



<b>TITLE:</b>	<b>Corporate Policy Framework</b>	<b>POLICY #01-19</b>
<b>CATEGORY:</b>	<b>Administration</b>	
<b>AUTHORITY:</b>	<b>Board of Directors</b>	
<b>ADOPTED:</b>	<b>May 21, 2024</b>	
<b>EFFECTIVE:</b>	<b>May 21, 2024</b>	

### Purpose

The Board establishes corporate policies to provide directions regarding the activities and internal affairs of the UNA. The Chief Administrative Officer (the “CAO”) establishes corporate policies with respect to matters that are within the responsibilities delegated or assigned to them by the Board.

The purposes of this Policy are:

- to establish a framework for the development, approval, review, revision, repeal, and maintenance of the UNA’s corporate policies; and
- to specify matters relating generally to the UNA’s corporate policies.

### Scope

This Policy applies to all UNA corporate policies.

## 1. Definitions

- 1.1. **Administrative Policy** means a corporate policy approved by the CAO pursuant to section 2.1.
- 1.2. **Board Policy** means a corporate policy approved by the Board.

## 2. Roles and Responsibilities

- 2.1. The CAO may approve corporate policies that are within the scope of responsibilities delegated or assigned by the Board to them, to other employees, or to volunteers or contractors.
- 2.2. The Board is responsible for the review, revision, and repeal of Board Policies.
  - 2.2.1. The CAO shall assist the Board in reviewing, revising, and repealing Board Policies.
- 2.3. The CAO is responsible for the review, revision, and repeal of Administrative Policies.
- 2.4. The CAO may revise Board Policies to make clerical changes that do not change the substance of the policies and shall report such revisions to the Board.
- 2.5. Where the CAO has established, reviewed, revised, or repealed an Administrative Policy, the CAO shall report this to the Board.

### **3. Conflicts, Ancillary Material, and Review of Policies**

- 3.1. To the extent of a conflict between a Board Policy and an Administrative Policy, the Board Policy prevails.
- 3.2. To the extent of a conflict between Board Policies, the Board is to determine which policy prevails. The CAO may do the same with respect to a conflict between Administrative Policies.
- 3.3. The CAO may establish procedures, rules, manuals, and guidelines with respect to Administrative Policies, but not with respect to Board Policies.
- 3.4. If a corporate policy does not specify when it is to be reviewed, it should be reviewed at least every three years.

### **4. Content, Format, Classification, and Availability of Policies**

- 4.1. A corporate policy shall specify:
  - 4.1.1. whether it is a Board Policy or an Administrative Policy;
  - 4.1.2. a title;
  - 4.1.3. the approving authority (the Board or the CAO);
  - 4.1.4. the date when it was adopted;
  - 4.1.5. the date when it comes into effect;
  - 4.1.6. a classification index;
  - 4.1.7. the purposes for the policy; and
  - 4.1.8. when it is to be reviewed.
- 4.2. It is recommended, but not required, that corporate policies be prepared in the format in Appendix A.
- 4.3. The CAO shall develop a classification system for corporate policies and assign each corporate policy a classification index.
- 4.4. The CAO shall make Board Policies available to the public.

### **5. Transition**

- 5.1. A corporate policy existing at the time of approval of this Policy that specifies the Board as its approving authority is a Board Policy.
  - 5.1.1. For greater certainty, the Board Rules of Procedure are a Board Policy.
- 5.2. A corporate policy existing at the time of approval of this Policy that specifies the CAO as its approving authority is an Administrative Policy.
- 5.3. Except for section 4.3, article 4 does not apply with respect to a corporate policy existing at the time of approval of this Policy before the corporate policy is reviewed.
- 5.4. A corporate policy existing at the time of approval of this Policy that does not specify when it is to be reviewed shall be reviewed within three years of the approval of this Policy.



**Policy History & Information**

Original Policy Approval Date

May 21, 2024

Review Date

May 21, 2027 (every three years)

**Related Documents & Legislation**

- *Societies Act* (SBC 2015, c. 18)
- UNA Bylaws
- UNA Delegation of Authority Policy (#01-14)
- UNA CAO Powers, Duties and Functions Policy (#01-15)



## **APPENDIX A**

<b>TITLE:</b>	<b>Policy Name</b>	<b>POLICY #</b>
<b>CATEGORY:</b>	–	
<b>AUTHORITY:</b>	–	
<b>ADOPTED:</b>	–	
<b>EFFECTIVE:</b>	–	

### **Purpose**

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### **Scope**

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### **Definitions**

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### **Written Policy (title not required)**

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### **Policy History & Information**

Original Policy Approval Date	DATE
Revised Policy Approval Date	DATE
Review Date	DATE

### **Related Documents & Legislation**

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