**APPENDIX “A”**

**CONSULTATION PLANNING**

College policies can be complex. They can have broad, differing, or unanticipated impacts on College Community stakeholders. Seeking input from relevant stakeholders **in advance of drafting the policy** can surface issues and gaps. This consultation plan is designed to assist you in planning to consult with the relevant members of the College Community while planning and drafting your policy. It is intended to help you identify the subject matter experts and relevant stakeholders you may considering meeting and with whom you may work together to develop an approach to drafting and/or renewing the policy/procedure.

|  |  |
| --- | --- |
| 1. **Consider whether any other College stakeholders, including students, are impacted and could or should be consulted as part of the policy/procedure’s development:** | |
| Students’ Association  Human Resources/Labour Relations  Sustainability  Advancement  Communications  Research, Partnerships and Innovation  Finance  ITS  Safety and Health  School of Business and Applied Arts  School of Continuing Education  School of Education Arts and Sciences  School of Health Sciences and Community Services  School of Hospitality and Culinary Arts  School of Indigenous Education  School of Skilled Trades  Student Support Services  Procurement  Truth and Reconciliation Manager  Resource and Resolution Advisor  Diversity and Equity Officer  Registrar  Other Stakeholders or SME  Who are the “other” stakeholders that you believe should be involved? | |
| 1. **How may these stakeholders be affected by the proposed policy/procedure and how does this impact the kinds of consultations you undertake?** | |
|  | |
| 1. **Consider whether it would be helpful or appropriate to form a Policy Working Group, a group of SMEs/stakeholders to work collaboratively to develop an approach to the policy/procedure prior to drafting and to assist you in vetting a draft of the Policy from an interdepartmental perspective.**   **Yes  No** | |
| *If no, how will you consult with the stakeholders? Consider whether surveys, staff news or other mechanisms may be appropriate.*  *If ‘Yes’, consider who should be asked to form the membership of the Policy Working Group.* | |
| 1. **Are there timing constraints or risks**   **Yes  No** | |
| *If yes, what are they*  *If yes, how will you address them?* | |
| 1. **Plan your stakeholder engagement/consultation timeline.** | |
| |  |  |  | | --- | --- | --- | | **Consultation date** | **Stakeholders** | **Consultation Type** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
| **Name of Policy Owner:** |  |
| **Name of Designate:** |  |
| **Date:** |  |