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| Policy Name:                 | TERMS OF REFERENCE – BOARD OF GOVERNORS’ POLICY REVIEW COMMITTEE |  |
| Approved By:                 | President’s Council & Board of Governors                         |  |
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| Policy Holder:               | Board of Governors   |  |
| Operational Lead:            | President and CEO  |  |
| Policy Number:               | BRD-GP-011   |  |

## TERMS OF REFERENCE – BOARD OF GOVERNORS’ POLICY REVIEW COMMITTEE

### 1.00 PURPOSE

- 1.1 The purpose of the Board of Governors Policy Review Committee, a standing committee of the Board of Governors, is to provide advice on the development of policies and procedures and to provide a forum for regular policy and procedure review.

### 2.00 DEFINITIONS

- 2.1 **Board of Governors Policy Review Committee:** The committee responsible for reviewing policies and procedures, and for submitting their recommendations to the Board.
- 2.2 **College Community:** All employees, employee organizations, students, the Students’ Association, the College Board, and Board members.
- 2.3 **Director, President’s Office:** The institutional lead on policy and procedure integrity and legislative compliance.
- 2.4 **Operational Lead:** A manager who is assigned responsibility for overseeing the implementation of a policy. This may include a manager, dean, director, or other positions as deemed appropriate by the President’s Office.
- 2.5 **Policy:** A set of statements that express overarching tenets, establish expected standards of behaviour, provide a structure for decision-making and reducing institutional risk, and ensure compliance with laws and government policies or directives.
- 2.6 **President’s Council:** The President, Vice Presidents, and other members of the College’s Executive Team, as outlined in the President’s Council Terms of Reference.
- 2.7 **President’s Office:** A member of the President’s Executive Team, including the President, Vice President, or Executive Director, who is accountable for a policy.
- 2.8 **Procedure:** A course of action to support the effective implementation of policy.

3.00 DUTIES AND RESPONSIBILITIES

- 3.1 The President’s Office is responsible for:
  - a. identifying policy gaps and shortcomings in existing policies
  - b. responding to changes in legislation that require policy revisions or new policy to be written
  - c. reviewing requests for policy and procedure revisions
  - d. reviewing requests for the development of new policies and procedures
  - e. bringing approved requests forward to the Board of Governors Policy Review Committee.
- 3.2 The Board of Governors Policy Review Committee is responsible for:
  - a. reviewing new and revised policies and procedures brought forward by the President’s Office
  - b. making recommendations about the policies and procedures to the Board, including policy retractions
  - c. carrying out other policy-related duties, as necessary.
- 3.3 The Committee Chair is responsible for bringing policies and procedures approved by the Committee to the Board for final approval.

4.00 BOARD OF GOVERNORS POLICY REVIEW COMMITTEE MEMBERSHIP

- 4.1 The Committee is comprised of a maximum of eight members:
  - a. one staff constituency representative
  - b. one faculty constituency representative
  - c. one student representative
  - d. up to three community members of the Board of Governors
  - e. the President & CEO, who will be an ex-officio member
  - f. the Director of the President’s Office, who will be an ex-officio member.
- 4.2 The Chair will be elected from the community members.
- 4.3 The normal term of office for community members is one year, from September to August. The term can be renewed annually until the end of the Board member’s appointment.

5.00 QUORUM

- 5.1 Quorum is four voting members from 4.1 and must include the President & CEO and/or the Director.

6.00 MEETINGS

- 6.1 The Committee will meet four times per year or more frequently when needed.
- 6.2 Interested parties are welcome to attend meetings. The Chair has the discretion to answer questions from interested parties during the meeting or afterwards by email.

6.3 Interested parties must apply to the President’s Office to make presentations.

7.00 COMMUNICATIONS

7.1 The Committee will use electronic communication to reduce waste where possible.

7.2 Approved policies and procedures will be posted on the CMTN website.

8.00 REPORTING RELATIONSHIPS

8.1 The Board of Governors Policy Review Committee Chair reports to the Board.

9.00 POLICY AND PROCEDURE FORMAT

9.1 Only policies and procedures drafted in the approved template and that are compliant with CMTN brand and policy/procedure style guidelines will be submitted for consideration.

9.2 The format is described in Policy Development, Revision, and Retraction Procedure.

10.00 POLICY DEVELOPMENT, REVISION AND RETRACTION PROCESS

10.1 The process for developing, revising and retracting policies and procedures is detailed in the Policy Development, Revision, and Retraction Procedure.

11.00 POLICY UPDATING

11.1 Each policy is subject to review at least every five years after its adoption to ensure currency and reflect changing requirements and legislative changes. The President’s Office is responsible for ensuring that the five-year cycle is followed.

11.2 The President’s Office is responsible for ongoing review based on legislative and other relevant changes, and for initiating review of the policy in a timely manner.

12.00 PROCEDURES

12.1 Procedures are approved alongside their related policies, but may be updated more frequently than every five years.

13.00 DISTRIBUTION

13.1 All approved Board policies and procedures will be posted on Coast Mountain College’s website by the President’s Office and CMTN’s employees will be notified.

14.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

14.1 [\*Framework for Policies and Procedures\*](#)

14.2 Policy/Procedure Template

14.3 Policy Development, Revision, and Retraction Procedure

14.4 President’s Council Terms of Reference

14.5 Request for New Policy, Policy Revision, or Policy Retraction Form

15.00 HISTORY

| <b>Created/Revised/<br/>Reviewed</b> | <b>Date</b>   | <b>Author’s Name and Role</b> | <b>Approved By</b>                         |
|--------------------------------------|---------------|-------------------------------|--|
| Created                              | Dec 7, 2012   |                               | President’s Council and Board of Governors |
| Revised                              | Jan. 13, 2023 | L. Waye, President & CEO      | President’s Council and Board of Governors |
|                                      |               |                               |  |