



PROCEDURE

Title:	Development and Management of Board Policies and Administrative Procedures	Policy No.: 2032a Effective Date: 2020 Feb. 3
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures</i> Procedure Retention Schedule	

1.0 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

An Administrative procedure outlines how a Board policy or operational matter is to be implemented. An Administrative procedure outlines specific actions that must be taken by staff members 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).

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

Consultation refers to face- to-face meetings or direct invitations for feedback from specific stakeholders.

Administered By: Director's Services-Corporate Services
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Amendment Date(s): 2021 April 19 (housekeeping)

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.

Housekeeping

Housekeeping changes are 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:

- Approving new and revised Board policies, per the recommendations of the Policy Working Committee.
- Approving the rescinding of a Board policy, per the recommendation of the Policy Working Committee.
- Entrusting the implementation and operationalization of Board policies to the Director of Education.

It is understood the Board of Trustees may refer the review or development of a Board policy to the Policy Working Committee.

The Policy Working Committee is responsible for:

- Reviewing all new and revised Board policies.
- Establishing the period of up to 60 days for public input for new Board policies and for Board policies under review.
- Reviewing public input pertaining to Board policy.
- Making recommendations to the Board of Trustees regarding the approval of new or revised Board policies.
- Making recommendations to the Board of Trustees regarding the rescinding of a Board policy.
- Providing feedback to the Administrative procedure holder, as appropriate, on new and revised Administrative procedures, per the review cycle.

The Director of Education is responsible for:

- Operationalizing all Board policies through Administrative procedures.
- Designating senior staff members to be responsible for the content, review, and implementation of Board policies and Administrative procedures.

Administrative Procedure Holder is responsible for:

- The content and implementation of Board policies and Administrative procedures.
- Reviewing Board policies and their related Administrative procedures per the established review cycle.
- The development of new Administrative procedures and related Board policies for consideration, as required.
- Ensuring the Board policy and/or Administrative procedure aligns with the Education Act, Ministry directives, or other legislation as applicable.
- Engaging in a consultation process, per section 3.2 of this procedure, when a Board policy and/or Administrative procedure is being developed or an existing Board policy and/or Administrative procedure is under review.

Administrative Council is responsible for:

- Ensuring the Administrative procedure holder has completed a proper consultation process.
- Reviewing new or existing Board policies and Administrative procedures.
- Approving Administrative procedures.
- Rescinding Administrative procedures, as required.

The Diversity and Equity Coordinator is responsible for:

- Establishing and overseeing an Equity and Inclusive Education (EIE) review process.
- Providing support to the Policy Working Committee with respect to equity and inclusion considerations.

Corporate Services is responsible for:

- Maintaining a central repository of both current and historical Board policies and Administrative procedures per the Retention Schedule (effective 2018 January 1).
- Posting approved Board policies and Administrative procedures to the board website.
- Facilitating the public input process.
- Providing administrative support to the Policy Working Committee.

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.

Revised or new Board policies and Administrative procedures must use the current template, available through Corporate 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.

3.2 Consultation

Stakeholders are to be consulted in the review of existing Board policies and Administrative procedures and in the development of new Board policies and Administrative procedures.

Stakeholders will vary depending on the nature of the Board policy and/or Administrative Procedure. They may include any one or combination of 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 members and organizations, School Councils, student groups, and parent groups.

3.3 Equity and Inclusive Education (EIE) Review

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

All new Board policies and Administrative procedures must be submitted to the 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.

Any feedback, specific to equity and inclusivity, provided through the EIE review and not incorporated in the final approved Board policy or Administrative procedure shall be reported back to the Diversity and Equity Coordinator along with the rationale. Information will be shared with the EIE Committee.

3.4 Administrative Council Review

Following the initial review, consultation process, and EIE review the Administrative procedure holder submits the new or revised Board policy and/or Administrative procedure to Administrative Council for review.

The report to Administrative Council will include:

- A report form;
- The Board 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 within the document));
- If applicable, any Board policy or Administrative procedure recommended for rescinding;
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

Administrative Council may:

- Approve Administrative procedures when it determines there were only housekeeping changes; or
- Determine the Administrative procedure undergo further consultation and/or public input for up to 60 days; and/or
- Recommend the Administrative procedure be submitted to the Policy Working Committee for their review and feedback.
- All Board policies must be submitted to the Policy Working Committee for review and recommendation to the Board for approval.

3.5 Policy Working Committee Review

Where recommended by Administrative Council, the Administrative procedure holder will submit a report to Corporate Services for the next Policy Working Committee meeting.

The report to the Policy Working Committee will include:

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));
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

The Policy Working Committee may:

- Recommend the Board policy be returned to Administration for further review; or recommend the Board policy, with or without additional edits, be posted for up to 60 days of public input; or
- In exceptional circumstances, recommend the policy receive immediate final approval.
- Provide input on the Administrative procedure.

3.6 Public Input

All Board policies will be posted for public input for a period as determined by the Policy Working Committee.

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

The Administrative procedure holder will submit to Corporate Services:

- The new Board policy and/or Administrative procedure; or
- The marked up copy of the revised Board policy and/or Administrative procedure along with the clean copy as both will be posted.

Corporate Services will:

- Prepare and post, to the board website, the Board policy and/or Administrative procedure under review and an electronic form to accept input.
- Notify stakeholders of the public input opportunity.
- Notify the Administrative procedure holder of the dates for public input and provide a link to the form so they may monitor the public input received.

The day count for public input includes calendar days, excluding March break (9 days), summer (July-August), and the 2-week Christmas break.

3.7 Final Review and Approval

Following public input and/or review by the Policy Working Committee the Administrative procedure holder will return a final report to Administrative Council.

The final report to Administrative Council will include:

- A report form outlining additional edits, if any, resulting from public input or the review of the Policy Working Committee;
- A plan for communication to the system;
- 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)); and
- The final clean copy of the Board policy and/or Administrative procedure.

Administrative Council may:

- Approve the new Administrative procedure, with or without additional edits.
- Recommend the Board policy, with or without additional edits, be submitted to the Policy Working Committee for final review and approval.

Following the recommendation of Administrative Council, the Administrative procedure holder will return a final report to the Policy Working Committee recommending the approval of the Board policy and providing the Administrative procedure for information.

The Policy Working Committee may:

- Recommend the Board policy, with or without additional edits, be approved by the Board of Trustees; or
- Request changes be made and schedule the policy for additional review; or
- In exceptional circumstances, not approve policy changes.

The recommendation for approval of the Board policy will be provided through the report of the Policy Working Committee to the Board of Trustees.

3.8 Posting to Website

It is the responsibility of the Administrative procedure holder to submit a clean copy (word format) of the approved Board policy and/or Administrative procedure to Corporate Services for posting to the board website.

3.9 Communication to System and Implementation

Corporate Services will notify the system of the new/amended Board policy and/or Administrative procedure.

It is the responsibility of the Administrative procedure holder to establish a communication plan, beyond the email notification provided through Corporate Services, to ensure Administrative procedures are implemented.