

LEGISLATIVE COMPLIANCE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Financial / Administrative
Parent Policy:	B29
Approval Date:	February 13, 2017
Effective Date:	February 13, 2017
Procedure Owner:	Chief Financial Officer

Overview:	
Procedures:	<p>Process for compliance review</p> <ul style="list-style-type: none"> ● The controller will provide a list of legislation to functional area leaders as of Dec 31st and June 30th ● Functional area leaders are responsible for <ul style="list-style-type: none"> ○ Reviewing the list ○ Identifying applicable legislation ○ Reviewing and completing the legislation register along with risk rating in conjunction with applicable college policies and procedures to confirm compliance <p>If the review results in non-compliance</p> <p>If review of legislation in conjunction with applicable college policies and procedures identifies non-compliance:</p> <ul style="list-style-type: none"> ● The functional area leader must complete a risk assessment and provide a risk rating for non-compliance by completing a Risk Analysis Worksheet in KiSSFLOW ● Provide a plan for achieving compliance. Suggested process includes: <ul style="list-style-type: none"> ○ Identify policy and/or procedures that require revision ○ Identify new policy and/or procedures ○ Revise or enact as required, college policies and procedures to ensure they accurately reflect and meet current legislative requirements ○ Educate/train applicable employees about their legislative compliance requirements



Definitions:

Related Information:

Review Period:

Revision History:

- The controller will draft an institutional legislative compliance report once functional area review is complete and provide it to the Chief Financial Officer for review
- The Chief Financial Officer will provide the report to the audit committee once a year as part of enterprise risk management and compliance review

3 years

New: February 2017