

## A Policy Regarding Scheduling of Policy Reviews (Policy Reviews)

<b>Date Approved by Board:</b> 2016.05.19	<b>Resolution No.:</b> 16-051
<b>Lead Role:</b> GM	<b>Replaces:</b> N/A
<b>Last Review Date:</b> N/A	<b>Next Review Date:</b> 2019.05.19

### **Policy Statement**

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Effective policy requires regular review by the Board, assisted by management and external advisors, in order to ensure that policies continue to evolve with arising conditions, and effectively guide the Board in its governance and oversight of the Commission.

Accordingly, Board by-laws and policies, as well as major legislative and strategic documents, should be normally reviewed at regular 3 year intervals.

### **Guidelines**

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1. Board by-laws and policies will conform to the Commission's governing legislation, Board strategic plan and any prior agreements made by the Board with its municipal member Councils.
2. A by-laws and policies register will be maintained by the Board, through the General Manager, indicating the date of acceptance of each by-law and policy and the next three year review date.
3. Annually, the register will be presented to the Board in order to confirm the year's schedule of by-law and policy reviews.
4. The Board may appoint a sub-committee of the Board of Directors to annually review the by-laws and policies, working with management, and report to the Board on their recommendations.
5. The policy review dates will be staggered in order to equalize the workload of the Board in reviewing and developing policies and by-laws.
6. The Board can direct new by-laws and policies to be developed or current policies to be reviewed and revised, apart from the approved schedule, as situations arise.
7. The Board can appoint external advisors to assist with the review and development of by-laws and policies, as required.
8. Municipal member impacts are to be considered in the on-going review and development of Board policies and by-laws.

**Roles and Responsibilities, Procedures, Forms and Related Policies**

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1. The implementation of this Policy will be through the General Manager with support from assigned staff.
2. Related policy: BRD-002 Board Reports