

**Policy Management Policy**

**G-01**

LONG TITLE	Policy on the Creation, Maintenance, and Storage of CUSA Policies	DATE OF ENACTMENT	27 November 2023
		LAST AMENDED	
REFERENCE No.	G-01	NEXT REVIEW	1 November 2027
CATEGORY	Governance	COMPETENT CHAMBER	Bicameral

**MANDATE**

The purpose of this policy is to serve as a guiding document for, and during, CUSA’s corporate policy cycle. It outlines the fundamental elements and accountabilities that are critical to the successful policy development, approval, implementation, and review within CUSA.

Policies are developed and approved to govern operational activities and best practices. They serve to make expectations and accountabilities clear to employees, Directors, Councillors, contractors, advisors, students-at-large, and all persons who have a relationship with the Association. This policy should be considered as a guiding document for all public and private policies, procedures, and guidelines at CUSA.

**INTERPRETATION**

- 1 This Policy may be called the *Policy Management Policy*.
- 2 In this Policy, the following definitions shall apply, and any other unclear terms shall have the same meaning as in *The Merriam-Webster Dictionary*:
  - “**competent chamber(s)**” refers to the governing body or bodies – CUSA Council and/or the CUSA Board of Directors – responsible for a given policy’s creation, architecture, and maintenance. They are accountable to set the policy's direction, ensure alignment with the Association's goals and values, and make decisions about a policy's scope. A policy’s competent chamber(s) retain(s) final approval over its language, guidelines, procedures, and any other information.
  - “**guideline**” refers to a collection of specific suggestions based on best practice to meet policy or procedure requirements.
  - “**policy**” refers to the various governance rules of the Association, specifying control, direction or information. It outlines principles, requirements, rules, and motivations.

**“policy author”** refers to a position, office, or department involved in crafting a proposed policy or policies or any given amendment(s). A policy author may be, but is *not* synonymous with, a competent chamber(s). Policy authors may also be, for example, a Councillor, a Director, an Executive, or a member of senior management.

**“policy lead”** refers to the position, office, or department responsible for the day-to-day management and implementation of a specific policy within the Association, such as an Executive or a member of senior management. They oversee the practical aspects of a policy's application.

**“procedure”** refers to an action-oriented document that outlines clear, step-by-step descriptions of a policy lead's duties in policy administration. Procedures often include details of activities, responsibilities, and frequency of reviews. A procedure may also include guidelines.

## **PURPOSE**

**3** This policy aims to establish a uniform framework for the Association's policy governance based on the following principles:

- (a) Policies follow the Association's defined framework, as outlined in this document.
- (b) Policies must align with the Association's governing documents, namely the Articles of Amendment and the CUSA Bylaws.
- (c) Policies must align with the Association's mission, vision, and objectives.
- (d) Policies should align with the Association's existing Long-Term Strategic Plan or, where appropriate, internal policies.
- (e) Policies must, at a minimum, satisfy existing municipal, provincial, and federal legislative and regulatory requirements.
- (f) Policies must be reviewed by the respective competent chamber, at minimum, every four (4) years unless applicable legislation or regulations require more frequent review.
- (g) There shall be an official repository of current CUSA policies. This standardized folder shall be considered the 'source of truth' for all policies and should be updated frequently to reflect all changes to new or existing policies, procedures, and guidelines.
- (h) All previous versions of policies shall be archived and retained by the Executive Director and the Director of Student Development.
- (i) Any documents provided in a paper format or in a draft version are not controlled and should always be checked against copies found in a common, standardized folder of CUSA Policies.
- (j) The standardized CUSA Policies folder shall be managed by, at minimum:
  - (i) The Vice President Internal

- (ii) The Director of Student Development
- (iii) The Communications Coordinator
- (k) The standardized CUSA Policies folder shall be owned by the Director of Student Development.
- (l) All CUSA policies shall be available to the public in accordance with section 6(c) of the *CUSA Transparency and Ethical Standards Policy*, except for any employment-related policies.
- (m) All CUSA employment-related policies shall be made available to all members of CUSA staff, as defined in the *Hiring Policy and Procedure*, and the CUSA Board of Directors.
- (n) Internal and external corporate policies must be approved by the designated competent chamber(s). Departmental procedures may be created according to and within the scope of the *Departmental Procedure Approval Policy*.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

**4** Responsibilities and accountabilities for the Association's policy maintenance should be followed in accordance with the matrix attached as Schedule I of this Policy.

## **APPROVAL AUTHORITY**

**5** All Association policies must be approved, at an appropriate level, by the designated competent chamber with due consideration of the policy's pertinence.

**6** Any and all policy approval must be documented and recorded by the appropriate competent chamber.

**7** In accordance with section 9.4 of the *CUSA Bylaws*, the CUSA Board of Directors shall have jurisdiction to generate, modify, repeal, and manage Policies and Procedures for the supervision of the management of the Corporation.

**7.1** In accordance with section 9.5 of the *CUSA Bylaws*, CUSA Council shall have jurisdiction to generate, modify, repeal, and manage Policies and Procedures for advocacy and student interest positions and policies.

**7.2** The CUSA Board of Directors shall have jurisdiction to generate, modify, repeal, and manage any Policy or Procedure that is not expressly delegated to Council within the *CUSA Bylaws*.

**8** Designation of a competent chamber for relevant policies and procedures must be included in the policy at the time of approval.

**9** Internal, department-specific procedures must seek approval as described within the *Departmental Procedure Approval Policy*.

## **POLICY AND PROCEDURE DEVELOPMENT GUIDELINES**

### **Inclusion, Diversity, Equity, and Accessibility Considerations**

**10** The Association shall strive to instill an IDEA (Inclusion, Diversity, Equity, and Accessibility) lens to the development of all policies, thus helping guide the decision-making process with said values.

**11** During each review period, the Association's competent chambers should review the used language, viewpoints and materials to ensure IDEA values are addressed.

**12** The designated competent chamber(s) should account for, at minimum, the following IDEA considerations:

- (a) Using gender neutral language.
- (b) Ensuring appropriateness of cultural references, if used.
- (c) Reviewing the impact of differences in culture, orientation and abilities on policy and implementation.
- (d) Guidelines for accessible document creation are followed, with the goal of reaching the highest possible standard for web accessibility.

### **Writing Style**

**13** The Association shall ensure that all policies are written in an easily comprehensible language with minimal legal or technical jargon.

**14** The designated competent chamber(s) should account for, at minimum, the following writing style considerations:

- (a) Content should be written in English. Exceptions may be made based on IDEA considerations (for instance, when referencing Indigenous place names).
- (b) Content should be written in a clear and concise manner.
- (c) Content should be written in an active voice when using the present tense.
- (d) Content should be up-to-date on all details included, if easily outdated information must be included.
- (e) Full titles or terms should be used instead of using the acronym, employing acronyms as the last resort or to avoid repetition.
- (f) Documents should be consistent in presentation format. It is suggested that Nunito font size 11 be used.

### **Planning**

**15** To ensure the success of a policy, the Association shall enable an internal planning process which encompasses the following phases:

- (a) Confirmation of appropriate details, requirements, and jurisdiction necessary for policy creation or revision.

- (b) Review of existing policies and/or followed practices.
- (c) Identification of inconsistency and gaps between policies and practices, as well as alignment with applicable legislation.
- (d) Clarification of any discrepancies, vagueness or oddness noted between policy and practice.
- (e) Where the CUSA Board of Directors is a competent chamber, consultation with the Executive Director or designated department manager to ensure alignment and subject matter expertise is taken into consideration.

### **Drafting Process**

**16** Policymaking is a collaborative activity. The Association shall abide by the following standards when developing new policies:

- (a) Use the Association's standard policy template.
- (b) Share with appropriate internal stakeholders and affected departments to collect feedback. Authors are encouraged to provide specific deadlines for feedback.
- (c) Adjust the policy draft to incorporate any feedback received from the policy lead(s); competent chamber(s); their respective committees, commissions, and subcommittees; and others as deemed necessary.
- (d) Include all relevant sections, such as the policy's purpose, scope, responsibilities, and related procedures, in the feedback and final draft.

### **Execution**

**17** Policies of the Association may have, but do not necessarily require, instruments that help facilitate its execution such as:

- (a) Guiding values that can help provide a framework for the policy's execution.
- (b) Procedures that can help further execute the vision of the policy into day-to-day business.
- (c) Detailing any immediate consequences of policy non-compliance on the responsible policy lead or affected entity.

### **ISSUES**

**18** It is important that all employees, CUSA Council, and the CUSA Board of Directors use this policy to better understand the set expectations and standards for all policies.

**18.1** Failure to abide would result in inconsistency and incoherence with the organization's policies. This may result in, among other issues, insufficient functioning and operations.

**Schedule I — Policy Responsibility and Accountability Matrix G-01-I**

AUTHORITY	CUSA Board of Directors	AUTHORIZED	XX XXXXX 2023
		LAST AMENDED	

	<b>Responsibilities</b>	<b>Accountabilities</b>
CUSA Staff	Access relevant policies through CUSA's standardized CUSA Policies folder.	Review applicable policies and abide by relevant policies and procedures.
	Identify and advise on areas of revision or improvement on policies to relevant staff.	Report on policy-relevant incidents to relevant staff, their supervisor, or in accordance with guidelines addressed in the <i>Whistleblower Policy</i> .
Competent Chamber(s)  (CUSA Council and/or the CUSA Board of Directors)	Oversee the creation and maintenance of appropriate mechanisms for good governance, leadership and administrative structures.	Review governance, leadership and administrative structures periodically and provide guidance on structural functioning and improvements.
	Review and contribute, per need, to the content, implementation and evaluation of the policy and the policy process.	Consult with appropriate staff and/or legal counsel for matters related to legislation and regulation review and revision.
	Brief any relevant policy additions, revisions, and retirement to affected persons, such as a department or the Executive team.	Hold all employees accountable to applicable policies.
	If possible, network with other organizations for policy inquiries.	Ensure that appropriate CUSA policies and related documents are at-par with other organizations.
Policy Lead	Monitor organizational practices and relevant policies applicable to relevant staff and address	Draft and implement plans for organizational communication, training, education and

	inconsistency between policy and staff action appropriately.	implementation.
	Identify and provide proposed updates to policies nearing their review date to the appropriate competent chamber(s).	Identify and confirm the Policy Author, as defined within this Policy.
	Determine, in consultation with the competent chamber(s), any policy redundancies.	Initiate any necessary processes to authorize the removal of redundant policies.
	Submit new/revised policy and related documents for approval to the relevant competent chamber(s).	Communicate updates, additions and withdrawal of policies to affected staff.
Policy Author	Review any relevant legislation; research; guidelines; internal and stakeholder feedback; past practices; and other applicable documents to support the creation, revision, or retirement of a policy.	Consult with the Executive Director, designated members of senior staff, and the Vice President Internal for policies that may involve any of these considerations.
Department of Communications	Maintain an accessible inventory of current policies on the website.	Refer staff to relevant policies and related documents within the inventory, when inquired.
	Crafting communications materials to inform employees of any upcoming policy changes.	When asked, provide advice on policy language, terminology, and other IDEA considerations.