



Effective date September 9, 2010

Approved by Capital Region Board

POLICY DEVELOPMENT

PURPOSE

To establish the process for development and approval of Capital Region Board policies and ensure consistent and regular review of policies

POLICY

Capital Region Board shall establish a consistent approach and philosophy for the development and approval of policies.

GUIDELINES

1. Policies shall be developed using a standard format to provide consistency of information.
2. Policies shall be consistent with relevant Federal and Provincial government legislation and related regulations, the Capital Region Board Regulation as well as with the Capital Region Board's Growth Plan and the Vision, Mission and Value statements, by-laws and policies.
3. Policies shall be reviewed and then recommended by the Chief Executive Officer before submitting to the Governance, Priorities, and Finance Committee for its consideration.
4. The Governance, Priorities, and Finance Committee shall review and consider recommending all corporate policies to the Capital Region Board for approval. Governance, Priorities, and Finance Committee reserves the right to refer policies to the Chief Executive Officer, or any other committee or task force, for further review and/or amendments
5. Approved policies are to be formally reviewed at least once every four years.
6. New policies will be reviewed one year from date of approval.
7. At the discretion of the Chief Executive Officer, proposed policies may be referred to Legal Counsel for review and comments.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 5, 2015	Amend	Change policy review schedule from three to four years
December 15, 2015	Amend	GPF amendment to add clause regarding review of new policy, and expanded purpose.
February 11, 2016	Approved	Approved by CRB