Policy Review Mandate Letter PR-00

LONG TITLE	Policy Review Mandate Letter	DATE OF ENACTMENT	29 April 2025
		LAST AMENDED	24 November 2025
REFERENCE No.	PR-00	NEXT REVIEW	November 2029
CATEGORY	Mandate Letter	COMPETENT CHAMBER	Bicameral

PREAMBLE

This is the mandate letter and terms of reference for the Policy Review Committee (PRC). The PRC is established as a Standing Joint Committee between the CUSA Council and the Board of Directors.

The committee's role is to ensure that CUSA's policies remain up-to-date, legally compliant, structurally coherent, student-focused, and reflective of the organization's evolving governance and operational needs.

This committee supports CUSA's long-term governance sustainability and institutional memory, by acting as the central body responsible for initiating and guiding the revision process for governing documents and frameworks. This includes through distributing, and maintaining the records of, the reviews done.

MANDATE

Short Title

1 The Policy Review Committee shall be empowered to:

- (a) Review and Maintain Governance Policies:
  - (i) Conduct ongoing systematic reviews of CUSA policies on a recurring schedule to ensure their clarity, legality, consistency, and alignment with organizational values.
  - (ii) Maintain an internal log of policy review timelines and flag overdue policies.
- (b) Propose Amendments, Repeals, or New Policies:
  - (i) Draft or revise policies as required by Council or the Board;
  - (ii) Draft or revise policies by its own initiative as found necessary in research;
- (c) Harmonize and Integrate Policies:
  - (i) Identify contradictions, overlaps, or redundancies across different policies and recommend reconciliations;

(ii) Ensure policy language and definitions are consistent across all governing documents including bylaws, internal policies, and terms of reference.

(d) Promote Transparent and Inclusive Policy Development:

(i) Solicit feedback from relevant stakeholders including service centres, committees, student leaders, executives, equity-deserving groups, and the broader membership when revising or creating policies;

(ii) Develop plain-language summaries of revised policies for accessibility and communication.

(e) Seek Advice on Legislative and Governance Compliance:

(i) Consult internal and external resources as needed, and allowed by the Executive if needed, to verify that policies comply with the Ontario Not-for-Profit Corporations Act (ONCA), applicable human rights legislation, university regulations, and relevant legal standards;

(ii) Work in tandem with the other committees where overlapping jurisdiction exists.

(f) Report to Council and Board:

(i) Submit recommendations for policy amendments or adoptions to Council and/or the Board, depending on jurisdiction;

(ii) Report regularly on the status of ongoing reviews, upcoming deadlines, and upcoming policy priorities.

COMPOSITION

2 The Policy Review Committee shall be composed of the following voting members:

(a) A minimum of four (4) councillors, including;

(i) One (1) Chair;

(ii) One (1) Vice-Chair;

(iii) One (1) Secretary.

(b) The President;

(c) One (1) to two (2) Board of Director member(s), appointed by the Board (recommended ratio: one Board member per 3–4 councillors).

3 The Policy Review Committee shall be composed of the following non-voting resource members:

(a) The Policy Analyst;

(b) The Vice President Internal

(c) The four (4) Vice-Chairs of the following standing Council committees:

(i) University Affairs Committee (UAC)
(ii) Student Life Committee (SLC)
(iii) Finance, Fees & Funds Committee (FFFC)
(iv) External Affairs Committee (EAC)

MEETINGS

4 The Committee shall meet no less than once every six (6) weeks.

5 Meetings shall be scheduled and publicized by the Chair, in alignment with principles of proper notice.

6 Quorum shall be a simple majority of voting members.

7 Meeting minutes shall be taken by the Secretary, reviewed for accuracy by the Vice President Internal, approved at the next meeting, and published in accordance with policy.

Transparency and Ethical Standards Policy (G-06)

8 It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee meetings.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
24 November 2025	M. Heroux	R. Itani	(C-94) Ratified Board amendments.
29 April 2025	C. Geddes	A. Kopytskiy	(C-118) Mandate letter adopted and standing committee struck.