



# POLICY DEVELOPMENT AND REVIEW POLICY

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<b>CODE:</b>	A.001
<b>CATEGORY:</b>	BOARD SERVICES
<b>RESPONSIBILITY:</b>	BOARD OF TRUSTEES AND BOARD ADMINISTRATION
<b>APPROVAL:</b>	BOARD OF TRUSTEES
<b>APPROVAL DATE:</b>	JUNE 17, 2014
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<b>NEXT REVIEW:</b>	JUNE 2019

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## POLICY OVERVIEW

This policy explains how the Governing board develops and reviews policy. The Governing Board will use written policies to focus on the goals of the organization. These policies will provide direction to the Directors and staff. Board policies will support the strategic plan.

## POLICY STATEMENTS

- 1.0 The Board is committed to ensuring board policies and procedures are written in accordance with any relevant community, provincial and/or federal legislation applicable to the Innu communities.
- 2.0 Policies will be written based on research and best practice, using clear, concise and equitable language that is easily understood.
- 3.0 Depending on the policy, a strategy for public and/or employee consultation may be required. The nature of the policy will determine the strategies used in the consultation process.
- 4.0 All policies will be reviewed to ensure that the policy supports an environment of inclusion and respect.
- 5.0 The Board of Trustees approves policies.
- 6.0 The Board Directors and Assistant Directors are responsible for developing the procedures and will bring them to the Board of Trustees for information.
- 7.0 To ensure policies are current, all policies will be reviewed every five (5) years, or on an as needed basis.

**POLICY DEVELOPMENT AND REVIEW  
PROCEDURES**

**1.0 Process for identifying board policies to be reviewed or developed**

- 1.1 The Board of Trustees or the School Board staff proposes an existing policy for potential review or new policy for development.

**2.0 Process for policy developing and review**

- 2.1 When a policy is recommended to be reviewed or developed the following may occur:
- 2.1.1 The Director of Administration and / or Directors of Education in collaboration with the responsible department staff, writes a draft of the policy and procedures;
  - 2.1.2 A draft of the policy and procedures are shared with Senior Staff for operational considerations and revisions are made if required;
  - 2.1.3 Public and/or employee consultation is held if needed;
  - 2.1.4 The new or revised policy brought to a regular Board meeting for decision and the procedures are shared as information;
  - 2.1.5 Approved policies are posted to the board website and communicated with schools and other policy stakeholders following the Board meeting;
  - 2.1.6 Policies are reviewed every 5 years, or on an as needed basis.

**3.0 Process for rescinding a board policy**

- 3.1 A policy that is recommended for withdrawal is brought to a Regular Board meeting for review and decision.