



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: DEVELOPMENT OF POLICIES and PROCEDURES

Policy No.	PO-001	Division	President's Office
Supersedes	n/a	Board Policy Ref.	GP-RR-904, GP-RR-901 & GP-BO-210
Related Procedure	PO-001-PR	Effective Date:	September 23, 2024 (R3)

1. PURPOSE AND SCOPE

The purpose of the Development of Policies and Procedures Policy (the Policy) is to provide a systematic approach for the development and approval of policies and procedures and to provide a standard format for documentation of these policies and procedures. In order to clearly identify responsibilities and expectations and to ensure in as far as possible that consistent quality standards are executed by all campuses, and departments within College of the North Atlantic (CNA), there is a need to develop and document all approved policies, procedures, and guidelines.

2. POLICY

All CNA policies will reflect the mandate of as legislated in the *College Act, 1996*, and will be congruent with the beliefs and values of the CNA Board of Governors:

All policy statements will consist of three elements:

- 2.1 A **PURPOSE & SCOPE**, which describes the reasons the policy is needed and sets the scene for its operation.
- 2.2 A **POLICY STATEMENT**, which states the “rules” or sets the parameters within which activities in that area will be conducted.
- 2.3 A statement of the **PROCEDURE** or operational methods and/or guidelines to be followed in implementing the policy. In some cases, more than one procedure may arise from one policy statement.

3. PROCEDURE

The President shall ensure that procedures are developed and implemented in accordance with this Policy.

Approval History	
Approved by President	April 29, 1997
Reviewed	April 13, 2011
Revision 1	November 4, 2016
Revision 2	July 4, 2022
Revision 3	September 23, 2024