



**Policy Section 1: GOVERNANCE**

**Policy #: 1.2**

**Policy: Policy Development Framework**

**Revision: 4**

**Approval: August 10, 2022**

**1. Purpose:**

- 1.1 To describe the authorities and general process for creating, amending, and deleting The Flower Cart Board policies.

**2. Definitions:**

- 2.1 Board Philosophy - the Board's operating philosophy with respect to its policies includes but is not limited to upholding and on-going reference to The Flower Cart's vision, mission, values, and beliefs.

**3. Detailed Policy Statement:**

- 3.1 Board policies will be consistent with The Flower Cart's By-Laws and laws applicable to the operation of not-for-profit/charitable organizations in Nova Scotia. Policies will be clearly written embracing the Board's philosophy and with a clear understanding and appreciation of local needs.
- 3.2 Policies are intended to provide a position on and give direction to the Board on a wide range of issues and responsibilities. Policies serve as an element of The Flower Cart's Risk Management Plan and reflect due diligence on the part of the Board.
- 3.3 Policies require regular review to ensure they remain relevant and up to date. From time to time, new policies may have to be created and existing policies may need to be amended or possibly deleted.
- 3.4 While the Policy and By-Law Committee has a custodial and coordinating role regarding Board policies, the Board itself is the approving authority in policy matters.

**4. Implementation:**

- 4.1 A member of the Board of Directors, a committee of the Board or the Chief Executive Officer, in consultation with the Board, may propose the creation of a new policy or amendment/deletion of an existing policy.
- 4.2 In developing or revising policies, the Board ensures appropriate consultation and discussion among the individuals, groups or committees concerned.
- 4.3 The Policy and By-Law Committee will review new or revised policy drafts prior to submission to the Board to ensure completeness and proper formatting.
- 4.4 Ratification of new policies and/or amendments or deletions to existing policies rests with the Board.
- 4.5 In its policy review process, the Policy and By-Law Committee may refer individual items to the appropriate committee to determine relevance.

**5. Applicability:**

- 5.1 Board of Directors

**6. Policy Authority:**

- 6.1 The Memorandum of Association and the By-Laws of The Flower Cart provide the Board with the authority to establish Board policies.
- 6.2 The Board of Directors of The Flower Cart is the approving body for all policies.

**7. Related Policies, Procedures and Documents:**

- 7.1 Policy 1.1 – Statement of Governance Style
- 7.2 Policy 1.6 – Risk Management Policy
- 7.3 Memorandum of Association
- 7.4 The Flower Cart By-Laws
- 7.5 The Flower Cart Risk Management Plan

**8. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	January 2006
Rev 1	Reformatted and Updated	September 27, 2011

Rev 2	Reformatted and Updated	February 28, 2017
Rev 3	Reviewed and Updated	April 27, 2021
Rev 4	Changed Executive Director to Chief Executive Officer	August 10, 2022