



**Saskatchewan Apprenticeship and Trade
Certification Commission**

Human Resources Committee Terms of Reference

Commission Board Approved – February 4, 2026

Saskatchewan Apprenticeship and Trade Certification Commission

Human Resources Committee Terms of Reference

1) Purpose

The SATCC Human Resources Committee is a standing committee of the Board of Directors (the Board) per *The Apprenticeship and Trade Certification Act, 2019*, Section 48 (2)(3)(4)(5). The Committee provides the Board with guidance and advice in relation to any matters delegated to it.

2) Membership

- a) Members of the Committee are the Board Chair, Vice-chair, and the Chairs of Standing Committees.
- b) The Commission Board Chair is the Chair of the Committee.
- c) Members 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 Human Resources Committee has the following general duties and responsibilities:

- a) Develop CEO performance objectives together with the CEO.
- b) Oversee the evaluation and compensation of the CEO set out in Policies G9 CEO Evaluation and G16 CEO Short Term Incentive.
- c) Ensure the SATCC has a sound management succession plan.
- d) Conduct a review of the Terms of Reference every 3 years and recommend amendments to the Governance Committee.
- e) Carry out any additional responsibilities as assigned by the Board.

4) Meetings

- a) Meetings are held at the call of the Chair.
- b) Quorum is half the Committee 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.

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5) Decision Making

Committee decisions are based on the SATCC Consensus Model (see Appendix 1).

6) Reporting

- a) Minutes will include discussion items, proposed recommendations and action items for the Board.
- b) Committee-approved minutes will be submitted to the Board for information.

7) Confidentiality

All deliberations of the Human Resources 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

Appendix 1

SATCC Committee Consensus Decision Making Model

