



Information Flow Protocol Request for Information List: Update

To: Governance and Policy Committee

Date: 27 October, 2021

Report No.: 10-21-4177

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 update on the Request for Information List (RIL) be received for information.

Context

The Information Flow Protocol (PR733) was adopted on May 26, 2021. The Protocol provides individual Trustees with the opportunity to access information relevant to matters before the Board of Trustees or its Committees, excluding certain confidential and personal information. Individual Trustees will be able to request and obtain information through the Director or designates (Associate Directors, Executive Superintendents/Officers, Superintendents of Education).

In accordance with the Protocol, staff will provide information that is readily available without delay, and it is expected that delivery time estimates would be provided for information that requires time/staff resources to retrieve, assemble or compile in the required format.

As part of the Protocol implementation, staff is developing the Request for Information List (RIL) platform:

- RIL will be used to plan, prioritize and manage requests for information
- Requests for information will be logged by staff
- RIL will serve as an on-line inventory of requested/collected information
- Trustees, Executives and designated staff will have access to RIL (Trustees will have viewing access)

As part of the Information Flow Protocol, key TDSB departments (through RIL Steering Committee) have been actively engaged in documenting and refining requirements for the implementation of the information request platform. It is expected that the soft launch of the platform will take place in January 2022.

Following the soft launch, training will be provided to all users. Staff training will be conducted in February 2022. Designated staff will require training on how to submit RIL requests on behalf of Trustees, updating and fulfilling requests, and viewing the status of requests on the dashboard.

Training for all Trustees will begin at the same time, in February 2022.

Action Plan and Associated Timeline

Staff are currently reviewing and finalizing the RIL application process with the RIL Steering Committee. Development planning will continue into October and application testing is expected to begin in early November. A soft launch of the new platform is planned for January 2022. Training is planned to begin in February 2022.

Resource Implications

Development and planning of the RIL is being led by in-house staff. The cost will be dependent on the number of users who access the platform from the backend of the system. Licensing costs are estimated to be about \$50 per user per month. Users who require viewing access (e.g., other staff, Trustees) will most likely not require a license.

Communications Considerations

Staff will continue to provide the Board of Trustees with updates on the status of RIL development, implementation and training content for target users of the RIL.

Board Policy and Procedure Reference(s)

- Information Flow Protocol (PR733)
- Open Data Policy (P091)

Appendices

N/A

From

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