

Policy 11

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.
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 Board's 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.