Policy Development and Review

Number:	3.1.1
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	July 24, 2025
Next Review Date:	July 23, 2030
Revised Date:	
Category:	Governance

PURPOSE

Coquitlam College (the College) policies and procedures are created to promote effective governance, consistent management practices, and behaviour that complies with the College's Mission, Values and Vision.

The purpose of this policy is to establish a policy framework that represents a coordinated approach for developing, approving, reviewing, and retiring College policies.

SCOPE

This policy applies to the development and maintenance of all College policies and procedures.

POLICY STATEMENTS

1. The College's policy framework maintains compliance with relevant legislation, helps to manage institutional risk, and provides a consistent and transparent decision-making process.

2. Policies and procedures are developed to provide clear direction on the behavioural expectations of the College community.

3. The College is committed to the development of policies through engagement with varied perspectives and to working to remove systemic barriers to equity, diversity and inclusion.

4. The College is dedicated to creating policies and procedures that support a safe and supportive environment for Indigeous peoples.

5. Policies will be undergo a full review at least every five years, to maintain currency and functionality for all relevant parties and processes.

PROCEDURES

Roles and Responsibilities

6. The Board of Governors (Board) is responsible for approving policies relating to the management, administration and control of the property, revenue, and business affairs of the College.

7. The Academic Council is responsible for approving policies within its scope and recommending the development, review, or retirement of policies, as defined in its Terms of Reference.

8. The Senior Leadership Team are senior administrators of the College responsible for:
   a. Reviewing all draft policies (new or revised) and policy-related documents, and providing feedback on research, consultation, direction or additional revisions;
   b. Approving policies relating to administrative matters and to academic matters that impact the services and operations of the College;
   c. Approving draft policies to be submitted for community feedback;
   d. Approving the retirement of existing policies; and
   e. Providing recommendations and other policy-related updates to the President to present to the Board of Governors, as needed.

9. The Approval Authority is the group of individuals responsible for the final approval of a College policy within their jurisdiction. Approval Authorities at the College are the Board of Governors, the Academic Council and the Senior Leadership Team.

10. The Responsible Executive is a senior administrator of the College who is responsible for:
    a. the development, implementation, communication, education, maintenance, and review of policies within their portfolio;
    b. approving editorial revisions to policies;
    c. monitoring compliance with policies.

11. The Regulatory & Compliance Coordinator is responsible for:
    a. reviewing policies and supporting documentation for completeness and accuracy;
    b. maintaining the repository for all current and archival records of policies, procedures and related documentation;
    c. assigning the appropriate policy category, policy number and approval authority;
    d. presenting policy-related recommendations to the President;
    e. providing guidance, support and direction on the impact of regulatory, operational or other requirements on policies and procedures; and
    f. informing the College community of new or changes to existing policies and procedures.

New or Changes to an Existing Policy

12. A request to develop a new policy, review or modify an existing policy may be initiated by any member of the College community. Senior Leadership Team approves the development of new policies.
13. A Responsible Executive will be appointed and will work with the appropriate Coordinator to draft a new policy or edit an existing policy.
14. The Responsible Executive will present the draft policy to the Senior Leadership Team and/or Academic Council for review and feedback.
15. Policies will be submitted for community feedback for ten (10) business days. Upon completion of feedback and any subsequent revisions, the Responsible Executive will present the draft policy to the appropriate Approval Authority for approval.

16. Approved policies become operational and enforceable on the date that they are approved, unless a later effective date is specified by the Approval Authority.
17. Upon approval of a new or revised policy, the Responsible Executive will initiate actions necessary to fully implement the policy.

Minor Revisions to an Existing Policy

18. Minor revisions may be approved by the Senior Leadership Team provided these revisions do not substantively affect the intent of the policy or procedures.
19. For minor revisions, the effective date will not change; however, the revision will be noted in the "Revised" section of the policy and the details stored for archival purposes.

Retiring Policies

20. A policy may be retired when it is no longer effective or needed to establish high level practices and processes for the College.
21. Requests to retire a policy are reviewed and approved by the Senior Leadership Team.
22. If deemed appropriate, the Responsible Executive may be required to present the request to retire the policy to the appropriate approval authority for discussion.
23. Retired policies will be removed from the website and saved for archival purposes.

Expedited Policies

24. In extraordinary circumstances calling for urgent action, such as a change in federal or provincial law, or a major organizational risk, the President may remove, revise, or put into effect a Policy without prior review or consultation.
25. Any policy put into, or taken out of, effect in an expedited manner will enter a normal development or review process in accordance with the approved policy framework.
26. Expedited policy decisions will be communicated to staff and students in a timely manner.

DEFINITIONS

Policy: A document that specifies the formal guidance needed to coordinate and executive activity throughout the College and provides the framework within which the College functions.

Procedures: A clear and concise outline of the operational processes required to perform a task and to establish who is responsible for a required action.

RELATED RESOURCES

None.