

## **Policy: Meta Policy**

---

<b>Policy # 1</b>	<b>Number of Pages:</b> 2	<b>Date of Approval:</b> April 2006
<b>Approved By:</b>	Board of Directors, Management	<b>Review Date:</b> June 2024
<b>References:</b>	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 Greater Toronto Central Council will adhere to a standard format, as specified in the procedures that follow.

### **Procedures:**

Each policy will be articulated under the following headings:

- Statement
- Procedures

Each policy will include:

- Policy name
  - Initial approval date or effective date
  - Revision date
  - Numbered pages
  - Number of pages indicated on first page
  - The policy will be in Times New Roman, with body text in a 12 font, black
  - The policies will be grouped and numbered consecutively
- a) The Executive Director will ensure that all policy changes (new, revised, and deleted policies) are appropriately reflected in the master file on the website.

- b) As policies are approved by the Board, the approved version will be posted on the web site under the section “Policies”.
- c) As policies are updated or new ones introduced, Conference and Particular Council Presidents will receive the summary of key policies that should be brought to the attention of their members.
- d) Ad Hoc Review of Policies:  
may arise due to a change in the laws affecting the workplace or,  
if there are problems with applying the policy or,  
funding requirements necessitate a change
- e) Planned Reviews of Policies:  
The Governance Committee will establish a calendar for all policies to be reviewed on a yearly basis by the Board of Directors, coordinated by the Executive Director. An annual review of the following Ministry of Community and Social Services Policies is also required and shall take place after the summer recess:  
Abuse Policy, Service Principles, Mandate and Objectives Residents Bill of Rights and Complaints Process Residence (Facility) Policy and Continuity of Service