



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

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**SATCC Commission Board Vice Chair**

**Board Category** Administrative – A7  
**and Policy Name:** Trade Board Accountability

**Approved:** January 23, 2019

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

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

Sub-committees of the Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards, will be subject to the provisions of this policy.

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

Spokespersons

The official spokesperson for the Trade Board is the Commission. The Trade Board will make recommendations based on advice, information, research, consultation and any other support as provided by the SATCC Senior Management Team (SMT).

Media enquiries 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 Trade 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 Trade Board meetings, and make available a summary of activities of Trade Board meetings. 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.

If the Commission receives a written request from a third party, and upon approval by the Trade Board Chair, third parties may attend Trade Board meetings as observers or to make presentations.

### 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).

#### Cost-Recovery for Release of Information

If the provision of this 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*, gives the SATCC the authority to appoint trade boards, to organize meetings and to produce a record of the proceedings of the meeting. The general interests of apprenticeship are served by promoting awareness of the SATCC and its operations, and facilitating communication between third parties and trade board representatives. Accountability and transparency of the Trade Board activities is important to industry groups and other 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)*

*Trade Board Member Handbook*

*A4 Trade Board Meetings and Minutes*