

POLICY MAKING

The Board is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the values of the Catholic community. In order to meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in the support of Catholic education and provide effective guidelines for the actions of the Board and the Superintendent.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with provincial legislation and regulations.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop and communicate the broad guidelines to guide the division and to provide the opportunity to utilize the professional training and experience of the administrative staff.

The Board expects policies to:

1. Contribute to the development and maintenance of a positive culture.
2. Define areas of responsibility.
3. Establish limits of authority.
4. Provide for consistent decision-making.
5. Create performance expectations.
6. Anticipate situations that may arise.
7. Be stated in positive, straightforward, clear sentences.
8. Reflect updated legal responsibilities as stipulated through revisions to Government Regulations and the *Education Act*.

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

1. Planning
 - 1.1 The Board in cooperation with the Superintendent shall assess the need for policy and identify the critical attributes of such a policy.
2. Development
 - 2.1 The Board may develop the policy itself or can delegate the responsibility for development to the Superintendent or a committee.

3. Implementation

- 3.1 The Board is responsible for the implementation of policies which govern the Board. The Board and Superintendent share the responsibility for implementation of policies pertaining to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the remaining policies.

4 Review

- 4.1 The Board, in cooperation with the Superintendent shall review each policy on a yearly basis in order to determine whether or not it is meeting its intended purpose. The Board shall maintain the right to review and/or amend a policy more than once a year.

Specifically

1. Any Trustee 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 Board Chair. The proposal shall contain a brief statement of purpose or rationale.
2. The Chair will inform the Board of the request for policy development/ revision. The Board will determine the action to be taken.
3. Should the Board determine that a policy is necessary it will direct the Superintendent to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be consulted as part of the policy development process.
4. Alternatively, the Superintendent may be directed to draft amendments to an existing policy.
5. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
6. The Board may seek advice from the Bishop where deemed appropriate.
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. Second and final reading, which shall be the final approval step, shall occur not sooner than one Regular Board Meeting after first reading unless there is unanimous agreement of a quorum of the Trustees present that second reading should immediately follow the first reading.
9. In cases of emergency, the Board may, by a majority vote of a quorum of Trustees present at a Regular or Special Meeting of the Board, waive the requirement to bring a proposed new policy or amendment to policy and may consider a proposed new or amended policy at that meeting.
10. Unless an effective date in the future is specifically stated in the new or amended policy, in order to allow for orderly implementation, all policies shall be effective upon adoption.
11. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.

12. The Superintendent shall develop administrative procedures as specified in *Policy 10 – Board Delegation of Authority* and may develop such other procedures as deemed appropriate for the effective operation of the Division. Administrative Procedures and Board Policies must be discrete but complementary. Nothing in an Administrative Procedure may be contrary to or inconsistent with a Board Policy.
13. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
14. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
15. The Superintendent must inform the Board of any substantive changes to administrative procedures.
16. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.
17. The Board shall review its policies on a yearly basis. In reviewing a policy, the Board shall direct the Superintendent to provide information on the following:
 - 17.1. Upon reviewing, does the policy require amendment?
 - 17.2. Nature of/ reason for the amendment
 - 17.3. Other implications or considerations

Legal Reference: Sections 33, 53, Education Act