



BOARD POLICY	
Adopted	(NEW) M15-0220 December 2, 2015
Last Revised	April 2019 M19-0075 (May 1, 2019)
Review Date	May 2022

POLICY AND PROCEDURE FRAMEWORK

OBJECTIVE

This policy is intended to clarify the intent and purpose of Board policies and procedures, and the process by which they are drafted and approved.

DEVELOPMENT OF POLICIES AND PROCEDURES

Board Policies

A policy is a broad statement of intent, and reflects the goals of the Halton District School Board. Policies are typically drafted by the Director or designate, in consultation with third party advisors and the Board of trustees as appropriate, and must be approved by the Board of Trustees.

Policies shall provide direction and guidance in matters of board governance and system administration, and shall specify “what” and “why”: **what** is the strategic direction prescribed by the policy, and **why** is the Halton District School Board committed to the objectives outlined in the policy.

Policies shall be drafted so as to reflect statutory, regulatory and Ministry of Education requirements, and shall align with and inform the HDSB Multi-Year Plan.

The Board’s policies provide the framework within which Board procedures are developed.

Board Procedures

Procedures provide a detailed description of the processes by which Board policies are to be implemented.

A procedure answers the questions “how”, “when”, “who”, and explicitly “what”: **how** will the policy be operationalized, **when** and how often must the prescribed steps be taken, **who** shall be responsible for implementation and oversight, and **what** specific actions are required to comply with the policy goal.

Governance procedures, which prescribe the activities of Trustees, must be approved by the Board of Trustees.

Procedures which apply to administrative and/or operational activities must be approved by the Director, and provided to Trustees for information.

REVIEW OF POLICIES AND PROCEDURES

Board Policies shall be reviewed no less frequently than once every four (4) years, in accordance with a schedule to be approved by the Board of Trustees.

Board Procedures shall be reviewed frequently by the Director or designate to ensure that they continually provide the necessary operational guidance and meet the needs of system leaders.

The Director of Education shall be responsible for ensuring that applicable policies and procedures are reviewed according to the approved schedule, and as further required in response to changes in legislation, regulation, Ministry policy or direction, or resolution of the Board.

CONTENT AND ARCHIVE REQUIREMENTS

Board Policies and Procedures shall include:

- a) cross-reference(s) to the applicable companion policy or procedure, as the case may be;
- b) date of adoption, amendments if any, and subsequent review date, specifying month and year;

- c) a reference number;
- d) applicable statutes, regulations, PPM's and other Ministry policies, guidelines or directives.

All policies and procedures shall be archived and made available to the public on the Board's website forthwith upon approval by the Board of Trustees or Director of Education, as the case may be.

Legal References:

Education Act: sections 169.1-171 Duties and Powers of Boards

Education Act: section 283 Chief Executive Officer

Appendix

Policy and Procedure Definitions

“Act” means the Education Act, R.S.O. 1990, c.E.2 as amended from time to time; and includes, unless the context otherwise necessarily requires, Ontario Regulations made under the Education Act, and Ministry of Education policies and guidelines made thereunder.

“Bias” means and includes an inclination; bent; preconceived opinion; and a predisposition to decide a cause or an issue in a certain way, which does not leave the mind perfectly open to objectively treat all matters fairly and equally.

“Board” means the Board of Trustees of the Halton District School Board.

“Broader Public Sector Procurement Directive” or **“BPS Procurement Directive”** means the Broader Public Sector Procurement Directive issued by the Management Board of Cabinet, effective July 1, 2011, as same may be amended from time to time.

“Chair” means Chair of the Board of Trustees, except where otherwise indicated as meaning chair of any committee of the Board.

“Committee” means any statutory, standing, ad-hoc or advisory committee established by the Board.

“Conflict of interest” means and includes a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the Trustee’s judgment is likely to be compromised.

A conflict of interest may exist when the decisions and/or actions of Trustees during the course of exercising their duties are affected by or perceived by another party or person to be affected by the Trustee’s personal, financial or business interests or the personal, financial or business interests of a relative, friend, and/or business associate of the Trustee.

“Director of Education” means Chief Education Officer, Chief Executive Officer and Secretary of the Halton District School Board.

“Internal Health & Safety Management System” means the “health and safety management system”, as defined in the Occupational Health and Safety Act, R.S.O. 1990, c. O.1; “a coordinated system of procedures, processes and other measures that is designed to be implemented by employers in order to promote continuous improvement in occupational health and safety”.

“Member” means a Trustee of the Halton District School Board.

“Private Session” means a meeting of a Committee of the Whole Board or other committee of the Board closed to the public.

“Presiding Officer” means the person chairing a meeting of the Board or committee of the Board.

“Public Session” means meetings of the Board and meetings of the Committee of the Whole Board or other committees of the Board that are open to the public as required by section 207(1) of the ACT.

“Student Trustee” means a person elected as a student trustee in accordance with section 55 of the Education Act, R.S.O, 1990, c.E.2 and any regulation thereunder.

“Trustee” means a Trustee of the Board.

“Vice-Chair” means the Vice-Chair of the Board of Trustees, except where otherwise indicated as meaning Vice-Chair of any committee of the Board.