

Council Policy Development/Updating/Approval

Policy Section: Governance Process	Policy Number: GP-23	Approved By: Council
Regular Council Policy Review Frequency: Every 4 years	Date Approved: June 4, 2020	Date Reviewed/Revised:

Policy:

The College of Registered Nurses of Manitoba (CRNM) believes that one of its primary governance functions is to develop governing policy in accordance with its governance role and provincial legislation.

It is the responsibility of the Council to develop, approve, update, and evaluate the success of implementation of its governing policies. The set of Council policies contained in the Council Policy Manual shall be kept current at all times such that the governing policies accurately reflect current Council policy thinking and direction. Every governing policy will be reviewed at least once every five (5) years. The Council Policy Manual is one of the Council's vital tools for effective governance at CRNM.

The Council's goal in establishing governing policy is to provide direction to the College's impact and results through the vision, mission, and Public Benefit Policies, to provide risk boundaries through Executive Expectations for College operations, to define the governing approach and processes Council will use through the Governance Process Policies, and to clarify the Council's relationship with the CEO/Registrar.

In support of this, the Council will follow the processes outlined below. These governance processes are designed to enable the development of informed, engaged, and wise policy direction by Council.

Policy Categories

The Council will provide its governance direction to the CRNM through the articulation of governing policies which represent the values of the CRNM Council as the governing body. These policies are grouped into four categories including:

- *Public Benefit Policies* (Critical outcomes for specific beneficiaries at a specific cost or priority).
- *Executive Expectations Policies* (Risk boundaries related to expectations for prudence and ethics in CRNM).
- *Governance Process* (Council's job, governance approach, processes, and structures).
- *Council-Executive Relationship* (Parameters governing the relationship between the Council and the CEO/Registrar).

Policy Development

The need for a new governing policy or the need to update a governing policy can be identified/suggested by members of the Council, the Council as a whole, the CEO/Registrar, Council Committees, external advisors and others. The

Council will consider such recommendations based on the need to provide governance direction or on the matter through a Council policy statement.

Due consideration will be given to:

- Alignment of the new policy with CRNM values, vision, mission, and Public Benefit Policies.
- Strategic implications as well as risk.
- Effects on the public, the registrants, and the staff.
- Feasibility of the policy to implement.

The Council recognizes that for the development of many policies, not all, it is extremely useful to consult with the CRNM CEO/Registrar, staff, registrants, governance advisor(s), and other experts during the policy development phase. This consultation helps to inform Council policy, increases wide-spread understanding and appreciation for the policy, and results in better policy content.

Policy Structure

All Council governing policies will be developed and approved using a standard format which outlines:

- The policy title and category.
- The date originally approved and the date of subsequent reviews and updates.
- The monitoring of achievement or compliance frequency where applicable.
- The policy review frequency.
- The background paragraphs where applicable.
- The overall policy statement.
- The specific policy criteria.

Policy Approval

The Council works to achieve consensus regarding all Council policies. A Council vote is taken to provide approval for all new Council policies, revisions to Council policies, or the rescinding of a Council policy. Approval of policy or policy change is confirmed by a simple majority vote of Council.

Policy Implementation

The Council expects that all Public Benefit and Executive Expectations Policies will be interpreted and implemented by the CEO/Registrar and team. Council will interpret and implement the Governance Process and Council-Executive Relationship Policies.

Regular Policy Review

It is recognized by the Council that governing policies need to be reviewed and updated/refreshed periodically to continue to ensure the governing policies remain relevant and current in order to ensure effective regulation of Registered Nurses in Manitoba.

Each Council policy, once approved, will include the frequency for regular review of that policy. The Council Strategic Agenda/Work Plan will be partly established based on the regular policy review schedule which will be embedded annually in the Council's Work Plan.

In addition, the Council may review any of its policies at any time if the Council believes that it is necessary. The regular policy review schedule is a minimum review schedule.

Policy Tracking and the Council Policy Manual

All Council policies will be recorded in the CRNM Council Policy Manual Table of Contents and be kept on the CRNM website.

The master copy of the Council Policy Manual will be kept by the official Recording Secretary of the Council. Council Members will have electronic access at all times to the Council Policies on the CRNM website. Council Policies on the website will be kept up to date by CRNM staff in between Council meetings.

Council Members are encouraged to refer to the Council Policy Manual for use while they are at Council and Committee meetings to determine what the Council has already addressed in policy.

Policy Achievement Evaluation

The Council will receive scheduled Monitoring Reports from the CEO/Registrar regarding achievement of Public Benefit Policies and compliance with Executive Expectations Policies for operations. The Council will evaluate, based on a schedule as laid out in the Council Work Plan, its achievement of the Governance Process and Council-Executive Relationship Policies.

Note: The CEO/Registrar is delegated the responsibility of developing the administrative policies and procedures to interpret and implement the Public Benefit and Executive Expectations Policies. The CEO/Registrar may develop, amend, update, and approve all administrative policies without Council review or approval.

Appendix 1 – Council Policy Development and Revision Cycle

Appendix 1 provides a visual representation of the policy development, consultation, approval, review, and evaluation process.

