



PROCEDURE

Procedure on the Development, Maintenance and Evaluation of Policies and Procedures

<u>Procedure Number:</u>	<u>2032a</u>
<u>Procedure Owner:</u>	<u>Director's Services – Board Services</u>
<u>Effective Date:</u> _____ Title: Development and Management of Board Policies and Administrative Procedures	Policy No.: 2032a Effective Date: 2020 Feb. 3_
<u>Amendment Dates:</u>	
<u>EIE Review Date:</u>	
Resources:	Department: Director's Services – Corporate Services <ul style="list-style-type: none"> • _____ Reference(s): <u>The Education Act, RSO 1990, c E.2</u> • <u>TVDSB Policy on Development, Maintenance and Management Evaluation of Board Policies and Administrative Procedures (2032)</u> • <u>TVDSB Notification on Items Requiring Public Consultation Independent Procedure (9006)</u> • _____ TVDSB Retention Schedule <u>2018</u>

~~Administered By:~~ **Director's Services-Corporate Services**

~~Amendment Date(s):~~ 2021 April 19 (housekeeping)

1. 1.0 Intent

1.1. This procedure ensures the effective implementation of the Thames Valley District School Board (TVDSB) Policy on the Development, Maintenance and Evaluation of Policies and Procedures (TVDSB Policy 2032).

1.2. Definitions

Board Policy

~~A Board policy is a statement or belief of the Board of Trustees supporting the strategic commitments of the Board. Policies may include a rationale for the statement.~~

Administrative Procedure

~~1.1.2.1. An Administrative procedure outlines how a Board policy or operational matter is to be implemented. An Administrative procedure outlines refers to specific actions that ~~must be taken by~~ third-party vendors and staff ~~members~~ must take at various levels of the organization. ~~An Administrative procedure may include other specific responsibilities for individuals or groups including, but not limited to Trustees, students, School Councils, community partners, and parent(s)/guardian(s).~~ to operationalize TVDSB Policy. For this document, Administrative Procedures include Independent Administrative Procedures.~~

~~Some, but not all Administrative procedures are associated with a Board policy. Those not associated with a Board policy are referred to as Independent Administrative procedures. For the purposes of this document, Administrative procedures are inclusive of Independent Administrative procedures.~~

Supporting Documents

~~Supporting documents are aligned with Board policies and/or Administrative procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, system communication.~~

Consultation

2.2. **Clean Copy** refers to a Governing Document free from markups due to maintenance.

~~1.2.2.3. **Consultation** refers to face ~~discussions with interest holders before developing or maintaining a governing document~~ to ~~face meetings~~ obtain their advice or ~~direct~~~~

~~invitations for feedback from specific stakeholders~~opinion.

~~Public Input~~

~~Public input is a general invitation for feedback that is posted to the board website.~~

~~Review Cycle~~

~~The review cycle is the period of time established for the regular review of Board policies and Administrative procedures. It is defined in the *Development and Management of Board Policies and Administrative Procedures* policy aligned with this procedure.~~

2.4. **Departmental Guidelines** refer to documents created by TVDSB staff to communicate rules in an easy-to-understand and in-depth way.

2.5. **Develop(s) or Development** refers to the creation of a new policy or procedure

2.6. **Draft Governing Document** refers to a draft policy or procedure that is currently being developed or maintained.

2.7. **EIE Review Form** refers to the document provided by the EIE Committee that specifies equity and inclusion edits for draft governing documents.

2.8. **Evaluate or Evaluation** refers to reviewing a policy or procedure to determine its effectiveness in achieving its directives.

2.9. **Governing Document** refers to the documents that govern TVDSB, including policies, procedures, and departmental guidelines.

Housekeeping

~~4.3.2.10. _____~~ ~~Housekeeping changes are~~ **Changes** ~~refers to~~ revisions which do not have the effect of altering any substantive provision, term, intent or right contained within a procedure. -Housekeeping changes may include, but not limited to, revisions which will:

- Correct inconsistencies;
- Modernize language;
- Establish consistency in reference to spelling, capitalization, punctuation;
- Facilitate compliance and alignment with statutes, regulations, bylaws,

directions, policies, legislative or similar requirements at law; and/or

- Insert, add or delete a reference to an index, policy or document.

~~2.0~~ — **Responsibilities**

~~The Board of Trustees is responsible for:~~

~~2.11. Approving new and revised Board policies, per the recommendations of the~~

Independent Procedures are procedures without a corresponding TVDSB Policy-
Working_

~~4.4.2.12.~~ Interest Holder refers to a parent, caregiver, TVDSB staff member,

TVDSB volunteer, community member, TVDSB Committee or an organization that
has interests in developing or maintaining TVDSB Governing Documents that
should be considered.

~~1. Approving the rescinding of a Board policy, per the recommendation of the Policy
Working Committee.~~

~~2. Entrusting the implementation and operationalization of Board policies to the Director
of Education.~~

~~2.13. It is understood the Board of Trustees may refer the review or development of a~~

Board policy **Maintain, Maintained or Maintenance** refers to a policy or procedure
being reviewed and potentially undergoing revisions.

~~2.14. Marked-Up Copy~~ refers to ~~the~~ a copy of a Governing Document that has been

amended using symbols and coloured ink as outlined in Section 5.3 of this
Procedure.

~~2.15. Policy Holder~~ is responsible for Developing, Maintaining and Evaluating a specific

TVDSB Policy and corresponding Administrative Procedure.

~~2.16. Policy and Procedure Review Form~~ refers to the electronic form to submit Draft

Governing Documents to the Equity and Inclusive Education Committee for review.

~~2.17. Policy Subcommittee~~ refers to a group of no more than two trustees and TVDSB

staff that will collaborate on revisions to TVDSB Policy on behalf of PWC.

~~4.5.2.18.~~ Policy Working Committee (PWC) is the TVDSB Board of Trustees

committee responsible for reviewing and adopting Policies and providing comments
on Procedures.

~~The Policy Working Committee is responsible~~ Public Input refers to a general invitation for:

- ~~• Reviewing all new and~~ feedback on a revised Board policies.

~~2.19. Establishing~~ Governing Document posted to the ~~period of up to 60 days~~ TVDSB website.

~~2.20. PWC Workplan~~ refers to the schedule of Policies and Procedures being developed, Maintained, or Evaluated, which PWC will review and comment on.

~~2.21. Review Process~~ refers to Sections 6 through 18, which govern the Development, Maintenance and adoption process for new or existing TVDSB Policies and Administrative Procedures.

~~2.22. Resources~~ are other documents referenced within a Governing Document that are required to operationalize or include additional information regarding the subject of the Governing Document.

~~2.23. TVDSB Policy or Policies~~ refers to a document adopted by the Board of Trustees that includes; the intent, definitions, objective, role and responsibilities, Policy Statement(s), and monitoring and review criteria, all of which guide the governance and operational framework of the board.

3. Objective

~~3.1. To ensure all Governing Documents are created and updated following a consistent process and to incorporate Interest Holders' views.~~

~~3.1.1. To accomplish this, this procedure outlines the steps TVDSB staff and Trustees will follow when creating or editing Governing Documents.~~

4. Governing Document Development and Maintenance Task List

~~4.1. The PWC shall complete the following tasks to fulfill the Board of Trustees' responsibilities as outlined in TVDSD Policy 2032:~~

~~4.1.1. Co-create with the PWC Chair and designate the PWC Workplan;~~

~~4.1.2. Review all developed and maintained TVDSB Policies;~~

~~4.1.3. Determine if TVDSB Policy needs to be posted for public input for new Board policies and for Board policies under review and if so, the duration should be no more than 45 days;~~

~~1.5.2.4.1.4.~~ Reviewing~~Review~~ public input ~~pertaining to Board policy on TVDSB~~
Policy;

- ~~• Making recommendations to the Board of Trustees regarding the approval of new or revised Board policies.~~

~~1.5.3.4.1.5.~~ Making~~Make~~ recommendations to the Board of Trustees regarding
the ~~rescinding of a Board policy~~adoption of developed or maintained
TVDSB Policies;

4.1.6. ~~Providing~~Make recommendations to the Board of Trustees regarding the
rescission of TVDSB Policy;

4.1.7. Appoint members to the Policy Subcommittee and

~~1.5.4.4.1.8.~~ Provide feedback to the ~~Administrative procedure~~Policy Holder, as
appropriate, on new and revised Administrative Procedures, per the Review
~~cycle~~Process.

4.2. The Chair of PWC shall complete the following tasks to fulfill the Board of Trustees' responsibilities as outlined in TVDSD Policy 2032:

4.2.1. Co-create with the designate and PWC the PWC Workplan

4.2.2. Develop PWC agendas previous to their distribution to the committee;

4.2.3. Communicate on behalf of the Trustees on the committee with the Director of Education or designate between meetings of PWC;

~~1.5.5.4.2.4.~~ Collaborate with the Director of Education ~~is responsible for~~designate on the development of the PWC Workplan and

4.2.5. OperationalizingEnsure the effectiveness of the PWC meetings.

4.3. The Director of Education shall complete the following tasks to fulfill their responsibilities as outlined in TVDSD Policy 2032:

~~1.5.6.4.3.1.~~ Operationalize all ~~Board~~TVDSB Policies through Administrative
Procedures.;

4.3.2. DesignatingAssign a senior staff ~~members to be~~ member responsible for
the development, maintenance, and implementation of Governing
Documents and

4.3.3. Identify staff members for the Policy Subcommittee.

4.4. The Director of Education or Designate shall complete the following tasks to fulfill the responsibilities of the Director of Education and TVDSB staff as outlined in TVDSB Policy 2032:

4.4.1. Co-create with the PWC and monitor the PWC Workplan.

4.5. Policy Holder shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSB Policy 2032:

~~1.5.7.~~4.5.1. Develop the content, review, and implementation of Board policies and Administrative procedures.Governing Documents;

~~1.5.8.~~4.5.2. Maintain TVDSB Policies and their related Administrative Procedure Holder is responsible for: Procedures per the established Review Process;

- ~~• The content and implementation of Board policies and related Administrative Procedures.~~
- ~~• Reviewing Board policies and their related Administrative procedures per the established review cycle.~~

~~1.5.9.~~4.5.3. The development of new Administrative procedures and related Board policies for consideration, as required;

~~4.5.4. Ensuring~~Participate in Policy Subcommittee with Trustees to receive and consider TVDSB Policy revision recommendations;

~~1.5.10.~~4.5.5. Ensure the Board policy and/or Administrative procedure alignsGoverning Documents assigned to them align with the Education Act, Ministry directives, ~~or other legislation as applicable.~~and the Multi-Year Strategic Plan;

~~4.5.6. Engaging~~Complete a Policy Research Report as outlined in Section 7 of this procedure;

4.5.7. Engage in a consultation process, per Section ~~3.2 of this procedure, when a Board policy and/or Administrative~~9 of this procedure, when a Governing Document is being developed or ~~an existing Board~~is under maintenance and

~~1.5.11~~4.5.8. Develop and release Departmental Guidelines, as appropriate, that align with policy and~~for Administrative procedure~~~~is under review.~~

~~1.6.4~~4.6. **Administrative Council** ~~is responsible for~~shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSD Policy 2032:

~~1.6.1~~4.6.1. Ensuring the~~Administrative procedure~~Policy Holder has completed a proper consultation process.;

4.6.2. Reviewing new or existing~~Board policies~~Governing Documents;

~~1.6.2~~4.6.3. Provide feedback on the draft TVDSB Policy and Administrative Procedures. for PWC's consideration;

~~1.6.3~~4.6.4. Approving Administrative Procedures. and

~~1.6.4~~4.6.5. Rescinding Administrative Procedures.~~as required.~~

~~The Diversity and Equity Coordinator is responsible for:~~

4.7. **The Human Rights Policy Advisor** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSD Policy 2032:

~~1.6.5~~4.7.1. Establishing and overseeing an Equity and Inclusive Education (EIE) review process.;

4.7.2. Provide equity and inclusive education policy recommendations to Policy Holders and

~~1.6.6~~4.7.3. Providing ~~support to the Policy Working Committee with respect to~~ PWC for equity ~~and~~ inclusion considerations.

~~Corporate Services is responsible for:~~

4.8. **Board Services** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSD Policy 2032:

~~1.6.7~~4.8.1. Maintaining a central repository of both current and historical~~Board policies and Administrative procedures~~Governing Documents per the Retention Schedule ~~(effective 2018 January 1).~~;

~~1.6.8~~4.8.2. Posting approved~~Board policies and Administrative procedures~~or

updated Governing Documents to the ~~board~~TVDSB website;

- ~~Facilitating the public input process.~~

4.8.3. Making available Governing Documents for Public Input and

~~1.6.9.4.8.4.~~ Providing administrative support to the ~~Policy Working~~
~~Committee~~PWC.

~~3.0 Board Policy and Administrative Procedure Review and Approval Process~~

~~3.1 Initial Review~~

~~Corporate Services maintains the most recently approved versions of Board policies and Administrative procedures. The Administrative procedure holder must ensure they are working from the most recently approved version.~~

~~Any proposed changes to the Board policy or Administrative procedure must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document).~~

~~New Board policies and Administrative procedures will not have any tracked changes.~~

5. Revised or new Board policies Governing Document Development and Maintenance Procedures

5.1. Sections 6 through 18 of this document outline the steps to be followed when Developing or Maintaining an existing TVDSB Governing Document.

~~4.7.~~5.2. All TVDSB Policy and Administrative Procedures must use the current template, available through ~~Corporate~~Board Services.

~~Where a Board policy and/or Administrative procedure requires substantive changes, the Board policy and/or Administrative procedure may be rescinded and replaced with a new Board policy and/or Administrative procedure. The Administrative procedure holder is required to consult with Corporate Services in this regard.~~

5.3. ~~3.2~~ All TVDSB Policies must include the content listed in Section 2.23.

5.4. Any proposed changes to a Governing Document must be tracked:

5.4.1. Text to be deleted will be marked in red and struck through (strikethrough);

5.4.2. New text will be marked in blue and underlined (underlined) and

5.4.3. Text moved from one section to another within the Governing Document will be marked in green:

5.4.3.1. The originating location of the moved text will be double struck through (double strikethrough) and

5.4.3.2. The final location of the moved text will be double-underlined (double-underlined).

5.5. As staff identify Housekeeping edits to TVDSB Policy and Administrative Procedure, they will not have to follow the prioritization process outlined in Section 6. Instead, Housekeeping edits will be reviewed and approved by the Administrative Council as soon as reasonably possible.

6. Policy Maintenance Prioritization

6.1. By the November Meeting of the PWC, the Policies to be Developed or Maintained during the following school year will be selected by PWC with input from the Board of Trustees and Staff.

6.2. The prioritized Policies selected in 6.1 will form the PWC Workplan for the upcoming school year.

7. Policy Research Report

7.1. Before Development or Maintenance begin on a Governing Document, the Policy Holder will complete a Policy Research Report with the following information:

7.1.1. A list of legislation, regulations, and policy and program memoranda (PPM) that regulate the subject of the Draft Governing Document;

7.1.2. A list of relevant Interest Holders;

7.1.3. An environmental scan of other school boards' related Governing Documents and

7.1.4. How the Draft Governing Document aligns with the Multi-Year Strategic Plan.

7.2. The Policy Research Report will be shared with Administrative Council and, if one is formed, the Policy Subcommittee.

8. Consultation

2.1. Consultation

8.1. StakeholdersInterest Holders, internal and external to TVDSB, are to be consulted in ~~the review of~~Maintaining existing ~~Board~~TVDSB Governing Documents and Developing new Governing Documents.

8.1.1. The first Interest Holder to be consulted on all policies ~~and~~ must be PWC.

~~2.1.4.~~8.1.2. The first Interest Holder to be consulted on all procedures must be Administrative ~~procedures and in the development of new Board policies~~ and Administrative proceduresCouncil.

8.2. StakeholdersInterest Holders will vary depending on the nature of the ~~Board policy~~ and/or AdministrativeGoverning Document, and Policy Holders must follow TVDSB Independent Procedure. ~~They may include any one or combination of the~~ 9006 when determining their consultation plan.

9. Policy Subcommittee

9.1. A Policy Subcommittee survey, with a summary of the Governing Document topic, will be shared with all Trustees to determine:

9.1.1. Whether a Policy Subcommittee is needed and

9.1.2. Which Trustees are interested in becoming a member of the Policy Subcommittee.

9.2. If a Policy Subcommittee is needed, the following, ~~as appropriate, and not limited to:~~ legal counsel, Board advisory committees, school administrators, employee/labour groups, department leads/committees, administrative/board working groups, relevant community will occur:

9.2.1. At the next meeting of the PWC, the PWC Chair, based on interested members identified in 10.1, will recommend two Trustees for the Policy Subcommittee;

9.2.2. The PWC will debate the need for a Policy Subcommittee and, if required, pass a motion creating the Policy Subcommittee with the membership identified in 10.2.1 ~~and organizations, School Councils, student groups,~~

9.2.2.1. If no working group is required, the draft TVDSB Policy Review Process proceeds to Section 11.

10. Draft Governing Document

~~2.2.10.1.~~ Using the information collected in the Policy Research Report and parent groups. Consultations the Policy Holder will Develop or Maintain the relevant Draft Governing Document(s).

~~10.2.3.3~~ Once the Draft TVDSB Policy and any relevant draft Administrative Procedures are complete, they will be shared electronically with the Policy Subcommittee trustees.

10.3. The Policy Holder will receive suggested revisions to the Governing Documents through the Policy Subcommittee and implement edits as deemed appropriate.

10.4. The Policy Holder should include as an appendix to the Policy Research Report all the recommended changes received from the working group and the rationale for accepting and rejecting the changes.

3.11. Equity and Inclusive Education (EIE) Review

~~11.1. An EIE review~~ All newly Developed and under-Maintenance TVDSB Governing Documents must undergo an EIE review.

~~An EIE review~~ is completed under ~~the~~ direction ~~of~~ ~~the~~ ~~Diversity and Equity Coordinator.~~

~~3.1.11.2.~~ All new Board policies Human Rights Policy Advisor and Administrative procedures must be submitted to the EIE Committee.

~~Diversity and Equity Coordinator for review.~~

~~Existing Board policies and Administrative procedures under review will require an EIE review per the established review cycle, or as requested by the Administrative procedure holder.~~

11.2.1. A revised Draft Governing Document may be resubmitted to EIE if the Policy Holder determines significant edits have been made to the Draft Governing Document during the Policy Review Process.

11.3. The members of the EIE Committee will consider and provide equity and inclusion-focused feedback to improve the Draft Governing Documents.

~~3.2.11.4.~~ Any feedback, specific to equity and inclusivity, provided through the EIE

review and not incorporated in the final approved ~~Board policy or Administrative procedure~~ TVDSB Governing Document shall be reported back to the ~~Diversity~~ Human Rights Policy Advisor and ~~Equity Coordinator~~ the EIE Committee along with the rationale. ~~Information will be shared with the EIE Committee.~~

~~4.12.~~ **3.4 Administrative Council Review**

~~4.1.12.1.~~ 12.1. Following the ~~initial review~~, consultation process, and EIE review, the Policy Holder will submit the newly Developed or Maintained Governing Document to the Administrative ~~procedure holder submits the new or revised Board policy and/or Administrative procedure to Administrative~~ Council for review.

~~4.2.12.2.~~ 12.2. The report to Administrative Council will include:

~~4.2.1.12.2.1.~~ 12.2.1. A report form;

~~4.2.2.12.2.2.~~ 12.2.2. —The ~~Board~~ TVDSB Policy or Administrative Procedure ~~under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved withinin the ~~document~~); Review Process;~~

~~4.2.3.12.2.3.~~ 12.2.3. —If applicable, any ~~Board~~ TVDSB Policy or Administrative Procedure recommended for rescinding;

~~4.2.4.12.2.4.~~ 12.2.4. The completed Policy and Procedure Review Form; ~~and~~

~~4.2.5.12.2.5.~~ 12.2.5. The EIE Review Report; and

12.2.6. The Policy Research Report.

~~4.3.12.3.~~ 12.3. Administrative Council may:

~~4.3.1.12.3.1.~~ 12.3.1. Approve ~~Administrative procedures~~ Procedures when ~~it~~ determines ~~there were~~ only Housekeeping Changes; or

~~4.3.2.12.3.2.~~ 12.3.2. Determine the Administrative Procedure ~~undergo further consultation and/or~~, be posted for public input for up to ~~60~~ 45 days; ~~and/~~ or

~~4.3.3.~~12.3.3. Recommend the Administrative Procedure be submitted to the ~~Policy Working Committee~~PWC for their review and feedback.

~~4.4.~~12.4. All ~~Board policies~~TVDSB Policy must be submitted to the ~~Policy Working Committee~~PWC for review and recommendation to the Board of Trustees for ~~approval~~adoption.

~~12.4.1.~~ ~~3.5~~ ~~Policy Working Committee~~If a TVDSB Policy has
a corresponding procedure(s), the policy and all current and under
maintenance corresponding procedure(s) will be included in the PWC
package for review.

~~5.13.~~ PWC Review

~~5.1.~~13.1. ~~Where~~As recommended by Administrative Council, the ~~Administrative procedure~~Policy Holder will submit a report to ~~Corporate~~Board Services for the next ~~Policy Working Committee~~PWC meeting.

~~5.2.~~13.2. The report to the ~~Policy Working Committee~~PWC will include:

~~5.2.1.~~13.2.1. A report form;

- ~~• The Board policy and/or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document));~~

13.2.2. A Clean Copy of the Governing Document in the Review Process;

13.2.3. A Marked-Up Copy of the Governing Document in the Review Process;

~~5.2.2.~~13.2.4. The completed Policy and Procedure Review Form; and

~~5.2.3.~~13.2.5. The EIE Review Report.

~~5.3.~~13.3. The ~~Policy Working Committee~~PWC may:

13.3.1. Recommend the ~~Board~~TVDSB Policy be returned to ~~Administration~~TVDSB staff for further ~~review~~revisions; or ~~recommend~~

13.3.2. Recommend creating a new Working Group with new Trustees following Section 10.2 and continuing work on the ~~Board~~TVDSB Policy with the Policy

Holder; or

~~5.3.1.~~13.3.3. Recommend the TVDSB Policy, with or without additional edits, be posted for up to 6045 days of public input; or

~~5.3.2.~~13.3.4. ~~In exceptional circumstances,~~ Recommend the ~~policy receive immediate final approval.~~ TVDSB Policy be adopted or

~~5.3.3.~~13.3.5. Provide ~~input on the~~ suggested revisions for Administrative ~~procedure~~ Procedures for review and, if appropriate, inclusion by the Policy Holder.

~~6.14.~~ **3.6 Public Input**

~~6.1.~~14.1. ~~All Board policies will~~ TVDSB Policy may be posted for public input for a ~~period~~ number of Calendar Days, no more than forty-five (45), as determined by the PWC.

~~Policy Working Committee.~~

~~6.2.~~14.2. Administrative Procedures may also be posted for public input on the direction of Administrative Council.

14.2.1. ~~The~~ Typically, if a draft TVDSB Policy is posted for Public Input the corresponding Administrative Procedure will be posted for the same number of Calendar Days as the draft TVDSB Policy.

14.2.2. Administrative Procedures with no corresponding Policy can be posted for Public Input by Administrative Council for no longer than forty-five (45) calendar days.

14.3. The Policy Holder will notify Interest Holders of the public input opportunity.

~~6.3.~~14.4. The Policy Holder will submit to ~~Corporate~~ Board Services:

- ~~• The new Board policy and/or Administrative procedure; or~~

14.4.1. ~~The marked up~~ For all newly Developed Governing Documents a copy - of ~~the revised~~ Draft Governing Document(s).

14.4.2. If a document is undergoing Maintenance, a Clean Copy and a Marked-up Copy of the Draft Governing Document(s).

- ~~Board policy and/or Administrative procedure along with the clean copy as both will be posted.~~

~~6.4.14.5.~~ Corporate Services will:

~~6.4.1.14.5.1.~~ Prepare and post, to the ~~board~~TVDSB website, the ~~Board policy and/or Administrative procedure under review~~Draft Governing Document and an electronic form to accept input.

- ~~Notify stakeholders of the Policy Holder when public input opportunity.~~
- ~~6.4.2.14.5.2.~~ Notify the Administrative procedure holder of the dates for public input will begin and end and provide a link to the form so they may monitor the public input received.

~~14.6.~~ The ~~day following days will not~~ count ~~for public input includes calendar days, excluding~~ towards the days determined in 15.1:

~~14.6.1.~~ March break (~~9 days~~), ~~summer (nine days, starting the Saturday before~~ March break and ending on the last Sunday of March break);

~~14.6.2.~~ July- ~~first to August~~), 31st and ~~the 2~~

~~6.4.3.14.6.3.~~ The two-week Christmas holiday break in December.

~~7.15.~~ 3.7 Final Review and Approval Adoption

~~7.1.15.1.~~ Following public input and/or review by the ~~Policy Working Committee the Administrative procedure~~PWC, if significant edits were made to the Governing Document under Maintenance, the Policy Holder will return a final report to Administrative Council.

~~7.1.1.15.1.1.~~ The final report to Administrative Council will include:

~~7.1.1.1.15.1.1.1.~~ A report form outlining additional edits, if any, resulting from public input or the review of the ~~Policy Working Committee~~PWC;

- A plan for communication ~~to the system;~~
- ~~7.1.1.2.15.1.1.2.~~ The Board policy and/or Administrative procedure under review (revised Board policies implementation and Administrative procedures must be tracked (i.e., red is content to

~~be deleted, blue is new content, green is content that is to be moved within the document)); and~~

~~7.1.1.3;~~ 15.1.1.3. ~~The final clean~~ A Clean and Mark-up copy of the ~~Board policy and/or Administrative procedure~~ Governing Document under maintenance.

~~7.1.2;~~ 15.1.2. Administrative Council may:

~~7.1.2.1;~~ 15.1.2.1. Approve the new Administrative Procedure, with or without additional edits. (Note: where possible, Administrative Council will delay the adoption of an Administrative Procedure until after the Board of Trustees has adopted the corresponding TVDSB Policy.); or

~~7.1.2.2;~~ 15.1.2.2. Recommend that the ~~Board~~ TVDSB Policy, with or without additional edits, be submitted to the ~~Policy Working Committee~~ PWC for final review and ~~approval~~ recommended for adoption.

~~7.2;~~ 15.2. Following the recommendation of Administrative Council, the ~~Administrative procedure~~ Policy Holder will return a final report to the ~~Policy Working Committee~~ PWC recommending the ~~approval~~ adoption of the ~~Board~~ TVDSB Policy and providing the Administrative Procedure for information.

~~7.3;~~ 15.3. The ~~Policy Working Committee~~ PWC may:

~~7.3.1;~~ 15.3.1. Recommend the ~~Board~~ draft TVDSB Policy, with or without additional edits, be approved by the Board of Trustees; or

~~7.3.2;~~ 15.3.2. Request changes be made and schedule the draft TVDSB Policy for additional review; or

- ~~• In exceptional circumstances, not approve policy changes.~~

15.3.3. If there is a continued need for a Working Group to review the draft TVDSB Policy, new members will be selected using section 10.2.

15.4. If PWC defeats a motion to recommend a draft TVDSB Policy for Board of Trustee adoption, this policy matter may not return to PWC for another 365 days.

16. Board of Trustee Adoption

~~7.4;~~ 16.1. The recommendation ~~for approval of~~ to adopt the ~~Board~~ TVDSB Policy will

be provided through the report of the ~~Policy Working Committee~~PWC to the Board of Trustees.

~~3.8~~ — ~~Posting to Website~~

~~16.1.1. It is the responsibility of~~The Board of Trustees shall either approve, reject or refer the Administrative procedure~~draft TVDSB Policy back to PWC for further revisions.~~

16.1.1.1. If the Board of Trustees defeats a recommendation to adopt a TVDSB Policy, the policy matter may not return to PWC for another 365 days.

17. Communicating a Developed, Maintained or Rescinded Governing Document

~~7.5.~~17.1. ~~It is the responsibility of the Policy~~ Holder to submit a Clean Copy (~~word-format~~) of the approved ~~Board policy and/or Administrative procedure to Corporate~~Governing Document to Board Services for posting to the ~~board~~TVDSB website.

~~3.9~~ — ~~Communication to System and Implementation~~

~~7.6.~~17.2. ~~Corporate~~Board Services will notify the system of the new/amended ~~Board policy and/or~~Governing Document.
~~Administrative procedure.~~

~~7.7.~~17.3. It is the responsibility of the ~~Administrative procedure~~Policy Holder to establish a communication and implementation plan, ~~beyond the email notification provided through Corporate Services,~~ to ensure Administrative Procedures are implemented.

18. Monitoring and Evaluation of Procedure 2032a

18.1. Each year, the TVDSB administration will report on the number of policies that were Maintained on schedule or missed their Maintenance deadline.

18.2. At the end of each academic year, the Trustees on PWC will submit feedback on the policy Development and Maintenance process.

Procedure on the Development, Maintenance and Evaluation of Policies and Procedures

Procedure Number:	2032a
Procedure Owner:	Director's Services – Board Services
Effective Date:	2020 Feb 3
Amendment Dates:	
EIE Review Date:	
Resources:	<ul style="list-style-type: none"> • <i>The Education Act, RSO 1990, c E.2</i> • TVDSB Policy on Development, Maintenance and Evaluation of Policies and Procedures (2032) • TVDSB Notification on Items Requiring Public Consultation Independent Procedure (9006) • TVDSB Retention Schedule 2018

1. Intent

- 1.1. This procedure ensures the effective implementation of the Thames Valley District School Board (TVDSB) Policy on the Development, Maintenance and Evaluation of Policies and Procedures (TVDSB Policy 2032).

2. Definitions

- 2.1. **Administrative Procedure** refers to specific actions that third-party vendors and staff must take at various levels of the organization to operationalize TVDSB Policy. For this document, Administrative Procedures include Independent Administrative Procedures.
- 2.2. **Clean Copy** refers to a Governing Document free from markups due to maintenance.
- 2.3. **Consultation** refers to discussions with interest holders before developing or

maintaining a governing document to obtain their advice or opinion.

- 2.4. **Departmental Guidelines** refer to documents created by TVDSB staff to communicate rules in an easy-to-understand and in-depth way.
- 2.5. **Develop(s)** or **Development** refers to the creation of a new policy or procedure
- 2.6. **Draft Governing Document** refers to a draft policy or procedure that is currently being developed or maintained.
- 2.7. **EIE Review Form** refers to the document provided by the EIE Committee that specifies equity and inclusion edits for draft governing documents.
- 2.8. **Evaluate** or **Evaluation** refers to reviewing a policy or procedure to determine its effectiveness in achieving its directives.
- 2.9. **Governing Document** refers to the documents that govern TVDSB, including policies, procedures, and departmental guidelines.
- 2.10. **Housekeeping Changes** refers to revisions which do not have the effect of altering any substantive provision, term, intent or right contained within a procedure. Housekeeping changes may include, but not limited to, revisions which will:
 - Correct inconsistencies;
 - Modernize language;
 - Establish consistency in reference to spelling, capitalization, punctuation;
 - Facilitate compliance and alignment with statutes, regulations, bylaws, directions, policies, legislative or similar requirements at law; and/or
 - Insert, add or delete a reference to an index, policy or document.
- 2.11. **Independent Procedures** are procedures without a corresponding TVDSB Policy.
- 2.12. **Interest Holder** refers to a parent, caregiver, TVDSB staff member, TVDSB volunteer, community member, TVDSB Committee or an organization that has interests in developing or maintaining TVDSB Governing Documents that should be considered.
- 2.13. **Maintain, Maintained** or **Maintenance** refers to a policy or procedure being reviewed and potentially undergoing revisions.
- 2.14. **Marked-Up Copy** refers to a copy of a Governing Document that has been

amended using symbols and coloured ink as outlined in Section 5.3 of this Procedure.

- 2.15. **Policy Holder** is responsible for Developing, Maintaining and Evaluating a specific TVDSB Policy and corresponding Administrative Procedure.
- 2.16. **Policy and Procedure Review Form** refers to the electronic form to submit Draft Governing Documents to the Equity and Inclusive Education Committee for review.
- 2.17. **Policy Subcommittee** refers to a group of no more than two trustees and TVDSB staff that will collaborate on revisions to TVDSB Policy on behalf of PWC.
- 2.18. **Policy Working Committee (PWC)** is the TVDSB Board of Trustees committee responsible for reviewing and adopting Policies and providing comments on Procedures.
- 2.19. **Public Input** refers to a general invitation for feedback on a revised Governing Document posted to the TVDSB website.
- 2.20. **PWC Workplan** refers to the schedule of Policies and Procedures being developed, Maintained, or Evaluated, which PWC will review and comment on.
- 2.21. **Review Process** refers to Sections 6 through 18, which govern the Development, Maintenance and adoption process for new or existing TVDSB Policies and Administrative Procedures.
- 2.22. **Resources** are other documents referenced within a Governing Document that are required to operationalize or include additional information regarding the subject of the Governing Document.
- 2.23. **TVDSB Policy** or **Policies** refers to a document adopted by the Board of Trustees that includes; the intent, definitions, objective, role and responsibilities, Policy Statement(s), and monitoring and review criteria, all of which guide the governance and operational framework of the board.

3. Objective

- 3.1. To ensure all Governing Documents are created and updated following a consistent process and to incorporate Interest Holders' views.
 - 3.1.1. To accomplish this, this procedure outlines the steps TVDSB staff and Trustees will follow when creating or editing Governing Documents.

4. Governing Document Development and Maintenance Task List

- 4.1. The **PWC** shall complete the following tasks to fulfill the Board of Trustees' responsibilities as outlined in TVDSD Policy 2032:
 - 4.1.1. Co-create with the PWC Chair and designate the PWC Workplan;
 - 4.1.2. Review all developed and maintained TVDSB Policies;
 - 4.1.3. Determine if TVDSB Policy needs to be posted for public input and if so, the duration should be no more than 45 days;
 - 4.1.4. Review public input on TVDSB Policy;
 - 4.1.5. Make recommendations to the Board of Trustees regarding the adoption of developed or maintained TVDSB Policies;
 - 4.1.6. Make recommendations to the Board of Trustees regarding the rescission of TVDSB Policy;
 - 4.1.7. Appoint members to the Policy Subcommittee and
 - 4.1.8. Provide feedback to the Policy Holder, as appropriate, on new and revised Administrative Procedures per the Review Process.

- 4.2. The **Chair of PWC** shall complete the following tasks to fulfill the Board of Trustees' responsibilities as outlined in TVDSD Policy 2032:
 - 4.2.1. Co-create with the designate and PWC the PWC Workplan
 - 4.2.2. Develop PWC agendas previous to their distribution to the committee;
 - 4.2.3. Communicate on behalf of the Trustees on the committee with the Director of Education or designate between meetings of PWC;
 - 4.2.4. Collaborate with the Director of Education designate on the development of the PWC Workplan and
 - 4.2.5. Ensure the effectiveness of the PWC meetings.

- 4.3. The **Director of Education** shall complete the following tasks to fulfill their responsibilities as outlined in TVDSD Policy 2032:
 - 4.3.1. Operationalize all TVDSB Policies through Administrative Procedures;
 - 4.3.2. Assign a senior staff member responsible for the development, maintenance, and implementation of Governing Documents and

- 4.3.3. Identify staff members for the Policy Subcommittee.
- 4.4. The **Director of Education or Designate** shall complete the following tasks to fulfill the responsibilities of the Director of Education and TVDSB staff as outlined in TVDSB Policy 2032:
 - 4.4.1. Co-create with the PWC and monitor the PWC Workplan.
- 4.5. **Policy Holder** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSB Policy 2032:
 - 4.5.1. Develop the content and implementation of Governing Documents;
 - 4.5.2. Maintain TVDSB Policies and their related Administrative Procedures per the established Review Process;
 - 4.5.3. Develop new TVDSB Policies and related Administrative Procedures for consideration, as required;
 - 4.5.4. Participate in Policy Subcommittee with Trustees to receive and consider TVDSB Policy revision recommendations;
 - 4.5.5. Ensure the Governing Documents assigned to them align with the Education Act, Ministry directives, other legislation and the Multi-Year Strategic Plan;
 - 4.5.6. Complete a Policy Research Report as outlined in Section 7 of this procedure;
 - 4.5.7. Engage in a consultation process, per Section 9 of this procedure, when a Governing Document is being developed or is under maintenance and
 - 4.5.8. Develop and release Departmental Guidelines, as appropriate, that align with policy and procedure.
- 4.6. **Administrative Council** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSB Policy 2032:
 - 4.6.1. Ensuring the Policy Holder has completed a proper consultation process;
 - 4.6.2. Reviewing new or existing Governing Documents;
 - 4.6.3. Provide feedback on the draft TVDSB Policy and Administrative Procedures for PWC's consideration;
 - 4.6.4. Approving Administrative Procedures and

4.6.5. Rescinding Administrative Procedures.

4.7. **The Human Rights Policy Advisor** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSD Policy 2032:

4.7.1. Establishing and overseeing an Equity and Inclusive Education (EIE) review process;

4.7.2. Provide equity and inclusive education policy recommendations to Policy Holders and

4.7.3. Providing support to the PWC for equity and inclusion considerations.

4.8. **Board Services** shall complete the following tasks to fulfill TVDSB staff's responsibilities as outlined in TVDSD Policy 2032:

4.8.1. Maintaining a central repository of both current and historical Governing Documents per the Retention Schedule;

4.8.2. Posting approved or updated Governing Documents to the TVDSB website;

4.8.3. Making available Governing Documents for Public Input and

4.8.4. Providing administrative support to the PWC.

5. Governing Document Development and Maintenance Procedures

5.1. Sections 6 through 18 of this document outline the steps to be followed when Developing or Maintaining an existing TVDSB Governing Document.

5.2. All TVDSB Policy and Administrative Procedures must use the current template available through Board Services.

5.3. All TVDSB Policies must include the content listed in Section 2.23.

5.4. Any proposed changes to a Governing Document must be tracked:

5.4.1. Text to be deleted will be marked in red and struck through (~~struckthrough~~);

5.4.2. New text will be marked in blue and underlined (underlined) and

5.4.3. Text moved from one section to another within the Governing Document will be marked in green:

5.4.3.1. The originating location of the moved text will be double struck through (~~double-strike~~) and

5.4.3.2. The final location of the moved text will be double-underlined
(double-underlined).

5.5. As staff identify Housekeeping edits to TVDSB Policy and Administrative Procedure, they will not have to follow the prioritization process outlined in Section 6. Instead, Housekeeping edits will be reviewed and approved by the Administrative Council as soon as reasonably possible.

6. Policy Maintenance Prioritization

6.1. By the November Meeting of the PWC, the Policies to be Developed or Maintained during the following school year will be selected by PWC with input from the Board of Trustees and Staff.

6.2. The prioritized Policies selected in 6.1 will form the PWC Workplan for the upcoming school year.

7. Policy Research Report

7.1. Before Development or Maintenance begin on a Governing Document, the Policy Holder will complete a Policy Research Report with the following information:

7.1.1. A list of legislation, regulations, and policy and program memoranda (PPM) that regulate the subject of the Draft Governing Document;

7.1.2. A list of relevant Interest Holders;

7.1.3. An environmental scan of other school boards' related Governing Documents and

7.1.4. How the Draft Governing Document aligns with the Multi-Year Strategic Plan.

7.2. The Policy Research Report will be shared with Administrative Council and, if one is formed, the Policy Subcommittee.

8. Consultation

8.1. Interest Holders, internal and external to TVDSB, are to be consulted in Maintaining existing TVDSB Governing Documents and Developing new Governing Documents.

8.1.1. The first Interest Holder to be consulted on all policies must be PWC.

8.1.2. The first Interest Holder to be consulted on all procedures must be Administrative Council.

- 8.2. Interest Holders will vary depending on the nature of the Governing Document, and Policy Holders must follow TVDSB Independent Procedure 9006 when determining their consultation plan.

9. Policy Subcommittee

- 9.1. A Policy Subcommittee survey, with a summary of the Governing Document topic, will be shared with all Trustees to determine:
 - 9.1.1. Whether a Policy Subcommittee is needed and
 - 9.1.2. Which Trustees are interested in becoming a member of the Policy Subcommittee.
- 9.2. If a Policy Subcommittee is needed, the following will occur:
 - 9.2.1. At the next meeting of the PWC, the PWC Chair, based on interested members identified in 10.1, will recommend two Trustees for the Policy Subcommittee;
 - 9.2.2. The PWC will debate the need for a Policy Subcommittee and, if required, pass a motion creating the Policy Subcommittee with the membership identified in 10.2.1 and
 - 9.2.2.1. If no working group is required, the draft TVDSB Policy Review Process proceeds to Section 11.

10. Draft Governing Document

- 10.1. Using the information collected in the Policy Research Report and Consultations the Policy Holder will Develop or Maintain the relevant Draft Governing Document(s).
- 10.2. Once the Draft TVDSB Policy and any relevant draft Administrative Procedures are complete, they will be shared electronically with the Policy Subcommittee trustees.
- 10.3. The Policy Holder will receive suggested revisions to the Governing Documents through the Policy Subcommittee and implement edits as deemed appropriate.
- 10.4. The Policy Holder should include as an appendix to the Policy Research Report all the recommended changes received from the working group and the rationale for accepting and rejecting the changes.

11. Equity and Inclusive Education (EIE) Review

- 11.1. All newly Developed and under-Maintenance TVDSB Governing Documents must

undergo an EIE review.

11.2. An EIE review is completed under the direction of the Human Rights Policy Advisor and the EIE Committee.

11.2.1. A revised Draft Governing Document may be resubmitted to EIE if the Policy Holder determines significant edits have been made to the Draft Governing Document during the Policy Review Process.

11.3. The members of the EIE Committee will consider and provide equity and inclusion-focused feedback to improve the Draft Governing Documents.

11.4. Any feedback specific to equity and inclusivity provided through the EIE review and not incorporated in the final approved TVDSB Governing Document shall be reported back to the Human Rights Policy Advisor and the EIE Committee along with the rationale.

12. Administrative Council Review

12.1. Following the consultation process and EIE review, the Policy Holder will submit the newly Developed or Maintained Governing Document to the Administrative Council for review.

12.2. The report to Administrative Council will include:

12.2.1. A report form;

12.2.2. The TVDSB Policy or Administrative Procedure in the Review Process;

12.2.3. If applicable, any TVDSB Policy or Administrative Procedure recommended for rescinding;

12.2.4. The completed Policy and Procedure Review Form;

12.2.5. The EIE Review Report and

12.2.6. The Policy Research Report.

12.3. Administrative Council may:

12.3.1. Approve Administrative Procedures when it determines there were only Housekeeping Changes; or

12.3.2. Determine the Administrative Procedure, be posted for public input for up to 45 days or

12.3.3. Recommend the Administrative Procedure be submitted to the PWC for their review and feedback.

12.4. All TVDSB Policy must be submitted to the PWC for review and recommendation to the Board of Trustees for adoption.

12.4.1. If a TVDSB Policy has a corresponding procedure(s), the policy and all current and under maintenance corresponding procedure(s) will be included in the PWC package for review.

13. PWC Review

13.1. As recommended by Administrative Council, the Policy Holder will submit a report to Board Services for the next PWC meeting.

13.2. The report to the PWC will include:

13.2.1. A report form;

13.2.2. A Clean Copy of the Governing Document in the Review Process;

13.2.3. A Marked-Up Copy of the Governing Document in the Review Process;

13.2.4. The completed Policy and Procedure Review Form and

13.2.5. The EIE Review Report.

13.3. The PWC may:

13.3.1. Recommend the TVDSB Policy be returned to TVDSB staff for further revisions; or

13.3.2. Recommend creating a new Working Group with new Trustees following Section 10.2 and continuing work on the TVDSB Policy with the Policy Holder; or

13.3.3. Recommend the TVDSB Policy, with or without additional edits, be posted for up to 45 days of public input; or

13.3.4. Recommend the TVDSB Policy be adopted or

13.3.5. Provide suggested revisions for Administrative Procedures for review and, if appropriate, inclusion by the Policy Holder.

14. Public Input

14.1. TVDSB Policy may be posted for public input for a number of Calendar Days, no

more than forty-five (45), as determined by the PWC.

14.2. Administrative Procedures may also be posted for public input on the direction of Administrative Council.

14.2.1. Typically, if a draft TVDSB Policy is posted for Public Input the corresponding Administrative Procedure will be posted for the same number of Calendar Days as the draft TVDSB Policy.

14.2.2. Administrative Procedures with no corresponding Policy can be posted for Public Input by Administrative Council for no longer than forty-five (45) calendar days.

14.3. The Policy Holder will notify Interest Holders of the public input opportunity.

14.4. The Policy Holder will submit to Board Services:

14.4.1. For all newly Developed Governing Documents a copy of the Draft Governing Document(s).

14.4.2. If a document is undergoing Maintenance, a Clean Copy and a Marked-up Copy of the Draft Governing Document(s).

14.5. Board Services will:

14.5.1. Prepare and post, to the TVDSB website, the Draft Governing Document and an electronic form to accept input.

14.5.2. Notify the Policy Holder when public input will begin and end and provide a link to the form so they may monitor the public input received.

14.6. The following days will not count towards the days determined in 15.1:

14.6.1. March break (nine days, starting the Saturday before March break and ending on the last Sunday of March break);

14.6.2. July first to August 31st and

14.6.3. The two-week holiday break in December.

15. Final Review and Adoption

15.1. Following public input and/or review by the PWC, if significant edits were made to the Governing Document under Maintenance, the Policy Holder will return a final report to Administrative Council.

15.1.1. The final report to Administrative Council will include:

15.1.1.1. A report form outlining additional edits, if any, resulting from public input or the review of the PWC;

15.1.1.2. A plan for communication and implementation and

15.1.1.3. A Clean and Mark-up copy of the Governing Document under maintenance.

15.1.2. Administrative Council may:

15.1.2.1. Approve the new Administrative Procedure, with or without additional edits. (Note: where possible, Administrative Council will delay the adoption of an Administrative Procedure until after the Board of Trustees has adopted the corresponding TVDSB Policy.);
or

15.1.2.2. Recommend that the TVDSB Policy, with or without additional edits, be submitted to the PWC for final review and recommended for adoption.

15.2. Following the recommendation of Administrative Council, the Policy Holder will return a final report to the PWC recommending the adoption of the TVDSB Policy and providing the Administrative Procedure for information.

15.3. The PWC may:

15.3.1. Recommend the draft TVDSB Policy, with or without additional edits, be approved by the Board of Trustees; or

15.3.2. Request changes be made and schedule the draft TVDSB Policy for additional review; or

15.3.3. If there is a continued need for a Working Group to review the draft TVDSB Policy, new members will be selected using section 10.2.

15.4. If PWC defeats a motion to recommend a draft TVDSB Policy for Board of Trustee adoption, this policy matter may not return to PWC for another 365 days.

16. Board of Trustee Adoption

16.1. The recommendation to adopt the TVDSB Policy will be provided through the report of the PWC to the Board of Trustees.

16.1.1. The Board of Trustees shall either approve, reject or refer the draft TVDSB Policy back to PWC for further revisions.

16.1.1.1. If the Board of Trustees defeats a recommendation to adopt a TVDSB Policy, the policy matter may not return to PWC for another 365 days.

17. Communicating a Developed, Maintained or Rescinded Governing Document

17.1. It is the responsibility of the Policy Holder to submit a Clean Copy of the approved Governing Document to Board Services for posting to the TVDSB website.

17.2. Board Services will notify the system of the new/amended Governing Document.

17.3. It is the responsibility of the Policy Holder to establish a communication and implementation plan, to ensure Administrative Procedures are implemented.

18. Monitoring and Evaluation of Procedure 2032a

18.1. Each year, the TVDSB administration will report on the number of policies that were Maintained on schedule or missed their Maintenance deadline.

18.2. At the end of each academic year, the Trustees on PWC will submit feedback on the policy Development and Maintenance process.