TCSA **Policies & Procedures**

Section: Board Governance & Operations Reference: 2.21

Policy Title: **Policy Development & Distribution**

Policy Statement:
The TCSA recognizes that its primary role is to establish policy and determine responsibility for the implementation of policy. Written policies shall constitute the basic method by which the Board exercises its authority over education, health and wellness, and child and family programs and services in the region.

Purpose:
The purpose of this policy is to establish the primary policy making function of the Board of the TCSA and describe processes for their development, approval and accessibility.

Procedures:
1. It is the wish and practice of the Agency, that proposals for new policies or changes in existing policies may originate with the community at large, board members and staff;

2. The Chief Executive Officer will strive to consult groups or individuals with a stake in the outcome regarding draft policies that by their nature are controversial or if implemented, will affect in a significant manner the operations, programs and/or services of the Agency;

3. The adoption of new policies and the revision of existing policies is the sole responsibility of the Board of the TCSA;

4. The Board delegates to the Chief Executive Officer or designate, the responsibility for drafting all new and revised policy statements which shall be submitted to the Board for approval;

5. All policies shall be written, clearly defined and based on the Board's philosophy and a thorough appreciation of the needs of the Tłı̨chǫ communities;

6. All new policies or policy amendments shall first be presented to the Board as an information item for discussion, revision or rejection. Once members have had an opportunity to discuss the draft policy, it will be presented as an agenda item for second reading and further deliberation and discussion, and then again for a third reading where it will be adopted or rejected;

7. Discussion of a new or revised policy may be fast tracked by having 1st and 2nd reading during a single meeting. The third and final approval reading of a proposed policy may not take place during a meeting in which the policy has been approved for a 1st and 2nd reading;

8. Policies that have received approval for second reading by the Board may be implemented by management as a practice if a majority of the members of the Board agree in a resolution;

9. The Chief Executive Officer will ensure that Board policies are accessible to Board members, managers and community members upon request;

10. All policy manuals distributed by the Agency shall remain the property of the Agency, and shall be considered to be "on loan" to anyone, or any organization in whose possession they may be at any time. The policy manuals are subject to recall at any time as deemed necessary by the Chief Executive Office for purposes of updating.

11. Only the "Master Copy" of the TCSA policy manual, held by the Chief Executive Officer, is deemed to be the current representation of all approved TCSA policy at any given time. Enquiries regarding the most current version of TCSA polices should be directed to the Chief Executive Officer.

Authorities:
TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1)

Approval Dates: 2008/June 19/

Chairperson _____ CEO _____