



Policy 9 – Board Policy Development

Policy development is a key responsibility of the Board of Education of School District No. 36 (Surrey) (the “Board”). Policies constitute the will of the Board in determining how the School District operates.

Policies provide effective direction, expectations, and guidelines for the action of the Board, Superintendent, staff, students, electors, and the broader community. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Surrey School District No. 36 (the “District”). The adoption of new policies and revision of existing policies are within the exclusive authority of the Board.

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 to exercise professional judgment in the administration of the District in alignment with the Board’s strategic priorities, values, and legal responsibilities.

Procedure

1. The Board shall adhere to the following stages in policy development:
 - a. Planning
 - i. The Board, in cooperation with the Superintendent, shall assess the need for a policy and identify its critical attributes.
 - ii. Policies may be created or updated to ensure compliance with legislation, regulations and legislative mandate, or to address a policy direction need that has been identified.
 - b. Development
 - i. At the direction of the Board, the Superintendent or Designate will draft amendments to an existing policy or develop a new policy.
 - ii. After the Board reviews a draft policy, it may refer it to the Policy Committee for further review.
 - iii. The Committee will provide input to the Superintendent, who will make any changes if necessary and proceed with having the policy presented to the Board for final approval.
 - c. Approval
 - i. Proposed new policies and revisions to existing policies shall be introduced by notice of motion at a regular meeting of the Board.
 - ii. Following introduction, the proposed new policy or revision to existing policy shall be posted publicly to the District’s website before final approval.

- iii. Final approval of a new policy or revision to existing policy shall be granted by resolution of the Board at the next regular meeting following the notice of motion.
- d. Implementation
 - i. The Board is responsible for the implementation of its own governance policies.
 - ii. The Board and the Superintendent share the responsibility for implementation of policies relating to the Board -Superintendent relationship.
 - iii. The Superintendent is responsible for the implementation of administrative procedures.
- e. Review/Evaluation
 - i. The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.
 - ii. The Board shall review all policies at least once in a four-year term and to ensure that compliance with legislation, regulations and legislative mandate is maintained.

2. Administrative Procedures

- a. The Superintendent shall develop administrative procedures as specified in Policy 10 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District. These must be in accordance with Board policies.
- b. 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 related to this matter.
- c. The Superintendent must inform the Board of any changes to administrative procedures in a timely manner. Changes to administrative procedures of a significant and/or material nature must be presented to the Board prior to implementation.
- d. All Board policies and administrative procedures shall be posted on the District website.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026