



**POLICY AND PROCEDURE FRAMEWORK GOVERNING POLICY**

Policy Area:	Board of Governors		
Policy Number:	PFPL_2203R_BG/PRE		
Policy Sponsor:	President		
Policy Contact:	President, Office of the President		
Stakeholders:	All members of the OC Community including: Employees, Students, and the Board of Governors		
Authority:	College and Institute Act		
Authority Approval:	Board of Governors		
Approval Date:	March 22, 2022		
Effective Date:	March 23, 2022		
Replaces:	Policy Approval Authority Policy (B.1.1)		
Last reviewed:	February 2022	Scheduled review date:	February 2027

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Procedures: *Policy and Procedure Review and Development Procedures*

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**1. Purpose**

This policy sets the framework for the delegated authority, development, and management of policy and procedures at Okanagan College to ensure that policies, procedures, and supporting documents reduce institutional risk, and promote operational effectiveness and align with the College’s mandate, values, mission, strategic plan, legislative requirements,

**2. Scope and Application**

This policy addresses the development and management of Okanagan College policies and procedures and applies to all members of the College community.

**3. Definitions**

**Act** Means the College and Institute Act.

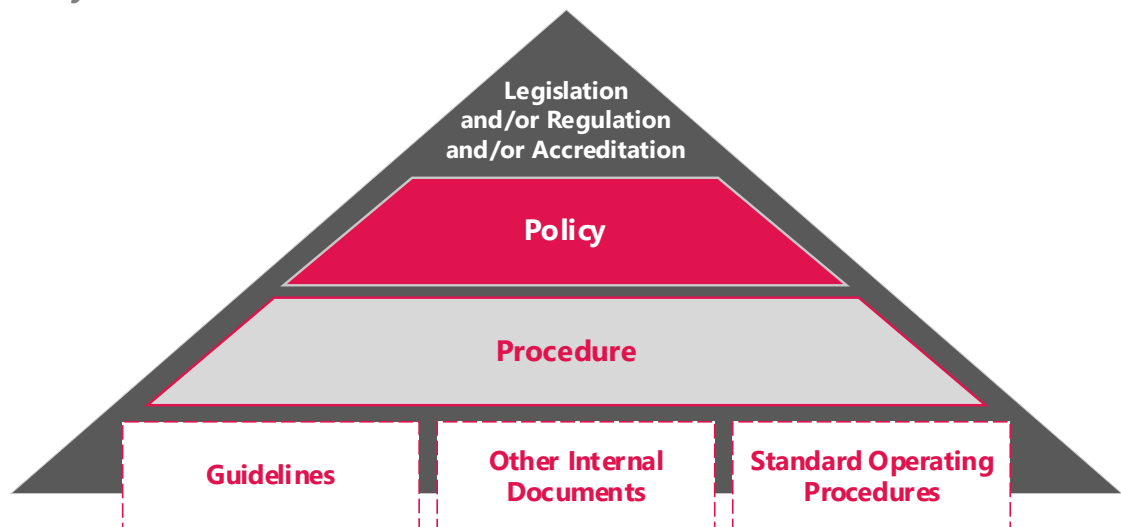
**Approval Authority** Means the governing body or position with authority (or delegated authority under this policy) to approve a policy or procedure within the Policy and Procedure Framework.

<b>Consultation</b>	Means obtaining feedback on draft direction and/or decision prior to approval.
<b>Engagement</b>	Means obtaining input to inform the development of a policy and/or procedure draft.
<b>Inform</b>	Means the provision of timely and balanced information to stakeholders.
<b>Policy</b>	Means an Okanagan College institution-wide statement of expectation, conduct, or outcome that complies with relevant legislation, regulation, accreditation requirements, and institutional requirements.
<b>Policy Contact</b>	Means the individual with responsibility for operationalizing the policy and/or procedure.
<b>Policy Coordinator</b>	Means the individual who provides planning, coordination, and facilitation support for Policy Sponsors and Policy Contacts in developing and maintaining policy and procedures.
<b>Policy Sponsor</b>	Means the executive officer or director of the department who is responsible for the implementation of policies and procedures.
<b>Procedure</b>	Means the established operational steps to be followed to ensure that the outcomes and parameters expressed in legislation, collective agreements, or policy are achieved.
<b>Stakeholders</b>	Means individuals or groups who are impacted directly or indirectly by a policy and/or procedure.

#### 4. Policy and Procedure Framework

4.1 The Policy and Procedure Framework comprises the following model of policies and related detailed procedures.

##### *Policy and Procedure Framework Model*



This framework applies to Institutional Policies and Procedures. It does not apply to guidelines, other internal documents and/or standard operating procedures at a departmental level.

### ***Policy Principles***

- 4.2 Pursuant to Articles 19, 21 and 23 of the Act, the Board of Governors has authority over all College policy except for those delegated authorities granted to the Education Council in Article 24 of the Act and those delegated authorities shared by the Board of Governors and Education Council in Article 25 of the Act. Further, through this policy the Board delegates its authority to establish and revise Administrative policies to the President through the President's Executive Team pursuant to Articles 19(5)c(iii), 36, 37, 38, and 40 of the Act.
- 4.3 A policy should:
- a) be aligned with College Values, Responsibilities, and Commitments as outlined in the Strategic Plan.
  - b) be concise, relevant, and clear in both intent and meaning
  - c) provide broad direction rather than address specific details
  - d) comply with relevant legislation
  - e) comply with relevant collective agreements
  - f) be developed in consultation with the affected stakeholder group(s)
  - g) assign responsibility and accountability for decisions required under the policy
  - h) support operational efficiency
  - i) not overlap or contradict other policies
  - j) be aimed at reducing or managing institutional risk

### ***Policy Categories***

- 4.4 Policies will be assigned to one of the following three categories:
- a) **Board Policy.** Board policy governs and defines responsibilities and accountabilities specific to institutional governance, ethics and accountability, financial management, fiduciary responsibility, real property management, tuition and fees, delegated authorities, legislation, enterprise risk management, and strategic direction as outlined in Articles 19 and 21 of the Act.
  - b) **Academic Policy.** Academic policy governs and defines responsibilities and accountabilities specific to the core academic business of the College in accordance with the powers delegated by the Act in Articles 19, 23, 24, and 25 regarding academic programs, admissions and student records, course registration, examinations, library services, student conduct, student services, and research.
  - c) **Administrative Policy.** Administrative policy governs and defines responsibilities and accountabilities related to College operations not addressed through Board or Academic Policy. These include matters such as communication and marketing, facilities, fundraising, health and safety, human resources, information technology, privacy, records management, and security.

### **Policy Approval Authorities**

- 4.5 The following Approval Authorities are delegated under this policy to approve new policies and to amendments an existing policy within their policy category:

<b>Policy Category</b>	<b>Approval Authority</b>
Board	Board of Governors
Academic	Board of Governors and/or Education Council
Administrative	Executive Team

### **Policy Review and Approval**

- 4.6 Policies will be reviewed for relevancy and currency at minimum every five (5) years. The approval processes for the above approval authorities are as follows:

<b>Sponsor Recommendation</b>	<b>Engagement &amp; Consultation</b>	<b>Preliminary Approval</b>	<b>Final Approval</b>	<b>Policy</b>
Board Policy Sponsor Recommendation	Public period length set by the Governance Committee of the Board	Relevant Board Committee	Board of Governors <sup>2</sup>	Board
Academic Policy Sponsor Recommendation	Target impacted stakeholder groups	Relevant Education Council and/or Board of Governors Committee <sup>1</sup>	Board of Governors and/or Education Council	Academic
Administrative Policy Sponsor Recommendation	Target impacted stakeholder groups	Relevant Administrative Policy Sponsor	Executive Team	Administrative

<sup>1</sup>The relevant Education Council or Board of Governors Committee may approve the policy if the delegated authority to do so is contained within the terms of reference for the Committee.

<sup>2</sup>The Board Governance Committee may approve a Board policy by a written submission of resolution to the Board.

- 4.7 If no changes are required to the policy following a scheduled review, the Policy Coordinator will update the policy and/or procedure document to reflect its next renewal date. In this case, the approval process is not required.

### **Procedure Principles**

- 4.8 Procedures may be developed to address processes and actions required for alignment with College policy, legislation and collective agreements. These procedures will outline the operational steps needed to implement and meet these requirements. As a result, not all procedures will be linked to a policy.
- 4.9 Procedures may be further supported by guidelines, standard operating procedures, and other internal documents. Guidelines, standard operating procedures, and other internal documents provide a more specific level of operational detail where consistency in implementation of

Procedures is required to achieve quality outcomes. Guidelines and other internal documents are not covered within the Policy and Procedure Framework.

4.10 Procedures should:

- a) be aligned with College Values, Responsibilities, and Commitments as outlined in the College's Strategic Plan.
- b) outline the operational steps necessary to implement or achieve the requirements set out in a policy
- c) provide clear instructions on the implementation
- d) assign responsibilities and accountabilities
- e) be relevant and clear both intent and meaning
- f) comply with relevant legislation
- g) comply with relevant collective agreements
- h) be developed in consultation with the affected stakeholder groups
- i) support operational efficiency
- j) not overlap or contradict other policies or procedures
- k) be aimed at reducing or managing institutional risk

***Procedure Approval Authorities***

4.11 The following Approval Authorities are delegated under this policy to approve new procedures and amendments to existing procedures within their category:

Policy Category	Procedure Approval Authority
Board Procedure	Executive Team
Academic Procedure	Policy Sponsor
Administrative Procedure	Policy Sponsor

***Procedure Review and Approval***

4.12 Procedures are to be reviewed regularly to ensure currency and relevancy. The approval processes for the above Approval Authorities are as follows:

Sponsor Recommendation	Approval	Informed	Type of Procedure
Board Procedure: Policy Sponsor Recommendation	Executive Team	Board of Governors	Board
Academic Procedure: Policy Sponsor Recommendation and Approval		Executive Team or Education Council	Academic
Administrative Procedure: Policy Sponsor Recommendation and Approval		Executive Team	Administrative

4.13 If no changes are required to the procedure following a scheduled review, the Policy Coordinator will update the policy and/or procedure document to reflect its next renewal date. In this case, the approval process is not required.

## 5. Roles and Responsibilities

The following outlines each role and their responsibilities under the Policy and Procedure Framework:

### 5.1 Approval Authority

- a) Authority to approve policies and/or procedures in accordance with the requirements of the Policy and Procedure Framework.

### 5.2 The Policy Coordinator is responsible for:

- a) managing processes identified in the Policy and Procedure Framework.
- b) managing the College’s central repository for policies and procedures to ensure the integrity of the College’s policy information management.
- c) preparing an annual status report on policies and procedures for the Board, Education Council, and Executive Team.
- d) monitoring the consistency between policies and their procedures.
- e) providing advice and support in policy and procedure development.
- f) providing a quality and compliance check against the Policy and Procedure Framework and other policies and procedures.
- g) maintaining the currency and availability of policy and procedure templates.
- h) making the following types of minor editorial changes to policies and procedures without requiring formal approval:

Type of minor editorial change	Example
Position Titles	Vice President Education > Provost and Vice President Academic
Organizational	Public Affairs > College Relations
Legislation Title	Workplace Health and Safety Regulation > Occupational Health and Safety Regulation
Government Ministry Name	Advanced Education > Advanced Education, Skills, and Training

- i) No editorial changes shall be made without approval if they alter the scope, purpose or intent of the document.

### 5.3 Policy Sponsor

- a) Responsible for the policies and procedures within their portfolio including development, approval, and implementation.
- b) Ensures, for new policy, that appropriate Engagement has taken place during policy development.

- c) Ensures that appropriate Consultation has taken place during the development or review of a policy or procedures before seeking formal approval.
- d) Reviews best practices from other institutions and organizations.
- e) Determines the effective date of the policy accounting for formal approval and the activities outlined in the Communication/Implementation Plan.
- f) Submits the proposed policy or procedure to the appropriate Approval Authority for approval as identified in the Policy and Procedure Framework.
- g) Ensures that all approved policies and procedures are submitted to the Policy Coordinator.
- h) Ensures that impacted stakeholders and the Approval Authority are Informed of policy and procedure amendments and/or introductions.
- i) Approves procedure amendments for Academic and Administrative policies.

#### 5.4 Policy Contact

- a) Responsible for operationalizing the policy and/or procedure.
- b) Develops and implements the policies and procedures on behalf of the Policy Sponsor.
- c) Undertakes appropriate Consultation before submitting the policy or procedures to the Policy Sponsor for formal endorsement/approval.
- d) Conducts reviews of policy and/or procedures in their area, as required by the Policy and Procedure Framework.

## 6. Policy and Procedure Management

- 6.1 The College will maintain a central repository of policies and related appropriate procedures, available to the public and will be considered to be the authority source for the College's policies and procedures.
- 6.2 All policy and procedure documents will follow a standard format to ensure consistency across all policies and procedures (Board, Academic, and Administrative).
- 6.3 While the Policy Coordinator is responsible for publishing approved policy and procedures, the Policy Sponsor is ultimately responsible for developing the policy and/or procedures and their implementation, and the Policy Contact is responsible to operationalize the policy and/or procedures.
- 6.4 On an annual basis the Board will be notified of any new, significantly revised, or rescinded policies that were approved by Education Council or the Executive Team during the year.
- 6.5 The Board will be notified of any new, or significantly revised procedures related to Board governed policies at the meeting following the date of the procedure update.

## 7. Related Acts and Regulations

None.

## 8. Supporting References, Policies, Procedures and Forms

Policy Template  
Procedure Template

## 9. History / Revisions

Date	Action
2018-11-27	<i>Revision Approved by the Board of Governors:</i> Policy Approval Authority – Board, Education Council and President
2007-02-28	<i>Approval by the Board of Governors:</i> Policy Development, Approval – Board, President, Education Council