

PROCEDURE #2500.2

DEVELOPMENT OF PROCEDURES

1. PROCEDURE

- 1.1. Procedures support the implementation of Board policy.
- 1.2. The purpose of the procedure is to define steps that provide consistency and efficiency and reduce the risk of errors or omissions. A procedure:
 - a) Is a series of actions conducted in a specific order that must be performed to obtain specified outcomes.
 - b) Sets boundaries and communicates clear direction and acceptable practice.
 - c) Identifies the party responsible for the action.

See Appendix 2500.2-1 Appendix: Development of Procedures Workflow.

2. INITIATION

- 2.1. In the case of new policy, the Superintendent will direct the policy owner to develop corresponding procedures.
- 2.2. Any person may identify a need for revision of an existing procedure. The need will be brought to the attention of the policy owner.
- 2.3. The revision of a procedure may be dictated as a result of a regular review of policies and procedures.

3. PROCEDURE DEVELOPMENT

- 3.1. When drafting a new procedure to support the corresponding policy, the policy owner will:
 - a) Consider whether the procedure achieves its intended purpose.
 - b) Seek input and collaborate with affected groups.
 - c) Ensure compliance with relevant legislation, rules, industry standards and best practice.

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- d) Consider the impact on the district, students, staff and affected parties, and address risk.
 - e) Assess the procedure is equitable and inclusive.
 - f) Consider privacy impacts.
 - g) Ensure the procedure is accurate, efficient, and reduces risk of error or omissions.
- 3.2. New procedures will be created using the district approved procedure template available from the Manager, Policy & Governance.
- 3.3. An existing procedure that requires revision is available from the Manager, Policy & Governance.

4. EXECUTIVE COMMITTEE REVIEW

- 4.1. The policy owner will submit the final draft of a new or revised procedure to the Manager, Policy & Governance.
- 4.2. The Manager, Policy & Governance will review and prepare for submission to executive committee.

5. APPROVAL

- 5.1 Following consideration of the new or revised procedure(s), executive committee may:
 - a) Approve the procedure(s).
 - b) Provide direction to staff for changes to the procedure(s).
- 5.2 Following executive committee review, the Manager, Policy & Governance will convey the decision to the policy owner. There may be a need for iteration to refine a new or revised procedure prior to approval from executive committee.

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- 5.3 Procedures are operational documents and do not require policy committee or Board approval. Procedures will be presented to policy committee for information.
- 5.4. When a new procedure(s) corresponding to a new policy is developed, the procedure may be presented to the Board for information.

6. COMMUNICATION

- 6.1. Upon executive committee approval, the Manager, Policy & Governance will:
- a) Note the date of approval or revision on the procedure document.
 - b) Communicate the approved procedure to staff through a “B” Memo via the electronic “Weekly Memo” distributed by the Communication Services Department.
 - c) Update the procedures library on the district website.
 - d) Retain a historical record in the Office of the Secretary-Treasurer.

7. IMPLEMENTATION

- 7.1 While the Superintendent has overall responsibility for the implementation of Board policy through the implementation of corresponding procedure(s), the policy owner, or designate, will communicate with affected groups through email, phone, in person, or online meeting to ensure awareness and facilitate understanding of the procedure(s).

8. EVALUATION

- 8.1 Procedures will be evaluated on a regular basis as part of the policy review process.

9. REFERENCES AND RELATED DOCUMENTS

- 9.1 [Policy #2500 Board Policy Development](#)

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- 9.2 [Procedure #2500.1 Development of Policy](#)
- 9.3 [Appendix #2500.2-1 Appendix: Development of Procedures Workflow](#)

10. AUTHORITY AND RESPONSIBILITY

- 10.1 Superintendent of Schools
- 10.2 Secretary-Treasurer

11. HISTORY

Approved: 2023-11-08