
POLICY TYPE: GOVERNANCE PROCESS – Council Policy

Policy No: CP 3

POLICY TITLE: Delegation to, review of, and hiring of the Registrar

Approval Date: January 14, 2012

Revision Date: March 18, 2023

Delegation to the Registrar

1. The Council will direct the Registrar to achieve specified results, at a specified cost through their approval of the College's annual budget and operational plan.
2. The Registrar may exercise discretion with respect to the methods, actions, practices, and activities used to achieve College goals and objectives and shall be guided by the by-laws and governance policies of the College as well as applicable legislation and prudent management practices.
3. Only decisions of the Council, acting as a body, are binding upon the Registrar:
 - a. Decisions or instructions from individual Council Members, Officers, Committees, or Working Groups are not binding on the Registrar except in rare instances when the Council has specifically authorized such exercise of authority;
 - b. In the case of Council Members or Committee/Working Groups requesting information or assistance without Council authorization, the Registrar can refuse any request which, in the Registrar's opinion, requires a level of resources that could compromise the College's ability to meet its regulatory duties or other objectives, or that could otherwise disrupt or impede the College's ability to fulfill its statutory mandate.

Monitoring Registrar Performance

The Executive Committee will monitor Registrar performance against Council priorities, objectives, by-laws, policies, legislation, etc.

1. The Executive Committee will conduct annually an appraisal of the Registrar's performance. In doing so, it will determine the degree to which Council's priorities and objectives are being fulfilled and the degree to which the Registrar's performance complies with policies.
2. A given policy may be monitored in one or more ways:
 - a. Internal report: Disclosure of compliance from Registrar
 - b. External report: Review of compliance information related to compliance with financial or human resources policies by an external party.
3. Compliance with College priorities and objectives, as well as policies, etc. will be monitored in accordance with Council's Annual Planning Cycle.

Hiring of Registrar

The Registrar position description is outlined in CP 1: Governance Roles.

The process for hiring a new Registrar will be agreed upon by the Council.

The Executive Committee and/or Council will negotiate the Registrar's employment contract, including compensation and benefits with guidelines established by Council. It shall also be responsible for annual performance appraisals and contract revisions.