

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	
Effective:	January 28, 2015
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is that SAIT complies with federal, provincial and municipal legislation.

## PROCEDURE

### DEFINITIONS

- Compliance coordinator** The employee responsible for coordinating the legislative compliance functions on SAIT's behalf.
- Key contact** An employee designated to maintain appropriate controls in that employee's area of responsibility's operational processes, in order to ensure legislative compliance.

### GOVERNING PRINCIPLE

1. All employees and contractors are responsible for being aware of and complying with relevant legislation.

## PROCEDURE

### A. Responsibilities

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1. Each school/department shall designate a key contact(s) who is responsible for ensuring compliance with relevant legislation.
2. Key contacts are required to identify new legislation and/or changes to existing legislation and to report on compliance with legislation that affects their area of responsibility.
3. The compliance coordinator will regularly review the Post-Secondary Legislative Monitoring website and will communicate significant changes to the appropriate key contacts.
4. When changes to existing legislation or new legislation are being introduced, the key contacts shall:
  - a) Advise their dean, director or designate or vice president of the details and the implications for SAIT; and
  - b) Develop and implement procedures and communications to ensure compliance with amended and/or new legislation.
5. Key contacts will respond to the compliance coordinator's requests for information regarding:
  - a) Changes to their area of responsibility.
  - b) Material changes to existing legislation that affects their area of responsibility;
  - c) Proposed legislation that affects their area of responsibility; and
  - d) Their area of responsibility's overall compliance with legislation.
6. If a legislative compliance issue occurs, the key contact shall immediately report the details to the key contact's dean, director or designate or vice president and provide recommendations on mitigating the issue.

## **B. Reporting and Monitoring**

1. The compliance coordinator shall maintain and, on at least an annual basis, update a listing of relevant legislation.

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2. The legislation listing will include the key contacts who are responsible for ensuring their areas of responsibility comply with specific legislation.
3. Based on the applicable vice president's reasonable assessment of risk, the listing will indicate which legislation requires formal monitoring.
4. The applicable vice president will provide a summary report regarding legislative compliance and non-compliance to Executive Management Council, at least annually.
5. The applicable vice president or the president and CEO will report significant non-compliance issues to the Audit Committee of the Board of Governors as soon as practical.

## **POLICY/PROCEDURE REFERENCE**

AD.1.7          Legislative Compliance policy

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**PROCEDURE**