

Category: Administration	Responsible Owner: Principal	Effective Date: December 2018
Policy Number: 1.1	Approval Body: Board of Governors	Policy Name: Policy Framework

A. POLICY:

PURPOSE/COMMITMENT: The purpose of this policy is to establish the principles and procedures for policy development and review. Columbia College is committed to a clear, transparent and student centred approach to policy development and review.

SCOPE: The policy applies to all members of the Columbia College community.

WHEN TO USE THE POLICY: This policy will used as a guideline in the development and review of all Columbia College policies and procedures to guide members of the Society in making consistent decisions based upon Society values.

DEFINITIONS:

Responsible Owner: Person who originates the Policy and Procedure.

Category: The category or grouping that the policy falls into i.e.

- 1.0 Administration
- 2.0 Education
- 3.0 Finance
- 4.0 Marketing and Recruitment
- 5.0 Human Resources
- 6.0 Enterprise Risk Management
- 7.0 Student Services
- 8.0 Technology
- 9.0 Health, Safety & Environment

B. PROCEDURES:

1. Policy or policy and procedure is written by the department or division requesting it. The responsible owner is the person in the area possessing the expertise in the area and most likely, but not necessarily, responsible for the area impacted by the policy.
2. The responsible owner should gain input and review from those impacted by the policy before submitting the policy for further review.
3. Once the responsible owner and those impacted by the policy have completed their development or review of the policy, possibly through a working group or formal committee, the policy is reviewed by the appropriate

member(s) of the Administration Working Group. At this point, there may be a request for legal review if necessary (especially if it involves compliance/regulatory elements), as well as a determination made as to whether the policy should be reviewed by the Academic, Marketing and Recruitment Committee or Finance Committee.

4. Amended policy is reviewed with the originating department or division, and the cycle continues until approval of the draft by the Administration Working Group. The Administration Working Group will decide if the policy is a major change, however any change to policy will be assigned a new policy number. For example, Policy 1.1P v1 if renewed, would be Policy 1.1P v2. The accompanying forms will have an F after the number versus the P for policy.
5. If the policy is a major change, the policy will be posted for two weeks on the Intranet and Society members will be invited to comment. The Administration group will consider these comments prior to approving the final draft for board(s) approval
6. Once a solid draft is produced, the policy goes to the appropriate committee: the Academic Board (Admissions and Academic Policies), Finance Committee (Financial Policies), Recruitment Committee (Marketing and Recruitment Policies), or if applicable directly to the Board of Governors.
7. The final review will always be the Board of Governors. The Board of Governors will review and carry out a motion to approve, or make a request for further drafting, and/or request further legal review if necessary (especially if it involves compliance/regulatory elements).
8. If applicable, the amended draft is re-submitted to Board of Governors for approval.
9. The policy will be posted on website (external), student portal (external), and/or intranet (all policies).
10. The policy will be reviewed at a minimum every 5 years and sooner if circumstances warrant.
11. The Policy Category, Number, Name, Effective Date, Proposed Review Date, Revision Dates (list), and if applicable the Policy being replaced, is maintained in an electronic database in the administration drive by the Administration Assistant.
12. Any related form requiring approval should be signed by the applicable board chair or chairs, with the date signed.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

Form 1.1 F V1

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:

Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner: <i>A Hemminger</i>	Date: <i>Dec. 2018</i>
Principal or Designate: <i>A Hemminger</i>	Date: <i>Dec. 2018</i>
Chair, Board of Governors: <i>[Signature]</i>	Date: <i>Dec. 2018</i>

Proposed Review Date: September 2023	Dates(s) revised:	Replaces Policy Number:
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