



PROCEDURES

1. The process of development or review of a policy begins when a formal request to address an existing issue through a policy is submitted to the Office of the President and CEO. This initiation should outline the necessity for the new policy as well as its expected scope and impact.
 - a. Direction to develop or review a policy may come from the Board of Governors in a Board meeting constitutes a formal request.
 - b. A formal, written request may be submitted by any member of the Northlands College community.
 - c. A policy that has not been reviewed in at least 5 years or that has exceeded its sunset clause does not require a formal request and can be placed directly into the review process by the President and CEO of Northlands College.
2. Upon receipt of a formal request to address an existing issue through a policy the Office of the President and CEO of Northlands College will review the request.
 - a. If the formal request came as a direction from the Board of Governors, the policy drafting process shall proceed immediately.
 - b. If the formal request came from a member of the Northlands College community, the President and CEO shall determine if the development or review of a policy is necessary and beneficial for Northlands College.
 - c. If the development or review of a policy is necessary or beneficial for Northlands College, the President and CEO may approve the request.
 - d. If the development or review of a policy is not necessary or beneficial for Northlands College, the President and CEO may deny the request.
3. Following the approval of the policy initiation, the President and CEO will deputize either an individual or a committee (hereinafter referred to as the drafter), with the appropriate knowledge and expertise to draft the proposed or review an existing policy.
 - a. The drafter is responsible for developing or reviewing the policy in line with the guiding principles and scope outlined in the accompanying policy.
 - b. The drafter is responsible for developing or reviewing any documents that are necessary to implement the policy, including Procedures, Guidelines, Standards, etc.
4. The drafter will undertake a comprehensive research and policy drafting or review process that includes researching best practices, reviewing relevant laws and regulations, consulting with relevant internal and external stakeholders, and preparing a draft of the new or revised policy. If a legal review is considered, the President and CEO can provide access to legal counsel.



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5. The draft must align with existing Northlands College policies in format and style thereby ensuring a standardized approach.
 - a. The drafter should refer to the Policy Standards that accompany this policy, as well as any provided templates or styles guides to ensure appropriate policy alignment.
6. If the drafting or review process is not led by a member of an operational unit at Northlands College that the proposed draft or revised policy would impact, the draft of the new or revised policy must be reviewed (consultation) by the impacted unit or units. There may be instances of a need to inform other units of the proposed changes.
 - a. The drafter must make good faith efforts to incorporate feedback and suggestions from the unit or units that have been consulted in the next iterations of the draft policy.
7. Following the internal review of the draft policy, the draft policy must be submitted to the Executive Committee for review.
 - a. The Committee will consider the policy in the context of the guiding principles of the Policy Development and Review policy.
 - b. The first draft of the policy presented to a group or committee for review or approval will be noted as *Version 1* and this will be displayed in the footer of the document. Subsequent versions will be numbered consecutively.
8. Following the review by the Executive Committee, the final draft policy shall be conveyed by the President and CEO to the Northlands College Board of Governors for final approval.
 - a. The Northlands College Board of Governors may approve the policy immediately; or,
 - b. The Northlands College Board of Governors may provide further direction or feedback on the draft policy and request that the policy be amended.
9. If there is some urgency to implement a new or revised policy prior to the next Board meeting, the President and CEO will contact the Board Chair, apprise them of the situation, share the draft policy, and seek approval to go ahead and implement the policy *subject to* approval by the Board.



Policy Development and Review

10. Once a policy is approved by the Board of Governors it comes into effect immediately.
 - a. Newly approved policies must be widely communicated to the College community in an accessible and understandable format and at the earliest opportunity.
 - The person who is the recorder for the Board meeting will inform the digital media specialist when the Board has approved a policy
 - The person who is the recorder for the Board meeting will update the policy index
 - The digital media specialist will upload the policy and associated procedures to the website
 - b. Training or guidance on the policy may be provided as necessary to ensure understanding of and compliance with the newly developed or revised policy.

Policy Originated: September 1998	Approved by: Board of Governors
Procedure separated: December 2025	Approved by: President & CEO
Last Approval Date: December 2025	
Accountable Officer: President & CEO	Responsible Officer: Vice President responsible for Administration