Procedure for Policy and Procedure Review and Development

Parent Policy link:	*Policy and Procedure Framework Governing Policy*
Procedure Sponsor:	President
Procedure Contact:	President, Office of the President
Stakeholders:	All members of the OC Community including: Employees, Students, and the Board of Governors
Approved by:	OC Executive Team
Effective Date:	November 1, 2023
Last reviewed:	November 2023 Scheduled review date: February 2027

1. Purpose

To outline the steps in a normal lifecycle of a policy and/or procedure and the development and/or review process for new and existing policies and procedures.

2. Procedures

While under review or development, each policy and/or procedure will go through the following steps of the Policy and Procedure Development Lifecycle visualized and described below:

1. Identify Need
2. Draft
3. Consultation
4. Finalize document
5. Approve
6. Implement
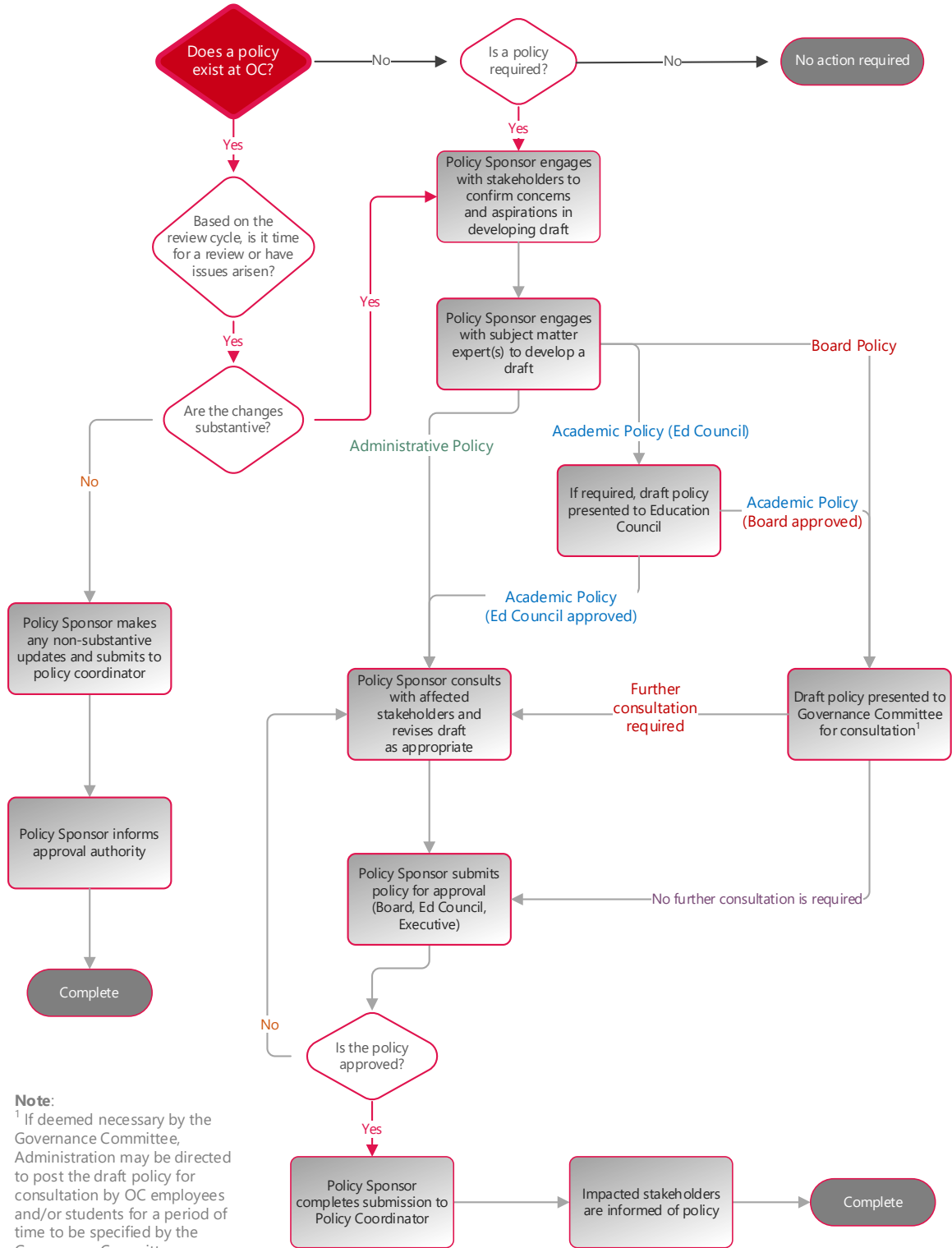7. Review

Policy and Procedure Development Lifecycle

Development Lifecycle	Action	Policy/Procedure Considerations
1. **Identify Need**	A member of the College community identifies a need or issue that may require a policy or procedure to be developed or revised and notifies an appropriate Policy Sponsor.	The development or review of a College policy and/or procedures may result from: • recognition of a need (such as legislation) • the regular cycle of the policy development and lifecycle • issues in implementing or interpreting policies or procedures or identifying gaps in coverage
2. **Draft**	When the need for a policy and/or procedure is confirmed, the following development and drafting process commences by the Policy Contact with support from the Policy Coordinator.	• Review existing legislation and collective agreements. • Check existing policy and procedures to determine if they may cover the issue and could be amended to address the need. • Consider best practices from other institutions and organizations • Consult with the Policy Coordinator to prepare a development plan, including engagements and consultations to be conducted and required approvals. • Consider operational practicalities. • Identify resources needed to implement the policy and/or procedure. • Engage with appropriate subject matter experts in development of a policy and/or procedure

Development Lifecycle	Action	Policy/Procedure Considerations
		• Engage with affected stakeholders to identify concerns and/or aspirations during policy development. • Prepare a draft Communication/Implementation Plan for the policy and/or procedure. • Specify actions required for staff to implement the policy and/or procedure. • Use policy and procedure templates to ensure consistency • Consult with the Policy Coordinator for feedback on draft
3. Consultation	Policy draft completed.	• Make draft policy and/or procedures available for comment by key stakeholders/advisory groups as appropriate. • Consult with key stakeholders/advisory groups regarding the content of the document.
4. Finalize document	Consultations complete.	• Revise draft policy and/or procedure documents based on feedback received. • Finalize communication/implementation plan as appropriate.
5. Approve	Document finalized.	• Consult with Policy Coordinator regarding approval process. • Submit proposed draft and supporting documents to the appropriate approval authority.
6. Implement	Policy and/or procedure is approved.	• Inform relevant stakeholders of the new policy and/or procedure and the impact including any related publications and supporting information. • Communicate and implement the policy and/or procedure as per Communication/Implementation plan. • Publish the approved document in the central repository.
7. Review	Schedule next review.	• Review of the policy to be conducted every five (5) years. • An earlier review may be undertaken if circumstances warrant.

3. Policy Development and Review Process

3.1 The following flowchart outlines the process for a new policy to be developed or existing policy reviewed within the College's Policy and Procedure Framework.

Note:
[1] If deemed necessary by the Governance Committee, Administration may be directed to post the draft policy for consultation by OC employees and/or students for a period of time to be specified by the Governance Committee.

4. Related Acts and Regulations

College and Institute Act

5. Supporting References, Policies, Procedures and Forms

Policy Template
Procedures Template

History / Revisions

Date	Action
2023-11-01	*Revision Approved by OC Executive Team:* Procedure for Policy and Procedure Review and Development (process chart)
2022-03-22	*New Procedure Approved by Board of Governors:* Procedure for Policy and Procedure Review and Development NOTE: Future approvals of this procedure are by the Executive Team