

## CHANGING POLICIES

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### PROCEDURE

Any employee of the Board or Board member may request a change or an addition to the Procedures Guide or related [Information Bulletins](#). Employees submit a copy of the completed form (printed on the next page) to their supervisor. Board members send their request to the Chair.

Supervisor-supported requests are sent to the Policy Manual Steering Committee. Where possible, the suggestion should include a clear and concise statement of the issue, a proposed course of action and recommended wording for inclusion. Relevant support material should be included.

The Steering Committee regularly reviews suggestions and recommends changes to the Management Team. Once a suggestion is approved for inclusion, a covering memo giving instructions for inclusion and outlining the new and revised policies is sent to manual holders. It can be destroyed once the [Record of Revision Form](#) (Chapter 1(b)) is completed showing the amendment number, date inserted and who inserted it.

### POLICY FILES

The Steering Committee is responsible for establishing and maintaining historical records related to policy revisions. These files contain previous versions of Board policies and information bulletins along with information regarding updates, significant policy discussions (including changes not adopted and the reasons why), and general background information on the topic.



## POLICY AMENDMENT FORM

#503, 10808 - 99 Avenue, Edmonton AB T5K 0G5  
Phone: 422-5926 – Fax: 422-0970

**FROM:**

**DATE:**

**WHAT IS THE ISSUE OR PROBLEM?**

**WHAT CHANGE DO YOU SUGGEST?**

**WHAT POSITIVE OUTCOME WILL THE CHANGE HAVE?**

**WHAT NEGATIVE OUTCOME WILL THE CHANGE HAVE?**

**WHAT OTHER ISSUES MIGHT THIS CHANGE RAISE OR TOUCH ON?**