meals, accommodations, and hospitality.

Because these amendments were ministry-mandated, standard consultations with the public, union representatives, and trustees were not required. The policy and procedure documents have been updated to comply with the Minister's directive

Action

Recommendation that Policy BD-2001 – Reimbursement of Trustee Expenses be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2001 Reimbursement of Trustee Expenses

Approval Date: 2025

Review Date: 2030

Purpose

Trillium Lakelands DSB recognizes the need to promote public confidence in the position of school board trustee and to establish processes that will ensure that financial integrity, accountability and transparency regarding trustee expenses are maintained.

The Education Act provides that boards are permitted to provide honoraria to trustees for their service. The Act further provides that boards may establish a policy to reimburse trustees for expenses incurred while carrying out their role.

Trillium Lakelands DSB recognizes there are expenses incurred to carry out the duties and responsibilities as a school board trustee and is aware of the geographic size of the board, which contributes to those expenses. The same recognition is given to employees as they carry out their roles and responsibilities to the Board.

The establishment of a distinct expense policy sets out the rules and principles for the reimbursement and payment of expenses to ensure equitable, balanced, fair and reasonable practices are in place for all school board staff including the trustees. It provides a framework of accountability and transparency to guide the effective oversight of public resources.

In alignment with the principles of financial integrity and the effective oversight of public funds, trustee expenses are bound by provincial regulations set out by the Ministry of Education. Legislation does not permit the reimbursement or payment of trustee membership fees in professional or trustee associations. Additionally, reimbursement of expenses is prohibited for discretionary events or activities including professional development, conferences, and conventions, as well as all associated registration, travel, lodging, meal and hospitality costs unless participation is deemed an operational necessity directly essential to the Board's core business operations.

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: May 27, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3529 School Funds Administration Policy
Reference: Governance and Policy Committee Meeting – June 2, 2026

Purpose

To present Trustees with the revised BU-3529 School Funds Administration Policy.

Context

The School Funds Administration policy was due for review this school year. Research was conducted with other boards across the province to gain information on current standards and best practices. Ministry documentation was reviewed to ensure board practices were in alignment with regulations.

Content

The policy was provided to Trustee McInerney for review, resulting in a minor wording change that was subsequently incorporated. The draft was also shared with union representatives for feedback, though none was received. The policy was posted publicly on the Board's website, yielding no further comments

The entire policy was reworded and now includes:

- an update to the approval and review dates
- clearer guidelines to fund management
- language providing explicit direction on the education purpose of these funds while embedding board standards for transparency, accountability and financial integrity

Action

Recommendation that the changes to BU-3529 School Funds Administration Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3529 School Funds Administration

Approval date: 2020~~6~~

Review date: 2025~~31~~

Lead department: Business Services

~~Trillium Lakeland District School Board recognizes that there are many aspects of school life that involve the collection of money from students, parents and the community, and that the Board must ensure that such funds are administered in a manner that provides for appropriate accountability.~~

Trillium Lakelands District School Board recognizes that schools and school councils collect and raise funds to supplement student programs and to support specific student activities that foster student achievement and well-being in safe, caring and equitable environments.

These funds are used to enhance the development of educational programs, support school initiatives, and help build a broader sense of community.

TLDSB ensures that all funds collected in the name of a school and the board are managed with the highest standard of transparency, accountability and financial integrity.

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

Trillium Lakelands District School Board Administrative Report

Date: May 27, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3015 Procurement of Goods and Services Policy
Reference: Governance and Policy Committee Meeting – June 2, 2026

Purpose

To present Trustees with the revised BU-3015 - Procurement of Goods and Services Policy.

Context

The Procurement of Goods and Services Policy was due for review this school year. A review was conducted with other boards across the province to gain information on current standards and best practices.

Content

The Purchasing Department has supported the revision and review of this policy.

Trustee Reain was provided the policy for review and provided no questions or concerns with the changes recommended to be made to the policy.

The policy was posted publicly on the Board's website. 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
- Addition of clarifying words to support transparency and accountability
- Notation that the policy and procedure will adhere to any provincially or federally legislated mandates for public sector procurement. This updated language ensures the Board is positioned to navigate the major legislative shifts currently impacting the Broader Public Sector (BPS)

Action

Recommendation that the changes to BU-3015 Procurement of Goods and Services Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3015 Procurement of Goods and Services Policy

Approval Date: 2021~~6~~⁶

Review Date: 202~~6~~⁶31

Purpose

The Board recognizes the need for all purchasing related activities ~~to be seen~~ to be open, fair and transparent and for all individuals involved with ~~the purchasing process to act, and be seen~~ to act with integrity and professionalism.

The Board will seek to obtain value for money and quality service delivery through standardized purchasing processes which will ensure that resources are used in an efficient ~~and~~ effective manner ~~and~~ which provides for appropriate accountability. The Board also believes in purchasing Canadian products and environmentally appropriate products where possible, and that products be manufactured under ethical, safe and healthy labour conditions.

The Board will ensure all purchasing activities and processes adhere to any current provincially or federally legislated mandates for public sector procurement. Any time legislation is amended or repealed, the Board's policies will adhere to such changes.

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

Trillium Lakelands District School Board Administrative Report

Date: May 20, 2026
To: Board of Trustees
Origin: Jennifer Johnston, Superintendent of Human Resources
Subject: HR-4504 Self-Funded Leave Plan Policy Recommendation
Reference: Governance and Policy Committee Meeting - June 2, 2026

Purpose

To present Trustees an update to HR-4504 Self-Funded Leave Plan Policy.

Context

During the scheduled policy review cycle, Human Resources Services and Payroll Services staff conducted a review of the HR-4504 Self-Funded Leave Plan Policy and related documentation. Trustee McAlpine was also consulted on this policy review.

Content

During the review, a determination was made that the administration of self-funded leaves as represented within the collective agreements is operational in nature. Therefore, it is recommended that we replace the HR-4504 Self-Funded Leave Plan Policy with an explicit Supervisory Officer Memo.

Action

Recommendation that Policy HR-4504 Self-Funded Leave Plan Policy be rescinded and that this motion be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4504 Self-Funded Leave Plan Policy

Approval Date: 2021

Review Date: 2026

Purpose

~~Trillium Lakelands District School Board provides an opportunity for eligible employees to enter into a Self-Funded Leave Plan to finance a leave of absence with compensation by deferring portions of their regular salary.~~

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: May 20, 2026
To: Board of Trustees
Origin: Jennifer Johnston, Superintendent of Human Resources
Subject: HR-4035 Inclement Weather Policy Recommendation
Reference: Governance and Policy Committee Meeting - June 2, 2026

Purpose

To present Trustees an update to HR-4035 Inclement Weather Policy.

Context

During the scheduled policy review cycle, Human Resources Services staff conducted an internal review of the HR-4035 Inclement Weather Policy and related documentation. Trustee McAlpine was also consulted on this policy review.

Content

During the review, a determination was made that staff attendance and expectations on an inclement weather day are operational and administrative in nature, rather than driven by governance requirements. Therefore, it is recommended we replace the HR-4035 Inclement Weather Policy with an explicit Supervisory Officer Memo.

Action

Recommendation that the HR-4035 Inclement Weather Policy be rescinded and that this motion be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4035 Inclement Weather Policy

Approval Date: 2022

Review Date: 2027

Purpose

~~Trillium Lakelands District School Board is committed to ensuring that a system is in place to support employees to attend work safely when there is an inclement weather day and schools/worksites are open. When schools/worksites are open, the expectation that staff attend work remains in effect.~~

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: May 12, 2026
To: Governance & Policy Committee
Origin: Kim Horrigan, Executive Office of Facility Services, Transportation & Capital Innovation
Subject: BU-3100 Facility Partnerships Policy
Reference: Governance and Policy Meeting June 2, 2026

Purpose

To present Trustees with the revised BU-3100 Facility Partnerships Policy.

Context

The Facility Partnerships Policy was due for review in 2025. Trustee McInerney was provided with the policy for final review on May 6, 2026, it was returned on May 7, 2026 with no concerns with the changes recommended to be made to the policy.

Content

Revisions to the policy include:

- Update the approval and review dates
- Updating the information in the document to match the Board current policy template
- Addition of language to link the policy statements to the Board's strategic plan.

Action

Recommendation that Policy BU-3100 - Facility Partnerships be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3100 Facility Partnerships Policy

Approval Date: ~~2020~~ **2026**

Review Date: ~~2025~~ **2031**

Lead department: Facility Services

Purpose

Trillium Lakelands District School Board recognizes and supports collaborative ~~the concept of collaborative~~ partnership ~~arrangements through facility partnership agreements~~ for the sharing of facilities between publicly funded community organizations.

To create learning environments and experiences that foster equity, inclusion, and belonging and to ensure that partnerships do not compromise the student achievement and well-being strategy, the Board will enter into partnerships aligned with the TLDSB Strategic Plan and deny facility partnership requests from a group or entity that promotes racist, discriminatory, or hate-minded ideologies.

In considering and developing facilities for potential partnerships, the board will also take into consideration the configuration of the space, as well as the ability to separate the space used by the partners from that space used by the students.

The Board has sole discretion over the use of Board facilities.

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: June 2, 2026
To: Governance and Policy Committee
Origin: Communications Services
Subject: BU-3065 Advertising and Distribution of Materials Policy
Reference: Governance and Policy Committee Meeting - June 2, 2026

Purpose

To present to the Governance and Policy Committee the revised BU-3065 Advertising and Distribution of Materials Policy for approval.

Context

The review date of BU-3065 was scheduled to take place in 2026. Upon review, additions were made to include the distribution of materials across TLDSB from outside organizations, businesses and associations. This change has also been reflected in the name of the policy.

Content

The revised policy statement ensures all advertising is in alignment with the strategic direction of the school board and that outside organizations have a method for the distribution of materials so long as they meet the criteria outlined on the website.

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

Action

Recommendation that the revised BU-3064 Advertising and Distribution of Materials Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3065 Advertising and Distribution of Materials Policy

Approval Date: ~~2021~~ 2026

Review Date: ~~2026~~ 2031

~~Department responsible~~ Lead Department: - Communications Services

~~It is the belief of~~ Trillium Lakelands District School Board (TLDSB) ~~engages in that~~ advertising ~~is~~ to inform and educate the public, as well as create awareness of educational programs, services, issues, events, and community activities of specific interest or benefit to the school community which includes staff, students, and parents/guardians.

TLDSB will provide guidelines that ensure advertising is in alignment with the strategic direction of the school board. TLDSB will also provide parameters for community groups, organizations, and associations outside of the school board to submit a request to distribute information and/or materials to students and/or their families.

~~The purpose of this procedure is to:~~

- ~~a. — provide guidelines for school Board advertising~~
- ~~b. — provide guidelines for organizations outside of the School Board to distribute information to students.~~

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