



# Administrative Procedure 1650 DEVELOPMENT OF BOARD POLICY AND PROCEDURE

Responsibility: Executive Officer, Corporate Services  
Manager, Corporate Services

Legal References: Education Act

Related References: Board Policy Template  
Board Procedure Template  
Board Policy G300 - Policy Development and Reviews  
Policy Working Group New Policy Flow Chart  
Policy Working Group Policy Review Flow Chair

Revisions: January 2025

Reviewed: January 2016

## 1. Preamble

- 1.1. This procedure provides guidelines and expectations about the creation of:
- Board Policies
  - Administrative Procedures.

## 2. General

- 2.1 The development of Board Policy may occur through direction by the:
- Ministry of Education
  - Board of Trustees

They may also be developed in response to 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
  - In response to an acknowledged need, as determined by staff

Administrative Procedures require the approval of Leadership Council. New and/or significantly revised procedures may be shared with the Board of Trustees through the Policy Review Committee.

## 3. Board Policies

- 3.1. The Director of Education, through the appropriate Senior Team member, shall:
- Provide direction
  - Allocate staff to develop the draft Board Policy

- 3.2. Staff will request a Board Policy Template from the Manager, Corporate Services. The template will be used to develop the draft Board Policy, as per the direction of the appropriate Senior Team member.
- 3.3. The draft Board Policy will be submitted to the appropriate Senior Team member for consideration and input.
- 3.4. The draft Board Policy will be submitted to the Manager, Corporate Services, to review language and references.
- 3.5. The draft Board Policy will be submitted to the Leadership Council for consideration and input.
- 3.6. The draft Board Policy will be submitted to the Board of Trustees' Policy Working Group to administer and provide input.
  - At the direction of the Chairperson, draft Board Policies can be brought 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:
  - Notification to System via System Memo;
  - Posting to Corporate website;
  - Retention of electronic copy of policy.
- 3.9. Existing Board Policies are to be reviewed cyclically, every four (4) years. This follows the process defined by the Policy Working Group. 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 Senior Team Member/s shall:
  - Provide direction
  - Allocate staff to develop the draft Administrative Procedure
- 4.2. Staff will use the Administrative Procedure Template to develop the draft Administrative Procedure. This would be done as per the direction of the appropriate Senior Team Member/s.
- 4.3. The draft Administrative Procedure will be submitted to the appropriate Senior Team Member/s for feedback.
- 4.4. The draft Administrative Procedure will be submitted to the Human Rights Branch for consideration and input where the Procedure refers to the:
  - Ontario Human Rights Code (Code)
  - Accessibility for Ontarians with Disabilities Act (AODA)
  - Other related/required legislation

The Human Rights Branch may also advise that a procedure be updated to include reference to the Code or the AODA.

- 4.5. The draft Administrative Procedure will be submitted to Communications. They will conduct an accessible language review and edit.
- 4.6. The draft Administrative Procedure will be submitted to Corporate Services for final review.
- 4.7. Upon approval by Leadership Council the following will occur:
  - Notification to System via System Memo;
  - Posting to Corporate website;
  - Retention of electronic copy of procedure.
- 4.8. Existing Administrative Procedures are to be reviewed cyclically, every three years unless there is a compelling reason for procedure review. This review cycle will be coordinated by the Executive Officer, Corporate 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 the Leadership Council.
- 4.9. 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 website.
- 4.10. All Administrative Procedures will be listed on the Staff Intranet.