

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	<i>Food Regulation (AR 31/2006); Business Licence Bylaw (City of Calgary Bylaw 32M98); Land Use Bylaw (City of Calgary Bylaw IP2007).</i>
Effective:	November 21, 2019
Revision:	November 9, 2023

APPROVED: \_\_\_\_\_  
President and CEO

## POLICY

The policy of the Board of Governors is to regulate commercial sales on campus, for the benefit of SAIT, its employees, and its students.

## PROCEDURE

### DEFINITIONS

- Foodstuffs** A substance that can be used or prepared for use as food.
- Potluck** A gathering of people where each person or group of people contributes a dish of food that the person or group has brought to the gathering, to be shared among the gathering. This is also referred to as "group food sharing".
- SAIT campus** SAIT's main campus and all satellite campuses.

### GOVERNING PRINCIPLE

1. This procedure controls the preparation and sale of foodstuffs on the SAIT campus in accordance with health regulations.

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## PROCEDURE

1. No external organization or internal SAIT group may prepare, sell or serve foodstuffs on the SAIT campus, except as follows:
  - a) An internal group using SAIT's facilities to hold a potluck must serve only prepared packaged foodstuffs from a commercially inspected kitchen to groups of its own members and guests totaling no more than 20 people. SAIT encourages employees to use catering for such meetings or events, and to consider using on-campus vendors in particular as those operations are under the stewardship of the Commercial Services department and kitchens are inspected by a third party. The internal group is responsible for clean-up. This privilege may be withdrawn as per paragraph 3 of this procedure.
  - b) Food catering for groups of more than 20 people on the SAIT campus must be administered through the food services provider that SAIT has contracted and that Commercial Services manages.
  - c) The SAIT Students' Association (Saitsa), SAIT student clubs, and the School of Hospitality and Tourism may hold fundraisers (including bake sales) using foodstuffs prepared in their commercially-inspected kitchens, with the group that hosts the fundraiser responsible for clean-up. This privilege may be withdrawn as per paragraph 3 of this procedure.
2. All food sampling on the SAIT campus shall be with the approval of the director of Commercial Services.
3. A group that does not comply with this procedure and/or that does not meet the requirements for proper clean-up may have its food service privileges revoked at the discretion of the director of Commercial Services or, in the case of a group associated with the School of Hospitality and Tourism, at the discretion of that school's dean.

## POLICY/PROCEDURE REFERENCE

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| AD.2.14   | Commercial Sales on Campus                           |
| AD.2.14.1 | Display and Sale of Supplies, Material and Equipment |
| AD.2.14.3 | SAIT Commercial Services Exclusivity                 |

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