



**Signatures:** \_\_\_\_\_  
**SATCC Commission Board Chair**

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**SATCC Commission Board Vice Chair**

**Board Category**      Accountability – A6  
**and Policy Name:**    Commission Board Accountability

**Approved:**             January 23, 2019

**Supersedes:**         March 15, 2001; January, 26 2011; December 16, 2015

**Next scheduled  
review:**                November 2021

**Policy**                    In the interests of facilitating communications within the apprenticeship sector, the Commission will be as open and transparent as practical with regard to informing third parties of SATCC Board meeting dates and minutes, membership, activities and business documents

**Procedures**            For the purposes of this policy, a third party is defined as any individual who is not a member of the Commission Board or an employee of the Commission. A third party may be acting on his/her own behalf or as a representative of any organization.

Spokespersons

The official spokesperson for the Commission Board is the Chair and/or the CEO. The SATCC Senior Management Team (SMT) will provide advice, information, research, consultation and any other support to both.

When Commission staff members other than the SMT are contacted by a third party about providing information concerning work of the Commission Board they are to forward the request to the appropriate SMT member. All requests for information will be brought to the attention of the CEO.

Media inquiries received by Board members or SATCC staff regarding the work of the Commission Board will be brought to the attention of the Director, Communications and Marketing. The Director will inform the CEO and Board Chair to determine the response required.

### Requests for Information Under *The Freedom of Information and Protection of Privacy Act*

Personal information regarding SATCC Board members will be released to third parties (an individual, industry organization or other stakeholder), pursuant to a signed consent form in accordance with *The Freedom of Information and Protection of Privacy Act (FOIP)*.

### Meetings and Meeting Minutes

Upon request, the Commission will identify the dates of any planned Commission Board meetings, and make available a copy of approved SATCC Board minutes. If a request for Board minutes or materials includes sensitive information of a personal or proprietary nature, redacted copies of these documents may be released in accordance with FOIP. Approved SATCC Board minutes will be posted to the SATCC website.

### Governance Documents

Documents such as the Commission Board's Strategic Plan and the SATCC Annual Report provide information that demonstrates the Board's commitment to effective governance and are relevant to the Commission's stakeholders. These documents are available to third parties on the SATCC website but may also be provided in print format upon request.

### Provincial Elections

The Board recognizes the Government of Saskatchewan's requirement to restrict communications in order to preserve the integrity of provincial elections. Guidance for communications during provincial elections and by-elections are published by the government in the form of guidelines. The SATCC and the Board adhere to the guidelines that prohibit the following activities during election periods:<sup>1</sup>

- Displays at career fairs or other public events
- The distribution of promotional items
- Promotional presentations and speeches
- Newly published or distributed publications
- Signs, posters and other methods of publication are restricted unless they are solely for identification or directional purposes
- Polling, focus testing, and public consultations
- Website and social media posts
- Promotional inserts shall not be included with mail-outs during the election period
- No new sponsorships are to be undertaken.

There are some activities that can continue during election periods. These include:

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<sup>1</sup> If a by-election is being held, the restrictions only apply to the constituency in which the election is taking place.

- Brochures and publications already “in place” and available to the public may continue to be available
- Distribution of publications and brochures is limited to meeting direct requests from the public
- Promotional items already distributed are not affected
- Attendance at and participation in committees, advisory boards, etc. can continue during the election period.
- “Everyday” contact between the SATCC and stakeholder groups can continue
- Staff members can continue to attend seminars and meetings where they act as “resource persons” to explain technical information. (Government programs are not to be discussed or promoted).

#### SATCC Website

The website is a primary means of providing current and accurate communications about activities undertaken by the Commission. Only published material and information previously approved by the SATCC Board or SMT is posted on the website. Any possible changes or updates proposed for the website will be brought to the attention of the Director, Communications and Marketing.

#### Cost-Recovery for Release of Information

If the provision of information to third parties represents an unusual expense to the Commission, the Commission reserves the right to charge a cost-recovery fee to the parties requesting the information.

#### **Background**

*The Apprenticeship and Trade Certification Act, 1999*, provides that the Commission Board of Directors hold regular meetings to manage and direct the affairs of the organization. The general interests of apprenticeship are served by promoting awareness of the SATCC and its operations, and facilitating communication between third parties and apprenticeship board representatives. Accountability and transparency of Commission Board activities is important to industry groups and stakeholders served by the apprenticeship system.

#### **Related documents:**

*The Apprenticeship and Trade Certification Act, 1999 – Section 43*

*The Freedom of Information and Protection of Privacy Act (FOIP)*

*G6 Role of Board Chairperson*

*A2 Commission Board Meetings and Minutes*