

Windsor-Essex Catholic District School Board



Section: Administration

**ADMINISTRATIVE PROCEDURE:
PR A: 01 Procedure for the
Management and Coordination
of the Policy Process**

NUMBER:	PR A: 01
EFFECTIVE:	June 26, 2006
AMENDED:	April 13, 2010
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2017-2018

1.0 OBJECTIVE:

1.1 To provide a process for developing and reviewing policies being considered by the Board.

2.0 DEFINITIONS:

- 2.1 Policy means a statement of intent, governing principles or position adopted by the Board of Trustees that provides a framework for a course of action to be taken in the achievement of the Board’s mission.
- 2.2 Procedure means a course of action developed by the Director of Education or his/her delegate to implement and support the approved Board policy.
- 2.3 Specific Directive means a specific condition or parameter on policy implementation set by the Board in its policy statement.
- 2.4 **Policy Working Subcommittee** means a subcommittee of Executive Council established by the Director of Education to co-ordinate staff efforts in the policy development and review process. The Committee will be chaired by the Manager of Human Resources and Policy Development.

3.0 INITIATION OF THE POLICY PROCESS:

- 3.1 Suggestions for areas requiring a governing policy or a policy review may be initiated by students, parents, staff, trustees or the community.
- 3.2 Policy proposals initiated by students, parents and staff will be received by the Manager of Human Resources and Policy Development who shall bring the matter to the Policy Working Subcommittee for consideration.
- 3.3 Where a policy proposal is initiated by a trustee of the Board, it shall be referred to the Director of Education for inclusion in the policy development process.
- 3.4 The Policy Working Subcommittee will work with the appropriate departments to draft a scoping document for the proposed policy.

- 3.5 The scoping process will consider:
- a) whether a new policy is required or whether the objective could be met by revising existing policies or operational procedures;
 - b) matters to be included in the scope of the policy;
 - c) intended outcomes;
 - d) the risks of the policy direction;
 - e) the alignment to the Board's mission, strategic directions and other Board policies;
 - f) the consultation plan;
 - g) measures for assessing policy effectiveness, and
 - h) responsibility for carrying the matter forward.
- 3.6 The Policy Working Subcommittee will present a report on its findings to the Executive Council for approval.
- 3.7 Upon consideration by Executive Council, the Director will present the approved draft policy for consideration by the Board as detailed in Policy A: 01.
- 3.8 The Director of Education shall detail in the annual plan for policy review all policy proposals from the previous school year that were considered and subsequently declined.

4.0 FORMAT OF POLICIES:

- 4.1 All draft and recommended policies shall be presented to Executive Council and the Board in the approved format.
- 4.2 All policies for consideration of Executive Council and the Board will be written in plain, easily understood language appropriate to the audience.
- 4.3 All policies will be written in Canadian Standard English using the third person passive voice and all abbreviations and acronyms will be explained in the definitions section of the policy.
- 4.4 All policies shall include the following components:
- a) policy objective;
 - b) guiding principles;
 - c) specific directives;
 - d) measures of success ;
 - e) responsibility for implementation;
 - f) references to legal and relevant Board documents;
 - g) review date;
 - h) approval date, and
 - i) appendices if required.

- 4.5 Staff will prepare a report to accompany the policy being recommended to Board for approval in principle that details:
- a) proposed policy or change to existing policy;
 - b) source and rationale for the proposal;
 - c) results of public consultation;
 - d) impact on other policies and practices;
 - e) timetable for implementing policy and procedural changes;
 - f) benefits of the policy proposal;
 - g) risks entailed in the policy direction;
 - h) risk mitigation strategies;
 - i) impact on stakeholder, and
 - j) plan for communicating the policy.
- 4.6 Upon final approval by the Board the policy will be formatted in accordance with the conventions to be issued from time to time by the Manager of Human Resources and Policy Development. Where a change in convention is adopted, all previously approved policies will be reformatted to the new convention.

5.0 CONSULTATION:

- 5.1 All policies being considered for adoption and /or review will include a staff plan for consultation on the issue. The consultation plan will ensure public understanding of the issue being considered, the opportunity for feedback on the proposed direction and recommendations for alternatives to be considered.
- 5.2 Staff may recommend a broad range of consultation strategies to support policy development including, but not limited to:
- a) public meetings;
 - b) circulation to school communities;
 - c) focus groups or workshops;
 - d) advisory committees or expert panels;
 - e) written submissions, and
 - f) independent research or polling.
- 5.3 Regardless of the specific consultation strategy adopted for the policy development or review:
- a) all draft policies shall be posted on Board website for comment by any interested parties; and
 - b) all draft policies shall be forwarded to directly affected stakeholders for comment.
- 5.4 Results of the consultation process will be reported to the Policy Working Subcommittee by the Manager of Human Resources and Policy Development.

6.0 POLICY WEBSITE:

- 6.1 The Board shall maintain a Policies and Procedures section on its official website.
- 6.2 The website shall contain sections that provide:
- a) **an overview of the policy making process**- including *Creating Effective Policy: The Key Role of Trustees*;
 - b) **draft policies for consultation**.- all policies approved for consideration by Committee of the Whole;
 - c) **policies under review**-. the timetable for policy reviews to be conducted during the school year in September of each year;
 - d) **approved policies** –current version of Board approved policies; and
 - e) **policy tools**- resources to assist the public in the consultation process, including tracking template, key questions to ask about policy, elements in policy development and checklist for policy drafts.
- 6.3 The policy website shall be maintained by the Manager of Human Resources and Policy Development.

7.0 MANAGEMENT OF THE POLICY WEBSITE:

- 7.1 The day to day management of all staff aspects of the policy development process is delegated to the Manager of Human Resources and Policy Development.

8.0 REFERENCES:

Policy A:01 Policy Development, Approval and Review Process