Regina Community Clinic
Board of Directors
Policies and Procedures

Policy:	Governance	Approved:	Board of Directors
		Date:	July 23, 2025
	Board policy framework		
Policy #	GOV-014		

Policy: Board policy framework

Purpose: The purpose of this policy is to follow good governance practices by providing guidance in the establishment of policies and procedures for the Board of Directors. The goal of a board policy framework is to ensure that Regina Community Clinic policies and procedures are developed to reduce policy misinterpretation and reduce non-compliance with other associated policies, procedures and/or legal requirements.

Policy statement:
A policy framework provides an overarching structure that guides how policies and procedures will be developed, approved, communicated and reviewed. A policy framework supports the implementation of the strategic aims and priorities of the organization while recognizing applicable legal requirements, articles of incorporation, bylaws, etc.

Definitions:
A **policy** is a set of statements of principles, values, intent and/or goals and provides a basis for consistent decision-making. Policies are secondary only to legislation and the organization's governing documents including articles of incorporation and bylaws.

A **policy framework** is a strategic guide that outlines procedures, goals and principles for developing, revising and maintaining policies.

Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. They outline the 'how-to' instructions for implementing an area of policy. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

Policy Framework:
The following steps summarize the key stages involved in developing policies. They are designed to ensure a full suite of questions is asked and answered as part of policy development. Each step should be documented and archived to support accountability and adaptability over time.

1. Identify need
Policies may be developed in anticipation of need (e.g., policy should be in place once an organization starts a new project or initiative) or in response to need (e.g., a policy requirement as a result of the need to meet a certain standard). The opportunity or need for new policies may be identified by the board, its committees, or clinic management.

2. Identify who will take lead responsibility

Assign responsibility to an individual, working group, sub-committee, or staff member(s), according to the expertise required.

3. Gather information

a) Identify the legal requirements related to the policy (e.g., legislation, bylaws, articles of incorporation).
b) Conduct a jurisdictional scan to determine how other organizations, jurisdictions or similar entities have addressed the problem or met the policy need.
c) Identify alignment with the strategic plan.
d) Identify expected or potential impacts on budget, board governance, staff resources, membership, and volunteers.
e) Identify key risks and mitigation tactics.

4. Draft policy

Ensure that the wording and length or complexity of the policy are appropriate to those who will be expected to implement it.

5. Consult with appropriate stakeholders

Policies are most effective if those affected are consulted, are supportive, and have the opportunity to consider and discuss the potential implications of the policy. Members, management, staff, volunteers, board members, clients, regulators, or funders may be consulted.

Consultation with external parties will be conducted under the advice of the Regina Community Clinic board chair.

6. Finalize/approve policy

Initial vetting of the policy will be conducted by the executive director to ensure consistency with operational requirements of the organization.

The policy will be reviewed and edited by the subject-appropriate board committee and recommended to the Governance Committee for review.

The Governance Committee will complete a final review of the policy and make recommendations to the board for adoption or change.

7. Consider whether procedures are required

Consider whether there is a need for clear guidance regarding how the policy will be implemented and by whom (e.g., a policy regarding receiving complaints will require a set of procedures detailing how complaints will be managed).

8. Implement

Adoption of new policies and associated procedures (as applicable) should be communicated to board members, management and board support staff.

Board policies and procedures are published on the board of directors' portal within the Regina Community Clinic website.

9. Monitor, Review, Revise

To ensure timely review of policies and procedures, the Governance Committee will maintain a five-year (5-year) review schedule. Policies and procedures will be assigned by the Governance Committee to the subject-appropriate board committee.

Each published policy or procedure will be appended with the following table, meant to track and manage approvals, updates and review schedules:

Approval/Implementation/Evaluation Process	
Date Approved:	
Approved by:	
Who & Date Reviewed:	
If revised, indicated the policy cancelled or suspended:	
Distribution:	
Monitor Date:	
Type of Monitoring:	
Director Responsible:	

Approval/Implementation/Evaluation Process	
Date Approved:	July 23, 2025
Approved by:	Board of Directors
Who & Date Reviewed:	Board of Directors, May 2020; Governance Committee, July 7, 2025
If revised, indicated the policy cancelled or suspended:	Article I-1
Distribution:	
Monitor Date:	
Type of Monitoring:	
Director Responsible:	