

Policy Number and Name: 309 Policy Making

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date: April 28, 2025

Purpose:

The Board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate.

Policy:

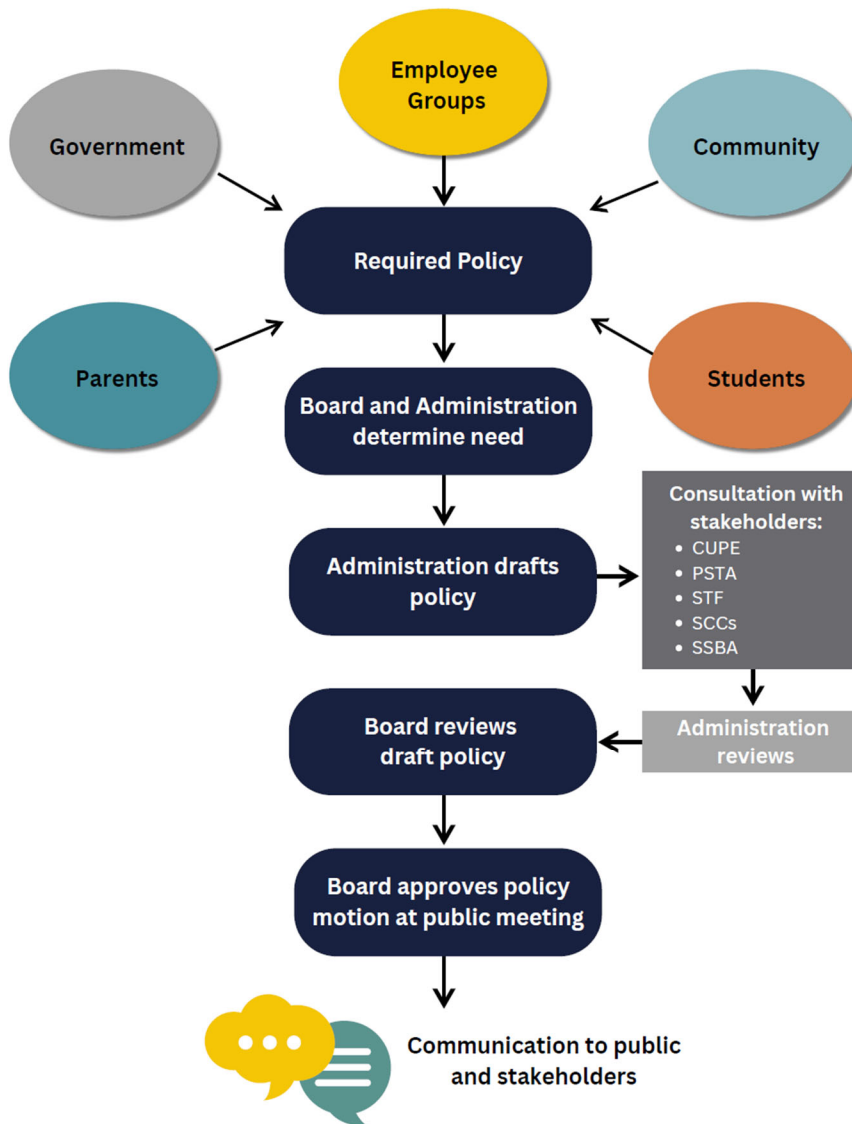
To meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Director, staff, students, electors, and other agencies. Board policies constitute the will of the Board in overseeing how the Division will operate. Board policy differs from operational policy that provides direction on the administrative operations and procedures of the Division under the direction of the Director.

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, 1995*, and Education Regulations and other provincial and federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity for the Director to exercise professional training and experience in the administration of the Division.

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

- 1) Planning - The Board, in cooperation with the Director, shall assess the need for a policy 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 the Director.
 - a) Draft proposals may be developed in consultation with advisory committees, school community councils, employee groups, administrative staff and outside agencies and consultants.
 - b) When appropriate, the Board or Director shall seek legal advice on the intent or wording of a policy.
 - c) The Board may seek additional input into proposed changes in policy or drafts.



- 3) Implementation - The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board-Director relationship. The Director is responsible for the implementation of the administrative and operational policies.
- a) The Director is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
 - b) The Director must develop administrative procedures as specified in the Policy – 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.

- 4) Evaluation - The Board, in cooperation with the Director, shall review adherence to each policy in a timely manner to determine compliance, currency, and if it is meeting its intended purpose.
 - a) The Board may provide direction to the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.
 - b) The Board shall review each policy during its term as part of its self-evaluation.

References:

The Education Act, 1995, Sections 85, 87

The School Division Administration Regulations, 2017, Part 8