

1.0 – Policy Development Policy

Section:	Board	Approved:	February 7, 2013
Subject:	Policy Development	Reviewed:	April 28, 2026
Policy:	1.0	Revised:	April 28, 2026
Policy Owner:	Board of Directors	Next Review:	April 2027
Approval Authority:	Board of Directors		

The Board shall develop Governance and Board policies, which comply with *The Regional Colleges Act*.

The Board believes that Governance and Board policies and procedures must reflect the College's beliefs and values and be consistent with the College's vision and mission.

Policy development shall follow a formal, transparent process that includes the presentation of relevant research and the opportunity for consultation and stakeholder feedback.

The formal adoption of Board Policy shall require passage of a motion of the Board of Directors.

1.0 – Policy Development Procedure

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The following relates to Governance Policies & Procedures, Section 1.

Identification of Need

If it is suggested that a new policy or a revision to an existing policy is required, the following procedure must be applied.

1. Approval of Concept

Following an assessment of need, the Board will work with the President and CEO to draft the policy or revision, carrying out appropriate consultation and seeking legal advice when appropriate.

2. Recommendation for Approval

Once the draft has been sufficiently revised, the policy, along with the rationale, relevant research and supporting documentation, will be presented to the Board for approval at a regular Board meeting.

3. Implementation

Policies or revisions that receive approval will be placed on the Carlton Trail College website.

4. Policy Portfolio Revision

The President and CEO will review and approve policy “housekeeping” revisions that are necessary or desirable to maintain the spirit, intent, and alignment of existing policies. All revisions that go beyond the requirements necessary to update and maintain the accuracy of current policies will be subject to Steps 1 through 3 of this Policy.