

| <u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> | |
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| <u>POLICY</u> | |
| POLICY NUMBER: | P-0001 |
| SUBJECT: | OVERALL GOVERNANCE: MISSION, VISION, MULTI-YEAR STRATEGIC PLAN, BY- LAWS, AND POLICIES |
| REFERENCE: | <u>GAP0001</u> <i>Approval of General Administrative Procedures (GAP)/General Forms (GF)</i> |
| EFFECTIVE DATE: | (091) January 28, 2003 |
| AMENDED DATE: | (340) November 23, 2010; (384) October 16, 2016; January 28, 2020; November 24, 2020 |

"In their hearts humans plan their course, but the Lord establishes their steps."
Proverbs 16:9

Mission and Vision

1. The Dufferin-Peel Catholic District School Board (DPCDSB) has both a mission and a vision. The mission and vision work together to inform the values, philosophy of education, daily operations, and strategic planning of the DPCDSB.
2. The DPCDSB mission and vision shall be posted on the DPCDSB public website and intranet site, and shall be included in other communications materials, as appropriate.
3. Review of the mission and vision shall be undertaken concurrently with each new multi-year strategic plan (MYSP) development cycle every four years. This review shall:
 - a. determine whether updates or revisions to the mission and vision are required;
 - b. support alignment of the new MYSP to DPCDSB's mission, vision, and philosophy of education as a Catholic learning institution.

The Multi-Year Strategic Plan and the Catholic Board and School Improvement Learning Cycles

4. Strategic planning is one of the most important roles of DPCDSB's Board of Trustees, and the Board of Trustees:

"...has a legislated requirement to ensure the creation of a multi-year strategic plan (MYSP). The MYSP is a visioning and policy document that sets the direction for the board. It is fundamental to ensuring good governance and to building public trust in boards of trustees not only to safeguard our schools, but also to ensure that they are caring, equitable, innovative, and flexible."¹

¹ Multi-Year Strategic Planning: A Guide for School Board Trustees. 2017. Queen's Printer for Ontario. p. 5.

5. The MYSP reflects the mission and vision of the DPCDSB and identifies DPCDSB's values.
6. The DPCDSB Trustees, supported by DPCDSB staff, are responsible for developing a MYSP that is responsive, evidence based, and which forms the framework upon which priorities are set and decisions are made. Although informed by staff research and recommendations, final decisions relating to the MYSP are the responsibility of the Trustees.
7. The MYSP shall be updated every four years, to ensure alignment with the term of each elected Board of Trustees. Revisions to the MYSP shall be initiated in the final year of the sitting Board of Trustees to ensure continuity during the transition period between in-coming and out-going Boards of Trustees.
8. Development of each MYSP shall:
 - a. be undertaken by a designated MYSP Committee with representation from DPCDSB Trustees, the Director of Education, other staff, and local clergy (as identified by Trustees and the Director of Education);
 - b. include consultative work with advisory councils and the communities served by the DPCDSB;
 - c. be research-informed to ensure identification of DPCDSB and wider community needs and trends, as well as alignment to Ministry of Education priorities;
 - d. include considerations regarding religious, educational, financial, and operational performance, as well as implementation and monitoring.
9. The Director of Education and designated staff are responsible for ensuring annual consultation, development, implementation, and monitoring of the DPCDSB's operational plan, the Catholic Board Improvement Learning Cycle (CBILC).
10. The CBILC shall articulate, for each MYSP value area, the measurable goals, action plans, and data sources for ongoing progress monitoring. DPCDSB staff shall provide CBILC updates to the Board of Trustees periodically throughout the school year, as monitoring data become available.
11. The CBILC shall be reviewed by DPCDSB staff annually to inform the next school year's iteration. While annual adjustments in implementation actions and the resources to support these actions may be required, the directions and goals of the CBILC will remain relatively fixed until the end of the corresponding MYSP.
12. The revised CBILC shall be submitted to the Board of Trustees for review each fall.
13. Each school shall develop an annual Catholic School Improvement Learning Cycle (CSILC). The CSILC shall:
 - a. reflect the CBILC goals;
 - b. articulate actions the school will take to support local attainment of the CBILC goals;
 - c. indicate data and evidence sources to monitor CBILC goal attainment progress at the school;
 - d. be posted publicly on the school's website.

By-Law and Policy Review and Development

14. DPCDSB is governed by DPCDSB by-laws and policies, as well as all applicable laws, including legislation and jurisprudence, and Provincial/Ministry of Education policy requirements, mandates, and orders ("Applicable Laws"). The DPCDSB has a defined process for its by-law and policy review and development. This process provides for: thoroughness; consistency in approach, formulation, and format; and solicits input from the community and stakeholders as necessary.
15. By-law and policy review and approval is the responsibility of the Board of Trustees. Through the By-Law/Policies Review Committee, the Board of Trustees approves new and revised by-laws and policies, as recommended by the Director of Education and developed or reviewed by DPCDSB staff.
16. DPCDSB by-laws and policies shall:
 - a. be consistent with and comply with Applicable Laws;
 - b. reflect the aims of the DPCDSB as set out in its mission and vision;
 - c. be clear with regard to purpose and specific objectives.
17. Review of an existing by-law or policy, or development of a new by-law or policy, shall be initiated as a result of the following situations:
 - a. A request for by-law or policy review and/or development may come forward at a meeting of the Board of Trustees, or at any standing committee meeting.
 - b. The Director of Education recommends to the Board of Trustees review and/or development of any by-laws and/or policies. Such recommendations shall be informed by legislative requirements, the needs of the system, and/or input received from stakeholder groups.
18. General Administrative Procedures (GAP) and General Forms (GF), in concert with by-laws and policies, provide direction to staff where necessary and/or appropriate to inform daily operations of schools and/or the system.
 - a. Any review of an existing by-law or policy shall include review of existing and/or development of new GAPs.
 - b. Review of existing and/or development of new GAPs independent of changes to associated by-laws and/or policies shall constitute review and/or development of those by-laws and/or policies, and shall be initiated according to the by-law and policy review and/or development process.
 - c. Additional information regarding review and/or development of GAPs and GFs is listed in [GAP0001](#) *Approval of General Administrative Procedures (GAP)/General Forms (GF)*.
19. Prior to each meeting of the By-Law/Policies Review Committee, an administrative report prepared by board staff shall be provided to the Board of Trustees which includes the following:

- a. a copy of the by-law, policy, and/or GAP(s) which is (are) being recommended for review and/or development;
 - b. background information and rationale identifying the need for a new or revised by-law or policy, and/or GAP(s), including relevant legislation or Ministry of Education direction informing the recommendation for review or revision;
 - c. assessment of whether the existing by-law, policy, and/or GAP(s) require(s): substantial review and revision (i.e., significant modification to intent or content); minor review and revision (i.e., formatting, timelines, minor content modification, alignment with other policies); or rescinding;
 - d. financial considerations, if appropriate.
20. All by-laws, policies, and/or GAP(s) reviewed or developed by the DPCDSB shall adhere to the following standard process:
- a. By-law and/or policy review or development is initiated (including GAP revision or development, as appropriate) through the Board of Trustees or via recommendation from the Director of Education to the Board of Trustees.
 - b. Under direction from the Board of Trustees, DPCDSB staff will draft or revise by-laws, policies, and/or GAP(s) that are informed by relevant legislation, Ministry of Education directive, and consultation with appropriate DPCDSB staff. Staff will request review by DPCDSB's Legal Counsel as appropriate.
 - c. Community input and feedback, will be sought, as appropriate:
 - i. Central Committee for Catholic School Councils (CCCSC);
 - ii. Special Education Advisory Committee (SEAC);
 - iii. Indigenous Education Council (IEC);
 - iv. other community agencies;
 - v. employee groups;
 - vi. parents/guardians/community members.
 - d. DPCDSB staff will present the following to the By-Law/Policies Review Committee meeting with a recommendation for consideration and final approval, as appropriate:
 - i. the administrative report
 - ii. the original by-law or policy;
 - iii. the revised or new by-law or policy with changes documented;
 - iv. the revised or new by-law or policy with changes accepted and incorporated;
 - v. original GAPs, where under review;
 - vi. revised GAPs, where under review with changes documented;
 - vii. revised GAPs, where under review with changes accepted and incorporated;
 - viii. new GAPs, where developed.
 - e. Where a by-law, policy, and/or GAP undergoes significant revisions, DPCDSB staff may elect to submit to the By-Law/Policies Review Committee only the original and revised versions, with changes accepted and incorporated in the latter.

21. Where approved with or without modifications by the Board of Trustees, the by-law or policy shall be the official by-law or policy adopted by the DPCDSB.
 - a. Approved by-laws shall be published on the DPCDSB intranet site. By-law numbering is restricted to zeroes, to set them apart from policies.
 - b. Once a policy is approved, DPCDSB staff shall give that policy a number for publication and distribution.
 - c. Associated GAPs shall be approved with their corresponding policy/policies, as appropriate.
 - d. A by-law, policy, and/or GAP may only be reviewed once in a six-month cycle unless the majority of the Board of Trustees vote for an earlier review.