PROCEDURE #2500.1
DEVELOPMENT OF BOARD POLICY

1. **POLICY DEVELOPMENT**

1.1 The policy development process consists of nine stages:

- Identification of need
- Development and revision
- Committee review and recommendation
- Approval in principle
- Community feedback
- Approval
- Communication and distribution
- Implementation
- Evaluation

(See Appendix 2500.1-1 Appendix: Development of Policy Workflow)

2. **IDENTIFICATION OF NEED**

2.1 New Policy

a) Any person in the district may identify a need for a new policy.

b) The need for a policy in a particular area may be identified as a result of an issue arising from many sources, including the need to address compliance, risk, shortfall, or gap in operations not covered by existing policy.

c) This need will be brought to the attention of an immediate supervisor and ultimately the Superintendent. The Superintendent will inform the Board of the need for a new policy and assign a policy owner who will be responsible for the development of that policy.

2.2 Revision of Existing Policy

a) Any person in the district may identify a need for revision of an existing policy and bring it to the attention of the policy owner.

b) The need for revision of an existing policy may be identified as a result of an issue arising from many sources, including the need to address

compliance, risk, shortfall, or gap in operations not covered by the existing policy.

c) Policy revision may also arise as a result of periodic review of existing policy by the Office of the Secretary-Treasurer. The Secretary-Treasurer or designate will bring the need to the attention of the policy owner.

d) The policy owner will consult with their Assistant Superintendent or Assistant Secretary-Treasurer for authorization to proceed with the revision.

e) The Secretary-Treasurer, or designate, is authorized to make any non-substantive changes to policy which may include formatting; correction of spelling; grammatical errors; updating acronyms; updating header or footer, titles of employees or departments, cross references that have changed since the policy adoption.

2.3 Elimination of Existing Policy

a) Any person in the district may identify a need for elimination of an existing policy. This need will be brought to the attention of the policy owner and ultimately the Superintendent.

b) The Board must approve the elimination of any policy.

3. **DEVELOPMENT AND REVISION**

3.1 When drafting new policy, the policy owner will:

a) Define the purpose of the of the policy.

b) Conduct research on the issue in question.

c) Seek input and collaborate with affected groups.

d) Ensure compliance with relevant legislation, rules, industry standards and best practice.

e) Consider the impact on the district, students, staff, and affected parties and assess potential risk.

f) Assess feasibility to implement the policy, including cost and resourcing.

g) Confirm alignment with the Board's vision and guiding principles.

h) Identify and cross reference existing policies that relate to the policy.

i) Ensure the policy is equitable and inclusive.

j) Consult with the Privacy Officer to conduct a privacy impact assessment, if required.

3.2 A new policy will be developed using the district approved policy template available from the Manager, Policy & Governance.

3.3 A current policy that requires revision is available from the Manager, Policy & Governance.

3.4 When drafting new policy or revising policy, the policy owner will consider individuals and groups interested in or impacted by the new or revised draft policy. This may include, but not limited to:

a) District staff or departments

b) Students

c) School PACs and DPAC

d) SPVPA

e) STA

f) CUPE Local 728

g) EPEG

h) Other local and provincial associations

i) Local First Nations and Rightsholders.

3.5 The policy owner will provide opportunities for input from impacted parties through any or all the channels below, but not limited to:

a) e-mail

b) in person or virtual meetings

c) on-line.

3.6   The policy owner will submit the final draft of the new or revised policy to the Manager, Policy & Governance, who will review the policy and submit to executive committee for consideration.

3.7   There may be a need for iteration to refine a new or revised policy prior to approval from executive committee.

4.   COMMITTEE REVIEW AND RECOMMENDATION

4.1   Upon executive committee approval, the Manager, Policy & Governance will prepare new or revised policy for policy committee review.

4.2   The policy committee has jurisdiction under Policy #2320 to consider and make recommendation to the Board on proposed new or revised policies. The committee may also recommend elimination of policies where appropriate.

4.3   The policy committee may:

a)   Forward the policy to a regular meeting of the Board of Education for approval in principle.

b)   Provide direction to staff for additional changes to the policy and bring the policy to a future meeting of the policy committee.

5.   APPROVAL IN PRINCIPLE

5.1   Upon receipt of a new policy or revised policy from the Policy Committee, the Board may:

a)   Request further information and/or direct the Policy Committee to make changes.

b)   Receive the policy and provide approval in principle.

6.   COMMUNITY FEEDBACK

6.1   Upon receiving approval in principle by the Board, the Manager, Policy & Governance will post the policy for community feedback for a period of fifteen (15) working days when schools are in session and not including winter, spring, and summer breaks.

6.2   At the conclusion of the community feedback period, the Manager, Policy & Governance will collate any feedback received and submit it to the policy owner and executive committee for consideration.

6.3   If the feedback from the community consultation period leads the policy owner to make substantive changes to the policy, iteration of sections 3. and 4. will occur.

7.   APPROVAL

7.1   At the conclusion of the community feedback period, and if the policy owner does not make any substantive changes, the Manager, Policy & Governance will prepare a submission of the policy, on behalf of the Policy Committee, to a regular meeting for the Board's consideration and approval to adopt the policy.

7.2   Final approval to adopt a new policy, revision to an existing policy, or elimination of an existing policy lies solely with the Board.

7.3   All new or revised policies shall become effective upon approval unless a specific effective date is otherwise provided.

8.   COMMUNICATION AND DISTRIBUTION

8.1   Following Board approval of new or revised policy, the Manager, Policy & Governance will:

a)   Note the date of approval or revision on the policy document.

b)   Communicate the approved policy to staff through a "B" Memo via the electronic "Weekly Memo" distributed by the Communication Services Department.

    c)   Update the policy library on the district website.

    d)   Retain a historical record in the Office of the Secretary-Treasurer.

9. IMPLEMENTATION

9.1   The Superintendent is responsible for the overall implementation of Board policy. The Superintendent, or designate, may meet with impacted groups to promote awareness, and provide education on the policy, if required.

10. EVALUATION

10.1   The relevance of a policy and the extent of its implementation will be systematically evaluated. The Superintendent is responsible for ensuring policy is evaluated on a regular basis as part of the policy review process.

11. RELATED PROCEDURES/DOCUMENTS

11.1 Policy #2500 Board Policy Development
11.2 Appendix #2500.1-1 Appendix: Policy & Procedures Framework
11.3 Appendix #2500.1-2 Appendix: Policy Development Workflow

12. AUTHORITY AND RESPONSIBILITY

   12.1.   Superintendent of Schools
   12.2.   Secretary-Treasurer

13. HISTORY

Revised: *2023-11-08*
                2018-06-20
                2015-06-05
                2011-02-10
                2000-05-23
                1993-01-04
                1982-06-14