

DATE: October 20, 2020

TO: Board of Trustees

FROM: Trustee Sherry Adams, Policy Review Committee
Trustee Michael Janz, Policy Review Committee
Trustee Bridget Stirling, Chair, Policy Review Committee

SUBJECT: Policy Review Committee 2020-2021 Work Plan

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Rachel Foley, Nancy Petersen

REFERENCE: [Trustees' Handbook Section 6.1 – Board Committee Protocols](#)
[Board Policy CH.BP – Framework for Policy Development and Review](#)
[Education Act](#)

ISSUE

The Policy Review Committee is presenting its 2020-2021 work plan to the Board of Trustees (the Board) for approval.

BACKGROUND

The Policy Review Committee is responsible for assisting the Board by ensuring that policies submitted for Board approval are developed and reviewed in accordance with Board Policy CH.BP Framework for Policy Development and Review.

On October 9, 2020, the Policy Review Committee (PRC) reviewed the committee's work from the previous year and discussed policy development required for the upcoming year. From this, the committee established a Policy Review work plan for 2020-2021.

RELATED FACTS

This year's work plan addresses the following:

- 1. Provincial Legislation alignment:** The Board is responsible for ensuring all Division policies are in alignment with provincial legislation and this work will continue to be a priority for the coming year. This year, work will continue to address changes required by the *Education Act*, which came into force September 2019. While most of the Board policies have been updated, there is still work to be done. This includes approval of a new policy on Petitions and development of a policy regarding the considerations and process used by the Board to determine ward structures.

In addition, updates are required to the following policies:

- CO.BP Fiscal Oversight and Accountability
- FA.BP Human Resources Framework
- FGB.BP Evaluation of Superintendent of Schools
- GCA.BP Approval of the School Year Calendar

- GD.BP Instructional Time
- HEC.BP Student Admission to the District (Division)

Note that these updates will be restricted to alignment with the *Education Act*; they will not be full reviews of the policies.

2. **Completion of existing policy review work:** As the work of policy is ongoing and not defined by the end of each school year, the following policy review work from the 2019-2020 work plan has been carried forward to continue into this coming year. This work includes the following:

GGAB.BP Multicultural Education: In 2019-2020, the Multiculturalism and Cultural Diversity Policy Review Advisory Committee was established. Over the past year, two advisory committee meetings were held to gather input for policy content. From these meetings, engagement data was analyzed and themed and preliminary policy content has been drafted. An initial draft is expected to be reviewed by PRC shortly, following which the advisory committee will be engaged to review as well. First reading of the new draft policy will be coming to the Board in early 2021.

GGAJ.BP Early Years: Past engagement sessions were held with parents/public, community agencies, and Division staff and leaders. The data from these engagement sessions has been themed and analyzed and an initial draft has been completed. The PRC will be reviewing this draft in the coming weeks and determining next steps towards bringing this policy to the Board for first reading.

AB.BP Appeals: This policy will be revised to align with requirements of the *Education Act*, and with consideration of the new Dispute Resolution policy and Board Policy CHA.BP Delegation of Authority.

CHA.BP Delegation of Authority: This policy will be revised to align with requirements of the *Education Act*, and with consideration to its interplay with Board Policy AB.BP Appeals and the new Dispute Resolution policy.

GIBP.BP Integrated School Library Learning Commons: This policy was previously paused in anticipation of new legislation/ministerial order on student learning. Now that the new Ministerial Order on Student Learning has been approved by the Minister of Education, the committee will proceed with reviewing this policy.

3. **Administrative Updates:** In addition to the above-listed policies, the PRC will complete the following reviews:

HG.BP Student Behaviour and Conduct: This policy requires an annual review.

EM.BP Alcohol, Tobacco and Cannabis on and in Division Property and at Division Functions: a minor update is required regarding alcohol at non-Division hosted events to ensure alignment in wording with the related administrative regulation.

At this time, the Committee does not anticipate needing any financial resources to support their work this year.

RECOMMENDATION

That the Policy Review Committee 2020-2021 work plan be approved.

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Accept the Policy Review Committee 2020-2021 work plan as written.
2. Provide feedback and request changes be made to the Policy Review Committee 2020-2021 work plan.

CONSIDERATIONS and ANALYSIS

The work of the Policy Review Committee reflects the Committee's best efforts to balance the expectation to complete policy work required for alignment to provincial legislation and the Board's commitment to reviewing and revising existing Board policies.

NEXT STEPS

Policy review activities will proceed, in alignment with the approved work plan.

ATTACHMENTS and APPENDICES

ATTACHMENT I Policy Review Committee 2020-2021 Work Plan

BS:rf

Policy Review Committee 2020-2021 Work Plan

New policy development work required for alignment with the <i>Education Act</i>	
Policy	<i>Education Act</i> Reference
Petitions	Petitions and Public Notices Regulation (<i>Education Act</i> s. 250)
Ward Boundaries	<i>Education Act</i> s. 76

Policy alignment work required for alignment with the <i>Education Act</i>	
Policy	<i>Education Act</i> Reference
CO.BP Fiscal Oversight and Accountability	<i>Education Act</i> s. 138
FA.BP Human Resources Framework	<i>Education Act</i> s. 33(1)(d)
FGB.BP Evaluation of Superintendent of Schools	<i>Education Act</i> s.222, 33(1)(d)
GCA.BP Approval of the School Year Calendar	<i>Education Act</i> s.60
GD. BP Instructional Time	<i>Education Act</i> s.60
HEC.BP Student Admission to the District (Division)	<i>Education Act</i> s.1.1(2), 3(1), 7, 4, 11, 13, 1(4)

Policy development work carried over from 2019-2020 work plan		
Policy	Review year	Status
GGAB.BP Multicultural Education	2016	<ul style="list-style-type: none"> Establishment of Multiculturalism and Cultural Diversity Policy Review Advisory Committee Two committee meetings held to gather input for policy content Engagement data analyzed and themed Preliminary policy content drafted
GGAJ.BP Early Years	2016	<ul style="list-style-type: none"> Engagement sessions held with: <ul style="list-style-type: none"> Parents/public Community agencies Division staff Division leaders Engagement data analyzed and themed Was paused prior to going for first reading because of changes to early learning provincially (funding), needs to be updated to reflect new funding framework
AB.BP Appeals	2008	<ul style="list-style-type: none"> Requires alignment with <i>Education Act</i> Interplay with new dispute resolution policy
CHA.BP Delegation of Authority	2014	<ul style="list-style-type: none"> Requires alignment with <i>Education Act</i> Interplay with appeals policy
GIBP.BP Integrated School Library Learning Commons	2018	<ul style="list-style-type: none"> Was previously paused in anticipation of new legislation

Housekeeping/Administrative updates		
Policy	Review year	Status
HG.BP Student Behaviour and Conduct	2024	<ul style="list-style-type: none"> Annual review required
EM.BP Alcohol, Tobacco and Cannabis on and in Division Property and at Division Functions	2025	<ul style="list-style-type: none"> Housekeeping update required regarding alcohol at non-division events (alignment in wording with related administrative regulation)