



**POLICY SECTION:** TRUSTEES  
**SUB-SECTION:**  
**POLICY NAME:** PROVISION OF REQUESTED INFORMATION TO AN INDIVIDUAL TRUSTEE  
**POLICY NO:** T. 15

<b>Date Approved:</b> BM p 1915, Dec 72	<b>Date of Next Review:</b> September, 2023	<b>Dates of Amendments:</b> BM p 48, 24 Jan 91; BM, Nov 90; BM, 19 Dec 87; December 13, 2012 – Board Sept. 20, 18-Board
<b>Cross References:</b>		
<b>Appendix</b>		

**Purpose:**

This Policy outlines conditions under which information requested by an individual Trustee can be provided to the Trustee by staff of the Toronto Catholic District School Board.

**Scope and Responsibility:**

The policy extends to Trustees, the Director and staff of the Toronto Catholic District School Board. The Director of Education, with the assistance of the Senior Coordinator of Communications, is responsible for this policy.

**Alignment with MYSP:**

- Strengthening Public Confidence
- Achieving Excellence in Governance



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**Policy:**

Information requested by an individual Trustee will be provided to that Trustee upon request to the Director of Education in accordance with the regulations where the information is:

- (i) reasonably necessary under the exercise of an individual Trustee's duties and responsibilities in order for the Board of Trustees to exercise its powers and duties;
- (ii) readily available; and
- (iii) not sensitive.

**Regulations:**

1. Information is deemed to be readily available where:
  - a. information is already in the possession of a person employed by the TCDSB;
  - b. the retrieval of the information will not require more than three hours for one person to complete; and
  
2. Information is deemed sensitive where:
  - a. it is required or permitted by law to be kept confidential;
  - b. it is person-identified, by name, position or otherwise;
  - c. its possession could be prejudicial to the interest of the Board; or
  - d. it is tentative, incomplete or misleading by reason that the subject matter is in the conceptual or developmental stage.



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3. All requests for information shall be submitted and provided through the Office of the Director of Education.
4. The Director of Education shall provide the requested information in a timely manner in all cases where disclosure is permitted by the policy.
5. If, in the opinion of the Director of Education, the provision of the requested information is not permitted by the policy, he/she shall:
  - a. request the Trustee to include the item on the appropriate agenda;
  - b. promptly so advise the requesting Trustee; and
  - c. unless the requesting Trustee withdraws the request, report his/her action directly to the Board.
6. The Board may direct the Director of Education to provide the requested information to the Trustee upon motion made and passed in accordance with By-laws of the Board, unless the disclosure of the information is precluded or otherwise restricted by law, or by reasonable expectations of confidentiality shared by the persons who gave and received the information in the first place.
7. Where information is provided to an individual Trustee, the Director will share the information with all Trustees unless it pertains to a local matter.



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**Definitions:**

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

Trustees, the Director and the Communications Department shall assess the policy to ensure that information is provided according the regulations.