

COMMUNITY LIVING BRANT  
POLICY AND PROCEDURE MANUAL

SUBJECT: Process For Policy Recommendation Approval	POLICY NO.: 3.1 PAGE 1 of 2
FILE UNDER SECTION: 3	EFFECTIVE DATE: October 19, 1992 REVISION DATE: October, 2004 APPROVAL DATE: October 19, 1992

PURPOSE

To accurately process Policy Recommendations that are presented at Committee Meetings.

PROCEDURE

When a Policy Recommendation is developed for submission to a Committee, this should be given to the Executive Secretary responsible for typing Policy Recommendations who will give it a Policy Recommendation Number **before** sending the Policy Recommendation to the Committee. The Policy Recommendation is then prepared for presentation to the Committee as per Form No. 1 - POLREC.

The Policy Recommendation Number format is: Policy Recommendation No. Year-# (e.g., Policy Recommendation No. 1991/92-1).

Policy Recommendations Being Sent To More Than One Committee

If the Policy Recommendation is being sent to more than one Committee, a copy of the Policy Recommendation should be made by the Executive Secretary responsible for typing Policy Recommendations and given to the other Recording Secretaries responsible for attending the Committee Meetings.

The Policy Recommendation will commence with whichever Committee is meeting in closest proximity to the origin of the Policy Recommendation. It is the responsibility of the Recording Secretary of the first Committee to forward it to the Recording Secretary of the next Committee along with the approval or changes made. This information can then be passed on to the next Committee.

The Recording Secretary of the last Committee to review the Policy Recommendation is to forward a copy of the Policy Recommendation with all proposed changes and/or approval dates from the previous Committees to the Executive Secretary responsible for typing the Policy Recommendation, as per Form No. 2 - POLREC.

If changes made at the first Committee Meeting are not acceptable at the next Committee Meetings or if there are further significant changes made, these changes may have to be submitted to the Committees again for approval. This will be determined by the originator of the policy.

COMMUNITY LIVING BRANT  
POLICY AND PROCEDURE MANUAL

SUBJECT: Process For Policy Recommendation Approval	POLICY NO: 3.1 PAGE 2 of 2
--	-------------------------------

PROCEDURE (CONTINUED)

Actions Following The Committee Meetings

After a Policy Recommendation has been approved by all Committees concerned, the Executive Secretary will complete the top section of the policy with the effective and approved dates being the date of the last Committee Meeting. If any other section of the policy needs to be completed, i.e., distribution, this information should be obtained from the originator of the policy.

If a Policy Recommendation has been amended by a Committee, the Executive Secretary will send a memo to the originator of the Policy Recommendation, as per Form No. 3 - POLREC, advising them of the changes and whether the changes are acceptable to them.

The policy is then distributed to all program areas with a memo, as per Form No. 4 - POLREC.

RESPONSIBILITIES OF THE EXECUTIVE SECRETARY

The Executive Secretary will start a directory for Policy Recommendations which will include a numerical and alphabetical index of the Policy Recommendations, a list of policies not distributed, and a Follow-Up Form, as per form No. 5 - POLREC.