

Title of Policy	Policy Development and Administration
Policy Number	1.1.4
Category	General
Approval Body	College Policy Committee
Policy Sponsor	President and CEO
Operational Lead	President and CEO
Approval/Effective Date	March 2022
Proposed Date of Review	March 2027

CONTEXT AND PURPOSE

The College maintains and updates a body of policy that expresses overarching tenets of the College, establishes expected standards of behaviour on the part of members of the College Community, provides a structure for decision-making and reducing institutional risk, and ensures compliance with laws and government policies or directives.

The purpose of this policy is to provide a framework for developing, maintaining and approving College policies and related procedures in compliance with principles of good governance.

SCOPE

This policy applies to College policies and related procedures that the Board, Education Council or President has the authority to approve, with the exception of Board governance policies.

DEFINITIONS

Board Governance Policy: A bylaw established by the Board pursuant to the College and Institute Act or a policy established by the Board to govern its activities.

College Community: All employees, employee organizations, students, the Students' Association, the College Board and Board members.

Operational Lead: A manager who is assigned responsibility for overseeing the implementation of a policy. This may include a manager, dean, director or other positions as deemed appropriate by the policy sponsor.

Policy: A set of statements that express overarching tenets, establish expected standards of behaviour, provide a structure for decision-making and reducing institutional risk, and ensure compliance with laws and government policies or directives.

Policy Sponsor: A member of the College's executive team, including President, Vice President or Executive Director, who is accountable for a policy.

Procedure: A course of action to support the effective implementation of policy.

POLICY STATEMENTS

A. GENERAL

- A. 1 While respecting the authority of the Board, Education Council and President to approve policies, the College's policy development, approval and maintenance processes will both be open and consultative and result in the timely approval of new or revised policies.
- A. 2 All approved policies will be made accessible to the College Community and the general public. Each member of the College Community is responsible to ensure they are aware of, understand and abide by College policies that pertain to them.

B. POLICY FORMAT

- B. 1 Only policies drafted in a standardized format and that are compliant with College brand and policy style guidelines will be submitted for consideration by an approving body.
- B. 2 Policies will be written using the following subject headings:
 - Context and Purpose
 - Scope
 - Definitions
 - Policy Statements
 - Related Policies and Supporting Documents
- B. 3 Policies will be written in such a way that the content will not require frequent change.
- B. 4 Each policy will specify, by position, the Executive Member who is the Policy Sponsor and the Manager who is the Operational Lead responsible for implementing the policy.

C. POLICY DEVELOPMENT

- C. 1 Any member of the College Community may request the development of a new policy or the revision to an existing policy in accordance with policy development procedures that are developed, maintained and made available by the President.
- C. 2 Employees assigned to draft new or revised policies will ensure that appropriate research and consultation is carried out in accordance with policy development procedures that are developed, maintained and made available by the President.
- C. 3 A College Policy Committee, the membership of which shall be determined by the President, will:
 - a) review all proposed new or revised policies to ensure consistency with standardized format and style, and ensure that policies are kept up to date;
 - b) make recommendations to approving bodies regarding proposed new or revised policies; and
 - c) provide advice of a general nature to the President on policy and the College's policy process.

D. POLICY APPROVAL

- D. 1 Upon review by the College Policy Committee, policies that fall under Section 23 of the College and Institute Act will be submitted to the Education Council for advice and to the Board for approval.
- D. 2 Upon review by the College Policy Committee, policies that fall under Section 24 of the College and Institute Act will be submitted to the Education Council for approval.
- D. 3 Upon review by the College Policy Committee, policies that fall under Section 25 of the College and Institute Act will be submitted to Education Council and the Board for joint approval.
- D. 4 Policies other than those that fall under Sections 23, 24 or 25 of the College and Institute Act will be submitted to the College Policy Committee for review and approval, under the delegated authority of the President.

E. POLICY MAINTENANCE

- E. 1 Each policy is subject to review at least every 5 years after its adoption to ensure currency and reflect changing requirements.
- E. 2 The Policy Sponsor is responsible for initiating review of that policy in a timely manner.

F. PROCEDURES

- F. 1 The Policy Sponsor for each policy is responsible for assigning to relevant College employees the development of procedures describing courses of action to support effective implementation of the policy, taking into account that procedures will change frequently as processes are updated.
- F. 2 Procedures are not subject to approval by policy approving bodies. Nevertheless, approving bodies may request to receive draft or existing procedures.
- F. 3 Procedure documents will be posted alongside policies.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[Colleges and Institutes Act](#)

[Education Council Bylaws](#)

[Board Bylaws](#)

[1.1.4 Policy Development and Admin - Procedures and Forms](#)