



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 12: Policy Making

This policy has been developed to provide broad guidelines for the effective operation of the Kenora Catholic District School Board and a framework for consistent decision-making by the director of education and staff.

Policy development is a key responsibility of the Kenora Catholic District School Board. Policies, inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance, establish directions for the board, assign authority and establish controls that make board governance and management possible. Policies are the means by which the board, director and the board employees are accountable to the community as a whole. Adoption of new board policies or revision of existing policies is solely the responsibility of the board.

The Kenora Catholic District School Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide effective Catholic education. The board's policies will comply with the *Education Act* and provincial legislation and will be informed by Church teaching and Gospel values. The board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of employees and stakeholders. The board recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

The board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This policy provides for an annual review of all the existing policies of the board. Once a policy has been approved or amended by the board, all former policies or board motions that are superseded in whole or in part by the new policy or amendment, shall be considered revoked.

Board policies shall provide an appropriate balance between the responsibility of the board to develop the broad guidelines to guide the board and the opportunity for the director of education to exercise professional judgments in the administration of the board.

The Kenora Catholic District School Board shall adhere to the following stages in its approach to policy making:

1. Planning

- 1.1. The board and/or the director, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

- 2.1. The board may develop the policy itself or may delegate the responsibility for development to the director or to a board committee.
- 2.2. To ensure the effectiveness of policy implementation, the board will endeavor to inform and consult with employees and stakeholders affected by proposed policies or amendments to existing policies prior to the proposals reaching the board for final approval.
- 2.3. Amendments, alterations and additions to board policies require approval by the Board. All recommendations must be made in writing and be approved at a Regular Board Meeting to allow for review and approval by the Board.

3. Implementation

- 3.1 The board is responsible for the implementation of policies governing its own processes. The board and director share the responsibility for implementation of policies relating to the board/director relationship. The board has delegated to the director the authority to develop procedures to address all other issues, and the director is responsible for the implementation of these procedures.

- 3.2 Policy shall come into force on the date of the final passing thereof.

4. Evaluation

The board, in co-operation with the director, shall evaluate each policy annually in order to determine whether or not it is meeting its intended purpose.

Legal Reference:

Education Act S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers

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