



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Policy Approval Committee

Terms of Reference

The Policy Approval Committee is a committee established by the *Nursing Professions Act, SNWT 2023, s25* (the “Act”) and the *Nursing Professions Act, SNU 2023, c20* (the “Nunavut Act”) and in accordance with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) (the “College”) bylaw part 4.

Purpose

The purpose of the Policy Approval Committee (the “Committee”) is to review all Policies submitted to the Board of Directors (the “Board”) by the CEO/Registrar on behalf of CANNN.

Authority and Decision Making

In accordance with the Act and the Nunavut Act, the College is required to establish and approve policies. These policies are enforced by the CEO/Registrar and any delegated authority.

Committee Membership Structure

The College shall establish a Policy Approval Committee composed of:

- An elected chairperson from the Board;
- One person who is a member of the public;
- Up to, and no more than five registrants.

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of the initial appointment and at the time of any reappointment.

Members of the College whose licenses expire while serving on the Committee, who do not renew those licenses, remain eligible to serve on the Committee until the expiry of their term.

The CEO/Registrar is not eligible to be a voting member of the committee but may attend to provide support and present findings.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for a one year term.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee unless the Chairperson determines otherwise.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chairperson.

All decisions require the vote of the majority of the Committee members in attendance.

Meetings:

- Meetings will be conducted on an ad hoc basis
- Attendance may be in person or via Microsoft Teams
- Urgent matters may be dealt with via email and/or telephone in a confidential manner
- Information regarding scheduled meetings to be provided no less than one week prior to meeting
- Any decisions made by the committee outside of regularly scheduled meetings will be documented in the minutes of the next meeting

Information to Registrants:

The Policy Approval committees primary function is to review and make recommendations on the submitted Policies.

Policy Approval can be declined if they contravene CANNs policies on conduct, privacy, or any section of the Canadian Human Rights Act.

First Issued: February 13, 2025

Approved by: Board of Directors

To be Reviewed: Annually

Responsible Department: Board of Directors