

II. Structure of Commission

Section 8 – Conduct of Meetings

8.1 Commission Meetings

The Commission or the person occupying the position to which the duties of the Commission have been delegated (the Delegate) will chair meetings. The Commission shall, in consultation with the Public Employees Benefits Agency (PEBA), determine the frequency of meetings of the Commission whenever necessary to ensure the proper administration of the Act.

8.2 Venue

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

8.3 Agenda

PEBA, in its provision of Executive Secretary services, shall distribute an agenda, for the next scheduled Commission meeting, to the Commission at least one week prior to each meeting.

8.4 Approval of items

Commission approval of a decision will be provided through approval of a recommendation provided by PEBA or other expert service provider, or through execution of a resolution and recorded within meeting minutes.

Where the Commission has delegated the duties to the Delegate, the Delegate will execute decisions on behalf of the Commission. Any Commission decisions which may only be approved by the Minister in his/her capacity as the Commission will be provided to the Minister by the Delegate for his/her approval/execution.

Approvals which the Minister is required to execute will be specified as exceptions within the delegation document that delegates the duties of the Commission to the Delegate.

The Delegate may defer approval of other decisions to the Minister in his/her capacity as the Commission, as the Delegate determines appropriate.

8.5 Minutes

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

8.6 Confidentiality

The Commission may communicate decisions to the party or parties involved.

Any material of a confidential nature in the possession the Commission must be held in a secure location and out of public view. Any printed material, which contains the name or names of members of the Liquor Board Superannuation Plan, must be returned to PEBA 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 will review any Freedom of Information requests for Commission minutes on a case-by-case basis.

8.7 In Camera Sessions

The Commission may request an *in camera* session during the course of a Commission meeting.

The Commission, and any other participants invited by the Commission, shall attend such *in camera* session. Minutes shall be recorded during an in camera session.

The Commission shall record or appoint someone else to record the minutes of the *in camera* session 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.

8.8 History

Approval Date:	November 25, 2014, November 26, 2012, March 15, 2006, and September 24, 2019
Last Review:	September 24, 2019
Next scheduled review	November 2020