



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO210

Policy Development and Implementation

Area: Governance
Source: Director of Education

Approved: January 23, 2006
Revised: February 10, 2014; November 11, 2019; May 10, 2021; October 15, 2024

1. Introduction

The Durham Catholic District School Board (the “Board”) recognizes that policies provide the basis upon which the decisions necessary for the day-to-day operation of the Board are made. The Board also recognizes that administrative procedures help establish action by ensuring the application of management rules and decisions are done in an objective, fair, and consistent manner.

2. Definitions

Employee (*Employment Standards Act*) – includes,

- (a) a person, including an officer of a corporation, who performs work for an employer for wages,
- (b) a person who supplies services to an employer for wages,
- (c) a person who receives training from a person who is an employer, if the skill in which the person is being trained is a skill used by the employer’s employees, or
- (d) a person who is a homemaker,

and includes a person who was an employee;

3. Purpose

The purpose of this policy and its attendant administrative procedure is to ensure that Board policies are developed, implemented and managed in an effective, consistent and sustainable manner, with appropriate consultation and accountability. An established process for the development and review of Board policies will ensure that policies clearly reflect the intent of the Board, are consistent, thorough and are aligned with the faith traditions, beliefs and teachings of the Catholic Church.

4. Application / Scope

This policy applies to the development, review and implementation of all policies and administrative procedures in the Board.

5. Principles

5.1 The Board believes:

5.1.1 it has a duty to set policy within the framework of a Policy Governance model;

5.1.2 in the authority of the Magisterium of the Catholic Church in respect of matters of faith and morals as it is entitled to do under section 93(1) of the Constitution Act, 1867.

5.1.3 inclusion of stakeholders in the policy development and implementation process helps ensure that a wide range of perspectives and concerns are considered, increasing the likelihood of creating effective, transparent and well-supported policies.

5.1.4 all stakeholders have the right to information regarding board policies, the right to provide input into policy development, the right to be treated with respect, and the right to have their interests considered in policy formulation.

5.1.5 all stakeholders have a responsibility to adhere to established policies and procedures, demonstrate respect for the rights and interests of other stakeholders; utilize the established methods to provide input to the policy development process.

6. Requirements

6.1 The Board of Trustees governs and the Director manages Board operations. The Board exercises its role through the adoption of policy, establishing goals, monitoring progress and engaging with its communities. The Director of Education is responsible for implementing Board directives throughout all operations of the Board. The Director (and/or designate(s)) develops appropriate procedures and processes to ensure effective implementation of policy and strategic plans.

6.2 The Director, will consult with the Board of Trustees, in the development of the administrative procedures related to this policy (PO210 – Policy Development and Implementation).

6.3 All policies and administrative procedures shall reflect the mission, vision and values of the Board, in accordance with the teachings of the Catholic Church;

6.4 The policy and administrative procedure review and development process shall include an equity assessment component.

- 6.5 It is the expectation of the Board that all employees, students, volunteers/visitors and trustees will respect the policies and administrative procedures of the Board.
- 6.6 Policy is limited to broad aspects of the Board's operation. Policy shall be broad enough to allow flexibility in dealing with diverse situations, while ensuring consistency across the system.
- 6.7 Administrative Procedures provide operational guidance to ensure effective implementation of policy and strategic plans.
- 6.8 Policies shall be readily available and accessible to Board employees, students and the public on the Board's website.

7. Sources

- 7.1 [Education Act, Section 169.1 – Duties and Powers of Boards](#)
- 7.2 [Catechism of the Catholic Church](#)

8. Related Policies and Administrative Procedures

- 8.1 [Policy Development and Implementation Administrative Procedure \(AP210-1\)](#)