



York Catholic District School Board

PROCEDURE:

Meta Policy

Addendum to Policy 101 - Meta Policy: Policy Management and Governance

Effective: May 2015

POLICY TITLE: META POLICY: POLICY MANAGEMENT AND GOVERNANCE

PURPOSE

The York Catholic District School Board acknowledges that policies and accompanying guidelines or procedures are necessary for effective management and governance.

These procedures are developed in conjunction with YCDSB Policy 101: Meta Policy to address the 'intent' of the Board, thereby guiding the decisions that are made both at the corporate level and in day-to-day operations.

RATIONALE

These procedures will guide the development, review, revision and implementation of all policies, guidelines and procedures of the York Catholic District School Board.

1. POLICY DEVELOPMENT

The development of policy may occur as a result of the following directives and/or requests approved by Board motion as follows:

- 1.1 Federal and/or Provincial Legislation
- 1.2 Board of Trustees
- 1.3 Staff Request
- 1.4 Stakeholder Request

The following procedures will be adhered to for each of the following directives and/or requests:

1.1 Federal and/or Provincial Legislation

- 1.1.1 Upon receipt of the relevant legislation, the Policy Steering Committee Chairperson will present a report to the Policy Review Committee as an information item.
- 1.1.2 The Policy Steering Committee Chairperson will consult with appropriate Board personnel to draft the policy with consideration given to the *Policy Development, Review and Revision Checklist* (Appendix B).
- 1.1.3 The draft policy will be sent to appropriate stakeholders, as determined by the Policy Steering Committee and Board Personnel, to obtain input on the policy as written, and to receive suggestions about how the policy might be revised (Appendices C & D).
- 1.1.4 The policy, if revised based on input from stakeholders, will be re-presented to the Policy Steering Committee for review.
- 1.1.5 The draft policy will then be presented to the Policy Review Committee for input and endorsement.
- 1.1.6 Where required, the Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input (Appendices C & D).
- 1.1.7 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 1.1.8 A final draft policy, with the inclusion of the responses from the consultation process, will be presented to the Policy Review Committee for endorsement.

- 1.1.9 The Policy Review Committee will present the committee report including the recommendation for approval of the policy to the Board.
- 1.1.10 Upon Board approval, the policy will become official.
- 1.1.11 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 1.1.12 Staff will be assigned to implement the policy.
- 1.1.13 The system will be notified of the new policy.

1.2 Board of Trustees

- 1.2.1 When a request from the Board of Trustees is received by the Policy Steering Committee, the Committee Chairperson will consult with appropriate Board personnel to draft the policy with consideration given to the *Policy Development, Review and Revision Checklist* (Appendix B).
- 1.2.2 The draft policy will be sent to appropriate stakeholders, as determined by the Policy Steering Committee and Board Personnel, to obtain input on the policy as written, and to receive suggestions about how the policy might be revised (Appendices C & D).
- 1.2.3 The policy, if revised based on input from stakeholders, will be re-presented to the Policy Steering Committee for review.
- 1.2.4 The draft policy will then be presented to the Policy Review Committee for input and endorsement.
- 1.2.5 Where required, the Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input (Appendices C & D).
- 1.2.6 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 1.2.7 A final draft policy, with the inclusion of the responses from the consultation process, will be presented to the Policy Review Committee for endorsement.
- 1.2.8 The Policy Review Committee will present the committee report including the recommendation for approval of the policy to the Board.
- 1.2.9 Upon Board approval, the policy will become official.
- 1.2.10 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 1.2.11 Staff will be assigned to implement the policy.
- 1.2.12 The system will be notified of the new policy.

1.3 Staff Request

- 1.3.1 Staff shall complete and submit the *Rationale for the Development of a Proposed Policy or Revision of an Existing Policy* form (Appendix A) to the Policy Steering Committee one week in advance of the committee's scheduled meeting for inclusion on the agenda.
- 1.3.2 The Policy Steering Committee will review the request, give input and feedback to Staff and then present to the Policy Review Committee for further input and endorsement.
- 1.3.3 If the Policy Review Committee endorses the request from Staff for the development of a policy, the Policy Review Committee will present the committee report including the recommendation for approval of the policy to the Board.
- 1.3.4 If approved, the Policy Steering Committee Chairperson will consult with appropriate Board personnel to draft the policy with consideration given to the *Policy Development, Review and Revision Checklist* (Appendix B).
- 1.3.5 The draft policy will be sent to appropriate stakeholders, as determined by the Policy Steering Committee and Board Personnel, to obtain input on the policy as written, and to receive suggestions about how the policy might be revised (Appendices C & D).
- 1.3.6 The policy, if revised based on input from stakeholders, will be re-presented to the Policy Steering Committee for review.
- 1.3.7 The draft policy will then be presented to the Policy Review Committee for approval.

- 1.3.8 Where required, the Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input (Appendices C & D).
- 1.3.9 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 1.3.10 A final draft policy, with the inclusion of the responses from the consultation process, will be presented to the Policy Review Committee for endorsement.
- 1.3.11 The Policy Review Committee will present the committee report including the recommendation for approval of the policy to the Board.
- 1.3.12 Upon Board approval, the policy will become official.
- 1.3.13 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 1.3.14 Staff will be assigned to implement the policy.
- 1.3.15 The system will be notified of the new policy.

1.4 Stakeholder Request

- 1.4.1 Stakeholders may make a request to develop a proposed policy as per the procedures outlined in *Policy 106: Delegations to the Board and Input to Agenda Items* along with the submission of the *Rationale for the Development of a Proposed Policy or Revision of an Existing Policy* form (Appendix A).
- 1.4.2 If the Board endorses the request for the development of a proposed policy or directs that further discussion take place, the Board will forward the request to the Policy Review Committee for discussion and action.
- 1.4.3 A draft policy will be developed by appropriate Board Personnel in consultation with the Policy Steering Committee with consideration given to the *Policy Development, Review and Revision Checklist* (Appendix B).
- 1.4.4 The draft policy will be sent to appropriate stakeholders, as determined by The Policy Steering Committee and Board Personnel, to obtain input on the policy as written, and to receive suggestions about how the policy might be revised (Appendices C & D).
- 1.4.5 The policy, if revised based on input from stakeholders, will be re-presented to the Policy Steering Committee for review.
- 1.4.6 The draft policy will then be presented to the Policy Review Committee for approval.
- 1.4.7 Where required, the Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input (Appendices C & D).
- 1.4.8 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 1.4.9 A final draft policy, with the inclusion of the responses from the consultation process, will be presented to the Policy Review Committee.
- 1.4.10 The Policy Review Committee will present a recommendation for approval of the policy to the Board.
- 1.4.11 Upon Board approval, the policy will become official.
- 1.4.12 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 1.4.13 Staff will be assigned to implement the policy.
- 1.4.14 The system will be notified of the new policy.

2. POLICY REVIEW

- 2.1 Review and update of policy shall occur within five years, or as needed, to reflect legislative or organizational changes.
- 2.2 Staff may make a request to the Policy Steering Committee for the review of a policy. If the request involves a significant revision to the existing policy, Staff requesting the review will complete and submit the *Rationale for the Development of a Proposed Policy or Revision of an Existing Policy* form (Appendix A) one week in advance of the Policy Steering Committee meeting for inclusion on the agenda.
- 2.3 The Policy Steering Committee will present the request to the Policy Review Committee for review and direction.
- 2.4 Stakeholders may request a review of a policy as per the procedures outlined in *Policy 106: Delegations to Board and Input on Agenda Items* along with the submission of the *Rationale for the Development of a Proposed Policy or Revision of an Existing Policy* form (Appendix A).
- 2.5 The Board of Trustees will review the request of the delegation and give direction to the Policy Steering Committee.
- 2.6 Based on the outcome of 2.3, the Policy Steering Committee shall prepare a revised draft policy for the Policy Review Committee with consideration given to the *Policy Development, Review and Revision Checklist* (Appendix B).
- 2.7 The Policy Review Committee will receive revised draft policy and make recommendations.
- 2.8 The Policy Review Committee will present a recommendation for approval of the revised policy to the Board.
- 2.9 Upon Board approval, the policy will become official.
- 2.10 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 2.11 Staff will be assigned to implement the policy.
- 2.12 The system will be notified of the revised policy.

3. POLICY REVISION

Where a **significant** revision is required:

- 3.1 The Policy Steering Committee Chairperson in consultation with appropriate Board Personnel will complete the *Report to Board* memo (Appendix E) summarizing the proposed **significant** revision(s) to the policy and prepare a draft revised policy for presentation to the Policy Steering Committee for review and input.
- 3.2 The revised draft policy will be sent to appropriate stakeholders, as determined by the Policy Steering Committee and Board Personnel, to obtain input on the policy as written, and to receive suggestions about how the policy might be revised (Appendices C & D).
- 3.3 The draft policy, if further revised based on input from stakeholders, will be re-presented to the Policy Steering Committee for review.
- 3.4 The memo and revised draft policy will then be presented to the Policy Review Committee for input and endorsement.
- 3.5 Where required, the Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input (Appendices C & D).
- 3.6 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the revised draft policy.
- 3.7 A final revised draft policy will be presented to the Policy Review Committee.
- 3.8 The Policy Review Committee will present a recommendation for approval of the revised policy to the Board.
- 3.9 Upon Board approval, the policy will become official.
- 3.10 The policy will be appropriately numbered and categorized, and published on the Board's website.

- 3.11 Staff will be assigned to implement the policy.
- 3.12 The system will be notified of the revised policy.

4. REQUESTS FOR EXEMPTIONS OR EXCEPTIONS TO A POLICY

- 4.1 In extenuating circumstances it may be appropriate to request an exemption or exception to a policy or the components of a policy.
- 4.2 The individual school, department or staff member making this request must obtain written authorization in advance through the Director of Education or designate, prior to taking action.
- 4.3 The *Request for Exemption or Exception to a Policy* form (Appendix F) is intended for such requests.
- 4.4 Notwithstanding the above, the Director of Education has the authority to make an exemption or an exception in consultation with the Chair of the Board.

5. POLICY CONSULTATION

- 5.1 Where required, draft policy shall be subject to a consultation process for the purpose of obtaining input/perspective from stakeholders on the policy as written, and to receive suggestions about how the policy might be revised.
- 5.2 The Policy Steering Committee may consult with appropriate stakeholders prior to the presentation of a draft policy to the Policy Review Committee.
- 5.3 The Policy Review Committee may direct Staff to forward the draft policy to other stakeholder group(s), not previously consulted, for further input.
- 5.4 Policy consultation may be written or electronic. The *Policy Consultation* template (Appendix C) and a list of potential consultation stakeholder groups/individuals (Appendix D) will guide this process.

6. POLICY COMPLIANCE

- 6.1 Stakeholders shall uphold the mandate of all Board policies and comply with the accompanying guidelines and/or procedures in all of their interactions.
- 6.2 Concerns of non-compliance by an employee will be reviewed with the stakeholder's immediate supervisor.
- 6.3 Concerns of non-compliance by a stakeholder will be reviewed with the appropriate Superintendent of Education.

7. POLICY FORMS/TEMPLATES

Attached Appendices A-F.

York Catholic District School Board

**RATIONALE FOR THE DEVELOPMENT OF A PROPOSED POLICY OR
REVISION OF AN EXISTING POLICY**

NAME:

INDICATE ONE OF THE
FOLLOWING:

STAFF

STAKEHOLDER

SCOPE OR INTENT OF THE PROPOSED OR REVISED POLICY:

**INDICATE HOW THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE BOARD'S MISSION,
VISION AND ENHANCE STUDENT ACHIEVEMENT AND WELL-BEING:**

**INDICATE WHO WOULD BE DIRECTLY OR INDIRECTLY AFFECTED BY THE PROPOSED OR REVISED
POLICY? HOW?**

**INDICATE WHO SHOULD BE INVOLVED IN DEVELOPING THE PROPOSED POLICY OR REVISING THE
EXISTING POLICY.**

INDICATE WHAT THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED POLICY WOULD BE (i.e. Financial, Human Resources, Awareness, Other)

INDICATE THE PROPOSED TIMELINES FOR IMPLEMENTATION

ADDITIONAL COMMENTS

SIGNATURE OF REQUESTOR: _____

DATE: _____

Please Note:

York Catholic District School Board Staff to submit this completed Form to the Policy Steering Committee one week in advance of the next scheduled Committee meeting.

Stakeholders to submit this completed Form along with the Delegation to Board Form as per the procedures outlined in Policy 106: Delegations to the Board and Input on Agenda Items.

York Catholic District School Board

POLICY DEVELOPMENT, REVIEW AND REVISION CHECKLIST
(For Internal Staff Use)

To be considered when developing, reviewing and/or revising a Policy.

- Purpose or scope of the policy
- Policy Statement or intent of the policy and its alignment with the Board's Mission and Vision
- Policy Parameters or conditions about how something is done or what can be done
- Groups this policy impacts based on its development, review and/or revisions and the accompanying responsibilities/expectations for the system, departments, divisions and/or stakeholders
- Inclusion of specific definitions for terms within the policy
- Inclusion of appropriate cross references (linkages) to relevant legislation and/or Board policies and procedures
- Development of appropriate standard operational procedures if required
- Precedents to be considered
- Stakeholders to be consulted
- Implications (financial/legal/human) associated with the policy development, review and/or revision
- System/Department/Division awareness of the policy (Communication to Staff and Stakeholders)
- Are the suggested revisions covered in other areas (e.g. Collective agreements)?

York Catholic District School Board
POLICY CONSULTATION FORM

The York Catholic District School Board welcomes your input/suggestion(s) to improve on this draft policy. Your input/suggestion(s) will be reviewed and may be incorporated into the final policy.

Thank you in advance.

Name/Group:

Contact Information: (Telephone, e-mail)

Policy Title: (Is its intent understood?)

Purpose of the Policy: (Is it clear and understandable?)

Policy Statement: (Is it clear and understandable?)

Responsibilities: (Are the responsibilities sufficiently inclusive to meet the expectations of the policy?)

Procedures: (Are they understandable? Implementable? Do they give appropriate direction?)

Cross References: (Are there other references that should be included?)

Definitions: (Are the definitions provided sufficient both in number and detail?)

Other Comments/Suggestions (Please attach if necessary.)

Date:

Signature:

York Catholic District School Board

POLICY CONSULTATION STAKEHOLDER GROUPS/INDIVIDUALS

The Policy Review Committee, upon recommending a draft Policy be sent for consultation, will decide on appropriate consultation stakeholder groups/individuals from the list below.

Academic Supervisory Officer Team
Bishop
Catholic School Council
Corporate Supervisory Team
CUPE 2331
CUPE 1571
Curriculum Program Staff
Director of Education
Ontario English Catholic Teachers' Association
(OECTA)
Pastors
Principal/Vice Principal Associations
Special Education Advisory Committee (SEAC)
Solicitor
Student Services Staff
Students, Elementary and/or Secondary
Student Trustees
Non-Unionized Staff
York Catholic Parent Involvement Committee
(YCPIC)
York Secondary Catholic Presidents Council
(YSCPC)
Other Public Agencies (i.e.: Children's Aid Society,
York Regional Police, York Region Public Health)
Others, approved by Director

REPORT TO BOARD MEMO
(For Internal Staff use only)

File Ref: M15
File No.: PM5
Revised:
May 2015
Appendix E

York Catholic District School Board

REPORT

Report To: Policy Review Committee

From: Administration

Date:

Report:

Executive Summary

This report is intended to provide information to the Policy Review Committee related to the request for revisions to YCDSB Policy XXX.

Background Information

(Define the purpose and rationale for the request outlining how the system will benefit from the revisions, who will be affected by the revisions and how the procedures for implementation will be effected)

Summary

(Summarize the revisions and attach a copy of the revised draft policy as an Appendix to this report).

Prepared and Submitted by: (Staff requesting the revisions)
Submitted to: Policy Steering Committee / Policy Review Committee
Endorsed by: P. Preston, Director of Education

York Catholic District School Board

REQUEST FOR EXEMPTION OR EXCEPTION TO A POLICY

POLICY NAME: _____ **POLICY NUMBER:** _____

NAME of Individual Requesting Exemption or Exception to a Policy:

DATE: _____

SCHOOL/DIVISION/DEPARTMENT: _____

RATIONALE for request:

SUMMARY of impact of request:

(Who will be affected? How will they be notified? Financial implications? Legal implications?
Precedents that will be set? etc.)

RESPONSE to request:
(Director or Designate)

Approved

Withheld

COMMENTS:

Signature: _____

(Director)

Date: _____