

*To nurture curiosity, resilience and joy in all*

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## **POLICY 150 POLICY DEVELOPMENT**

The Board of Education believes that its major responsibility is to provide leadership through policy.

The Board views that its policies should be enabling and supportive of the provincial goals of public education and the mission, vision and values of the District. Processes for policy development and policy revision will be transparent and engaging to the extent appropriate.

Further, the Board recognizes that it is the responsibility of the administrative staff to ensure that appropriate administrative procedures are developed to support the implementation of policy and communicate expectations for the system.

### **1. Policy Initiation**

- 1.1. The need for a new policy or revisions to existing policy may be identified by the Board, the Superintendent, Secretary Treasurer, or as a result of Board Standing or Working committee recommendations or provincial government requirements.
- 1.2. Policy needs may be brought to the attention of the Superintendent by any individual or group.
- 1.3. The Superintendent shall provide the Policy Committee with a clear statement of the need for new or revisions to policies.

### **2. Development of Policy**

- 2.1. The development and adoption of new policies and the revision of existing policies are the responsibility of the Board.
- 2.2. The Board delegates to the Superintendent the analysis of policy alternatives and the drafting of policy for consideration by the Board through the Board's Policy Committee.
- 2.3. The Policy Committee will review new and revised policies and then forward to the Board for consideration and adoption.
- 2.4. The Policy Committee may engage a committee outlined in 3.2 during the drafting of policy.

### **3. Consultation**

- 3.1. The Board welcomes the input of interested and impacted parties and the public, with respect to the development and revisions of its policies.



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- 3.2. New policy, or revisions to existing policy, shall be presented at a Board Meeting, and authorized for consultation, depending on the nature of the policy, utilizing one of the mechanisms below.
  - 3.2.1. Public Notice and Comment – The policy may be circulated for a thirty day period for comment and feedback.
  - 3.2.2. Review By an Existing Committee – The policy may be referred to an existing committee for discussion and advice.
  - 3.2.3. Ad-hoc Working Committee – An ad-hoc working committee may be struck to provide detailed feedback and advice regarding the matter.
4. Policy Adoption
  - 4.1. Subsequent to the consultative period, the policy shall be brought forward to a Regular Board Meeting, with any feedback summarized, for further discussion and adoption.
  - 4.2. Should the extent of feedback be such that the Board feels the policy would benefit from further discussion, the policy may be referred back to the Policy Committee.
5. Policy Currency
  - 5.1. The Superintendent and/or Secretary Treasurer shall be responsible for calling the Board's attention to any policies that are out of date or, for other reasons, appear to need revision.
  - 5.2. The Board will review governance policies at least once, within the Board's term of office.
6. Revision of Board Policy
  - 6.1. Revisions to Board policy shall follow the same procedure as for the adoption of new policy.
  - 6.2. The Board has the authority to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature or the amendment does not affect the general intent of the policy.
7. Policy Implementation
  - 7.1. It is the Superintendent's responsibility as Chief Executive Officer to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative procedures and/or meet with those impacted regarding the policy's implementation.

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8. Distribution of Policy

8.1. All policies will be posted on the District website with notification sent to interested and impacted parties. .

9. Administration in Policy Absence

9.1. In the absence of Board policy, the Superintendent may act at their discretion. In such cases, the Superintendent will inform the Board of a potential need for future policy development.