

<b>POLICY TYPE:</b>	Board-President Relationship
<b>POLICY TITLE:</b>	Negotiating the President's Contract
<b>EFFECTIVE DATE:</b>	June 2023
<b>REVISION DATE:</b>	April 2024
<b>RENEWAL DATE:</b>	April 2027

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In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.

## **1. POLICY STATEMENTS**

It is necessary to negotiate the president's contract when selecting a new president or when the president's contract is renewed. In either case, the process for negotiating a contract is the same.

The Board of Governors Executive Committee (excluding the current president) is responsible for negotiating the president's contract and will use the following guidelines when doing so:

- The process shall reflect rigor, thoroughness, objectivity, and trends in the college sector;
- The process shall respect confidentiality;
- The contract shall comply with applicable government statutes, regulations, Minister's Binding Policy Directives, and operating procedures and consider any other reference documents provided by the College Employer Council.

## **2. PROCEDURE**

### **2.1 Negotiating the Contract**

As delegated by the Board, the Executive Committee has the authority to lead the contract negotiation process. Typically, the Board Chair will seek advice from the Executive Committee and negotiate directly with the current or incoming president.

The Board of Governors is responsible for and approves the final negotiated contract before it is signed.

## **2.2 Internal Resources**

The Board Secretary and/or the head of Human Resources (unless they have applied for the position of president) provides logistical assistance in ensuring the negotiation process and activities are conducted in conjunction with Board, College, and government policies and procedures.

To avoid any possible conflicts of interest, it should be emphasized that the only function of this internal resource is to facilitate the logistics of this process and ensure that sufficient resources are appropriately provided and budgeted.

## **2.3 External Resources**

When developing the contract, legal counsel shall be consulted.

## **2.4 Communications**

There shall not be any public announcement of a new president's appointment or contract renewal until an employment contract is executed to ensure the negotiation process is not compromised.

# **3. MONITORING**

The Governance Review Committee will review this policy as part of its cyclical review of Board by-laws and policies.

# **4. RELATED LEGISLATION, MINISTER'S BINDING POLICY DIRECTIVES AND OTHER DOCUMENTS**

4.1 Board Policy: Committee Terms of Reference

4.2 Ministry Binding Policy Directive: Board-President Relations