Policy 10

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 establish policies by ensuring adherence to the requirements necessary to provide publically funded Catholic Education and compliance with the Education Act and provincial as well as federal legislation and Canon Law. The Board considers the Policy Committee a principal advisor in policy development and revision. Stakeholder engagement will be reviewed and considered by the Policy Committee following input from the Board.

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

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:

- The Board, in cooperation with the Superintendent, shall determine 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.

- The Board delegates the responsibility for policy development to the Policy Committee and the Superintendent. The Superintendent is responsible for the implementation of Policies.

- The Board is responsible for adopting Policies governing its own processes.

- As delegated in Policy 8, the Board, through the Policy Committee, shall evaluate each Policy in order to determine if it is meeting its intended purpose.

Specifically

1. The Policy Committee, in conjunction with the Superintendent, when developing Board policy shall consider:

    1.1   Legislation

    1.2   Direction from the Board

    1.3   Analysis of research

2. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.

3. The Board will give each proposal for Policy development three (3) readings in public session as follows:

    3.1   **First Reading**

    The Policy proposal is presented and discussed by the Board.

    3.2   **Second Reading**

    The Policy proposal is discussed further by the Board taking into consideration any input received by the policy committee.

    3.3   **Third Reading**

    Final approval of the Policy statement constitutes the official policies of the Board.

4. In the absence of existing policy, the Board may make motions 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.

5. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.

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.

7. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area.

8. The Superintendent must inform the Board of substantive 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.

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

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