



## Medicine Hat College Procedure SECURITIES

Procedure #: PR-CA-02-03  
Procedure Authority: Executive Director, Advancement and Community Relations  
Executive Sponsor: President and CEO  
Approved by: President and CEO  
Effective Date: October 11, 2023

### 1. PURPOSE

This procedure outlines the process to be followed when receiving securities.

### 2. SUPPORTING

CA-02 Donations and Fund Development (the **Policy**)

### 3. DEFINITIONS

All terms used throughout this procedure that are not otherwise defined herein shall have the meanings ascribed to as such under the Policy.

- **Securities:** publicly traded shares of the capital stock of a corporation.

### 4. PROCEDURE

The securities of publicly traded companies that are acceptable by the college are those that are registered for trade at a securities exchange in Canada or the United States. These include mutual funds and some retirement plans.

Step	Action	Responsibility
1.	Discuss giving intentions with donor and/or donor representative.	Community Engagement
2.	Establish a gift agreement between Medicine Hat College (MHC) and the donor.	Community Engagement
3.	Establish value of securities for receipting and recognition purposes on the appraised "fair market value" at the close of the day of the legal transfer of ownership to MHC.	Financial Services
4.	Establish appropriate account type.	Community Engagement Financial Services

MEDICINE HAT COLLEGE PROCEDURE - SECURITIES

5.	Issue tax receipt for the value on the day the ownership of securities was received by MHC.	Financial Services
6.	Activate funds based on gift agreement.	Community Engagement

***ORIGINAL COPY SIGNED***

---

Kevin Shufflebotham  
President and CEO

Date: October 11, 2023

**DOCUMENT HISTORY**

October 2023 Procedure Approved