

POLICY 1.40 POLICY DEVELOPMENT AND CURRENCY

Policy making is one of the most important responsibilities of the Board of Education and critical to good governance. The Board holds the responsibility to develop, amend, approve, and repeal policies to provide direction and guidance for the district, consistent with the *School Act* and its regulations, ministerial orders, and other legislation. The Board believes that input from rightsholders and interested and affected groups is a valuable component of the policy development process and contributes to the successful implementation of policies.

The Board authorizes the Superintendent to establish Administrative Procedures to provide direction regarding the implementation of policy and general operational matters.

Administration in Policy Absence

In the absence of Board policy, in emergent matters, the Superintendent may act at the Superintendent's discretion and advise the Board Chairperson. If necessitated, the Superintendent will inform the Board of the potential need for future policy development.

Policy Development Process:

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 a Board Standing or Working Committee recommendation or provincial government requirements.
 - 1.2. , Rightsholders and interested and affected groups, or a member of the district community at large, can suggest a policy be developed or amended.
 - 1.3. Requests will be considered by the Policy Committee of the Board.
2. Policy Development
 - 2.1. It is the responsibility of the Superintendent and Secretary Treasurer to support the Board in policy development by obtaining necessary information, outlining policy alternatives and the preparation of draft policy. When appropriate, the Superintendent or Secretary Treasurer shall seek legal or expert advice on the intent and the wording of policy.

- 2.2. The Board Policy Committee will advise on new or revised policy prior to presentation to the Board, including policies that require minor housekeeping changes or an amendment does not affect the general intent of the policy.
 3. Consultation
 - 3.1. The Board welcomes the input of rightsholders and interested and affected parties and public, within the district, with respect to the development and revision of its policies. 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.
 - 3.1.1. Public Notice and Comment – The policy may be circulated for comment and feedback, the timelines will coincide with the dates for preparation of the subsequent Board Agenda.
 - 3.1.2. Review By Existing Committees – The policy may be presented to an existing committee for discussion and advice.
 - 3.1.3. Ad-hoc Working Committee – An ad-hoc working committee may be struck to provide feedback and advice regarding the matter .
 4. Adoption
 - 4.1. Subsequent to the consultation period, the policy shall be brought forward to a Board Meeting, with the feedback summarized, for any further discussion and final approval.
 - 4.2. Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the Policy Committee.
 - 4.3. The Board has the ability 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.
 5. Policy Implementation
 - 5.1. It is the Superintendent’s responsibility as Chief Executive Officer to oversee the implementation of Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue Administrative Procedures.
 6. Policy Publication
 - 6.1. Board policies will be kept up to date in electronic format and published on the district website.
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7. Policy Currency

7.1. 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.

7.2. The Board will review governance policies at least once, within the Board's term of office.