

**Policy Title: Policies**

Category:	<input checked="" type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic- Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input checked="" type="checkbox"/> Board <input type="checkbox"/> President		
Date approved:	July 11, 2023	Effective date:	July 11, 2023
Policy Sponsor:	Board Governance Committee Chair and President	Responsible Executive:	Vice President, Administration and Finance
Date last reviewed:	July 11, 2023	Date of last revision of Procedures:	July 11, 2023
Date of Mandatory Review (expiry date):	July 2028		

**1. POLICY**

All Canadian Memorial Chiropractic College (CMCC) policies will be developed, approved, revised, and distributed in accordance to this policy. Policies will be developed and published using the approved Board or Administrative policy template and approved by the respective body (Board of Governors or CMCC President).

1. The Board of Governors (Board) approves Board Policies that establish governance and operational processes for the Board, provide specific strategic guidance for the institution, describe accountability frameworks for CMCC, address issues that might expose CMCC to significant risk, address the Board-President relationship, establish executive limitations, and address any other area of relevance to the Board.
2. The CMCC President (President) approves Administrative Policies that relate to operations of CMCC and which are not included in Board Policies as described above. Administrative policies generally fall into categories of “Institutional”, “Academic”, and “Employment”.
3. CMCC Policies (Board and Administrative Policies) will be developed in a collaborative and transparent manner that normally provides for input from appropriate members of the CMCC community.
4. CMCC Policies are to be developed in conformance with the institutional mission, vision and statement of values. Policies do not supersede legislative

requirements, CMCC Bylaws, academic program accreditation requirements, or Ministerial requirements, and may not negate collective agreements except as may be required by law.

5. Every CMCC policy must be formally reviewed within a period not to exceed five years from the date of first issue or date of the last review. It should be noted that, while a policy review may lead to a revision(s), a revision of a policy does not necessarily constitute a review. Policies may also be reviewed prior to the mandatory review date because of legislative or regulatory changes, changes in accreditation standards, changes in potential risk for the institution, strategic priorities, or other circumstances. In the event that a policy cannot be or is not reviewed within the time prescribed in the policy, the policy will be automatically renewed for a period of not greater than one year at the sole direction of the Board or President, as may be applicable.
6. The Office of the President is responsible for maintaining a record and archive of all policies and will direct all policies to be published on the CMCC website. Whenever there is a discrepancy between the electronic (web) version and the version maintained by the Office of the President, the latter will be considered as the official version. Except for policies determined by the Board or the President to be non-public, all policies will be published on the CMCC website in a location accessible to the public. All policies and associated procedures will contain a history of revisions of the document.
7. Significant issues may arise that are not fully addressed by any of CMCC current policies but may have broad implications commensurate with those customarily addressed by CMCC policy. While the issues may ultimately lead to the development of new policy or revision of an existing policy, in order to resolve issues in a timely fashion, the President (for Administrative policies) or the Board Executive Committee (for Board policies) has the authority, after appropriate consultation, to make decisions to resolve such matters.
8. Minor edits (as defined in Procedures 4. below) of existing policies may be made without following the formal approval process.

## **2. PURPOSE**

To establish a policy framework at CMCC for a standardized approach to the development, approval, revision, maintenance and publication of CMCC policies and their associated procedures.

## **3. SCOPE**

The CMCC community.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

CMCC is required by various external organizations and legislation to implement and maintain policies facilitating the achievement of standards and providing various protections for the campus community. These include (but are not limited to):

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Ontario Health and Safety Act
- Ontario Post-secondary Education Choice and Excellence Act as summarized in the Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

## **5. RELATED POLICIES (not a comprehensive list)**

- Board Manual (Chapter IV: Instituting, Amending or Revoking Bylaws or Policies)
- Collective Agreement CMCC and CUPE Local 4773
- Record Management, Retention and Destruction Text

## **6. DEFINITIONS**

Administrative Policy is any policy approved by the President that affects day-to-day operations of the institution, addresses areas of operation overseen by the President and members of the Executive Leadership Team and their delegates (delegees), and sets out the requirements for institutional, academic and employment operations in accordance with policies and directives established by the Board.

Board Policy is any policy that addresses the function and processes of the Board of Governors, including policies that establish operational processes for the Board, provide specific strategic guidance for the institution, describe accountability frameworks and establish key parameters for CMCC, address enterprise risk management, address the Board-President relationship, establish executive authority and limitations, and address any other area of relevance to the Board. Board Policies generally address the internal operations of the Board or provide general strategic direction for CMCC to fulfill its mission and accomplish goals set forth in the institutional strategic plan.

CMCC Community consists of policy stakeholders, including the Board, administrators, faculty, staff, students, clinic patients, volunteers, visitors, and others engaged in activities of the institution. References to the CMCC Community in policies may include some or all of the above noted stakeholders, as appropriate for the policy.

Departmental/Divisional/Unit Procedures or Practices are detailed descriptions of processes required to achieve specific goals, guide specific behaviors and communicate specific expectations unique to the division or department or other administrative unit, and are consistent with Administrative Policies. These generally do not have relevance or impact outside of the specific functional area. In the context of

this Policy, the term “departmental practice” will be used generically to describe these procedures or practices of departments, divisions or other administrative units.

Executive Leadership Team (ELT) is led by the President and includes senior administrators from CMCC’s major functional areas. It comprises of the President, Vice Presidents, Associate Vice Presidents, Deans, and other senior administrators appointed to the ELT, from time to time, by the President.

Institutional Affairs (IA) Committee is the President’s primary advisory group on institutional planning, policy and institutional effectiveness. It is comprised of ELT members, Director of Human Resources and Employee Engagement, Chair of Faculty Council, President of Students’ Council and other CMCC personnel appointed to the IA Committee by the President. Undergraduate and Graduate Curriculum Committees customarily submit proposals to the IA Committee for deliberation and recommendations. The President must formally approve or reject policy recommendations coming forth from the IA Committee.

Interim Policy is a provisional policy document issued when an Administrative Policy is needed within a time period too short to complete the process described herein. Is in effect for up to six months.

Policy is a governing principle that permits, requires, or restricts actions or behaviours at CMCC. Policies typically provide specific directions for governance, operations, administration, or programs.

Policy Sponsor is the Board Standing Committee Chair or member of the ELT overseeing the development and advancement of policy proposals and bringing forth the policy for approval by its respective approval authority (Board or President). The Policy Sponsor will initiate, guide and oversee the creation, development and presentation for approval of the new policy. The Policy Sponsor is also responsible for overseeing the mandatory review of policies.

Procedures are step-by-step descriptions of the tasks required to support and carry out policies. Procedures detail the processes for achieving the outcomes intended by the policy. Procedures might also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to decrease process variation. Procedures will need to be reviewed and updated more frequently than Policies in order to ensure that they reflect the most current organizational structure, applicable regulations and any other relevant changes in circumstances. Procedures for new Policies are customarily developed and approved at the same time as the related Policy. Subsequent changes in procedures will not customarily be required to go through the full formal policy approval process.

Responsible Executive (RE) is a member of the ELT who will implement, ensure compliance with, be responsible for, and continually oversee a Policy and any associated Procedures within their area of jurisdiction. Policies with broad application may have more than one RE. All policies sponsored by the Board, will have a RE. The Board may direct the President to assign a RE to work with the Board in the development of new Board policies.

<b>New Policy Approved (date):</b>	April 20, 2018
<b>Policy Revision History (dates):</b>	October 22, 2021 July 11, 2023

-----**END OF POLICY**-----

**7. PROCEDURES**

Procedures, as defined above, are the detailed descriptions of the tasks required to support and effectuate policies. Procedures are subject to change and customarily do not need to go through the formal policy approval process. Changes to existing Procedures that do not impact the Policy and its underlying principles may be made at the discretion of the Policy Sponsor and with the approval of the President (Administrative Policies) or Board (Board Policies). Changes to Procedures are recorded by the Office of the President, updated on the website and communicated to the CMCC community as appropriate. Policies are to follow the format exemplified by this Policy on Policies.

1. **Board Policies** are customarily developed by one of the Board Standing Committees, with the Policy Sponsor being the Committee Chair.
  - a. As appropriate, the Policy Sponsor will work with the President to seek input from the CMCC Community for those policies that have potential significant impact upon persons outside of the Board. The Policy Sponsor is responsible for ensuring during the development process that appropriate consultations have been made (including legal), for evaluating implications of the policy including risks and costs, and for monitoring compliance through regular review of the policy. The Policy Sponsor may delegate all or part of this process to an appropriate person but is ultimately responsible for moving the proposed or revised policy through these procedures.
  - b. Following approval by the respective Board Committee, the Policy Sponsor will submit the proposed policy to the Executive Committee for review and feedback, and to determine if the policy needs input from other Board Standing Committees or other units of the institution. Once it is ready for final review and approval, the Policy Sponsor will submit the proposed policy to the full Board.
  - c. Upon approval of the policy by the Board and determination of the effective date, the Board Liaison will update the electronic and printed official versions of the policy and distribute the policy to all Board members and the President, and ensure the approved policy is uploaded to the CMCC website.

2. **Administrative Policies** are normally developed by one of the CMCC Committees, working groups, or ELT, with the Policy Sponsor being one of the members of the ELT.
  - a. As appropriate, the Policy Sponsor will seek input from appropriate members of the CMCC Community. At times, the Policy Sponsor may seek input from the Board Standing Committee that has the strategic responsibility in its mandate for the related issue. The Policy Sponsor is responsible for ensuring during the development process that appropriate consultations have been made (including legal), for evaluating implications of the policy including risks and costs, and for monitoring compliance through regular review of the policy. The Policy Sponsor may delegate all or part of this process to an appropriate person but is ultimately responsible for moving the proposed or revised policy through these procedures.
  - b. The Policy Sponsor will submit the proposed policy to the Institutional Affairs (IA) Committee for review and feedback. The IA Committee may opt to return it to the originating committee for further revision or may seek wider input on the proposal. Additionally, the President may refer the proposal to the ELT for input. Once in its final form, the proposed policy is presented to the President for final approval.
  - c. Upon approval of the policy by the President and determination of the effective date, the President's Office will update the electronic and printed official versions of the policy, notify the relevant parts of the Campus Community of the new or updated policy, and ensure the approved policy is uploaded to the CMCC website.
3. **Substantive Policy Revisions**, as determined by the Policy Sponsor, must be approved in the same manner as stipulated above for new policies.
4. **Minor Policy Edits**, consisting of corrections of typographical or grammatical errors, changes in titles of named offices/persons, corrections of numbering errors, changes necessary because of regulatory or legislative changes, or changes in names of policies or referenced documents, need approval only by the Policy Sponsor and the President.
5. **Mandatory Review of Policies** will occur at regular intervals, normally no longer than five years from the date of initial approval or most recent review. Certain policies may stipulate that the policy be reviewed in a shorter period than five years. New policies may also be given an initial shorter period of mandatory review. The President's Office is responsible for monitoring, directly or through delegation, the policy review schedule and notifying the Policy Sponsor of impending needed reviews. Policy review will include the solicitation and gathering of input from appropriate members of the CMCC Community. Policy review is managed in the same manner as seeking approval for a new policy. In the event that a policy cannot be or is not reviewed within the time prescribed in

the policy, it will be automatically renewed for a period of no greater than one year at the sole direction of the Board or President, as may be applicable.

6. **Interim Administrative Policies** may be approved when a policy is needed within a time period that does not allow for complete drafting and review of the policy document as outlined in this document (i.e., a policy needs to be implemented within a month or sooner, not providing time for a complete draft by the IA Committee) and there are legal requirements or significant risk to the institution that necessitate an expedited approval process. The President must give explicit permission to issue a policy as interim. The policy sponsor brings forward the policy draft, along with a timeline for completing the standard review of a new policy, for review by the ELT and approval by the President on an interim basis. Interim policies are effective for up to six months. Each interim policy must have as a minimum, a Policy Statement and a Statement of Purpose. An interim policy should remain in force no more than six months, which is considered adequate time to develop a policy through traditional and established means. In the event that an interim policy cannot be or is not reviewed within the time prescribed in the policy, it will be automatically renewed for a period of no greater than one year at the sole direction of the Board or President, as may be applicable.
  
7. **Departmental/ divisional/ unit procedures (aka departmental practices)** will be developed and implemented as necessary to ensure continued alignment of departmental processes with CMCC’s Strategic Plan, CMCC Policies, educational and administrative best practices, and legal requirements. These procedures will be developed by the departmental/divisional/unit manager or director and reviewed by the responsible member of the ELT.
  
8. **Retirement of Policies** is considered when a policy is no longer needed, can be merged into another policy, converted into a departmental practice or has been made obsolete or redundant by another policy. The respective Policy Sponsor brings forward a proposal for retiring the policy to the respective Board Committee or IA Committee. If subsequently approved by the Board or the President, the retired policy is removed from the CMCC website and the list of approved policies. Retired policies are archived for historical purposes in accordance with the CMCC Record Management, Retention and Destruction Policy.

<b>New Procedure Approved (date):</b>	April 20, 2018
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**8. ATTACHMENTS: None**