



GOVERNANCE POLICY - POLICY DEVELOPMENT AND REVIEWS

Legal References:	Bill 177, Student Achievement and School Board Governance Act, 2009
Related References:	<u><i>Board Policy G100 – Governance Policy – Foundations</i></u> <u><i>Board Policy G400 – Board of Trustees Planning Cycle and Evaluations</i></u> <u><i>Board Policy 2006 – Consultation</i></u> <u><i>Board Policy 1017 - Human Rights</i></u> <u><i>WRDSB Board of Trustees Bylaws</i></u> <u><i>Human Rights and Equity Policy Review Guide</i></u>
Effective Date:	May 2006
Revisions:	October 19, 2015, June 20, 2022
Reviewed:	

1. Purpose

- 1.1 A key responsibility of the Board of Trustees, as per the Education Act, is to develop and maintain policies that are based on the Board's vision, mission and goals.
- 1.2 It is the responsibility of the Board of Trustees to monitor and evaluate the effectiveness of policies in achieving the Board's goals.

2. Definitions

WRDSB - Waterloo Region District School Board.

Board - Board means the Board of Trustees of the WRDSB.

Policy Working Group (PWG) - The role of this committee is to research and provide information and recommendations to the Board of Trustees on matters related to policy. Committee members will review policies prior to coming to the Board of Trustees.

Policy - A policy is a principle or rule that guides decisions that will achieve the organization's goals. It articulates what must be done, the rationale for it and a framework for the system. Policies do not deal with how it is to be done. It is a commitment by which the Board is held accountable to the public.

Procedure - Procedures outline how a policy or operational matter is to be implemented. Some, but not all, procedures are associated with a Board policy. Administrative procedures may outline responsibilities and specific actions that must be taken by staff members at different levels of the organization.

3. Application of the Policy

- 3.1 This policy applies to all WRDSB students, employees, trustees and includes users such as members of consultative committees, families/caregivers and members of the community.

4. Policy Development

4.1 Policies for Board of Trustees consideration will be based on the following practices.

- 4.1.1 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, families/caregivers, 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.
- 4.1.2 The need for a new policy, where none exists or the amending of an existing policy, can arise from any source, i.e.: students, families/caregivers, staff, community representatives, government bodies, Trustees, etc. The decision to pursue a policy initiative is at the discretion of the Board of Trustees.
- 4.1.3 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:
- A policy is required by an Act or regulation
 - There is a defined need related to governance, operational considerations, future perspectives, health and safety, equity, human rights, Truth and Reconciliation etc.
 - There is a need at a level that warrants a policy, in that it has Board-wide implications or consistency, risk/liability, equity/fairness or other considerations
- 4.1.4 The Board of Trustees, through the Policy Working Group, will define the level of public consultation to be undertaken during policy development and review. The public consultation will be consistent with the Board Policy 2006 - Consultation.

5. Policy Approval Process

5.1 The following points outline the Board's policy decision-making process:

- 5.1.1 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.
- 5.1.1.1 The Policy Working Group will lead this work on behalf of the Board of Trustees. The Board of Trustees will have final approval of all policies.
- 5.1.2 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.
- 5.1.3 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.

- 5.1.4 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, consultation, etc., as deemed appropriate by and as directed by the Board of Trustee through the Policy Working Group.
- 5.1.5 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, consultation and other activities to be undertaken in support of the process, as well as reporting timelines, etc.
- 5.1.6 The Board of Trustees, at its discretion, can decide to approve a motion that requires an existing policy to be amended. 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.
- 5.1.7 Board of Trustee decisions are determined through motions put forward by Trustees and the result of a majority vote of Trustees on those motions.

6. Policy Motions

- 6.1 Board policy motions should be written in as plain language as possible and will include the following components:
 - Policy title and Legal and Related References;
 - Policy statement that defines the purpose and intended impact, direction and specific requirements of the Board of Trustees with the level of detail dependent on the scope of the proposed policy;
 - Definitions
 - Application of the Policy
 - Identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the policy.
- 6.2 Draft policies should be presented on the Policy Template. The Policy Template can be requested from the Manager of Corporate Services.

7. Policy Review Process

- 7.1 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.
 - 7.1.1 The regular review of existing Board policies ensures that the Board is working with relevant, practical and consistent policies.
 - 7.1.2 The Board of Trustees will undertake a review of each Board Policy at a minimum of once every four years, or sooner if warranted.
 - A complete Policy Review Schedule as determined by the Policy Working Group, 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 for community information and will be provided to committees with whom the WRDSB consults to encourage and facilitate policy consultation.