



ADMIN 100 APPENDIX C - COLLEGE OPERATIONAL POLICY/PROCEDURE BRIEFING NOTE TEMPLATE

Note that this briefing note should be prepared and submitted to CET when seeking approval for:

- *New operational policies/procedures*
- *Existing operational policies/procedures with non-minor changes*
- *Existing operational policies/procedures that need to be rescinded*

Date:

Policy/Procedure Reference Number and Title (e.g., *ADMIN 100 Developing Policies and Procedures*):

New Policy/Procedure (Yes/No):

Existing Policy/Procedure (Yes/No):

Policy Sponsor:

Policy Owner:

Policy Issue/Context:

Use this section to summarize:

- *why a new policy/procedure has been developed, noting any legislative requirements and/or specific deadlines by which the College must comply, exemplars that were consulted, etc.; or*
- *changes that have been made to an existing policy/procedure; or*
- *why an existing policy/procedure should be rescinded.*

Ad Hoc Committee Membership (if applicable):

List the names and positions of those who participated on the ad hoc committee.

Communication, Implementation, and Next Steps:

Assuming approval, identify what steps will be taken to communicate and implement the policy/procedure and who will be responsible for doing so.

Submission Package Includes:

List the supporting documentation, for example:

- *Copy of existing policy/procedure*
- *Copy of revised or new policy/procedure*
- *Associated forms/appendices*