



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Standards ad hoc Committee
Terms of Reference**

Saskatchewan Apprenticeship and Trade Certification Commission
Standards Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Board of Directors may appoint an ad hoc Standards Committee to deal with time and task sensitive issues.

2) Membership

- a) Members of the Committee shall be appointed by resolution of the Board as required and shall consist of not less than 3 and not more than 5 members of the Board, reflecting the industry and stakeholder balance of the Board.
- b) As an *ad hoc* committee, other members from the SATCC board of directors may be added as needed, depending on the issues that the Standards Committee is required to deal with. The temporary members will be appointed by the Chair of the Board.
- c) The Board shall appoint members to the Committee for a three-year term.
- d) The SATCC Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.

3) Responsibilities

The Standards Committee shall have the following general duties and responsibilities.

- a) Review and develop recommendations for the SATCC Board of Director's consideration on matters pertaining to standards of training, certification, examination, curriculum and entrance requirements for designated trades.
- b) Review and develop recommendations for the SATCC Board of Director's consideration on matters pertaining to the designation or any new trade, sector, sub-trade or area of endorsement.
- c) Review and develop for the SATCC Board of Director's consideration on matters pertaining to the de-designation or any trade, sector, sub-trade or area of endorsement.
- d) Every two years conduct a review of the Standards 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.
- e) Carry out any other responsibilities as assigned by the Board from time to time.

4) Meetings

- a) The Committee shall meet on an as required.
- b) A quorum shall be half the Committee members.

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- 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 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 Standards 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 Standards 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: September 30, 2020; June 21, 2018; December 16, 2015; February 27, 2013; and January 26, 2011
Last Committee review: February 9, 2020
Next scheduled review: April 2022

Appendix 1 - SATCC Committee Consensus Decision Making Model

