Policy Name	**Policy Development and Administration**		
Policy #	**506-G**	Category	**General Administration**
Policy Sponsor	**Associate Vice-President, Strategy**	Previous Revision Date	**June 18, 2020**
Policy Approved by	**Board of Directors**	Issue or Revision Date	**June 22, 2023**
Procedures Approved by	**President & CEO**	Review Date	**See Policy Review Date or as Required**

See the related **PROCEDURES**.

PURPOSE

The purpose of this policy is to provide guidance on the process and standards for the development of policies and procedures at Saskatchewan Polytechnic.

SCOPE

This policy applies to the entire Saskatchewan Polytechnic Community.

GUIDING PRINCIPLES

1. Policies at Saskatchewan Polytechnic are based on guiding principles and support the strategic direction of the organization.
2. The policy and procedures development process at Saskatchewan Polytechnic encourages continuous improvement through regular review and wide consultation.
3. In most cases, the development of policies and procedures is a collaborative endeavour that invites participation and communication across the organization.
4. Saskatchewan Polytechnic is committed to complying with all applicable legislation and maintaining high standards of ethics befitting a public body.
5. The policy and procedures development process at Saskatchewan Polytechnic shall clearly outline the authority and role of decision-makers and participants in the development process.
6. To ensure efficiency and effectiveness, each aspect of the policy development process shall add distinct value.

POLICY

1. Under Saskatchewan Polytechnic's governance structure, the board of directors has delegated approval authority for all policies to the President and CEO, except those for which the board has retained authority.

2. Saskatchewan Polytechnic policies and procedures shall reflect and uphold the institution's values, vision, mission, and strategic direction. They shall promote consistent and fair business practices, reflect the principles of equity, diversity, inclusion, and indigenization to improve internal communication, mitigate risk within definable limits, and meet internal control requirements.

3. Saskatchewan Polytechnic policies and procedures shall:

- state the institutional position on issues that have Saskatchewan Polytechnic-wide implications,
- ensure compliance with legal or regulatory requirements,
- inform the Saskatchewan Polytechnic community of institutional roles and responsibilities and Saskatchewan Polytechnic's expectations of them,
- provide guidance in decision-making,
- be designed in accordance with the Saskatchewan Polytechnic Policy Development Guidelines, and
- be developed following the Saskatchewan Polytechnic policy and procedures development process.

4. All members of the Saskatchewan Polytechnic Community shall comply with Saskatchewan Polytechnic policies and procedures in conducting Saskatchewan Polytechnic activities.

DEFINITIONS

Executive Sponsor: The Executive Sponsor is the president and CEO or the vice-president who provides oversight to the area in which a Policy is designated. Executive Sponsors provide direction on policy collaboration and consultation requirements, review the final draft of policy development proposals, and approve changes to Procedures.

Governance Policy: Policies that are approved by the Saskatchewan Polytechnic board of directors are designated by "G". Governance Policies are those which relate directly to the mandate of the board of directors (as opposed to those of management), or that specifically assign duties to the board of directors, or that are specified as the responsibility of the board in *The Saskatchewan Polytechnic Act*, "Bylaw 1," or other relevant legislation.

Guiding Principles: Policies at Saskatchewan Polytechnic are based on guiding principles. Guiding principles are the fundamental commitments that orient Saskatchewan Polytechnic in decision-making with regard to the policy topic. Clear guiding principles ensure that users of policies and procedures have direction to make decisions that align with the organization's commitments, even when they encounter specific situations that do not fit directly with the details of the procedures.

Guidelines: Saskatchewan Polytechnic has numerous documents beyond institutional policies and procedures that direct the behaviour of various aspects of the organization. As a third tier of documentation, guidelines are approved by the Policy Sponsor for the policy to which the guidelines relate.

Operational Policy: Policies that relate to the day-to-day activities and/or management of the institution and are authorized by the president & CEO.

Policy: A policy sets out the strategic or philosophical position that Saskatchewan Polytechnic takes on a given topic. Policy statements answer the questions "What?" and "Why?". Policy statements are durable and tend not to change often. They are based on guiding principles.

Policy Development Guidelines: The Saskatchewan Polytechnic Policy Development Guidelines are designed to help ensure consistency and quality across the organization in writing policies and procedures. The Saskatchewan Polytechnic Policy Development Guidelines are approved by the Policy Sponsor (or delegate) and maintained by the Policy Facilitator.

Policy Facilitator: The Policy Facilitator is the manager, governance and privacy. The Policy Facilitator supports Policy Sponsors (or delegates) in the authorized policy development process, to

ensure consistency and compliance with the Saskatchewan Polytechnic Policy Development Guidelines, and to manage the retention and disposal of Policy and Procedures documents.

Policy Sponsor: A Policy Sponsor is the individual assigned to lead the development and review process of a given policy and the related procedures. Policy sponsors conduct their work under the oversight of the policy's Executive Sponsor.

Procedures: Procedures describe how the organization will carry out its strategic position and commitment on a given topic. Procedures answer the questions "Who?" and "How?". As such, procedures typically outline roles, responsibilities, methods, and chronological steps to take in a given situation.

Saskatchewan Polytechnic Community: The Saskatchewan Polytechnic Community is comprised of anyone who may be impacted by policy or is expected to comply with policies. The community includes the board of directors, staff, faculty, students and student associations, volunteers, and third-party tenants or contractors.

RELATED POLICIES/DOCUMENTS

Policy and Procedures Templates

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Polytechnic Act
Saskatchewan Polytechnic Bylaw No. 1