

## Policy 10

---

### POLICY MAKING

#### Background

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District's operations are to be supported and how the Board's values, beliefs, and expectations are communicated. Policies provide effective direction to the Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the District. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the *School Act* and other provincial and federal legislation.

Board policies shall provide an appropriate balance between the duty of the Board to develop broad guidelines to guide the District and the empowerment of the Superintendent to exercise professional judgment in the administration of the District.

The Board believes in the establishment and review of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning  
The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.  
  
Development
2. The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent. In either case, newly developed policies shall be referred to Coordinating Committee for review and feedback, preferably prior to having been passed. In either case, feedback provided by Coordinating Committee is to be considered.
3. Implementation  
The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.
4. Evaluation  
The Board, in cooperation with the Superintendent, shall evaluate each policy during a term of office to determine if it is meeting its intended purpose. The Board, in consultation with the Superintendent, will determine which policies are referred to Coordinating Committee for broader evaluation and review.

## Procedures

1. Any trustee, employee group, taxpayer, parent, student, or School Council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent will inform the Board of the request for policy development/revision. The Board will determine the action to be taken.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. The policy draft is then brought by the Superintendent to the Board for review.
6. After the Board has determined that a new policy is necessary it will direct the Superintendent or designate to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be involved in policy development. Except in emergent or unusual circumstances, once the Board has determined that new policy is required, the Coordinating Committee shall be engaged in the process of development and/or review.
7. Once a draft policy has been considered by the Board it may direct that the document be circulated to partner groups, in addition to referral to the Coordinating Committee, with an invitation to study the draft and to suggest modifications.
8. The Superintendent or designate and the Trustee assigned to the Coordinating Committee will receive feedback to the draft policy and will advise the Board if a further draft is necessary.
9. Once the above processes have occurred, the policy will be recommended to the Board for final approval.
10. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
11. In the absence of existing policy, the Superintendent shall make decisions, on matters affecting the administration, management, and operation of the District. The Superintendent shall present the circumstances to the Board and seek the will of the Board regarding the maintenance of the status quo, the creation of new policy, or the development of an administrative procedure. The Board may, where they believe an administrative procedure addresses governance priorities, engage the consultation process described above to convert said procedure to policy.

12. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District. These must be in accordance with Board policies.
13. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
14. The Superintendent must inform the Board of any changes to administrative procedures.
15. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District’s website, in a timely manner, for staff and public access.
16. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

*Legal Reference: Sections 65, 74, 85 School Act*

*SD No. 40 (New Westminster)*

---

*Adopted: May 30, 2017*

*Revised: January 28, 2025  
November 26, 2024*