

Developing, Approving and Communicating Policies (Sample Policy)

1. OBJECTIVE

The objective of this policy is to ensure that the Corporation has a well-defined process for developing, approving and communicating policies.

2. DEFINITIONS

- 2.1. **Corporation** refers to the First Nation Health Corporation or organization
- 2.2. **Board** refers to the Board of Directors of the First Nation Health Corporation
- 2.3. **Staff** refers to the staff of the Corporation
- 2.4. **Policy:** a goal-oriented document that provides direction for future action of the Board of Directors, staff of the Corporation, and community members on an issue of importance for the well-being of the community
- 2.5. **Governance Policy:** a policy that addresses an important element of the decision-making processes of the Corporation and its Board of Directors
- 2.6. **Program Policy:** a policy that addresses how a program or service of the Corporation for the direct benefit of community citizens will be managed
- 2.7. **Administrative Policy:** a policy that addresses how a function related to the internal administration of the Corporation will be managed

3. POLICY STATEMENT

- 3.1. The Corporation believes that policies are an essential tool in its governance. Policies properly conceived will, among other things:
 - Ensure fairness
 - Avoid litigation
 - Ensure fiscal responsibility
 - Provide stability
 - Clarify responsibilities
 - Communicate Council's approach to key matters
 - Provide a framework to evaluate progress
- 3.2. The Corporation will adopt three kinds of policies: governance policies, program policies and administrative policies.
- 3.3. To ensure an orderly tracking system for Corporation policies, each policy will be given a distinct number to be followed by the year in which the policy was either adopted or last modified.
 - Governance policies will start at 1000
 - Program policies will start at 2000
 - Administrative policies will start at 3000
- 3.4. A policy will adopt the following template:
 - Title
 - Number
 - Objective
 - Definitions
 - Policy Statement
 - Roles and Responsibilities

- Process for addressing complaints
- Communicating the Policy
- Review and Evaluation
- Date of Enactment and Signatures

3.5. All policies will be available in a manual for review by any community member at the Corporation's and the community's administrative offices during business hours. All policies will also be posted on the section of the community web site with limited access to community members.

4. ROLES AND RESPONSIBILITIES

4.1. The Board, recognizing the constraints imposed by funding arrangements and relevant federal laws, will:

- Decide what policies will be developed, who will be responsible for developing each policy, the resources necessary to develop each policy; and how the community will be engaged in developing each policy
- Approve, modify or rescind all policies
- Decide how policies will be communicated
- Monitor the implementation of policies

4.2. The Executive Director will:

- Present a plan to the Board each fiscal year outlining the policies to be developed or reviewed over a two-year period
- At the request of the Board, prepare a plan for approval on the development or review of a specific policy
- Unless otherwise specified in the approved policy, ensure the effective implementation of the policy

4.3. Citizens of the community will have the opportunity to review and offer comments on a draft of each proposed policy before formal approval by the Board.

5. PROCESS FOR ADDRESSING COMPLAINTS

5.1. Any community member who believes that the Board or staff are not following this policy can direct his or her concerns to the Health/Executive Director in writing at the Health Corporation or Health Councillor's administrative offices. The Health/Executive Director will respond to the complainant within 30 days.

5.2. If the member is still not satisfied following the response of the Health/Executive Director, he or she may direct his or her concerns in writing to the Chair of the Corporation or Health Councillor. The Chair will respond within 30 days.

6. COMMUNICATING THIS POLICY

6.1. This policy requires no special communication procedures other than what is set out in Section 3.5.

7. REVIEW AND EVALUATION OF THIS POLICY

- 7.1.** The Board will review this policy within five years of its adoption and decide whether further evaluative work is necessary. A record of the review will be recorded in writing and attached to the policy.

8. DATE OF ENACTMENT AND SIGNATURES

This policy was adopted by the Board of Directors of the Corporation at a duly constituted meeting on this ____ day of _____ 20xx.

Signed:

Chair Executive Director

Source:

First Nations Health Managers – Governance, Strategy, Policy and Decision-Making Toolbox
First Nations Health Managers Association