

<b>DOCUMENT TITLE</b>	Policy Development Plan and Scoping Document Template
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<b>HOLDER</b>	President
<b>RESPONSIBLE OPERATIONAL LEADER</b>	President

## POLICY DEVELOPMENT PLAN AND SCOPING DOCUMENT TEMPLATE

### PURPOSE AND/OR RATIONALE

The purpose of this template is to support employees at Camosun propose new policies at the College. The template asks a series of questions to guide the thinking behind the need for new policy at Camosun.

### POLICY OVERVIEW

<b>Proposed Policy Title</b>	
<b>Proposed Approval Body</b>	
<b>Proposed Policy Holder</b>	
<b>Proposed Responsible Operational Leader</b>	
<b>Anticipated Date of Completion</b>	
<b>Name of Submitter</b>	



**DESCRIPTION OF PROPOSED POLICY**

<b>What policy are you proposing? Briefly describe it.</b>

<b>Provide a rationale for the policy. Why does Camosun College need this policy? What will be the expected policy outcomes? What are the risks of <i>not</i> having this policy?</b>

**How does this policy with the college's strategic plan, vision, and mission?**

**Conduct a comparative environmental scan of similar policies at other institutions (in Canada and/or abroad). What are other institutions doing with respect to this policy area?**

**How will you develop this policy? How much engagement will be required? Who needs to be involved in its development and who will you engage? Why?**

**Provide a brief timeline of the policy development. When do you expect for the policy to be developed by?**

**What resources (financial, personnel, etc.) will you need to be successful in the development of this policy?**

**After development, what steps may be required to implement and communicate the policy at the college? List stakeholders who may be involved in the implementation and communication of the policy.**

<b>List related Policies and/or Related Legislated and/or Collective Agreement References. How are these related to the policy you are proposing? (complete only relevant sections)</b>	
<i>Related Policies</i>	<i>Legislative Requirements and/or Collective Agreements</i>

**FOR OFFICIAL USE ONLY:**

Approved By (name of proposed Policy Holder): \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Signature of Policy Holder: \_\_\_\_\_