



**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

The SATCC Board of Directors (the Board) may appoint an ad hoc Standards Committee to address time-sensitive issues per *The Apprenticeship and Trade Certification Act, 2019*, Section 48 (1)(g)(h) .

2) Membership

- a) Members are appointed by resolution of the Board, consisting of 3 to 5 Board members reflecting industry and stakeholder balance.
- b) As an *ad hoc* committee, other members from the SATCC board of directors may be added as needed. The temporary members will be appointed by the Chair of the Board.
- c) Members are appointed for a three-year term.
- d) The SATCC Board Chair and Vice-Chair may attend meetings as ex officio members.
- e) The Committee shall work using a consensus model.

3) Responsibilities

The Standards Committee shall have the following general duties and responsibilities. Review and develop recommendations on matters pertaining to:

- a) Standards of training, certification, examination, curriculum and entrance requirements for designated trades.
- b) The designation or any new trade, sector, sub-trade or area of endorsement.
- c) The de-designation or any trade, sector, sub-trade or area of endorsement.
- d) The Terms of Reference every 3 years. If the Committee is not required to meet for any other purpose, this responsibility can be carried out by the Governance Committee.
- e) Additional responsibilities assigned by the Board.

4) Meetings

- a) Meetings are held as required.
- b) Quorum is half the Committee members.
- c) The Committee will be given advance meeting notice, preferably seven (7) calendar days, and will be 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 the meeting is improperly called.

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- 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 1)

6) Reporting

- a) The Commission shall provide staff support to the Committee that will include a recording secretary.
- b) Minutes will include discussion items, proposed recommendations and action items for the Board.
- c) Committee-approved minutes will be submitted to the Board for information.

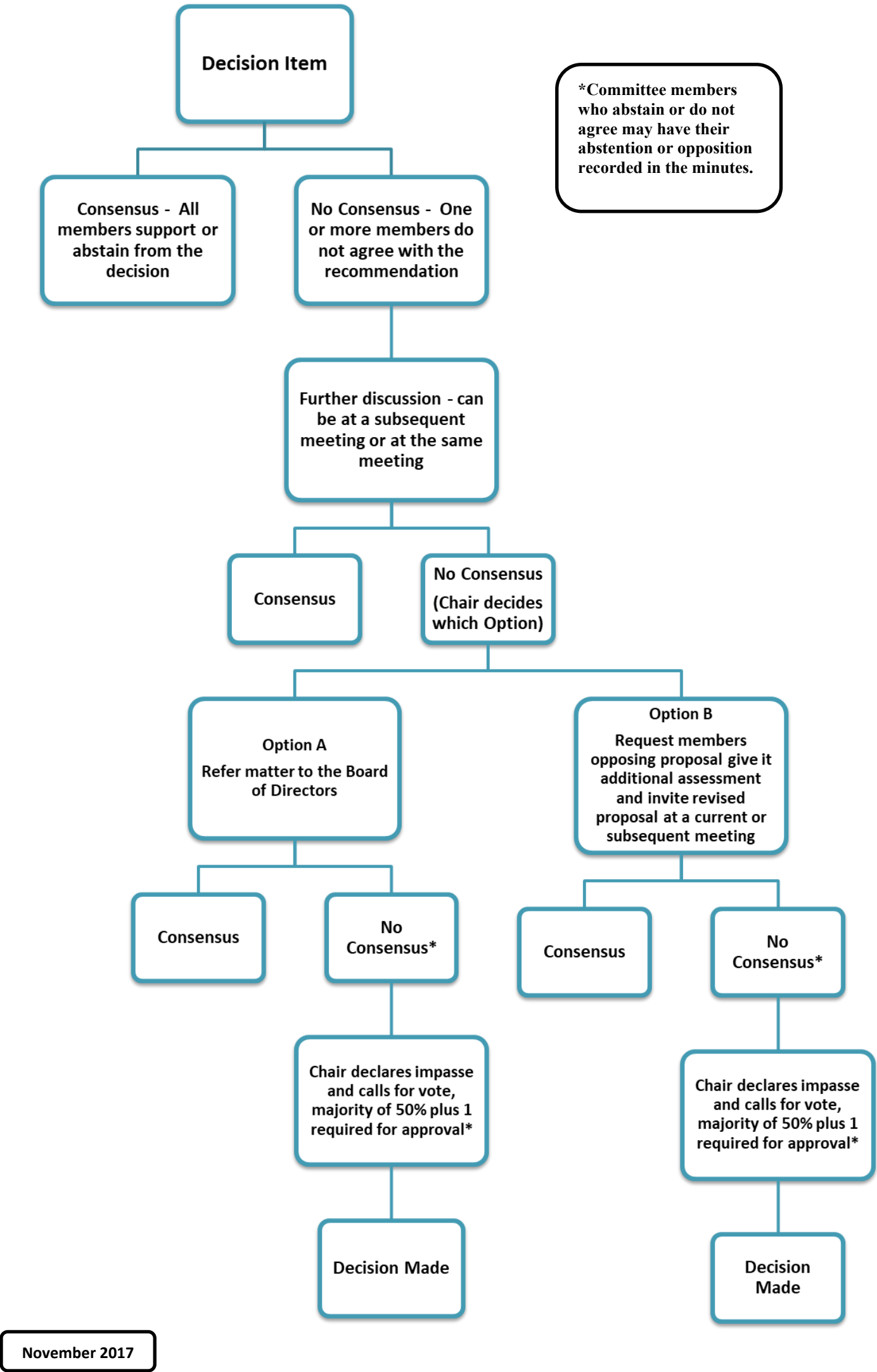
7) Confidentiality

All deliberations of the Committee, including 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



*Committee members who abstain or do not agree may have their abstention or opposition recorded in the minutes.