

Policy: Meta Policy

Policy # 1 **Number of Pages:** 2 **Date of Approval:** April 2006

Approved By: Board of Directors, Management **Review Date:** April 2017

References: None

Statement:

This meta-policy is designed to guide the formation of all policies and to provide a consistent format and identification system for policies.

All current policies, or those developed for approval by, the Board of Toronto Central Council will adhere to a standard format, as laid out in the Toronto Central Council Policy Template and specified in the procedures that follow.

Procedures:

- a) Each policy will be articulated under the following headings:
Statement
Procedures

- b) Each policy will include:
 - Policy name
 - Approval date
 - Effective date
 - Revision date
 - Numbered pages
 - Number of pages is indicated on first page
 - The policy will be in Times New Roman, with body text in a 12 font, black.

- c) The policies will be grouped and numbered consecutively, with the year following the policy number.
- d) The Executive Director will ensure that all policy changes (new, revised, and deleted policies) are appropriately reflected in the Master Board Manual file.
- e) As policies are approved by the Board, the approved version will be posted on the web site under the section “Policies”.
- f) The full, up-to-date Master Board Manual will be available to our members and the public through our web site at www.ssvptoronto.ca.
- g) As policies are updated or new ones introduced, conference presidents will receive the summary of key policies that should be brought to the attention of their members.
- h) Ad Hoc Review of Policies:
 - may arise due to a change in the laws affecting the workplace or,
 - problems with applying the policy or,
 - funding requirements
- i) Planned Reviews of Policies:
Reviews of all policies shall be conducted on a yearly basis, to be coordinated by the Executive Director.

The planned the review of policies shall take place within the last three months of the fiscal year so that any changes/amendments can be presented to the Board of Directors at a Board meeting prior to the summer recess.

Policies that require an annual review by the Board of Directors: Health and Safety
Ministry of Community and Social Services Policies:
Abuse Policy, Service Principles, Mandate and Objectives Residents Bill of Rights and
Complaints Process Residence (Facility) Policy and Continuity of Service