


Policy Name:	REFVENUE-GENERATING ACTIVITIES	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	September 3, 2019	
Next Scheduled Renewal Date:	August 2024	
Policy Holder:	Vice-President, Academic	
Operational Lead:	Director, Finance	
Policy Number:	FIN-008	

POLICY NAME

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) is committed to expanding revenue-generating activities in support of the delivery of quality education programs, services, and activities that provide net earnings to support College strategic direction.

2.00 DEFINITIONS

- 2.1 **Revenue Generating Activities (RGAs):** All operations that produce income or recover costs by providing goods or services to the College Community or, in some cases, to the general public.
- 2.2 **Goods:** Items that are usually (but not always) tangible, such as items sold in the bookstore or cafeteria.
- 2.3 **Services:** Activities provided by CMTN, for example catering, educational programs, research, and consulting.
- 2.4 **WTCS:** Workforce Training and Contract Services.

3.00 POLICY STATEMENT

- 3.1 This policy applies to all activity that is directly linked to educational opportunities not funded by the College's Annual Operating Grant.
- 3.2 Activities include:
- a) development of curriculum
 - b) provision of instruction and learning services
 - c) international education contract activities
 - d) research and consulting
 - e) bookstore sales
 - f) catering services.
- 3.3 A consistent and collaborative approach in developing quality cost-recovered/revenue-generating activities will be used throughout the College.

3.4 Revenue Generating activities will:

- a) support our mission, mandate and strategic priorities
- b) increase CMTN's revenues without exposing the College to unreasonable financial or other risks
- c) ensure employees follow a consistent and collaborative approach in developing quality revenue-generating opportunities
- d) recognize the role and responsibilities of the various units of the College
- e) adhere to College policies.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [FIN-004, Contract Agreements Policy](#)
- 4.2 [FIN-004P, Contract Agreements Procedure](#)
- 4.3 [FIN-007, Budget Responsibilities Policy](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Sept 3, 2019		President's Council