

POLICY NAME	BY-LAW, POLICY & ORGANIZATIONAL GUIDE DEVELOPMENT (BG)
Original approval date	1998-09-01
Last review date	2004-09-07; 2010-04-06; 2024-12-03
Next review date	2029-2030
Related documents	BG Organizational Guide

1. PURPOSE AND SCOPE

- 1.1 The New Frontiers School Board (NFSB)'s by-laws, policies and organizational guides serve to promote good governance and sound management practices and standards of behaviour that support the NFSB's compliance with laws and regulations. By-laws, policies, and organizational guides align the NFSB's activities with its vision, mission, and values.
- 1.2 The purpose of this policy is to establish the process and procedures for the development, approval, amendment, and repeal of NFSB's by-laws, policies, and organizational guides, to ensure a standard process and consistency.
- 1.3 This policy governs the lifecycle of NFSB by-laws, policies, and organizational guides. An organizational guide (BG) has been developed to assist in the process and procedures to follow when developing, adopting and/or amending a NFSB by-law, policy, or organizational guide.
- 1.4 The decision for the development, amendment, adoption, or repeal of NFSB's by-laws and policies resides solely with the Council of Commissioners.
- 1.5 The formal adoption of by-laws and policies will be recorded in the minutes of the Council of Commissioners. By-Laws will be recorded in the By-Law Registry of the NFSB. (Ed Act, Art 396)
- 1.6 The Director General is considered to be a resource to all committees of Council for the drafting of NFSB by-laws and policies.

2. DEFINITIONS

- 2.1 *By-laws* constitute "legislation". They are required by the Education Act, and generally relate to the functions and powers of the Council of Commissioners. They are recorded in writing and adopted by resolution of the Council of Commissioners.
- 2.2 *Policies* constitute the "legislation" that governs the operations of the NFSB and its schools and centres. They are recorded in writing and adopted by resolution of the Council of Commissioners.
- 2.3 *Organizational Guides* are internal guidelines that are developed by the Administrative Council and approved by the Director General.
- 2.4 *Non-Substantive Revisions* are revisions that do not alter the meaning or scope of a by-law, policy, or organizational guide. Examples include correcting typographical and grammatical errors, resolving formatting issues, updating references to amended or repealed by-laws, policies or organizational guides and references to NFSB structures or position titles. From time to time, a Non-Substantive Revision may also involve minor language changes intended to improve clarity of the by-law, policy, or organizational guide without altering its intended meaning. Any other revisions of a by-law, policy or organizational guide will follow the review process provided for in the BG organizational guide.
- 2.5 *Stakeholders* are individuals and groups who are affected by a by-law or policy and have a vested interest in its implementation. Stakeholders may include, but are not limited to: Governing Boards, Parents' Committee, Advisory Management Committee, other committees of Council and the NFSB, associations, unions, and community members.

3. POLICY CONTENT

3.1 General provisions

- 3.1.1 A by-law, policy or organizational guide must not overlap or contradict other by-laws, policies, or organizational guides. However, in the event of a conflict or contradiction, the matter will be referred to the Director(s) of service responsible for the application of the by-law, policies, or organizational guides who, in consultation with the Secretary General, will make a joint decision on the prevailing interpretation.
- 3.1.2 In the event of a conflict or contradiction between a by-law or policy and an organizational guide, the by-law or policy will prevail.

General Provisions cont'd

3.1.3 The Secretary General may approve Non-Substantive Revisions to by-laws, policies or organizational guides.

3.1.4 A by-law or policy will become effective upon approval by the Council of Commissioners or at such date as specified by the Council. An organizational guide will become effective upon approval by the Director General or at such date as specified by the Director General.

3.2 Development, Amendment, Adoption or Repeal of a By-Law

3.2.1 The recommendation for development, amendment, adoption, or repeal of by-laws will be done with the recommendation of the Council of Commissioners or the Executive Committee.

3.3 Development, Amendment, Adoption or Repeal of a Policy

3.3.1 The recommendation for development, amendment, adoption, or repeal of policies will be done with the recommendation of the Council of Commissioners, any Committee of Council (eg: SNAC, TAC, Standing Committee, etc.) or the Director General.

3.4 Development, Amendment, Adoption or Repeal of an Organizational Guide

3.4.1 The recommendation for development, amendment, adoption, or repeal of an organizational guide will be done with the recommendation of the Administrative Council.

3.5 Review of By-Laws and Policies

3.5.1 The Secretary General will maintain a review cycle calendar and prompt the Director General or the Committees of Council when a review is due. Reviews of by-laws and policies will be conducted at least once every five years.

3.5.2 However, by-laws or policies may be reviewed at any time before the review date, such as when:

- The by-law or policy may no longer be legislatively compliant;
- The by-law or policy may be in conflict with another by-law or policy; or
- It is deemed necessary by the Council, a Committee of Council, or the Director General.

3.6 Official Repository of By-Laws, Policies and Organizational Guides

3.6.1 The Secretary General will maintain the NFSB's official repository of all by-laws, policies and organizational guides. To that end, the Secretary General will maintain up to date by-laws, policies, organizational guides, templates and related forms, and ensure that all amended or repealed by-laws and policies are archived in accordance with the NFSB's retention schedule.

4. AUTHORITY

This Policy and its organizational guide(s) are administered under the authority of the Secretary General.

5. REVIEW

The Secretary General will review this policy at least once every five (5) years.

End.