



Procedures for Appeals to the Board of Governors

Parent Policy:	<i>Appeal to the Board of Governors Policy</i>		
Procedure Reference	ABGPR_2509R_BG/GOV		
Procedure Sponsor:	President		
Procedure Contact:	Governance & Privacy Coordinator		
Applies to:	Students and Employees		
Approved by:	OC Executive Team		
Effective Date:	November 1, 2025		
Last reviewed:	September 2025	Scheduled review date:	September 2030

1. Purpose

These procedures outline the process for an Appeal to the Board of Governors for Suspensions under section 37 (1) or 37 (2) of the College and Institute Act.

2. Scope and Application

This Procedure applies to Appeals of the decision for Suspension by the President for Just Cause.

3. Initiating Review of an Appeal

- 3.1 A Suspension decision by the President may be reviewed if it meets at least one of the following grounds for appeal:
 - a) The Appellant has material evidence that was not reasonably available at the time of the President's decision.
 - b) The Appellant has provided evidence that there was a breach of the College's policies or procedures prior to the President making their decision that was not remedied through the President's decision-making process.
- 3.2 To request a review of a decision for Suspension, Appellants must submit a *Statement of Appeal* to the Governance Office.
- 3.3 The Statement of Appeal submission should include the following information:
 - a) A statement outlining the proposed ground(s) for appeal as applicable in section 3.1;
 - b) A statement of facts relevant to the ground(s) for appeal;
 - c) A statement of the relief which the Appellant seeks;

- d) Copies of all documents on which the Appellant intends to rely on; and
 - e) The names of any witnesses the Appellant wishes to identify in support of their Appeal.
- 3.4 Upon receipt of a Statement of Appeal, the Governance Office will provide a copy to the Board Chair.

4. Procedures for Conducting the Appeal

Preliminary Review of Appeal

- 4.1 On receipt of a Statement of Appeal, the Board Chair will make an initial assessment of the Statement of Appeal to determine whether it may meet the grounds for appeal.
- 4.2 Where the Board Chair determines that the Appeal does not meet the grounds for appeal, the Appellant will be informed of the Board Chair's decision that the Appeal does not meet the criteria for further review. This decision is final.
- 4.3 Where the Board Chair determines that the Appeal may meet the grounds for appeal, the President will be provided with the Statement of Appeal.
- 4.4 After reviewing the Statement of Appeal, the President may modify their decision. The President will inform the Board Chair and the Appeal process may either be concluded by the Board Chair, or the Appeal may proceed.
- 4.5 Where the Appeal proceeds, the President's response to the Board Chair will also include a written response to the Appellant's Statement of Appeal.
- 4.6 The Board Chair will consider the Statement of Appeal and President's responses and determine whether the appeal will be heard by an Appeal Committee in writing or in person. Where an in-person hearing is conducted, the Board Chair will determine any witnesses that should be present at the hearing.
- 4.7 The Board Chair will inform the Appellant of any final decision made during the preliminary review of the Appeal, or that a hearing will proceed and the format for the hearing.

Appeal Committee

- 4.8 Where an Appeal hearing will be conducted, the Chair will establish an Appeal Committee. The Appeal Committee will consist of the following membership:
- a) The Chair of the Board of Governors will act as the Chair of the Committee.
 - b) The Chair of the Human Resource and Compensation Committee.
 - c) A minimum of two, and up to four additional government-appointed Board members.
- 4.9 The Appeal Committee may, in its sole discretion, respond to the Appeal in the following ways:
- a) Dismiss the Appeal on a summary basis;
 - b) Request further written submissions from any party or witnesses to the Appeal;
 - c) Make a decision on the Appeal solely based on written submissions from the parties;
 - d) Take any other steps that the Appeal Committee deems appropriate in the circumstances in order to determine the result of the Appeal.

Review of Written Submissions by Appeal Committee

- 4.10 Where it is determined that the Appeal will be considered through written submissions, the Appeal Committee will review the Statement of Appeal and any responses from the President.
- 4.11 Following deliberations and any decision by the Appeal Committee, the Chair will inform the Appellant and President of the Appeal Committee’s final decision.

In-Person Hearing

- 4.12 The Governance Office will inform the Appellant of the scheduled date of any in-person hearing.
- 4.13 The Appellant will acknowledge receipt to the Governance Office within two (2) days.
- 4.14 The in-person hearing will take place as follows:
 - a) The Appellant may make opening statements stating their position with respect to grounds of appeal, including any relevant supporting facts, and outline any relief sought through the Appeal process.
 - b) The President may provide a response related to the Appellant’s opening statements and Statement of Appeal.
 - c) After each party has had an opportunity to present, the Appeal Committee may pose questions to the Appellant, President, or other witnesses present at the hearing.
 - d) The Appellant and President will be invited by the Chair to make closing statements.
- 4.15 The Appeal Committee will consider the originating grounds for appeal, any written submissions, and statements of all parties present at the hearing.
- 4.16 The Appeal Committee will conduct its deliberations on the President’s decision with only its membership present.
- 4.17 Following deliberations and any resulting decision by the Appeal Committee, the Chair will inform the Appellant and President of the Appeal Committee’s final decision.

5. Appeal Timelines

5.1 An overview of timelines for the Appeal Procedures is outlined in the table below. Timelines may be extended in exceptional circumstances at the discretion of the Chair.

Appeal Procedure	Timeline ¹
Initiating an Appeal	A Statement of Appeal must be received by the Governance Office within fifteen (15) days of the Appellant receiving notice of the Suspension.
Preliminary Review	Within ten (10) days of receiving the Statement of Appeal, the Chair will conduct the Preliminary Review and communicate the decision to the Appellant.
Appeal Committee	An Appeal Committee will be established within seven (7) days of the Preliminary Review decision being communicated to the Appellant.

¹ Any references to “days” in this procedure refers to the number of business days.

Appeal Procedure	Timeline ¹
Hearing	The Appeal Committee will review the Appeal within seven (7) days for written submissions, or hold an in-person hearing within ten (10) days . The Appellant will acknowledge the date of any scheduled in-person hearing within two (2 days) of receipt.
Decision(s)	Following the Appeal Committee’s review and deliberations on the Appeal, the Committee’s decision will be communicated to the Appellant and President within five (5) days .

6. Related Acts and Regulations

None.

7. Supporting References, Policies, Procedures and Forms

Statement of Appeal to the Board of Governors Form (link opens in Downloads folder)

Education Decisions Appeal Policy

Student Non-Academic Misconduct Policy

Academic Integrity Policy

Sexual Violence and Misconduct Policy

History / Revisions

Date	Action
2025-10-21	<i>New Procedure Approved by OC Executive Team:</i> Procedures for Appeals to the Board of Governors (ABGPR_2509R_BG/GOV)