

8. Board Policy *Policy Development*

Policy Making is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. 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.

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 shall be guided in its approach to Policy Making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and other provincial legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board believes meaningful involvement in the educational system should be optimized. The Board encourages interested groups and persons to identify Policy issues and needs and to participate in the Policy Making process.

The Board shall adhere to the following stages in its approach to Policy Making.

1. Planning
2. Development
3. Implementation
4. Evaluation

GUIDELINES

The following guidelines should be adhered to when developing Policy.

1. Board Policy should be specific enough to provide direction and still allow for flexibility, situational judgment and initiative.
2. The Board Policy Committee shall review each Policy annually.
3. If the Board establishes a need for a Policy, the Board Policy Committee through the Superintendent will prepare a draft Policy.
4. All new or revised policies shall be reviewed through an equity, diversity, and inclusivity perspective to ensure they support inclusive practices and remove unintended systemic barriers.
5. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the Policy.
6. The Board will consider the draft Policy, make appropriate changes and then vote on the distribution of the draft.

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7. Other than in an emergent situation, a draft policy that has been distributed will be tabled to allow for sufficient response time.
8. The Superintendent will summarize responses to the Policy and present a summary to the Board.
 - a. Draft Policy will be presented to School Staff/School Councils/Employee Groups when appropriate for feedback.
 - b. In the event of Policy Revision, the Board will make appropriate changes as required; substantive changes will be communicated with school staff and School Councils.
 - c. The Board may send the Policy back to the Superintendent for further review or may move to pass it as presented.
 - d. Adoption of a Policy shall be by Board motion. Implementation of the Policy will occur once it is passed.
 - e. Explicit timelines shall be established for the stages of policy-making (planning, feedback, revision, and approval) to streamline the policy development process and provide predictability for stakeholders involved.
 - f. The Board may request that the Superintendent change an Administrative Procedure to a draft Board Policy and will provide the rationale.
 - g. The Superintendent must develop Administrative Procedures as specified in Policy 10, Role of the Superintendent and may develop such other procedures as deemed necessary for the effective operation of the Division.
 - h. The Board may also delete a Policy and subsequently delegate the Superintendent authority over this area.
 - i. The Superintendent may choose to then develop an Administrative Procedure relative to a deleted Policy.
 - j. All approved Board policies shall be posted on the Division's website.

Legal Reference: Sections 33, 51, 52, 53 and 222, Education Act, Policy 10, Role of the Superintendent

Approved: September 25th, 2025