

Date: **February 25, 2016**

To: Members of the Board of Governors and Senate

From: Prof. Jamie Cassels, President
Re: 2015 Policy Review Annual Report

1. Introduction

The *Policy on University Policies and Procedures* (GV0100) was approved by Senate and the Board of Governors in order to establish a consistent framework for the development and review of university policies and procedures. The goal of the policy framework is to create and maintain a collection of user-friendly policies and procedures that are current and relevant to the needs of the university community.

This report responds to the requirement in the *Policy on University Policies and Procedures* to report annually to Senate and the Board of Governors on the development and review of university policies and procedures. S. 20.00 of the Policy states:

The President will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

The report also identifies university policy related priorities for 2016.

2. Update on the Implementation of the Policy Framework

Overall, the university continued its progress in 2015 in implementing the university policy framework. The responsibility for drafting of new policies and the revising of existing policies has been assumed by the Designated Executive Offices (the individual vice
).

coordinate policy development and ensures new policies and policy changes are consistent with the Policy on University Policies and Procedures.

In December 2015

office initiated a project that will support the policy review and renewal work of the university including the work of the Designated Executive Offices.

- 3. Summary of Policy Activities from April 1, 2015 to January 31, 2016
- (a) New Policies and Procedures Developed or Under Development
 Since April 1, 2015, no

(b) Existing Policies and Procedures Under Development

The following policies and procedures were under development:

Policy or Procedure	Purpose and Rationale for Development

4. University Policy Goals and Priorities for 2016

(a) Finalize University Policies Under Review brought forward from previous years (2011-2015)

Policy or Procedure	Status
 University Facility and Space Booking policies: (a) External Bookings of University	Under review as part of project to review and combine the booking policies. Targeted for completion in 2016.
Policies related to student	
residences	
(a) Student Residences Policy (BP3500)	
(b) Operation of Family Housing	
Policy (BP3505) (c) Residence Services - Budget	
Policy (FM5515)	