1. Policy Development

1.1 Policies for Board of Trustee consideration will be based on the following practices.

1.1.1 Policy development and review will be governed by the following principles:
- Integrating the strategies, priorities and expressed values of the Board;
- Providing public statements through which the Board can be held accountable;
- Complying with legal requirements and established parameters around which staff can develop administrative procedures;
- Affording the opportunity for consultation with students, parents, staff and community representatives as determined by the Board of Trustees;
- Striving to ensure policies are written clearly, free of jargon or technical words and use inclusive language.

1.1.2 The need for a new policy, where none exists or the amending of an existing policy, can arise from any source, i.e.: students, parents, staff, community representatives, government bodies, Trustees, etc. The need to pursue a policy initiative is at the discretion of the Board of Trustees.

1.1.3 In determining the need for a new policy or existing policy amendment, the Board of Trustees will give consideration to, but is not limited by, the following parameters:
- Is the policy required by an Act or regulation?
- Is there a defined need related to governance, operational considerations, future perspectives, health and safety, etc.?
- Is the need at a level that warrants a policy, in that it has Board-wide implications or consistency, risk/liability, equity/fairness or other considerations?

1.1.4 In developing a policy or an amendment to an existing policy, the Board of Trustees will define the level of public consultation to be undertaken consistent with the Board’s Consultation Policy.

2. Policy Approval Process

2.1 The following points outline the Board’s policy decision-making process:
2.1.1 Board of Trustee discussions and motions will lead to the development, approval/non-approval and monitoring of a new policy, affirmation of an existing policy or amendments to/deletion of an existing policy.

2.1.2 Board of Trustee decisions will normally be undertaken on one of four possible outcomes: A motion providing recommendations on a new policy or amended existing policy as presented; an amended motion that provides recommendations on a new policy or amended existing policy; a referral motion to review, develop, analyze and make recommendations in regards to a new policy or an existing policy; a deferral motion with an appropriate rationale and a reconsideration time frame.

2.1.3 Where a decision is required as to whether a motion is policy or procedural in nature, the Board of Trustees decides the status of the motion and how to proceed.

2.1.4 The discussions, deliberations and research undertaken in support of developing a new policy, or amending an existing policy, can involve various levels of research activities, stakeholder input, etc., as deemed appropriate by and as directed by the Board of Trustees at its discretion.

2.1.5 For a referral motion on policy development and/or a review, the Board of Trustees decides who the referred to party will be, and can identify the types of research, community consultation and other activities to be undertaken in support of the process, as well as reporting timelines, etc.

2.1.6 The Board of Trustees, at its discretion, can decide to approve a motion that requires an existing policy amendment or does not connect with an existing policy if an emergency response is required; timeliness issues prevail; or for any other reason. The Board can decide at that time, or subsequently, that a new policy or existing policy amendment is to be developed and considered by the Board.

2.1.7 Board of Trustee decisions are determined through motions put forward by Trustees and the result of a majority vote of Trustees on those motions.

3. **Policy Motions**

3.1 Implementation of Board policy motions will be undertaken as follows:

3.1.1 **Policy Motions - New policy recommendations put forward for Board of Trustees consideration are to have the following components:**

- Policy title and Legal and Related References
- Brief description of the policy need and focus;
- Policy statement that defines the intent, direction and specific requirements of the Board of Trustees with the level of detail dependant on the scope of the proposed policy;
- Identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the policy;

4. **Policy Review Process**

4.1 The regular review of policies is important to ensure conformity with changing regulatory and statutory requirements, effectively responding to emerging community expectations and practices; and to assess implementation effectiveness and outcomes.

4.1.1 The regular review of existing Board ensures that the Board is working with relevant, practical and consistent policies.

4.1.2 The Board of Trustees will undertake a review of each Board Policy at a minimum of once every three years, or sooner if events warrant.
• A complete Policy Review Schedule as determined by the Agenda Development Committee, will be provided to Trustees and will include the policy title, policy number, last review date and date of scheduled review;
• A Policy Review Schedule will be posted on the Corporate Website and will be provided to the Parent Involvement Committee (PIC) and Special Education Review Committees (SEAC) to encourage and facilitate policy consultation.