

GOVERNANCE

Creation and Revision of Policy and Regulations

Policy 204-G

1. Policy Initiated or Amended

New policy or amendments to existing policy may be initiated by staff directly or on behalf of Trustees.

2. Policy Reviewed By Policy Committee

Once the Policy Committee is satisfied with the proposed policy, it determines whether this is a housekeeping amendment only. If it is, the next step is #6.

If not determined as a housekeeping amendment, the Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration of circulation response draft to stakeholders. A copy of the proposed policy is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for review and comment.

3. Policy Response Draft Forwarded To Board

The Board approves the draft proposed policy (or draft amendment) for circulation to stakeholders for input and feedback. This may include a date and additional opportunities for input.

4. Input on the Response Draft Reviewed By Policy Committee

Policy Committee makes amendments to the Response Draft as necessary, based on the input received. If the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference. If the changes are substantive enough, the Policy Committee may choose to go back to Step #3 and recommend that the Board resubmit the policy for response.

5. Notice of Motion Added To Board Agenda

The Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration and approval. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for final review and comment.

6. Board Considers Policy

This is the final opportunity for Board input. If anything other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step #4.

7. Policy Approved