



EFFECTIVE: APRIL 25, 2024

Governance Development Maintenance Policy

POLICY 1.0

APPROVED BY THE BOARD OF DIRECTORS, APRIL 25, 2024



**THE COMMUNITY
FOUNDATION**
building a greater saint john

POLICY CATEGORY: Governance	NUMBER: 1.0	PAGE: 1 of 2
SUBJECT: Policy Development & Maintenance		
EFFECTIVE DATE/APPROVED: April 2024	REVISED/REAFFIRMED: Revised	SUBJECT FOR REVIEW: As Required

Policy Statement:

The Greater Saint John Community Foundation (Foundation) benefits from a sound process for policy development and maintenance. Such a process allows the Board of Directors (Board) to give full consideration to the issues before them and the opportunity to frame the solution. Different opinions within the Foundation’s leadership should be considered through opportunities for dialogue and consultation. A sound process is predictable, orderly, and efficient.

The need to develop a new policy or update a current policy may result from identification from staff, a committee, the community or the Board itself. All policies require approval at the Board level.

Procedure:

The Foundation will, under normal circumstances, utilize the following process for developing and reviewing policies:

- Identification of need to create a new policy or modify an existing policy by Staff, Committee or Board of Directors
- President & CEO to draft policy based on current best practices to include but not limited to; the Community Foundation of Canada and Canada Revenue Agency policies/guidelines
- President & CEO to vet policy internally with staff to ensure the procedures (the how to) are accurate and feasible
- President & CEO to vet the policy and procedures with the Chair of the Corresponding Committee (if applicable)
- President & CEO to vet the policy and procedures with the Corresponding Committee (if applicable)
- President & CEO to vet the policy and procedure through the Governance Committee and final approval at the Board level

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Elements of Consideration for Board Approval:

Identifying and Defining the Problem/Need for a Policy

The Board will consider:

- How the issue came forward
- How the issue represents a matter of general concern to the Foundation
- What problems/concerns need to be resolved
- How interested parties are affected by the problems/concerns
- What means the Foundation has to deal with the issue
- Policies and recommendations from the Community Foundations of Canada
- Relevant legislation, laws and guidelines, such as those of the Canada Revenue Agency

Exploring Possible Solutions/Policy

The Board will consider:

- Options and test them against standards identified when defining the issue
- How effective will the proposed policy be in addressing the problems/concerns identified
- How does this policy affect the interests of our community and the ability of the Foundation to meet its objectives
- How realistic is it for the Foundation to implement the policy