



Medicine Hat College Policy PROCEDURES

Policy #:	GA-02
Policy Authority:	Manager, Policy and Compliance
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	October 28, 2020
Next Mandatory Review Date:	October 28, 2025
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

This policy provides the parameters around the development, approval, communication, implementation and maintenance of procedures.

2. POLICY SCOPE

This policy applies to all college-wide procedures under the authority of the President and CEO and/or applicable Vice-President.

3. DEFINITIONS

- **Executive Sponsor:** a member of the Executive Committee (EC) who is accountable for policies and procedures within their area of responsibility.
- **MHC or the College:** Medicine Hat College.
- **Policy:** a college-wide document that provides information to establish authority and responsibility and defines scope and limitations on activity. Policy is established to ensure organizational compliance with legislation and set structure as an enabler for organizational objectives.
- **Policy Authority:** a college employee who is responsible for policy development and implementation as delegated by the executive sponsor.
- **Procedure:** a college-wide document that provides instructions or processes for how policies will be applied.
- **Stakeholders:** employees, students, organizations, and community members who have been determined to have a vital stake in and/or are impacted in a direct or indirect manner by the policy.

4. PRINCIPLES

Procedures are a foundational element of the institution that provide information and instruction on how policy is to be implemented and applied.

5. DIRECTIVES

- 5.1 Procedures have college-wide application and are subject to approval by the applicable executive sponsor.
- 5.2 Procedure development and ensuring stakeholder engagement and review is the responsibility of applicable procedure authority.
- 5.3 Procedures will align with the mission, vision, values and guiding principles as set out by the MHC Board of Governors.
- 5.4 Stakeholders will be identified and engaged as part of the development process.
- 5.5 Procedures will be reviewed regularly as determined by the procedure review schedule. Ad hoc reviews may be required as a result of changes to legislation, regulations or for administration/editorial purposes.
- 5.6 Procedures will be made available internally and to the public as required.
- 5.7 Procedures will clearly identify roles and responsibilities, process steps as applicable, and will include any forms.

6. RESPONSIBILITIES

- 6.1 **Executive Committee** is responsible for overarching oversight of MHC procedure development activities and for approving procedures.
- 6.2 **Executive Sponsors** are responsible for
 - (a) procedure development within their activity area, and
 - (b) approving procedures.
- 6.3 **Policy Authorities** are responsible for
 - (a) providing subject matter expertise for procedure development,
 - (b) engaging stakeholders, and
 - (c) ensuring the procedure is kept current.
- 6.4 **Stakeholders** are responsible for meeting deadlines to provide timely and substantive feedback.
- 6.5 **Manager, Policy and Compliance** is responsible for
 - (a) managing the procedure development and approval processes, and
 - (b) maintaining the Policy and Procedure Framework.

7. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

8. RELATED POLICIES

GA-01: Policies

9. RELATED PROCEDURES

PR-GA-01-01: Policy and Procedure Development and Approval

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: October 28, 2020

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: October 28, 2020

DOCUMENT HISTORY

March 2015 Policy approved
October 2020 Revised policy approved