DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP210-1

Policy Development, Approval and Implementation

Area: Governance
Policy Reference: Policy Development, Approval and Implementation (PO210)

Approved: January 23, 2006
Revised: February 10, 2014; November 11, 2019; October 9, 2025

1. Purpose

This administrative procedure supports the Policy Development, Approval and Implementation Policy (PO210). At Durham Catholic District School Board (the "Board"), we believe that policies and administrative procedures serve as foundational tools for stewarding our Catholic mission, guiding our collective actions with clarity, consistency, and compassion, and communicating expectations. Rooted in the faith traditions, beliefs, and teachings of the Catholic Church, our policies provide direction, promote accountability, equity, safety, and integrity, and respect for human rights across all aspects of the Board. Administrative procedures support Board policies by providing clear, practical direction and operational guidance, enabling staff to serve students, families, and communities with excellence, dignity, and faith.

2. Definitions

Nil

3. Procedures

3.1   Policy Development

3.1.1   The Board of Trustees is responsible for approving policies that reflect the Board's vision and legislative obligations. Policies serve as directional documents that demonstrate the "what" and "why" of governance, providing a framework for decision-making and accountability. Trustees review and formally approve all new and revised Board policies brought forward by the Policy Review Committee.

3.2   Administrative Procedure Development

3.2.1   Administrative procedures are operational documents that detail the "how", "who" and "when" of policy implementation. They are developed by the Director of Education and senior administration.

3.3   Responsibilities

3.3.1   Board of Trustees:

a) Annually approves the policy roster;
b) engages in strategic governance, including reviewing proposed policies to ensure that they reflect the Board's vision and comply with legislative requirements;
c) sets Board goals and ensures accountability through the approval and oversight of Board policies;
d) consults with the Director of Education and senior staff regarding implementation of approved policies.

3.3.2   The Director of Education:

a) within policies established by the board, develops and maintains an effective organization and the programs required to implement such policies;
b) translates approved Board policies into actionable strategies, ensuring alignment with legislation and strategic goals;
c) leads the development, implementation and monitoring of administrative procedures;
d) approves final versions of administrative procedures after review by the Policy Steering Team and Senior Administration;
e) ensures any required communication and training is provided for new or revised policies and procedures;
f) maintains oversight of policy and procedure rosters and ensures timely reviews;
g) ensures policies are reviewed at least every five years or as needed due to legislative or operational changes;
h) provides administrative support to the Policy Review Committee; and
i) may delegate responsibilities to designates as appropriate.

3.3.3   Superintendent - Policy Lead

a) provides strategic leadership and support for the development, review, and implementation of Board policies and administrative procedures;
b) facilitates the policy and procedure development process;
c) coordinates and makes recommendations for the policy and administrative procedure rosters based on legislation, Ministry directives, or operational gaps in collaboration with the Director of Education and senior administration;

d) collaborates with senior administration and leads the Policy Steering Team during the drafting phase;

e) coordinates any public consultation process;

f) provides administrative support to the Policy Review Committee; and

g) supports the implementation phase, including communication strategies and supporting departments and schools in operationalizing policies and procedures.

3.3.4   Policy Steering Team

a) includes Superintendent - Policy Lead, Human Rights and Equity Advisor, and the Executive Officer for Policy;

b) supports the drafting process of policies and procedures by senior administration;

c) ensures alignment of policies with legislation, provincial directives, and Board priorities;

d) recommends edits to improve language, structure, and alignment with Board templates and standards;

e) considers human rights, equity, accessibility (AODA), and inclusion compliance for policies and administrative procedures;

f) approves revised drafts for submission to senior administration; and

g) provides a summary of changes and rationale for recommendations.

3.3.5   Policy Review Committee

a) is a Standing Committee of the Board of Trustees as defined in section 4.4 of the Board General Working By-law;

b) includes between three and eight Trustees appointed following the recommendation of the Chair and approved by resolution of the Board;

c) convenes to review draft policies for recommendation for approval by the Board of Trustees;

d) reviews reports regarding recommendations from senior administration relating to policy;

e) provides input and direction into policy development, review, or revisions; and

f) considers whether a new or revised policy should be posted on the Board website to allow for public comment.

3.3.6   Senior Administration

a) reviews and authors policies and procedures as assigned by the Director of Education;

b) provides professional expertise to ensure content accuracy and relevance;

c) participates in reviews of all draft policies and procedures;

d) participates in Policy Steering Team and Policy Review Committee meetings as required;

e) assists in implementing policies and procedures within their respective departments or portfolios; and

f) ensures staff are aware of and comply with updated policies and procedures.

3.3.7   All Employees

a) are responsible for reviewing and complying with Board policies and administrative procedures;

b) must implement procedures in daily operations, ensuring consistency and adherence to Board expectations; and

c) are invited to provide feedback on applicable policies.

3.4   The Board's policies and procedures shall fall under one of the following categories:

a) Business and Finance (100)
b) Governance (200)
c) Human Resource Services (300)
d) Operations (400)
e) Academic Services (500)
f) Student Conduct and Safety (600)
g) Student Services (800)

3.5   Policies of the Board shall be developed using the following headings as organizers:

1. Introduction
2. Definitions (alignment with relevant legislation, regulation and Ministry memorandums and sourced directly)
3. Purpose
4. Application/Scope
5. Principles
6. Requirements
7. Sources
8. Related Policies and Administrative Procedures

3.6   The process for developing policies shall include:

a) Annual review of existing policies and development of policy roster, identifying policies requiring review and possible revisions;

b) Approval by the Board of Trustees of policy roster;

c) Drafting of new or revised policy (by senior administration, Policy Steering Team, and/or designate);

d) Policy Steering Team reviews the policies for human rights compliance and applies the Equity Assessment Tool;

e) Senior administration review and input;

f) Legal consultation where necessary;

g) Referral to Policy Review Committee;

h) Where deemed necessary by the Policy Review Committee, publication of a draft policy on Board website for a two week period, with opportunity for public comment;

i) Input through Public Delegations shall be in alignment with the Public Delegations Policy (PO219) and its attendant Administrative Procedure (AP219-1);

j) Upon recommendation of the Policy Review Committee, consideration for approval by the Board of Trustees; and

k) Upon approval, publication on the Board's website, followed by implementation, with communication and training as required.

3.8   Once a policy has been approved at a Regular Board meeting by the Board of Trustees, the Director of Education may issue administrative procedures to support the implementation of policies as required.

3.9   The policy roster is a centralized, comprehensive list of all active organizational policies identified for creation/revision, and is developed using the following criteria for prioritization:

a) Regulatory or legal requirements;

b) Risk analysis;

c) Gap analysis;

d) Alignment with policies/administrative procedures;

e) Relevance;

f) Requested; and

g) Workload distribution and implications.

3.10 The policy roster shall be presented to the Board of Trustees annually at the May Regular Board Meeting for formal review and approval. Following approval, notice of policies to be reviewed will be posted on the Board's website.

3.11 Where the Ministry of Education has introduced new/revised regulation or legislation that significantly changes or affects a policy that has not been identified on the roster as requiring review, the Board reserves the right to review the affected policy as necessary.

3.12 Policies approved by the Board of Trustees shall be considered in effect as of the date of approval, unless otherwise specified in the Board's resolution.

3.13 Administrative procedures of the Board shall be developed using the following headings as organizers:

1. Purpose

2. Definitions

3. Procedures
4. Sources
5. Appendices
6. Related Policies and Administrative Procedures
7. Related Forms

3.14 The process for developing Administrative Procedures shall be:

a) Annual review of current administrative procedures and identification of need or requirement led by Policy Steering Team;
b) Approval by senior administration of administrative procedure roster;
c) Drafting of new or revised administrative procedure (by senior administration, Policy Steering Team, and/or designate);
d) Policy Steering Team reviews the procedures for human rights compliance and applies the Equity Assessment Tool;
e) Senior administration review and input;
f) Legal consultation where applicable;
g) Revisions if required and additional review by Policy Steering Team;
h) Final approval by Director of Education; and
i) Distribution and implementation, with publication on the Board's website, and communication and training as required.

3.15 The administrative procedure roster is a centralized, comprehensive list of all active organizational administrative procedures identified for creation/revision, and is developed using the following criteria for prioritization:

a) Regulatory or legal requirements;
b) Risk analysis;
c) Operational necessity;
d) Relevance;
e) Alignment with policy;
f) Gap analysis; and
g) Workload distribution and implications.

3.16 Administrative procedures approved by the Director of Education shall be considered in effect as of the date identified on the Procedure, and shall be posted on the Board's website/Intranet and distributed internally to staff/Trustees on or before the effective date.

3.17 Each policy/administrative procedure will be implemented in a manner determined by the Director of Education that may include training as deemed appropriate.

3.18 Legal advice shall be sought at the discretion of the Director of Education or designate at any point throughout the development of policies/procedures.

3.19 Where a policy and/or its administrative procedures require an annual acknowledgement and/or confirmation of policy or administrative procedure review, the Director or designate shall include it in the annual Policy and

Administrative Procedure Sign Off. The record of acknowledgement and confirmation shall be maintained by the People & Culture department.

3.20 Notwithstanding this administrative procedure, the Board reserves the right to waive the policy and administrative procedure development and implementation process for reasons including, but not limited to, meeting the timelines due to legislative requirements and issues of safety.

3.21 The Director of Education 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 of Education shall communicate said change(s) to the Board of Trustees by way of a summary report at the next scheduled Board meeting.

4. Sources

4.1 Education Act, Section 169.1 – Duties and Powers of Boards, Section 283(2) Chief Executive Officer

5. Appendices

Nil

6. Related Policies and Administrative Procedures

6.1 Policy Development and Implementation Policy (PO210)