



**Saskatchewan Apprenticeship and Trade  
Certification Commission**

**Inclusion and Program Innovation  
ad hoc Committee  
Terms of Reference**

**Saskatchewan Apprenticeship and Trade Certification Commission**  
***Inclusion and Program Innovation Committee Terms of Reference***

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**1) Purpose**

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Inclusion and Program Innovation Committee shall be an ad hoc committee of the Board of Directors and assist the Board by providing guidance and advice in relation to inclusionary practices and innovations in apprenticeship programming.

**2) Membership**

- a) Members of the Committee shall be the entire Board and reflect the industry and stakeholder balance of the Board.
- b) The Committee shall appoint a Chair for each meeting.
- c) Members of the Committee shall continue to be members until a successor is appointed, unless the member resigns, is removed by Board resolution or ceases to be a member of the Board.

**3) Responsibilities**

The Inclusion and Program Innovation Committee shall have the following general duties and responsibilities.

- a) In response to the identified needs of employees, employers and other apprenticeship stakeholders, provide recommendations for the Board's consideration regarding innovations in apprenticeship.
- b) Every two years conduct a review of the Inclusion and Program Innovation Committee's Terms of Reference and recommend to the Governance Committee any amendments. If the Committee is not required to meet for any other purpose, this responsibility can be carried out by the Governance Committee.
- c) Carry out any other responsibilities as assigned by the Board from time to time.

**4) Meetings**

- a) The Committee shall meet at the direction of the SATCC Board, as required.
- b) A quorum shall be half the Committee members.
- c) Reasonable notice, preferably seven (7) calendar days before the meeting, shall be given in writing, to each member of the Committee.
- d) The Agenda and associated material shall be sent to each member of the Committee prior to the time for such meeting, preferably seven (7) calendar days.
- e) A Committee member may in any manner waive a notice of meeting. Attendance of a Committee member at the meeting is a waiver of notice of the meeting, except where a Committee member attends a

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meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not properly called.

- f) The Committee shall have the right to determine which non-Committee members shall and shall not be present at any part of the meetings of the Committee, and may hold in-camera sessions.

**5) Decision Making**

All decisions of the Inclusion and Program Innovation Committee will be based on the SATCC Consensus Model (see Appendix 1).

**6) Reporting**

- a) The Commission shall provide staff support to the Committee and staff shall act as recording secretary.
- b) The minutes shall include an outline of items discussed, proposed recommendations and action items for the SATCC Board of Directors.
- c) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.

**7) Confidentiality**

All deliberations of the Inclusion and Program Innovation 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: January 22, 2020; June 21, 2018;  
December 16, 2015; and January 26, 2011  
Last Committee review: January 8, 2020  
Next scheduled review: January 2022

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**Appendix 1 - SATCC Committee Consensus Decision Making Model**

