

POLICY MAKING

The Board is responsible to determine, establish and adopt Policies as the method by which it exercises its leadership in the governance of the Division. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors 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.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public Catholic education and compliance with the Education Act and provincial as well as federal legislation.

Board Policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board encourages interested groups and persons to identify policy issues and needs and to participate in certain stages of the policy development process.

All Policies shall be written, clearly defined and based on the Board's mission statement, beliefs and values.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with 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.

2. Development

The Board may develop the Policy itself or delegate the responsibility for its development to Superintendent.

3. Implementation

The Board is responsible for the implementation of Policies governing its own processes. The Board and Superintendent share the responsibility for implementation of Policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other Policies.

4. Review

The Board, in cooperation with the Superintendent, shall evaluate each Policy in a timely manner in order to determine if it is meeting its intended purpose.

Specifically

1. Proposals for Policy may be presented by any person or party and shall be provided in writing to the Superintendent. The proposal shall consist of a brief statement of purpose or proposed change.
2. The Superintendent will present the proposal to the Board for initial consideration. Should the Board determine the need for policy development, the Superintendent will prepare a draft statement for the Board.
3. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the Policy.
4. The Board will give each proposal for Policy development three (3) readings in public session as follows:
 - 4.1 First Reading
The Policy proposal is presented and discussed by the Board. The Board may determine the manner and timeline for receiving input from interested parties.
 - 4.2 Second Reading
The Policy proposal is discussed further by the Board taking into consideration any input received and any amendments arising from such input.
 - 4.3 Third Reading
Final approval of the Policy statement.
5. No more than two (2) readings of any Policy proposal may be given at any one (1) meeting of the Board unless Trustees present at the meeting unanimously agree to give the Policy a third reading.
6. The Board may, from time to time, establish appropriate mechanisms for receiving input on policy Proposals from interested parties and persons.
7. The Superintendent will be responsible to develop Administrative Procedures for the efficient and effective implementation of Division policies.
8. The Superintendent is responsible for monitoring Division Policies on an ongoing basis; for reporting the outcomes of Policy decisions to the Board; and for making recommendations to the Board for revision.

9. Only those Policies which are adopted and recorded in the minutes constitute the official Policies of the Board. A copy of the adopted Policy shall be appended to the official minutes.
10. 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 specific written policy is developed.
11. The Board may request the Superintendent to change an Administrative Procedure to a draft Board policy and will provide the rationale for same.
12. The Superintendent shall develop Administrative Procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board Policies.
13. The Board may also delete a Policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
14. The Superintendent must inform the Board of any substantive changes, additions, or deletions to Administrative Procedures.
15. 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.
16. At a minimum the Board shall review each policy once within its term of office.
 - 16.1 Review dates shall be placed at the bottom of each Policy for reference and replaced upon each review date.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation