



POLICY STANDARDS

1. At a minimum, any newly developed or revised policies must include the following sections:
 - a. **Policy Number and Title:** A unique numerical identifier and a title clearly reflective of the policy subject matter.
 - i. Policy numbers shall be created according to a 3-digit identifier system.
 - ii. The first digit shall indicate the functional area of the policy as follows:
 - 0XX – *unassigned, for future use*
 - 1XX – Governance, Organization, and Policy Development,
 - 2XX – Finance, Administration, and Sustainability,
 - 3XX – Academics,
 - 4XX – Students,
 - 5XX – People & Culture, and
 - 6XX – Research and Innovation.
 - iii. The second two digits shall be assigned to policies on an as needed basis.
 - iv. Procedures and other accompanying documents will have decimal points added after the policy number so each has a separate identifier (e.g., the procedure to accompany this policy would be 106.1).
 - b. **Policy Statement:** A brief statement of the policy's intent or principle that will regulate and direct College operations. It provides a frame of reference and direction and establishes minimum requirements and expectations that can be expanded on through accompanying documents such as procedures, standards, and guidelines.
 - c. **Purpose:** An expanded explanation of why the policy is needed and what it is intended to achieve.
 - d. **Guiding Principles:** The core values or fundamental beliefs that underpin the policy.
 - e. **Scope:** Defines who and what are affected by the policy and can include at what times and/or in which circumstances.
 - f. **Policy Elements:** Information that contributes to understanding how the policy will be implemented and considerations to take into account.
 - g. **Authority:** Identification of the role at Northlands College that is accountable and has authority to interpret, apply, and enforce the policy.
 - h. **Board Approval:** A small informational table containing metadata on the policy. This table should include:
 - i. The policy's origination date,
 - ii. The policy's formal approval date,
 - iii. The approval body responsible for the policy, and
 - iv. A reference to the approval motion number by which the policy was approved.



- i. **Procedure/Guidelines/Standards Approval:**
A small informational table containing metadata on the document. This table should include:
 - i. The document's origination date,
 - ii. The document's formal approval date,
 - iii. The approval body responsible for the document(s),
 - iv. The position that is accountable for the policy, and
 - v. The position that is responsible for implementing the policy.
2. Where necessary or appropriate, a policy may also include the following sections:
 - a. **Sunset Claus:** A provision defining a set termination date for the policy unless formally reviewed and extended.
 - b. **Definitions:** Explanation of key terms or industry jargon that may be necessary to use in the policy.
 - c. **Contact Information:** The position or office to contact for more information or clarification on the policy.
 - d. **Compliance:** Any additional methods or mechanisms to ensure compliance with the policy.
 - e. **Exceptions:** Specified situations or instances that are exempt from the policy.
 - f. **Appeals Process:** A process that describes how disputes related to the policy can be resolved.
 - g. **Monitoring and Evaluation:** Explains how compliance with the policy will be monitored or how the policy's effectiveness will be evaluated.
 - h. **Risk Management:** Describes any risks associated with the policy and how these may be mitigated.
 - i. **Appendices, Attachments, and Annexures:** Any additional information, forms, templates, or checklists that may be relevant to the policy or its administration.
 - j. **Related Policies:** Reference to other Northlands College policies that may be relevant in the interpretation or implementation of the policy.
 - k. **Related Legislation:** Reference to legislation that is relevant to the policy.
3. With approval from the President and CEO of Northlands College, Northlands College policies may contain unique sections not consistent with these policy standards providing they are relevant and critical to the policy being drafted or reviewed.
4. A policy will have the following accompanying documents that assist in interpreting and implementing it:
 - a. **Procedures:** An established set of instructions on how to implement the policy
 - i. **Roles and Responsibilities:** Specifies who is responsible for various aspects of the policies implementation and enforcement in the event a single authority for the policy is insufficient



5. A policy may have the following accompanying documents that assist in interpreting and implementing it:
 - a. **Guidelines:** A set of recommendations that may not be required to implement the policy but provide advice on how to best remain consistent with the intent of the policy.
 - b. **Standards:** set out the required and achievable level of performance that may be established and against which performance must be measured
 - c. **Appendices, Annexures, Forms, Templates, Checklists or other pertinent information**

AUTHORITY

1. 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: President & CEO
Last Approval Date: December 2025	
Accountable Officer: President & CEO	Responsible Officer: Vice President responsible for Administration