

**Date:** September 24, 2025 **Agenda Item:** 7.10

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Committee of the Whole  
Shawna Warren, Superintendent

**Subject:** **Policy 9: Policy Development**

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**Recommended Motion:**

THAT the Board of Trustees approve the rewritten Board *Policy 9: Policy Development* as presented at the September 24, 2025, Public Board meeting.

**Background:**

Board Policy 9: Policy Development establishes the framework by which the Board of Trustees fulfills its statutory duty under the Education Act to govern through the adoption of written policies. The current policy, first approved in 2019 and amended periodically since, outlines the Board's responsibility for initiating, revising, or rescinding policies and provides for stakeholder input through processes such as School Councils, advisory committees and the Policy Tracker.

As part of its ongoing governance renewal work, the Board has undertaken a comprehensive review of Policy 9 to ensure clarity, transparency and alignment with best practices. The updated policy strengthens expectations around legislative compliance, stakeholder consultation and consistency across all policies. It introduces clear definitions, criteria for policy development and a structured process covering initiation, planning, drafting, consultation, approval and review.

Key refinements include:

- Expanded criteria requiring all Board policies to align with legislation, Board vision and system priorities.
- A minimum four-year review cycle to ensure policies remain relevant and effective.
- Enhanced stakeholder engagement expectations, proportional to a policy's scope and impact.

Explicit accountability measures requiring Superintendent reporting, public accessibility of policies and Board oversight of implementation.

These updates ensure Policy 9 not only guides the development of coherent, responsive governance policies but also reinforces the Board's commitment to transparency, consultation and accountability. Adoption of the revised policy will leave the incoming Board,

following the October 2025 elections, with a strong, modernized framework for policy development and review.

## **Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLOS](#) in the following way:

<b>COMPETENCY:</b>	(1) Building Effective Relationships
<b>INDICATORS:</b>	f. facilitating the meaningful participation of members of the school community and local community in decision-making.
<b>COMPETENCY:</b>	(3) Visionary Leadership
<b>INDICATORS:</b>	c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives.
<b>COMPETENCY:</b>	(6) School Authority Operations and Resources
<b>INDICATORS:</b>	e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.
<b>COMPETENCY:</b>	(7) Supporting Effective Governance
<b>INDICATORS:</b>	f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms; g. implementing board policies and supporting the regular review and evaluation of their impact; k. supporting the board in its engagement with the school community to develop a vision of a preferred future for student success; and l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

## **Governance Implications:**

### **Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (e) provide a continuum of supports and services to students that is consistent with the principles of inclusive education,

Trustee responsibilities

34 A trustee of a board, as a partner in education, has the responsibility to

(b) be present and participate in meetings of the board and committees of the board,

#### Board Procedures Regulation

Policies and procedures

4 The board must

(a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and

(b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

#### Policy 2: Role of the Board

Governance and Organization

28. Monitor the development, revision and implementation of policy.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

#### **Attachment(s) and/or link(s):**

1. Policy 9: Policy Development - Rewrite
2. Policy 9: Policy Development - Current

## Policy 9: Policy Development - Rewrite

### POLICY

The Board of Trustees has a statutory duty under the *Education Act* to govern Sturgeon Public Schools through the adoption of written policies.

These policies:

- Provide the framework for effective governance and decision-making;
- Guide the actions of the Board, the Superintendent, staff, students, electors and partner agencies; and
- Communicate the Board's values, vision and priorities to the Division and the public.

The purpose of this policy is to ensure that the development, review, amendment and rescission of Board policies are conducted in a transparent, consistent and consultative manner that aligns with legislation and the needs of the Division.

### DEFINITIONS

For the purposes of this policy:

**Policy:** A statement of the Board's intent, beliefs, governing principles and expectations regarding specific areas of responsibility, formally adopted by Board motion to guide future actions.

**Board Governance Policy:** A policy that applies to the Board's internal operations and expectations of Trustees.

**Administrative Procedure:** Directives, procedures and assignment of responsibilities established by the Superintendent to implement Board policy and manage the operations of the Division.

**Stakeholders:** Individuals or groups affected by a policy or having a vested interest in its implementation. Stakeholders may include, but are not limited to, students, parents, staff, school councils, associations, unions, community members and partner organizations.

### Policy Criteria:

All Board policies shall:

1. Comply with the *Education Act*, Board Procedures Regulation and other applicable provincial and federal legislation;
2. Align with the Board's vision, mission and priorities and other Board policies;
3. Provide clear direction while allowing the Superintendent to exercise professional judgment in administration;
4. Be stated broadly enough to guide diverse situations while ensuring system-wide consistency;

5. Be capable of implementation, monitoring and evaluation; and
6. Be developed or reviewed with appropriate stakeholder engagement, proportionate to the policy's scope, potential impact and level of public trust.

## **Process for Policy Development and Review**

The Board shall follow a structured process for policy development and review unless an emergent situation requires expedited action.

### **1.1 Initiation**

1.1.1 Policy changes may be initiated by the Board, a Board Committee, the Superintendent or through a written request from stakeholders.

1.1.2 Requests must include a rationale and, where possible, supporting data or examples.

### **1.2 Planning**

1.2.1 The Board, in consultation with the Superintendent, will determine whether to proceed with development, review or recession.

1.2.2 The Superintendent may be directed to prepare background information, legislative references, sample policies and potential impacts.

### **1.3 Development**

1.3.1 Draft policies may be prepared by the Board, a Board Committee, or the Superintendent, as directed.

1.3.2 Drafts shall be reviewed by the Superintendent for legislative compliance and operational feasibility before presentation to the Board.

### **1.4 Consideration and Consultation**

1.4.1 Unless otherwise determined by the Board, new or substantively amended policies shall be considered at least twice before final approval.

1.4.1.1 **First Consideration:** Board discussion and direction for consultation.

1.4.1.2 **Stakeholder Consultation:** Conducted in accordance with Section 2 and **as coordinated by the Superintendent.** ~~Administrative Procedure 200: Process for Policy Work.~~

1.4.1.3 **Second Consideration:** Review of consultation feedback, possible amendments and motion for approval.

1.4.2 The Board may approve policies in a single meeting when urgency requires.

## **1.5 Approval**

1.5.1 Policies are approved by Board motion at a Public Board meeting.

1.5.2 Policies take effect upon approval unless a different effective date is specified.

## **1.6 Review**

1.6.1 Each policy will be reviewed at least once every four (4) years unless otherwise determined by the Board.

## **1.7 Recission**

1.7.1 The Board may rescind a policy at any time and, if appropriate, delegate the matter to the Superintendent for management through administrative procedures.

## **Stakeholder Engagement**

2.1 Stakeholder engagement is a valued part of policy development and review.

2.2 The nature, scope and method of consultation shall be ~~guided by Administrative Procedure 200: Process for Policy Work.~~ **determined by the Board in consultation with the Superintendent.**

2.3 Consultation shall be proportional to the policy's potential impact on student learning, Division operations and public interest.

## **Accountability and Reporting**

3.1 The Superintendent shall ensure that all Board-approved policies and administrative procedures are posted on the Division's website and accessible to staff, students, parents and the public.

3.2 The Superintendent shall inform the Board in a timely manner of substantive changes to administrative procedures related to Board policy.

3.3 The Board shall evaluate policy implementation through regular Superintendent reports and as part of its own annual evaluation.

## **References:**

Education Act, *Sections 33, 41, 42, 222*

Board Procedures Regulation 82/2019

Administrative Procedures(s):

~~AP200 – Process for Policy Work – to be updated to match policy 9~~

AP205 – Developing Administrative Procedures

## **History**

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed  
2022 Jun 22 Amended  
2025 Sep 24 Amended

## **Policy 9: Policy Development - Current**

### **1.0 POLICY**

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the Education Act and Alberta Education regulations.

### **2.0 GUIDELINES**

2.1 The Superintendent of Schools shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent, who will subsequently inform the Board.

2.2 Stakeholders may be provided with an opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Teacher Board Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

2.2.1 The current Policy Tracker will identify policies under review as well as their current status and it will be provided to the Board at Committee of the Whole meetings.

2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.

2.2.3 In the event of an emergent or other situation where the Board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.

2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.



2.4 The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.

2.4.1 Administrative Procedures are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Procedures will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

2.5 At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area.

**References:**

Board Procedures Regulation 82/2019

Administrative Procedures(s):

AP200 – Process for Policy Work

AP205 – Developing Administrative Procedures

**History**

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2022 Jun 22 Amended