Toronto Catholic District School Board

POLICY SECTION:	**META POLICY**	
SUB-SECTION:		
POLICY NAME:	**Meta Policy**	
POLICY NO:	**M.01**	

Date Approved:	Date of Next Review:	Dates of Amendments:
February 17, 1983	**February 2020**	**February 18, 2016- Board** March 20, 2012-Board January 26, 2012- Board

Cross References:

Purpose:

The purpose of this policy is to guide the development, review, revision and implementation of all policies, guidelines and procedures of the Toronto Catholic District School Board.

Scope and Responsibility:

This policy applies to all policies, guidelines and procedures of the Toronto Catholic District School Board. The Board of Trustees is responsible for development of policy and the Director of Education is responsible for the implementation of policy.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees

Policy:

The Toronto Catholic District School Board shall adopt a process of policy development, implementation, reporting and review which will provide for thoroughness and consistency in approach, formulation and format.

Resultant policies:

1. reflect the aims of the Toronto Catholic District School Board;
2. are clear with regard to purpose and specific objectives;
3. are broad enough to admit discretionary action in meeting day-to-day situations yet be specific enough to provide clear guidance, and
4. include provision for monitoring, evaluation, review, reporting and communication.

Regulations:

1. Identification of policy issues / Potential New Policy

Policy issues may be initiated or identified by the following:

a) Ontario Ministry of Education,

b) trustees,

c) **Toronto Catholic District School Board students,**

d) Toronto Catholic District School Board supporters,

e) Toronto Catholic District School Board employees,

f) municipal authorities,

g) organizations and associations,

h) Catholic institutions, or

i) as a result of regular risk and opportunity environmental scans completed by staff

by submitting policy concerns to the office of the Director of Education and Secretary or the Board of Trustees directly.

The Director of Education shall submit a report for those policy issues brought to the attention of the Director to the appropriate Board committee(s) with the rationale and recommendation(s) concerning the plan to develop a policy in the area of concern.

The Director shall ensure that the initiator of the issue and the Board are informed of the process used, status of policy request, rationale, timelines, and outline of possible future action **within thirty days of receipt, where practicable**.

2. Policy Development Process

Upon the approval of the Board to develop a new policy, the Director shall formulate a policy recommendation report for Board approval.

The following are suggested report elements for consideration:
1) scope
2) rationale for policy development
3) research and feasibility studies**, including practices and policies in other jurisdictions.**
4) critical impacts (e.g. other policies impacted, operational, cost, legal,)
5) policy precedents
6) policy alternatives
7) recommended Policy
8) recommended engagement and communication
9) Reference to which Multi Year Strategic Plan or other goals are being supported
10) plan for implementation
11) policy owner
12) timelines for implementation completion

The recommended draft policy and associated regulations shall:
1) reflect Board aims,
2) outline policy objectives,
3) outline any allowable discretionary action,
4) outline policy evaluation procedures and metrics to be reported on to determine level of effectiveness, and
5) outline ongoing policy review and Board reporting timelines.

3. Policy Refinement and Approval

The appropriate Board committee(s) may provide input regarding the draft policy.

The appropriate Board committee(s) shall submit the policy, with or without modification, with a recommendation for Board approval or rescinding.

If adopted by the Board of Trustees, with or without modification, the policy shall be the official policy of the Toronto Catholic District School Board.

4. Implementation of Approved Policy

Subsequent to Board approval, the Director shall:
a) code the policy and distribute it for inclusion in all copies of the Policy Register in circulation;
b) notify all constituent groups of the policy (as indicated in communication standards);
c) deal with the specifics of implementation at the suitable organizational level(s), including making sure that there is organizational capacity and capability
d) confirm who is responsible for implementation, and related timelines.

e) confirm the proposed metrics to be reported to the Board of Trustees in order to demonstrate that the policy is being implemented, and its level of effectiveness in advancing the Multi Year Strategic Plan and/or other priority goals identified in the policy objective(s), for subsequent approval by the Board.

5. Ongoing Policy Review and Reporting

a) Minimum review timelines for each policy are to be identified (and included in the policy document itself), and staff are to ensure that policies are brought forward for review by the relevant Committee in a timely fashion. At least 10 percent of Board policies should be reviewed annually.

b) The date of the last Committee review is to be captured in the policy.

c) The date of the last staff Report to Board on policy implementation and effectiveness metrics is to be captured in the policy. A link to the Report **will** be provided on the TCDSB website. Metrics for measuring the effectiveness of each policy should be reported on at least annually if no other timeline is indicated.

d) Each policy is to be linked to a Multi Year Strategic Plan or other priority goal in order to support the prioritization of policy reviews, as needed.

e) Each reviewed policy shall be submitted to the appropriate Board committee(s), in approved format and suitably rewritten or revised, if required, for its consideration.

f) The appropriate Board committee(s) shall submit the policy, with or without modification, with a recommendation for Board approval or rescinding.

g) The approved policy shall be implemented in accordance with regulation 4 of this policy.

Definitions:

Cross References

Includes any direct linkages to statutory and regulatory legislation and by-laws of the Federal, Provincial, and Municipal Governments and their associated bodies, as well as any related Board policies and procedures.

Definitions

Specific meanings for any terms within the policy that require further explanation or represent professional terms which would not normally be used by stakeholders.

Global Definitions

'May' is used as an enabling term to describe a discretionary action.

'Should' is used to describe a recommendation that is encouraged, but not mandated.

'Must/Will/Shall' is used to describe a requirement, a mandatory action.

Meta Policy

The overarching and foundational framework that shall govern the development of all Board policies, guidelines and procedures.

Policy

A position approved and adopted by the Board that provides the framework for the development of a course of action.

Policy Guideline

A general recommended action, approved and adopted by the Board, that will be taken in a given situation. A framework for the development of operational policy procedures, if required.

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Policy Purpose

Explains the reason for the existence of the policy.

Policy Regulations

A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard operational practice.

A standard operational practice or set of practices developed by Staff, approved by the Director of Education, to support the implementation of a policy.

Policy Statement

States the 'intent' of the policy.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:
The Governance and Policy standing Committee of the Board will manage and monitor policy development and report to the Board as necessary in order to sure this policy is complied with.