

Governance of Policy	
Adopted: April 26, 1995	Last Reviewed/Revised: December 20, 2022
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: <a href="#">HCDSB Procedural By-Law</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

To establish a framework and process for developing, implementing and amending policies as well as to ensure consistency with the Halton Catholic District School Board's (HCDSB) efforts in achieving its Mission, Vision and Governing Values.

## Application and Scope

This policy applies to the development, implementation and any amendments for all policies and its attendant administrative procedures and any associated guidelines.

## Principles

- The HCDSB provides direction to staff through the establishment of policy.
- The HCDSB recognizes its corporate responsibility to set policy. Therefore, in keeping with its Mission, Vision and Governing Values, the HCDSB affirms its duty to develop, amend, approve and implement policies that are consistent with the Gospel of Jesus.
- In the development, amendment and implementation of policies and the attendant administrative procedures, a transparent process that engages a diverse community of stakeholders within the Catholic education community must be evident.
- The HCDSB has a duty to set policy within the framework of a Policy Governance Model that reflects Results Based Accountability.
- To achieve the Mission, Vision and Governing Values, clear direction must be established.
- The Director of Education, or designate, is responsible for developing administrative procedures that provide the mechanisms for the implementation of policies.

## Requirements

- Policies must be consistent with the Mission, Vision and set of Governing Values.
- The HCDSB must identify the rationale which serves as the basis of justification for the existence of such policies.
- The Director of Education, or designate, shall recommend to the Board of Trustees through its Policy Committee, the policies to be developed and reviewed and brought to the Board of Trustees for approval on an annual basis or as required. Such recommendation shall be based on legislative requirements, the needs of the system, current issues and input received from stakeholder groups and members of the Catholic education community.
- In consultation with the Chair, the Director of Education shall recommend to the Board of Trustees through its Policy Committee, the HCDSB Procedural By-Law be reviewed in accordance to subsection 14.3 of the HCDSB Procedural By-Law, as required.
- In accordance with section 14 of the HCDSB Procedural By-Law, subsection 14.2, an individual trustee may give notice of an amendment to the HCDSB Procedural By-Law. Such notice will be referred to the Policy Committee for study and report.
- The organizational framework for the HCDSB's policies shall include the following categories:
  - Management
  - Education
  - Personnel
  - Facility and Maintenance
  - Public Relations
- All policies, new and revised, shall be brought forward by the Policy Committee to the Board of Trustees for first reading.
- Following first reading of any new policy, the policy will be vetted for input through stakeholder groups as determined by the Director of Education or designate, typically for a period of three (3) weeks. The time frame for the consultation process may be adjusted as appropriate to the specific policy, as determined by the Policy Committee.
- Following stakeholder input, all new policies shall return to the Policy Committee for review, and possible revision before being referred to the Board of Trustees for second reading.
- A legal opinion shall be sought at the discretion of the Director of Education, or designate, for policies and the attendant administrative procedures prior to the Policy Committee's recommendation to bring forward a policy to the Board of Trustees for third and final reading and approval. In consultation with the Director of Education, the Policy Committee or an individual trustee can request a legal opinion regarding a policy.
- First, second and third readings shall occur at separate Board meetings unless, upon specific motion of the Board of Trustees, second and third readings are combined.
- Policy must be approved by a two-thirds (2/3) majority vote of the Board of Trustees after

third reading.

- Where a combined reading of second and third occurs, a three-quarters (3/4) majority vote of the Board of Trustees is required.
- For amendments to existing policies, input from stakeholder groups will be solicited with a simple majority of the Policy Committee. The time period and process will follow the same vetting process as for any new policy that passes first reading.
- Amendments to existing policies require only one (1) reading with the exception of amendments to policies that will be submitted for stakeholder input which will require two (2) readings.
- Any decision not to comply with policy will require a three quarters (3/4) majority vote of the Board of Trustees.
- The Director of Education shall establish administrative procedures to support policies, where appropriate, at the discretion of the Director of Education.
- The Board of Trustees shall receive as information administrative procedures for all new policies as appropriate, or as the administrative procedures are developed, where a policy may initially not have required an administrative procedure.
- The Director of Education shall approve administrative procedures attendant to a policy once the policy has received third and final reading and approval by the Board of Trustees.
- Notwithstanding this policy, the HCDSB reserves the right to waive the policy development and implementation process for reasons including, but not limited to, meeting the timelines due to legislative requirements and issues of safety.
- Policies, once approved or amended, will be communicated throughout the system and broader Catholic community.
- Policies will be implemented through the Director of Education.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*