

Policy Report

TO: The University Community

DATE: March 10, 2026

PRESENTED BY: Niall O'Halloran, Manager, Policy & Privacy

SUBJECT: Policy instruments proposed for revocation

BACKGROUND/CONTEXT & RATIONALE:

Further to an examination of all 162 policy instruments currently overdue for review, the Manager, Policy & Privacy, in collaboration with policy owners, has identified ten policy instruments that can be revoked at this time. The policy instruments are proposed for revocation because they: i) no longer significantly contribute to the achievement of the University's goals and priorities; ii) have been effectively replaced by other policy instruments; or iii) there are alternate ways to accomplish the goals of the policy instruments.

In some cases, the recommendation is to move some of the existing content into another, related policy instrument. Provided the content moved is not substantively altered, this would be considered an editorial amendment to the Policy. The revocation of policies will be processed as a substantive amendment, with opportunity for consultation.

Consultation and Approval Path:

The policy instruments identified for revocation are not consistent in their categorization or approval authority. However, the instruments are all either Administrative policy instruments, or Legal Compliance and Governance Directives. The Consultation Path and Approval Authority for Administrative Policies, and LCG Directives is the same, and will be adopted.

The Policy Advisory Committee has been given the first opportunity to review the list of proposed policy revocations attached. The consultation path will be as follows:

- Policy Advisory Committee (complete)
- Online Consultation (Written Consultation)
- Academic Council (Written Consultation)
- Senior Leadership Team (Deliberation)
- President (Approval)

The attached report identifies several policy instruments proposed for revocation by their respective Policy Owner.

HOW TO COMMENT:

Comments can be submitted using the [policy consultation form](#) . Comments submitted will be considered by the respective Policy Owner. The comment period will be open until March 24 at 3pm.

POLICY INSTRUMENTS PROPOSED FOR REVOCATION

Policy Instrument	Proposed Outcome	Comments
Procedures for the Determination of Contractor Status (Administrative)	Revoke	Rules for independent contractor test will be moved into the form and continue to be applied.
Credit Card Procedure (Administrative)	Revoke	Credit Card rules will be moved into employee application for credit card.
Employee Phone Directive (Administrative)	Revoke	Smart Phone rules will be moved into employee application for smart phone.
Procedure for Payment of Honoraria (Administrative)	Revoke	Honorarium rules will be moved into employee application for honorarium payment.
Aircraft Approval Directive (LCG)	Revoke	This issue could be addressed by a community-facing risk management bulletin.
University-Hosted Event Risk Management and Approval Directive (LCG)	Revoke	This policy is part of the larger space booking policy project. Revoke and incorporate relevant portions into the procedures for space booking through the current review that is being undertaken.
COVID-19 Face Coverings Directive (Administrative)	Revoked ¹	Revoked by Approval Authority. Policy adopted in response to public health guidance. Current public health guidance recommends masking in certain circumstances but does not require it.
COVID-19 Mandatory Vaccination Directive (Administrative)	Revoked ²	Revoked by Approval Authority. Policy adopted in response to public health guidance. Current public health guidance recommends annual vaccination for eligible adults (with an additional dose for at-risk individuals) but does not require it.

¹ No link available

² No link available