

## POLICY-MAKING

### Background

Policy development is a key responsibility of the Board of Trustees. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, the electorate and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

### Guidelines

The Board shall be guided in its approach to policy-making by ensuring adherence to the requirements necessary to provide for a wide range of diversity in education, compliance with the *Education Act*, and provincial and federal legislation. Board policies shall provide an appropriate balance between the responsibility of the Board to develop broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division. The Board shall adhere to the following stages in its approach to policy-making:

#### 1. Planning

- 1.1. The Board, with the support of the Superintendent, 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.
- 1.2. Stakeholder engagement will be determined by the Board.

#### 2. Development

- 2.1. The Board may develop policies or delegate the responsibility for drafting policies to the Superintendent.

#### 3. Implementation

- 3.1. The Board is responsible for the implementation of policies governing its own processes.
- 3.2. The Board and Superintendent share the responsibility for the implementation of policies relating to the Board-Superintendent relationship.
- 3.3. The Superintendent is responsible for the implementation of the other policies.

#### 4. Evaluation

- 4.1. The Board, in conjunction with the Superintendent, shall review policies annually.

## 5. Specific area of responsibility

- 5.1. The Policy Committee, in conjunction with the Superintendent, shall consider:
  - 5.1.1. legislation;
  - 5.1.2. direction from the Board; and
  - 5.1.3. analysis of research.
- 5.2. When required, the Superintendent shall seek legal advice on the intent and wording of the policy.
- 5.3. Only those policies that are adopted and recorded in the minutes constitute the official policies of the Board.
- 5.4. 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 a specific written policy is developed.
- 5.5. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
- 5.6. The Superintendent shall develop administrative procedures as specified in [Board Policy 11: Delegation of Authority](#) as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
- 5.7. The Board may rescind specific policies and may delegate to the Superintendent authority over those areas.
- 5.8. The Superintendent must inform the Board of changes to administrative procedures. The Superintendent 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.

## References

Sections 52, 52, 222 *Education Act*

Last reviewed:	Last updated:
April 23, 2015	April 23, 2015
March 6, 2017	
April 10, 2017	May 29, 2017
Dec. 4, 2017	
March 19, 2019	
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