



Ancillary Services Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors directs that Ancillary Services not unduly contribute to the general operating costs of delivering learner services. The Board shall receive semi-annual operating and financial services for each ancillary service, and will annually evaluate their performance.

Sponsor:	Facilities and Ancillary Services
Policy Owner:	President & CEO
Policy Administrator:	Senior Director, Facilities and Ancillary Services
Approved By:	Board of Governors
Approval Date:	October 19, 2022
Effective Date:	October 19, 2022

Objective:	To ensure that learner services are not negatively impacted by the delivery of ancillary services and the cost of ancillary services delivery are reported to enable evaluation of the services
Guidelines:	Senior Leadership shall prepare semi-annual operating and financial statements for ancillary services and present to the Board.
Definitions:	Ancillary Services are goods and services provided by the College to students, staff, and others that are not core to the academic training of students but may support students, staff, and community. These services may be provided for a fee and the fee will be determined by such factors as cost to provide goods and services, market value, financial means of the customer and other relevant social factors.

Related Northern Lakes College Documents:	Delegation of Authority: Financial Resources Policy Delegation of Authority: Human Resources Policy Delegation of Authority: Physical Resources Policy Delegation of Authority: Programs and Services Policy General – Campus Status Policy Governance – Board and Officer Indemnification Policy Governance – Health and Safety Policy Health and Safety – Drug and Alcohol Policy Student Services – Accommodation of Students with Disabilities Policy Academic – Student Field Trips Procedure External Relations – Service of Alcohol on College Property Procedure Facilities and Ancillary Services – Book Distribution Centre Inventory Management Procedure Facilities and Ancillary Services – Disposal of Assets Procedure Facilities and Ancillary Services – Equipment Rental and Usage Procedure Facilities and Ancillary Services – Identification Access Cards (Employees) Procedure Facilities and Ancillary Services – Third Party Tenant Signage Procedure Facilities and Ancillary Services – Use of College Facilities by External Users Procedure
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	Finance – Purchasing Procedure Student Services – Student Appeals Procedure
Related External Information:	N/A
Stakeholders Consulted:	Policy Review Committee: Feb 14, 2017 (defunct) President’s Advisory Team: Sep 7, 2022
Next Review Date:	October 18, 2027
Revision History:	March 12, 1998: New September 22, 2009 February 14, 2017 June 15, 2017 February 12, 2020: New template October 19, 2022: Update to related documentation & reaffirmation