

## Policy 11

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### POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Board policies shall be maintained in the Board's Policy Handbook. Motions of the Board which have a continuing application shall be incorporated into an existing or new policy and placed in the Board Policy Handbook as soon as possible.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements of *the Education Act, 1995* and other relevant provincial and federal legislation and the Foundational Statements contained in Policy 1 – Foundation Statements. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons when the policy affects those other than the Board.

All Administrative Procedures developed by the Director shall be consistent with and subordinate to Board Policy.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning  
The Board, in cooperation with the Director, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed. The Policy Committee shall lead the planning of the policy making and review process.
2. Development  
The Board may develop the policy itself or delegate the responsibility for its development to the Director or engage outside assistance.
3. Implementation  
The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board-Director relationship. The Director is responsible for the implementation of the other policies and the director is responsible for making the boards will as expressed in policy a reality.
4. Evaluation  
The Board, in cooperation with the Director, shall review each policy a minimum of once every four years in order to determine currency and if it is meeting its intended purpose.

#### Specifically

1. At times Board policy or Administrative Procedures is required as a result of provincial or federal legislation.

2. Suggestions or recommendations in regard to new or existing policy may be made to the Director at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale. Any trustee, elector or staff member may initiate proposals for new policies or changes to existing policies.
3. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the principal and superintendent to the Director.
4. Policy development or revision may also be initiated as a result of a public consultation, survey, needs assessment or policy evaluation.
5. The Director shall be responsible to prepare policy proposals as follows.
  - 5.1 If the Board requests that a new policy be drafted or an existing policy be reviewed for possible amendment, the Director shall implement procedures to develop a draft proposal.
  - 5.2 Draft proposals may be developed in consultation with advisory committees, various employee groups, senior administrative staff, or outside agencies and consultants.
  - 5.3 The engagement of outside agencies or consultants to assist in policy development shall require prior approval of the Board if the total anticipated costs will exceed budget approved allocations.
6. When appropriate, the Director shall seek legal advice.
7. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
9. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
10. The Board may request the Director to change an Administrative Procedure to a draft Board policy. In doing so, the Board will provide rationale.
11. The Director must inform the Board in a timely manner in a Board agenda of any substantive changes to Administrative Procedures.
12. The Director shall arrange for all Board policies and Administrative Procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

Reference: Sections 85, 87, *The Education Act, 1995*  
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