

---

**College Policy Committee**  
Terms of Reference

Policy Number: A-5.06.01  
Category: Administration  
Effective Date: November 8, 2019  
Approval Process: Administrative Policies  
Approval Date: November 8, 2019  
Date Last Reviewed: March 11, 2022

---

**MANDATE**

The College Policy Committee shall review all existing policies on a regular basis and all draft policies to ensure that policies follow an approved format and process, and are compliant and consistent with legal statutes, College policies, and collective agreements.

**PROCEDURES**

- Any group or individual may request a new College policy or a revision to an existing policy. Requests are submitted to the Vice President Academic and Research (VPAR) who will refer the request to the appropriate College Officer for consideration and/or action.
- Proposed policies will be submitted to the Confidential Secretary, Vice President Academic and Research.
- Each year the College Policy Committee will select a group of policies to review.
- Policy Approval Process for *Administrative Policies*
  - Policies that relate to administrative aspects of the College will be forwarded to the College Policy Committee to be reviewed for compliance with format, clarity, and consistency with legislation and other College policies.
  - Once finalized, administrative policies are approved by the College Policy Committee.
- Policy Approval Process for *Section 23 Policies*
  - Policies that relate to Section 23 of the College and Institute Act<sup>1</sup> will be forwarded to the College Policy Committee to be reviewed for compliance with format, clarity, and consistency with legislation and other College policies.
  - Once finalized, policies are forwarded to Education Council for advice and NLC's Board of Governors for approval.
- Policy Approval Process for *Section 24 Policies*
  - Policies that related to Section 24 of the College and Institute Act, once developed, will be forwarded to the College Policy Committee to be reviewed for compliance with format, clarity, and consistency with legislation and other College policies.

---

<sup>1</sup> [www.bclaws.ca/civix/document/id/complete/statreg/96052\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01)

- Once finalized, polices are forwarded to Education Council for approval.
- Policy Approval Process for *Section 25 Policies*
  - Policies that relate to Section 25 of the College and Institute Act will be forwarded to the College Policy Committee to be reviewed for compliance with format, clarity, and consistency with legislation and other College policies.
  - Once finalized, polices are forwarded to Education Council and NLC's Board of Governors for joint approval.
- All policies (new, revised, and rescinded) become official once approved by the designated approving body. Official policies will be posted on NLC's Website.
- All policy is subject to review at least every five (5) years to ensure relevancy and to reflect changing requirements. The author responsible for the policy development is responsible for initiating review and editing updates.

## **MEMBERSHIP**

The Membership will consist of the following:

Senior Vice President Academic and Research  
Vice President Finance and Corporate Services  
Vice President of People & Institutional Strategy  
Faculty Union Bargaining Chair (or designate appointed by the bargaining committee)  
Support Union Bargaining Chair (or designate appointed by the bargaining committee)  
Associate Dean or Dean (two positions) appointed by the Senior Vice President, Academic and Research  
Chief Information Officer  
Registrar  
Regional Director of Facilities  
Campus Administrator (one position) appointed by the Vice President, Academic and Research  
Education Council Member  
Director of Indigenous Education  
President/CEO (*ex officio member*)

## **LENGTH OF TERM**

On-going by virtue of office.

## **MEETINGS AND CONDUCT OF BUSINESS**

- The VPAR acts as the Chair of the Committee and is responsible for setting the agenda.
- In the absence of the Chair at any regular meeting, the VPAR will appoint an Acting Chair for that meeting.
- Meetings will be held 10 months of the year.
- Northern Lights College will provide administrative support, who will be responsible for preparing agendas and minutes.
- Any College Policy Committee member may submit agenda items to the Committee Secretary.

- The Committee Secretary will post (on D2L) the agenda and minutes of previous meetings one week in advance of each scheduled meeting.
- Proposed agenda items will be reviewed by, and may be, approved by the Chair.
- Meeting quorum is fifty percent of members including the Chair.
- Persons not members of the Committee may be invited from time to time by the Chair to attend or participate regarding a specific matter.

**RELATED POLICIES AND REFERENCES**

[www.bclaws.ca/civix/document/id/complete/statreg/96052\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01)

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created			
Revised/Reviewed	September 2015	VP Academic & Research	College Policy Committee
Revised/Reviewed	December 2015	VP Academic & Research	College Policy Committee
Revised/Reviewed	September 2016	VP Academic & Research	College Policy Committee
Revised/Reviewed	January 2019	VP Academic & Research	College Policy Committee
Revised/Reviewed	November 2019	VP Academic & Research	College Policy Committee
Revised/Reviewed	March 2022	VP Academic & Research	College Policy Committee

**Next Scheduled Review Date**

January 2024