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# POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Policy Development and Maintenance		
<b>SECTION</b>	Framework and Governance	<b>POLICY #</b>	I – 1
<b>DATE CREATED</b>	March 2007	<b>DATE LAST REVISED</b>	March 2019
<b>NEXT REVIEW DATE</b>	2024/2025	<b>PAGE #</b>	1 of 1

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## POLICY STATEMENT

The College will develop and maintain current policies and procedures.

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## PROCEDURE

1. Development of New Policies and Procedures
  - a. Should a Committee determine the need for a new policy, that Committee will prepare a draft which sets out the “Policy Statement”, the “Procedure” and the recommended date of the “Next Review”.
  - b. In creating the policy, the Committee will ensure it is consistent with existing policies and By-laws.
  - c. The draft policy will be reviewed by the Executive Committee which will consult with the Finance and Audit Committee regarding any budgetary implications, if necessary.
  - d. The Executive Committee will:
    - i. endorse the draft policy and recommend its approval to Council;
    - ii. return the draft policy to the relevant Committee for further discussion; or,
    - iii. determine the draft policy is unnecessary.
  - e. All policies will include an anticipated review date which shall be no later than three years from the date of approval.
  - f. Approved new policy will be provided to the Office of the Registrar for formatting and integration into the College’s Policy and Procedure Manual.
2. Reviewing and Updating Existing Policies and Procedures
  - a. All policies will include an anticipated review date which shall be no later than three years from the date of the last review.
  - b. Annually, staff will identify all policies due for review and notify the appropriate Committee Chair and staff liaison and will report on the status of the reviews to the Executive Committee.
  - c. Any proposed changes to the policy or the procedures identified by the relevant Committee will be referred to the Executive. In proposing amendments, the Committee will ensure they are consistent with existing policies and by-laws. The proposed changes will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications, if necessary.
  - d. The Executive Committee will:
    - i. endorse the proposed changes and recommend its approval to Council;
    - ii. return the proposed changes to the relevant Committee for further discussion; or,
    - iii. determine the proposed changes are unnecessary.
  - e. Approved amended policies will be provided to the Office of the Registrar for formatting and integration into the College’s Policy and Procedure Manual.