

POLICY TITLE	AF-03 Procurement & Contracting
POLICY HOLDER	Director, Finance & Administrative Services
ORIGINAL DATE	January 1999
REVIEW DATE	June 8 2016
REVISED DATE	June 8 2016
NEXT REVIEW	June 2020

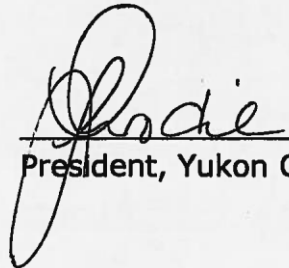
POLICY

Yukon College will strive to maximize the value received in the procurement of goods and services and is committed to ensuring that any resultant contract is in the College's best interests. Except as otherwise delegated the purchase of goods and services will be processed through the Procurement & Contracts Office.

This policy includes procedures for ensuring College procurement processes are fair and transparent and are conducted in an ethical manner in accordance with applicable laws, and with generally accepted business practices for public sector entities.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 8 day of June, 2016.



 President, Yukon College

2016-06-08

 Date

1.0 PURPOSE

Yukon College is a complex and dynamic institution working with a diverse partnership network, student body, and general public. The College strives to provide a working environment that encourages employees to manage College resources prudently and ensure fair, consistent, and transparent procurement practices when conducting College business.

Pursuant to the Yukon College Act, Section 4(1) (a) the College may “establish and implement policies concerning the organization, administration and operation of the College.” And pursuant to Section 4(4), with respect to the making of contracts, making payments under contracts, and the disposition of assets, “the College shall establish and follow procedures which are not inconsistent with the procedures followed by the Government of the Yukon”; and pursuant to the Yukon College Act, Section 14(2) “The Financial Administration Act does not apply to the College.”

The College is committed however, to ensuring administrative and operational policies incorporate Board of Governors policies, comply with laws, and reflect the College’s values, and ethical requirements.

This policy works in conjunction with federal and territorial standards to ensure that the College’s procurement and contracting procedures and controls consistently comply with generally accepted accounting principles for public sector entities.

The College is a publicly funded institution and must conduct its acquisitions of goods and services in a responsible manner while attempting to obtain the best value. The Procurement & Contracts Office is responsible for ensuring the purchase of goods and services for the College is fair and transparent and follows ethical business practices in accordance with applicable laws.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Act
Income Tax Act
Procurement and Contract Law for Public Sector Entities

Any applicable trade agreements (e.g., Agreement on Internal Trade, North American Free Trade Agreement, Comprehensive Economic and Trade Agreement, etc.)

HR-01 Recruitment & Hiring Policy

PO-04 Conflict of Interest Policy

AS-01 Approval Authority Policy

AS-04 Finance Policy

3.0 SCOPE

This policy applies to all College employees, contractors, vendors and research recipients.

4.0 DEFINITIONS

N/A

5.0 PROCEDURES

Standing delegations for all employees with appropriate approval authority and delegations for specific program areas are listed in Appendix A – Delegated Procurement & Contracting Authority.

Employees are encouraged to consider anticipatory tendering of goods and services as soon as there is a reasonable expectation that such will be required. In some cases the preparatory work such as the tendering can be completed leaving only the contract to finalize once the final approval is given for the goods, services, and/or projects, etc.

Employees can obtain budgetary quotes from one or several vendors for funding proposals or other budgetary requirements when the expectation of a tendering of goods and services is unknown. The price quote must be received in writing from the vendor on the budgetary quote form available on the Procurement and Contracts office page on the internal College website. Employees must not commit to ordering any goods or services at this stage.

Procurement and Contracts staff are available upon invitation to meet with College staff at Divisional meetings or Administrative Group meetings to review and discuss procedures and upcoming requirements.

5.01

There are general delegations as follows:

- Petty cash transactions up to \$100 – see 5.011 below
- Request for Payment process – see 5.012 below
- Low Value Purchase form - see 5.013 below
- Low Value Contract form – see 5.014 below
- Corporate Visa – see 5.015 below
- Standing agreements – see 5.016 below

5.011 Petty Cash

Petty cash funds may be used to reimburse expenses, not exceeding \$100.00, for local travel, parking, city fares, small purchases, approved entertainment expenses, meals, program food costs and supplies and such other expenses and reimbursement. Petty cash funds shall not be used for:

- personal expenditures;
- cashing of personal cheques;
- payment of overtime or any wages for employees on regular payroll and
- advances for any purpose.

The Petty Cash Reimbursement form, with receipt attached, must be approved by an employee other than the employee that is being reimbursed that has budget expenditure authority for the coding the transaction is being charged to. The form must be submitted to the Accounts Receivable Clerk in Financial Services.

5.012 Request for Payment

A Request for Payment may be submitted to Financial Services (Accounts Payable) in situations of purchases up to \$250 by employees, or where a non-negotiable price has been established for the service and there is little risk to the College through the performance of the contract. Examples include such transactions as:

- Individual, corporate, or professional association memberships – no dollar maximum – requires approval of one-up supervisor;
- Individual seat purchases for staff participating in training courses outside the College- no dollar maximum - requires approval of one-up supervisor;

- Trade show registration/booths – no dollar maximum (in some instances a formal contract may still be deemed appropriate, and necessary to protect the College’s interests);
- Conference fees – no dollar maximum (travel expenses such as meals and incidentals will be reimbursed through a travel claim) - requires approval of one-up supervisor;
- Advertising up to \$10,000/occurrence through the College Relations Office, that is not covered under a Standing Agreement, as per their delegation;
- Freight bills that do not exceed \$250 (a Low Value Contract can be used for freight bills up to \$2,000, and a formal Purchase Order must be issued through Procurement for freight costs that exceed \$2,000);
- Reimbursement to employees for goods purchased up to \$250/transaction including taxes and other charges - requires approval of an employee other than the employee that is being reimbursed that has budget expenditure authority for the coding the transaction is being charged to. ;
- Advance payments that are stipulated under a signed contract.

The Request for Payment form will include financial coding and appropriate signing authority approval and will be attached to the invoice and submitted to Financial Services (Accounts Payable) for processing.

5.013 Low Value Purchase form (LVP)

Any employee with appropriate approval authority may use an LVP to acquire:

- goods valued up to \$2,000, including freight, duties, and taxes, subject to the exceptions noted below, from any vendor. A signature from the vendor is not required in this instance.
- goods/services **under an existing Standing Agreement** to the value specified in the agreement and subject to appropriate approval authority. A signature is required from the vendor in this instance, except where the rates being charged by the contractor/vendor have already been established in the Standing Agreement contract and written communication has occurred that clarifies the nature of work to be done.

5.014 Low Value Contract form (LVC)

Any employee with appropriate approval authority may use a Low Value Contract (LVC) for any service contract up to \$2,000, subject to ensuring the transaction meets the Canada Revenue Agency (CRA) requirements for an independent

contract – see 5.021, and subject to the exceptions noted below. The vendor must sign the LVC before the work on the contract begins.

Exceptions for LVP and LVC:

Employees may not use a Low Value Purchase, or a Low Value Contract Form for transactions such as:

- Meals on approved travel will be reimbursed through a travel claim using the applicable per diem rates;
- Paying employee salaries. Such relationships should be processed as casual hires in accordance with Yukon College policy, HR-01 Recruitment & Hiring Policy;

5.015 Corporate Visa

A corporate Visa card may be used to acquire **goods** up to \$2,000 per transaction, including taxes, duties and freight, such as a phone confirmations or online transactions.

In addition and unless otherwise approved by the Procurement & Contracts office or the Director, Finance & Administrative Services, a corporate Visa card may only be used to acquire the following specific **services** up to \$2,000 per transaction:

- Hotels and airfares;
- Conference fees, trade show registrations, subscriptions, and memberships;
- The IT Unit may use corporate Visa to pay for software, licenses and renewals.
- Hospitality claims.

- Meals on approved travel cannot be purchased using the Corporate Visa as they will be reimbursed through a travel claim using the applicable per diem rates.

Other services may be considered with the approval of the Procurement and Contracts Office.

All Visa transactions will be supported by original receipts.

Corporate Visa bills and coding sheets will be circulated monthly and must be approved by the appropriate approval authority for the cardholder (Dean, Director,

VP or President). Original receipts and the coding sheets must be forwarded to the Procurement Officer in a prompt manner to ensure accurate coding of expenditures.

5.016 Standing Agreements

Procurement & Contracts will arrange to have standing agreements established for standard, repetitive acquisitions of goods and services. Unless sole sourcing is justified, each opportunity will be tendered and a primary and secondary standing agreement established to ensure better pricing, consistent service, and simplified administration.

Where primary, or primary and secondary standing agreements are established the primary provider should be approached first and if they are unable to provide the good or service a note should be made on the LVP form (e.g., primary provider not available). If a secondary provider is in place they should be approached next and if they are unable to provide the good or service, a similar note should be made (primary and secondary provider not available) on the purchasing document (LVP, credit card, etc.) that is then used to acquire the good or service from any other alternate provider.

An LVP form must be presented to the vendor/contractor when accessing goods and services under a standing agreement except for those services that use a unique request form such as vehicle rentals, external print services, travel services, business cards etc. or in some specific instances that are documented in the Standing Agreement. A vendor signature is required on the LVP form in this instance.

The standing agreement reference number must be noted on the LVP form – the reference numbers are published on the Procurement and Contracts Office page of the College’s internal website.

The maximum limit per transaction will be stated in each standing agreement and will be noted on the Procurement and Contracts Office page of the College’s internal website.

Divisions may request the establishment of a standing agreement by contacting the Procurement & Contracts office at procurement@yukoncollege.yk.ca.

5.017 Honoraria Payments

Honoraria payments are normally limited to payments to board and committee members and individuals that attend and/or participate in classes or at events. If other situations arise that could warrant the payment of an honoraria, please see Financial Services. An Honoraria Request Form must be used for honoraria payments.

5.02 Procurement and Contracting Transactions

A purchase requisition must be completed and entered into the Banner Administrative System for purchases of goods or services with a total cost of more than \$2,000 or what is stated in the standing agreement. The amount can either be the maximum budget amount, or the quoted amount.

When Procurement is conducting the tender process the specifications for goods acquisitions must be emailed to the Procurement & Contracts office and should be described as generically as possible to ensure the widest range of available vendors with all vendors being provided with identical terms of reference on which to base their tender. The terms of reference for services required should describe as much of the following as possible:

- What services are to be provided;
- When they are required;
- Where and/or how the services will be delivered;

Any specific issues regarding:

- The provision of materials or equipment;
- Ownership of intellectual property and/or copyright;
- Financial and/or project reporting.
- Any specific payment terms (if they exist such as under a funding agreement)

5.021 Canada Revenue Agency requirements – independent contractors

Tenders or contracts for services may only be issued when the conditions of the service are in accordance with the Canada Revenue Agency (CRA) guidelines for independent contractors. The employee vs. independent contractor checklist on the

Procurement & Contracts office page of the College internal website must be completed for all contemplated contracts with individuals (unincorporated or unlimited businesses).

Where the nature of the transaction does not fit within the CRA definition of a contract for service, an employment contract (casual or term) should be considered through the Human Resources office.

One general requirement is for all instructional services to be engaged through employment contracts unless the contractor owns the curriculum being delivered. In the latter situation a service contract approach may be considered. If the contractor has curriculum that was developed outside of the College contract, the contractor would be considered to own the curriculum.

5.03 Sole Source Purchase

Normally the acquisition of goods and services is subject to a competitive bidding process. Acquisitions that fall within the stated delegated authorities such as petty cash, LVP/C, Visa, etc. do not require a competitive bidding process although staff members are still expected to obtain best value.

In order to process any other transactions without a competitive process the Application for Sole Source form (Forms on the College internal website) must be completed indicating one of the following reasons for the direct source, or brand specific purchase:

1. The vendor is the only provider of the good or service within the geographic area normally associated with the type of good or service being acquired;
2. The good or service is an 'add-on' to an already acquired good or service (i.e. adding a component to a piece of equipment already purchased);
3. The brand of equipment has been sole sourced:
 - a. for consistency of research or training in a classroom,
 - b. for consistency of maintenance or servicing,
 - c. for consistency with the industry we are providing the training for or research,
4. In the opinion of the Dean, Director, or VP a particular vendor is required to deliver the good or service to ensure the success, continuation, or viability of the

service or program at the College, or is essential to meet the terms of an established partnership with the College

5. For specialized and technical goods/services, the Dean, Director, or VP may request that staff/faculty, as the technical expert(s), perform a due diligence search to ensure best value is obtained for the College.

One of the above five points must be used to justify the direct sourcing, or brand specific nature of the acquisition, and the Application for Sole Source form should be submitted to the Director of Finance and Administrative Services for review and approval before any discussions or arrangements are made with the preferred vendor/contractor. As well when requesting a sole source to a specific vendor or contractor, any perceived Conflict of Interest with that vendor or contractor must be noted so it can be assessed at that time. Contact with the vendor is acceptable when requesting quotes as outlined in Section 5.0 and 5.04.

For specialized and technical goods/services, the Director of Finance and Administrative Services may deny the request for the sole source and ask Procurement and Contracts to either review a procurement process by another institution that we wish to rely on in making our decision to acquire the same unit(s)/services or engage specialists to assist in the tender development process (specifications) and to assist in the evaluation of submissions under a tender process.

Any brand sole sourcing should be reviewed on a regular basis to determine if it is still appropriate.

Contracts for speakers:

May be sole sourced (without the completion of the Application for Sole Source form) to a maximum value of \$5,000 by any person with sufficient approval authority, and to the maximum value of \$20,000 with the approval of the President. A requisition is still required as a contract will be issued by Procurement and Contracts to the sole sourced business or person. A speaker would be contracted to speak on a certain topic for the College. Speakers do not include meeting or session facilitators.

Contracts for consultants:

Consulting services (including facilitators) may be sole sourced to a maximum value of \$20,000 (without the completion of the Application for Sole Source form) with the approval of the President.

5.04 Tendering

For purchases of goods to \$2,000 (on VISA or a Low Value Purchase form):

No formal tendering is required however staff are expected to obtain best value.

For purchases of services to \$2,000 (on a Low Contract Value form):

No formal tendering is required however staff are expected to obtain best value.

For purchases of goods and services <\$20,000:

The Procurement & Contracts office normally tender the requirement to maximize efficiency but divisions may tender the requirement themselves using the forms and processes outlined on the Procurement and Contracts Office page on the College internal website. Divisions may only tender their own requirements when the specifications are of a complex technical nature and it is easier for the division to describe the specifications themselves to vendors.

When a Division is conducting the tender process of goods/services up to \$20,000, the Division will be responsible to ensure the process outlined on the Procurement and Contracts Office page has been followed and documented. Any vendor/contractor concerns over the process or the award will be referred to the Division for a response.

For purchases of goods and services >=\$20,000:

The Procurement & Contracts office will invite at least two (2) and preferably three (3) competitive bids. In such cases quotes will be invited from within the geographic area (Whitehorse and/or the community affected), and where practical at least one comparator from outside the region. All vendors in the local community will normally be invited to bid on larger purchases.

Contracts for speakers or consultants: See Section 5.03.

Formal Tender:

Will normally be issued for expenditures over \$50,000 by the Procurement & Contracts office, except when otherwise approved by the Director, Finance & Administrative Services. Formal tenders will include the placement of advertisements in local papers and may include invitations for bids to out-of-region vendors, and the use of online tender services.

5.05 Evaluation and Award of Contract

An evaluation committee will be established and chaired by the Procurement & Contracts office as soon as is reasonably possible after the closing of a tender for those tenders conducted by Procurement. For simple tenders the evaluation committee may only include Procurement and Contracts and one member from the client group.

As noted above, Divisions may tender their requirements up to \$20,000 subject to the procedures noted in section 5.04. In those situations the evaluation process will be conducted by the Division and they will forward the final evaluation decision and other information to Procurement and Contracts for the completion and issuance of the contract/PO.

The Procurement & Contracts office will award and sign all expenditure contracts to vendors/contractors for goods and services other than those on the stated delegations. Where a contract is with an academic partner, a Dean and/or the Vice President Academic and/or President will sign as well.

5.06 Research Contracts – Yukon Research Centre (YRC)

The decision to fund YRC research proposals will be made in accordance with the policies and procedures of the Yukon Research Centre. A standard YRC Research Funding Agreement for research activities will be prepared, issued and signed by the Procurement & Contracts office with a covering Purchase Order based on the terms of reference (Project Charter) provided by the YRC which shall include, in word format:

- The legal name, address and contact information of the recipient
- A description of the project – timelines and payment schedule
- A description of the intellectual property related to the project

- Any other terms that might be specific/relevant to the project.

and an approved requisition in Banner.

Standard support services used in the conduct of research projects such as transportation, accommodation, and administrative support (that would not be considered as research in nature) should be processed through the Procurement & Contracts office under a service contract process, including the sourcing of the contractor and the awarding and signing of the contract.

All acquisition of goods and assets by YRC, that are not related to specific research funded projects, will be processed through the Procurement & Contracts office, unless they fall within stated delegations.

5.07 Specific additional authorities required

Specific additional authorities are required when acquiring certain goods or services as outlined below:

- **Information Technology Acquisitions**

The acquisition of any computer hardware component and/or information technology device requires the review and prior approval of the - Information Technology (IT) office. This includes devices such as a printer, scanner, workstation, etc., cell phones, mobile tablets and excludes minor peripherals such as mice, keyboards and cameras. All computer software licenses and software must be reviewed and approved by the IT office.

The IT unit will publish a list of acceptable devices on the College's internal web site.

- **Assets**

Controllable assets are physical items that cost more than \$100 and less than \$2000 and have an expected life span of more than one (1) year. Controllable assets may be purchased using a LVP or on a College Visa, or through the Procurement & Contracts office only.

Capital assets are physical items that meet the following conditions:

- The asset costs more than \$2000;
- The asset is a unit consisting of several pieces that cannot function alone and are collectively valued over \$2,000;
- The asset has an expected life span of more than one (1) year;

To determine the total value of an asset the following costs will be included:

- Installation costs;
- Applicable taxes and tariffs;
- Any other costs directly associated with the purchase and installation.

All capital assets will be purchased in accordance with College standards, be identified with an asset tag, and be tracked and monitored as part of the College's capital inventory. The purchase of any capital asset is also subject to special project approval unless the asset is being purchased with third party funds.

Any loss or damage to capital assets will be immediately reported to the Director, Finance & Administrative Services.

The College will dispose of surplus, obsolete, and other unusable capital and operating equipment in an ethical manner that is not inconsistent with the procedures followed by the Government of Yukon. All equipment will be assessed for other uses within the College first, and where such equipment is deemed surplus, the College will strive to recapture the best return from the equipment.

- **Furniture Acquisitions**

The acquisition of furniture should adhere to the following principles:

- Better quality items should be acquired where reasonable to ensure longer life and better warranty;
- Items should be easy to clean and maintain;
- Items should not present obvious safety hazards such as sharp edges, glass pieces, etc.;
- Acquisitions should adhere to any 'look and feel' standards in place:
 - Desks must be light colored wood or wood substitutes (maple, pine, etc.),
 - For office furniture consider locally made where possible.

There is a campus-wide multi-year Furniture Replacement Cycle in place for furniture for offices and learning spaces, maintained by the Student & Infrastructure Support Unit. Please direct furniture replacement prioritization queries to the Director of Student & Infrastructure Support, in order to determine whether your request can be met within that cycle. Replacement of furniture over \$2,000 outside of this cycle must follow the special funds request process. All furniture purchases must fit within the Furniture Standards (available on the Procurement and Contracts Office page on the internal College website) jointly set by College Relations and Student & Infrastructure Support.

5.08 Conflict of Interest

The provisions of Conflict of Interest policy PO-04 will guide the College in situations of a perceived or real conflict of interest regarding employees involved in a procurement process, or regarding vendors/contractors providing goods/services to the College through the procurement process.

Contractors and employees must clearly state any real or perceived conflicts of interest that might arise during the procurement process, including those that may arise from a request for sole source situation. And where a conflict is stated it will be reviewed and evaluated to determine the best approach in each situation. The approach taken may range from imposing conditions or procedures that will mitigate the conflict to an acceptable level, to taking the decision to exclude the contractor or employee from the tendering or contracting process.

All potential contractors will sign the simplified Conflict of Interest form that is attached to each tender and contract issued by Procurement and Contracts. Where a conflict is stated on that form the Manager will ask the potential contractor to complete the Declaration of Real or Potential Conflict of Interest form.

The Declaration of Real or Potential Conflict of Interest form along with the recommendation of the Manager Procurement and Contracts will be forwarded to the President for evaluation and decision. Once that decision is made, the potential contractor will be requested to sign the bottom portion of the Declaration of Real or Potential Conflict of Interest form accepting any conditions that might have been imposed. If the conditions are not acceptable to the contractor or they will not sign the form for any other reason, they will be excluded from that tendering or contracting process.

The Procurement and Contracts Unit will also ensure that each evaluation committee member is asked before any tender evaluation process to state if they have any potential conflicts of interest with any of the proponents involved. For tender evaluations conducted by the Divisions the committee chair will ask each

member to state if they have any potential conflicts of interest with any of the proponents involved. Any declared conflicts will be evaluated by the Manager Procurement and Contracts and he/she in their discretion may exclude the committee member from the evaluation process.

5.09 Personal Liability

Staff persons are responsible for clearly understanding the procurement authority that they have been granted and the limits of that authority. Breaches of this policy will be reported to the employee and to the supervisor of the employee for appropriate follow up and may result in disciplinary action and/or removal of their authority.

5.10 Sustainable Procurement

The College is committed to supporting our environment, economy, and society by following sustainable procurement practices whenever possible and by:

- Ensuring that the College’s requirements for goods, services, and facilities are met through an open, fair, and transparent process that maximizes value to the College;
- Ensuring bidders have reasonable notice and opportunity to tender;
- Fostering economic development by ensuring every capable Yukon supplier has the opportunity to do business with the College;
- Ensuring College procurement decisions consider the benefit to the environment and social fabric of Yukon and Canada;
- Being accountable for procurement decisions;
- Where possible ensuring the evaluation of purchases considers:
 - reduced packaging,
 - green certifications/standards for goods and services,
 - life cycle costing of assets,
 - good environmental stewardship practices of the vendor,
 - purchasing locally where the local vendor is evaluated as meeting the requirements and presents a bid that is close in cost to the lowest acceptable bid.

5.11 Emergency Situations

Where an emergency situation arises and goods or services must be immediately procured the Procurement & Contracts office should be contacted immediately so that appropriate action can be taken.

6.0 PROBLEM SOLVING

Any questions or concerns arising out of the intent, content, or implementation of this policy should be reported to the Director, Finance & Administrative Services.

Employee concerns:

Where a concern or dispute arises from a decision made as a result of applying this policy the Director, Finance & Administrative Services should be notified as soon as possible. In such cases the College and employees are encouraged to work cooperatively to resolve any concerns.

Where a concern or dispute arises as a result of enforcing this policy, the procedures for administering discipline and processing of grievances/appeals will follow the relevant sections of the Collective Agreement.

Excluded and management staff and other members of the College community may appeal decisions made under this policy by following the relevant section(s) of the Yukon College policy, HR-02 Employment Conditions and Procedures.

Contractor/bidder concerns:

Where a concern arises through a tender or contract issuance or performance, notification should be sent immediately to the Director Finance and Administrative Services.

7.0 FORMS

Application for Sole Source form
Petty Cash Reimbursement form
Request for Payment form
Low Value Purchase form
Low Value Contract form
Honoraria Request form

8.0 APPENDICES

Appendix A – Delegated Procurement & Contracting Authority

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

APPENDIX A – DELEGATED PROCUREMENT & CONTRACTING AUTHORITY

Bookstore

The College Bookstore will source and purchase any goods for resale subject to approval authority. Electronic or other purchase authorization documents will be issued by the Bookstore through their online system for any goods that are bought for resale. In some instances standing agreements may be established through the Procurement & Contracts Office. A sole source application is not required for these purchases.

Food Services

The Food Services unit will source and purchase any goods for resale subject to approval authority. The Procurement and Contracts Office will establish standing agreements to facilitate purchases from the identified vendors. A sole source application is not required for these purchases.

College Relations

The College Relations Office has delegated authority to place advertisements up to a maximum value of \$10,000 per transaction. A sole source application is not required for these purchases.

Resource Centre/Library

Employees are delegated the authority to source goods and services related to the acquisition of books, periodicals, and subscriptions subject to the limit of approval authorities. Electronic or other purchase authorization documents will be issued by the Resource Centre/Library. Any service agreements other than those eligible for

the LVP or LVC forms will be processed through the Procurement & Contracts Office.
A sole source application is not required for these purchases.

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Procurement & Contracting
 Number: AF-03
 Submitted by: Gayle Corry

List those consulted with in preparation of this policy:

Name	Department	Date
Admin staff	All	Nov 2015 & May 2016
SEC	All	Jan & April 2016

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	January 13, 2016 and April 2016		
Student Union			
Employee’s Union			
Occupational Health and Safety			
Academic Council			
Board or a Board subcommittee			
<i>Other</i>			
SEC for Final Review	June 2016	June 2016	