

COMMUNICATIONS WITH GOVERNMENT

Section: External Relations (ER)

Subject: Communications

Legislation:

Effective: April 16, 2004

Revision: June 17, 2015; September 1, 2016 (reformatted); May 27, 2020

APPROVED: _____
President and CEO**POLICY**

The policy of the Board of Governors is to ensure communications activities enhance SAIT's reputation among key stakeholders by supporting a comprehensive and effective public and community relations and communications strategy.

PROCEDURE**DEFINITIONS**

- Civil servants** Directors, managers, policy analysts and trade officers.
- Government** International, federal, provincial and municipal governments.
- Senior government officials** Elected officials and their political staff (including communications staff), executive directors, assistant deputy ministers, deputy ministers, ambassadors, consul generals and embassy staff.

GOVERNING PRINCIPLES

The official controlled version of this document is held in the Board of Governors Office.



1. Positive, constructive interaction with government officials and civil servants is essential for SAIT to achieve its goals and to secure government support for its initiatives. SAIT's communications with government must therefore be focused, consistent, supportive and intended to foster partnership.
2. The Government and Community Relations department helps to facilitate and coordinate SAIT's communications and interactions with government.

PROCEDURE

1. All communications between SAIT employees and senior government officials, including written, electronic and verbal communications, must be reported to the director of Government and Public Affairs or designate. The director should be copied on all such written and electronic communications.
2. All communications between SAIT employees and SAITSA executive and/or executive director must be reported to the director of Government and Public Affairs or designate.
3. The director of Government and Public Affairs or designate must be advised of:
 - a) All meetings with senior government officials.
 - b) All visits to SAIT by senior government officials and civil servants, at least three business days before the visit.

POLICY/PROCEDURE REFERENCE

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| ER.1.1 | Institutional Communications policy |
| ER.1.1.4 | Communications to SAIT Alumni procedure |
| ER.1.1.5 | Critical Incidents Communication procedure |

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