


## PROCEDURE: 200.34.01

<b>SECTION:</b> Finance + Corporate Services	
<b>TOPIC:</b> Legislative Compliance	
<b>EFFECTIVE DATE:</b>	<b>REPLACES:</b> NEW
<b>LATEST APPROVAL DATE:</b>  November 8, 2016	
<b>NEXT REVIEW:</b> November 2019	<b>OWNER:</b> Vice President of Finance + Corporate Services
<b>APPROVING AUTHORITY:</b>  	
Original signed by President + CEO	

**INTENT:**

Address legislative compliance obligations in a practical manner for all aspects of ACAD operations.

**SCOPE:**

This procedure is applicable to all ACAD operations under the authority of the President + CEO. This procedure documents how institutional departments identify relevant acts and regulations, assess compliance and mitigate risks associated with legislative noncompliance. This procedure excludes the compliance of nonoperational stakeholders i.e. the Board of Governors, ACADSA and ACADFA.

**DEFINITIONS:**

**Legislation:** Any Federal or Provincial Act and associated Regulation deemed applicable to ACAD operations.

**Inventory:** a current list of categorized legislation applicable to ACAD operations, available for review on Infolab.

**Mitigation effort:** a detailed and specific plan to address instances of reported noncompliance.

## ROLES AND RESPONSIBILITIES:

**Compliance Officer** is responsible for the monitoring and reporting of ACAD adherence with all pieces of legislation assigned to their category.

#	Category	Compliance Officer
1	Finance + Campus Operations	Vice President of Finance + Corporate Services
2	Research, Ethics + Academic Affairs	Vice President of Research + Academic Affairs
3	Human Rights + Employment	Executive Director of Human Resources
4	Property Rights + Protection	Executive Director of Continuing Education and Enterprise
5	Student Support + Accommodation	Associate Vice President of Student Affairs
6	Governance	President + CEO
7	Fund Development	Executive Director, Engagement

**Compliance Lead** assigned by Compliance Officers to specific pieces legislation within their category. Leads are assigned specific responsibilities by Officers in the fulfillment of their role within this procedure.

**Compliance Coordinator** responsible for the facilitation and coordination of all reporting requirements and documentation including:

- Identification and maintenance of an active inventory of applicable legislation;
- Collection and analysis of institutional compliance results;
- Oversight and reporting of compliance activities to stakeholders.

**Employees** are responsible for compliance with legislation applicable to ACAD.

**PRINCIPLES:**

1. ACAD strives to ensure each applicable act is evaluated for risk to determine the appropriate action.
2. Applicable legislation will be prioritized based on risk assessment results conducted by Compliance Officers.
3. Noncompliance with any piece of applicable legislation must be reported as per this procedure.

**PROCEDURE:**

1. The Legislative Compliance assessment period runs from January 1 - December 31 annually.
2. Results of the annual legislative compliance assessment will be reported to the President + CEO and the Board of Governors' Finance and Audit Committee in March following the assessment period.
3. Mitigation efforts for any areas of noncompliance will be updated as part of the March report.
4. Annually, compliance with each piece of assigned legislation will be review by the Compliance Officers. This process can be delegated to Compliance Leads at the discretion of the Compliance Officer.
5. Compliance Officers and, where applicable, Compliance Leads will receive updated templates and forms from the Compliance Coordinator at the beginning of the academic semester.
6. It is the responsibility of the Compliance Officers/Leads to remain apprised of revisions to legislation within their category.
7. Compliance activities will be documented on forms provided by the Coordinator to the Officers.
8. Executed original forms are to be submitted to the Compliance Coordinator by the deadline stated at the beginning of the annual process.
9. Where noncompliance is reported, it is the responsibility of the Compliance Officer to establish a project team to work towards compliance and/or mitigation efforts. Project teams will meet with the Compliance Coordinator quarterly to ensure timely execution.
10. Annually, the Compliance Coordinator will compile results into a final report.



## PROGRAM COMPONENTS:

### NEW ACTS

1. Forms are to be completed in priority order as noted:

- a. **Risk Assessment**

Risk Score	=	Severity of noncompliance	x	Likelihood of noncompliance
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See the ACAD Risk Assessment Procedure for further information

- b. Items with a risk score of 6 or higher will be subject to the **Legislative Compliance Survey**.
      - i. Compliance Officers are to complete one survey per piece of assigned legislation.
      - ii. The purpose of this form is to assess how ACAD operations comply with specific sections, parts, or other of the legislation.
      - iii. Where possible, Compliance Officers and Leads are encouraged to document or attach ACAD Procedures or similar administrative documents that evidence the necessary protocol as documented in the legislation.
    - c. Compliance Officers will complete the annual assessment process through the execution of a Compliance Attestation form.
      - i. All pieces of applicable legislation assigned to the Officers are to be acknowledged in this form.
    - d. If required, mitigation plans will be detailed as part of the compliance survey, unless otherwise determined by the responsible Compliance Officer.

### ANNUAL REASSESSMENT

2. Every January the Compliance Coordinator will provide each Compliance Officer with an Attestation Certificate. This certificate will remind the Officer of the compliance status reported the previous year, and ask that they again assess the level of compliance with each piece of legislation in their category.
3. Should a change have taken place over the course of the year that has negatively influenced the status of compliance, Compliance Officers will complete a Compliance Survey for each changed Act.
4. Using the Attestation Certificate: Compliance Officers, as evidence of their assessment, will confirm the continued state of compliance beside the title of each piece of applicable legislation; or provide an update on the status of completion of mitigation efforts previously

reported. Compliance Officers will sign the Attestation form before submitting to the Compliance Coordinator.

**REFERENCE:**

Risk Assessment Framework

Risk Assessment form: Legislation

Legislative Compliance Survey

Legislative Compliance Attestation Certificate

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Access to the Future Act and Regulation	Initiative related to the accessibility, affordability, and quality of the advanced learning system.	Governance	President + CEO	Board Chair	Outlines process to establish enrolment targets between PSI and the Ministry.	4/15/2016
Alberta Human Rights Act	Recognizes the fundamental rights of all persons; prohibits discrimination. <b>Applicable sections:</b> 3, 4, 6, 7	Human Rights + Employment	Director, Human Resources	HR Generalist	Related College procedures and documents: Respectful workplace, code of conduct, student conduct, collective agreements, hiring practices and guidelines.	4/15/2016
Alberta Personal Income Tax Act	Outlines provincial income tax requirements. <b>Applicable sections:</b> Part 3 - Collection of tax.	Finance + Campus Operations	VP Administration	Chief Financial Officer	While not specifically applying to employer tax conditions of withholdings at source it provides the framework for setting conditions of withholding amounts based on employee earned income.	4/15/2016
Alberta Public Agencies Governance Act	Compliance with Roles + Mandate as deemed by Ministry to which ACAD as a public agency reports; appointment of members; recruitment of CEO and reporting and review of the public agency by the Ministry for compliance.	Governance	President + CEO		As non-compliance would result in the College not operating in alignment with the mandate directed by the Ministry, non-compliance is not expected to occur.	4/15/2016
Animal Protection Act	Outlines humane care for animals. <b>Applicable sections:</b> 2(1), 4(1), 10(1)	Finance + Campus Operations	VP Administration	Health + Safety Officer Director, Facilities + Ancillary Services	Related College procedures: 300.07.02 Research, Artistic and Creative Investigations Ethics; 700.11.01 Code of Conduct; Research Ethics Guidelines; Animals on Campus Guidelines.	4/15/2016
Blind Persons' Rights Act	Recognizes the rights of those who are blind, including individuals who use guide dogs. Permits the blind accompanied by qualified dogs to access all public places in Alberta. <b>Applicable sections:</b> use of cane and guide dogs.	Student Accommodation + Support	AVP Student Affairs	Manager, Learning Assistance	FT staff member: Manager, Learning Assistance Resource ensures compliance as resource to all students with disabilities.	2/10/2016
Charitable Fund-Raising Act and Regulation	Legislation provides the rules around which an organization may undertake fundraising activities, and what expectations a donor may reasonably have from a fundraising organization. <b>Applicable sections:</b> entire legislation.	Fund Development	VP Engagement	Gifts Administrator	Related College documents: Gift Acceptance and Purchasing procedure.	10/25/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Civil Enforcement Act & Regulation	Sets out regulations relating to recovering monies or property or conducting evictions in accordance with rendered judgements. <b>Applicable sections:</b> 1.4 Garnishee and 2 Exceptions.	Finance + Campus Operations	VP Administration	Compensation + Benefits Specialist	Legislation outlines duties of the College for collection and payment to the CRA. Few garnishees are being administered and are controlled centrally by payroll coordinator (HR) for compliance.	4/15/2016
Civil Service Garnishee Act	Provides authority and sets out procedures relating to recovering monies due in accordance with a rendered judgment from a person employed in the public sector by attaching the wages or salary due to the employee. <b>Applicable sections:</b> All sections.	Finance + Campus Operations	VP Administration	Compensation + Benefits Specialist Chief Financial Officer	From time to time the College will receive garnishee orders against employees that require enforcement. Such garnishees are applied to bi-weekly pays, payable to the clerk of the court on a monthly basis.	4/15/2016
Conflict of Interest Act	Requires public agencies to establish a code of conduct that requires board members and employees to conduct themselves impartially, disclose real and apparent conflicts of interests and places restrictions on self-interest activities, acceptance of gifts and concurrent employment/offices.	Human Rights + Employment	Executive Director, Human Resources			2018 Assessment
Dangerous Goods Transportation and Handling Act	Sets out the guidelines for the loading, unloading, and transportation of any dangerous goods in a vehicle on a highway. <b>Applicable sections:</b> 19	Finance + Campus Operations	VP Administration	Director, Financial Services; Health + Safety Officer	Exposures are nominal based on small quantities being transported	4/15/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Election Finances and Contributions Disclosure Act	Requires disclosure of institutional involvement in financing or contributing to an election campaign. <b>Applicable sections:</b> 3,15.1	Fund Development	VP Engagement		Financial Services department is responsible to ensure College funds are not issued in support of a political party or candidate. However, authority for approving expenditures resides with each departmental expenditure officer.	10/25/2016
Employment Standards Code	Umbrella legislation defines the minimum standards for employment terms and conditions. <b>Applicable sections:</b> entire legislation.	Human Rights + Employment	Director, Human Resources	Compensation + Benefits Specialist	Collective agreement is written to include more than the minimum standard defined in this act.	4/15/2016
Family Friendly Workplace Act	Ensures Alberta has modern and fair labour laws that protect the rights of Albertans and meet the needs of today's workplaces through life events.	Human Rights + Employment	Director Human Resources	HR Generalist		10/2/2017
Financial Administration Act	Regulations concerning the administration of public funds. <b>Applicable sections:</b> 1, 2(1), 5, 6, 7, 13(3), 80, 81	Finance + Campus Operations	VP Administration	Chief Financial Officer	This act provides the financial administrative framework for government and places certain restrictions on PSI boards with respect to borrowings and incorporation of other crown agencies. The College has not entered into borrowing arrangements requiring Ministerial approval. Requests for information are responded to by assigned departments of the College (Finance and Student Affairs) on a regular basis. Timing delays in submissions depend on staff capabilities and could be affected by turnover.	4/15/2016
Fiscal Management Act	<i>Repeals and replaces the Government Accountability Act and the Fiscal Responsibility Act and amends the Alberta Heritage Savings Trust Fund Act and the Fiscal Administration Act.</i> Creates the requirement for a provincial operational plan, savings plan and capital plan. Requirement for provincial operational budgets to be balanced, specific limits set on borrowing and specific amounts of non-renewable resource revenue set aside as savings each year. <b>Applicable sections:</b> 14(1)	Finance + Campus Operations	VP Administration	Chief Financial Officer	This act requires the College to provide a business plan (CIP) and annual report for each fiscal year for the Minister and that such plans and reports are made public thereafter.	4/15/2016



Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Freedom of Information and Protection of Privacy Act	Allows all persons right of access to information held in a public body, but controls the manner in which the public body might collect personal information. <b>Applicable sections:</b> Part 1, 2, 3, 4, 5, 6	Finance + Campus Operations	VP Administration	Project + Compliance Coordinator	Controls at time of reporting: Privacy Policy (outdated), records retention schedule and minimal training offered to employees. Impact of non-compliance is highly variable based on the nature and scope of the breach and can range from insignificant to extremely significant.	4/15/2016
Gaming and Liquor Act and Regulation	Set out the status, power, and duties of the Alberta Gaming and Liquor Commission and establishes rules and licensing regulations with respect to gaming and provincial lotteries and liquor control. <b>Applicable sections:</b> Part 2, 3, 5.	Finance + Campus Operations	VP Administration	Director, Facility + Ancillary Services	The College holds liquor license for specific physical areas and must operate within the specified regulations in order to maintain license. College must operate within gaming regulations should lotteries or other contests referenced in the act take place on Campus.	4/15/2016
Human Rights Act	Protects Albertans from discrimination in certain areas based on specified grounds. Two fold mandate: to foster equity and to reduce discrimination.	Human Rights + Employment	Executive Director, Human Resources	HR Generalist		
Labour Relations Code	Governs the bargaining relationships in Alberta and includes the jurisdiction of the Labour Relations Board, hearing procedures, enforcement orders and judicial review. Reference in Collective Agreement between BOG ACAD and the AUPE Local 071/1006	Human Rights + Employment	Executive Director Human Resources		Essential Services provisions added and academic bargaining is moved to under the code in 2017.  An Act to Enhance Post-Secondary Bargaining brings bargaining process for academic staff under the Labour Code. ACAD and ACADFA are now subject to statutorily mandated obligations in bargaining. The Act also enables designation and de-designation issues to be challenged and determined by the Labour Relations Board.	3/1/2018
Lobbyist Act	Defines lobbying and acknowledges it as a legitimate activity for organizations influences by Government operations.	Governance	President + CEO	Board Chair	Applicable only if ACAD decides to register a lobbyist with the Provincial government.	10/25/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Occupational Health and Safety Act and Regulation	Regulates activities to protect workers from health and safety hazards at the workplace and the use of and control of hazardous chemicals and toxic substances. <b>Applicable sections:</b> 1,2, 12, 13, 14, 15	Finance + Campus Operations	VP Administration	Health + Safety Officer; Director, Facilities + Ancillary Services	College must ensure that: all equipment on site is maintained and safe to complete expected work; workers are capable of assigned duties; workers inform employer of equipment that will compromise the healthy and safe environment; and that training in operation of equipment is provided, where applicable.	4/15/2016
Occupiers' Liability Act	Imposes liability on owners and occupiers of property to keep persons and property on their property reasonably safe. <b>Applicable sections:</b> 5	Finance + Campus Operations	VP Administration	Director, Facility + Ancillary Services	Public space (Main mall, Cafeteria, 3rd floor) is a small percentage of entire building, as such risk is reduced. Public access to non public areas is restricted by 24/7 card readers at each entry point.	4/15/2016
Persons with Developmental Disabilities Community Governance Act	Creates community accountability standards regarding persons with developmental disabilities. <b>Applicable sections:</b> entire legislation.	Student Accommodation + Support	President + CEO	Manager, Learning Assistance	FT staff member: Manager, Learning Assistance Resource ensures compliance as resource to all students with disabilities.	2/10/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Post-secondary Learning Act	Defines the governing structures and responsibilities of post-secondary institutions. <b>Applicable sections:</b> 39(a), 40(1), 43(2), 44(2; 3; 4), 47 (1;3;4), 54, 55, 56(1;2;3;4;5), 57(1;2), 58(1;2), 59(1;2;3), 60(1;2), 61(2), 62, 63(1b;2), 63, 64, 65, 66(1;2;3), 68(1;2;3), 69(1;2a;2d), 70, 71, 72(1;2;3;4), 73(1), 75(1;2;3), 76(1;2), 77, 78(1;2;3), 78.1, 79(1; 2), 80, 81(1;2;3;4), 82(2), 83, 84(1;2;3), 85(1;2;3), 86(1;2), 87(1;2;4;6), 88(1;2), 89(1;2), 90, 91, 92, 93 (1;2;3;4;), 94(1;2;3;4), 95(1;2;3;4;5), 97(1;2;3), 98(1;2), 99(1;2;3;4;5;6), 100(1;2;3), 101(1;2), 102(1;2;3), 103(1;2;3), 105(1;2), 106(1), 107(1;2), 118(1;2;3), 119(1;2), 121(1), 122, 123, 124, 125, 127(1;2), 127(3;4)	Governance	President + CEO	Interim Vice President, Academic	Defines the establishment of a public college and its board of governors. Further assessment required to determine compliance.  Amended by an Act to Enhance Post-secondary Bargaining: essential Services provisions require ACAD to negotiate an essential services agreement with ACADFA before a strike or lockout, Academic Bargaining included under Alberta Labour Code in 2017.	3/1/2018
Post-secondary Learning Act - Alternative Academic Council Regulation	Defines creation, membership and mandate of Alternative Academic Council within a Post-secondary Institution. <b>Applicable sections:</b> 1, 2, 3, 4, 5, 6(1, 7, 8(1), 9, 10, 11.	Governance	President + CEO	Interim Vice President, Academic	Related College documents: Academic Council constitution and by-laws. Further assessment and action required on sections: 5, 6, and 10.	4/15/2016
Post-secondary Learning Act - Campus Alberta Sector Regulation	Defines the sector in which the College is identified. <b>Applicable sections:</b> 6	Governance	President + CEO	Interim Vice President, Academic	Specialized Arts and Culture Institution.	4/15/2016
Post-secondary Learning Act - Innovation and Advanced Education Grants Regulation	Process associated with application for and use of grant funding from the Ministry of Advanced Education. <b>Applicable sections:</b> 1(1;2), 2, 3, 4(1; 2), 5, 6, 7, 8, 9, 10(1;2), 11(1;2;3)	Governance	President + CEO	VP Administration	Regulation references the use of grant money provided to a PSI. All College expenditures are governed by this legislation.	4/15/2016
Post-secondary Learning Act - Land Use Regulation	Regulations surrounding the planning and use of University land. <b>Applicable sections:</b> 2(10.1)	Governance	President + CEO	VP Administration	Applicable to section 67 of the PSLA - Regarding the lease of the Nellie McLung Building between SAIT and ACAD.	4/15/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Post-secondary Learning Act - Model Provisions Regulation	Outlines process to be followed should a dispute arise between the Board of Governors and the Faculty Association or the Graduate Students Association in connection with the entering into, renewing or revising of an agreement or any part of an agreement referred to in section 87(1) of the PSLA. Applicable sections: 1,2,3,4,5	Governance	President + CEO	Interim Vice President, Academic	Outlines requirements for the formulation of a graduate students association and agreement between the association and the Board required.	4/15/2016
Post-secondary Learning Act - Programs of Study Regulation	Outlines the process to apply for approval to establish, extend, expand, reduce, suspend, terminate, or transfer a degree program or a diploma or certificate program to be offered in Alberta. <b>Applicable sections:</b> 2a, 3,4,5(1;2;3), 6, 7, 8, 9, 10	Governance	President + CEO	Interim Vice President, Academic	Outlines process to apply for approval to establish, extend, expand, reduce, suspend, terminate or transfer a degree program or diploma/certificate program ordered in Alberta.	4/15/2016
Post-secondary Learning Act - Tuition Fee Regulation	Definition of tuition fees, requirement for consultation process, setting of tuition fees for subsequent years, market modification, publication of tuition fees and fee policies, expiry of regulation.	Governance	President + CEO	Interim Vice President, Academic VP Administration	Regulation Amendment In effect until August 31, 2018	11/23/2015
Public Health Act and Food Regulation	<b>NEW</b> Governs the administration and management of public health standards. <b>Applicable sections:</b> 22(1), 26, 29.	Finance + Campus Operations	VP Administration	Health + Safety Officer Director, Facilities + Ancillary Services	Obligation to notify the medical officer of health of the regional health authority of anyone infected with a communicable disease or illness occurring at an unusually high rate or threat to the public health.	4/15/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Public Interest Disclosure (Whistleblower Protection) Act	Promotes public disclosure of wrongdoing in the public sector by protecting employees who make disclosures from reprisal and creates a process for the disclosure of wrongdoing. <b>Applicable sections:</b> entire legislation.	Human Rights + Employment	Director, Human Resources	HR Generalist	The College has a clear procedure instructing employees how to exercise their right to disclose wrongdoing. Employees read and acknowledge their understanding annually. No disclosures currently on file.  Act was amended under Bill 11 in 2017. This changes how the Chief and Designated Officers manage and investigate disclosures, give advice to and educate employees. The definition of wrongdoing is expanded and the role of supervision in providing advice is expanded.	3/1/2018
Public Sector Compensation Transparency Act	NEW: The PSCTA became law on December 11, 2015. The Act requires the annual disclosure of name, position, compensation, non-monetary benefits and severance for all employees whose total calendar-year remuneration (earnings and taxable benefits) and severance exceed a threshold of \$125,000, and for any compensation received by members of the Board of Governors.	Human Rights + Employment	Director, Human Resources	Compensation + Benefits Specialist	<a href="https://acad.ca/about-acad/publications/pscta-disclosure">Disclosure at https://acad.ca/about-acad/publications/pscta-disclosure</a>	2/1/2018
Public Sector Pension Plans Act	Governs the manner in which pension contributions are to be handled. <b>Applicable sections:</b> entire legislation.	Human Rights + Employment	Director, Human Resources	Compensation + Benefits Specialist	LAPP is established under this act.	4/15/2016
Public Service Employee Relations Act	Governs the composition of the AUPE Local 071/006 bargaining unit. Labour Relations Code relating to the powers, privileges, immunities and jurisdictions of the Labour Relations Board, hearing procedures, enforcement orders and judicial review.	Human Rights + Employment	Director, Human Resources		An Act to Enhance Post-secondary Bargaining brings the bargaining process for academic staff under the Labour Code. ACAD and ACADFA are now subject to new, statutorily mandated obligations in bargaining. The Act also enables designation and de-designation issues to be challenged and determined by the Labour Relations Board.  An Act to Implement a Supreme Court Ruling Governing Essential Services requires ACAD to negotiate an essential services agreement with ACADFA and AUPE prior to a strike or lockout. There is a provision for applying for an exemption should there be no essential services positions.	3/1/2018
Public Service Employee Relations Act	PSERA guarantees employers and employees the right to collective bargain in the provincial government and its agencies. ACAD is considered to be an agency of the Government of Alberta.	Human Rights + Employment	Director, Human Resources	HR Generalist		2/15/2017



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Safety Codes Act	Governs various safety codes. <b>Applicable sections:</b> 2(1), 41(1), 43(1)	Finance + Campus Operations	VP Administration	Health + Safety Officer; Director Facility + Ancillary Services	Compels the College to authorize only those certified to complete work with permits and necessary documentation as required.	4/15/2016
Trade, Investment and Labour Mobility Agreement	Agreement between AB and BC that provides for standards and regulations to liberalize trade, investment and labour mobility between provinces.	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services	Thresholds for tender goods (75k), services (75k) and construction (200k) require open and non-discriminatory access.	4/15/2016
Trespass to Premises Act and Regulation	Outlaws trespassing on premises in which a person has had notice not to trespass, allows apprehension of trespassers by peace officers or premises owners and imposes fines against offenders	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services	As an Occupier, the College is entitled to issue a trespass notice to any individual who the College has determined is not welcome on the premise.	4/15/2016
Trustee Act	Governs endowment agreements with donors and the establishment of a trust. <b>Applicable sections:</b> entire legislation.	Finance + Campus Operations	VP Engagement	Chief Financial Officer	Legislation establishes the College's powers as trustee and provides that funds be invested according to the "prudent investor" rule.	4/15/2016

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Agreement on Internal Trade Implementation Act	Agreements contain provisions outlining how competitive procurement activities are to be managed in the public sector and require non-discriminatory, open and transparent practices. Applicable sections: Chapter 5 and 7.	Finance + Corporate Services	VP Administration	Chief Financial Officer	This agreement is between the ten Provinces, two Territories and the Federal Government to reduce or eliminate barriers to the free movement of people, goods, services and investments within Canada. Applies to the MASH sector.	4/16/2016
Canada Pension Plan Act	Establishes a comprehensive program of old age pensions, supplementary benefits and contributions towards pensions.	Human Rights + Employment	Director, Human Resources	Compensation + Benefits Specialist	Legislation outlines process for remitting employee and employer contributions.	3/1/2018
Canada Student Financial Assistance Act	Governs the provision of financial assistance issued to students. Applicable sections: 12	Student Support + Accommodation	President + CEO	Registrar	Outlines process to complete certificate of Eligibility verifying that the aid applicant is a student in a qualifying program.	2/10/2016
Canada Student Loans Act	An Act to facilitate the making of loans to students. Applicable sections: 2	Student Support + Accommodation	President + CEO	Registrar Financial Aid + Student Awards Advisor	Overarching Act that identifies Ministry issuance of student loans.	2/10/2016
Canada's Anti-Spam Act	Regulates the use of "commercial electronic messages" by organizations, including charities and not-for-profits. Applicable sections: entire legislation.	Property Rights + Protection	VP Engagement	Director, Communications + Marketing	Compliance ensures that all electronic media, including social media and SMS are in compliance with legislation, as well as ways in which we obtain and use people's email addresses.	3/11/2016
Canadian Environmental Protection Act	Regulates for pollution prevention and protection of the environmental and human health to contribute to sustainable development. <b>Applicable sections:</b> division 8.	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services	Legislation outlines proper handling and disposal methods to be followed when using toxic materials.	4/15/2016
Canadian Free Trade Agreement	Its objective is to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open efficient, and stable domestic market.	Finance and Campus Operations	VP Administration	Director, Facility + Ancillary Services		3/1/2018

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Copyright Act	Protection of creative endeavors (i.e., books and materials) by ensuring that the creator has the sole right to authorize their publication, performance or reproduction (with certain exceptions for teaching, private study and research use).	Property Rights + Protection	VP Academic	Director Learning Services	Outlines College obligation to inform community members of their responsibility to follow copyright rules.	2/10/2016
Cultural Property Export and Import Act	Addresses the export from Canada of cultural property and the import into Canada of cultural property illegally exported from foreign states. <b>Applicable sections:</b> 4-8, 10, 11, 32, 36, 37-47, 49, Schedule (subsection 36.1, Article 1).	Property Rights + Protection	VP Academic	IKG Curator Gallery Technician	IKG may be a factor 2-3 times per year. Dependent upon nature of exhibition program.	2/10/2016
Customs Act & Customs Tariff	Addresses the legal requirements specific to the importation and exportation of goods into and out of Canada, and the payment of customs duties, tariffs, and excise taxes. <b>Applicable sections:</b> entire legislation.	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services Chief Financial Officer	As an importer of goods, the College is obligated to account for an pay all assessed custom duties on the value of imported goods that are not exempt under free trade agreements with other countries.	4/15/2016
Employment Insurance Act and Regulation	The Act provides a program of benefits for unemployed Canadians.	Human Rights + Employment	Director, Human Resources	Compensation + Benefits Specialist	Deducting and remitting premiums and issuing ROEs. December 2017 changes will enable longer maternity and paternity leaves.	3/1/2018
Excise Tax Act	Regulates the collection and remission of taxes on certain imported goods and the collection and remittance of the Goods and Service Tax.	Finance + Campus Operations	VP Administration	Chief Financial Officer	Methodology surrounding GST processes requires review of commodities and compliance requirements.	4/15/2016
Hazardous Products Act	Establishes Workplace Hazardous Materials Information System; identifies requirements for labels; Material Safety Data Sheets; employee training. <b>Applicable sections:</b> 13, schedule 2	Finance + Campus Operations	VP Administration	Health + Safety Officer Director Facility + Ancillary Services	All consumer products exempted from the Act significantly reduces exposure to contravening the Act.	4/15/2016
Health of Animals Act:	Sets out diseases and toxic substances that may affect animals or that may be transmitted by animals to persons, and deals with the protection of animals. <b>Applicable sections:</b> 16(1), 17, 18(1), 64(1a; 1h; 1i)	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services	Outlines import, export, seizure, disposal and removal of animals, animal by-products, animal food and vectors.	4/15/2016
Immigration and Refugee Protection Act	Regulates the rules by which and the manner in which persons enter Canada.	Human Rights + Employment	Director, Human Resources	AVP Student Affairs Manager Learning Assistance Compensation + Benefits Specialist	ACAD recognizes refugee claimants and protected persons as eligible to apply to enter ACAD programs.	4/15/2016
Income Tax Act Personal Income Tax Withholding Regulation	Rules governing a charitable organization, including the receipt of charitable gifts, and the processing of charitable income tax receipts. <b>Applicable sections:</b> Part 1a, d, e.	Finance + Campus Operations	VP Administration	Compensation + Benefits Specialist	The college is required to have systems and processes in place for pay source deductions and for tax advices to donors and students for expense reporting against taxable income.	4/15/2016

Legislation Title	Description / Summary of Requirements	Category	Compliance Officer	Compliance Lead	Comments	Date Assessed
Patent Act	Regulates the granting of patents for inventions. This Act primarily addresses violations that involve profit, therefore it does not pose a high risk to ACAD.	Finance + Campus Operations	Executive Director Continuing Education & Professional Studies	Director Learning Services	As this Act is primarily concerned with violation that involve profit, it does not pose a high risk to ACAD. Ongoing assessment recommended in consideration of Design activities.	2/10/2016
Statistics Act	Provides for the reporting of student enrollment, faculty complement, etc. Detailed annual enrollment and program reports are submitted to Alberta Advanced Education. AE facilitated submission to Statistics Canada after review. <b>Applicable sections:</b> 13.	Student Support + Accommodation	President + CEO	Information + Business Analyst	Enrollment and program reports are submitted to the Ministry. Ministry reviews and submits to Statistics Canada.	2/10/2016
Transportation of Dangerous Goods Act	Regulates transportation of certain dangerous and hazardous products.	Finance + Campus Operations	VP Administration	Director Facility + Ancillary Services	Obligation to transport and handle all dangerous goods in a manner that minimizes risk of spillage.	4/15/2016