



POLICY DEVELOPMENT

Category:	BOARD GOVERNANCE	
Policy Number:	BG-1	
Board Approval Date:	May 23, 2024	
Objective:	The Board of Governors of Olds College (the Board) policies and procedures are established to support the fiduciary and mission oversight responsibility of the Board, including compliance with relevant legislation and the identification and mitigation of institutional risk. The policies define standards and practices that are consistent with Olds College of Agriculture & Technology (the College) core mandate and applicable laws and regulations. Board policy will be current, functional and accessible to the College community.	
Scope:	This policy applies to all members of the Olds College of Agriculture & Technology Board of Governors.	
Definitions:	Administrative Policy:	A statement of action which follows a Board policy and guides the actions of the campus community through consistent, thoughtful action statements.
	Board:	The Board of Governors established under the <i>Post-Secondary Learning Act</i> (Alberta), 2003.
	Board Policy:	A principle-based statement, plan or course of action for the Board of Governors or requiring Board review or approval that is binding on all those to whom it applies.
	College:	The broader corporate entity formally known as Olds College of Agriculture & Technology, often referred to as Olds College, and operated within the guidelines of the <i>Post-Secondary Learning Act</i> (Alberta), 2003.
	College President:	The Chief Executive Officer of the College as defined in the <i>Post-Secondary Learning Act</i> (Alberta), 2003.
	Procedure:	The operational steps and any guidelines or protocols to be followed to implement a policy.
Policy:	1.	The Board will develop a policy framework to ensure all members are treated in a fair and equitable manner in alignment with Board values.
	2.	The Board retains the exclusive right to establish policies for the governance of Olds College.
	2.1	The Board delegates operational aspects of such policies to the President and expects that the President will do everything possible



		and reasonable to ensure that administrative policies comply with Board policy.
	2.2	The President shall report to the Board at the level that the Board requires to assure they have the information required to assess compliance with the policies.
	3.	Board policies will be written in the style of this policy, and will include: a. Objective b. Scope c. Definitions d. Policy Statement e. Related Information f. Related Procedures g. Supporting Documentation h. Review Period i. Revision History
	4.	The Board will establish and maintain a Policy and Procedure Committee responsible for reviewing, updating, and communicating the Board's policies and procedures.
	4.1	The Committee shall meet on a routine basis and is comprised of the following members: a. Board Chair (ex officio) b. At least 2 additional Board members c. College President (ex officio) d. Board Secretary (non-voting)
	4.2	The Committee is a recommending body to the Board. Committee recommendations will be brought to the Board for approval by vote.
	5.	All Board policies are under the jurisdiction of Policy BG-2 and shall follow from its creation and approval.
	6.	A Board policy becomes operational upon approval or at a date specified by the Board at the time of approval.
	Board Bylaws: approved December 2023	
	Policy Initiation, Development, Maintenance and Approval for Board Policies and Procedures	
Related Information:		
Related Procedures:		
Review Period:	3 years	
Revision History:	New: May 2024 Reviewed: September 25, 2026	