

Signatures: _____
SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Category Administration – A3
and Policy Name: Presentations to the Commission Board of Directors

Approved: November 30, 2023

Supersedes: January 26, 2000; January 26, 2011; December 16, 2015; January 24, 2018;
November 26, 2020

**Next Scheduled
Review:** November 2026

Policy The Commission Board will receive requests by groups or individuals who wish to attend and make a presentation at regular Commission Board meetings. The decision to receive a presentation or delegation will be at the discretion of the Commission Board. This policy does not cover an appeal being made by individual who disagrees with a decision made by the SATCC (as outlined in *The Apprenticeship and Trade Certification Act, 2019* – Section 31)

Procedures In order to attend or make a presentation to a Commission Board meeting a written request must be submitted to the Chief Executive Officer (CEO) or Commission Board Chair at least 15 business days prior to the scheduled date of the Board meeting. The written request will include a brief outline of the subject of the presentation and identify its purpose, the names of the persons in the delegation and identify the delegation spokesperson. A written response to the request will be issued within 7 business days.

The CEO and Board Chair will decide whether or not to hear the presentation, or may refer the request to the Commission Board for a decision. Where the Board Chair and CEO decline a request to receive a delegation at a Board meeting, the Board Chair will report the decision to the Commission Board at its next regular meeting.

Commission Board members may ask questions of the spokesperson or any delegate to clarify issues raised during the presentation. The Commission Board may reserve decision or comment on the presentation or may choose to receive the information without discussion or debate.

The Commission Board reserves the right to limit the time allotted to a presentation.

Background

The Saskatchewan Apprenticeship and Trade Certification Commission Board consider communications with apprenticeship stakeholders important and wishes to be accessible to individuals or groups that want to make presentations. At the same time, the Board must conduct its meetings efficiently and manage its time carefully.

Related documents in Aprio:

The Apprenticeship and Trade Certification Act, 2019 – Section 31 Commission review provides that an individual who is subject to a decision of the Commission shall be given an opportunity to appeal the decision and to be heard by the Commission.

A2 Commission Board Meetings and Minutes – sets out how the Board conducts meetings.

Appeal Hearing Authority and Procedures – sets out the procedures for hearing appeals

