Waterloo Region District School Board

Administrative Procedure 1650
DEVELOPMENT OF BOARD POLICY AND PROCEDURE

Responsibility:	Chief Executive Officer Manager, Corporate Services
Legal References:	Education Act Ontario Human Rights Code (Code) Accessibility for Ontarians with Disabilities Act (AODA)
Related References:	Board Policy Template Board Procedure Template Board Policy G300 - Policy Development and Reviews New Policy Flow Chart Policy Review Flow Chair
Revisions:	January 2025, October 2026
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
- An acknowledged need, as determined by staff

2.1.1. 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

2.2.1. Administrative Procedures require the approval of Leadership Council.

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 Leadership Council for consideration and input.

3.5. The draft Board Policy will be submitted to the Manager, Corporate Services to administer the policy to the Board of Trustees' Policy & Governance Standing Committee for consideration and input.

3.6. The Agenda Development Committee will schedule all policies for consideration by the Board of Trustees.

3.7. Upon approval by the Board of Trustees the following may occur:
- 3.7.1. Notification to Administrators via System Memo;
- 3.7.2. Posting to Corporate website and Staff Intranet.
- 3.7.3. Retention of electronic copy of policy.

3.8. Existing Board Policies are to be reviewed cyclically, every four (4) years. This follows the process defined by the Policy & Governance Standing Committee. Staff will be notified by the Manager, Corporate Services when a policy requires review.

- 3.8.1. 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. As directed, staff will use the Administrative Procedure Template to develop the draft Administrative Procedure.

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)

- 4.4.1. 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 the Communications department for an accessible language review and edit.

4.6. The draft Administrative Procedure will be submitted to Leadership Council for final review.

4.7. Upon approval by Leadership Council, the following will occur:
- 4.7.1. Notification to Administrators via System Memo;
- 4.7.2. Posting to Corporate website and Staff Intranet;
- 4.7.3. 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 department responsible for the policy. Minor revisions/changes will be completed and posted on the WRDSB's Corporate website and Staff Intranet. New procedures and procedures requiring significant change will be reviewed and approved by the Leadership Council and Administrators will be notified via System Communication.

- 4.8.1. Administrative Procedures that have confidentially and/or health and safety issues will not be posted on the Corporate website.

- 4.8.2. All Administrative Procedures will be listed on the Staff Intranet.