



TRANSPORTATION PROCEDURE

NWOSSC 120

SECTION 100 GENERAL

120 POLICY CHANGE REQUESTS

Statement and Rationale

Consistent with the Northwestern Ontario Student Services Consortium Agreement, the Board of Directors shall establish a policy committee comprised of one senior business official and one Trustee per member board for the purpose of developing and maintaining a common transportation policy.

Operational procedures for the Policy Committee are set out in Procedure 234 – Policy Committee - Operating Procedure.

Stakeholders require a procedure where requests for policy changes may be brought forward for consideration.

Procedure

1.0

Stakeholders may request a policy change at any time, but requests may not be heard until the next scheduled Policy Committee Meeting.

2.0

Requests for policy changes must be brought forward by stakeholders to the General Manager.

3.0

All requests must be received by the General Manager at least six (6) weeks prior to the scheduled date of the next Policy Committee Meeting to allow sufficient time for background information to be provided to the Committee. Failure to provide a written request within the prescribed timeframe may cause the request to be deferred to the next scheduled Policy Committee Meeting.

4.0

The General Manager will bring the request forward to the Northwestern Ontario Student Services Consortium Board of Directors.

5.0

The Board of Directors, along with the General Manager, will bring the request forward to the Policy Committee.

6.0

The General Manager will advise of the Policy Committee meeting date and time, and explain the process in writing to the party making the request.

7.0

The party making the request will have the opportunity to attend and make a presentation to the Policy Committee, but is not required to do so.

8.0

If making a presentation, the following conditions will apply:

- The presentation will be provided in writing to the General Manager at least one (1) week in advance of the meeting date via email.
- The presentation will be a maximum of ten (10) minutes in length.

9.0

The Policy Committee will hear the request/presentation for policy change however no decision or recommendations will be made at the time of the presentation.

10.0

The Policy Committee will adjourn and review the request and determine whether there is consensus to bring forward the proposed change to member boards for approval.

Date Last Reviewed	April 2021
Date First Approved	April 2012
Associated Policies/Procedures	
References	