

# Georgian Stores

## POLICY

<b>Policy #:</b>	ACA-SS-POL-55		
<b>Type:</b>	<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Board
<b>Effective date:</b>	January 23, 2025		
<b>Approved by:</b>	Suzie Addison-Toor, Vice President Student Success	College Council	
<b>Last revision:</b>	January 22, 2025		
<b>Next scheduled review:</b>	June 2026		

### 1. Purpose/Rationale

This policy aligns with the Ministry of Colleges and Universities Strengthening Accountability and Student Supports Act, 2024: Minister’s Directive on the Costs of Educational Material pursuant to the *Ministry of Training, Colleges and Universities Act (MTCU Act)*.

This policy establishes the framework for the operations of Georgian Stores at Georgian College, outlining its role as the official campus retail outlet. It defines Georgian Stores’ responsibilities in providing goods and services that support the academic and campus experience. This policy does not include official Georgian College varsity merchandise.

### 2. Scope

This policy applies to all Georgian College staff, faculty and students across all Georgian College campuses. This policy does not include official Georgian College athletic merchandise.

### 3. Definitions

The table below lists the key terms and their meanings as they pertain to this policy document. Terms are listed in order of their first appearance.

Word/Term	Definition
Official	Retailer is recognized as an authorized distributor by Georgian College
On Campus	Georgian Stores is located on two Georgian campuses: One Georgian Drive, Barrie Ontario, Ontario 1450 8 <sup>th</sup> Street East, Owen Sound, Ontario Online supporting all campuses: <a href="http://www.georgianstores.com/">http://www.georgianstores.com/</a>

Word/Term	Definition
Off Campus	Georgian College Events – Convocation ceremonies and community Engagement opportunities
Socially responsible	Working with vendors who prioritize socially responsible procurement practices by purchasing goods and services that positively impact the social, cultural and environmental well-being of surrounding communities.

## 4. Policy Statement

Georgian Stores is the official college retail outlet for Georgian College. As such, Georgian Stores holds the exclusive right to acquire and distribute all student academic/education-related materials and all goods carrying the official Georgian College approved logo, coat of arms, trademark and name on or off-campus.

This policy extends to include all other goods and services deemed appropriate for Georgian Stores operations by the Vice President of Student Success.

### 4.1 Guiding Values and Principles

4.1.1 Georgian Stores operates to provide the college’s students, faculty and staff with an unrivaled experience through the provision of timely and affordable academic and non-academic materials and services.

4.1.2 Georgian Stores collaborates with academic departments to ensure timely availability of required course materials and other resources essential for academic achievement.

4.1.3 Where possible, Georgian Stores prioritizes purchasing practices that create positive social impact, including sourcing from local socially responsible vendors.

4.1.4 Georgian Stores strengthens Georgian College’s identity by providing branded merchandise.

4.1.5 Georgian Stores operates to support its own operational costs while contributing any additional funds to the college to enhance student success.

### 4.2 Accountability

4.2.1 Ensure the timely acquisition and distribution of all academic materials for faculty and students.

4.2.2 Support the transparency of costs for academic-related materials for purchasers.

4.2.3 Ensure all college-related policies and procedures respecting purchasing and procurement are followed respecting the goods and services provided through Georgian Stores.

4.2.4 Ensure clear and detailed reporting of revenues, expenses and contributions to the college.

4.2.5 Regularly measure and report on key performance indicators, such as sales performance, operational efficiency and contributions to the college's strategic goals.

#### 4.3 Approvals

4.3.1 The responsibility for the selection of academic materials resides with the academic areas. This ensures that all selected materials align with course learning outcomes and program objectives.

4.3.3 The sale of Georgian College-related merchandise off campus requires prior approval from the Vice President, Student Success, and the Director of Libraries and Learning Services. This ensures alignment with the college's brand standards, institutional policies, and community engagement objectives.

#### 4.4 Communication

4.4.1 To ensure transparency, this policy will be posted on the [Georgian Stores website](#) and on the college's external website and/or internal web portals for students and employees.

#### 4.5 Compliance

4.5.1 Ensure all on-campus and off-campus sales of student related materials and other approved goods and services are conducted exclusively through Georgian Stores, as authorized by the Vice President Student Success.

4.5.2 Maintain exclusive control over the sale of products bearing the official Georgian College logo, coat of arms, trademark and name. Ensure all products adhere to institutional branding guidelines.

4.5.3 Academic departments required to submit course material requests to Georgian Stores in accordance with store deadlines and procedures.

4.5.4 Ensure that course materials are available to students in advance of each semester's start date to support their academic success.

## 5. Roles and Responsibilities

5.1 The Director of Libraries and Learning Services supports business development for Georgian Store locations by identifying and capitalizing on strategic opportunities. This includes focusing on availability of required course materials and overseeing sourcing and inventory practices that prioritize affordability.

5.2 The Vice President of Student Success ensures strategic alignment with Georgian’s mission, vision and goals.

5.3 Academic areas collaborate with Georgian Stores to provide course material details and information on academic resource needs. This ensures textbooks, kits, uniforms, and other academic resources are accurately procured in a timely manner that supports students' academic success and aligns with the institutional goal.

5.4 Georgian Stores is responsible for supporting the timely and accurate procurement of academic materials by collaborating with academic areas.

5.5 The Ministry of Colleges and Universities requires an annual report to the Board of Governors on the implementation of this directive for the preceding year.

## 6. Related Procedure

[Procurement and Distribution of Academic Educational Materials Procedure](#)

## 7. Additional Resources

[Sustainable Procurement Guidelines](#)

Contact	Email
Joanna Coulthard, Director of Library and Learning Services	<a href="mailto:Joanna.Coulthard@georgiancollege.ca"><u>Joanna.Coulthard@georgiancollege.ca</u></a>
Suzie Addison -Toor, Vice President Student Success	<a href="mailto:Suzie.AddisonToor@georgiancollege.ca"><u>Suzie.AddisonToor@georgiancollege.ca</u></a>