

# Policy on the Coordination of Public Education Policies: Administrative Procedures for Provincial Public Education Policies

**Procedure Type:** Provincial

Regional

**Approval Date:** May 2024

**Effective Date:** May 2024

## 1. Purpose

These administrative procedures outline how the *Policy on the Coordination of Public Education Policies* will be implemented for the development of new, or revision of existing, provincial public education policies.

## 2. Definitions

**Education Consultative Forum (ECF):** A committee composed of Regional Executive Directors of Education (REDs), the Conseil scolaire acadien provincial (CSAP) Superintendent, and Department of Education and Early Childhood Development (EECD) senior leadership. This committee is chaired by the Deputy Minister.

**key partner:** An individual or entity that contributes to, or is impacted by, the provision of public education in the province.

**lead table:** A committee composed of Directors of Finance, Operations, Human Resources, or Programs and Student Services from the Regional Centres for Education (RCEs)/CSAP.

**content lead:** A representative familiar with the policy's subject matter, assigned by the policy owner to lead the development or revision of a provincial public education policy.

**policy lead:** A policy analyst from EECD's Policy and Planning division assigned to support the development or revision of a provincial public education policy.

**policy owner:** The Executive Director of the EECD branch responsible for the subject matter of the policy. Policies with subject matter that aligns with more than one branch, may result in co-policy owners. The policy owner may also be a lead table. The policy owner is ultimately responsible for the policy and its outcomes and provides the final approval for amendments to administrative procedures and other supporting documents.

**policy development team:** Individuals identified in the policy proposal as having knowledge or expertise to support the development of the policy. This team includes the content lead and policy lead.

## 3. Administrative Procedures

### 3.1 Policy Need Identification

The provincial policy development process can be initiated in one of two ways:

1. **The need is identified from within the public education system including EECD staff, RCEs/ CSAP, or other key education partners.**

Policy needs identified from within the public education system will be brought to the Director of Policy, Legislation and RCE Liaison for consideration. The Director of Policy, Legislation and RCE Liaison may then bring the item to the Public Education Policy Coordination Committee (PEPCC) for further discussion to determine the most appropriate policy instrument (i.e., policy, protocol, guideline, procedure, etc.). If it is determined a provincial public education policy is needed, a policy proposal will be developed.

2. **Direction is received from the provincial government, the Minister, or Deputy Minister.**

When direction to develop a provincial public education policy is received from the provincial government, the Minister, or the Deputy Minister, a policy proposal will be developed by EECD.

### 3.2 Provincial Policy Proposal

Once it is determined that a provincial public education policy is needed, a policy owner, content lead, and policy lead will be identified. The content lead will develop a policy proposal using the prescribed **Provincial Policy Proposal Template**.

The proposal will outline

- the policy's purpose and objective(s)
- members of the policy development team
- the plan for consultation including who will be consulted, the consultation method(s) and timeline(s)
- a workplan that includes project deliverables, milestones, and a timeline for completion
- a plan for policy implementation

The policy proposal will be submitted to the Director of Policy, Legislation and RCE Liaison, who will work with the content lead to prepare the proposal for consideration by PEPCC. PEPCC will review submitted proposals, focusing specifically on the approach to policy development, including identifying any lead tables or other key partners that should be consulted in the development process. Once the policy proposal has been reviewed by PEPCC, the Director of Policy, Legislation and RCE Liaison will notify the policy owner and content lead, who will advance the proposal to ECF for further consideration and input.

Once considered by ECF, additional feedback (if applicable) will be incorporated, and the Executive Director of Strategic Policy and Research will submit the proposal to the Deputy Minister for approval before policy development begins.

### 3.3 Provincial Policy Development

Once the policy proposal has been approved by the Deputy Minister, the policy development team will begin to draft the policy using the prescribed **Policy Template**. At this stage, the policy development team should also consider if other supporting materials will be required to support the implementation of the policy. If so, these materials should be developed in-tandem with the policy. If administrative procedures are required, they should be developed using the prescribed **Administrative Procedures Template**.

Provincial public education policies will not be developed in isolation. Instead, they should be culturally responsive, universally designed, and informed by research and best or leading practices. Provincial public education policies will be developed through ongoing consultations with key partners. Consultations should account for local and first voice and be as inclusive as possible, with consideration being made to reflect the interests and concerns of those who are historically marginalized and racialized, or who come from other groups that have been traditionally under-represented and under-served.

The following tools are required in the policy development process:

- The **Inclusive Education Policy Lens Tool** is used to evaluate draft policies under development and existing policies under review to ensure alignment with the guiding principles of the *Inclusive Education Policy*.
- The **Policy Performance Indicators Template** is used to develop appropriate performance indicators that are reflective of the objectives of the policy. The performance indicators will support subsequent evaluations of the policy. The policy development team may consult with EECD's Research, Analytics, and Information Management division in the development of performance indicators.

Once drafted, the policy will be brought back to PEPCC and ECF for review and input. The draft policy will then be provided to the Deputy Minister. Once approved by the Deputy Minister, the policy lead will work with EECD's Publishing and Design team to prepare the policy for ministerial approval. This will include working with translation services to have the policy translated into French.

### 3.4 Provincial Policy Finalization

The policy lead will draft a Policy and Information (P&I) Release that will be approved by the policy owner.

The Minister provides final approval for all provincial policies related to public education. A package, including the policy, P&I Release, and any other supporting materials, will be submitted by the Executive Director of Strategic Policy and Research to the Minister for approval.

### 3.5 Provincial Policy Monitoring and Evaluation

The policy owner will evaluate the policy on a regular basis, using the **Policy Evaluation Template**, which includes the performance indicators identified during policy development. When issues are identified, the policy owner can discuss potential solutions with the Director of Policy, Legislation and RCE Liaison, which may include amendments to the policy.

### 3.6 Rescinding Existing Provincial Policies

To maintain a coordinated provincial policy environment, provincial public education policies that are no longer relevant, or have been superseded or replaced by other policies, regulations, or legislation, need to be rescinded. These efforts will help reduce the potential for confusion or miscommunication regarding policy direction.

A request to rescind a provincial public education policy can be submitted by the policy owner using the prescribed **Provincial Policy—Proposal to Rescind Template**. The request to rescind will be submitted to the Director of Policy, Legislation and RCE Liaison, who will bring it to PEPC for consideration. Requests to rescind existing provincial public education policies are approved by the Minister.

## 4. Communication and Distribution

### 4.1 Communication

Whenever possible, information about new or revised provincial public education policies will be communicated to the public education system in advance of the effective date to support implementation.

Formal communication regarding new, revised, or rescinded provincial public education policies will be shared by a Policy & Information Release. Policies and any related supporting documents will be made available on the EECD website. Rescinded policies will be removed from the EECD website.

### 4.2 Distribution

The REDs and Superintendent are responsible for supporting implementation and for ensuring new or revised provincial public education policies are shared with staff throughout their RCE/CSAP.

## 5. Related Documents

Related documents, including the following templates, are provided on EECD's Provincial Education Policies web page: <https://www.ednet.ns.ca/policies>.

- Template—Provincial Policy Proposal
- Template—Policy
- Template—Administrative Procedures
- Inclusive Education Policy Lens Tool
- Template—Policy Performance Indicators
- Template—Policy Evaluation
- Template—Provincial Policy—Proposal to Rescind

## 6. References

Nova Scotia. 2018. *Education Act*. SNS, c. 1. <https://nslegislature.ca/sites/default/files/legc/statutes/education.pdf>.

—. 2019. *Education (CSAP) Act*. SNS, c. 1. [https://nslegislature.ca/sites/default/files/legc/statutes/education%20\(csap\).pdf](https://nslegislature.ca/sites/default/files/legc/statutes/education%20(csap).pdf).

Nova Scotia Department of Education and Early Childhood Development. 2024. *Policy on the Coordination of Public Education Policies*. Halifax, NS: Province of Nova Scotia.

—. 2019. *Inclusive Education Policy*. Halifax, NS: Province of Nova Scotia. <https://www.ednet.ns.ca/docs/inclusiveeducationpolicyen.pdf>.