

Policy Type: **GOVERNANCE PROCESS**

Policy Title: **Board Policy Development and Review**



Policy Statement

Policy development and review is key governance function of the Board. A comprehensive and consistent process to draft and review policies will ensure that they are relevant, current, reflect the Board's values and support accountability and effective decision making.

Policy Application

1. All new policies, revisions to existing policies and deletions of policies shall be approved by the Board.
2. The Executive Director shall support the Board in in the development and review of its policies as one of his or her primary responsibilities.
3. Board policies shall be developed in compliance with relevant legislation, government policies, and the direction of the Board.
4. Board policies shall be developed in consultation with stakeholders, as appropriate. Generally, consultation will take place with the Chair of the Board, other Police Service Boards, and the Chief of Police and his or her senior staff.
5. Board policies shall be supported by research and information that is accurate, relevant, current and complete.
6. Board policies shall be written in language that is clear and concise and be prepared in a format that will include the following, as appropriate:
 - Policy Type
 - Police Title
 - Effective Date

- Review Date
 - Policy Statement
 - Policy Application
 - Reporting Requirements
7. Board staff shall ensure that a Policy Manual is prepared as the repository of all policies and that it is updated as required. An electronic file of Board policies shall also be maintained.

Reporting

8. The Executive Director shall monitor the internal and external environments on an ongoing basis to determine any new or emerging requirement for additions, revisions, or deletions to the Board's policies. At a minimum, each policy shall be formally reviewed by the Board at least once every three years.