

## 1000-1-1 Appendix B

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### Policy Development Checklist

1. Policy sponsor initiates the creation of a new policy.
2. Seek and obtain the approval of the responsible executive.
3. Undertake consultation with individuals or groups who may have potential interest in the policy.
4. Track consultations with interested parties.
5. Develop first complete draft of the policy.
6. If the policy has the potential for legal challenges, entanglements or controversy, seek review of the proposed policy by legal counsel.
  - a. Please Note: a request for a legal review must be approved by the responsible executive.
7. Present the draft policy to the relevant vice-president advisory committee(s) for consideration, feedback and, ultimately, recommendation to CLT.
  - a. Provide a summary of the consultations undertaken.
  - b. Inform the committee of any legal review of the proposed policy and the results of it.
8. Consider and incorporate committee(s) feedback to produce a complete second draft of the policy.
9. When the vice-president advisory committee(s) provides a recommendation of the policy to CLT, present the draft policy to CLT.
  - a. Provide a summary of the consultations undertaken.
  - b. Inform the committee of any legal review of the proposed policy and the results of it.
10. If the policy is approved and recommended to the President, then, if and when the President approves the policy, the Executive Assistant of the Senior Vice President, Strategy and Corporate Services will facilitate the publishing of the policy. Upon request, the college will provide a copy of this policy in an alternate format.