

II. Structure of Commission

Section 8 – Conduct of Meetings

8.1 Commission Meetings

The Chairperson shall, in consultation with the Commission, determine the frequency of meetings of the Commission whenever he/she considers it necessary to ensure the proper administration of the Act.

A meeting may be postponed or cancelled in the event that a majority of Commission members agree that it is appropriate to do so.

8.2 Venue

The meetings of the Commission shall be held at the office of the Public Employees Benefits Agency in Regina, Saskatchewan, or such other place, or in any other manner, as may be determined by the Commission.

8.3 Absenteeism of Commission Members

Should a member's non-attendance at Commission meeting(s) become a matter of significant concern to the remainder of the Commission, such absenteeism will be reported to the Minister responsible for *The Liquor Board Superannuation Act*.

Commission members may be in attendance at a meeting by participating via teleconference.

8.4 Agenda

The Executive Secretary shall distribute an agenda, for the next scheduled Commission meeting, to each Commission member at least one week prior to such meeting.

8.5 Quorum

Quorum consists of at least two members of the Commission in attendance, either in-person or via teleconference.

8.6 Voting

Each member of the Commission shall have one vote. A motion brought forward by a Commission member is to be seconded by another Commission member. Motions shall be carried by majority vote except where the motion is one that is a trust decision (i.e., one that bears a direct impact on the Superannuation Fund as defined in *The Superannuation (Supplementary Provisions) Act*), in which case the decision of the Commission must be unanimous. In the event of a deadlock, the Chairperson shall have the deciding vote.

8.7 Minutes

The Executive Secretary shall record written minutes of each Commission meeting and distribute such minutes to each member of the Commission at least one week prior to the next scheduled Commission meeting.

8.8 Confidentiality

To ensure open and frank deliberation among Commission members, all matters discussed at Commission meetings and individual positions on any subject matter will be held in strict confidence.

Members of the Commission may communicate motions, which have been approved by the Commission, to the party or parties involved. Detailed communication of approved motions must be released through the Chairperson.

Any material of a confidential nature in the possession of Commission members must be held in a secure location and out of public view. Any material, which contains the name or names of members of the Liquor Board Superannuation Plan, must be returned to the Executive Secretary following the completion of a Commission meeting.

Minutes of Commission meetings are exempt from public release under *The Freedom of Information and Protection of Privacy Act*. The Commission has decided that it will review any Freedom of Information requests for Commission minutes on a case by case basis.

8.9 In Camera Sessions

A member of the Commission may request an *in camera* session during the course of a Commission meeting, providing that such request has the support of a majority of the Commission members.

All members of the Commission, the Executive Secretary and any other participants invited by the Commission, shall attend such *in camera* session. Minutes shall be recorded during an in camera session.

In the event that the Executive Secretary is not present to record the minutes of an *in camera* session the Chair of the Commission shall appoint one Commission member to record the minutes, and these minutes will be kept in a secure location separate from the regular meeting minutes.

In camera sessions shall be held to discuss items of a confidential nature.

8.10 History

Approval Date:	November 25, 2014, November 26, 2012, March 15, 2006
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