



Attachment 1
Policy Template Guide

Policy Number:	(Assigned by General Counsel)
Policy Title:	
Policy Owner:	(Department in College: MEG-SLT)
Effective Date:	(date that the policy was created)
Last Revised:	(date the policy was last revised)

1. Purpose

The purpose of the policy is a short description of what the policy is intended to do. This section should be kept clear and concise (1 to 4 sentences).

2. Application and Scope

This section identifies the stakeholders who are governed or affected by the policy.

3. Definitions

This section lists unique terms that add to the reader's understanding of the basic policy or procedure. Terms listed here should define unfamiliar or technical terms, define terms with special meanings and must be posted in alphabetical order.

4. Principles

These are fundamental foundation statements of the values that the College holds in relation to this specific policy.

5. Accountability and Compliance

5.1 Accountability Framework

Refers to who is responsible for approving the policy (will always be SLT)

5.2 Compliance

Discusses who owns the policy and what overarching materials they are guided by.

6. Rules

This section is the information section of the policy and discusses the rules and guidelines that govern the policy. Procedural information should not be located here.

7. Policy Revision Date

7.1 Revision Date

Date of next review (ex. March 2017)

7.2 Responsibility

Who will conduct the review and how often the review will take place. The standard timeline for revision is every five years or earlier where required.

8. Attachments

Any supporting documentation (appendices, forms, flowcharts etc.) that adds value or clarification to the policy).

9. Specific Links

This section lists information that supports the specific policy and is arranged in order of importance or level of involvement in the policy. These documents may be internal or external to the College (i.e. other policies, legislation etc.).