

POLICIES + PROCEDURES DEVELOPMENT CHECKLIST

In order to assist you develop new policies and procedures, this checklist contains questions to consider and important steps to take place during the development, consultation and approval processes.

DEVELOPMENT STAGE

Prior to and during policy development, ask the following questions:

- ☐ Why is the policy needed?
- ☐ Is there an existing policy with the same or similar intent that could be revised?
- ☐ Who is the approval body for the policy?
- ☐ What are the goals and desired outcomes of the policy?
- ☐ What legislation enables or provides authority for the policy?
- ☐ Who will be impacted by the policy?
- ☐ Who has a stake in the policy?
- ☐ Who needs to vet and review the policy?
- ☐ Who will develop the policy or be on policy development committee?
- ☐ Are there related policies currently in place to consider?
- ☐ Have policies from similar institutions been reviewed for comparison?
- ☐ Is the use of terminology consistent in the draft policy and across related policies?

Once the above questions have been addressed, the policy is drafted (with a committee if applicable) using the Emily Carr policy template (available online).

CONSULTATION STAGE

Once the policy has been drafted, consultation and the development of additional revised drafts (if applicable) will occur as follows:

- ☐ Consultation with those impacted by the policy, including Policy Officer (employee who has overall authority for the policy implementation and interpretation)
- ☐ Redraft and review of second draft (with committee if applicable)
- ☐ Completion of Policy 3.1.1 Policy Plan Form
- ☐ Submission of form to and consultation with University Secretary
- ☐ University Secretary to review and vet with management, legal counsel, unions, community, etc. as required
- ☐ Redraft and review of third draft (with committee if applicable) OR move to decision making stage

DECISION MAKING STAGE

- ☐ Once the policy is through the consultation stage, the policy is forwarded to the approval body for review, revisions and approval

NOTIFICATION STAGE

- ☐ Once the policy is approved, it is posted on the website and notification is provided to the community according to 3.1 Policy Framework