



**Saskatchewan Apprenticeship and Trade
Certification Commission**

Appeals ad hoc Committee Terms of Reference

Commission Board Approved – June 21, 2018

Saskatchewan Apprenticeship and Trade Certification Commission

Appeals ad hoc Committee Terms of Reference

1) Purpose

Pursuant to Section 29 (1) and Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999* (the Act), the SATCC Appeals Committee shall be an ad hoc committee of the Board of Directors. This committee will make decisions, based on the principles of administrative justice, as to whether an appealed decision is appropriate.

2) Membership

- a) As required, members of the Committee shall be appointed by the Chair of the Board of Directors and shall consist of not less than 3 members of the Board.
- b) The Chair of the Committee shall be the Board of Directors Chair.

3) Roles and Responsibilities

The Appeals ad hoc Committee shall have the following responsibilities.

- a) To uphold the integrity of the Saskatchewan apprenticeship system through the adjudication of disputes regarding certain decisions made by SATCC employees.
- b) Establish procedures, processes and appropriate records for effective appeal hearings.
- c) Members of the Committee do not represent, nor advocate, for employees and management of SATCC or for the appellant.

4) Meetings

- a) The Committee shall meet at the call of the Chair of the Committee, as required on an ad hoc basis. Meetings shall be scheduled so all required parties are able to attend.

5) Decision Making

- a) All decisions of the Appeals ad hoc Committee will be based on the SATCC Consensus Model (see Appendix 1)

6) Reporting

- a) No decision of the Appeal Committee shall be released, except by the Board Secretary, either verbally, or in writing.
- b) The Board Secretary shall provide the written decision to the appellant and the SATCC.

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- c) The SATCC shall keep a record of all appeals, showing name of appellant, date filed, date heard, and committee decision.

7) Confidentiality

All deliberations of the Appeals ad hoc Committee, including all records, material and information shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

8) Review History

Board Approval dates: June 21, 2018

Last Committee review: NEW

Next scheduled review: November 2021

Appendix 1 SATCC Appeals Committee Consensus Decision Making Model

