



INITIATION, DEVELOPMENT, MAINTENANCE AND APPROVAL FOR BOARD POLICIES AND PROCEDURES

Category:	BOARD GOVERNANCE
Parent Policy Number:	BG-1 Policy Development
Board Approval Date:	June 11, 2026

Overview:	The Policy Development Procedure is designed to describe the process for development and maintenance of the Olds College Governance policies. The procedure outlines a structured approach for development and updating of Board policies that clearly articulate Board values and perspectives and outline how the Board will operate and address its mandate.	
Definitions:	Board:	The Board of Governors established under the <i>Post-Secondary Learning Act (Alberta), 2005</i> .
	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 applied.
	Procedure:	The operational steps and any guidelines or protocols to be followed to implement a policy.
Procedures:	1.	When a Board member or administration perceives the need for a new Board policy or procedure or update to an existing policy or procedure, they should approach the Board Chair with a completed Policy Development Worksheet.
	1.1	When emergent circumstances require, the Board of Governors will expedite the policy and/or procedure approval through use of an electronic approval process.
	2.	The Board Chair will bring the request to the Board of Governors for discussion and review. The Board will determine whether to proceed with the development or update of the requested policy or procedure.
	3.	If the Board confirms that a new or updated policy or procedure is required, the Board will direct the President and Board Secretary to draft the new or updated policy or procedure for submission to the Policy Review Committee.
	4.	Draft policies and procedures will be assessed by the President's office for legal compliance, formatting and internal consistency. The policy or procedure will then be submitted to the Policy Review Committee for final review and recommendation to the Board for approval.



	5.	Once approved, the Board Secretary will update the Board Policy Manual as appropriate.
	6.	Minimally, a policy must be reviewed once every three (3) years, unless otherwise required or mandated by other legislation. The Board Secretary will be responsible for ensuring that the Policy Review Committee reviews Board policies and procedures as part of its regular meeting agendas.
	7.	Board policy will specify the Date of Board Approval and Revision History.
Related Information:	Policy Development Worksheet Board Policy Manual - September 2025	
Related Policy:	BG-2 Policy Development	
Review Period:	3 years	
Revision History:	New: May 2024 Revised: December 2025 Revised: June 2026	