



GOVERNANCE 2 – Process for Policy Works

Date: July 4, 2002

Responsible Administrator: Superintendent

1.0 RATIONALE

A process for policy work is required in order for the Division to operate in an effective and efficient manner.

2.0 PROCESS

The Superintendent will ensure that the Board has in place a process that they will follow during the development or revision of policies.

3.0 GUIDELINES

- 3.1 The need to deal with a revised or a new policy is identified by either the appropriate Task Group, the Committee of the Whole, or the Board of Trustees.
- 3.2 By resolution, the Board of Trustees decides whether the suggested policy work is to be initiated.
- 3.3 Administration and the appropriate Task Group identify legal or regulatory information of relevance pertaining to the proposed revised or new policy.
- 3.4 A draft is developed by administration and then submitted to the appropriate Task Group for input, and then forwarded to the Board of Trustees.
- 3.5 Administration forwards the revised or new policy to appropriate stakeholders for input.
- 3.6 Input from appropriate stakeholders is considered and a final version is drafted.
 - 3.6.1 The appropriate Task Group and administration review input collected. Consultation may be face-to-face, by telephone or by email, as deemed appropriate by both Task Group and administration.
 - 3.6.2 Administration writes final draft.
 - 3.6.3 The final draft is forwarded to the Board of Trustees for approval or rejection.

References: *Board Policy: B/III/3*