



NORTHERN LIGHTS COLLEGE

Policy Development

Policy Number:	A-5.06
Category:	Administration
Effective Date:	September 9, 2016
Approval Process:	Administrative Policies
Approval Date:	September 9, 2016
Date Last Reviewed:	NEW

POLICY

Northern Lights College (NLC) is a post-secondary organization seeking to build upon its strengths and in so doing, exemplify excellence in all that we do. One of the key ways in which we can achieve this is by establishing, refining, following, supporting, and sharing policies and policy processes that guide everyone in doing what is best for our learners and the staff that teach and support them.

Because of this, Northern Lights College is committed to developing and maintaining a set of College policies that are current, relevant, and accessible to all members of the College community.

One of the key ways the College will meet this commitment is through the establishment and maintenance of a Policy Committee. The mandate of the College's Policy Committee is to make sure that policies and the policy process:

- honour openness, accountability, transparency, and fairness,
- follow approved formatting and process guidelines and structures, and
- are compliant and consistent with current legal statutes, College policies, and collective agreements.

PURPOSE

The Policy Development Policy is to oversee all stages of policy development.

SCOPE

This policy applies to College policies that fall within the jurisdiction of Education Council and Administration and that concern all College community members. This policy does not apply to NLC Board governance policies, or departmental operational procedures, guidelines, protocols, or rules.

PROCEDURE

1. Initiating Policy Creation/Revision/Rescinding
 - a. The creation of a new policy, policy revision, or rescinding may be proposed by any member of the College community.
2. Development and Revision of Policy
 - a. The person writing or rewriting the policy will then:

- i. Follow the College's current policy template to maintain conformity
- ii. Consult stakeholders and subject matter experts most impacted by the policy for their input for greatest accuracy, relevance, impact, and engagement
- iii. Perform the research outlined in the policy manual

3. Policy Approval

- a. Completed policy drafts that fall under section 23 of the College and Institute Act are submitted to:
 - i. The College Policy Committee for review
 - ii. The Education Council for advice
 - iii. The Board of Governors for approval
- b. Completed policy drafts that fall under section 24 of the College and Institute Act are submitted to:
 - i. The College Policy Committee for review
 - ii. The Education Council for approval
- c. Completed policy drafts that fall under section 25 of the College and Institute Act are submitted to:
 - i. The College Policy Committee for review
 - ii. The Education Council and the Board for joint approval
- d. Completed policy drafts that fall under Administrative Policies are submitted to:
 - i. The College Policy Committee for approval

4. Communication

- a. The person who was assigned to write or revise the policy is responsible for providing the final, approved version of the policy to the Registrar for publication.
- b. The Registrar's Office is responsible for updating the policy manual with the new or newly revised policy and for communicating these revisions to the College staff.

DEFINITIONS

Board Governance Policies: Governance Process Policies (GP) and Executive Limitation Policies (EL) are the responsibility of the Board of Governors. The Board has developed and adopted a set of Bylaws in compliance with the College and Institute Act. In addition, the Board developed and adopted governance policies to guide its activities and the activities of the College.

College Policies: College policies are rules and guidelines that ensure the College and the College community conducts programs, services and business in a fair and orderly manner.

College Community: The College community includes all categories of employees and students.

STAKEHOLDERS

Education Council
NLC Administration
College Community

RELATED POLICIES

- A.5.06-01 TOR – College Policy Committee

RELATED REFERENCES

- BC College and Institute Act
- Northern Lights College Policy Manual

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	September 2016	Policy Committee	Policy Committee

Next Scheduled Review Date

September 2021