

## **203.1 Policy Development**

### **Policy**

The Board is committed to developing policies in consultation with those who will be impacted by them.

The Board authorizes the establishment of a Division Policy Advisory Committee and delegates to the Superintendent of Schools, in consultation with this committee and in accordance with the following regulations, the responsibility and authority to develop Division policies for consideration by the Board.

### **Regulations**

1. Policy shall be defined as the legal and/or philosophical position with respect to an identified issue.
2. Regulations shall be defined as the mandatory requirements of a policy.
3. Procedures shall be defined as the administrative acts through which policy and regulations are implemented.
4. Responsibility and authority to approve Division policy and regulations shall rest entirely with the Board.
  - 4.1. Board approval of new policy shall require three readings.
    - 4.1.1. First reading shall affirm that the intent of the policy reflects the Board's beliefs and values, and provides an opportunity for the Board to discuss and amend the draft policy.
    - 4.1.2. Second reading shall provide further opportunity for the Board to discuss and amend the draft policy from first reading. Second reading shall occur at a subsequent meeting of the Board.
    - 4.1.3. Through motion, third and final reading may occur at the same meeting as second reading with the unanimous consent of the Board.
    - 4.1.4. Third and final reading establishes Board policy.
  - 4.2. Amendments to established Board policy shall be made through Board motion.

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- 4.2.1. Amendments of a substantive nature, which alter the original intent of the policy, shall require first, second and third readings.
- 4.2.2. Amendments which alter or add to a policy without significantly changing the intent shall be made by Board motion.
- 4.3. Unless otherwise directed by the Board, policies shall come into effect on the date it is posted to the Division's Electronic Policy Handbook or 60 days after approval, whichever comes first.
- 4.4. The Superintendent or designate shall be responsible for the maintenance and communication of Division policy and regulations.
- 5. School policies shall be consistent with Division policy and regulations.
- 6. Policies, regulations and procedures shall be subject to regular review.
- 7. The Division Policy Advisory Committee shall:
  - 7.1. be chaired by a Trustee; and
  - 7.2. have representation from the following groups: Administrators Committee, Alberta Teachers Association – Local 41, Canadian Union of Public Employees – Local 290, Local 2843 and the Division School Council.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

Alberta Education Act:33, 53, 60, 61  
Division Procedures: 203.4.1 Standing Committee  
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