

## **BYLAW 9210**

---

### **THE DEVELOPMENT OF POLICY**

#### **RATIONALE**

1. The Board believes it is necessary to set out guidelines for policy development which are flexible but which at the same time will provide consistency and an orderly procedure.
2. The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation.

#### **A. ARTICLE ONE - INITIATING A POLICY**

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to a policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the Board of Education in accordance with Bylaw 9360 *General Meetings of the Board*.
3. Policy proposals may be submitted by:
  - a) Official Trustee;
  - b) employee or employee group;
  - c) student or parent;
  - d) a resident within the school district boundaries.
4. The Official Trustee shall decide whether any further consideration should be given to a policy proposal.
5. If the Official Trustee decides to give further consideration to a policy proposal, they shall:
  - a) recommend the process by which the proposed policy will be further developed;
  - b) give preliminary directions as to the content and format of the proposed policy; and

- c) recommend the composition or recommend the manner of composition of any Ad Hoc Committee charged with the development of the policy.

## **B. ARTICLE TWO - DEVELOPMENT OF A POLICY PROPOSAL**

1. The Policy Sub-Committee or Ad Hoc Committee charged with the development of policy shall prepare a draft policy proposal after consulting with and obtaining the input of persons or groups significantly affected by the policy proposal.
2. The Policy Sub-Committee or Ad Hoc Committee shall submit the policy proposal to the Board of Education, supported by a report which will summarize both the information gathered and the input of consulted parties.
3. The Board may approve the policy as drafted, reject the policy, make such revisions to the policy as it deems appropriate, require further public input or give such other directions or make such other referrals as it deems appropriate.

## **C. ARTICLE THREE - ADOPTION AND IMPLEMENTATION OF A POLICY**

1. A policy presented for approval and adoption by the Board shall be in the following form:

### **RATIONALE FOR POLICY**

- the rationale for the policy shall be set out in successively lettered paragraphs

### **DEFINITIONS**

- an explanation of the meaning of terms used in the policy

### **POLICY STATEMENT**

- the substance of the policy shall be set out in successively numbered paragraphs

### **RESPONSIBILITIES**

- an explanation of the responsibilities related to the policy

## REFERENCES

- a listing of the sources of information used to develop the policy
- 2. The Board may give such directions, if any, for the implementation of the policy as it deems appropriate and may require that regulations drafted by the administration be brought back to the Board for approval.
- 3. If the Board does not give specific directions for administrative regulations, the Superintendent shall prepare such regulations in accordance with Bylaw 9220.
- 4. Administration shall prepare a report with respect to the implementation of a policy which report shall be presented to the Board on or before the earlier of the following dates:
  - a) that date one year after the adoption of the policy
  - b) that date fixed by the Board for presentation of such a report
- 5. The Board may review the implementation of the policy or give such directions to Administration for reports on or directions for the implementation of the policy.

## Minor Updating Process

From time to time, minor updating of a policy is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated policy to the Board. The Board will be advised in writing of any such updates for its information. This process will not change the intent of any documents.

*Greater Victoria School District*

---

Adopted:	February 26, 1990
Revised:	January 1997
Adopted:	February 25, 2002
Reviewed:	March 2012
Revised:	November 27, 2017
Revised:	March 31, 2025

---

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.