

## NBCC Board Governance Policy Review Framework

Date of last revision: December 10, 2020

Board Approved: June 13, 2024

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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 Executive Assistant to the NBCC Board of Governors (the EA) will maintain a schedule of policies and create a policy review cycle (Appendix A).
- 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.
- 1.5. To retire a policy, the following actions are to be completed:
  - 1.5.1. EA to submit a briefing note to the Governance Committee recommending retirement, including rationale for the recommendation.
  - 1.5.2. If retirement of a policy is approved by the Governance Committee, a recommendation will be forwarded to the Board for approval.
  - 1.5.3. If retirement is approved by the Board, the EA will:
    - 1.5.3.1. Remove the retired policy from the Board Manual;
    - 1.5.3.2. Add a watermark to the policy indicating that it has been retired;
    - 1.5.3.3. Update the footer of the retired policy indicating the date that the Board approved the policy's retirement; and
    - 1.5.3.4. File the retired policy in a Retired Policy folder for historical reference.
  - 1.5.4. The number of the retired policy will not be reused to avoid confusion.
  - 1.5.5. Retired policies will ultimately be forwarded to the Province of New Brunswick Archives for selective retention in accordance with the approved Records Retention and Disposition Schedule.

## 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 policy<sup>1</sup> 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).

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

## APPENDIX A

### INDEX OF NBCC BOARD GOVERNANCE POLICIES

**NOTE:** Policy review operates on a five-year review and renewal standard (unless otherwise stated), with the caveat that any policy can be reviewed earlier if circumstances dictate.

POLICY		RATIONALE
1.	Board Advocacy and Stakeholder Engagement	RETIRED March 14, 2024
2.	Board Committees	Standard 5-year review recommended.
3.	Board Evaluation	Standard 5-year review recommended.
4.	Board Meetings	Standard 5-year review recommended.
5.	Board Orientation and ongoing Education	Standard 5-year review recommended.
6.	Board's Relationship with President: Board's Executive Limitations for the President/CEO	Standard 5-year review recommended. Recommend HR Committee review policies relating to Board's relationship with President prior to Governance Committee review.
7.	Board's Relationship with President: Board's Relationship with the President/CEO	RETIRED March 14, 2024
8.	Board's Relationship with President: Mitigating an Extended Absence of President/CEO	Standard 5-year review recommended. Recommend HR Committee review policies relating to Board's relationship with President prior to Governance Committee review.
9.	Board's Relationship with President: President/CEO's Performance Evaluation	Standard 5-year review recommended. Recommend HR Committee review policies relating to Board's relationship with President prior to Governance Committee review.
10.	Board's Relationship with President: Recruitment and Selection of a President/CEO	Standard 5-year review recommended. Recommend HR Committee review policies relating to Board's relationship with President prior to Governance Committee review.
11.	Business Continuity	Standard 5-year review recommended.
12.	Code of Conduct	Annual review recommended (August). August is newly appointed Governors' first Committee meeting, so good opportunity to review.
13.	Conflict of Interest	Annual review recommended (August). August is newly appointed Governors' first Committee meeting, so good opportunity to review.
14.	Corporate Secretary	Standard 5-year review recommended.
15.	Election of Board Officers	Standard 5-year review recommended. Review to coincide with June annual election.
16.	Communications	Standard 5-year review recommended.
17.	Naming of College Assets	Standard 5-year review recommended.
18.	NBCC's Strategic Planning	Standard 5-year review recommended.

POLICY		RATIONALE
19.	Nomination of External Governors	Standard 5-year review recommended.
20.	Nomination of Internal Governors	Standard 5-year review recommended.
21.	PR Events / External PD Development Activities	RETIRED March 14, 2024
22.	Protected Disclosure (Whistleblower)	Annual review recommended.
23.	Remuneration and Reimbursement of Expenses	Standard 5-year review recommended.
24.	Responsibilities of the Chair and Vice-Chair	Standard 5-year review recommended.
25.	Risk Oversight	Standard 5-year review recommended.