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| Policy Number: GV2.190 | Policy Section: Governance | Effective: November 30, 2022 Reviewed: November 18, 2025 |
| Title: Policy Authority Policy | | Executive Sponsor: VP, Governance & Communications |

1. PURPOSE

Community Living British Columbia’s (CLBC) Board of Directors (“Board”) is mandated by the *Community Living Authority Act* to manage the delivery of community living support and administrative services. CLBC uses a set of policies and procedures to govern this delivery to ensure consistency, transparency, and accountability.

This policy delegates authority and accountability for select policies from CLBC’s Board of Directors to CLBC’s CEO and explains CLBC’s policy authority structure.

2. DEFINITIONS

Board Policy: A policy that concerns the operation or governance of CLBC’s Board of Directors.

Executive Sponsor: A member of the CLBC executive team who has been delegated ongoing authority over and responsibility for a policy, process, or project.

Governance Policy: A significant organizational policy that is not a board policy and that requires the approval of the Board of Directors.

Significant Organizational Policy: A policy that has significance for the CLBC Board of Directors in its governance role to oversee the conduct of the organization’s business because of

- Legislative or regulatory requirement,
- Association with significant reputational risk for the organization,
- Direct relationship to Community Living Authority Act requirements,
- Board due diligence and accountability to government and community, and/or
- Relationship to CLBC’s mandate letter/ service plan measures.

Significant organizational policies require review or approval by the CLBC Board of Directors.

3. POLICY

Delegation

- 3.1** The Board grants the CEO full authority to develop, revise, and implement CLBC’s policies and procedures (“policy”). This excludes authority for governance policies and board policies.

- 3.2** The CEO may delegate policy authority to an Executive Sponsor(s). The CEO identifies the Executive Sponsor(s) based on delegated responsibilities.

Policy Authority

- 3.3** Policy authority includes the authority to:
- a) initiate, revise, or retire a policy
 - b) authorize an exception to a policy or an exception process for a policy. These decisions must be based on the principles and ethical framework outlined in the *Policy Framework Policy* and in compliance with the *Conflict of Interest Policy – Employees*.
 - c) delegate responsibility for development, implementation, revision of, and making exceptions to a policy to effectively manage CLBC’s affairs. Such delegation must incorporate sound internal control principles including risk-based escalation of responsibility and the avoidance of real, potential or perceived conflicts of interest as defined in the *Conflict of Interest Policy – Employees*.
- 3.4** Policy revisions, delegations and exceptions must be made in alignment with:
- a) the intent or meaning of the provisions of the *Community Living Authority Act and Regulation*, and other applicable legislation
 - b) government mandates
 - c) CLBC’s Vision, Mission, and Values, as outlined in CLBC’s strategic plan
 - d) CLBC governance policies

Board Policies

- 3.5** The Board maintains policy authority for board policies.
- 3.6** The Board develops board policies in compliance with the *Board Governance Manual* and is supported by the VP, Governance and Communications to ensure alignment with CLBC’s policy process and policy framework as outlined in the *Policy Framework Policy*.

Governance Policies

- 3.7** The Board maintains policy authority for governance policies. The Board may delegate responsibility for development, implementation, and revision of, and exceptions to these policies to an Executive Sponsor(s), through the CEO.
- 3.8** The Board reviews governance policies regularly and approves any changes as required in the *Board Governance Manual*.

Significant Organizational Policies

- 3.9** One of the significant ways in which the Board formalizes its leadership and influence over CLBC is through the review and/or approval of significant organizational policies.
- 3.10** Significant organizational policies **that are not** governance policies or board policies require Board review **only**. This means the Board or Committee of the Board serves in an advisory capacity, but the policy authority rests with CLBC and the Executive Sponsor(s), as per the *Board Governance Manual*.
- 3.11** The Executive Sponsor(s) of significant organizational policies are responsible to bring to the attention of the CEO and the Board any potential policy issues that may be of public interest, including policy issues with high risk factors and those that might bring CLBC's activities under public scrutiny or involve a controversial matter.

4. REFERENCES

Board Governance Manual

CLBC Strategic Plan

Community Living Authority Act and Regulation

Conflict of Interest Policy – Employees

Mandate Letter

Policy Framework Policy

Service Plan for Community Living BC