Policy GOV 04:
Policy about SKG Policies and Procedures

1.0   Purpose

The purpose of this policy is to support good governance and effective oversight of SKG by:

- Establishing a consistent approach to the development of its policies and procedures,

- Ensuring that members of SKG community and other users have ready access to well developed and clear policies, and

- Setting out roles and responsibilities of responsible individuals.

Individuals responsible for developing and maintaining SKG's policies and procedures must follow the requirements outlined in this policy and the related procedures for drafting, approving, revising, and rescinding policies and procedures.

2.0   Definitions

"Board" means the board of governors of SKG.

"Director of Operations" means the senior executive of SKG responsible for administration of organizational policies and processes, regardless of the title of that position.

"SKG" means Shingwauk Kinoomaage Gamig

3.0   Development of policies and procedures

SKG shall develop and maintain policies and procedures addressing important operational and academic requirements.

3.1   Policies

An SKG policy is a directive that:

- Provides guiding or governing principles to be followed in carrying out the activities of the SKG;

- Establishes key requirements and responsibilities;

- Helps ensure compliance with applicable laws, promotes operational efficiencies, advances SKG's mission, and/or reduces institutional risks;

- Has broad implications throughout SKG and is binding on members of SKG's community; and

- Is approved either by the board or by the Director of Operations.

Policies set out principles and directions that are expected to be durable and are unlikely to change despite normal changes in SKG's priorities, activities, and circumstances.

3.2 Procedures

An SKG procedure shall be associated with a specific SKG policy.

An SKG procedure is a statement that:

- Articulates the method by which an SKG policy is carried out;

- Must be consistent with the related SKG policy;

- Identifies roles and responsibilities; and

- Is approved either by the board or the approving authority identified in the procedure.

Procedures may be modified more frequently than policies, since they are expected to change in response to SKG's operational requirements and administration (for example, to changes in SKG's organization of staff).

The Director of Operation may also establish operational requirements with the force of procedures through binding directives to employees.

3.3 Guidelines

SKG's departments may also develop guidelines to help them meet operational requirements.

Guidelines are general statements that are not mandatory, are a suggestion of best practice, and can change frequently.

Guidelines are not subject to the requirements of this policy.

3.4 Consistent format

Policies and procedures should be presented in a consistent format.

The Director of Operations shall establish and maintain a process to ensure that policies and procedures are presented in a consistent format so that:

- Policies and procedures meet standards for clarity and comprehensiveness, and

- Members of the SKG community are readily able to identify and interpret policies and procedures.

4.0 Approval of policies and procedures

Policies shall be approved by either the board or Director of Operations.

- Where a policy is approved by the board, the policy shall be approved by a motion.

- Where a policy is approved by the Director of Operations, the Director of Operations shall inform the board and present the policy to the board for information.

Procedures shall normally be approved by a senior executive of SKG that is identified in the procedure as the responsible executive.

● Where a procedure is approved by a senior executive of SKG, the Director of Operations shall present the procedure to the board for information.

A policy may specify that a related procedure must be approved the board. Where the board's approval of a procedure is required:

● The Director of Operations shall present the procedure to the board for approval, and

● The board's approval shall be made by motion.

5.0 Review and renewal of policies and procedures

5.1 Periodic review of policies

An SKG policy shall undergo a substantive review at least every five years.

A policy may be reviewed at any earlier time as needed.

The Director of Operations shall establish and maintain a process for periodic review of policies and related procedures.

● The Director of Operations shall present a report to the board concerning the result the review of a policy.

● The board shall approve revisions to or rescindment of a policy, as advisable.

● Procedures associated with a policy shall be reviewed when the policy is reviewed.

● When the procedure is reviewed as part of a policy review, the Director of Operations shall present a report to the board concerning the result the review of the procedure.

5.2 Ad hoc review of procedures

A procedure may also be reviewed independently of the policy at any time as needed.

● The board or the approving authority, as applicable, shall approve revisions to or rescindment of the procedure, as advisable.

5.3 Minor changes

The board shall approve all changes to a policy, other than the exceptions noted immediately below.

● The Director of Operations may make changes to an SKG policy at any time, without approval of the board, to:

○ Maintain accurate references to other documents (for example, titles of other SKG policies, names of statutes, or hyperlinks);

- o Revise the names of organizational units of SKG and/or titles of responsible senior positions in SKG, where these units or titles are named in existing policies and have been changed for operational reasons;

- o Correct typographical errors; and

- o Alter formatting for consistency with other SKG policies.

The approving authority for an SKG procedure may make editorial changes to the procedure at any time, provided that such changes do not substantively affect the procedure.

6.0   Organizing framework

SKG's policies and procedures shall be categorized and numbered so that:

- Staff, students and SKG's wider community are able to find policies and their procedures;

- SKG is able to organize its policies and procedures and maintain a process of review of policies and procedures.

The Director of Operations shall establish a framework for the categorization and numbering of SKG's policies and procedures.

7.0   Access to policies and procedures

The office of the Director of Operations is the repository for SKG policies and procedures.

The Director of Operations shall make SKG policies and procedures publicly accessible.

8.0   Responsible Officer

Director of Operations

9.0   Version history

Approved by: Board

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SKG gratefully acknowledges that this policy was modelled on the University of Guelph's Policy on Establishing University Policies and Procedures.