

POLICY – PO210

Policy Development and Implementation

Area: Governance
Source: Director of Education

Approved: Jan. 23, 2006
Revised: Feb. 10, 2014; Nov. 11, 2019; May 10, 2021

1. Introduction

The Durham Catholic District School Board recognizes that policies provide the basis upon which the decisions necessary for the day-to-day operation of the Board are made. The Board further recognizes and accepts the authority of the Magisterium of the Catholic Church in respect of matters of faith and morals as it is entitled to do under section of 93(1) of the Constitution Act, 1867.

An established process for the development and review of Board policies will ensure that policies clearly reflect the intent of the Board, are consistent, thorough and are aligned with the faith traditions, beliefs and teachings of the Catholic Church.

2. Definitions

Administrative Procedure – a written document that provides the framework for implementing policy by framing how the intended purpose of the policy shall be achieved. Administrative procedures provide the Board staff with the means to deal with issues that are narrow in scope and specific to the day-to-day operations of the organization.

Board – the corporate Board, which maintains the daily operation of the system.

Board of Trustees – the elected governance branch of the School Board.

Employee – anyone who is on the Board payroll, except for a Trustee of the Board.

Guideline – a resource document which supports an administrative procedure and its attendant policy by providing details of the policy implementation process.

Governance – the process and framework used to manage the business and affairs of the Board by defining the division of power and the mechanisms for achieving accountability.

Magisterium of the Catholic Church – the authority of the teaching office of the Catholic Church entrusted to the Bishops in communion with the Pope to give authentic interpretation of the word of God, whether in written form or the form of Tradition.

Policy – the written document that provides the governance framework for dealing with global issues affecting the Board.

Policy Governance – the process for managing the business and affairs of the Board on the basis of a framework that articulates the belief system associated with issues that are broad in scope.

Supervisor – a person who has charge of a workplace or authority over a worker.

3. Purpose

The purpose of this policy is to establish a framework and process for developing, reviewing and implementing policies.

4. Application / Scope

This policy applies to the development, review and implementation of all policies in the Durham Catholic District School Board.

5. Principles

5.1. The Board believes that:

5.1.1. we are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ;

5.1.2. all stakeholders have rights with corresponding responsibilities;

5.1.3. our community of persons is based upon the tenets of the Roman Catholic Church whose prime tenet is, as Christ taught, love of God and love of neighbour, which is the foundation of all human relationships;

5.1.4. the development, review and implementation of policies must be part of a transparent process that engages key stakeholders within the Catholic learning community;

5.1.5. all policies must reflect the mission, vision and values of the Board, in accordance with the teachings of the Catholic Church;

5.1.6. it has a duty to set policy within the framework of a Policy Governance model;

5.1.7. the Director of Education is responsible for developing administrative procedures that provide the mechanisms for the implementation of policy.

6. Requirements

- 6.1. The Director of Education shall issue administrative procedures to support the implementation of this policy and to amend them thereafter as the need arises.
- 6.2. Every June, and thereafter as required, the Director of Education shall recommend to the Board of Trustees, the policies to be developed and reviewed. Such recommendations shall be based on the needs of the system, changes to Ministry legislation or policies, current issues and input received from stakeholder groups and members of the Catholic learning community.
- 6.3. The Board shall approve annually the roster of policies to be developed and reviewed. The roster will be posted to the policy input webpage for stakeholder information.
- 6.4. The Director will be responsible for the assignment of appropriate staff to the task of developing or reviewing a policy, as well as its appropriate Policy category.
- 6.5. The Board's policies shall fall under one of the following categories:
 - a) Business and Finance
 - b) Governance
 - c) Human Resource Services
 - d) Operations
 - e) Teaching and Learning
 - f) Student Conduct and Safety
 - g) Student Services
- 6.6. All policies, new and revised shall be forwarded to the Board for first reading.
- 6.7. Following approval at first reading of the policy until the completion of third reading, the policy shall be vetted for public input and stakeholder groups if required, as determined by the Director.
- 6.8. Where the province has introduced regulation or legislation that significantly changes or affects a policy that is going through the public and stakeholder input process, the Board reserves the right to reintroduce the affected policy to first reading to allow for renewed public input.
- 6.9. Revisions to a policy may be made prior to second and third reading following public and stakeholder input.
- 6.10. All policies shall return to the Board for second reading approval, and then third and final reading.

- 6.11. Legal advice shall be sought at the discretion of the Director or designate at any point throughout the development of the policy.
- 6.12. The Director shall develop and approve administrative procedures attendant to a policy once the policy has received third and final reading and approval by the Board unless the policy has been declared an interim policy. The Director may amend administrative procedures thereafter as the need arises.
- 6.13. Notwithstanding this policy, the Board reserves the right to wave the policy development and implementation process for reasons including, but not limited to, meeting the timelines due to legislative requirements and issues of safety. Under such circumstance, the policy will be declared interim, in full force and affect, while proceeding through the remainder of the policy review process.
- 6.14. All policies of the Board are to be reviewed at a minimum every five years or as often as legislation requires. Policies scheduled for review (annual or cyclical) shall not be subject to first, second or third reading unless otherwise identified as requiring revision and shall be identified in the Board agenda accordingly.
- 6.15. The Director shall be permitted, in the normal course of policy maintenance and management, to make minor and/or necessary administrative changes (such as formatting, AODA compliance, policy or administrative procedure cross-reference, noting of additional sources or legislation, consistency of definitions) provided that the change(s) is not substantive in nature and does not alter the overall intent or application of the policy. In such instance(s), the Director shall communicate said change(s) to the Board of Trustees by way of a summary report at the next scheduled Policy Board meeting.

7. Sources

- 7.1. Education Act, Section 169.1 – Duties and Powers of Boards
- 7.2. Catechism of the Catholic Church

8. Related Policies and Administrative Procedures

- 8.1. Policy Development and Implementation Administrative Procedure (AP210-1)