



Title: **PROVISION OF REQUESTED INFORMATION TO AN INDIVIDUAL TRUSTEE**

Adopted: May 2018

Policy

It is the policy of the Bloorview School Authority that Information requested by an individual Trustee will be provided to that Trustee upon request to the Supervisory Officer in accordance with the regulations as long as the information is:

- 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;
- readily available and
- not sensitive.

Regulations

1. Information (be it print, digital or verbal) is deemed to be readily available where:
 - the information is already in the possession of a person employed by the Bloorview School Authority.
 - the retrieval of the information will not require more than one hour for one person to complete; and
 - the cost of retrieval, other than staff time, will not exceed \$25.00 in disbursements.

Provision of Requested Information to an Individual Trustee

2. Information is deemed sensitive where:
 - it is required or permitted by law to be kept confidential;
 - it is person-identified, by name, position or otherwise;
 - its possession could be prejudicial to the interest of the Board; or
 - it is tentative, incomplete or misleading by reason that the subject matter is in the conceptual or developmental stage.
3. All requests for information shall be submitted and provided through Supervisory Officer.
4. The Supervisory Officer shall provide the requested information in a timely manner in all cases in which the information falls within the policy.
5. If, in the opinion of the Supervisory Officer, the provision of the requested information would not fall within the policy, the Supervisory Officer shall promptly so advise the requesting Trustee.
6. If the trustee wishes to pursue the matter further, the trustee shall contact the Chair of the Board
7. The Board may direct the Supervisory Officer 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.
8. Where information is provided to an individual Trustee, the Supervisory Officer will share the information with all Trustees unless such sharing would be inappropriate.