

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

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**SATCC Commission Board Vice Chair**

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

**Approved:** November 30, 2023

**Supersedes:** March 15, 2001; January 26, 2011; December 16, 2017; January 24, 2018;  
November 26, 2020

**Next scheduled  
review:** November 2026

**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.

Electronic meetings may be used to conduct Board or Committee meetings when it is deemed appropriate with due notice for any such meeting being met (or waived by unanimous consent in special circumstances). All rules for in-person meetings will apply equally to electronic meetings, including all provisions relating to in camera meetings, confidentiality and conflict of interest requirements.

All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting. Meetings cannot be recorded, and no discussions held in the “chat” function during electronic meetings are to be copied and saved by Board or Committee members or used as part of the official meeting minutes.

## 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.

Electronic meetings require the additional procedures not specifically required at in-person meetings:

- The chair of the board or committee will be the chair of the meeting.
- Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- If the technology used employed enables participants to be seen through video by other participants, then the camera function will be enabled by each attendee at all times during the meeting.
- Participants shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to maintain quorum.
- Participants will mute their electronic devices unless speaking to avoid as much disruption as possible and to support seamless dialogue and debate.
- Open chat windows shall be used only to resolve technological problems and shall not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor.

## Background

*The Apprenticeship and Trade Certification Act, 2019*, Section 46(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 in Aprio:

*The Apprenticeship and Trade Certification Act, 2019* – Section 46(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.