Policy Development and Maintenance Procedure [DRAFT]

Procedure No:	1000-PR1
Version:	4
Policy Reference	1000 Policy Governance Framework
Category:	Administrative
Approval Body:	Board of Governors
Executive Sponsor:	President
Entity Responsible:	IAPO & Policy Office
Directory of Records:	0650-15
Classification:	Administration
Approval Date:	2026 Mmm dd [tbd]

Overview

This Associated Procedure (1000-PR1) forms part of Policy 1000 Policy Governance Framework and describes the practices for maintenance, development, Amendment, review, Approval, and Revocation of BCIT Policies and Associated Procedures ("Policy Activities"), including Institute-wide community member engagement. It is not mandatory for the management of Policies and Associated Procedures under exclusive Education Council jurisdiction.

Objectives

To provide a consistent and transparent accountability framework for Policy Activities in relation to Administrative and Educational policies and Associated Procedures; ensuring they remain current, relevant, and aligned with legislative, regulatory, and Institute requirements.

Application

This procedure applies to all Community Members involved in policy maintenance, development, Amendment, review, Approval, and Revocation.

Related Documents and Legislation

Provincial Legislation
College and Institute Act, RSBC 1996, c 52

BCIT Policies
1000 Policy Governance Framework

BCIT References
Board of Governors Governance Manual
IDEAS Policy and Procedure Guide
Policy Data Control List

Definitions

The definitions in Policy 1000 apply to this Associated Procedure, as do the additional terms below.

Approved Template means the standardized template for drafting Policies and Associated Procedures.

Draft means a proposed version of a Policy or Associated Procedure at any stage before Approval.

Policy Accountability Form is a form filled by the Policy Management Office (or "Policy Office") and the Policy Sponsor to ensure required steps are followed and recorded.

Policy Activities includes the development, review, amendment, maintenance, and revocation of policies and associated procedures.

Policy Data Control List is a tracking document maintained by the Policy Office listing all Policies by their official names and assigned numbers, and indicating current approval and review status, version number, and executive sponsorship.

Policy Portal means the designated SharePoint workspace used for Policy and Associated Procedures drafting, collaboration, and version control. EdCo may use a separate collaboration site for drafting educational policies and associated procedures.

Policy Repository means the digital place where the Policy Office stores, organizes, and manages approved, final versions of Policy and Associated Procedure documents and related governance records. Only the most recent versions are published.

Guiding Principles

This associated procedure is governed by the guiding principles set out in Policy 1000 and by the following procedure-specific principles, which inform how this Procedure is interpreted and applied:

- Policy Activities are carried out with clearly defined roles, responsibilities, and review and Approval authorities.
- Policy and Associated Procedures are written clearly, in plain language, and made accessible to the BCIT community.
- Required use of a policy framework and approved templates, tools, and processes ensures consistency across BCIT.

- Relevant Community Member engagement is required and documented at appropriate stages of the Policy and Associated Procedures lifecycle ("Lifecycle").

- Policy Activities demonstrate consideration of indigenization, inclusivity, diversity, equity, accessibility, student wellbeing, and sustainability, in accordance with the "IDEAS Lens".

- Policy and Associated Procedures align with the Act and the respective authorities of the Board of Governors and Education Council.

- Policy and Associated Procedures are reviewed regularly to ensure relevance and effectiveness.

Procedure

Steps outlined in **Appendix 1**

1. Administration and Maintenance

The Policy Office manages the Lifecycle using the Policy Data Control List and Policy Accountability Form; maintains all approved templates, forms, policies, and associated procedures in the Policy Portal and Policy Repository; and notifies members of the Leadership Team of scheduled reviews and the status of Policy Activities.

2. Initiation

The first stage of the Lifecycle, where the need for a new Policy or updates to an existing one (including Revocation) is formally identified and set in motion.

At this stage a Leadership Team member or Executive Sponsor (Policy Owner) determines that a Policy or Procedure is required based on operational needs, regulatory requirements, advice from the Policy Office, or a request from the Board of Governors. (The initiator may refer to **Appendix 2** to consider other Strategic Tools as well.) The Executive Sponsor then assigns a Policy Sponsor to lead the development process.

The Policy Office assists in the preparation of initial Drafts (ensuring clarity, consistency, and alignment with Institute standards) and in determining whether Community Review is required.

3. Consultation

The Draft Policy or Associated Procedure is shared with relevant Community Members and Review Bodies to gather feedback and perspectives before it is finalized. This helps identify issues, risks, gaps, and improvements; and ensures the Policy is practical, clear, well-researched, and based on organizational needs.

The purpose of consultation is to enhance the quality and effectiveness of policies by involving, prior to Approval:

- diverse input (inclusion) and broad vetting (in an advisory sense)

- transparency, and awareness throughout the Institute
- acceptance among those affected.

4. Reviewing Body

The Policy Office coordinates the review process by determining the type of review and scheduling or establishing timelines with the Policy Sponsor. The Policy Sponsor engages with and considers feedback on Draft Policies and Associated Procedures from either the Policy Review Team for Administrative Policies or the EdCo Policy Committee for Educational Policies, to determine whether to Amend, finalize, or withdraw the Draft or Drafts.

5. Leadership Endorsement

The Policy Office consults with the Policy Sponsor and prepares materials for Leadership review. The Policy Sponsor considers and responds to Leadership feedback to determine whether to Amend, finalize, or withdraw the Draft. The Leadership Team reviews all Policies prior to submission to Board Committees and reviews all Associated Procedures.

6. Approving Body

Depending on the type of Policy, the Approving Body may be the Board of Governors, the Education Council, or both acting jointly. It is the final decision-maker after all prior reviews and endorsements.

7. Publication and Management

The final step in the Lifecycle, where the Approved Policy or Associated Procedure is formally issued, shared, and maintained. The Policy Office finalizes administrative details, publishes the documents in official repositories and on the BCIT public website, and communicates Approval and publication to the organization.

Ongoing management includes version control, Administrative Changes, archiving replaced and Revoked documents, updating the BCIT public website, and supporting required scheduled reviews.

8. Policy Development and Maintenance

Policy Sponsors, Executive Sponsors, the Policy Office, Reviewing Bodies, and Approval Authorities are responsible for carrying out their respective roles in accordance with this Associated Procedure and Policy 1000.

Other Information

Policy Sponsors and Reviewing Bodies should familiarize themselves with the approved templates, any relevant timelines, and the IDEAS Policy and Procedure Guide to support Policy Activities.

Duties and Responsibilities

The Duties and Responsibilities in Policy 1000 apply to this Associated Procedure.

Associated Form

Policy Accountability Form

Appendices

Appendix 1: Policy & Associated Procedure Lifecycle

Appendix 2: Strategic Tools

Approval History

		Approval Date	Status
Created:	Procedure-PR1 version 1	2008 Apr 22	Replaced
Revised:	Procedure-PR1 v2	2012 Apr 03	Replaced
Revised:	Procedure-PR1 v3	2018 May 29	In force
Revised:	Procedure-PR1 v4 [draft]	2026 mmm dd [tbd]	[pending]

Scheduled Review Date

[yyyy month dd [TBD] upon board or Executive approval]; however, the Policy's Executive Sponsor may initiate review at any time.

Appendix 1: Policy & Associated Procedure Lifecycle

1. Administration and Maintenance

Policy Management Office (“Policy Office”)

- Manages the lifecycle in the Policy Data Control List and the Policy Accountability Form.
- Maintains approved templates, forms, policies and associated procedures in the Policy Portal, and Policy Repository.
- Notifies members on the Leadership Team about specific requested or required Policy Activities.

2. Initiation

i) Leadership Team Member or Executive Sponsor (Policy Owner)

- Consults with Policy Office regarding the need for a new or updated Policy or Associated Procedure or conveys a Board of Governors request.
- Executive Sponsor appoints a Policy Sponsor.

ii) Policy Office

- With Policy Sponsors, prepares Drafts for review and adheres to the Policy Accountability Form.
- Reviews and advises on Drafts for clarity, consistency, and conciseness.
- Determines if Draft revisions or documents in development require Community Review.

iii) Policy Sponsor

- Consults with the Policy Office for scheduling of steps in review and approval by referring to the Policy Accountability Form.

3. Consultation

i) Policy Management Office

- Prepares and manages the Community Review publication of Drafts and feedback received.
- Alerts the PRT to Community Reviews to include its review and feedback; shares with it the feedback received.

ii) Policy Sponsor

- Reviews comments received in consultations and prepares Drafts accordingly for a Reviewing Body.

4. Reviewing Body

Administrative Policy (Non-Educational) and Associated Procedures

i) Policy Review Team

- Review of Administrative Policies and Associated Procedures and some Educational Policies and Associated Procedures (e.g., technology-themed, or on request) for alignment with BCIT policy framework, practices, and priorities as well as general quality control. Members share individual feedback with the Policy Office and may seek to engage further with the Policy Sponsor, Policy Office, or within the PRT.

ii) Policy Management Office

- Schedules and determines type of reviews (by documents only, or in conjunction with meetings).

iii) Policy Sponsor

- Reviews PRT feedback to consider additional engagement and whether to Amend, finalize, or withdraw the Draft.
- Throughout, the Policy Sponsor engages with the Executive Sponsor to finalize Drafts and confirm support at each stage of formal review and Approval.

Educational Policy and Associated Procedures

i) EdCo Standing Policy Committee ("EdCo Policy")

- Review of Educational Policies and Associated Procedures for alignment with BCIT academic priorities, for clarity and consistency, and for timely review.

ii) Policy Office

- Consults with Policy Sponsors (also know as "Champions") to assist with preparation of Drafts for EdCo Policy Committee review and for Community Review (as well as publishing documents and tracking feedback in the latter).

iii) Policy Sponsor

- Prepares Drafts (typically in consultation with working groups and educational staff) for EdCo Policy Committee review, while managing timelines for completion of review and Approval.
- The EdCo Policy Committee endorses Drafts for submission to EdCo for its advice or approval (and referral to the Board of Governors for approval in respect of EdCo's advisory role).

- Throughout, the Policy Sponsor engages with the Executive Sponsor to finalize Drafts and seek support at each stage of formal review and Approval.

5. Leadership Endorsement

i) Policy Management Office

- Advises the Policy Sponsor and prepares Drafts and supporting documents for Leadership review, as needed.

ii) Policy Sponsor

- Considers and acts on Leadership feedback, including Amending, finalizing, or withdrawing the Draft.

iii) Leadership Team

- Reviews all Policies before submission to Board Committee, endorsing Drafts with or without changes, or recommending additional review before submission to the Board.
- The Leadership Team reviews all Associated Procedures and provides strategic and operational advice and any additional substantive feedback.
- The Policy Owner discloses to the Leadership Team whether Community Review has been or will be undertaken:
    - If the Policy Owner believes that new or revised Associated Procedures significantly affect or change Institute practices, operations, or culture, they will initiate Community Review with opportunity for Reviewing Body feedback.
    - The Policy Owner may on grounds of urgent operational, legal, or risk-related requirements implement an Associated Procedure while deferring Community Review for up to one year.
- Procedures do not require Board Committee or Board Approval and are Approved by the Policy Owner following Leadership Team review.

6. Approving Body

i) Policy Office

- Prepares or verifies final Drafts for the Approving Body; may assist with drafting of Decision Notes.

ii) Policy Sponsor

- Collaborates with Policy Office to prepare final Drafts and Decision Note.

Educational Policy Matters Requiring EdCo Advice

- For most educational policy matters, the Education Council must review the draft and provide its advice. Following this review, the Executive Sponsor or the Chair of EdCo submits the draft together with Education Council's advice or its plain endorsement first to the Governance Committee of the Board of Governors for review and endorsement, and then to the Board of Governors for review and Approval.

Matters in the Sole Jurisdiction of the Education Council

- For matters under exclusive Education Council authority as set out in the Act, the Executive Committee of EdCo determines the need for new policies and priorities for review and engages the EdCo Policy Committee to plan and facilitate drafting, and to review and endorse drafts for submission to EdCo for Approval.
- Creation of policies in EdCo's sole jurisdiction under the Act is governed by EdCo bylaws, related Terms of Reference and guidelines, and any policies and procedures EdCo adopts in exercising this jurisdiction.
- Conventionally, such matters align with BCIT's policy framework for the purposes of Community Review, document management, and publication (in collaboration with the Policy Office).

Policies Requiring Joint Approval of the Education Council and the Board of Governors

- For policies requiring both Education Council and Board of Governors Approval under the Act (or by agreement of both Approving Bodies) the same structure of review and Approval pertaining to Educational Policies requiring the advice of EdCo applies; except that EdCo must Approve policies rather than advise upon them before Board Approval is sought.

7. Publication and Management

i) Policy Office

- Proofreads, updates required metadata (e.g., versioning, Approval and review dates) and finalizes Policy and Procedure documents.
- Publishes Approved final versions in the Policy Repository and on the website (removes replaced or Revoked documents) and updates the Policy List.
- Communicates the availability of newly Approved Policies and Associated Procedures widely to the BCIT community.
- Ensures version control, including the management and archiving of superseded and Revoked documents; maintains a record of Revocations.

ii) Policy Sponsor

- Oversees any communications to affected members of the BCIT Community regarding the new or Amended Policy or Associated Procedures; facilitates awareness, training and implementation; and responds to inquiries.

8. Policy Development and Maintenance

Policy Sponsors, Executive Sponsors, the Policy Office, Review Bodies, and Approval Bodies are responsible for fulfilling their respective roles as described in Policy 1000 and this Associated Procedure.

In respect of submissions of Drafts to Approval Bodies, Policy Owners should propose a scheduled review date following the current Approval. The duration may vary between one to five years, depending on the Policy or Associated Procedure, but not exceed five years. Earlier review may be initiated at any time to address emerging risks, legislative changes, operational requirements, or Institute priorities.

Appendix 2: Strategic Tools

Policies reflect the President and executive leadership's direction on Institute-wide matters and support strategic priorities.

Leaders across BCIT may also use additional tools, such as manuals, forms, process documents, and internal communications to guide day-to-day operations. These complement, but are not formally part of, the Policy framework.

Below is an outline of various strategic tools used to manage organizational performance and compliance.

Document Type	Purpose	Level of Authority	Typical Content	When to Use	Access
Policy	Establishes BCIT's official position, principles, and mandatory requirements, including compliance with applicable legislation and regulations.	Highest – statutory governance level *Reviewed and approved by an Approving Body	Clearly stated requirements; roles and responsibilities; accountability and compliance expectations.	To establish broadly applicable rules, standards, or obligations for the organization.	Publicly available
Associated Procedure	Defines the required steps and controls to operationalize a policy. **Note:** This must be authorized by a policy - cannot be a standalone document.	High – delegated Board or EdCo authority *Reviewed and approved by Leadership	Prescribed steps, responsibilities, timelines, documentation, and controls.	To create consistent, auditable processes or systems for compliance or risk mitigation.	Publicly available
Standard	Defines highly specific, requirements or protocols. Often adopts recognized technical or	High (if tied to policy) *Must be reviewed and approved by Leadership and/or an Approving Body	Specific, measurable criteria, controls or thresholds, and minimum requirements.	When operational precision and consistent technical compliance are critical.	May or may not be publicly available.

Document Type	Purpose	Level of Authority	Typical Content	When to Use	Access
	industry standards.				Citation in Policy or procedure.
Statement	Articulates organizational commitments, intent, or position.	Intermediate (directive) *Must be reviewed and approved by a Committee, the Board, or both.	High-level declarations reflecting values, principles, or general practices.	To communicate and clarify an organizational stance or its direction without prescriptive detail.	May or may not be publicly available. Citation in Policy or procedure.
Guidance	Interpretation & recommended practices for compliance in applying policies and procedures.	Moderate (advisory, not mandatory) *Must be reviewed and approved by the business owner responsible	Explanations, best practices, decision-making considerations, practical examples. *Brief and to the point	To promote consistent interpretation of requirements while allowing for professional judgment and flexibility.	Not necessarily publicly available. Citation in Policy or procedure.
Guide or Guideline or Manual	User-focused instructions and reference material supporting effective task management.	Low to Moderate (informational) *Must be reviewed and approved by the business owner or executive sponsor responsible for the target practices.	Step-by-step instructions, tools, templates, FAQs, screenshots, or job aids. *More detailed than Guidance	When enabling staff to carry out specific tasks accurately and efficiently.	Not necessarily publicly available. Citation in Policy or procedure.