

SOC Pan-Canadian Policy Review Process

Revised May 2021

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.
SOC CEO refers policies to SOC Board Secretary where applicable.

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.
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

SOC approved Pan-Canadian policies are distributed to Chapters for approval by Chapter Boards, posted on Chapter website and/or internal stakeholder portal and are ready for immediate implementation.

SOC approved templated policies are distributed to Chapters for immediate adaptation, Chapter Board approval, posted on Chapter website and/or internal stakeholder portal and are ready for immediate implementation. As indicated, specific sections of template policies may be modified by a Chapter to align with local legislation – please submit final policies to SOC so changes and improvements can be compiled and shared.