



Procedure GOV #8

Title: **POLICY DEVELOPMENT AND REVIEW**

Adopted: June 16, 2016

Revised: September 2018

Reviewed: January 2019

Related Documents: Policy GOV 008 – Policy Development and Review

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## **PURPOSE**

The purpose of this procedure is to outline the steps necessary for the development or review of a board policy.

## **PROCEDURES**

### **Procedure for the development of a new policy**

1. The need for a new policy is identified. This need could be the result of a Ministry directive, a situation or circumstance which has occurred at the school or the realization that there are gaps in the present complement of policies.
2. The Policy Committee discusses general parameters, possible elements of the policy and procedures and a potential draft policy. An important consideration in some cases, would be the benefit of harmonizing the school policy with a policy or policies of the hospital.
3. The draft policy is vetted by school staff, school council, ministry contacts or hospital representatives (as appropriate).
4. Potential revisions to the draft policy are reviewed by the Policy Committee.
5. Another round of consultations is conducted if necessary.
6. The Policy Committee recommends the new policy to the board.
7. The board approves the policy or refers it back to the committee for further consideration.

### **Procedure for Policy Review**

8. The need for the review of an existing policy is identified because of the regular (i.e three year) review cycle, new circumstances, new Ministry directives or issues with the former policy.
9. The Policy committee discusses possible revisions and generates a draft of a revised policy.
10. The draft policy is vetted by school staff, school council, ministry contacts or hospital representatives (as appropriate).
11. Potential revisions to the draft policy are reviewed by the Policy Committee.
12. Another round of consultations is conducted if necessary.
13. The Policy Committee recommends the revised policy to the board.
14. The board approves the policy or refers it back to the committee for further consideration.

### **Procedures Related to a Policy**

15. Procedures related to a particular policy should be drafted at the same time as the policy itself.
16. Procedures which are connected to any policy which is directly related to the responsibilities of the board, should be approved by the board.
17. The board should be advised of changes to other procedures.