



Signatures: SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Category Administration – A2
and Policy Name: Commission Board Meetings and Minutes

Approved: January 24, 2018

Supersedes: March 15, 2001; January 26, 2011; December 16, 2017

Next scheduled review: November 2020

Policy There will be at least six regular meetings of the SATCC board each fiscal year. Regular meetings of the Commission Board are not open to the public. Opportunities are provided at Commission Board meetings for presentations and delegations from stakeholders and members of the public.

Deliberations and discussion at Board meetings are confidential. The approved Board meeting minutes and decisions, excluding any in-camera minutes and decisions, will be available to the public.

Procedures

The Minutes will be signed by the Board Chairperson and Vice-Chairperson.

The Commission shall ensure that the approved Commission Board Minutes are transmitted to the ministry official who represents the Minister responsible for the Apprenticeship and Trade Certification Commission on the SATCC Board of Directors.

Background

The Apprenticeship and Trade Certification Act, 1999, Section 43(1)(c) states that the Commission Board of Directors shall, “hold at least six regular meetings each year and any other meetings that the board considers appropriate.”

In doing so, the Board of Directors’ objective is to conduct its business in a manner that is, and is perceived to be, accountable to its internal and external stakeholders and to the people of Saskatchewan.

Related documents:

The Apprenticeship and Trade Certification Act, 1999 – Section 43(d) mandates the Board to establish rules respecting meetings.

A3 Presentations to the Commission Board of Directors – outlines procedures for presentations made to the Commission Board.

A6 Commission Board Accountability – documents procedures on communications to external stakeholders.

