



## Policy

**Title: Governance**

**Policy Statement:**

**The Board will govern and provide leadership to Northern Lakes College through the formulation, evaluation and approval of College policies. The Board delegates the responsibility for administering these policies to the President, and shall hold the President accountable for such administration. The President shall approve such procedures, regulations and other instruments as may be necessary.**

**Approved:** Original copy signed by the Chair of the Board  
(Daniel Vandermeulen, Chair of the Board)

May 24, 2018  
(Date)

**Sponsorship:** Governance

**To Be Reviewed:** May 24, 2023

**Review and Revision Dates:** December 2008, March 19, 2013, February 15, 2018 and May 24, 2018.

**First Approval Date:** February 2004

**Stakeholders Consulted (Dates):** Senior Management Team - December 9, 2003, November 25, 2008; Senior Leadership Team - February 6, 2018.

**Reference to other Documents:**

Alberta Post-Secondary Learning Act; Policies, Procedures, and Regulations Procedure.

**Definitions:**

A **policy** is a general statement of values and beliefs, which provides long range leadership to the College.

A **procedure** is an instruction or specific guide to carry out policy. It is a description of the customary action required to carry out College plans or strategies.

A **regulation** is an authoritative statement, which must be followed to ensure compliance with policy or legislation.

**Purpose:** To ensure that the creation and implementation of college policy involves consultations and opportunities for feedback/recommendation by affected stakeholders.

**Guidelines:**

1. Development, amendment or rescindment:

A. Policies being developed will receive three readings.

- i. Usually a proposed policy will be read once per meeting. First and second reading may be given at one meeting by majority vote but if a policy is to receive three readings at one meeting this decision must be made unanimously.
- ii. The third reading shall be the final reading and the day a policy receives third and final reading shall be the day the policy becomes effective, unless the Board stipulates another date.
- iii. Policies may be amended or rescinded by majority consent at any meeting.

B. Draft policies will be distributed to stakeholders for comment and recommendations.

- i. Draft policies will be distributed to stakeholders within one week of the first or second readings and will state the timelines for response.
- ii. The Board may defer a reading if it is deemed beneficial to obtain additional information.
- iii. Typical college stakeholders include The Council of Community Education Committees, Students' Association Council, Faculty Association, Staff Association, Academic Council and the Senior Leadership Team.

2. Review:

A. Typically, the Board will review policies every five years.

B. The Board will receive regular reports on the operation of the College.

### 3. Policy Content and Format:

#### A. An approved policy will contain the following components:

- i. Title
- ii. The Policy Statement
- iii. The Chair's signature of approval
- iv. The First Date of Approval
- v. Review and Revision dates
- vi. Next expected review date
- vii. Stakeholders Consulted (Dates)
- viii. Reference to Other Documents (if any)
- ix. Definitions (if any)
- x. Purpose, and
- xi. Guidelines (if any).

#### C. A policy may include guidelines to assist management in interpreting a policy.