



Governance and Policy Committee Agenda

GPC:004A

Wednesday, April 28, 2021

4:30 p.m.

Electronic Meeting

Trustee Members:

James Li (Chair), Michelle Aarts, Stephanie Donaldson, Harpreet Gill, Yalini Rajakulasingam, Anu Sriskandarajah, Christopher Mammoliti, Alexander Brown

	Pages
1. Call to Order and Acknowledgement of Traditional Lands	
2. Approval of the Agenda	
3. Declarations of Possible Conflict of Interest	
4. Delegations	
5. P048, Occupational Health and Safety Policy: Annual Review [4083]	1
6. P072, Workplace Violence Prevention Policy: Annual Review [4084]	13
<u>Timed Item 5:00 pm</u>	
7. Information Flow Protocol: New Governance Procedure [4082]	23
8. Committee Reports	
8.1. Bylaws Review Ad Hoc Committee, Report No. 03, March 11 and 25, 2021	45
9. Adjournment	

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P048, Occupational Health and Safety Policy: Annual Review

To: Governance and Policy Committee

Date: 28 April, 2021

Report No.: 04-28-4083

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Occupational Health and Safety Policy (P048), as presented in this report, be approved.

Context

The Occupational Health and Safety Policy (P048) (the “Policy”) is being reviewed in accordance with the Policy Review Schedule and the Occupational Health and Safety Act which requires school boards to review their policies related to occupational health and safety annually.

In accordance with the Board’s Policy Development and Management Procedure (PR501), section 6.17: “policies that are mandated by legislation to be reviewed on an annual basis may undergo a simplified review process annually and a complete process every four years (e.g., Occupational Health and Safety Policy, Workplace Violence Prevention Policy, etc.). Under the simplified process, the policy may be exempted from consultation requirement if no substantive changes to the policy are being proposed”.

Upon reviewing the governing legislation and other school board policies, no substantial changes are being recommended to the current Policy. It is therefore proposed that the simplified review process be applied.

In compliance with the *Occupational Health and Safety Act*, the Occupational Health and Safety Policy (P048) is being provided for the Committee's review and approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's approval, the Policy will be presented to the Board of Trustees on May 26, 2021 for final approval.

Resource Implications

No additional resources will be required for revisions to this Policy.

Communications Considerations

Following Board approval, the Policy will be posted on the Board's public website. In addition, a message will be circulated to the System Leaders' Bulletin instructing site management and school principals throughout the TDSB system to post the Policy in a conspicuous location within their workplace.

Board Policy and Procedure Reference(s)

- Equity Policy (P037)
- Employee Accident or Injury Procedure (PR659)
- Workplace Harassment Prevention Policy (P034)
- Workplace Harassment Prevention and Human Rights Procedure (PR515)
- Workplace Violence Prevention Policy (P072)

Appendices

- Appendix A: Occupational Health and Safety Policy (P048) – Revised with Track Changes
- Appendix B: Occupational Health and Safety Policy (P048) – Revised Clean

From

Maia Puccetti, Executive Officer, Facilities and Planning at maia.puccetti@tdsb.on.ca or 416-393-8780

Andrea Carlson, Senior Manager (Acting), Occupational Health and Safety at andrea.carlson@tdsb.on.ca or 416-397-3210

Toronto District School Board

Policy P048

Title: **OCCUPATIONAL HEALTH AND SAFETY**

Adopted: August 26, 1998

Effectuated: August 26, 1998

Revised: February 7, 2018, March 20, 2019; February 5, 2020

Reviewed: January 26, 2016; February 7, 2018; March 20, 2019; February 5, 2020; new date

Authorization: Board of Trustees

1.0 RATIONALE

The Occupational Health and Safety Policy (the “Policy”) supports the legislative requirements of the *Occupational Health and Safety Act*, and affirms the Toronto District School Board’s (“TDSB”) commitment to maintaining safe and healthy working environments.

2.0 OBJECTIVE

To establish the Board’s commitment to the well-being of its employees through the promotion of health and safety in the workplace and active participation of all employees in the prevention of accidents.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Employer under the *Occupational Health and Safety Act* is a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Employee is any person included in the definition of “worker” under the *Occupational Health and Safety Act* and Workplace Safety and Insurance Act, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

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Hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. Examples include workplace violence and

harassment, toxic chemicals, moving machinery parts, working at heights, high voltage electricity, temperature extremes ~~or~~, slippery work surfaces or any other occupational health hazard in the workplace that is capable of making an employee sick.

Internal Responsibility System is a system recognized by the Ministry of Labour and fundamental to the successful working of the *Occupational Health and Safety Act*, whereby employers and employees are mutually responsible for health and safety in the workplace through the identification and elimination of hazards and development of strategies for the protection of workers.

Joint Health and Safety Committee (JHSC) is a committee established by the employer in accordance with the requirements of Section 9 of the *Occupational Health and Safety Act*.

Supervisor under the *Occupational Health and Safety Act* is a person who has charge of a workplace or authority over an employee.

TDSB is the Toronto District School Board, which is also referred to as the "Board."

Workplace under the *Occupational Health and Safety Act* is any land, premises, location or thing at, upon, in or near which an employee works. For the purpose of this Policy, it also includes any place where ~~individual employees~~ perform work or work-related duties, activities or functions, but does not include a private residence and its related lands. Schools and school-related activities, such as extra-curricular activities and excursions comprise the workplace, as do Board offices and facilities (including eating, lounge/changing areas and vehicles used for work purposes or on work property). Conferences, workshops, training sessions and staff functions (e.g., staff parties, retirement celebrations) also fall within the scope of this Policy.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, Business Operations and Service Excellence, and the Executive Officer, Facilities and Planning

5.0 APPLICATION AND SCOPE

This Policy applies to all employees of the TDSB.

The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

6.0 POLICY

General

- 6.1. The TDSB values learning and working environments that are safe, nurturing, positive and respectful.
- 6.2. The TDSB is committed to providing and maintaining a healthy and safe working environment through the development, promotion and implementation of programs designed to improve employee well-being and prevent occupational illness and injury, workplace violence and harassment.
- 6.3. The TDSB endorses the Internal Responsibility System which recognizes health and safety as a shared responsibility of both the employer and its employees, and as such, encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.

Roles and Responsibilities

- 6.4. The TDSB recognizes the role of all parties, including designated staff who represent the employer, TDSB employees, Joint Health and Safety Committee members as well as Ministry of Labour inspectors and/or other health and safety representatives in the monitoring of workplace safety and overall well-being of employees.
- 6.5. The Board and its employees will comply with the legislative requirements as outlined in the *Occupational Health and Safety Act*.
- 6.6. The Director of Education will assign responsibility for Occupational Health and Safety and will ensure that the Board's program is implemented and maintained, through:
 - implementing and operationalizing applicable policy and/or procedure;
 - ensuring all employees, supervisors and the Joint Health and Safety Committee members are provided with ongoing information and training programs on safe work practices where required by legislation;

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- ensuring information, policies, procedures and training for employees are developed in consultation with the Joint Health and Safety Committee(s); and
 - ensuring every precaution reasonable in the circumstances is taken for the protection of an employee.
- 6.7. The employer is responsible for establishment and promotion of the Internal Responsibility System to ensure that it can function successfully. The Internal Responsibility System is an important element of a strong health and safety culture in a workplace. Senior management and supervisors (including Associate Directors, Executive Officers, Supervisory Officers, Principals and Managers) will actively model and promote efforts that lead to healthy and safe learning and working environments.
- 6.8. The employer, through senior management and supervisors, will implement applicable Board health and safety policies and programs; comply with the *Occupational Health and Safety Act* and regulations; and will ensure that workplaces under their direct control are kept in a healthy and safe condition.
- 6.9. Supervisors will be held accountable for the health and safety of workers under their supervision, including but not limited to responsibility for receiving and investigating health and safety concerns, responding to findings, and taking corrective actions in consultation with other parties as appropriate. The Board will ensure that all supervisors have a working knowledge of the *Occupational Health and Safety Act* and regulations as well as any actual or potential hazards at the workplace.
- 6.10. All employees are required to complete the mandatory training required by the Board and Ontario Regulation 297/13 under the *Occupational Health and Safety Act* and its regulations.
- 6.11. Employees have a common responsibility for their own health and safety and that of others and are required to adhere to safe work practices and to report to their supervisor any unsafe or unhealthy conditions or practices.
- 6.12. Employees have the right to know about hazards in their workplace and to receive information, instruction and supervision to protect their health and safety on the job. Employees have the right to participate in identifying and solving workplace health and safety problems through either a health and safety representative or an employee member of the Joint Health and Safety Committee. In accordance with the *Occupational Health and Safety Act* and related regulations, employees have the right to refuse work in situations they believe would be dangerous to their health and safety or to that of any other employee in the workplace.

6.13. The Board will ensure that this Policy is posted in conspicuous workplace

locations and made available on the TDSB's website for all employees and members of the public.

Joint Health and Safety Committee

~~6.13~~-6.14. The TDSB will maintain a Joint Health and Safety Committee(s) in accordance with Section 9 of the *Occupational Health and Safety Act*.

6.14-6.15. The TDSB acknowledges the integral role of the Joint Health and Safety Committee(s) in bringing the Internal Responsibility System into practice and will support and/or cooperate with its functions and authority under the *Occupational Health and Safety Act*.

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed every year in accordance with the *Occupational Health and Safety Act*.

9.0 APPENDICES

N/A

10.0 REFERENCE DOCUMENTS

Policies and Operational Procedures:

- Employee Accident or Injury Procedure (PR659)
- Equity Policy (P037)
- ~~Respectful Learning and Working Environment (P073)~~
- Workplace Harassment Prevention Policy (P034)
- Workplace Harassment Procedure (PR515)
- Workplace Violence Prevention Policy (P072)

Legislative Acts and Regulations:

- *Occupational Health and Safety Act (OHSA)*, R.S.O. 1990, c. O.1
- Regulations under the *Occupational Health and Safety Act*
- Ontario *Human Rights Code*
- *Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*

Toronto District School Board

Policy P048

Title: **OCCUPATIONAL HEALTH AND SAFETY**

Adopted: August 26, 1998

Effectuated: August 26, 1998

Revised: February 7, 2018, March 20, 2019; February 5, 2020

Reviewed: January 26, 2016; February 7, 2018; March 20, 2019; February 5, 2020; **[new date]**

Authorization: Board of Trustees

1.0 RATIONALE

The Occupational Health and Safety Policy (the “Policy”) supports the legislative requirements of the *Occupational Health and Safety Act*, and affirms the Toronto District School Board’s (“TDSB”) commitment to maintaining safe and healthy working environments.

2.0 OBJECTIVE

To establish the Board’s commitment to the well-being of its employees through the promotion of health and safety in the workplace and active participation of all employees in the prevention of accidents.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Employer under the *Occupational Health and Safety Act* is a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Employee is any person included in the definition of “worker” under the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

Hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. Examples include

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workplace violence and harassment, toxic chemicals, moving machinery parts, working at heights, high voltage electricity, temperature extremes, slippery work surfaces or any other occupational health hazard in the workplace that is capable of making an employee sick.

Internal Responsibility System is a system recognized by the Ministry of Labour and fundamental to the successful working of the *Occupational Health and Safety Act*, whereby employers and employees are mutually responsible for health and safety in the workplace through the identification and elimination of hazards and development of strategies for the protection of workers.

Joint Health and Safety Committee (JHSC) is a committee established by the employer in accordance with the requirements of Section 9 of the *Occupational Health and Safety Act*.

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Workplace under the *Occupational Health and Safety Act* is any land, premises, location or thing at, upon, in or near which an employee works. For the purpose of this Policy, it also includes any place where employees perform work or work-related duties, activities or functions, but does not include a private residence and its related lands. Schools and school-related activities, such as extra-curricular activities and excursions comprise the workplace, as do Board offices and facilities (including eating, lounge/changing areas and vehicles used for work purposes or on work property). Conferences, workshops, training sessions and staff functions (e.g., staff parties, retirement celebrations) also fall within the scope of this Policy.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, Business Operations and Service Excellence, and the Executive Officer, Facilities and Planning

5.0 APPLICATION AND SCOPE

This Policy applies to all employees of the TDSB.

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The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

6.0 POLICY**General**

- 6.1. The TDSB values learning and working environments that are safe, nurturing, positive and respectful.
- 6.2. The TDSB is committed to providing and maintaining a healthy and safe working environment through the development, promotion and implementation of programs designed to improve employee well-being and prevent occupational illness and injury, workplace violence and harassment.
- 6.3. The TDSB endorses the Internal Responsibility System which recognizes health and safety as a shared responsibility of both the employer and its employees, and as such, encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.

Roles and Responsibilities

- 6.4. The TDSB recognizes the role of all parties, including designated staff who represent the employer, TDSB employees, Joint Health and Safety Committee members as well as Ministry of Labour inspectors and/or other health and safety representatives in the monitoring of workplace safety and overall well-being of employees.
- 6.5. The Board and its employees will comply with the legislative requirements as outlined in the *Occupational Health and Safety Act*.
- 6.6. The Director of Education will assign responsibility for Occupational Health and Safety and will ensure that the Board's program is implemented and maintained, through:
 - implementing and operationalizing applicable policy and/or procedure;
 - ensuring all employees, supervisors and the Joint Health and Safety Committee members are provided with ongoing information and training programs on safe work practices where required by legislation;
 - ensuring information, policies, procedures and training for employees are developed in consultation with the Joint Health and Safety Committee(s); and

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- ensuring every precaution reasonable in the circumstances is taken for the protection of an employee.
- 6.7. The employer is responsible for establishment and promotion of the Internal Responsibility System to ensure that it can function successfully. The Internal Responsibility System is an important element of a strong health and safety culture in a workplace. Senior management and supervisors (including Associate Directors, Executive Officers, Supervisory Officers, Principals and Managers) will actively model and promote efforts that lead to healthy and safe learning and working environments.
 - 6.8. The employer, through senior management and supervisors, will implement applicable Board health and safety policies and programs; comply with the *Occupational Health and Safety Act* and regulations; and will ensure that workplaces under their direct control are kept in a healthy and safe condition.
 - 6.9. Supervisors will be held accountable for the health and safety of workers under their supervision, including but not limited to responsibility for receiving and investigating health and safety concerns, responding to findings, and taking corrective actions in consultation with other parties as appropriate. The Board will ensure that all supervisors have a working knowledge of the *Occupational Health and Safety Act* and regulations as well as any actual or potential hazards at the workplace.
 - 6.10. All employees are required to complete the mandatory training required by the Board and Ontario Regulation 297/13 under the *Occupational Health and Safety Act* and its regulations.
 - 6.11. Employees have a common responsibility for their own health and safety and that of others and are required to adhere to safe work practices and to report to their supervisor any unsafe or unhealthy conditions or practices.
 - 6.12. Employees have the right to know about hazards in their workplace and to receive information, instruction and supervision to protect their health and safety on the job. Employees have the right to participate in identifying and solving workplace health and safety problems through either a health and safety representative or an employee member of the Joint Health and Safety Committee. In accordance with the *Occupational Health and Safety Act* and related regulations, employees have the right to refuse work in situations they believe would be dangerous to their health and safety or to that of any other employee in the workplace.
 - 6.13. The Board will ensure that this Policy is posted in conspicuous workplace locations and made available on the TDSB's website for all employees.

Joint Health and Safety Committee

- 6.14. The TDSB will maintain a Joint Health and Safety Committee(s) in accordance with Section 9 of the *Occupational Health and Safety Act*.
- 6.15. The TDSB acknowledges the integral role of the Joint Health and Safety Committee(s) in bringing the Internal Responsibility System into practice and will support and/or cooperate with its functions and authority under the *Occupational Health and Safety Act*.

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed every year in accordance with the *Occupational Health and Safety Act*.

9.0 APPENDICES

N/A

10.0 REFERENCE DOCUMENTS

Policies and Operational Procedures:

- Employee Accident or Injury Procedure (PR659)
- Equity Policy (P037)
- Workplace Harassment Prevention Policy (P034)
- Workplace Harassment Procedure (PR515)
- Workplace Violence Prevention Policy (P072)

Legislative Acts and Regulations:

- *Occupational Health and Safety Act* (OHSA), R.S.O. 1990, c. O.1
- Regulations under the *Occupational Health and Safety Act*
- *Ontario Human Rights Code*
- *Workplace Safety and Insurance Act*, 1997, S.O. 1997, c. 16, Sched. A



P072, Workplace Violence Prevention Policy: Annual Review

To: Governance and Policy Committee

Date: 28 April, 2021

Report No.: 04-21-4084

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Workplace Violence Prevention Policy (P072), as presented in this report, be approved.

Context

The Workplace Violence Prevention Policy (P072) (the “Policy”) is being reviewed in accordance with the Policy Review Schedule and the *Occupational Health and Safety Act* which requires school boards to review their policies related to occupational health and safety annually.

In accordance with the Board’s Policy Development and Management Procedure (PR501), section 6.17: “policies that are mandated by legislation to be reviewed on an annual basis may undergo a simplified review process annually and a complete process every four years (e.g., Occupational Health and Safety Policy, Workplace Violence Prevention Policy, etc.). Under the simplified process, the policy may be exempted from consultation requirement if no substantive changes to the policy are being proposed”.

Upon reviewing the governing legislation and other school board policies, no substantial changes are being recommended to the current Policy. It is therefore proposed that the simplified review process be applied.

In compliance with the *Occupational Health and Safety Act*, the Workplace Violence Prevention Policy (P072) is being provided for the Committee's review and approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's approval, the Policy will be presented to the Board of Trustees on May 26, 2021 for final approval.

Resource Implications

No additional resources will be required for revisions to this Policy.

Communications Considerations

Following Board approval, the Policy will be posted on the Board's public website. In addition, a message will be circulated to the System Leaders' Bulletin instructing site management and school principals throughout the TDSB system to post the Policy in a conspicuous location within their workplace.

Board Policy and Procedure Reference(s)

- Equity Policy (P037)
- Human Rights Policy (P031)
- Occupational Health and Safety Policy (P048)
- Workplace Harassment Prevention Policy (P034)
- Workplace Harassment Prevention and Human Rights Procedure (PR515)

Appendices

- Appendix A: Workplace Violence Prevention Policy (P072) – Revised with Track Changes
- Appendix B: Workplace Violence Prevention Policy (P072) – Revised Clean

From

Maia Puccetti, Executive Officer, Facilities and Planning at maia.puccetti@tdsb.on.ca or 416-393-8780

Andrea Carlson, Senior Manager (Acting), Occupational Health and Safety at andrea.carlson@tdsb.on.ca or 416-397-3210

Toronto District School Board

Policy P072

Title: **WORKPLACE VIOLENCE PREVENTION**

Adopted: June 23, 2010

Effectuated: June 23, 2010

Revised: April 18, 2018; March 20, 2019; February 5, 2020

Reviewed: October 11, 2011; September 1, 2013; October 6, 2015;

April 18, 2018; March 20, 2019; February 5, 2020; [insert new date]

Authorization: Board of Trustees

1.0 RATIONALE

The Workplace Violence Prevention Policy (the “Policy”) affirms the Toronto District School Board’s ~~(“TDSB”)~~ commitment to providing a safe, nurturing, positive learning and working environment, free of workplace violence, where every individual is treated with dignity and respect.

This Policy complies with the Board’s obligations under the *Occupational Health and Safety Act* (“OHSA”) and is consistent with the Board’s Mission, Values, and Goals Policy (P002) and ~~Respectful Learning and Working Environment~~Equity Policy (~~P073~~;P037).

2.0 OBJECTIVE

- To establish the framework for the Board’s compliance with the *Occupational Health and Safety Act* related to workplace violence prevention; and
- To demonstrate the Board’s commitment in providing a work environment that is safe and free of workplace violence.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Employer is the Toronto District School Board and defined under the *Occupational Health and Safety Act* as a person who employs one or more employees or contracts for the services of one or more employees and includes a contractor or subcontractor who performs work or supplies services and a contractor or

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subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

Employee is any person included in the definition of “worker” under the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

TDSB is the Toronto District School Board, which is also referred to as the “Board.”

Workplace under the OHSA is any land, premises, location or thing at, upon, in or near which an employee works. For the purpose of this ~~policy~~Policy, it also includes any place where ~~individuals~~employees perform work or work-related duties, activities or functions (including virtual settings), but does not include a private residence and its related lands. Schools and school-related activities, such as extra-curricular activities and excursions comprise the workplace, as do Board offices and facilities (including eating, lounge/changing areas and vehicles used for work purposes or on work property). Conferences, workshops, training sessions and staff functions (e.g., staff parties, retirement celebrations) also fall within the scope of this ~~policy~~Policy.

Workplace Violence under the OHSA is a) the exercise of physical force by a person against an employee, in a workplace that causes or could cause physical injury to the employee; b) an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and c) a statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against an employee in a workplace that could cause physical injury to the employee.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Business Operations and Service Excellence and Executive Officer, Facilities and Planning.

5.0 APPLICATION AND SCOPE

This Policy applies to all TDSB employees and Trustees.

The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations –and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

6.0 POLICY

- 6.1. The Board believes in the prevention of workplace violence and is committed to promoting a violence-free workplace in which all people respect one another and work together to achieve common goals.
- 6.2. The Board will take every precaution reasonable in the circumstances for the protection of an employee in accordance with its duties and responsibilities as outlined in the *Occupational Health and Safety Act* and corresponding regulations.
- 6.3. The Board will make every reasonable effort to ensure that all steps are taken to protect employees from workplace violence through the implementation of workplace violence procedures and programs which ~~includes~~include measures for summoning immediate assistance when violence occurs or is likely to occur, requirements for incident reporting and investigation, reduction of violent incidents and risk assessment, prevention and control measures, communication and system training.
- 6.4. The Board will ensure that this Policy is posted in conspicuous workplace ~~location(s)~~locations and made available on the TDSB's website for all employees, and that all employees receive information and instruction about violence in the workplace.
- 6.5. The Board will ensure that employees of the TDSB do not experience reprisal as a result of incident reporting, in accordance with the *Occupational Health and Safety Act*.

7.0 SPECIFIC DIRECTIVES

The Director of Education has authority to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed annually, in accordance with the *Occupational Health and Safety Act*.

9.0 APPENDICES

N/A

10.0 REFERENCE DOCUMENTS

Legislative Acts and Regulations:

- *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*

Policies:

- Equity Policy (P037)
- Mission, Values and Goals (P002)
- ~~Respectful Learning and Working Environment (P073)~~
- Health and Safety Guidelines (Workplace Violence):
 - Domestic Violence Administration
 - Handling Cash
 - Home Visits by TDSB Staff
 - Risk Reduction for Staff
 - Community Outings/Field Trips
 - Work Refusal
 - ~~Road Rage~~

Toronto District School Board

Policy P072

Title: **WORKPLACE VIOLENCE PREVENTION**

Adopted: June 23, 2010

Effectuated: June 23, 2010

Revised: April 18, 2018; March 20, 2019; February 5, 2020

Reviewed: October 11, 2011; September 1, 2013; October 6, 2015;
April 18, 2018; March 20, 2019; February 5, 2020; [insert new date]

Authorization: Board of Trustees

1.0 RATIONALE

The Workplace Violence Prevention Policy (the “Policy”) affirms the Toronto District School Board’s (“TDSB”) commitment to providing a safe, nurturing, positive learning and working environment, free of workplace violence, where every individual is treated with dignity and respect.

This Policy complies with the Board’s obligations under the *Occupational Health and Safety Act* (“OHSA”) and is consistent with the Board’s Mission, Values and Goals Policy (P002) and Equity Policy (P037).

2.0 OBJECTIVE

- To establish the framework for the Board’s compliance with the *Occupational Health and Safety Act* related to workplace violence prevention; and
- To demonstrate the Board’s commitment in providing a work environment that is safe and free of workplace violence.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Employer is the Toronto District School Board and defined under the *Occupational Health and Safety Act* as a person who employs one or more employees or contracts for the services of one or more employees and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

Employee is any person included in the definition of “worker” under the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

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Workplace Violence under the OHSA is a) the exercise of physical force by a person against an employee, in a workplace that causes or could cause physical injury to the employee; b) an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and c) a statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against an employee in a workplace that could cause physical injury to the employee.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Business Operations and Service Excellence and Executive Officer, Facilities and Planning.

5.0 APPLICATION AND SCOPE

This Policy applies to all TDSB employees and Trustees.

The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

6.0 POLICY

- 6.1. The Board believes in the prevention of workplace violence and is committed to promoting a violence-free workplace in which all people respect one another and work together to achieve common goals.
- 6.2. The Board will take every precaution reasonable in the circumstances for the protection of an employee in accordance with its duties and responsibilities as outlined in the *Occupational Health and Safety Act* and corresponding regulations.
- 6.3. The Board will make every reasonable effort to ensure that all steps are taken to protect employees from workplace violence through the implementation of workplace violence procedures and programs which include measures for summoning immediate assistance when violence occurs or is likely to occur, requirements for incident reporting and investigation, reduction of violent incidents and risk assessment, prevention and control measures, communication and system training.
- 6.4. The Board will ensure that this Policy is posted in conspicuous workplace locations and made available on the TDSB's website for all employees, and that all employees receive information and instruction about violence in the workplace.
- 6.5. The Board will ensure that employees of the TDSB do not experience reprisal as a result of incident reporting, in accordance with the *Occupational Health and Safety Act*.

7.0 SPECIFIC DIRECTIVES

The Director of Education has authority to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed annually, in accordance with the *Occupational Health and Safety Act*.

9.0 APPENDICES

N/A

10.0 REFERENCE DOCUMENTS

Legislative Acts and Regulations:

- *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*

Policies:

- Equity Policy (P037)
- Mission, Values and Goals (P002)
- Health and Safety Guidelines (Workplace Violence):
 - Domestic Violence Administration
 - Handling Cash
 - Home Visits by TDSB Staff
 - Risk Reduction for Staff
 - Community Outings/Field Trips
 - Work Refusal



Information Flow Protocol: New Governance Procedure

To: Governance and Policy Committee

Date: 28 April, 2021

Report No.: 04-21-4082

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Information Flow Protocol, as presented in this report, be approved.

Context

On October 28, 2020, the Governance and Policy Committee considered a draft Information Flow Protocol, provided feedback and referred the draft back to staff for further revision. In response to the directions, staff prepared the revised draft Information Flow Protocol (Appendix A) and incorporated feedback from the Board of Trustees and TDSB's Integrity Commissioner.

The revisions to the draft provisions of the Information Flow Protocol made since the October 28, 2020 are highlighted in the Appendix B.

The draft Information Flow Protocol, as a governance procedure, is being considered for Committee's approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the draft Information Flow Protocol will be provided to the Board of Trustees on May 26, 2021 for consideration.

Resource Implications

No additional resources will be required for implementation of the Protocol.

Communications Considerations

The Protocol will be communicated to the system through the System Leaders' Bulletin, shared with Trustees through Director's Weekly Update, and posted on the TDSB's public website. In addition, the Trustee orientation package will be updated to incorporate the Protocol.

Board Policy and Procedure Reference(s)

- Board Member Code of Conduct (P075)
- Governance Policy (P086)
- Open Data Policy (P091)
- Parent Concern Protocol (PR505)

Appendices

- Appendix A: Information Flow Protocol (Revised Clean)
- Appendix B: Information Flow Protocol (Revised Track Changes)

From

Craig Snider, Associate Director, Business Operations and Service Excellence at 416-397-3188 or craig.snider@tdsb.on.ca

Toronto District School Board

Governance Procedure [number]

Title: **INFORMATION FLOW PROTOCOL**

Adopted: [insert date]

Effectuated: [insert date]

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

1. RATIONALE

The Information Flow Protocol (the “Protocol”) is a governance procedure developed in accordance with the resolution of the Board of Trustees on June 17, 2020 and pursuant to the TDSB Integrity Commissioner’s recommendations with regard to Trustee access to information under the custody or control of the TDSB.

The Protocol is aligned with and supports implementation of the TDSB’s Governance Policy (P086) and the Board Member Code of Conduct (P075).

2. OBJECTIVE

To ensure that the Board of Trustees has access to information and support that allows the Board to fulfil their role to:

- Govern in a manner that is responsive to all school communities;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and their well-being in the Board’s work with the community, the municipality and the province;
- Promote confidence in publicly funded education through its communications about the goals and achievements of the Board.

To establish a clear, transparent, fair and efficient process for accessing and requesting information and effective mechanisms for responding to information requests from the Board of Trustees and individual Trustees in accordance with

the *Municipal Freedom and Information and Protection of Privacy Act* and other applicable legislation and policies.

3. DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Confidential Information is information in the possession of, or received in confidence by the TDSB, that the TDSB is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”), or other legislation, or received in confidence from other third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

Confidential information includes matters considered by the Board of Trustees in closed session in accordance with sections 207(2) and 207 (2.1) of the *Education Act*, which include:

- Litigation or any potential litigation affecting the Board;
- Intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
- The acquisition or disposal of the Board’s real property, including a school site;
- Decisions in respect of negotiations with the staff members of the Board;
- Information deemed to be “personal information” under the MFIPPA;
- Information subject to solicitor-client privilege; and/or
- An ongoing investigation under the *Ombudsman Act* respecting the TDSB.

Member of the Board (also referred to as *Trustee*) is a member of the Board of Trustees.

Personal Information is recorded information about an identifiable individual. As defined by the MFIPPA this may include, but is not limited to:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual
- The personal opinions or views of the individual except if they relate to another individual;

- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

RIL is the Request for Information List.

4. RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Protocol.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Protocol is assigned to the Associate Director, Business Operations and Service Excellence.

5. APPLICATION AND SCOPE

This Protocol applies to TDSB Trustees and staff, including employees involved in managing and responding to requests for information.

The Protocol does not replace or circumvent the Board's Parent Concern Protocol (PR505) for Trustees' interactions with Superintendents of Education and relevant central staff as part of addressing parents' concerns related to school matters.

6. PROCEDURES

6.1. General Principles

- 6.1.1. The flow of information between the Board of Trustees, the Director of Education and TDSB staff will uphold the principles of transparency, accountability, fairness, impartiality and effectiveness and will operate in accordance with the MFIPPA and other applicable legislation and policies.
- 6.1.2. As a collective, the Board of Trustees – the TDSB's governing body – has authority to direct the Director of Education with regard to access to information, including confidential information, under the custody or control of the TDSB.
- 6.1.3. Trustees have access to information in the custody or control of the TDSB that is relevant to matters before the Board of Trustees or its Committees and which would support Trustees' participation in Committee and Board meetings.

- 6.1.4. Individually, members of the Board may not have access to information if:
- it is personal information as defined by MFIPPA;
 - it is required or permitted by law to be kept confidential and its possession could be prejudicial to the interest of the Board;
 - it is tentative or incomplete by reason that the subject matter is in the conceptual, developmental, or draft stage.
- 6.1.5. The Director of Education is responsible for establishing and implementing effective processes for responding to information requests from the Board of Trustees and members of the Board.

6.2. Making Information Requests by Members of the Board

- 6.2.1. Members of the Board may request at any point of time information from the Director of Education or their designates (respective Associate Directors, Superintendents of Education and/or Executive Superintendents/Officers responsible for the area).
- 6.2.2. Requests for information:
- must be in writing;
 - will be acknowledged by the recipient; and
 - will be responded to during regular business hours.
- 6.2.3. The requestor will be provided with the information without delay if the information is readily available in required format.
- 6.2.4. If information is not readily available and has to be retrieved, assembled, or compiled in required format, the requestor will be provided with a preliminary time estimate for delivery of information.
- 6.2.5. The requestor will be regularly updated on the progress of information delivery and the time estimate.

6.3. Request for Information List (RIL)

- 6.3.1. All requests for information will be logged by staff and added to web-based Request for Information List ("RIL") database.
- 6.3.2. The RIL will be available to all Trustees, Executives and designated staff, and will be used for planning and management purposes.
- 6.3.3. The information request date, requestor's name, Executive staff responsible for delivery of the information/report, and expected delivery date will be recorded in the RIL database.
- 6.3.4. The RIL will include information on scheduled annual, regular and ad hoc reports mandated by legislation, Government directives, and resolutions of the Board of Trustees.

- 6.3.5. The RIL will include hyperlinks to reports produced and information compiled and will serve as an internal on-line inventory.

6.4. Prioritizing Requests for Information

- 6.4.1. Trustee information requests must be addressed by staff in the shortest time possible.
- 6.4.2. Staff resources will be assigned to address Trustees' requests for information. However, priority will be given to reports mandated by the Board resolution, legislation and Government directives (e.g., reports to the Board of Trustees, the Ministry of Education, the Ministry of Finance, Canada Revenue Agency, etc.).

6.5. Protection of Privacy and Confidentiality

- 6.5.1. Protection of privacy, legal obligations as well as the safety and well-being of students and community must be considered when sharing information.
- 6.5.2. For in-person Board/Committee meetings, confidential documents may be provided as library copies on yellow paper to all Trustees physically present at the meeting. For virtual Board/Committee meetings, Trustees will be provided with secure electronic copies of confidential documents.
- 6.5.3. Meeting materials from previous open (public) meetings are available on the TDSB website:
<https://www.tdsb.on.ca/Leadership/Boardroom/Agenda-Minutes> and can be accessed by Trustees directly or obtained through a request to Board Services staff.

For Trustees convenience, the following search engine can be used to search for required reports, agendas and minutes of the Board: <https://www.tdsb.on.ca/Leadership/Boardroom/Search-Agenda-Minutes>.

- 6.5.4. Closed (private) meeting materials from previous meetings may be provided to individual Trustees as library copies by Board Services staff.
- 6.5.5. In accordance with the Board Member Code of Conduct (P075), it is the responsibility of individual Trustees to ensure that confidential materials provided to them for Board of Trustees or Committee meetings are kept secure at all times and disposed of appropriately.
- 6.5.6. Upon becoming aware of a potential breach of confidentiality or unauthorized disclosure of personal information, Trustees should immediately notify the Chair of the Board and the Director of Education or designate.

6.6. Sharing Information

- 6.6.1. Non-confidential information compiled and produced as a result of a request by a member of the Board will be shared with all Trustees through the RIL.
- 6.6.2. In addition, information about school programs, consultations, system-wide news, announcements, media releases, news articles, and statements by the Chair of the Board and Director of Education will be shared with Trustees by the Director of Education and their designates electronically through emails, Trustees' Weekly, TDSB Update and TDSB Connects.
- 6.6.3. As the Director's designate, the Government, Public and Community Relations department and/or school Superintendents will share information with Trustees in a timely fashion relating to school-based crises/incidents including communications related information such as responses and letters for parents and students.
- 6.6.4. Non-confidential information that is routinely requested, including aggregate numbers, information about processes, key statistical indicators, etc., will be identified and proactively disclosed and posted on the Board's website in accordance with the TDSB Open Data Policy (P091).

6.7. Working with Superintendents of Education and Principals

- 6.7.1. Superintendents of Education will provide ongoing and timely information and support to their local Trustee about local school-related matters and concerns. Trustees and Superintendents are encouraged to regularly communicate with each other on school related issues of mutual concern. This may include school events, parent/guardian concerns, school related incidents including injuries requiring medical services as well as safe school concerns (e.g., lock down, hold and secure, bullying, significant acts of violence, hate or racism), bereavements and community concerns (e.g., busing, boundaries).
- 6.7.2. In the event local issues may have systemic implications, the school Superintendent, in consultation with the school principal, will keep both the local Trustee and school community informed.
- 6.7.3. When a local matter has system-wide implications, the respective Superintendents of Education will work with their Executive Superintendent and the Government, Public and Community Relations department to inform all Trustees as soon as possible.
- 6.7.4. Clear expectations will be outlined and regularly discussed and reinforced with the Superintendents of Education on information sharing and support to Trustees. To ensure a consistent and effective approach to accessing and sharing information, the

Director of Education, through Associate Directors, will establish standard parameters for support provided to the Trustees by their respective Superintendents of Education.

6.8. Training

- 6.8.1. Trustees will be provided with an orientation on the Information Flow Protocol as part of the overall orientation for newly elected or appointed Trustees.

7. EVALUATION

This Protocol will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

Appendix A: Information Flow Chart

9. REFERENCE DOCUMENTS

Legislation:

- *Education Act*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

Policies and Procedures:

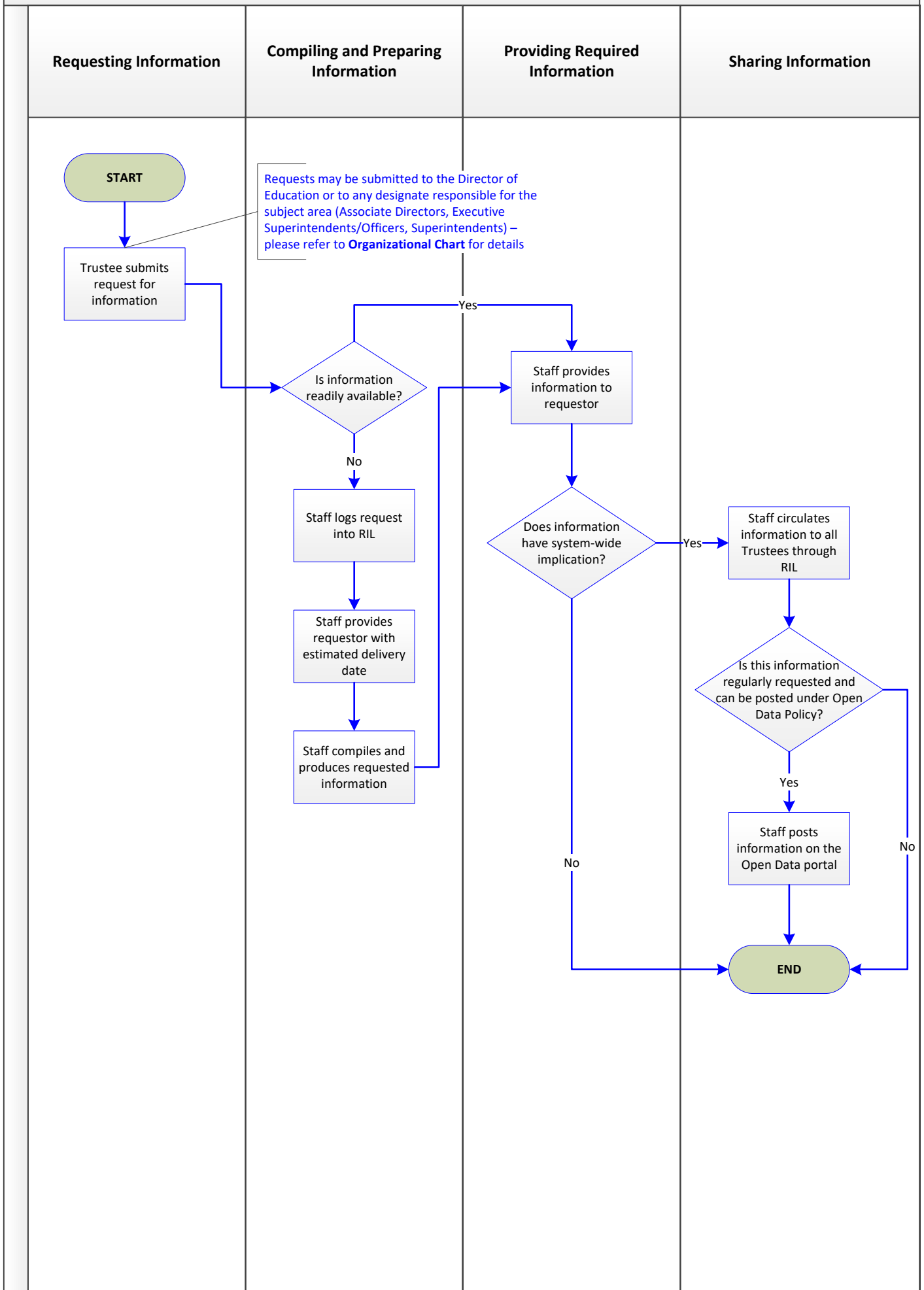
- Equity Policy (P037)
- Board Member Code of Conduct (P075)
- Freedom of Information and Protection of Privacy Policy (P094)
- Governance Policy (P086)
- Open Data Policy (P091)
- Parent Concern Protocol (PR505)

Other Documents:

- Board Bylaws, December 1, 2018
- Integrity Commissioner Annual Report for 2018, presented to the Board of Trustees on June 19, 2019

INFORMATION FLOW

Appendix A



Toronto District School Board

Governance Procedure [number]

Title: **INFORMATION FLOW PROTOCOL**

Adopted: [insert date]

Effectuated: [insert date]

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

1. RATIONALE

The Information Flow Protocol (the “Protocol”) is a governance procedure developed in accordance with the resolution of the Board of Trustees on June 17, 2020 and pursuant to the TDSB Integrity Commissioner’s recommendations with regard to Trustee access to information under the custody or control of the TDSB.

The Protocol is aligned with and supports implementation of the TDSB’s Governance Policy (P086) and the Board Member Code of Conduct (P075).

2. OBJECTIVE

To ensure that the Board of Trustees has access to information and support that allows the Board to fulfil their role to:

- Govern in a manner that is responsive to all school communities;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and their well-being in the Board’s work with the community, the municipality and the province;
- Promote confidence in publicly funded education through its communications about the goals and achievements of the Board.

To establish a clear, transparent, fair and efficient process for accessing and requesting information and effective mechanisms for responding to information requests from the Board of Trustees and individual Trustees in accordance with

the *Municipal Freedom and Information and Protection of Privacy Act* and other applicable legislation and policies.

3. DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Confidential Information ~~refers to~~ information in the possession of, or received in confidence by the TDSB, that the TDSB is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”), or other legislation, or received in confidence from other third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

Confidential information includes matters considered by the Board of Trustees in closed session in accordance with sections 207(2) and 207 (2.1) of the *Education Act*, which include:

- Litigation or any potential litigation affecting the Board;
- Intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or ~~his or her~~their parent or guardian;
- The acquisition or disposal of the Board’s real property, including a school site;
- Decisions in respect of negotiations with the staff members of the Board;
- Information deemed to be “personal information” under the MFIPPA;
- Information subject to solicitor-client privilege; and/or
- An ongoing investigation under the *Ombudsman Act* respecting the TDSB.

~~*Freedom of Information (FOI) Request is a request under MFIPPA for access to information that is in the custody or control of the Board.*~~

Member of the Board (also referred to as Trustee) ~~means~~is a member of the Board of Trustees.

Personal Information is recorded information about an identifiable individual. As defined by the MFIPPA this may include, but is not limited to:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- Any identifying number, symbol or other particular assigned to

the individual;

- The address, telephone number, fingerprints or blood type of the individual
- The personal opinions or views of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

[RIL is the Request for Information List.](#)

4. RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Protocol.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Protocol is assigned to the Associate Director, [SchoolBusiness](#) Operations and Service Excellence.

5. APPLICATION AND SCOPE

This Protocol applies to TDSB Trustees and staff, including employees involved in managing and responding to requests for information.

The Protocol does not replace or circumvent the Board's Parent Concern Protocol (PR505) for Trustees' interactions with Superintendents of Education and relevant central staff as part of addressing parents' concerns related to school matters.

6. PROCEDURES

6.1. General Principles

6.1.1. The flow of information between the Board of Trustees, the Director of Education and TDSB staff will uphold the principles of transparency, accountability, fairness, impartiality and effectiveness and will operate in accordance with the MFIPPA and other applicable legislation and policies.

6.1.2. As a collective, the Board of Trustees – the TDSB's governing body – has authority to direct the Director of Education with regard to access to information, including confidential information, under the custody or control of the TDSB.

6.1.3. ~~Individually,~~ Trustees have access to information in the custody or control of the TDSB that is relevant to matters before the Board of Trustees or its Committees and which would support Trustees' participation in ~~an informed way~~ in ~~upcoming~~ Committee and Board meetings.

6.1.4. Individually, members of the Board ~~will~~may not have access to information ~~that if:~~

- ~~it is not restricted under personal information as defined by MFIPPA, and should not access;~~
- ~~it is required or attempt permitted by law to gain access to be kept confidential information and its possession could be prejudicial to the interest of the Board;~~
- ~~it is tentative or incomplete by reason that the subject matter is in the conceptual, developmental, or draft stage.~~

~~6.1.4.6.1.5.~~ The Director of Education is responsible for establishing and implementing effective processes for responding to information requests from the Board of Trustees and members of the Board.

6.2. The types of Making Information Requests by Members of the Board

6.2.1. Members of the Board may request at any point of time information from the Director of Education or their designates (respective Associate Directors, Superintendents of Education and/or Executive Superintendents/Officers responsible for the area).

6.2.2. Requests for information:

- must be in writing;
- will be acknowledged by the recipient; and
- will be responded to during regular business hours.

6.2.3. The requestor will be provided with the information without delay if the information is readily available in required format.

6.2.4. If information is not readily available and has to be retrieved, assembled, or compiled in required format, the requestor will be provided with a preliminary time estimate for delivery of information.

6.2.5. The requestor will be regularly updated on the progress of information delivery and the time estimate.

6.3. Request for Information List (RIL)

6.3.1. All requests for information will be logged by staff and added to web-based Request for Information List ("RIL") database.

6.3.2. The RIL will be available to all Trustees, Executives and designated staff, and will be used for planning and management purposes.

6.3.3. The information request date, requestor's name, Executive staff responsible for delivery of the information/report, and expected delivery date will be recorded in the RIL database.

6.3.4. The RIL will include information on scheduled annual, regular and ad hoc reports mandated by legislation, Government directives, and resolutions of the Board of Trustees.

6.3.5. The RIL will include hyperlinks to reports produced and information compiled and will serve as an internal on-line inventory.

6.4. Prioritizing Requests for Information

6.4.1. Trustee information requests must be addressed by staff in the shortest time possible.

6.4.2. Staff resources will be assigned to address Trustees' requests for information. However, priority will be given to reports mandated by the Board resolution, legislation and Government directives (e.g., reports to the Board of Trustees, the Ministry of Education, the Ministry of Finance, Canada Revenue Agency, etc.).

6.5. Protection of Privacy and Confidentiality

6.5.1. Protection of privacy, legal obligations as well as the safety and well-being of students and community must be considered when sharing information.

6.5.2. For in-person Board/Committee meetings, confidential documents may be provided as library copies on yellow paper to all Trustees physically present at the meeting. For virtual Board/Committee meetings, Trustees will be provided with secure electronic copies of confidential documents.

6.5.3. Meeting materials from previous open (public) meetings are available on the TDSB website: <https://www.tdsb.on.ca/Leadership/Boardroom/Agenda-Minutes> and can be accessed by Trustees directly or obtained through a request to Board Services staff.

For Trustees convenience, the following search engine can be used to search for required reports, agendas and minutes of the Board: <https://www.tdsb.on.ca/Leadership/Boardroom/Search-Agenda-Minutes>.

6.5.4. Closed (private) meeting materials from previous meetings may be provided to individual Trustees as library copies by Board Services staff.

6.5.5. In accordance with the Board Member Code of Conduct (P075), it is the responsibility of individual Trustees to ensure that confidential materials provided to them for Board of Trustees or Committee meetings are kept secure at all times and disposed of

appropriately.

6.5.6. Upon becoming aware of a potential breach of confidentiality or unauthorized disclosure of personal information, Trustees should immediately notify the Chair of the Board and the Director of Education or designate.

6.6. Sharing Information

6.6.1. Non-confidential information compiled and produced as a result of a request by a member of the Board will be shared with all Trustees through the RIL.

6.6.2. In addition, information about school programs, consultations, system-wide news, announcements, media releases, news articles, and statements by the Chair of the Board and Director of Education will be shared with Trustees by the Director of Education and their designates electronically through emails, Trustees' Weekly, TDSB Update and TDSB Connects.

6.6.3. As the Director's designate, the Government, Public and Community Relations department and/or school Superintendents will share information with Trustees in a timely fashion relating to school-based crises/incidents including communications related information such as responses and letters for parents and students.

6.1.5-6.6.4. Non-confidential information that is routinely requested, including aggregate numbers, information about processes, key statistical indicators, etc., will be identified and proactively disclosed and posted on the Board's website in accordance with the TDSB Open Data Policy (P091).

~~1.1. Information Requests by Members of the Board~~

~~1.1.1. Members of the Board need access to appropriate information related to their wards and school communities. Trustees will be provided Working with information that is readily available.~~

~~1.1.2. Information is considered readily available where information is already in the possession of a TDSB staff member and the retrieval or compiling of the information will not require significant staff undertaking. Readily available information includes information that has already been communicated or disseminated.~~

~~6.2.6.7. For information that is readily available, members of the Board may request the information from the Director of Education or their designate (respective Superintendents of Education and/or Executive Superintendents/Officers responsible for the area). Requests: Principals~~

- ~~• Should be in writing;~~
- ~~• Will be acknowledged; and~~

- ~~Will be responded to during regular business hours.~~

- ~~1.1.3. The Open Data Policy (P091) will be implemented to identify records and information that is frequently requested by Trustees and to ensure proactive and routine disclosure of such information.~~
- ~~1.1.4. Trustee who requested information will be provided with preliminary time estimate if retrieval or compiling of the requested information may require significant time and staff resources. Otherwise, the information will be provided immediately.~~
- ~~1.1.5. For information that is confidential or not readily available, a Board of Trustees' direction is required. Requests for such information may be submitted by a Trustee through a notice of motion or brought forward as emergency business to the Board of Trustees or its Committee (see Board Bylaws, section 5.15—Motions, section 5.12.7—Emergency Business).~~
- ~~1.1.6. Trustees will be provided with a schedule of upcoming reports, including regular annual reports as well as ad hoc reports that will be produced during a school year. The schedule will include targeted Board/Committee meeting dates.~~
- ~~1.1.7. If a Trustee requires a significant amount of additional information related to a Board of Trustees or Committee meeting agenda item, before a decision can be made, the Trustee may move that consideration of the matter be postponed and that the Director of Education or designate provide additional information at a subsequent meeting.~~
- ~~1.1.8. Trustees are encouraged to contact Board Services who will advise on the Board's Bylaws requirements and timelines, and provide support with drafting corresponding notices of motion. Trustees may also engage their respective Superintendents of Education or Executive Superintendents if they require assistance.~~
- ~~1.1.9. Once the request is authorized by the Board of Trustees, the information will be prepared by staff in accordance with the Board of Trustees' resolution and presented as a staff report to the Board of Trustees.~~

~~1.2. Freedom of Information (FOI) Request~~

- ~~1.2.1. Members of the Board, like any member of the public, may use the TDSB's FOI Request process to access information in the custody or control of the TDSB.~~
- ~~1.2.2. Information requests submitted by FOI Request are processed in accordance with the Freedom of Information and Protection of Privacy Policy (P094) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).~~

- ~~1.2.3. Trustees may contact the Board's FOI and Privacy Office which can advise on the FOI Request process and timelines, which are also available on the TDSB website.~~

~~6.3.6.1 Sharing Information~~

- ~~1.2.4. Information that is readily available and provided to an individual Trustee will be shared with all Trustees if the requested information is systemic in nature. This may include, for example, key messages and questions and answers related to issues that could impact multiple wards, or ward-specific breakdowns of data.~~
- ~~1.2.5. Information about school programs, consultations, corporate news, announcements, media releases, newsworthy articles, and statements by the Chair of the Board and Director of Education will be shared with Trustees by the Director of Education and designates electronically through emails, Trustees' Weekly, TDSB Update and TDSB Connects.~~
- ~~1.2.6. The Government, Public and Community Relations department, as the Director's designate, will share information with Trustees including school incidents reports, crisis communications information, daily media information and letters for parents and students.~~
- ~~1.2.7. Non-confidential information provided to the Board of Trustees will be publicly available and may be posted on the TDSB's website in accordance with the Board's Open Data Policy (P091).~~

~~1.3. Working With Superintendents of Education~~

~~6.3.1.6.7.1.~~ Superintendents of Education will provide ongoing and timely information and support to their local Trustee about local school-related matters and concerns. Trustees and Superintendents are encouraged to regularly communicate with Superintendent each other on school related issues of mutual concern. This may include school events, parent/guardian concerns, school related incidents including injuries requiring medical services as well as safe school concerns (e.g., lock down, hold and secure, bullying, significant acts of violence, hate or racism), bereavements and community concerns (e.g., busing, boundaries).

~~6.3.2.6.7.2.~~ In the event ~~of sensitive~~ local issues ~~which~~ may have systemic implications, the school Superintendent, in consultation with the school principal, will keep both the local Trustee and school community informed.

- ~~1.3.1. Protection of privacy, legal obligations as well as the safety and well-being of students and community must be considered and balanced when sharing information.~~

~~6.3.3.6.7.3.~~ When a local matter has system-wide implications, the respective Superintendents of Education will work with their Executive Superintendent and the Government, Public and

Community Relations department to inform all Trustees as soon as practicablepossible.

~~6.3.4.6.7.4.~~ Clear expectations will be outlined and regularly discussed and reinforced with the Superintendents of Education on information sharing and support to Trustees. To ensure a consistent and effective approach to accessing and sharing information, the Director of Education, through Associate Directors, will establish standard parameters for support provided to the Trustees by their respective Superintendents of Education.

~~1.3.2.~~

~~6.4.6.1. Protection of Privacy and Confidentiality~~

~~1.3.3. In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), no personal information can be provided to an individual Trustee, subject to restrictions and exemptions under MFIPPA and other applicable legislation and policies. Such information can be provided to all Trustees as part of the Board/Committee meeting materials only.~~

~~1.3.4. Under MFIPPA, some of the circumstances in which government institutions are permitted to disclose personal information include:~~

- ~~• Where the individual has consented to the disclosure;~~
- ~~• For the purpose for which the personal information was obtained or compiled or for a consistent purpose;~~
- ~~• Where the disclosure is necessary and proper in the discharge of the institution's functions;~~
- ~~• For the purpose of complying with another act;~~
- ~~• For law enforcement purposes;~~
- ~~• In compelling circumstances affecting the health or safety of an individual;~~
- ~~• In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;~~
- ~~• To the Information and Privacy Commissioner; and~~
- ~~• To the Government of Canada in order to facilitate the auditing of shared cost programs.~~

~~6.4.1.6.1.1. Confidential documents may be provided as library copies on yellow paper to all Trustees physically present at the meeting. For virtual Board/Committee meetings, Trustees will be provided with secure electronic copies of confidential documents.~~

~~1.3.5. Meeting materials from previous open (public) meetings are available on the TDSB website:
<https://www.tdsb.on.ca/Leadership/Boardroom/Agenda-Minutes> and can be accessed by Trustees directly or obtained through a request to Board Services staff.~~

~~For Trustees convenience, the following search engine can be used to search for required reports, agendas and minutes of the Board:
<https://www.tdsb.on.ca/Leadership/Boardroom/Search-Agenda-Minutes>.~~

~~1.3.6. Closed (private) meeting materials from a previous meeting may be provided to individual Trustees by request to Board Services staff. Library copies will be shared for viewing.~~

~~6.4.2.6.1.1. In accordance with the Board Member Code of Conduct (P075), it is the responsibility of individual Trustees to ensure that confidential materials provided to them for Board of Trustees or Committee meetings are kept secure at all times and disposed of appropriately.~~

~~1.3.7. Upon becoming aware of a potential breach of confidentiality or unauthorized disclosure of personal information, Trustees should immediately notify the Chair of the Board and the Director of Education or designate~~

6.5-6.8. Training

~~6.5.1-6.8.1.~~ Trustees will be provided with an orientation on the Information Flow Protocol as part of the overall orientation for newly elected or appointed Trustees.

7. EVALUATION

This Protocol will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

~~N/A~~

~~Appendix A: Information Flow Chart~~

9. REFERENCE DOCUMENTS

Legislation:

- *Education Act*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

Policies and Procedures:

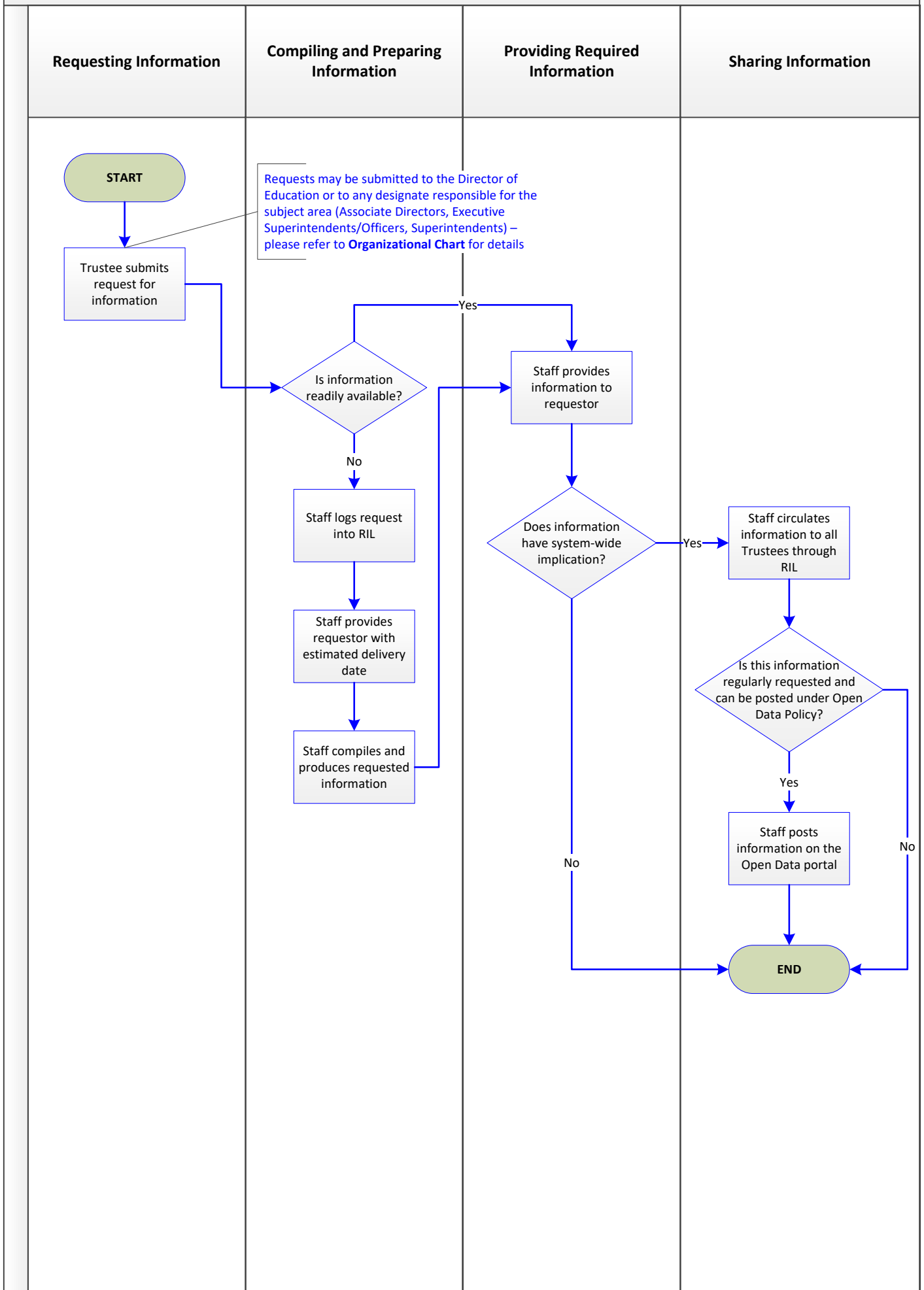
- Equity Policy (P037)
- Board Member Code of Conduct (P075)
- Freedom of Information and Protection of Privacy Policy (P094)
- Governance Policy (P086)
- Open Data Policy (P091)
- Parent Concern Protocol (PR505)

Other Documents:

- Board Bylaws, December 1, 2018
- Integrity Commissioner Annual Report for 2018, presented to the Board of Trustees on June 19, 2019

INFORMATION FLOW

Appendix A





Bylaws Review Ad Hoc Committee

Report No. 03

BRC:003A

Thursday, March 11, 2021

2 p.m.

Electronic Meeting

Members Present Trustees Shelley Laskin (Chair), Trixie Doyle, Yalini Rajakulasingam and Manna Wong

Also Present Trustees Michelle Aarts, Christopher Mammoliti and Robin Pilkey
All trustees participated by electronic means in accordance with [amendments to Section 7 of Ontario Regulations 463/97, Electronic Meetings](#).

Part A: Committee Recommendations

No matters to report

Part B: Information Only

1. Call to Order and Acknowledgement of Traditional Lands

An electronic meeting of the Bylaws Review Ad Hoc Committee was called to order at 2:07 p.m. on Thursday, March 11, 2021, with Trustee Shelley Laskin presiding.

2. Declarations of Possible Conflict of Interest

No matters to report

3. Approval of the Agenda

On motion of Trustee Doyle, seconded by Trustee Rajakulasingam, the agenda was approved.

4. Delegations

No matters to report

5. Bylaws Review Timeline: Updated

The Committee reviewed information from staff (see BRC:003A, page 1) presenting a revised timeline based on feedback from Trustees at the previous Bylaws Review Ad Hoc Committee meeting.

The Committee requested staff to incorporate in the timeline, the dates for the interim equity review report and the interim Integrity Commissioner report, and present the revised timeline at the next meeting.

6. Committees Theme Review

The Committee considered information from staff (see BRC:003A, page 3) presenting preliminary considerations from trustees and staff on possible revisions to the bylaws.

During discussion of the matter, the Committee decided to recess and resume the meeting at a later date.

7. Recess

At 3:30 p.m., on motion of Trustee Doyle, seconded by Trustee Wong, the meeting recessed to 2 p.m. on Thursday, March 25, 2021.

8. Reconvene

At 2 p.m., Thursday, March 25, 2021, the meeting reconvened with the following members in attendance: Trustees Laskin, Doyle, Rajakulasingam, Wong. Trustees Aarts and Smith were also in attendance.

9. Committees Theme Review

On the resumption of the meeting, the Committee continued consideration of information from staff (see BRC:003A, page 3) presenting preliminary considerations from trustees and staff on possible revisions to the bylaws.

The Committee concluded discussions on all items under the Committees Theme Review. At the next meeting, the Committee will discuss the item, Meetings: Rules and Procedures – Part 1 Theme.

10. Adjournment

At 3:22 p.m., on Thursday, March 25, 2021, on motion of Trustee Doyle, seconded by Trustee Wong, the meeting adjourned.

Part C: Ongoing Matters

No matters to report

Submitted by: Shelley Laskin, Committee Chair

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Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

The Governance and Policy Committee's mandate will be to consider and make recommendations to the Board on governance and policy matters referred to it for consideration, including review of Board governance practices and the ongoing development and review of the Board's policies.



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

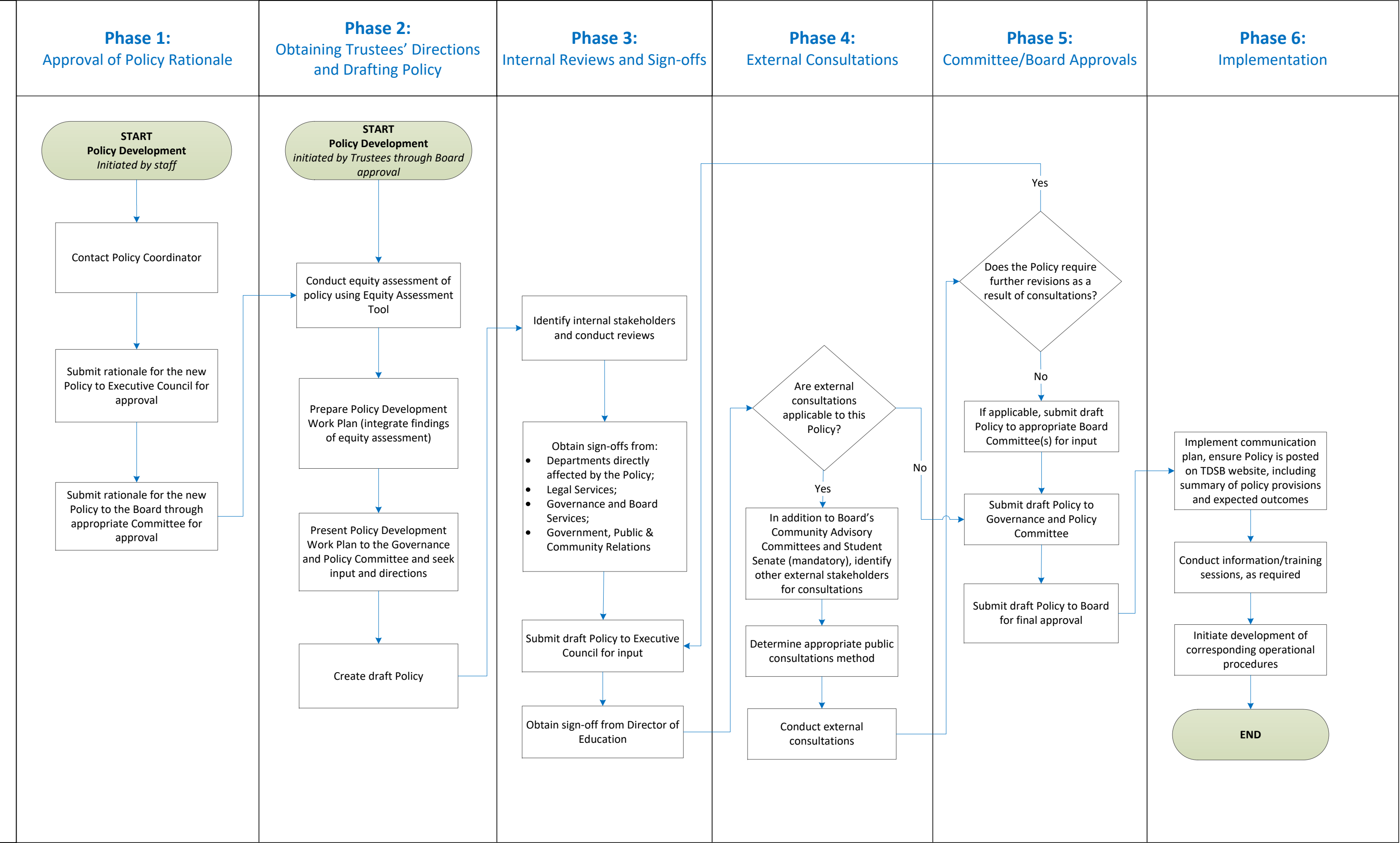
We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

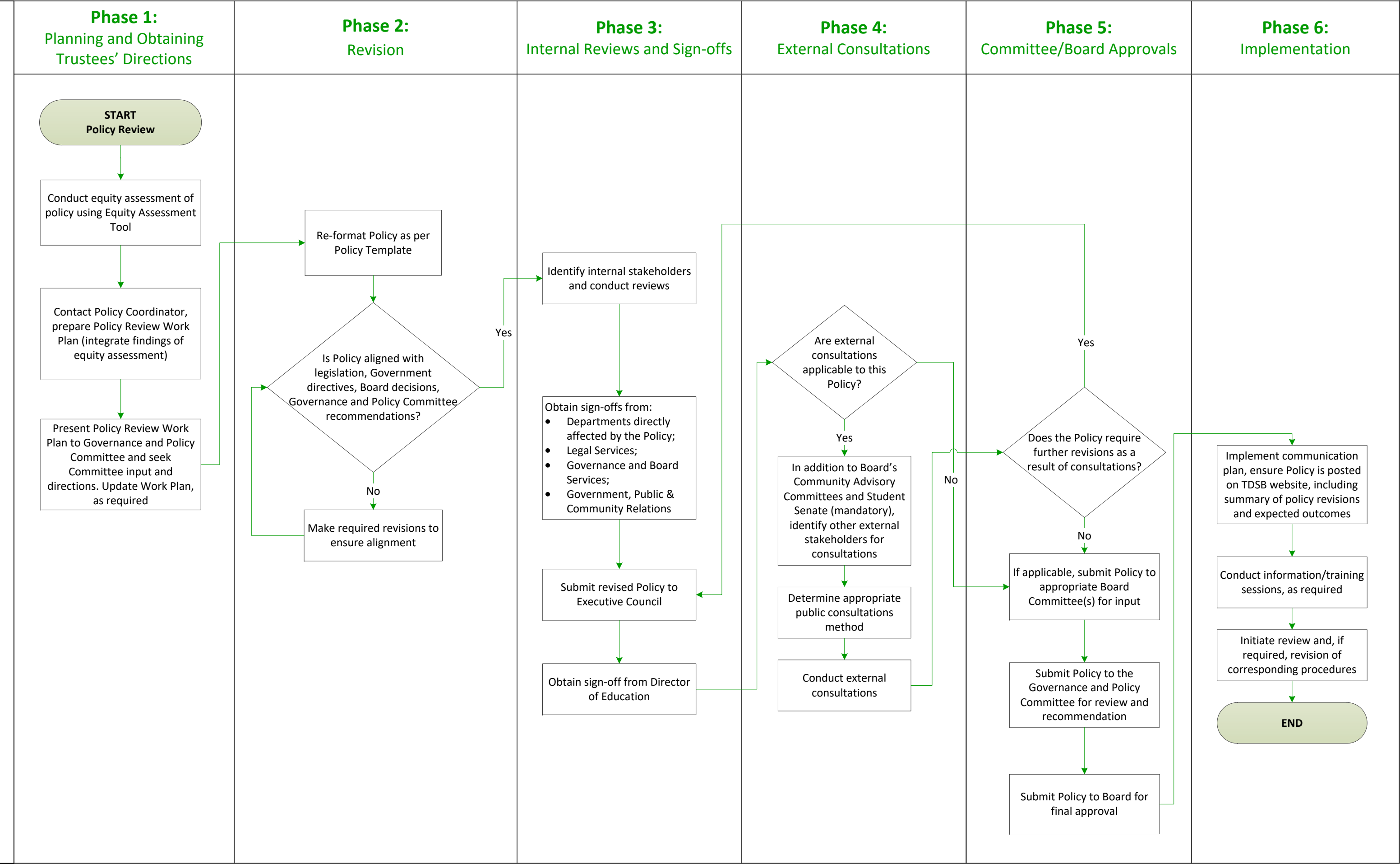
We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.



POLICY REVIEW PROCESS



Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Funding Information Requirement

At the special meeting held on March 7, 2007, the Board decided that to be in order any trustee motion or staff recommendation that would require the Board to expend funds for a new initiative include the following information: the projected cost of implementing the proposal; the recommended source of the required funds, including any required amendments to the Board's approved budget; an analysis of the financial implications prepared by staff; and a framework to explain the expected benefit and outcome as a result of the expenditure.

[1]Closing of certain committee meetings

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

(2.1) Closing of meetings re certain investigations – A meeting of a board or a committee of a board, including a committee of the whole board shall be closed to the public when the subject-matter under considerations involves an ongoing investigation under the Ombudsman Act respecting the board