

TYPE:	Administrative
TITLE:	Policy and Procedure Development and Renewal
NO.:	ADMIN-201
RESPONSIBILITY:	Office of the President
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	October 2024

1. Introduction

College policies and procedures are informed by legislation, Ministry Binding Policy Directives, business need, and best practices used in business, the broader public sector and at post-secondary institutions.

2. Purpose

This policy and procedure supports the development, renewal, implementation and communication of consistent, transparent and accountable academic, administrative and employment-related policies and procedures that demonstrate effective and professional business processes at Durham College (DC).

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. The applicability of a DC policy and/or procedure to a specific group (e.g., employees, students, visitors) is determined by the nature and substance of the policy and/or procedure.
- 4.2. DC policies and procedures will be developed and renewed in the context of the following principles:
 - 4.2.1. Respect for the College's mission, vision, values and goals, all of which are reviewed and renewed as part of each strategic planning cycle.
 - 4.2.2. Support for consistent decision-making and high standards of clarity, transparency and accountability.
 - 4.2.3. Commitment to consultation and collaboration in the development of effective and implementable policies and/or procedures.

- 4.3. Typically, policies and procedures will not exceed a three-year renewal period, as regular review of policies and/or procedures is critical to ensuring relevancy and legislative compliance.
- 4.4. A policy and/or procedure that is due for renewal is still in force unless and until the policy and/or procedure is rescinded by the Durham College Leadership Team (DCLT).
- 4.5. The DCLT is the final approval body for all College policies.

5. Procedure

5.1. Organization

- 5.1.1. College policies and/or procedures will be organized into three sub-sections: Academic (ACAD), Administrative (ADMIN) and Employment-Related (EMPL).

5.2. Creation of New Policies

- 5.2.1. The need for a new policy and/or procedure is typically identified by a member of the DCLT as an outcome of new or revised legislation, a Ministry Binding Policy Directive, college sector development or business practice.
- 5.2.2. An employee recognizing a need for a new policy and/or procedure will notify his/her/their supervisor who then confirms the need with the appropriate member of DCLT. Care will be taken not to duplicate existing policies and/or procedures.
- 5.2.3. If approved by a DCLT member, the policy development process may include analysis, research, drafting, consultation, review, revision, finalization and implementation.
 - a) If a legal review is required as determined by the appropriate DCLT member, the author will coordinate with the Vice-President, Corporate Services and Chief Financial Officer to seek permission to procure legal services. The author is responsible for liaising with the selected law firm.
- 5.2.4. The author will ensure that the appropriate constituencies are consulted during the development of the policy and/or procedure. The constituents consulted as part of this process should be subject matter experts and/or those directly impacted by the policy and/or procedure.

5.2.5. Typically, all new policies and/or procedures and revisions to academic policies and/or procedures will be presented to the College Advisory Council for input prior to obtaining final approval by the DCLT.

- a) Once the policy and/or procedure is ready for review by the College Advisory Council, the author will provide the recording secretary in the Office of the Vice President, Academic and Students a copy for placement on the next meeting agenda.
- b) The author will review all feedback received from College Advisory Council and will revise the policy and/or procedure as appropriate before sending it to the DCLT for final approval.

5.3. Renewal of Policies

5.3.1. The Manager, Board Governance and Privacy will regularly advise members of the DCLT of policies and/or procedures that are due for renewal.

5.3.2. The DCLT member or his/her/their designate is responsible for coordinating a review of expiring policies and/or procedure to determine if changes are needed. Constituent consultation at the renewal phase is encouraged.

- a) If no revisions are required, the author will still send the policy and/or procedure to the Manager, Office of the President for placement on the next DCLT meeting agenda to document that the review has occurred.

5.4. Final Approval of Policies

5.4.1. Once the policy and/or procedure is ready for approval by the DCLT, the author will provide the Manager, Office of the President a clean copy for placement on the next meeting agenda.

- a) For the DCLT meeting agenda, policy and/or procedure revisions must be summarized in a revision summary template, which can be requested from the Manager, Office of the President.

5.5. Access to Working Versions

Working versions (Word and PDF) of policies and/or procedures are stored in a collaborative folder. Employees working with policies and/or procedures regularly can be granted access to this folder by contacting the Manager, Board Governance and Privacy.

5.6. Form and Content

5.6.1. Use of Template

- a) Authors will use the approved template, which has been designed to maximize accessibility. The template can be requested by contacting the Manager, Board Governance and Privacy.
- b) The author will refer to the instructions for completing the template and the information required in each section.

5.6.2. Resource Guide for Writing Policies and Procedures

- a) The College has developed a Resource Guide for Writing Policies and Procedures, which can be requested from the Manager, Board Governance and Privacy, and should be referenced during the writing process.

5.6.3. Standard Definitions

The College has developed a [standard definitions document](#) that is a companion to all policies and/or procedures. When reviewing a policy and/or procedure, the author will review the standard definitions document to ensure all necessary definitions have been included and/or to determine if revisions to a definition are required. If a change to the standard definitions document is needed, the author should bring forward the addition, revision, or deletion to the DCLT as part of the policy approval process.

5.7. Posting and Communication

- 5.7.1. The Manager, Board Governance and Privacy will post all approved policies and/or procedures within ten (10) business days to the employee intranet and the college website.
- 5.7.2. The DCLT member responsible for the policy and/or procedure will facilitate posting to MyDC if applicable to students.

- 5.7.3. The Manager, Board Governance and Privacy will use various communication tactics to increase employee awareness of new and renewed policies.

6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

7. Non-compliance implications

Failure to comply with this policy and procedure could impact Durham College's ability to effectively conduct its operations and leave the College in contravention of Board Policy, federal and provincial legislation and directives, and commonly accepted business practices and professional ethics.

8. Related forms, legislation or external resources

- Minister's Binding Policy Directive – Governance and Accountability Framework
- Policy Template
- Revision Summary Template