



By-Law No. 5: Policy Development Regulations and Procedures

A By-Law to define the process of policy development outlined in the regulations and procedures to provide for thoroughness and consistency in approach, formulation and format of policies.

Adopted this 12th day of January, 2021. (Motion #7780-21)

A handwritten signature in black ink that reads "Robert Brush".

Bob Brush, Chair of the Board

A handwritten signature in black ink that reads "Lesleigh Dye".

Lesleigh Dye, Director of Education / Secretary of the Board

1.0 Board of Trustees

- 1.1** The prime function of the Board of Trustees is the development of policies which:
 - 1.1.1** Indicates to the public, the general will and intent of the Board regarding the operation of the system and the schools;
 - 1.1.2** Guide the Director of Education / Secretary of the Board and staff in the day-to-day administration of the system.

2.0 Policies

- 2.1** A policy is a statement(s) approved by the Board of Trustees to direct a course of action to achieve the Priorities of the Board.
 - 2.1.1** A new policy shall be approved by the Board of Trustees after three readings.
 - 2.1.2** A revised policy shall be approved by the Board of Trustees after two readings.
- 2.2** A policy statement will:
 - 2.2.1** Have clear purpose;
 - 2.2.2** Reflect the priorities and goals of the Board;
- 2.3** Policies may only emanate from the Board, by motion duly authorized at a public meeting of the Board.

3.0 Policy Review

- 3.1** Policy development, approval and review may take place any time during the year as required.
- 3.2** Policy review is on a five (5) year cycle, unless otherwise required.
- 3.3** Policy review includes:
 - 3.3.1** Superintendent / Director of Education / Secretary of the Board meets with interested trustees to review suggested revisions to the policy.
 - 3.3.2** The first time the revised Policy comes to the Board, it is for receipt.
 - 3.3.3** The second time the revised Policy comes to the Board, it is for approval.
- 3.4** The most current version of the Policy will be maintained on the Board's website.

4.0 Operational Procedures

- 4.1** Operational Procedures are the implementation of the policy which include details of the day-to-day management of schools and departments.

- 4.2** Operational Procedures are issued under the authority of the Director of Education / Secretary of the Board or designate and are received by the Board.

5.0 Operational Procedures Review

- 5.1** Operational Procedure development and review may take place any time during the year as required.
- 5.2** Operational Procedure review is on a five (5) year cycle, unless otherwise required.
- 5.3** Revised Procedure comes to the board for receipt.
- 5.4** The most current version of the Procedure will be maintained on the Board's website.