



DEVELOPMENT OF BOARD POLICY/PROCEDURE

Responsibility: *Superintendent, Human Resource Services
Manager, Corporate Services*

Legal References: *Education Act.*

Related References: *Board Policy Template;
Administrative Procedure Template.*

Revisions:

Reviewed: *January 2016*

1. Preamble

- 1.1 This procedure provides guidelines and expectations pertaining to the creation of Board Policies and/or Administrative Procedures.

2. General

- 2.1 The development of Board Policy may occur through direction by the Ministry of Education, the Board of Trustees, or through an acknowledged need, as determined by staff. Board Policies require the approval of the Board of Trustees.
- 2.2 The development of an Administrative Procedure may occur to support the implementation of a Board Policy, or in response to an acknowledged need, as determined by staff. Administrative Procedures require the approval of Coordinating Council. New and/or significantly revised procedures may be shared with the Board of Trustees through the Policy & By-Law Committee.

3. Board Policies

- 3.1 The Director of Education, through the appropriate Superintendent, Student Achievement & Well-Being, shall provide direction and allocate staff to develop the draft Board Policy.
- 3.2 Staff will use the attached template (Board Policy Template) to develop the draft Board Policy, as per the direction of the appropriate Superintendent, Student Achievement & Well-Being.
- 3.3 The draft Board Policy will be submitted to the appropriate Superintendent, Student Achievement & Well-Being for consideration and input.
- 3.4 The draft Board Policy will be submitted to the Manager, Corporate Services, to ensure appropriate formatting and numbering.
- 3.5 The draft Board Policy will be submitted to Coordinating Council for consideration and input.
- 3.6 The draft Board Policy will be submitted to the Policy & By-Law Standing Committee for consideration and input.
- 3.6.1 At the direction of the Chairperson, draft Board Policies can be brought directly to the Board of Trustees for consideration (Section 2.1.6 of Board Policy G300: Governance Policy – Policy Development and Reviews).

- 3.7 All policies flow through the Agenda Development Committee. Through this committee, the draft Board Policy will be scheduled for presentation to the Board of Trustees to consider for approval.
- 3.8 Upon approval by the Board of Trustees the following may occur:
 - 3.8.1 Notification to System via System Memo;
 - 3.8.2 Posting to Corporate website;
 - 3.8.3 Retention of electronic copy of policy.
- 3.9 Existing Board Policies are to be reviewed cyclically, every three (3) years, by the Policy & By-Law Standing Committee. The Board of Trustees reserves the right to review a Board Policy at any time.

4. Administrative Procedures

- 4.1 The Director of Education, through the appropriate Superintendent, Student Achievement & Well-Being shall provide direction and allocate staff to develop the draft Administrative Procedure.
- 4.2 Staff will use the attached template (Administrative Procedure Template) to develop the draft Administrative Procedure, as per the direction of the appropriate Superintendent, Student Achievement & Well-Being.
- 4.3 The draft Administrative Procedure will be submitted to the appropriate Superintendent, Student Achievement & Well-Being for consideration and input.
- 4.4 The draft Administrative Procedure will be submitted to the Superintendent, Human Resource Services to ensure appropriate formatting and numbering.
- 4.5 Upon approval by Coordinating Council the following will occur:
 - 4.5.1 Notification to the System via System Memo;
 - 4.5.2 Posting to Corporate and Staff website;
 - 4.5.3 Retain electronic copy of procedure.
- 4.6 Existing Administrative Procedures are to be reviewed cyclically, every two years. This review cycle will be coordinated by the Superintendent, Human Resource Services. Minor revisions/changes will be completed and posted on the WRDSB's Corporate and Staff website. New procedures and procedures requiring significant change will be reviewed and approved by Coordinating Council.
- 4.7 Effective January 2012, Administrative Procedures are posted on the Corporate and Staff website. In exceptional circumstances, Administrative Procedures that have confidentially and/or health and safety issues will not be posted on the Corporate site.
- 4.8 All Administrative Procedures will be listed on the Staff website.