



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

POLICY DEVELOPMENT AND MAINTENANCE POLICY

PURPOSE

The Bowen Island Community Foundation (the Foundation) benefits from a sound process for policy development. Such a process allows the Board to give full consideration to the issues before them and full opportunity for dialogue and consultation. A sound process is predictable, orderly and efficient.

OBJECTIVES

The Board will, under normal circumstances, use a three-stage process for developing and reviewing policies. The stages are:

Stage 1: Identifying and Defining the Issue/Need for a Policy

To describe the key parts of an issue the Board will consider:

1. How the issue came forward
2. How the issue represents a matter of general concern to the Foundation
3. What issues need to be solved
4. How interested parties are affected by the issues
5. What means the Foundation has to deal with the issue
6. Policies and recommendations of the Community Foundations of Canada
7. Relevant legislation, laws and guidelines, such as those of the Canada Revenue Agency

By the end of the first stage, the Board will have set out the parameters of the issue, established its significance, and identified some possible general policy directions.



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Stage 2: Exploring Possible Solutions/Policy

The Board will consider options and test them against standards identified when defining the problem. Such standards will include:

1. How effective will the proposed policy be in addressing the problems identified?
2. How does this policy affect the interests of the community and the ability of the Foundation to meet its objectives?
3. How realistic is it for the Foundation to implement the policy?

By applying such standards to the available alternatives, preferred solutions will be identified and refined until the elements of the policy are determined.

Stage 3: Finalizing a Decision

A policy is drafted by Committee members and Board members. When the Board is satisfied that the draft reflects its deliberations, a final vote on the policy will be held.

FREQUENCY OF MEETINGS

In most cases, every consideration of a proposed policy or of a proposed revision of a policy will be scheduled over three Board meetings. Each meeting will represent one stage of the policy development process.

All new policies and revisions of policies must include a schedule for future review of the policy, establishing a target date for the review and potential revision of the policy.

Emergency resolutions and housekeeping revisions to policies can be addressed outside this cycle at any time.

A Board planning calendar will be developed including a schedule for the review of policies.

Approved by the Board: April 26, 2016