

## Policy Review Process

Effective: December 2017	Updated: February 2019
Next Review: March 2020	

### I. Introduction

There are three classes of policies guiding Special Olympics Canada and Special Olympics Chapters across Canada:

- Pan-Canadian – every chapter and the national office will have and use the same policy
- Templated - only specific sections of these policies can be adapted to reflect local realities and laws
- SOC/Chapter-specific – can be developed locally to meet local requirements/circumstances.

### II. Policy

All Pan-Canadian policies will be reviewed annually.

All templated policies will be reviewed at least every 2 years according to a schedule established by the Canadian Leadership Council.

The list of required SOC/Chapter-specific policies will be reviewed annually.

Policies may be reviewed outside of this time frame if there has been a change in the organization or externally that has an effect on or has been affected by the policy.

### III. Responsibility

The review of existing policies and development of new policies will be led by the Policy Review Sub-Committee of the Canadian Leadership Council (see attached Terms of Reference) using the policy review process outlined in Section IV below.

The National Office will be responsible for:

- ensuring the Policy Review Policy and the review process are followed
- developing a mechanism to monitor compliance
- developing SOC specific policies and implementing all applicable policies
- providing resources to support the process

Chapters will be responsible for:

- adopting and implementing pan-Canadian policies
- adapting and implementing templated policies
- developing and implementing chapter-specific policies.

CLC and CSC will be responsible for:

- reviewing relevant policies (CSC will review sport/program-related policies; CLC will review all policies) and providing timely feedback for drafts 1 and 2
- supporting the implementation of approved policies

#### IV. Authority

- Pan-Canadian and templated policies will be forwarded to the SOC Board of Directors through the CEO for approval. The Board will ensure that the process for policy review/development has been followed.
- SOC/Chapter-specific policies will be forwarded to the relevant Board of Directors (Chapter or SOC) through the CEO/ED of the organization for approval.

#### V. Policy Review Process

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| Step 1 | Policy Review Sub-Committee reviews and revises existing policy and/or suite of policies; and develops first draft of new policies.  |
| Step 2 | Draft 1 is shared with CLC and CSC for feedback  |
| Step 3 | Policy Review Sub-Committee collects and reviews feedback; incorporates into next draft  |
| Step 4 | Draft 2 is shared with CLC and CSC for feedback (accompanied by briefing note outlining changes/rationale for changes if the changes are substantial)  |
| Step 5 | Policy Review Sub-Committee collects and reviews feedback; makes final revisions; forwards to Consultant, Law & Strategy Group for final legal review. SOC CEO refers policies to SOC Board Secretary where applicable.<br><br>At this point in the process, CLC members may choose to share this draft with their board or the appropriate committee. |
| Step 6 | Pan-Canadian and templated policies are forwarded to SOC Board by the SOC CEO for review and approval.   |
| Step 7 | Approved Pan-Canadian policies are distributed to Chapters for immediate implementation.<br><br>Approved templated policies are distributed to Chapters for immediate adaptation and subsequent implementation.  |

**Policy Review Sub-Committee (2017-19)**

Charity Sheehan	Chair SOPEI
Blair McIntosh	SOC
Dan Howe	SOBC
James Lapierre	SOQ
Linda Ashe	SOO
Sharon Bollenbach	SOC
Steve Indig	Consultant, Sport Law & Strategy Group