



Policy and Procedures Steering Committee

Terms of Reference

2024-25

A. STANDING

The Policy and Procedures Steering Committee is responsible to Executive Management Council through its executive co-sponsor, the vice president, external relations and student affairs.

B. MANDATE

The Policy and Procedures Steering Committee coordinates and facilitates policy and procedure work across the Institution.

C. RESPONSIBILITIES

1. Benchmark policies and procedures at other Alberta post-secondary institutions and member institutions of Polytechnics Canada.
2. Develop an annual work plan that identifies policies and procedures needing creation, revision or deletion, and seek direction and approval from Executive Management Council on work priorities.
3. Develop and maintain standard formats, templates and style guides for policies, procedures, and associated documents.
4. Ensure that approved policies and procedures are posted on SAIT's website, and are communicated across SAIT.
5. Regularly review SAIT's policies and procedures to ensure currency and accuracy.
6. Review draft policies and procedures for accuracy, consistency, overlaps and duplication, and provide advice to stakeholders and subject matter experts.

7. Work with stakeholders and subject matter experts to create, revise, and delete policies and procedures as required.
8. Work with stakeholders and subject matter experts to move policies and procedures through the approval process, and provide regular feedback on the status of the approval process.
9. Work with policy owners on the communication and implementation plans for their policies and procedures.
10. Regularly review the status of communication and implementation plans, and update co-sponsors on those plans and on issues and concerns.

D. MEMBERSHIP

1. Members act as points of contact for policy and procedure work falling within their area of responsibility; they work with subject matter experts in the creation, revision and deletion of policies and procedures, and assist with moving policies/procedures through the approval process.
2. Members are drawn from across SAIT and include:

Member	Responsibility
Amanda Mori, Access & Privacy Advisor	General oversight AD policies/procedures (privacy)
Clint Berg, Director, Internal Audit Alternate: Karen Stewart	General oversight
Cyla Panin, Team Lead, Communications	ER policies/procedures
David Zajdlik, Director, Safety and Community Services Alternate: Paul Burrows	HS policies/procedures
Dania El Chaar, Senior Equity, Diversity and Inclusion Specialist	General oversight
Karlee Everett, Executive Office Administrator	Administrative support – approval process
Noel Ganduri, Associate Director, Reporting and Corporate Finance	FN policies/procedures

Sara Dowling, Policies and Procedures Coordinator, Office of General Counsel	Co-Chair
Susan Radke, General Counsel, Office of General Counsel	Chair AC policies/procedures AD policies/procedures FM policies/procedures
Tracy Ruptash, Executive Assistant, Board of Governors	Administrative support – approval process
Troy Davidson, Chief Information Security Officer, ITS	AD policies/procedures (relating to ITS)
Valerie Rendell, Director, Strategic Partnerships and Advisory, Human Resources	HR policies/procedures

3. Guests are invited as required, depending on the agenda item under discussion.

E. PROCESS

1. Meetings are held on a monthly basis from September through June, via the Teams online meeting platform. One additional meeting may be held, depending on urgency of agenda items, in July/August. Note that at the Chair's discretion, agenda items may be circulated for committee review between regularly-scheduled meetings.
2. The Chair or designate is responsible for:
 - (a) Preparing and distributing the agenda and its accompanying documents, via the Teams site.
 - (b) Recording and distributing minutes to the committee members.
3. Members are expected to:
 - (a) Attend all meetings. If a member is unable to attend, they are expected to send a delegate in their place.
 - (b) Provide feedback on policies/procedures that are under review, either prior to or at committee meetings.

4. The Committee uses a consensus-building approach. If consensus cannot be reached, the Chair will refer the matter to the Committee's sponsor for resolution.
5. The Chair will regularly update the sponsor on the Committee's work.

Effective: July 1, 2017
Last Revised: October 28, 2024