



POLICY DEVELOPMENT AND REVIEW FRAMEWORK POLICY

POLICY TITLE:	Policy Development and Review Framework Policy
POLICY CATEGORY:	College Policy
POLICY OWNER:	Secretary of the Board of Governors
ORIGINAL DATE:	4/19/2023
EFFECTIVE DATE:	4/19/2023
POLICY APPROVER:	Board of Governors
REVIEW PERIOD:	Every 5 Years
TO BE REVIEWED:	2028
REVISED:	N/A

1. Purpose

The purpose of the Policy Development and Review Framework (the Policy Framework) is to (i) ensure the compliance of George Brown College (the “College”) with the Ontario Colleges of Applied Arts and Technology Act, 2002 (the Act), the Province of Ontario’s Ministry of Training, Colleges and Universities’ Binding Policy Directives and any other applicable governing laws, regulations and policy directive; (ii) facilitate the alignment with the College’s Board of Governors approved strategic plans and priorities; and (iii) ensure there is a process for creating, maintaining, and regularly reviewing the currency and relevance of the College’s policies and procedures. The Policy Framework also aims to ensure that the College community and stakeholders are consulted and informed of policy development, review, and passage.

2. Scope

This Policy Framework defines the concepts of policy and procedure at George Brown College; outlines the steps for formulation, consultation, approval, issuance, amendment, and withdrawal of George Brown College's policies and procedures; and defines the roles and responsibilities of responsible individuals and offices.

This Policy Framework applies to all College policies and procedures, including all departmental policies. If any provision of this Policy Framework is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy Framework provision is required by law or government directive, in which case the Policy Framework provision will prevail.

The College strives to formally approve, issue, and maintain all policies and procedures using a consistent process and format.

Individuals responsible for developing and maintaining policies must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing College policies.

The Board of Governors (the Board) maintains jurisdiction over the development and implementation of documents that guide their governance and fiduciary responsibilities and their own operations under the Act.

3. Definition of Terms

Amendments: There are two types of amendments.

1. **Housekeeping Amendment:** A housekeeping amendment requires no substantive change to an existing policy, e.g., updating the names of the other policies, or updating definitions or titles. A housekeeping amendment would not normally have to comply with the Framework.
2. **Substantive Amendment:** A material change to the policy, not just a housekeeping amendment.

Directive: A set of mandatory instructions that specify actions to be taken to support the implementation of and compliance with a policy or procedure.

Guideline: A set of optional directions that provide guidance, advice, or explanation to support the implementation of a policy or procedure.

Periodic Review: The predetermined schedule to review all policies.

Policy: A statement of principle governing (i) the decisions, actions and processes that impact the academic, teaching and learning, administrative and operation and living environment of the College; (ii) guiding compliance with legislative, regulatory, and policy directives of government; and (iii) support the advancement of the strategic priorities and effective financial and administrative management of the College.

Policy Approver: A body or position that has the authority to approve, amend, review, or repeal a policy under the established and approved procedures and processes.

Policy Category: All policies will be categorized into one of the following categories:

1. **Board Governance policies** – policies which relate to the governance of the Board of Governors and oversight of the mandate and good governance of the College.
2. **Academic policies** – policies which impact academic programs, operations, and services, including student services. New and revised Academic Policies are reviewed and aligned to OCQAS and PEQAB standards and approved according to the Academic Policy Review Policy, which shall be consistent with this Policy Framework.
3. **College Administrative policies** – policies oriented at managing the day-to-day operations and institutional risk of the institution. College policies are approved by CMC, and in some cases may be referred by CMC to the Board of Governors for final approval.
4. **Departmental policies and procedures** – policies which relate to the operations of a specific department within the College. Departmental Policies are recommended by the relevant Department Head and approved by the Provost and/or Chief Financial Officer and/or relevant Senior Vice-President in consultation with the relevant Department Head. Departmental policies and procedures must align and comply with Academic and College Administrative policies.

Policy Development: The process to develop a new policy, including appropriate and meaningful consultation.

Policy Library: The official central repository for the coordination and communication of policies and available to the College community. The Board and CMC will be informed annually of all new policies or policy changes by the Board Secretary.

Policy Owner: The office designated as responsible and accountable for the policy. The Policy Owner is responsible for implementing this Framework at the time of policy development or review. Policy Owners are normally at the level of Director, or higher.

Policy Review: The process to evaluate an existing policy to determine whether it meets the purpose for which it was created, is up to date, relevant, accurate, and compiles with legislative requirements. It is a process to determine whether and how a policy can be improved, replaced, rescinded, amended, updated, etc.

Policy Review/Development Committee: A working group of diverse internal stakeholders who will provide leadership, feedback, input, and expertise about the policy being developed or under review for each individual policy. The committee will draft and incorporate the results of any consultation prior to making recommendations to the Policy Approver. External stakeholders would only be included for a specific purpose as necessary and appropriate.

Procedure: The written statement that explains the details of how policies are to be implemented. A procedure provides the steps, instructions, or methods on how to implement a policy. Procedures are the responsibility of directors and staff. Every procedure should be related to a policy.

Protocol: A written plan that specifies procedures to be followed in defined situations.

Responsible Office: The office responsible for administering or applying the policy (see Policy Owner).

Strategy: A plan of action designed to achieve a policy goal, sometimes known as a “plan”. A College Strategy or Plan should be related to a College policy or policies.

4. POLICY

4.1. Guiding Values and Principles:

4.1.1. The College shall establish specific policies to guide the actions of the staff and shall periodically measure the effectiveness of the policies and their implementation. Policies will guide governance and decision-making and ensure accountability to the College community.

4.1.2. Policies should contain a focused statement of the College’s intent, governing principles, or desired results related to the policy.

4.1.3. Policies should strive to advance the College's values and strategic priorities reflecting the College's values of Learner-Focused, Excellence, Accountability, and Diversity, Equity, and Inclusion.

4.1.4. As necessary and appropriate, policy review and development will invite community consultation, consistent with the Policy Framework.

4.1.5. Policies should be written in plain language to ensure accessibility.

4.1.6. Policies should have sufficient flexibility to enable the College to address diverse situations while ensuring that decisions are made based on consistent principles and with optimal use of resources.

4.1.7. Policies should set out the roles and responsibilities of the different internal stakeholders to ensure accountability. Policies should be reviewed on a regular basis to ensure they are current and up to date.

4.2 Governance

4.2.1 Policies must be approved by those with the appropriate authority to do so (see Approval Flow Chart). If a policy must be approved by the Board of Governors, it must be by a resolution of the Board with the exception of housekeeping amendments to policies, which may be approved by the Board Secretary.

4.2.2. The Policy Owner will notify the Policy Approver when and/or why a policy needs to be developed or reviewed.

4.2.3. Normally the Policy Owner will lead the policy development or the review process.

4.2.4. The Policy Owner will work in consultation with the College's Governance Committee as necessary and appropriate.

4.3 Compliance

4.3.1 Policies guide governance and decision-making and ensure compliance with statutory requirements and accountability to the College Community.

4.3.2. Policies will be developed, reviewed, amended, approved, and/or repealed/rescinded following the process outlined in the Procedures attached to this Policy Framework to ensure a transparent, accessible, and accountable process.

4.3.3. When there is a conflict between a College policy and a provision in a collective agreement between College and a union, the collective agreement provision will apply to members of the affected bargaining unit. When there is a conflict between a College policy and a statutory requirement, the legislation prevails.

4.4 Accountability

4.4.1. Policies will be readily available and accessible to employees, students, and the public in the Policy Library on the College's website.

4.4.2. The Policy Owner is accountable for ensuring that the policy review and development meets the requirements of this Policy Framework.

4.4.3. College policies bind all George Brown College Community Members, and it is the responsibility of the College community to read and understand them. A breach of policy may result in discipline for employees and students.

4.4.4. Policies may take effect either on date of approval or on the date of Board Resolution, or at a later date if so specified by the Policy Approver. It should be noted that existing policies remain in effect until it is repealed/rescinded or upon the effective date of the revised Policy.

4.5 Reviews

4.5.1. Policies should be periodically reviewed according to a predetermined schedule established and maintained by the Board Secretary. At a minimum, a policy will be reviewed every five years. A policy may be reviewed outside the predetermined schedule at the initiation of the Policy Owner in consultation with the Board Secretary where a need has been identified. A review should normally be completed within one year of the review date.

4.5.2. Post-implementation reviews can be initiated to address any issues that arose during the implementation of a policy or during its first year of operation. Post-implementation reviews will be completed within eighteen (18) months of the policy effective date.

4.5.3. A policy review process may result in no changes, housekeeping amendments, substantive amendments, and/or the policy's repeal.

4.5.4. The procedures associated with a policy may be reviewed at any time but shall be reviewed when the related policy is under review.

4.5.5. All policies should strive to use consistent definitions of common terms.

4.6. Distribution

4.6.1. To ensure transparency, policies will be posted in the Policy Library on the College website. The version posted on the Policy Library on the College website is the official version.

4.7. Policy Template

4.7.1. All newly developed and reviewed College-wide policies that result in substantive amendments will use the format in the College's Policy Template in accordance with the procedures under this Framework. It should be noted that departmental policies may use their own template as long as there is a consistent format.

5. ROLES AND RESPONSIBILITIES

5.1. Governance Committee of the Board of Governors

- i) Recommends approval of new policies, or substantive changes to, or the repeal of existing policies to the Board of Governors as necessary and appropriate.
- ii) Recommends policies for review to the Board of Governors either individually or in a schedule.

5.2. Board Secretary

- i) Facilitates the referral of new and revised Board approved policies in association with any of the Policy Categories to the Governance Committee.
- ii) Understands and communicates with members of the College Community the content of Board approved policies, as necessary and appropriate.
- iii) Refers the implementation of the Board approved policies to the senior leadership of the College.

- iv) Maintains records of all Board approved policies including revised and repealed policies.
- v) Acts as a resource on governance matters, e.g., approval of Board policies.
- vi) Acts as the primary liaison with the Policy Owner of Board approved policies.
- vii) Approves housekeeping amendments to Board approved policies upon recommendation of the Policy Owner.
- viii) Ensures policies are posted in the Policy Library on the College website.
- ix) Ensures procedures related to Board approved policies are posted in the Policy Library on the College website.
- x) Ensures communication about Board policies, revisions/changes/repeals and any procedures related to the respective policies is in the Policy Library on the College website.

5.3. College Management Committee (CMC)

- i) Consults with the Board Secretary, determines appropriate level of approval for all procedures or approves Operating Procedures, as necessary and appropriate.
- ii) Reviews and approves draft policy as recommended by the Policy Owner for those policies that do not require Board of Governors' approval.
- iii) Introduces and speaks to the proposed new or reviewed draft policy brought forward to the Board of Governors, as necessary and appropriate, once the policy development or review process has concluded.
- iv) Ensures implementation of College policies.

5.4. Policy Owner

- i) Leads the development and review of policies and the community consultation, as necessary and appropriate.
- ii) Is accountable for ensuring that the policy review and development process meets the requirements of this Policy Framework.

- iii) Ensures the content of policies and procedures are relevant to the purpose of the policy and aligned with College's strategic plan.
- iv) Interprets policies and procedures for which they are responsible.
- v) Supports understanding and implementation of College policies and procedures.
- vi) Reviews policies regularly to determine whether any gaps exist and proposes new policies, substantive amendments to existing policies, housekeeping amendments, or the repeal of policies in accordance with this Policy Framework.
- vii) Creates implementation and communication strategies for new and revised policies for which they are responsible.
- viii) Liaises with the Board Secretary on the policy development and review process of Board policies.
- ix) Approves procedures, as necessary and appropriate.
- x) Ensures the College community complies with the policies for which they are responsible.

5.5. Policy Development and Review Committee

- i) Acts as a committee of key internal stakeholders who provide feedback, advice and recommendations for the policy development and review, the communication plan, and the community consultation plan. Reasonable efforts should be made to ensure that members of the policy review committee reflect and represent the College community.
- ii) Ensures policies are drafted with a human rights, Indigenous, equity, diversity, inclusion, acceptance, anti-racist, anti-colonialist, and anti-oppression lens and align with the College's strategic plan and values.
- iii) Makes best efforts to ensure consistent definition of terms across College policies.

5.6. General Legal Counsel

- i) Acts a resource for policy content, compliance, and interpretation.
- ii) Reviews each new or revised policy for compliance with legislative requirements.

5.7. Office of Anti-Racism, Equity, and Human Rights Services (OAREHRS)

- i) Office and resource to ensure a human rights and equity lens is applied to the development and review of policies.

5.8. Office of Indigenous Initiatives

- i) Office and resource to ensure an Indigenous and equity lens is applied to the development and review of policies.

5.9. All College Community

- i) Complies with College policies.
 - ii) Provides feedback on the College policies to immediate supervisor, as necessary and appropriate.
 - iii) Identifies policies, procedures and supporting documents which may require reviews and communicate policy concerns to the Policy Owner or the Board Secretary.
 - iv) Participates in community consultation process, in accordance with the Community Consultation Protocol.
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6. APPENDICIES:

- Community Consultation Protocol (insert hyperlink)
- [Retention of Records](#) (currently under review)

7. RELATED POLICIES and RESOURCES:

- [Academic Policy Review Policy](#)
- Policy Library (in development)

8. PROCEDURES:

- Policy Development and Review Procedures (in development)
- Policy Review Schedule (in development)
- [Policy Approvals Flowchart](#)

9. FORMS AND TEMPLATES:

- [Policy Template](#)
- Community Consultation Report Template (attached to protocol)