

Title: Policy and Procedure Development

Adopted: November 11, 2025

Effective: December 2, 2025

Amended/Reviewed: N/A

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This Procedure provides a transparent, step-by-step process for the formulation, review, and revision of Board policies and procedures. The Procedure establishes clear roles, timelines, and methods for consultation, approval, implementation, and communication.

2.0 DEFINITIONS

2.1 Policy: A guiding statement approved by the Board that reflects DDSB values, commitments, and expectations. It sets direction for decision-making and organizational conduct.

2.2 Procedure: A detailed, operational framework that outlines how DDSB policies are implemented. Procedures support consistent practice across the system.

2.3 Consultation: A process of seeking input and feedback from DDSB community members and partners to inform policy and procedure development or review.

2.4 Housekeeping Edits: Minor, non-substantive revisions to a policy or procedure that do not change its intent, meaning, or application. These edits may include correcting grammar, spelling, formatting, numbering, references, cross-referencing, and/or updating names and titles.

3.0 RESPONSIBILITY

The Director of Education is responsible for the development and implementation of new and revised Board policies and procedures. The Director oversees the policy development process, approves minor edits, and delegates responsibilities to Senior Administration for policy coordination in their respective portfolios. Within the Director's Office, the responsibility for the day-to-day management and co-ordination of this procedure is assigned to the Senior Manager of Public Affairs,

and, subsequently, to the Senior Policy Advisor.

The Director is responsible for the development, implementation and monitoring of procedures developed to support Board policies.

4.0 APPLICATION AND SCOPE

This procedure applies to all DDSB staff, trustees, and community members involved in creating, reviewing, or updating Board policies and procedures. It covers all Board-approved policies except those mandated by the Ministry with fixed timelines or content, and internal administrative directives that are classified as procedures.

5.0 PROCEDURES

5.1 Architecture

A central repository of all policies and procedures shall be maintained and updated regularly by the Senior Policy Advisor. Policies and procedures shall be categorized by subject area as follows:

- a) Communications and Community Engagement → COM
- b) Curriculum, Instruction, and Assessment → CUR
- c) Facilities → FAC
- d) Finance → FIN
- e) Governance → GOV
- f) Human Resources → HUM
- g) Human Rights and Anti-Oppression → HRA
- h) Indigenous Rights → IND
- i) Occupational Health and Safety → OHS
- j) School Operations → SCO
- k) Wellbeing → WEL

5.1.1 Accessibility and AODA Compliance

All DDSB policies and procedures shall comply with the Accessibility for Ontarians with Disabilities Act (AODA), 2025, and the Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11, meeting WCAG 2.0 Level AA requirements.

Policies and procedures shall be written using the template in **Appendix A**; and using the Human Rights Impact Assessment Tool **(to be added)**.

Documents will use accessible formatting to support readability:

Font: Arial, **12-point** font for printed or PDF materials and **14-point** for headings or emphasis. For online formats, use relative for sizes (e.g., 100% or 1em) to support user scaling.

Text Alignment and Layout: Left-aligned text, 1.15-1.5 line spacing, and high contrast (e.g., black on white).

Headings and Structure: Use built-in heading styles (Heading 1, Heading 2, etc.) for navigation by screen readers.

Plain Language: Policies and procedures should use clear and simple language that can be easily understood by diverse audiences.

DDSB commits to ensuring that all policies and procedures are accessible through multiple formats upon request and that digital versions posted online meet WCAG 2.0 Level AA standards.

5.2 Annual Policy Workplan

Annually, staff shall prepare a workplan identifying the policies and procedures scheduled for development or review. The workplan shall include the name of the policy holder and proposed timelines for the policies. This will be used to support the work of the Governance and Policy Committee.

5.3 Policy Development and Review

Every policy shall be reviewed every five years, or more frequently where required. Wherever practicable, the companion procedures should be reviewed at the same time.

When a new policy or policy renewal comes forward, staff will prepare a report which outlines the scope of the review, timelines, Indigenous and human rights considerations, consultation needs, and any related procedural work.

The policy holder works with the Senior Policy Advisor and relevant departments to complete the review. Reviews assess legal compliance, alignment with DDSB's MYSP, equity and human rights impacts, and stakeholder feedback. Reviews are classified as housekeeping, substantive (major or minor changes requiring consultation), or rescission (if no longer needed). **Appendix B outlines the policy development flowchart, and Appendix C outlines the policy review flowchart (to be added).**

5.4 Consultation

Consultation is required for all new and/or substantively revised policies and procedures. It must be inclusive, accessible, and informed by Indigenous and human rights principles and responsibilities. The scope and methods of consultation should be proportionate to the nature of the policy, the scope and application of the policy, extent of proposed revisions, and any legislative or operational requirements.

Consultation is undertaken to:

- Ensure diverse perspectives are considered, including those of groups that are discriminated against, underrepresented or marginalized.

- Clarify issues, explore alternative approaches, and identify potential barriers and unintended impacts.
- Strengthen equitable access, opportunities, experiences, and outcomes.
- Seek specialized knowledge or expert input where appropriate.
- Build trust, foster collaboration, and promote shared understanding.
- Support consensus-building and strengthen commitment to decisions.

Methods may include public feedback online surveys, focus groups, public meetings, and/or engagement with advisory groups such as SEAC, PIC, Indigenous Education Advisory Circle, Student Senate, and union/employee groups. Where practicable, the period for feedback should be a minimum of 30 days. A summary of feedback from the consultation and how it informed the policy shall be included in the report to the Governance and Policy Committee.

5.5 Approval Process

Staff shall work with the Governance and Policy Committee, ensuring planning of the work, opportunities for policy discussion, and approval of policy recommendations. The Committee then recommends the policy to the Board of Trustees for adoption, amendment, or rescission.

5.6 Housekeeping Revisions to Policies

The Director has delegated authority to oversee and approve housekeeping revisions to Board policies. All housekeeping revisions shall be approved by Administrative Council. Regular updates regarding housekeeping changes shall be provided to the Governance and Policy Committee.

5.7 Implementation

Once approved, each policy and procedure is assigned a unique number; published on DDSB's website; and communicated to staff, students, and the community. Procedures and action plans are developed as needed, and implementation responsibilities are assigned to specific departments or roles.

5.8 Monitoring

Monitoring is an ongoing part of the policy cycle and ensures accountability for implementation. Departments responsible for policy implementation shall establish monitoring mechanisms to track compliance, assess effectiveness. And identify emerging issues or gaps. Monitoring findings will inform future policy reviews and updates and may be reported to the Governance and Policy Committee as required.

5.9 Communication

Policies and procedures are posted online in accessible formats. Staff are informed through memos, newsletters, or training. Where possible, plain language summaries are provided.

6.0 APPENDICES

Appendix A – Policy Template

Appendix B – DDSB Policy Development Flowchart (to be added)

Appendix C – DDSB Policy Review Flowchart (to be added)

Appendix D – Human Rights and Impact Assessment (HRIA) Tool (to be added)

7.0 REFERENCE DOCUMENTS

7.1 Education Act, R.S.O. 1990

7.2 Ontario Human Rights Code

7.3 Accessibility for Ontarians with Disabilities Act (AODA)

7.4 Anti-Racism Act, 2017

7.5 Ministry of Education Policy and Program Memoranda

7.6 DDSB Multi-Year Strategic Plan

7.7 DDSB Indigenous Education Policy

7.8 DDSB Human Rights, Anti-Discrimination and Anti-Racism Policy