



POLICY STATEMENT

Northlands College is committed to developing and implementing fair, transparent, and effective policies that indicate how the College intends to operate, its stand on a subject, and provides guidelines for decision-making.

PURPOSE

The purpose of this policy is to define a structured, comprehensive, and inclusive process for the creation, review, approval, and implementation of all Northlands College policies. The policies that are developed will reinforce values and strategic direction as well as promote efficiency and effectiveness, mitigate and manage risk, comply with legal and regulatory requirements, set behavioural expectations, as well as communicate roles and responsibilities.

By establishing a uniform approach to policy development and management, Northlands College aims to promote transparency, inclusiveness, and accountability within all aspects of its operations, as well as to foster a culture of adherence and understanding among all members of the College community in relation to policies.

GUIDING PRINCIPLES

In accordance with the *Regional Colleges Act*, policy formulation and final approval for Northlands College policies is a duty of the Northlands College Board of Governors. As such, the Board of Governors charges the President and CEO of Northlands College with the responsibility of overseeing the policy development process with the following guiding principals while the Board retains authority over the final approval of all Northland College policies.

1. **Consistency:** All policies should be consistent with the mission, vision, and values of Northlands College. They must also comply with all relevant local, provincial, and where applicable federal laws and regulations. Where applicable, policies will comply with accreditation requirements.
2. **Transparency:** The policy development process should be open and transparent. Information about any newly proposed policies and policy changes should be made readily available to the Northlands College community and key stakeholders.
3. **Accountability:** Clear roles and responsibilities should be defined within both the policy development process as well as the resulting organizational policies that come from that process. All individuals involved in policy development, approval, and implementation should be held accountable for their respective roles and responsibilities.
4. **Effective:** Policies should be designed and developed to effectively guide the conduct, operations, and decision-making processes for members of the Northlands College community. As such, policies should be straightforward, practical, and easily understood.



by those to whom they apply. Furthermore, new policies must meet an easily identifiable need by members of the Northlands College community.

5. **Representative:** All policies must respect the cultures, traditions, and values of the communities that sustain Northlands College. As such the development of some policies will require involvement by members, such as Elders, of those communities.

SCOPE

The Policy Development and Review policy applies to the development, review, approval, and implementation of all existing and new policies and accompanying procedures, standards and guidelines that govern the organization, administration, personnel, operations, and courses of instruction at Northlands College campuses as well as off-campus activities or initiatives that have been organized and endorsed by Northlands College.

This includes, but is not limited to, policies related to academic affairs, student conduct, human resources, financial management, health and safety, facilities and capital assets, technology, research, community engagement and diversity and inclusion.

DEFINITIONS

College community – includes students, employees, members of the Board of Governors, Indigenous Elders providing services, members of committees established by the College, contractors such as those undertaking construction, provision of service or research, clients, visitors and guests

Executive committee – includes the president & CEO and the vice-presidents

Operational unit – a department or division of the College; operational units have specific accountabilities and responsibilities and have a budget to administer

POLICY ELEMENTS

1. The Northlands College Board of Governors reserves the right of approval for all governance policies.
2. The Northlands College Board of Governors reserves the right of final approval on both new and recently revised operational policies that govern the College.
3. Northlands College Board of Governors reserves the right to repeal any existing Northlands College policies.
 - a. The President and CEO of Northlands College may, in consultation with the Chair of the Board of Governors, provisionally suspend policies as needed until their status can be reviewed by the Board of Governors.



Policy Development and Review

4. The Office of the President and CEO shall oversee the policy review and development process prior to submitting newly developed or revised policies to the Northlands College Board of Governors.
 - a. All Northlands College policies shall follow the established procedure for policy development or review.
 - b. The Office of the President and CEO has the authority to approve minor changes that may be required to address errors, grammatical issues or clarifying language so long as these alterations do not fundamentally affect the meaning and intent of the policy.
5. The development of a new policy or review of an existing policy may be directed by the Board of Governors to the Office of the President and CEO of the Northlands College.
6. The development of a new policy or review of an existing policy may be requested by any member of the Northlands College community.
7. All Policies shall be reviewed on a consistent basis.
 - a. At a minimum every policy shall be reviewed at least every 5 years.
 - b. Policies may include a sunset clause in the event they need to be reviewed with greater frequency.
 - c. A Calendar for Policy Review shall be maintained by the Office of the President and CEO of Northlands College.
8. All newly developed or recently revised policies must be endorsed by the Northlands College Executive Committee prior to their submission to the Board of Governors for final approval.
9. All policies must be consistent with the *Regional Colleges Act*, Northlands College Board bylaws, and other pertinent and relevant provincial or federal legislation or regulations.
10. All policies must make clear who is accountable for implementation of the policy. The accountable position is a one on the Executive Committee.
11. All policies must make clear who is responsible for operational implementation of the policy and/or procedures. The position that is responsible should be one that reports to the position that is accountable.
12. All policies must be written in clear, concise, and plain English.
13. All policies must be practical to implement, to administer, and to evaluate for their effectiveness.
14. All policies must have a common and consistent structure and appearance as well as comply with the policy standards set out in this policy.



15. All policies must be made accessible to the Northlands College community and public-at-large through the Northlands College website.
16. Newly drafted and revised policies become effective from the date of their approval by the Board of Governors, unless otherwise specified.
17. Procedures, standards, guidelines and other relevant documents that accompany a policy shall be approved by the President and CEO on endorsement from the Executive Committee.
18. All policies and accompanying documents will meet the Standards that accompany this policy.
19. In the unusual circumstance where the President and CEO receives an endorsement from the Executive Committee for a new or revised policy, and there is some urgency to implementation, the President and CEO can approve implementation *subject to* approval by the Board at their next regular or special meeting. In such circumstances, the President and CEO would inform the Board Chair when that decision is pending to see if the Chair has any objections and/or would like to call a special meeting of the Board.

AUTHORITY

Authority for the implementation, interpretation, and enforcement of this Policy Development and Review Policy is vested in the Office of the President and CEO of Northlands College.

Policy Originated: September 1998	Approved by: Board of Governors
Last Approval Date: December 13, 2025	Approval Motion Number: 12-13-25-3073
Accountable Officer: President & CEO	Responsible Officer: Vice President responsible for Administration