

103 BOARD OF EDUCATION – POLICY DEVELOPMENT ADMINISTRATIVE PROCEDURES

Policy Review Committee

The Superintendent chairs the Policy Review Committee, which is comprised of two Board Trustees and two members from each of the stakeholder groups: CUPE Local 389, NVRTA, North Vancouver Parent Advisory Council, North Vancouver Administrators, and District Student Leadership Council. Other members of the School District staff may be appointed to the committee by the Superintendent. The Superintendent may establish policy review sub-committees to develop draft policy for recommendation to the Policy Review Committee. The Policy Review Committee may be asked to consult with their respective stakeholder groups regarding draft policy. The workflow for new and revised policy may change due to imposed Government deadlines. When required, the Superintendent shall seek legal advice on the intent and wording as part of the policy development or review process.

Process for Policy Development/Review

The Board, Superintendent or stakeholder groups (through their representatives on the Policy Review Committee) identify an issue requiring policy development/review. The Board will review the request for policy development/review, taking into consideration the following:

- Is a policy required by legislation or regulation?
- Is the development of policy the appropriate response to an issue or set of circumstances?
- Is there a health or safety issue?
- Is there a program need?
- Is there an operational need?
- Is there an equity issue?
- Is there a community issue or need?
- Is there a governance issue?
- Are there financial implications?
- Is the issue important enough to warrant a policy statement?
- What are the implications of continuing with the status quo?
- What is the practicality or feasibility of developing a particular policy?
- Will the policy further the objectives of the Strategic Plan?

The Board will direct the Superintendent to develop/review policy through the Policy Review Committee. New/revised draft policy will be proposed to the Board at a Public Board Meeting. New/revised policy will be reviewed with the Policy Review Committee after one year.

Consultative Process

Upon receiving the draft proposed policy and prior to adopting the policy, the Board will undertake a consultative process which should be based upon the following principles:

- Consultation should involve all parties who can contribute to and/or are affected by the proposed policy
- Consultation should be characterized by openness, trust, integrity and mutual respect for the points of view of all participants
- Participants in a consultation process should be given clear mandates
- Appropriate resources should be provided to enable participants to contribute fully to the consultation
- The timelines for consultation should be clear so that participants can plan their involvement
- Consultation should be scheduled to allow full participation
- Consultation should not be used to affirm decisions already made
- Participants should be informed of the results of the consultation.

Policy development or review in accordance with legislated changes or ministerial orders shall be given high priority in order to meet the required deadline(s).