



POLICY 9: POLICY – MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, 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 Division. 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 a Catholic education and compliance with the *Education Act* and provincial legislation.

Nothing in this policy, or any other policy or administrative procedure, is to be interpreted so as to limit or be a waiver of the Red Deer Catholic Regional School Board's rights and powers pursuant the Constitution Act, 1867 and the Canadian Charter of Rights and Freedoms to maintain the denominational character of Catholic Schools. If any of the provisions in this policy conflict with the Red Deer Catholic Regional School Board's rights and powers pursuant to the Constitution Act, 1867 and the Canadian Charter of Rights and Freedoms to maintain the denominational character of Catholic schools, the Red Deer Catholic Regional School Board's rights and powers pursuant the Constitution Act, 1867 and the Canadian Charter of Rights and Freedoms to maintain the denominational character of Catholic schools will govern.

The Board believes in the establishment and regular 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.
2. **Development**
The Board may develop the policy itself or delegate the responsibility for its development to Superintendent or other entity such as external consultant.

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 Board policies.
4. **Evaluation**
The Board, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose and to ensure currency.

Specifically

1. Any trustee 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 Board Chair. The proposal shall contain a brief statement of purpose or rationale.
2. The Chair will inform the Board of the request for policy development or revision. The Board will determine the action to be taken.
3. Should the Board determine that a policy is necessary it will normally direct the Superintendent to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposal policy may be consulted as part of the policy development process.
4. Alternatively, the Superintendent may be directed to draft amendments to an existing policy.
5. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
6. The Board or Superintendent may seek advice from the Archbishop where deemed appropriate.
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. In cases of emergency, the Board may, by a majority vote or a quorum of Trustees present at a Regular or Special Meeting of the Board, waive the requirement to bring a proposed new policy or amendment to policy and may consider a proposed new or amended policy at that meeting.
9. Unless an effective date in the future is specifically stated in the new amended policy, in order to allow for orderly implementation, all policies shall be effective upon adoption.

10. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
11. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed appropriate for the effective operation of the Division. Administrative Procedures and Board Policies must be discrete but complementary. Nothing in an Administrative Procedure may be contrary to or inconsistent with a Board Policy.
12. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for the same.
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 substantive changes to administrative procedures as an information item in a Board agenda.
15. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

All Board policies and Administrative Procedures shall be posted on the Division website.

Legal Reference: Education Act Section 33, 51, 52, 53, 222

Reviewed: January 2012
Revised: January 2009, April 2018, February 2021