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| Title | Policy Approval Authority – Board, Education Council and President |
| Policy Area | Policy Development |
| Policy Number | B.1.1 |
| See also <i>(related policies)</i> | |

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| Effective Date: | November 27, 2018 |
| Approval Date: | November 27, 2018 |
| Applies to: | Employees of Okanagan College |
| Approving Body: | Board of Governors |
| Supersedes: | February 28, 2007, Policy Development, Approval – Board, President, Education Council |
| Authority: | College and Institute Act (“Act”) |

The following are responsible for the administration of this policy,

| Primary Office | Contact |
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| Board of Governors | Secretary, Board of Governors |

Policy Statement

- 1.0 Policies and by-laws are needed by the College to provide uniform interpretation, guidelines and decision-making.
- 2.0 The Board’s general role is to foster the College’s short and long-term success consistent with its mandated objectives and mission. In the discharge of its mandate, the Board oversees the affairs of the College, through the President, who is responsible for day-to-day operations and sets the standards of organizational conduct for the College.

- 3.0 The President is broadly tasked with the responsibility to direct the management and business of the College. Included in this responsibility is the President's authority to develop and implement policies for the College, except in those areas where the Board has reserved the policy development for itself.
- 4.0 The Act specifies the powers and duties of Education Council and when its approval or advice is required for developing and approving policies.

Policy Details

- 5.0 All policies will fall within one of the following categories:
 - 5.1 Policies Approved by the Board of Governors
 - 5.1.1 Board governance;
 - 5.1.2 Organizational policy (such as strategic directions);
 - 5.1.3 High risk decisions (such as financial, legal or reputation impact); and
 - 5.1.4 Any other issues that fall under the Board's statutory jurisdiction as described in the Act.
 - 5.2 Policies Approved by Education Council
 - 5.2.1 Providing advice to the Board on the development of educational policy for the matters described in Section 23 of the Act; and
 - 5.2.2 Approving policies for the matters described in Section 24 of the Act.
 - 5.3 Policies Approved Jointly – Board of Governors and Education Council

The Board of Governors and Educational Council are responsible for joint approval of policies for the matters described in Section 25 of the Act.
 - 5.4 Policies Approved by the President

The President is responsible for the development and approval of all other College policies.

Procedures

- 6.0 Prior to Board approval of a new Board policy, or an amendment to existing Board policy if directed by the Board, the President will cause a draft of the new policy to be posted on the College's intranet and the President will consider any feedback before bringing a final recommendation to the Board. The procedures to develop Board policies will be determined by the President.
- 7.0 Education Council is responsible for determining the process under which it will exercise its statutory power to make policies and bylaws under Section 24 of the Act and for determining whether it will jointly approve the matters specified in Section 25 of the Act.

- 8.0 The President is responsible for the policy development process for policies approved by the President.
- 9.0 On an annual basis, at the last regularly scheduled Board meeting for the calendar year, the Board will be notified of any new, significantly revised or deleted policies which were approved by the President or Education Council during that year.