

Policy Number:	1505p
Policy Title:	Policy Development and Administration
Approved by:	President
Approval date:	April 7, 2015
Effective date:	April 7, 2015
Review date:	November 8, 2023
Next review date:	November 2025

1. Purpose

- 1.1. The purpose of this Procedure is to describe the steps by which University Policies and Procedures are developed, approved, reviewed, amended, and repealed.
- 1.2. The processes outlined in this Procedure are guided by the University's governance requirements.

2. Definitions

- 2.1. Please refer to the definitions in Policy No. 1505, *Policy Development and Administration*.

3. Developing a New University Policy or Substantive Amendments to a University Policy

- 3.1. Once a Responsible Authority identifies the need for a new University Policy or a Substantive Amendment to an existing University Policy, the Responsible Authority must appoint one or more Policy Lead(s).

Research & Preparation

- 3.2. Before proceeding, the Policy Lead(s) must:
 - 3.2.1. ensure that no other University Policy already addresses the subject matter of the proposed Policy;
 - 3.2.2. identify all relevant stakeholders within the UCW Community;
 - 3.2.3. identify the appropriate Approving Authority for the proposed Policy;
 - 3.2.4. conduct research regarding all applicable legal, regulatory, and other requirements;
 - 3.2.5. conduct research regarding relevant best practices;
 - 3.2.6. identify potential reputational, financial, operational, and other impacts of the proposed Policy; and
 - 3.2.7. notify the UCW Policy Office.

Briefing Memo

- 3.3. The Policy Lead(s) must then prepare a **Briefing Memo** to the Responsible Authority, with a copy to the UCW Policy Office, that outlines:
- 3.3.1. why a new University Policy or a Substantive Amendment to an existing University Policy is needed;
 - 3.3.2. key stakeholders;
 - 3.3.3. existing University Policies and Procedures that may apply to, overlap with, or impact the subject matter of the new or amended Policy;
 - 3.3.4. whether one or more existing University Policies will be superseded by the new or amended Policy;
 - 3.3.5. the applicable legal and regulatory framework;
 - 3.3.6. the risks and benefits of introducing the new Policy or amending an existing one and the implications of not doing so;
 - 3.3.7. how the new Policy advances the University's mission and goals;
 - 3.3.8. which operational or academic need is addressed by the new or amended Policy;
 - 3.3.9. expected financial implications for the University (if applicable);
 - 3.3.10. whether the new or amended Policy must go before the President, Senate, or the Board of Governors for approval;
 - 3.3.11. a plan to conduct consultations regarding the new or amended Policy;
 - 3.3.12. a plan to communicate the new or amended Policy (once approved) to all relevant stakeholders; and
 - 3.3.13. a plan to train members of the University Community regarding the new or amended Policy (once approved).
- 3.4. The Responsible Authority:
- 3.4.1. reviews the Briefing Memo;
 - 3.4.2. consults with the UCW Policy Office, legal counsel, and other stakeholders as necessary; and
 - 3.4.3. directs the Policy Lead(s) on whether to proceed with the new or amended Policy.

Preparation of Policy Documents and Preliminary Approval

- 3.5. If the Responsible Authority directs the Policy Lead(s) to proceed, the Policy Lead(s) will prepare both a draft Policy and associated draft Procedure and provide these materials to both the Responsible Authority and UCW Policy Office for review.

Consultation

- 3.6. Once approved by the Responsible Authority, the Policy Lead(s) will conduct consultations with:
- 3.6.1. relevant stakeholders;
 - 3.6.2. the Leadership Group (for policies requiring the approval of the President or the Board of Governors); and
 - 3.6.3. the UCW Community at large through the Policy Gazette.
- 3.7. General consultations through the Policy Gazette must be available for a minimum of **30 days**.

- 3.8. Once consultations have been completed, the Policy Lead(s) will consider the feedback received and revise the new or amended Policy, associated Procedures, and Briefing Memo as necessary. At the discretion of the Responsible Authority, further consultations may be required.

Review and Final Approval

- 3.9. The Policy Lead(s) will then provide the new or amended Policy, associated Procedures, and Briefing Memo to both the Responsible Authority and UCW Policy Office for review and approval.
- 3.10. The Responsible Authority will then table the Briefing Memo and a redline copy of the amended policy/procedure or new Policy and associated Procedures for discussion either to the:
- 3.10.1 Executive team (for Policies requiring approval by the President);
 - 3.10.2 Senate Secretariat, for addition to the Governance & Policies Committee agenda (for Policies requiring approval by the Senate); and/or
 - 3.10.3 Board of Directors (for Policies requiring approval by the Board of Directors).
- 3.11. The Approving Authority then:
- 3.11.1. considers the new or amended Policy;
 - 3.11.2. decides whether to approve the new or amended Policy; and
 - 3.11.3. notifies the Policy Lead, Responsible Authority, Senate Secretary (if applicable), and the UCW Policy Office of this decision.
- 3.12. If approved, the Responsible Authority provides an announcement of the new or amended Policy to the UCW Policy Office, for inclusion in the Policy Gazette.
- 3.13. For a new Policy and associated Procedures, the UCW Policy Office will assign a Policy and Procedure Number.
- 3.14. For either a new or amended Policy, the UCW Policy Office will:
- 3.14.1 document and maintain a record of the history of the Policy;
 - 3.14.2 make the Policy and Procedures available on the Policy Repository; and
 - 3.14.3 make the announcement to the UCW Community and key stakeholders through the Policy Gazette.

4. Reviewing an Existing University Policy or Procedure

- 4.1. The Responsible Authority must review all University Policies and associated Procedures on or before the date of the Mandatory Review, as specified in the Policy or as established by the UCW Policy Office.

Reviewing University Policies

- 4.2. No less than **90 days** before the Mandatory Review date for the Policy, the Responsible Authority must provide a **Briefing Memo** to the Approving Authority, with a copy to the UCW Policy Office and Senate Secretary (if applicable), which confirms:
- 4.2.1. the University Policy and associated Procedures have undergone substantive review;
 - 4.2.2. whether amendments are required to the University Policy and associated Procedures,

- and if so, the proposed amendments; and
- 4.2.3. whether the University Policy and associated Procedures are recommended for repeal (see Section 7).
- 4.3. If no amendments are required or the proposed amendments to the University Policy and associated Procedures are approved by the Approving Authority, the UCW Policy Office will:
 - 4.3.1. establish the date for the next Mandatory Review; and
 - 4.3.2. publish an announcement in the Policy Gazette; and
 - 4.3.3. update the Policy Repository.
- 4.4. If Substantive Amendments to an existing University Policy are required, the Policy Lead(s) or Responsible Authority must follow the process in Section 3.
- 4.5. If Editorial Amendments to an existing University Policy are required, the Policy Lead(s) or Responsible Authority must follow the process in Section 6.
- 4.6. If the repeal of the University Policy and associated Procedures are recommended, the Policy Lead(s) or Responsible Authority must follow the process in Section 7.

Reviewing University Procedures

- 4.7. No less than **90 days** before the Mandatory Review date for the Procedure, the Policy Lead(s) must provide a **Briefing Memo** to the Responsible Authority, with a copy to the UCW Policy Office and Senate Secretary (if applicable), which confirms:
 - 4.7.1. the University Procedures have undergone substantive review;
 - 4.7.2. whether amendments are required to the University Procedures, and if so, the proposed amendments; and
 - 4.7.3. whether the University Procedures are recommended for repeal (see Section 7).
- 4.8. If no amendments are required or the proposed amendments to the University Policy and associated Procedures are approved by the Responsible Authority, the UCW Policy Office will:
 - 4.8.1. establish the date for the next Mandatory Review; and
 - 4.8.2. publish an announcement in the Policy Gazette; and
 - 4.8.3. update the Policy Repository.
- 4.9. If Substantive Amendments to existing University Procedures are required, the Policy Lead(s) or Responsible Authority must follow the process in Section 5.
- 4.10. If Editorial Amendments to existing University Procedures are required, the Policy Lead(s) or Responsible Authority must follow the process in Section 6.
- 4.11. If the repeal of existing University Procedures is recommended, the Policy Lead(s) or Responsible Authority must follow the process in Section 7.

5. Proposing a Substantive Amendment to an Existing University Procedure

- 5.1. Once a Responsible Authority identifies the need for a Substantive Amendment to an existing University Procedure (but not to the associated Policy), the Responsible Authority must appoint one or more Policy Lead(s).

Research & Preparation

- 5.2. Before proceeding, the Policy Lead(s) must:
- 5.2.1. ensure that no other University Policy or Procedure already addresses the subject matter of the proposed Procedure;
 - 5.2.2. identify all relevant stakeholders within the UCW Community;
 - 5.2.3. identify the appropriate Approving Authority for the proposed Policy;
 - 5.2.4. conduct research regarding all applicable legal, regulatory, and other requirements;
 - 5.2.5. conduct research regarding relevant best practices;
 - 5.2.6. identify potential reputational, financial, operational, and other impacts of the proposed Procedure; and
 - 5.2.7. notify the UCW Policy Office.

Briefing Memorandum

- 5.3. The Policy Lead(s) must then prepare a **Briefing Memo** to the Responsible Authority, with a copy to the UCW Policy Office, that outlines:
- 5.3.1. why a Substantive Amendment to an existing University Procedure is needed;
 - 5.3.2. key stakeholders;
 - 5.3.3. existing University Policies and Procedures that may apply to, overlap with, or impact the subject matter of the amended Procedure;
 - 5.3.4. whether one or more existing University Procedures will be superseded by the proposed amended Procedure;
 - 5.3.5. the applicable legal and regulatory framework;
 - 5.3.6. the risks and benefits of amending the Procedure and the implications of not doing so;
 - 5.3.7. expected financial implications for the University (if applicable);
 - 5.3.8. a plan to conduct consultations regarding the amended Procedure;
 - 5.3.9. a plan to communicate the amended Procedure (once approved) to all relevant stakeholders; and
 - 5.3.10. a plan to train members of the University Community regarding the amended Procedure (once approved).
- 5.4. The Responsible Authority:
- 5.4.1. reviews the Briefing Memo;
 - 5.4.2. consults with the UCW Policy Office, legal counsel, and other stakeholders as necessary; and
 - 5.4.3. directs the Policy Lead(s) on whether to proceed with the amended Procedure.

Preparation of Policy Documents and Preliminary Approval

- 5.5. If the Responsible Authority directs the Policy Lead(s) to proceed, the Policy Lead(s) will prepare a draft Procedure and provide same to the Responsible Authority and UCW Policy Office for review.

Consultation

- 5.6. Once approved by the Responsible Authority, the Policy Lead(s) will conduct consultations with:
 - 5.6.1. relevant stakeholders; and
 - 5.6.2. the Leadership Group (for Procedures related to Policies approved by the President or the Board of Governors); and
 - 5.6.3. the UCW Community at large through the Policy Gazette, as appropriate.
- 5.7. General consultations through the Policy Gazette must be available for a minimum of 30 days.
- 5.8. Once consultations have been completed, the Policy Lead(s) will consider the feedback received and revise the proposed Procedures and Briefing Memo as necessary. At the discretion of the Responsible Authority, further consultations may be required.

Review and Final Approval

- 5.9. The Policy Lead(s) will then provide both the amended Procedures and Briefing Memo to both the Responsible Authority and UCW Policy Office for review and approval.
- 5.10. The Responsible Authority considers the proposed Procedures, decides whether to approve it, and notifies the Policy Lead, Senate Secretary (if applicable), and the UCW Policy Office of this decision.
- 5.11. If the amended Procedures are approved, the Responsible Authority provides an announcement of the amended Procedure to the UCW Policy Office for inclusion in the Policy Gazette
- 5.12. For amended Procedures related to Policies approved by the Senate, the Senate Secretary will include the amended Procedures in the consent agenda for the next regularly scheduled Senate meeting.
- 5.13. The UCW Policy Office will:
 - 5.13.1. update the record of the history of the Procedure;
 - 5.13.2. make the amended Procedures available on the Policy Repository; and
 - 5.13.3. make the announcement to the UCW Community and key stakeholders through the Policy Gazette.

6. Proposing an Editorial Amendment to an Existing University Policy or Procedure

- 6.1. The Responsible Authority, Policy Lead, UCW Policy Office, or Senate Secretary may identify the need for Editorial Amendments to an existing University Policy or Procedure.
- 6.2. To propose Editorial Amendments, the Responsible Authority must submit a complete **Request for Editorial Amendment** to the UCW Policy Office, which:
 - 6.2.1. identifies which University Policies and Procedures, and sections thereof, require Editorial Amendments;
 - 6.2.2. explain why the proposed Editorial Amendments are required; and

- 6.2.3. includes a revised version of the University Policies and Procedures, showing tracked changes.
- 6.3. The UCW Policy Office, after consulting with the Responsible Authority and Senate Secretary (where applicable), will:
 - 6.3.1. approve the Editorial Amendments;
 - 6.3.2. document and maintain a record of the policy history;
 - 6.3.3. publish an announcement in the Policy Gazette; and
 - 6.3.4. update the Policy Repository.

7. **Repealing a University Policy or Procedures**

- 7.1. The Responsible Authority, Policy Lead, UCW Policy Office, or Senate Secretary may identify the need to repeal an existing University Policy or Procedure.

Repealing a University Policy and Associated Procedures

- 7.2. If the UCW Policy Office and Senate Secretary (if applicable) agree with the proposed repeal of a University Policy and associated Procedures, the Responsible Authority must provide a ***Request to Repeal Policy or Procedure*** to the Approving Authority, with a copy to the UCW Policy Office and Senate Secretary (if applicable), which:
 - 7.2.1. confirms that the University Policy and associated Procedures have undergone substantive review;
 - 7.2.2. explains why the Policy has been made obsolete or superseded and should be repealed.
- 7.3. The Responsible Authority will then table the ***Request to Repeal Policy or Procedure*** either to the:
 - 7.3.1. Executive team (for Policies requiring approval by the President);
 - 7.3.2. Senate Secretariat, for addition to the Governance & Policies Committee agenda (for Policies requiring approval by the Senate); and/or
 - 7.3.3. Board of Directors (for Policies requiring approval by the Board of Directors).
- 7.4. The Approving Authority:
 - 7.4.1. considers the ***Request to Repeal Policy or Procedure***;
 - 7.4.2. decides whether to approve the ***Request to Repeal Policy or Procedure***; and
 - 7.4.3. notifies the Policy Lead, Responsible Authority, Senate Secretary (if applicable), and the UCW Policy Office of this decision.
- 7.5. The Responsible Authority provides an announcement of the repeal to the UCW Policy Office for inclusion in the Policy Gazette.
- 7.6. If the repeal of the University Policy and associated Procedures is approved by the Approving Authority, the UCW Policy Office will:
 - 7.6.1. document and maintain a record of the history of the Policy;
 - 7.6.2. publish an announcement in the Policy Gazette; and
 - 7.6.3. update the Policy Repository.

Repealing University Procedures Alone

- 7.7. If the UCW Policy Office and Senate Secretary (if applicable) agree with the proposed repeal of a

University Procedure, the Responsible Authority must provide a ***Request to Repeal Policy or Procedure*** to the Responsible Authority, with a copy to the UCW Policy Office and Senate Secretary (if applicable), which:

- 7.7.1. confirms that the University Procedures have undergone substantive review;
- 7.7.2. explains why the Procedures have been made obsolete or superseded and should be repealed.
- 7.8. The Responsible Authority:
 - 7.8.1. considers the ***Request to Repeal Policy or Procedure***;
 - 7.8.2. decides whether to approve the ***Request to Repeal Policy or Procedure***;
 - 7.8.3. notifies the Policy Lead, Responsible Authority, Senate Secretary (if applicable), and the UCW Policy Office of their decision; and
 - 7.8.4. provides an announcement of the repeal to the UCW Policy Office, for inclusion in the Policy Gazette.
- 7.9. If the repeal of the University Procedures is approved by the Responsible Authority, the UCW Policy Office will:
 - 7.9.1. document and maintain a record of the history of the Procedure;
 - 7.9.2. publish an announcement in the Policy Gazette; and
 - 7.9.3. update the Policy Repository.

8. Applicable Legal and Policy Authorities

- 8.1. *Degree Authorization Act*, S.B.C. 2002, c. 24.
- 8.2. *Interpretation Act*, R.S.B.C. 1996, c. 238.

9. Related Policies

Policy Number	Policy Title

10. Associated Procedures and Other Documents

Procedure Number	Procedure Title
1505p	Policy Development and Administration Procedure
	UCW Policy Template
	UCW Procedure Template
	University Briefing Memorandum Template
	University Policies and Procedures Development and Review Checklist
	University Policy and/or Procedure Approval Form
	Request to Repeal a UCW Policy and/or Procedure
	Request for Editorial Amendment