Saskatchewan Apprenticeship and Trade Certification Commission

Audit and Finance Committee Terms of Reference

Commission Board Approved – February 4, 2026

Saskatchewan Apprenticeship and Trade Certification Commission

Audit and Finance Committee Terms of Reference

1) Purpose

The SATCC Audit and Finance Committee is a standing committee of the Board of Directors (the Board) per *The Apprenticeship and Trade Certification Act, 2019,* Section 48 (1)(g)(h). The Committee ensures the Board's financial reporting, internal controls, and management information systems are adequate and effective.

2) Membership

a) Members of the Committee are appointed by resolution of the Board, consisting of 3 to 6 Board members reflecting the industry and stakeholder balance.
b) Members are appointed for a three-year term.
c) The Committee Chair is appointed by the Committee annually.
d) The Commission Board Chair and Vice-Chair may attend meetings as ex officio members.
e) Members of the Committee continue as 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 Audit and Finance Committee has the following general duties and responsibilities.

a) The Committee Chair job description, which outlines the duties of the position, is attached in Appendix 1.
b) Review the financial statements of the SATCC and make recommendations to the Board with respect to their disposition.
c) Review and recommend for Board approval, the financial statements as contained in the SATCC Annual Report, as well as any other disclosure documents containing financial statements or financial information.
d) Review of the Provincial Auditor's annual audit of the SATCC's financial, internal controls, risk management and management information systems.
e) Direct the Internal Auditor's annual audit plan of the SATCC's financial internal controls, risk management system, information management systems and business processes.
f) Develop an annual Audit and Finance Committee work plan/calendar of activities.
g) Conduct a review of the Terms of Reference every 3 years and recommend amendments to the Governance Committee.
h) Carry out any additional responsibilities as assigned by the Board.

4) Meetings

a) Meetings are held four times a year or at the call of the Chair.
b) Quorum is half the Committee members, excluding ex officio members.
c) The Committee will be given advance meeting notice, preferably seven (7) calendar days, and will receive agendas and materials prior to the meeting.
d) Members may waive notice by attending meetings. Attendance at the meeting is a waiver of notice, except where a member attends to object to the conduct of business on the grounds that the meeting is improperly called.
e) The Committee can determine non-member attendance at any part of meetings and may hold in-camera sessions.

5) Decision Making

Committee decisions are based on the SATCC Consensus Model (see Appendix 2).

6) Reporting

a) The Commission will provide staff support to the Committee that will include a recording secretary.
b) Committee-approved minutes will be submitted to the Board for information.

7) Confidentiality

All deliberations of the Audit and Finance Committee, including all records, material and information are confidential and safeguarded from improper access.

8) Review History

- Board Approval date: February 4, 2026
- Next scheduled review: November 2028

Bryan Leier Digitally signed by Bryan Leier Date: 2026.09.09 14:01:51 -06'00'

Jeff Sweet Digitally signed by Jeff Sweet Date: 2026.09.09 14:02:33 -06'00'

Appendix 1

Job Description
Position: Committee Chair
Time Commitment: Four hours every two months (meetings and meting prep)
Term: One year term, renewable annually, no term limit

Authority	The Committee Chair is elected each year as set out in each Committee's Terms of Reference. The Terms of Reference are approved by the Saskatchewan Apprenticeship and Trade Certification (SATCC) Board of Directors
Accountability	The Committee Chair is accountable to the Committee members and the Board of Directors of the SATCC for their performance.
Responsibility	The Committee Chair is responsible for the effective functioning of the Committee and ensures the Committee fulfils its responsibilities as outlined in the Committee's Terms of Reference. In addition, the Committee Chair has the following responsibilities: • The Committee Chair shall preside at all Committee meetings (e.g. ruling, recognizing); • The Committee Chair shall be responsible for establishing the agenda for Committee meetings. The Committee Chair shall accept requests from Committee members for items to be included on the Committee agenda; and • The Committee Chair shall ensure that the Committee discusses those topics which, according to Committee Terms of Reference, are within the purview of the Committee, as delegated by the Board.
Qualifications	The Committee Chair must have: • A commitment to, and a clear understanding of, the mission of the organization; • Knowledge of meeting procedures, governance policies and SATCC Legislation; and • Sufficient time to devote to his/her responsibilities.
Evaluation	The Board has implemented a system for evaluating the Board Committee Chair.

Appendix 2
SATCC Committee Consensus Decision Making Model