



## Policy Development and Review

Oversight body: Bylaw and Policy Review Committee

Date Passed by Council: July 19, 2017

Date of Next Review: July, 2019

Related policies, bylaws, legislation: Bylaws 2, 6 & 10, DSU Committees Policy

### **Definitions:**

“Policy” – A rule passed by Council.

“Committee” – the Bylaw and Policy Review Committee.

“Executive Officer” – A Member who is elected as an Executive Officer of the DSU as per the bylaws.

“Member” – An individual who meets the membership criteria as outlined in the bylaws.

“Full-time staff” - Employees of the Union who are employed full-time.

### **Purpose:**

In recognition of:

- a) the significant impact a new or amended policy can have on operations,
- b) the need to evaluate the appropriateness of a new or amended policy in respect to existing bylaws, policies, and applicable municipal, provincial, and federal legislation

this policy addresses the procedures surrounding a policy proposal or amendment for adoption. In addition, it is also meant to ensure policies are presented in a clear and uniform manner.

### **Scope:**

Members of Council, Commissioners, part-time staff, full-time staff, volunteers, and general Members of the DSU shall abide by this policy.

## **Policy Statement:**

### Policy Submissions

1. Before a new policy proposal, or amendment to an existing policy is brought to Council for approval, it should be submitted to the Committee using the proposal template which can be retrieved by contacting the Policy and Governance Coordinator.
2. A proposal should be directed to the Committee Chair and/or Policy and Governance Coordinator to ensure proper review and record keeping.
3. Materials seen as supporting, or providing further context to, the proposal can be submitted in conjunction with the draft proposal but will be presented to Council only at the discretion of the Committee.
  - a. Supporting materials cannot be submitted to the Committee without an accompanying proposal.
4. The Committee will bring proposed policies and amendments to the relevant Executive Officer(s) and full-time staff for consultative feedback and advice prior to reaching any decision.
5. The Committee Chair will communicate the status of the proposal to the individual who made the submission after each Committee meeting where it appears on the agenda.

### Request for Review

1. A Member does not need to propose a policy amendment in order to make a request for a policy review.
2. Requests must include a detailed statement of the reasons as to why a policy review should be conducted.
3. The Committee Chair will communicate the status of the review to the requestor after each meeting where it appears on the agenda.

### Approved policies and amendments

1. Any Council approved policies and amendments will be circulated to the relevant part-time and full-time staff the following day.
2. Every policy will indicate a maximum two year review date.
3. The Policy and Governance Coordinator shall ensure the new or amended policy is updated in the policy manual and web site after Council minutes are approved.
4. Outdated versions of the operating policy will be appropriately archived.

### Policy Structure

1. Each policy will contain the following information:
  - a) Policy Name
  - b) Oversight Body
  - c) Date Passed by Council
  - d) Date of Next Review
  - e) Title of Related Policies, Bylaws, Legislation
  - f) Definitions
  - g) Purpose
  - h) Scope
  - i) Policy Statement
  
2. Style:
  - a) Font Calibri
  - b) Title centred, bolded, size 24
  - c) Section Titles left justified, bolded, size 14
  - d) Section subheadings left justified, underlined, size 12
  - e) 1.
    - a)
    - i)
  - f) Content, size 12