**1**  

The Lester B. Pearson School Board (hereinafter referred to as LBPSB) is dedicated to open and transparent communication among all members of its community.

The Council of Commissioners (hereinafter referred to as *Council* [i]) engages in this communication through the establishment of clear and concise policies which provide the framework for governance of administration and operations of the LBPSB.

These rules define the process whereby policies are developed and reviewed. The process is intended to be thorough and consistent, such that the rights and responsibilities, of each member of the LBPSB community and each stakeholder group, are readily understood and the pertinent information is easily accessible to all.

**2**  

The rules on the Development and Review of Policies establish guidelines for the review assessment of existing policies and provide guiding principles to the committee (hereinafter referred to as the Responsible Committee [ii]) mandated to develop or modify LBPSB policies.

**3**  

These rules conform to the Québec Education Act and its regulations.

**4**  

Policies will be developed and/or reviewed as follows:

**4**  Review assessment: Existing policies at the LBPSB are reviewed on a schedule established by the Executive Committee. The purpose is to determine if modifications are required.

4    Requests for the development of a policy or the review/modification of an existing one may be submitted at any time to the Executive Committee and may come from:

*senior administration*[iii], *Administration Advisory Committee on Policies (AACP)*[iv], Council *standing committees*[v], Central Parents' Committee, Central Students' Committee, Special Needs Advisory Committee, Intercultural Advisory Committee, Transportation Advisory Committee and other bodies.

5    Until a revised version of a policy is adopted by Council, the existing version of the policy remains in effect.

6    The official Policy Register of the LBPSB is the complete set of policies as they appear on its public website.

5    All policies shall be formatted according to the guidelines described at Addendum D.

6    ▬

6    Each year, the Executive Committee sets the calendar for the review of existing policies. Each policy should be reviewed at least once every eight years.

2    The Executive Committee assigns the policy/policies to review to the committee of its choice and requests that they report back on whether the policy requires modifications. The Executive Committee reports to Council on which policies, if any, require modification.

6    When Council determines that the development of a new policy or the modification of an existing one is required, it mandates a Responsible Committee (a standing or ad hoc committee) to do so. If a standing committee is mandated, they may choose to strike a sub-committee and mandate them as the Responsible Committee.

6    The Responsible Committee so established must include an administrator designated by the *Executive Staff* [vi] as the representative assigned to the standing committee.

6    The designated administrator is responsible to keep the AACP up-to-date on the policy review matters.

6	The Responsible Committee proposes modifications to an existing policy or drafts a new policy and recommends to Council that the simplified or the standard process be followed (refer to Addendum B flow chart).

7	The draft policy is reviewed by LBPSB Legal Counsel and returned to the Responsible Committee.

8	When the Responsible Committee completes its work on the new draft policy or on the modified existing policy, the draft is forwarded to the AACP for feedback. The administrator who is a member of the Responsible Committee will be present to provide background information when the AACP studies the draft**.**

9	Following the input from the AACP, the Responsible Committee recommends the draft policy to Council.

10	Where Council decides to follow the simplified process, it receives the draft, makes any changes deemed appropriate, and adopts the new or modified policy by resolution.

11	Where Council decides to follow the standard process, it adopts by resolution the draft for distribution to its consultative partners in a consultation document. The Responsible Committee may propose to Council that the consultation process includes specific stakeholders.

12	The consultation document is posted on the School Board's public web site without delay following the consultation launch.

13	Any organization or individual may return a response within the designated time-

5	The policy is then entered into the online Policy Register, and is forwarded to all Governing Board chairpersons, principals and centre directors without delay, as well as a Questions and Answers (Q&A) document (if applicable). Q&A documents are additional information and are not part of the policy.

Notification of the adoption of the policy and of the availability of a Q&A document (if applicable) on the public website of the LBPSB is also provided to all consultative partners without delay.
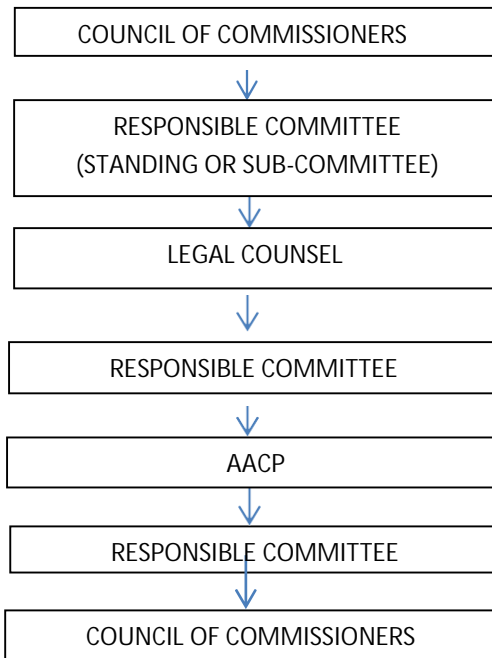
6

(i) Council:

The Council of Commissioners, comprised of Commissioners elected pursuant to the Act Respecting School Elections and Parent Commissioners representing the Parents' Committee. [Ed.Act 143]

(ii) Responsible Committee:

Any committee or sub-committee mandated for the modification or the development of policies at LBPSB.

(iii) Senior Administration:

The Director General and the Assistant Director(s) General.

(iv) Administration Advisory Committee on Policies (AACP):

An advisory committee on management mandated to review the School Board's policies, by-laws and strategic plan. The committee shall be composed of a majority of school principals, and shall also include members of the executive staff of the School Board. [Ed.Act 184]

(v) Standing Committees:

Committees established to exercise specific functions as determined by Council or by the Education Act.

(vi) Executive staff of the School Board:

Senior Administration and the Directors of Services or Regions.

(June 2016)

DEVELOPMENT AND MODIFICATION OF POLICIES

COUNCIL OF COMMISSIONERS

↓

RESPONSIBLE COMMITTEE
(STANDING OR SUB-COMMITTEE)

↓

LEGAL COUNSEL

↓

RESPONSIBLE COMMITTEE

↓

AACP

↓

RESPONSIBLE COMMITTEE

↓

COUNCIL OF COMMISSIONERS

↓

CONSULTATION REQUIRED?
(either by law or by Council)

STANDARD PROCESS

YES

↓

CONSULTATION

↓

RESPONSIBLE COMMITTEE

↓

LEGAL COUNSEL

↓

AACP

↓

RESPONSIBLE COMMITTEE

↓

COUNCIL FOR ADOPTION

SIMPLIFIED PROCESS

NO

↓

ADOPTION (or other measures prior to adoption)

(June 2016)

## 

To initiate development or review
To receive suggestions to develop or review/modify
To consider and decide upon suggestions
To develop proposed text through sub-committees
To consult
To adopt

## 

To suggest development or review/modification
To assist Council in developing and defining proposed text through sub-committees
To conduct Board's consultation process
To ensure full access to adopted version
To ensure implementation
To provide feedback as requested

## 

To suggest development or review/modification
To develop and define proposed text through the Management Committee
To ensure the Governing Boards' awareness of texts
To ensure public access to current version
To ensure implementation
To provide feedback as requested

## 

To request development or review/modification
To provide feedback on development or review/modification through consultation process
To respect and monitor implementation

(June 2016)

| TITLE |
| --- |
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(June 2016)