

APRC Guide to Creating or Renewing a Policy

Follow these **three phases** to renew an existing policy or create a new one. Information can be found here: [Policies](#)

During this process, consider the [four lenses](#) of decolonization; equity, diversity and inclusion (EDI); trauma-informed practice; and gender-based analysis plus (GBA+).

This process is documented at a high level in [Policy 1000: Policy Development Process](#).

1. Assessment, Needs Identification & Briefing

- Delegated policy writer completes the [Intent to Review](#) (ITR) form.
- Email adminpolicy@selkirk.ca , include Intent to Review Form and Original Policy attachments
Label as
 1. Policy XXXX _ Existing
 2. Policy XXXX _ ITR
- Attend the APRC Meeting as scheduled.
 - Share rationale for review (or new policy).
 - Receive feedback from APRC regarding ITR (i.e., additional groups for consultation, new provincial guidelines, and related policies).

Tips

- For existing policies, assess the successes and pain points of the existing policy implementation. (Keep a log of policy infractions, challenges and feedback over the life of a policy.)
- For new policies, document the identified need for the policy and share it with the appropriate policy committee for review.
- Ensure there is a clear purpose for the policy that aligns with the college's mission, vision and strategy. Consider whether the document needs to be a policy or whether the issue is more procedural in nature.
- Briefly document your policy development plan, including your draft consultation schedule.

2. Research, Consultation & Development

- Create a plan for consultations. Record and incorporate information, conversations, and engagement for the draft policy. Note: consultation is an interactive engagement with targeted groups or parties following the Intent to Review and before a draft policy is presented to the APRC. Policyholders can determine whether to bring a rough draft of their policy to these conversations for consultation or to consult more broadly on the policy's purpose, scope and impacts. Document this process in a structured table to track engagement.
Consultation Timing: Avoid scheduling community consultation between **July 15 and August 15** whenever possible, to ensure broad participation. Exceptions may be made for urgent policies with prior internal consultation.

Party/Group	Contact	Outreach Date	Meeting Date	Themes from Consultation
Group A	John Lennon	YYYY-MM-DD	YYYY-MM-DD	Key concerns and input
Group B	Yoko Ono	YYYY-MM-DD	YYYY-MM-DD	Key themes from meeting

- Conduct research (including consultation) to support the policy. Potential research questions are available on <https://selkirk.ca/about-selkirk/leadership-governance/policies> , including ideas to capture the four lenses of decolonization, EDI, trauma-informed practice, and GBA+.
- Develop the draft policy. Use the up-to-date Policy Template found in Policy 1000.
- Email adminpolicy@selkirk.ca , include draft policy
Label as
3. Policy XXXX _ Draft for Feedback
- Attend the APRC Meeting as scheduled to share the draft and discuss it with the committee.
- Once a draft policy has been reviewed by APRC, a summary of the intent to review will be shared with the Leadership Team via the APRC meeting minutes to the LT consent agenda. This gives LT members an opportunity to flag missed consultations or offer input. Full draft policies are not required unless specifically requested.
- Once community feedback is received, compile the feedback received on policies, along with the policy holder's analysis and resulting changes to present to APRC. Note: This is a table for a policy holder to create following the receipt of 'community feedback' on the draft policy. Community feedback is submitted via a form distributed in the employee newsletter.

Tip: Consider completing the feedback tracking table **as you receive input throughout the consultation process** rather than waiting until the end. This helps ensure feedback and rationale for changes are accurately recorded, especially for policies that take several months to finalize.

Feedback Received From	Verbatim Feedback	Summary of Feedback	Policy Holder's Assessment	Proposed Changes to Policy
Name or Anon	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	Concern about clarity	Policy holder sees value in clarification	Revised wording in Scope section
Name or Anon	It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages.	Suggestion for added scope	No change necessary; outside policy intent	No changes made

3. Final Review, Communication & Implementation

- Email adminpolicy@selkirk.ca , include revised policy
Label as
 4. Policy XXXX _ Summary of Feedback
 5. Policy XXXX _ Final for Approval
- After final approval from APRC, present policy with summary document (template below) to the president for final approval.
- New/renewed policy will be uploaded to the website, and changes will be communicated to the college community, along with rationale and implications.

Below is a template summary document for policyholders to write and share with both APRC and later, with all employees when the policy is approved. It helps employees understand how their feedback was treated. A sample is here: [Institutional Communications and Brand Stewardship](#).

Scope & Purpose of the Policy

The [Policy Name] policy aims to [purpose]. This policy was developed to address [specific issue or area] and is intended to provide [intended impact or outcome]. The policy is effective as of [Effective Date].

Policy Development Process

The development of this policy followed a structured consultation process to ensure it reflects the needs and perspectives of key parties affected. This included engaging with [XYZ], gathering feedback through [meetings, surveys, etc.], and refining the draft based on input.

Key Themes from Feedback & Responses

Below is a summary of the main themes raised during the consultation and how they have been addressed:

- **[Theme 1]:** [Summary of concern or feedback]. Response: [Explanation of how feedback was incorporated or why changes were not made].
- **[Theme 2]:** [Summary of concern or feedback]. Response: [Explanation of how feedback was incorporated or why changes were not made].

Implementation & Roll-out Plan

The policy will be implemented in [specific phases/timeline] to ensure smooth adoption. Support and resources will be available through [e.g., training sessions, guidance documents, help desk].