

<b>Title</b>	By-Law and Policy Development and Management
<b>Policy Number</b>	455
<b>Policy Category</b>	D
<b>Approving Body</b>	Board of Governors
<b>Approval Date</b>	November 17, 2000
<b>Date Last Revised</b>	May 24, 2018; September 26, 2024
<b>Next Review Due</b>	September 2028

**Section 1: Overview**

- (1.1) Policies guide the College’s processes and practices so that they align with its vision, mission, and strategic plan and ensure that the College operates within its regulatory and governance environment.
- (1.2) The Act prescribes the powers of the Board and delineates the authority for the development of certain types of educational policies to the Education Council. The Act also specifies Board-approved educational policies which require the advice of the Education Council and other matters which require joint approval of the Board and the Education Council.
- (1.3) The Act contemplates that the Board will delegate certain powers and duties to the President and CEO. The President and CEO is responsible for management of the operations of the College, including the responsibility to develop and implement College Administrative policies, except where otherwise specified by the Act or where the Board has approved policies itself.

**Section 2: Purpose**

- (2.1) This Policy establishes the authority and responsibility for policy development and management at the College in accordance with the Act.
- (2.2) It also provides the standards for the development, approval, communication, and review of policies at the College.

**Section 3: Definitions**

- (3.1) In this Policy:
  - “**Act**” means the British Columbia *College and Institute Act*.
  - “**Board**” means the Langara College Board of Governors.
  - “**Board by-law**” means a rule established by the Board to regulate the operations and management of the Board or to govern matters specifically required by the Act to be enacted in a by-law.
  - “**College**” means Langara College.
  - “**College Policy Governance Committee**” means the committee formed by the President and CEO to guide the process for developing and maintaining College Administrative policies and submitting finalized policy drafts to the President and CEO for approval.
  - “**Education Council**” means the Langara College Education Council.
  - “**Executive Leadership Team**” means the College’s Vice-Presidents and the President and CEO.

**“joint approval”** has the meaning provided for in the Act and means approval by the Board and by Education Council, each by passing a resolution of approval by majority vote of its voting members.

**“Langara Council”** means the advisory body to the President and CEO which serves as a forum for discussion and open consultation between the President and CEO and the representatives of the College community regarding College Administrative policies and other matters relevant to the College.

**“policy”** means a statement of the College’s governing values and principles that provides a framework to direct the plans, decisions, and actions of College employees in carrying out the College’s objectives.

**“procedure”** means a written document supporting the implementation of a policy.

**“resolution”** means a written document that records a decision or action taken by the Board.

#### **Section 4: Responsibility and Approval of By-Laws and Policies**

- (4.1) Board of Governors By-laws and Policies
- (a) Through its Board by-laws and policies, the Board communicates the College’s values and principles, and provides oversight and direction to the College community.
  - (b) The Executive Leadership Team is responsible for supporting the Board, and its committees, in the development and review of Board by-laws and Board policies.
  - (c) Board by-laws and Board policies are approved, amended, or repealed by Board resolution and signed by the Board Chair.
  - (d) Procedures linked to the implementation of Board policies may be approved, amended, or repealed by the President and CEO, provided said procedures are then submitted to the Board, or one of its committees, for information.
- (4.2) Educational Policies and Education Council
- (a) Education Council has exclusive authority for the development and management of Education Council by-laws and any policies required by section 24 of the Act.
  - (b) The Act also specifies areas of joint responsibility in section 23 (Board approval after seeking and receiving the advice of Education Council) and section 25 (joint approval of both the Board and Education Council).
- (4.3) College Administrative Policies
- (a) College Administrative policies guide and determine operational decisions and behaviour across the College.
  - (b) College Administrative policies must be consistent with Board and Education Council by-laws and policies, legislation, and collective agreements.
  - (c) College Administrative policies are approved, amended, or repealed by the President and CEO, upon the recommendation of the College Policy Governance Committee or the Langara Council.
  - (d) Procedures linked to the implementation of College Administrative policies may be approved, ~~or~~ amended, or repealed by the President and CEO. For any given College Administrative policy, this power may be further delegated by the President and CEO to a member of the Executive Leadership Team, or their designate.

- (4.4) Departmental Practices
- (a) Departmental practices guide and determine operational decisions and behaviour within a department or program.
  - (b) Departmental practices must be consistent with Board and Education Council bylaws and policies, College Administrative policies, any procedures adopted under this policy, all applicable legislation, and any collective agreements between the College and the relevant bargaining unit.
  - (c) Departmental practices are developed and administered at the departmental level, subject to management by the appropriate Dean or Executive Leadership Team member, or their designate.
  - (d) This policy recognizes that a department may refer to a departmental practice as a “policy” for communication purposes. However, the only binding College-wide policies are those approved by the Board, Education Council, or President and CEO in accordance with this policy.
- (4.5) Each approving body or individual is responsible for:
- (a) ensuring its policies are easily accessible to the College community;
  - (b) communicating new policies or amendments to its policies;
  - (c) implementing and monitoring compliance with its policies;
  - (d) maintaining current and historical records of its approved policies, or delegating the maintenance thereof; and
  - (e) ensuring periodic review of its policies.

### Section 5: Procedures

- (5.1) Procedures are often utilized to support the implementation of policies.
- (5.2) Procedures must be linked to specific policies and must be consistent with the intent and scope of its governing policy.
- (5.3) Procedures may be amended to respond to operational, regulatory, or other organizational changes at times other than during the periodic review of the policy itself.

### Section 6: Policy Development and Review

- (6.1) The policy development process should include consideration of appropriate levels of input from stakeholders. Stakeholders may include: students, staff, and members of the College community.
- (6.2) The following guidelines should be applied in the development and review of policies and procedures:
  - (a) use language that is clear, concise, and easy for the reader to understand;
  - (b) avoid technical terms;
  - (c) use gender neutral terminology; and,
  - (d) consider the diversity and cultural experiences of those affected by the policy and strive for inclusive and equitable effects of the policy.
- (6.3) Policies should be reviewed periodically as appropriate to the context of the policy. Reviews normally should be completed no later than four years from the most recent approval or review date, or earlier if appropriate.
- (6.4) The Board delegates to the President and CEO the authority to make non-substantive

administrative amendments to Board policies and College Administrative policies in the following circumstances:

- (a) correcting grammar, spelling, or punctuation without changing the underlying meaning;
- (b) standardizing the formatting and layout of policy documents;
- (c) correcting typos regarding a policy's approval, amendment, and review history; and
- (d) updating any references to position, departments, legislation, government entities, and analogous instances where the proper name of that person, entity, or thing has been changed.

### **Section 7: Policy Requirements**

- (7.1) All policies must be assigned a policy number by the Privacy and Records Management Department.
- (7.2) Board of Governors policies and by-laws should be in the format attached as Appendix A.
- (7.3) All Board of Governors policies and by-laws must be assigned to one of four classifications:
  - (a) Ends Statements (A): Policies that relate to achievement of College objectives for specific members of the College community at the appropriate cost. Policies that articulate the mission, vision, strategic direction, and priorities of the College.
  - (b) Board Process (B): Policies that relate to how the Board manages itself and its members to ensure its effective governance of the College. Policies that establish Board structures and processes, including committee terms of reference, recruitment, training, succession planning, and performance evaluation.
  - (c) Board-President and CEO Relationship (C): Policies that relate to the Board's management of the President and CEO. Policies that define the President and CEO's role, authority, accountability, and processes for appointment, selection, and performance evaluation.
  - (d) Executive Limitations/Risk Management (D): Policies that relate to the boundaries established by the Board to constrain the President and CEO's authority and conduct, and to ensure that the College is addressing and managing risk issues.

### **Section 8: Review Date**

- (8.1) A review of this Policy should be completed no later than every four years.



## Appendix A Board of Governors Policy Template

<b>Title</b>	<i>The title should be a brief description of the subject matter.</i>
<b>Policy Number</b>	<i>To be assigned by the Privacy and Records Management Department.</i>
<b>Policy Category</b>	<i>To be assigned by the Board.</i>
<b>Approving Body</b>	
<b>Approval Date</b>	
<b>Date Last Revised</b>	

### Overview (optional):

*Provide any background information that is relevant to the understanding of the policy.*

### Purpose:

*State the overarching purpose of the policy.*

### Definitions (optional):

*Identify definitions for terms with specific meanings within the policy. Definitions should be listed alphabetically.*

### Scope (optional):

*Identify any limitations on the applicability of the policy, including groups (e.g. students, staff, minors), activities (e.g. research), time periods, geographic locations (e.g. campus buildings), funding sources (e.g. operating funds).*

### Policy Statements:

*Provide concise and direct statements of policy principles. Policy statements may set standards or direct course of action. Policy statements should not include implementation details or give background information.*

### Review Date:

*Provide the date by which the review of the policy must be completed. Reviews normally should be completed no later than four years from the approval date/last review date, or earlier if appropriate.*