A primary role of the Board is the development, adoption, monitoring and revision of policy.

Identification of Areas for Policy Development

Recommendations for consideration of policy development or revision may come to the Board from individual trustees, board committees, senior administrators, division personnel, the public, students and Provincial or Federal governments.

Process for Policy Development

Once the Board has determined that policy development is required, the following process will be initiated.

1. The draft policy is developed, reviewed and where necessary revised by the Policy Committee with input from senior administration.
2. With approval of the Board, the Policy Committee may seek public consultation and input in the development of the policy.
3. The draft policy is brought to the Board for review, revision and approval.

Board Approval Criteria

As a final step before approving a new or revised policy, the Board will consider the following three questions

1. Does the policy clearly communicate the Board's intent?
2. Does the policy articulate the Board's instructions to senior administration in such a way as to allow senior administrators an acceptable range of options for implementation?
3. How will this policy be monitored?

Policy Dissemination

Once a policy has been developed or revised and approved by the Board, it will be distributed to all staff via division e-mail, placed on the division website and a hard copy maintained by senior administration in the division office.

Monitoring and Reviewing Policy

Annual review of division policies is required to ensure that they are compliant with all relevant legislation, consistent with community values, and meeting the needs of all students. All policies will be reviewed annually by the Policy Committee. Results of its review will be reported to the Board.

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Government-Mandated Policies

In addition to the legislative requirements identified in the Introduction to the Board Policy Manual, government may direct that Boards create or adopt specific policies or procedures to address topical issues. These directives are addressed in Administrative Procedures and/or in Board Operating Procedures.