

Policy No.	A.3.2
Title	POLICY DEVELOPMENT AND MAINTENANCE POLICY
Approving Jurisdiction	Board of Governors
Policy Sponsor	President
Last Revised/Replaces	January, 2011/June, 1997
Effective Date	April 7, 2011
Signed by	President, Kathy Kinloch

CONTEXT AND PURPOSE

The purpose of this policy is to establish the principles and a process for developing policies at VCC.

Vancouver Community College's policies outline the principles and procedures that govern the College's operations. This Policy provides a framework for the development and ongoing maintenance of policies that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the College's vision and strategic plan, enhancing operational effectiveness and setting appropriate standards and restraints for the conduct of the College's affairs.

SCOPE AND LIMITS

This "Policy Development and Maintenance Policy" governs the development of all policies relating to the operation of the College under the jurisdiction of the Board of Governors, Education Council and the President and applies equally to all members of the College community involved in the preparation, amendment and approval of policies.

All College policies will come under the authority of one of the following three bodies: Board of Governors, Education Council, President.

The Board of Governors will establish policy in the following areas:

- a. Board of Governors Governance Policies: policies that determine how the Board of Governors will govern itself

- b. High Level Strategic Directions and Accountability Frameworks: policies that describe the College's values and strategic goals
- c. Legislative Requirements: all decision-making areas identified in legislation under the authority of the Board of Governors, including policies that might be classified as operational
- d. High Risk Impact Policies: issues that will have a significant impact either legally, financially or on the reputation of the College
- e. Any other policies determined by the Board of Governors

The Education Council will establish policy in the areas under their jurisdiction as defined by the College and Institute Act. The College may request Education Council to assume responsibility for other policies that the College determines may be appropriately handled under the purview of Education Council. In addition, for those policies where the Education Council has an advisory role to the Board of Governors, as defined by the College and Institute Act, the Education Council will review those policies and provide advice to the Board of Governors.

The President will establish policy in all other areas not identified as part of the authority of the Board of Governors and/or the Education Council.

This policy does not apply to processes developed by individual College departments to guide the management of issues within their particular jurisdiction and control.

STATEMENT OF POLICY PRINCIPLES

1. Policies are congruent with the vision and strategic plan for the College and consistent with the legal and internal powers of the College's Board of Governors, Education Council and the President.
2. The development and approval of policies is an open and inclusive process with an appropriate level of input from those members of the College community who may be affected by the policies.
3. Policy development and maintenance are co-ordinated through a central office.
4. The research and writing of policy and related procedures are undertaken by the individual or body that is most knowledgeable about the issues addressed in the policy.
5. A policy focuses on principles and those principles address broad, long-term College issues and values; while policies are reviewed on a regular basis, change should be infrequent. Procedures are developed to ensure clarity around the actions required to implement a

policy; internal organizational changes, legislation and other factors may require procedures to be updated and modified more frequently than would be the case for the related policy.

6. Processes developed by individual College departments to guide the management of issues within their particular jurisdiction and control are treated as “Departmental Practices” to distinguish them from College-wide policies and procedures. Wherever relevant and applicable, departmental practices are expected to be in compliance with and referenced to College policy.
7. The policy development and maintenance process is managed and accessed through a College web page dedicated to that purpose
8. Policies, once approved, are readily accessible to the College community in electronic form in a variety of ways (number, name, key words, etc.) and are linked to other, relevant policies and regulatory information.
9. Policies are reviewed on a regular basis to ensure their continued currency.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader’s interpretation of this Policy.

RELATED POLICIES & LEGISLATION

College and Institute Act (RSBC 1996) Chapter 52

B.6.1 Archives Policy

RELATED PROCEDURES

Refer to Policy Development and Maintenance Procedures A.3.2