TIER 3

1 Rationale & Draft →

1. Rationale presented to Ad Hoc Committee to receive input prior to the first draft of the policy.
2. Policy Analyst drafts the policy document.
3. Obtain input from:
   - Involved Departments
   - Risk Management
   - Legal
   - Office of the HREA
4. Policy Analyst supports policy owner to integrate feedback and prepare policy draft and consultation proposal for DEC and Ad Hoc Policy Committee discussion.

2 Consultations →

5. Post draft to the Policy Updates Webpage, Consultation webpage, and disseminated through newsletters, notices, etc.
6. Contact key stakeholders and solicit input through:
   - Advisory Committees
   - Focus Groups
   - Surveys
7. In collaboration with the Policy Analyst, Subject Matter Expert incorporates feedback from consultations into the policy document for DEC and Ad Hoc Policy Committee discussion/review.

3 Final Revisions →

8. Based on feedback from DEC and Ad Hoc Policy Committee, Policy Analyst modifies content and ensures alignment with current legislation, PPMs, other OCDSB documents.
9. Policy Owner prepares last version of the policy along with a report addressed to COW for approval.

4 Approvals →

10. DEC final approval.
11. COW final approval.
12. Board final approval.

5 Implementation ✓

13. Initiate revision and development of other impacted policies and procedures.
14. Post new policy to Policy Updates webpage.
15. Policy owner works with the Communications Department to develop Communication Plan
16. Initiate Training or education program, if necessary.