

Policy Development and Review Committee Terms of Reference		
Parent Policy:	Union Bylaw	
Related Policies:	Policy Development and Review Procedure	
Approving Body:	Students' Legislative Council	
Passed:	October 21, 2008 (68.25)	
Amended:	October 26, 2021 (79.18)	

Definitions

Union Policy is defined in the Union Bylaw as any official statement of values, beliefs, principles, or process of the Union as outlined in the Constitution, Union Bylaw, Procedures, Resolutions, or Terms of Reference which are amendable in the proper form dictated by either the Constitution or the Union Bylaw. Policies and procedures may be used as guides in interpretation of the Constitution and Union Bylaw.

Confidential Information refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

Authority

- 1 (1) The Union Bylaw establishes the Policy Development and Review Committee as a standing Committee of the Students' Union.

Mandate

- 2 (1) The Policy Development and Review Committee shall review and create new and existing Students' Legislative Council (SLC) policies and procedures, including the Union Bylaw, and make recommendations to the SLC.

Membership

- 3 (1) The Committee shall be composed of:
 - (a) Vice President Operations and Finance, as Chair;
 - (b) Vice President External, as Vice-Chair;
 - (c) Seven student members, of which:
 - a. A minimum of three seats shall be held by non-executive members of SLC;
 - b. A minimum of three seats shall be held by Students-at-Large;
 - c. Nominations Committee will appoint either a non-executive member of SLC or a Student-at-Large to the remaining student seat at their discretion.
 - (d) Students' Union General Manager or designate (non-voting).

- (2) Committee members shall be appointed by virtue of association, with the exception of non-executive members of SLC and Students-at-Large whom shall be appointed by the Nominations Committee.
- (3) Appointments to the Committee shall be for the duration of the Fall and Winter sessions.
- (4) In the event of a vacancy, the Chair shall immediately request that the Nominations Committee fill the vacant Committee position.

Quorum

- 4 (1) Quorum shall consist of five members, which must include:
 - (a) The Chair or Vice-Chair;
 - (b) Three student members, which must include at least one non-executive SLC member and one Student-at-Large member;
 - (c) The Students' Union General Manager or designate.

Duties of the Chair

- 5 (1) The Chair shall:
 - (a) Chair Committee meetings.

Duties of the Vice-Chair

- 6 (1) The Vice-Chair shall:
 - (a) Serve as Acting Chair, if the Chair is unable to attend for any reason.

Duties and Responsibilities

- 7 (1) The Committee shall oversee the creation of Terms of Reference for new standing or ad-hoc Committees and make a recommendation to SLC for approval and adoption.
- 8 (1) The Committee shall develop and review new policies and procedures related to how the Students' Union represents student interests to external groups, including but not limited to the University and/or various orders of government.
 - (2) The Committee shall, when developing or reviewing policies and procedures, consider each document and the impact of its contents through a lens of Equity, Diversity, and Inclusion (EDI)¹.
 - (3) The Committee shall conduct an annual review of the Policy Development and Review Committee's Terms of Reference in accordance with section 9.

¹ A full definition of Equity, Diversity, and Inclusion (EDI) can be found in the SU's [Equity, Diversity, and Inclusion Advocacy Policy](#).

- 9 (1) The Committee shall review the Union Bylaw and existing SLC policies and procedures annually, or as necessary, to ensure that documents:
 - (a) Are in accordance with the Constitution and Union Bylaw;
 - (b) Align with current organizational priorities;
 - (c) Are effective in achieving their mandate;
 - (d) Contain no grammatical or typographical errors;
 - (e) Contain no outdated references; and
 - (f) Are consistent with other existing requirements within the document or with other Union Policy.
- (2) In reviewing existing SLC policies and procedures, the Committee may vote to approve non-substantive revisions. Non-substantive revisions may include, but are not limited to:
 - (a) Corrected typographical errors;
 - (b) Corrected grammatical errors;
 - (c) Document formatting changes;
 - (d) Updated hyperlinks;
 - (e) Updated references to the Union Bylaw;
 - (f) Updated references to other Union Policy; and
 - (g) Edited text for the purpose of clarifying or being consistent with existing requirements within the document or other Union Policy.
- (3) In reviewing existing policies and procedures, the Committee may vote to recommend substantive changes to SLC for approval. Substantive changes may include, but are not limited to:
 - (a) Addition or removal of a clause;
 - (b) Reordering of a series of clauses;
 - (c) Editing related to the interpretation of a document; and
 - (d) Repealing an existing policy.
- (4) Notwithstanding section 9 (1), the Committee shall not be responsible for reviewing current Terms of Reference, policies, or procedures for other existing Committees.
- 10 (1) In the review and development of Union Policy under sections 7 - 9, the Committee shall engage stakeholders and conduct research where necessary and appropriate.
- 11 (1) The Committee shall receive updates from the General Manager or designate, regarding the policy landscape of the Students' Union, including but not limited to:
 - (a) Terms of Reference and procedures under review by existing SLC Committees;
 - (b) Students' Union administrative policies and procedures that may impact students;
 - (c) University policies and procedures that may impact students;
 - (d) Government decisions that may impact students; and,
 - (e) Other updates on internal governance related matters.
- 12 (1) The Committee shall conduct an annual review of the Policy Development and Review Committee Terms of Reference and Procedures.

Meeting Protocol

- 13 (1) Committee meetings shall be closed to the public.
- 14 (1) The Committee shall meet, at minimum, bi-weekly (every two weeks) or as necessary at the discretion of the Chair.
- 15 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 16 (1) The Chair shall designate the General Manager or Designate responsibility for distributing the agenda and meeting materials to the Committee at least 48 hours' in advance of the meeting.
- 17 (1) The Chair shall designate the General Manager or Designate responsibility for recording meeting minutes.
- 18 (1) The Committee shall require a Super Majority vote to approve non-substantive changes to existing policy.
- 19 (1) The Committee shall require a Super Majority vote to recommend new policy, or substantive changes to existing policy, to SLC for approval.
- 20 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
 - (2) Committee documents requested under section 20 (1), shall be provided within five – ten business days.
 - (3) Notwithstanding section 20 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.

Committee documents may be made available to individuals other than Active Members at the discretion of the Chair.

Reporting

- 21 (1) The Chair shall report on Committee activities to SLC at the next available opportunity following a meeting.

Amendment History: September 28, 2010 (68.25); September 17, 2013 (71.28); June 13, 2017 (75.05); January 15, 2019 (76.33); November 5, 2019 (77.20); January 14, 2020 (77.26); October 26, 2021 (79.18).