

COMMUNITY REVIEW NOTE

July 24, 2026

PREPARED FOR: Community Review

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ISSUE: Review & Revision of Policy 1000 – Policy Development & Maintenance, and Procedure 1000-PR1

OBJECTIVE

BCIT is seeking feedback on proposed updates to Policy 1000 and its associated procedure. This version of the Policy is to be renamed “Policy Governance Framework”. The revisions are intended to strengthen policy governance, clarify roles and responsibilities, improve consistency and transparency, and support effective policy development and review across the Institute.

BACKGROUND

Policy 1000 establishes BCIT's framework for developing, approving, implementing, reviewing, and retiring policies and procedures. The current version (v3) was approved in 2018. This proposed update intends to improve governance, accountability, and alignment with operational needs. In terms of language and organization, the revisions are meant to enhance readability and consistency.

A key proposed change is to distinguish approval authority between policies and procedures. Under the revised framework, the Board of Governors continues to approve policies within its authority, while procedures are developed *and* approved by the appropriate management Executive. This streamlines policy governance and allows procedures to be kept current with greater efficiency. Board oversight of policy direction through established review and approval requirements is unchanged (and the Board will be informed of all newly approved procedures).

Development, review, and approval of procedures in the updated framework include opportunities for review and feedback from relevant staff, the BCIT community, and at the Executive “team” level.

DEVELOPMENT & CONSULTATION PROCESS

This review and revision is sponsored by the Information Access and Privacy Office (IAPO) and led by the Policy Office. Consultation included representatives from departments across the Institute. Feedback gathered during the review process helped inform the revisions.

NEXT STEPS

Following Community Review, the Executive and Policy Sponsor intend to present this policy and procedure to the Governance Committee for review and recommendation to the Board of Governors for approval in October. All feedback in Community Review is considered by the Sponsors before submitting draft revisions to the Board.