

POLICY DEVELOPMENT

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| Policy Name Policy Development | Responsible Owner Vice President Academic and Research | Created 2016 September |
| Policy Number A-5.06 | Approval Body Northern Lights College Policy Committee | Last Reviewed/Revised 2024 January |
| Category Administration | Replaces | Next Review 2030 January |

TABLE OF CONTENTS

- PURPOSE
- SCOPE
- DEFINITIONS
- POLICY STATEMENTS
- SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- RELATED ACTS AND REGULATIONS
- RELATED COLLECTIVE AGREEMENTS

PURPOSE

This policy delegates responsibility for development and management of policy for Northern Lights College and supports the values, mission, and strategic direction of the college by establishing, refining, following, supporting, and sharing policies and policy processes.

Northern Lights College is committed to developing and maintaining a set of policies that follow approved formatting and process guidelines and structures, are current, relevant, and accessible to all members of the College community while honoring the principles of openness, accountability, transparency, and fairness, and are compliant and consistent with current legal statutes, College policies, and collective agreements.

SCOPE

This policy applies to college policies that fall within the jurisdiction of the Education Council and Administration and that concern all College community members as per section 24 of the College and Institute Act

This policy does not apply to NLC Board governance policies as per section 19 of the College and Institute Act, or departmental operational procedures, guidelines, protocols, or rules.

DEFINITIONS

ACT – means the College and Institute Act 1996 amended March 30, 2023

BOARD GOVERNANCE POLICY: means Governance Process Policies and Executive Limitation Policies (EL) which are the responsibility of the Board of Governors

COLLEGE POLICIES: means rules and guidelines that ensure the College, and the College community conducts programs, services, and business in a fair and orderly manner.

COLLEGE COMMUNITY: means all categories of employees and students at Northern Lights College.

CONSULTATION – means informing and obtaining feedback from identified stakeholders during development of, and before approval of, college policies.

POLICY STATEMENTS

Administrative policy governs and defines responsibilities and accountabilities related to college operations. These matters include policy related to communication, marketing, facilities, fundraising, health and safety, human resources, information technology, privacy, records management, and security.

A policy should:

- Be aligned with college values, responsibilities, and commitment
- Be aligned with the college strategic plan
- Be concise, relevant, and clear in intent and meaning
- Contribute positively to the administration of the institution
- Provide broad direction
- Comply with relevant legislation
- Comply with collective agreements
- Be developed in consultation with stakeholders
- Assign responsibility and accountability for decisions required under the policy
- Support operational efficiency
- Avoid overlap or contradiction of other policy
- Mitigate or reduce institutional risk

Any member of the college community may propose a new policy, a revision to a current policy, or the rescindment of a current policy.

Policy development is subject to procedures outlined in the Policy Development Manual, Policy Template, and Request for New Policy, Policy Revision or Policy Retraction Form and is subject to the rigor of a review and approval process.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- TOR – College Policy Committee 5.06-01
- Policy Development Manual 5.06-02
- Policy Template 5.06-04
- Request for New Policy or Policy Revision or Policy Retraction Form 5.06-03
- Policy Development Procedure 5.06-05

RELATED ACTS AND REGULATIONS

- BC College and Institute Act
- Government of British Columbia – Policy Approaches Playbook

RELATED COLLECTIVE AGREEMENTS

[https://nlc-staff.nlc.bc.ca/Portals/1/Documents/2019-2022 Faculty Local.pdf](https://nlc-staff.nlc.bc.ca/Portals/1/Documents/2019-2022_Faculty_Local.pdf)

[https://nlc-staff.nlc.bc.ca/Portals/1/Documents/2019-2022 Support.pdf](https://nlc-staff.nlc.bc.ca/Portals/1/Documents/2019-2022_Support.pdf)