



## **BD-2026 Policy and Administrative Procedure Process Procedure**

**Approval Date: 2020**

**Review Date: 2025**

### **1. Purpose**

Trillium Lakelands District School Board 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 procedures promotes the organization's commitment to public accountability and compliance.

### **2. References and Related Documents**

Internal

- [BD-2500 Publishing Standards Procedure](#)

External

- [Accessibility for Ontarians with Disabilities Act, 2005](#)

### **3. Terms and Definitions**

**Policies:** Board policies represent the general principles that set forth Board direction for the system. A policy is a statement that reflects the beliefs of the Board relating to the delivery of academic, business, employee services, and administrative procedures. Board policies are approved by the Board of Trustees.

**Administrative Procedures:** Administrative procedures are the procedural guidelines developed by administration in support of the Board-defined policy. Administrative procedures will be developed as a result of Board policies or by senior administration to meet specific needs.

### **4. Administrative Procedure**

#### **4.1. Board policies and administrative procedures must:**

- a) Reflect the goals of the Board
- b) Be specific and clearly worded
- c) Be relevant to current and/or future needs of the Board
- d) Be published in the prescribed format
- e) Include an accessibility statement

#### **4.2. Formatting**

Policies and administrative procedures will be formatted according to the guidelines below:

#### **4.2.1. Policy and procedure identification**

At the top of the first page, each policy and procedure will contain the following information:

- a) Approval year
- b) Review year
- c) Identification:
  - BD – Board
  - BU – Business
  - ES – Educational Services
  - HR – Human Resources (Employee Services)
  - OP – School Operations

#### **4.2.2. Templates**

The sample templates and template descriptions provided in section 5 will be used in the preparation of Board policies and administrative procedures.

All policies and procedures are to be tracked, formatted, and published by an Executive Assistant.

### **4.3. Policy and Administrative Procedure Development Process**

Direction from the Ministry of Education may dictate, or Trustees or the Director may recommend that a new policy or procedure be developed.

The Director will determine assignment of responsibility for development of the policy or procedure, the consultation process, timelines, and identification.

The consultation and development process may include any of the following:

- Trustees
- Union/Federation representatives
- Staff members
- Community members
- Parents/Guardians
- Students
- Outside agencies
- Professional consultants
- Ministry staff

Senior Administration will review significant issues to be addressed and will provide input and feedback during the development process.

A final draft of the policy and procedure will be presented to Senior Administration for review. The draft may be returned for further refinement or revision.

### **4.4. Policy and Administrative Procedure Development Process**

The normal period for review shall be five (5) years, unless otherwise required.

New policies and procedures must be reviewed after one (1) year.

The Board, or a member of Senior Administration, may recommend that an existing policy or procedure be reviewed.

A list of policies and procedures which are subject to review based on “review date” will be developed annually by the Director of Education. The schedule will delegate responsibility for the review to a member of Senior Administration.

Policies and procedures that will be reviewed during the year will be listed on the Board website.

The review process will include appropriate consultation and communication with relevant stakeholders.

Items to be removed will be in blue text with strikeout on the review draft. Items to be added will be in red bold text on the review draft:

- ~~Items deleted~~
- **Items added**

When a policy has been reviewed, it must be brought to the Board of Trustees for approval.

When an administrative procedure has been reviewed, it must be approved by Senior Administration and brought to the Board of Trustees for information.

Policies and procedures are brought to the Committee of the Whole Board for review prior to ratification at a regular meeting of the Board. Committee of the Whole meetings take place in September, October, November, January, February, April, and May.

## **5. Appendices**

### **5.1. Policy Template**

### **5.2. Procedure Template**

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

## Policy Template

---

**[XX-#### Name of Policy]**

**Approval Date: [Approval Year]**

**Review Date: [Review Date (5 years, unless otherwise required)]**

The policy offers a unique position statement that regulates the Board’s organizational action. The statement must be consistent with the Board’s mission and vision statements, its governing principles, beliefs, and other Board policies and documents to ensure integrity, authenticity, and credibility.

# Procedure Template

---

**[XX-#### Name of Procedure]**

**Approval Date: [Approval Year]**

**Review Date: [Review Date (5 years, unless otherwise required)]**

## **1. Purpose**

The policy statement corresponding to this procedure is placed here as the purpose or part of the purpose for this procedure.

A further paragraph may be placed here to explain the reason for the policy and procedure.

## **2. References and Related Documents**

Each administrative procedure will have a general reference to relevant related documents such as:

Internal

- TLDSB applicable policies and procedures
- TLDSB applicable forms

External

- Education Act and Regulations
- Other Acts and Regulations from various federal and provincial ministries and municipal departments
- Ministry of Education policy memoranda

## **3. Terms and Definitions**

List and define any usual or technical words or terms, abbreviations, or acronyms. Policies and procedures will be in a form which can readily be understood by staff, students, parents, school council members, and/or any other intended audience. “Jargon” and language unfamiliar to the intended reader should be avoided as much as possible. When using abbreviations or acronyms, these should be explained under “Terms and Definitions.”

## **4. Administrative Procedure**

Administrative procedures are the department level actions designed to direct the system toward the successful implementation of policies.

## **5. Appendices**