



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL PROCEDURE**

**TOPIC: DEVELOPMENT OF POLICIES & PROCEDURES**

|                       |           |                          |                                  |
|-----------------------|-----------|--------------------------|----------------------------------|
| <b>Procedure No.</b>  | PO-001-PR | <b>Division</b>          | President's Office               |
| <b>Supersedes</b>     | n/a       | <b>Board Policy Ref.</b> | GP-RR-904, GP-RR-901 & GP-BO-210 |
| <b>Related Policy</b> | PO-001    | <b>Effective Date:</b>   | November 4, 2016 (R2)            |

**PROCEDURE**

- 1.0 Proposals for policies may be originated by any employee, group of employees, or by an operational, resource or administrative team.
- 2.0 In all instances, the initiator/s of policy statements should format proposals that adhere to the standard form as outlined in this document.
- 3.0 At the discretion of the Vice-President, the Senior Executive may be consulted in the policy development process. In instances where a policy has a cross-functional impact, respective VPs will apply a consultative process.
- 4.0 Policy recommendations will be made by the appropriate divisional administration team in consultation with the divisional resource team and, where applicable, Academic Council.
- 5.0 The President's Office has the prerogative to initiate policies which may be vetted through the Senior Executive and/or the Board of Governors.
- 6.0 The General Counsel will provide support and assistance to all Divisions in the final formulation of policies.
- 7.0 Respective VPs will present draft policies and/or procedures to the Senior Executive for review and approval prior to implementation. Minor amendments to policies and/or procedures may be made by respective VPs with the approval of the General Counsel.

- 8.0 In the event that the policy proposed by an individual or group of individuals is not supported, respective VPs will assume responsibility for so advising the initiator.
- 9.0 Responsibility for an online distribution system including a tracking system for revisions will reside in the President's Office.

| Approval History      |                  |
|-----------------------|------------------|
| Approved by President | April 29, 1997   |
| Revision 1            | April 13, 2011   |
| Revision 2            | November 4, 2016 |