

POLICY 100

Policy Review, Development and Monitoring Framework

1.0 Policy Statement

To support the Board of Directors' ("Board") commitment to:

- Providing oversight through the development, review and monitoring of policies
- Ensuring compliance with legislation
- Developing and maintaining policies that are aligned with the Mission, Vision, and Values and support the strategic priorities of the organization

2.0 Objective

To establish governing principles for Ontario Public School Boards' Association ("OPSBA") policies.

3.0 Application

This policy is applicable and foundational to the development, review and revision of the OPSBA's policies and procedures.

4.0 Scope

Policies shall contain focused statements of the Board's intent, governing principles, or desired results related to the subject and expressed in simple, straightforward language. The statements shall be broad enough to allow flexibility in dealing with diverse and complex situations with minimal operational detail, while ensuring consistency throughout OPSBA actions, systems, structures and practices.

5.0 Responsibilities

Board of Directors, Executive Council, Executive Director.

6.0 Definitions

6.1 *Policy* is a statement of intent, governing principles and/or end result (objectives) adopted by OPSBA and intended to guide actions. They outline **what** OPSBA is responsible for, and accountable to, but do not, necessarily, outline how outcomes will be implemented or operationalized. They include, at a minimum, objective, application, definitions and history. Example: OPSBA Trustee Expenses.

- 6.2 *Procedures* are written operational instructions, developed by staff, that outline **how** the policy objectives will be implemented, monitored, evaluated, reported, and reviewed. Procedures may be written, at the discretion of the Executive Director, for any matter requiring a formalized process, regardless of whether a policy has been developed. These instructions may be presented as a procedure, protocol, handbook, manual or other similar resource. Procedures must adhere to same foundational principles as policy. Example: Human Resources Manual.
- 6.3 *Board of Directors, Executive Council and Executive Director* are defined in the [OPSBA Constitution and By-Laws](#).
- 6.4 *Constitution and By-Laws* are a set of rules that govern and direct the operation of a corporation. They may be modified in accordance with the provisions set out in the Constitution and By-Law itself.

7.0 Policy Development, Review and Monitoring

- 7.1 Policies will be developed through a consultation process and shall:
- achieve the purpose as stated in the Objective,
 - be current and up to date,
 - be reviewed on regular basis, and
 - be available in fully accessible formats and easily accessed through the OPSBA website.
- 7.2 Policy development or review is a collaborative process that should include, at a minimum, input from members of the Board of Directors, OPSBA Work Groups, the Indigenous Trustees' Council, Regional Councils and OPSBA staff.
- 7.3 Ground policy review and development with the following Foundational Principles of Decision Making:
- The role, purpose, mission, vision, values and strategic priorities of OPSBA
 - Equity, diversity and inclusion
 - Human rights, accessibility, decolonization, anti-racism and anti-oppression
 - Indigenous sovereignty, culture, history, perspectives, truth and reconciliation
 - The unique and diverse needs of member boards
 - Leading practices for policy development
- 7.4 The Board of Directors will consider, review and approve policies on a regular rotating cycle or more frequently as required.
- 7.5 The Executive Council (EC) will:
- provide direction to the Executive Director on the review of policies,
 - make recommendations to the Board of Directors,

- c) oversee the regular cyclical review of policies, and
- d) identify policies that require review outside of the regular review cycle and/or when a comprehensive engagement strategy is required.

7.6 The Executive Director will:

- a) facilitate the review of policies,
- b) operationalize policies approved by the Board of Directors,
- c) develop procedures (where applicable) and share any changes that directly impact trustee members, and
- d) develop an assessment tool that will ensure accurate evaluation of the Foundational Principals of Decision Making outlined in Section 7.3.

8.0 Reference Documents

OPSBA is governed by the [Corporations Act](#), and the OPSBA Constitution and By-Laws. Other applicable legislation includes, but is not limited to: the [Accessibility for Ontarians with Disabilities Act](#), the Ontario [Human Rights Code](#) and the [Occupational Health and Safety Act](#).

9.0 Resources

[Module 7, Exercising Authentic Governance: The School Board's Role as Policymaker](#) from the Ontario Education Services Corporation Trustee Professional Development Program

10.0 History and Review

10.1 Approved: *February 2022*

10.2 Recommended next review: *2026*