

Signatures:

SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Category Administration – A4
and Policy Name: Trade Board Meetings and Minutes

Approved: January 31, 2024

Supersedes: March 15, 2001; January 26, 2011; December 16, 2017; June 21, 2018,
November 25, 2020

**Next scheduled
review:** November 2026

Policy The Trade Boards will meet annually or as required to effectively conduct the business of the Trade Board.

Regular meetings of Trade Boards are not open to the public. Minutes of Trade Board meetings will be recorded by a Commission staff member. Opportunities are provided at Trade Board meetings for presentations and delegations from stakeholders and/or the public. Draft minutes are reviewed and approved at the Annual Trade Board meeting.

Minutes are received by the Commission Board for information and/or action once the Trade Board Chair reviews them. In order to expedite communications to the Commission board, these minutes can be in draft form.

Electronic meetings may be used to conduct Trade Board meetings when it is deemed appropriate subject to due notice requirements 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 Trade Board members or used as part of the official meeting minutes.

Procedures

Meetings of Trade Boards are scheduled by the Commission in consultation with the Trade Board Chair.

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

- The chair of the 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.

Minutes of Trade Board meetings are taken by a Commission staff member. The minutes of all Trade Board meetings will be sent to the Trade Board Appointments Committee for review.

Draft minutes are distributed to the Commission Board and Trade Board members for their information. All minutes for the previous year are approved at the Annual Trade Board meetings.

Background

Section (24)(1) of *The Apprenticeship and Trade Certification Act, 2019*, states, “After consulting with employers and employees in designated trades in any manner that the commission considers appropriate, the commission may appoint a trade board in any designated trade, subtrade or occupation.”

Related documents in Aprio:

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

A7 Trade Board Accountability – documents procedures on communications to external stakeholders.