C-39	
	CANADORE COLLEGE
	OPERATIONAL POLICY MANUAL

TITLE: Meta Policy – Policies and Procedures

EFFECTIVE DATE: January 8, 2019

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1. SCOPE

This policy applies to all members of the Canadore College community.

2. PURPOSE

2.1 The purpose of this policy is to provide a framework for consistent development, approval, review and revision of all college policies and procedures.

3. DEFINITIONS

Approval authority: Canadore College Senior Executive Team, or Board of Governors.

College Community: Includes all students, employees, members of the Board of Governors and the Canadore College Foundation.

Executive Sponsor: The member of the Senior Executive Team who will present the policy for approval and has the overall responsibility for the implementation of the policy as related to his/her portfolio.

Policy Sponsor: An administrator most directly responsible for the ultimate implementation of and/or compliance with the policy. The Policy Sponsor is responsible for initiating, drafting and editing a new policy for review by an Executive Sponsor.

Policy: A position statement which describes the activities necessary to carry out the College's mission, vision, and values, while drawing on the 5 Pillars to support the strategic plan, and ensuring compliance with legislation and Minister's Binding Policy Directives.

Procedure: Detailed instructions, steps and/or forms necessary for the operationalization of an established policy.

4.   POLICY FRAMEWORK
4.1   Levels of Policies

A - <u>Academic Policy</u>: An academic policy provides direction and guidance, and establishes key principles and responsibilities related to the quality, delivery, accessibility, and administration of postsecondary education and training at Canadore College. Development, review, and revision of academic policies are the responsibility of the Vice President, Academic. Approval of academic policies is the responsibility of the Senior Executive Team. Academic policies are identified with the letter 'A' followed by a consecutive numbering system (e.g. "A-55 Academic Policy").

B - <u>Corporate Policy</u>: A corporate policy provides a high level of direction and guidance and establishes key principles and responsibilities in accordance with legal, legislative, governance or ministry requirements. Development, review and revision of corporate policies are the responsibility of the President's Office. Approval of corporate policies is the responsibility of the Board of Governors. Corporate policies are identified with the letter 'B' followed by a consecutive numbering system (e.g. "B-65 Board Policy").

C - <u>Operational Policy</u>: An operational policy provides direction and guidance, and establishes key principles and responsibilities on activities and issues throughout the institution related to the efficient and effective operation of the College. Operational policies are identified with the letter 'C' followed by a consecutive numbering system (e.g. "C-75 Operational Policy").

5.   POLICY DEVELOPMENT
5.1   The Policy Sponsor:
   a. will initiate, guide and oversee the creation, development and presentation for approval of the new policy;
   b. during the development of a new policy, will ensure that comment is sought, gathered and considered from College departments, individuals and groups who, it might reasonably be expected, will be impacted by the new policy;
   c. with the approval of the Executive Sponsor, will seek review of the proposed policy by legal counsel if the policy has the potential for legal challenges or entanglements or controversy.
5.2   A proposed policy must be presented to the Senior Executive Team by the Executive Sponsor for consideration and approval, or for recommendation to the Board of Governors.
5.3   A proposed policy will become an official policy on approval by the Senior Executive Team or the Board of Governors, effective on the date of approval.
5.4   The approved policy will be published on the College's website, where appropriate, and on the employee intranet.
5.5   A new or revised policy will be communicated to the College community by the Policy Sponsor.

5.6   Appendix A provides a checklist to guide the policy development process.

6.   POLICY REVIEW AND REVISION
6.1   Corporate policies will be formally reviewed every three years from the date of first issue or the date of the last review. Academic and Operational policies will be formally reviewed within a period not to exceed five years from the date of first issue or the date of the last review.

6.2   Each revision date will be reflected in the footer of the document.

6.3   A policy may be revised outside of the formal review process:
   a. if the revision is of a significant nature, then the revised policy must be presented to the Senior Executive Team or the Board of Governors; or
   b. if the revision is of a minor nature such that the significant values, expectations, directions or procedures associated with or arising from the policy are unchanged, then the policy changes may be approved by the relevant Senior Executive Team member and the revised policy published.

6.4   The President's Office will be responsible for monitoring, directly or through delegation, the policy review schedule.

6.5   The formal review of a policy may result in no change to the policy, revisions to the policy, or the rescinding of the policy.

6.6   The review of a policy will be undertaken and directed by the administrator most directly responsible for the implementation of and/or compliance with the policy.
   a. The designated administrator may initiate, and will guide and oversee the review of the policy.
   b. During the review, the designated administrator will ensure that comment is sought, gathered and considered from College departments, individuals and groups who, it might reasonably be expected, will be impacted by any change in the policy.
   c. The designated administrator reviewing a policy that has the potential for legal challenges or entanglements or controversy should, with the approval of an Executive Sponsor, seek review of the proposed policy by legal counsel.

6.7   The Executive Sponsor will present the reviewed policy to the Senior Executive Team with a recommendation for maintenance, revision or deletion.

6.8   The reviewed policy will be published on, or deleted from, the College website, and notification of a revised or deleted policy will be communicated to the College community by the Policy Sponsor.

6.9   Where a policy incorporates appendices, these will be treated as a whole in review, revision, or rescindment.

7.   ARCHIVING OF POLICIES
A policy, or version of a policy, that is removed from publication (i.e. from the College website, because the policy has been rescinded, revised or replaced by other policy) must be maintained in a policy archive in the Office of the President for a minimum of ten years.

8.   POLICY FORMAT

8.1   Policies must be published in the established template and standard formatting in order to ensure consistency. (see Appendix B)

8.2   Policies must be written in plain English, as much as possible, and avoid unnecessary references to specific proper names, positions, places, or products.

8.3   A policy may include one or more appendices to support the policy (e.g. forms, schedules, charts or lists).

9.   PROCEDURES

9.1   Procedures consist of detailed instructions, steps, and/or forms necessary for the operationalization of an established policy.

9.2   The policy will reference the procedures and their publication format and location.

9.3   Procedures associated with a policy do not require review and approval on the same schedule as its associated policy. Procedures are not deemed reviewed and/or approved with the approval of the policy.

9.4   Where a significant revision of a policy takes place, it is recommended that the review of its associated procedures follows.

9.5   Procedures are the responsibility of the administrator who is responsible for the associated policy.

9.6   The responsible administrator may change procedure at any time, with the approval of a member of the Senior Executive Team.

9.7   Procedures will be communicated by the administrator who is responsible for the associated policy.

9.8   Procedures will be published by the Web and Social Media Coordinator and made easily accessible to employees.

POLICY DEVELOPMENT CHECKLIST

Name of proposed policy: _____

Policy Sponsor: _____

Executive Sponsor: _____

STEPS	RESPONSIBILITY	COMPLETED/DATE
1. Policy Sponsor initiates the creation of a new policy.		
2. Seek and obtain approval of the Executive Sponsor.		
3. Where required, Initiate and track consultations with individuals or groups who have interest in, or may be impacted by, the new policy (i.e. Academic Council, Program Advisory Committee).		
4. Develop first complete draft of the policy.		
5. If the policy has the potential for legal challenges, entanglements or controversy, seek review of the proposed policy by legal counsel, with approval of the Executive Sponsor.		
6. Present the draft policy to the Executive Sponsor for consideration, feedback and recommendation to the Senior Executive Team or Board of Governors. A briefing note to accompany the draft policy should include, but not limited to: a. a rationale for the proposed policy; b. a summary of the consultations undertaken; and c. the results of any legal review of the proposed policy.		
7. Consider and incorporate feedback to produce a complete second draft of the policy.		

8. Executive Sponsor presents the new policy to the Senior Executive Team or Board of Governors for approval.		
9. Approved policy is published on the College's website, where appropriate, and employee intranet.		

Please provide a synopsis of the changes, and the potential impact of the change, to the implementation of this policy (if any):

Major changes:

Minor changes:

A or B or C - ##
CANADORE COLLEGE
CORPORATE POLICY MANUAL

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1.   SCOPE

1.1   Authority
       This policy is issued under the authority of

1.2   Application
       This policy applies to:
       ➢ *Employees;*
       ➢ *Students;*
       ➢ *Members of the Board of Governors;*
       ➢ *Members of standing and ad hoc committees established by the College;*
       ➢ *Members of groups and associations that have a direct relationship or are under the authority of the College;*
       ➢ *Contractors such as those involved in construction, provision of services or research; and*
       ➢ *Visitors and guests.*

2.   PURPOSE AND PRINCIPLES

2.1   The purpose of this policy is to

2.2   This policy is intended to

3.   DEFINITIONS

3.1

3.2

4.   POLICY

4.1

4.2

A or B or C - ##   [Policy title]   **Procedure: XP-##**
Replaces X-## [original policy title, date]
Initial Date of Issue:
Revised/Approved: [date, resolution #]

5. ROLES AND RESPONSIBILITIES

5.1 <u>Board of Governors</u>
The Board of Governors is responsible for the initial approval of the policy and subsequent substantive amendments.

5.2 <u>President</u>
The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.3 <u>Vice-President, Academic</u>
The Vice-President, Academic will be responsible for the effective implementation of this policy and resolve any disputes arising over policy interpretation.

Approved standard wording; must be listed in descending order from the most senior position applicable.

6. EVALUATION
This policy will be evaluated every _____ years.

OPTIONAL: include a list and/or hyperlinks of relevant references such as legislation, online documents, or related policies.

A or B or C - ## [Policy title]   **Procedure: XP-##**
Replaces X-## [original policy title, date]
Initial Date of Issue:
Revised/Approved: [date, resolution #]