

NBCC Board Governance Policy Review Framework

Date of last revision: December 10, 2020

Board Approved: December 10, 2020

The NBCC Board of Governors (the Board) is responsible for establishing governing policies to enable the New Brunswick Community College (NBCC) to fulfil its purpose of being a collaborative, learner-centred college creatively contributing to social and economic prosperity through applied learning.

PURPOSE

To establish a process for governance policy review to ensure that governance policies remain relevant and appropriate governance documents for the Board.

REVIEW FRAMEWORK

1. Process:

- 1.1. The Governance Committee is responsible for governance policy management, to include policy review, recommendation of new policies (if required) and retirement of policies, based on current governance trends and best practices.
- 1.2. The Senior Executive Assistant to the NBCC Board of Governors (the EA) will maintain a schedule of policies and create a policy review cycle.
- 1.3. The EA will be responsible for initiating and managing the policy review process.
- 1.4. The EA will recommend an annual list of policies for review to the Governance Committee and incorporate into the Governance Committee Annual Work Plan.

2. Frequency:

- 2.1. A five-year review and renewal standard is implemented by posting renewal dates on all policies (unless otherwise stated) or circumstances dictate an immediate policy review.
- 2.2. The Board's Code of Conduct and Conflict of Interest governance policies will be reviewed annually to ensure they are current and appropriate and address any issues or concerns.
- 2.3. NBCC's Protected Disclosure policy¹ will be reviewed annually to ensure it is current and appropriate.
- 2.4. New policies, or those undergoing a major revision, will be reviewed one year after implementation.

3. Policy Status:

Based upon the five-year policy review schedule, policies will be identified as follows:

- 3.1. **New** (under development with no existing policy).
- 3.2. **Revised** (modification of existing policy).
- 3.3. **Renewed** (review of existing policy without revision (i.e. no changes)).
- 3.4. **Retired** (policy no longer in use/required).

¹ NBCC's Protected Disclosure policy is the only policy that is both an operational and a governance policy.