

## 1000-1-1 Appendix D

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### Policy Review Checklist

1. Obtain a current copy of the policy from Executive Assistant, Senior Vice President, Strategy and Corporate Services.
2. Conduct a review of policy and initiate consultation with stakeholders and interested parties.
3. Track consultations and revisions using the documents track changes option.
  - a. If no changes are required update the review date and request that the completed review of the policy be noted on the next vice-president advisory committee(s) agenda as an information piece.
4. Develop the revised draft of the policy.
5. 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.
6. 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.
7. Consider and incorporate committee(s) feedback to produce a second draft of the policy revision.
8. 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.
9. 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 revised policy.