
POLICY TYPE: GOVERNANCE PROCESS – General Policies

Policy No: GP 3

POLICY TITLE: Policy Development and Approval Process

Approval Date: January 14, 2012

Revision Date: June 10, 2023

Policies are defined as: legislations, regulations, by-laws, standards of practice, practice directions, programs, and other matters relating to governing the College and regulating the members.

Council will determine policy priorities and the Registrar and committees.

Policy Development Process

1. There will be an annual Policy Review Cycle. The Council shall determine whether the policies are still relevant and if they require modification. The development of new policies may be considered by the Council as deemed necessary or proposed by the Registrar and/or committees.
2. The Registrar or committee will provide a brief background report on the proposed policy topic which identifies the need for the policy initiative, expected outcomes, impact on the College and/or members, and the public and estimated timetable and costs.
3. The Council will classify the priority list in terms of need, urgency, and impact on the public and the profession.
4. The Council will consult with the Registrar as to policy research, timeline, and budget.

Policy Approval Process

1. All policies will be presented to the Council by the Registrar or a committee.
2. The Registrar or committee shall ensure that adequate research has been done and that the policy proposal identifies the need for the policy initiative, expected outcomes, impact on the members, the public, and other stakeholders, ability of the members to comply, and the College to enforce and estimate the implementation timetable and costs.
3. The Executive Committee and/or Council will consider matters brought forward by the Registrar dealing with finance, legislation, and other matters lying outside the mandate of the committees.
4. All policy proposals will be reviewed by the Executive Committee and/or Council. The Executive Committee and/or Council will discuss policy proposals that may identify financial, operational, policy, or other matters based on its broad perspective of College operations that Council should consider in relation to the policy proposal.
5. The Council may approve, amend, reject, or refer any proposed policy back to the Registrar or originating committee or take such other action as it deems to be appropriate.