# TIER 2

## 1 | Drafting →

1. Subject matter expert collaborates with Policy Analyst in proposing changes
2. Obtain input from:
   - Involved Departments
   - Risk Management
   - Legal
   - Office of the HREA
3. Director's Executive Council (DEC) reviews the policy draft.

## 2 | Consultations →

4. Draft policy presented to Ad Hoc Committee for discussion.
5. Post draft to the Policy Updates Webpage, Consultation webpage, and disseminated through newsletters, notices, etc.
6. In collaboration with Policy Analyst, subject matter expert incorporates feedback into the policy document.

## 3 | Approvals →

7. DEC approval of policy.
8. Ad Hoc Committee for approval of policy.
9. Policy proceeds to COW through Recommendation and Minutes
10. Board for final approval of policy.

## 4 | Implementation ✓

11. Communicate revised policy to schools via memos.
12. Reflect changes in other OCDSB documents, if/where necessary.
13. Post updated policies to the Policy Updates webpage.