

COMMUNITY LIVING DURHAM NORTH

VISION, MISSION AND VALUES OR PRINCIPLES

Policy No: A-6 (Governance)

Effective Date: June 30, 2011

Last Revision: May 29, 2017

Last Review:

Rationale:

To ensure that everyone associated with the organization is absolutely clear about CLDN's fundamental objectives, and about the values and principles to which we subscribe.

Policy Statement:

In keeping with best practice and regulations that support the Social Inclusion Act, 2008, the Board of CLDN will ensure that a current Vision and Mission Statement is in place, as well as a statement of values or principles. Each of these is articulated during the strategic planning process that the agency undertakes every three to five years in order to map out its strategic direction. Normally, these statements remain current and relevant for at least this span of time but, in order to ensure that this is the case, the Board will review them on an annual basis. Indeed, such a review is mandated by the above mentioned regulations, so the review will be documented in our Corporate Minute Book.

Approved by: Colin Kemp  
for the Board of Directors

Date: May 29, 2017

COMMUNITY LIVING DURHAM NORTH

VISION, MISSION AND VALUES OR PRINCIPLES

Procedure No: A-6-1

**Communicating the Vision, Mission and Principles**

Effective Date: June 30, 2011

Last Revision: May 29, 2017

Last Review:

- The Vision, Mission and Statement of Principles are only valuable and effective if they are disseminated and understood throughout the agency. To this end, they are reviewed with all new staff and new volunteers at the beginning of their involvement with the agency and again, annually, thereafter. For staff, the introduction occurs during our formal multi-day orientation process, and the refresher occurs during the employee's annual performance assessment.
- The statements are inscribed on a single page that is at the front of all our Policy and Procedure manuals.
- Supported persons, and anyone acting on their behalf, are also introduced to our Vision, Mission and Statement of Principles when they begin to receive service. As with employees, they are also provided with an annual review (see policy B-24).
- The date of all orientations, refreshers and reviews are recorded in the person's Personnel file, or equivalent file.

Approved by: Cathy Parker  
CEO

Date: May 29, 2017