Making Policy and Regulations

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Date Approved: December 14 2010
Date Amended: January 20 2026

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, Secretary-Treasurer, staff and students. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the District. Adoption of new Board Policies or revision of existing Policies is solely the responsibility of the Board.

When making policy the Board will adhere to the requirements necessary to provide public education and comply with the School Act, other provincial legislation and other contractual agreements (for example, the Aboriginal Education Partnership Agreement).

The Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for the District and the opportunity for the Superintendent and Secretary-Treasurer to exercise professional judgment in the administration of the District.

The policy development process shall ensure that:

- Trustees act on adequate information.
- Policies are consistent with legislation or provincial directions.
- New policies, or policy changes, are examined through a lens of diversity and equity.
- Opportunity is provided for groups significantly affected by policies to provide opinion or reaction to proposals either directly or through appropriate representation.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board shall assess the need for a policy in cooperation with the Superintendent and Secretary-Treasurer. This may be as a result of its own monitoring activities or on the suggestion of others. The critical attributes of the policy will be developed in the planning stage.

2. Development

The Board may develop the policy itself or could delegate the responsibility for development to the Superintendent and/or Secretary-Treasurer. Each policy statement must be precise enough to show clearly the Board's intent and consider the need for the Superintendent and Secretary-Treasurer to have discretion in dealing with particular cases. The process for the development and review of policies will allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

3. Consultation

Any trustee, employee, taxpayer, parent, student or Parent Advisory Council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

4. Adoption

Subsequent to the consultation period, the policy shall be brought forward to a Board Meeting, with the feedback summarized, for any further discussion and final approval.

Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the Policy Committee.

The Board has the ability to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature, or the amendment does not affect the general intent of the policy.

5. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent and Secretary-Treasurer are responsible for the implementation of all other policies.

6. Evaluation

The Board, in cooperation with the Superintendent and Secretary-Treasurer, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

7. Policy Currency

The Superintendent and/or Secretary Treasurer shall be responsible for calling the Board’s attention to any policies that are out of date or, for other reasons, appear to need revision.

The Board will review governance policies at least once, within the Board’s term of office.

The Superintendent is responsible for approving regulations which provide specific guidance for the implementation of Board policies.

Administration in Policy Absence

In the absence of Board policy, in emergent matters, the Superintendent may act at the Superintendent's

discretion and advise the Board Chairperson. If necessitated, the Superintendent will inform the Board of the potential need for future policy development.

References:

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