

DATE: December 10, 2024

TO: Board of Trustees

FROM: Trustee Trisha Estabrookes, Policy Review Committee
Trustee Marcia Hole, Policy Review Committee
Trustee Sherri O’Keefe, Policy Review Committee
Trustee Saadiq Sumar, Chair, Policy Review Committee

SUBJECT: Policy Review Committee 2024-25 Work Plan

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Kesley Duebel, Nancy Petersen, Wanas Radwan

REFERENCE: [Trustees Handbook Section 5.4 – Caucus Committee](#)
[Board Policy CH.BP – Framework for Policy Development and Review](#)

ISSUE

The Policy Review Committee (PRC) is presenting its 2024-25 work plan to the Board of Trustees (the Board) for approval.

BACKGROUND

The PRC 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.

The PRC discussed policy development and review for the 2024-25 year on September 19, 2024, October 24, 2024, and November 29, 2024. From these discussions, the committee established an annual plan for policy development and review to be undertaken in 2024-25, while also accommodating the need for any emergent policy work.

RELATED FACTS

The work plan addresses the following:

1. **New policy development:** There is one area for new policy development work in 2024-25. The work to develop these policies is continued from the 2023-24 Work Plan.
 - **Review of School Names and Naming of Schools:** In accordance with the September 7, 2021, Board motion, two new policies are being developed to provide direction related to the review of school names and the naming of schools. These policies will align with Board Policy HAAB.BP Anti-racism and Equity and support progress towards the Division’s Anti-racism, Reconciliation and Equity Action Plan.
 - As part of this work, Board Policy EA.BP Infrastructure Planning Principles, which includes direction on naming schools, is also identified for review to ensure alignment with the new policies.

2. **Policy review and revision:** The Board is responsible for ensuring all board policies are in alignment with provincial legislation, reflect current processes and procedures and support the direction set out in other existing board policies. As such, the following policies or area of policy will be supported for review.
 - **Human Resources Framework:** Board Policy FA.BP Human Resources Framework will be updated in alignment with Board Policy HAA.B.BP Anti-racism and Equity. Where relevant, this policy will also undergo further review to align with current practice and processes.
 - **Student Behaviour and Conduct:** Section 33 of the *Education Act* requires an annual review of the code of conduct for students. To comply with this, Board Policy HG.BP Student Behaviour and Conduct will be reviewed.
 - **Wellness of Students and Staff:** Board Policy AEBB.BP Wellness of Students and Staff will be updated in alignment with Priority 3 of the Division's strategic plan.
 - **Alignment of Board Policies with New Provincial Direction:** The PRC will review direction set out in *Bill 27 Education Act, 2024* and *Bill 29 proposed Fairness and Safety in Sport Act* to identify and implement revisions to relevant policies.

3. **Longer Term Policy Work:** The following policies have been identified by the PRC as policy areas that may require review or revision. Prior to officially initiating these policies for review, the PRC will seek more context related to emerging trends or issues for each policy area. The preliminary work will inform next steps for each of the following policy areas:
 - **Board Policy EO.BP Environment:** Exploratory work may involve environmental scans to explore emerging trends, issues and evidence. Review of this policy may have implications for the review of EA.BP Infrastructure Planning Principles.
 - **Board Policy EA.BP Infrastructure Planning Principles:** Considerations for this exploratory work may include opportunities to support environmental stewardship; equity and accessibility in Division buildings; and belonging and wellness through infrastructure. The preliminary work will inform next steps for this policy area.
 - **Board Policy HA.BP Inclusive Education:** The PRC is anticipating the release of the updated *Standards for Special Education* from Alberta Education. Work to revise the policy should reflect alignment with the new provincial standards; the PRC will initiate work to review the policy once the revised provincial standards have been released.
 - **Personal mobile devices in schools:** The PRC will consider whether board policy development or refinement of existing policies is required to support clarity for students, staff and families.
 - **Artificial Intelligence (AI):** The PRC will undertake initial exploratory work to understand the current landscape of AI and its implications for the Division, including any potential need for Board direction through a board policy.
 - **Board policy governance and review cycle:** The PRC will consider potential options for refining the governance and systems in place to manage the review cycle for board policies.

RECOMMENDATIONS

1. That the PRC 2024-25 work plan be approved.

OPTIONS

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

1. Approve the PRC 2024-25 work plan as written.
2. Provide feedback and request changes be made to the PRC 2024-25 work plan.

CONSIDERATIONS and ANALYSIS

The work of the PRC reflects the committee's best efforts to fulfill the expectation to complete policy work required for alignment to provincial legislation and the Board's commitment to reviewing and revising existing board policies. The review and revision of these policies will be informed by stakeholder engagement and will involve a multi-year commitment.

NEXT STEPS

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

ATTACHMENTS and APPENDICES

ATTACHMENT I Policy Review Committee 2024-25 Work Plan

SS:wr

Policy Review Committee 2024-25 Work Plan

PURPOSE

- The Policy Review Committee is responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with Board Policy CH.BP Framework for Policy Development and Review.
- The main objective of the work plan is to recommend an annual plan for policy development and review to be undertaken in 2024-25, while also accommodating the need for any emergent reviews. This work plan may be adjusted in response to any emergent policy priorities that are identified during the 2024-25 school year.

ACTIVITIES

The Policy Review Committee (PRC) 2024-25 Work Plan includes the following:

New Policy Development	
Policy	Summary
Review of School Names and Naming of Schools <ul style="list-style-type: none"> • EA.BP Infrastructure Planning Principles 	In accordance with the September 7, 2021, Board motion and to align with Board Policy HAAB.BP Anti-racism and Equity; Board Policy EA.BP Infrastructure Planning Principles is part of this review to reflect alignment with the new draft policies; continuation from 2023-24 work plan

Policy Review and Revision	
Policy	Summary
AEBB.BP Wellness of Students and Staff	Update language in alignment with Priority 3 of the Division's strategic plan.
FA.BP Human Resources Framework	Align with the Division's 2021-22 Anti-racism and Equity Action Plan and to align with Board Policy HAAB.BP Anti-racism and Equity; continuation from 2023-24 work plan.
HG.BP Student Behaviour and Conduct	Annual review required under the <i>Education Act</i> . This annual review will include a review of the policy relevant to the Division's current work on safety and belonging.
Alignment of board policies with new provincial direction	The Policy Review Committee will review the direction set out in <i>Bill 27 Education Amendment Act, 2024</i> and <i>Bill 29 proposed Fairness and Safety in Sport Act</i> to identify and implement revisions to relevant policies.

Longer Term and Exploratory Policy Work	
Policy	Summary
EO.BP Environment	The PRC will conduct initial exploratory work to understand opportunities for review and update to EO.BP Environment. This work may involve environmental scans to explore emerging trends, issues and evidence and may have implications for the review of EA.BP Infrastructure Planning Principles.
EA.BP Infrastructure Planning Principles	The PRC will also explore the potential to update EA.BP Infrastructure Planning Principles. Considerations may include opportunities to support environmental stewardship; equity and accessibility in Division buildings; and belonging and wellness through infrastructure. The preliminary work will inform next steps for this policy area.
HA.BP Inclusive Education	The PRC is anticipating the release of the updated <i>Standards for Special Education</i> from Alberta Education. Work to revise the policy should reflect alignment with the new provincial standards; the PRC will initiate work to review the policy once the revised provincial standards have been released.
Personal mobile devices in schools	The PRC will consider whether board policy development or refinement of existing policies is required to support clarity for students, staff and families.
Artificial Intelligence (AI)	The PRC will undertake initial exploratory work to understand the current landscape of AI and its implications for the Division, including any potential need for Board direction through a board policy.
Board policy governance and review cycle	The PRC will consider potential options for refining the governance and systems in place to manage the review cycle for board policies.

SUPPORTING ACTIONS/INFORMATION REQUESTED FROM ADMINISTRATION

- The committee may conduct public engagement in support of many of the policies outlined in this work plan. These engagement activities will require support from Strategic Division Supports, Infrastructure Planning, Human Resources and Division Support Services. However the timing and extent of this engagement for each of these policy areas has yet to be determined.

REQUESTED RESOURCES

- More information about potential required funds will become available as the policy work unfolds. The committee will present a project plan and budget for the Board's approval prior to undertaking any work that would require use of Board of Trustee funds.