



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
December 12, 2012
2nd Floor Boardroom, 2140 Hamilton Street
REGINA SK**

Meeting Number 2012-12

Members Present:

| | |
|--------------------------------|----------------------------|
| Garry Kot (Chair) | Doug Christie (Vice-Chair) |
| Monte Allan | Frank Burnouf |
| Gord Heidel | Tim Earing |
| Teresa Hards (conference call) | Doug Mitchell |
| Leonard Manitoken | Rupen Pandya |
| Brett Vandale | Brent Waldo |

Regrets:

| | |
|-----------------|----------------|
| Jim Deck | Gregory Gaudet |
| Clarence George | Troy Knipple |
| Bryan Leier | Marral Thomson |
| Linda Turta | |

Staff:

Jeff Ritter, CEO
Sherry Morcom-Runge, Recorder

Garth Herbert, Director of Corporate Services
Rick Ewen, Director of Apprenticeship
Dawn Stanger, Strategic Advisor
Julie Folk, Director of Communications



| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>Call to Order</p> <p>The Commission Board of Directors was welcomed. Board of Directors were reminded that discussions at the Board meetings are to be considered confidential.</p> | |
| <p>#1 Adoption of the Agenda</p> <ul style="list-style-type: none"> • The Agenda was approved with the addition of the Purchase Card item which will be covered in 5b). | <p>Motion #2012-12-01 There was consensus to approve the agenda as amended.</p> |
| <p>#2 Adoption of September 26, 2012 Minutes and Business</p> <ul style="list-style-type: none"> • Brett Vandale noted that on page 5, Agenda Item #8, the comment was that there was no accurate data available for Metis peoples. <p>Business Arising</p> <ul style="list-style-type: none"> • There was no business arising. | <p>Motion #2012-12-02 There was consensus to accept the Minutes of May 31, 2012 as corrected.</p> |
| <p>#3 Chair's Report</p> <ul style="list-style-type: none"> • The Chair welcomed the new members who have been appointed by an Order-In-Council to the Commission Board of Directors: Gord Heidel, Rupen Pandya, Troy Knipple, and Leonard Manitoken. • Marral Thomson and Vince Morrissette were thanked for their service to the Commission Board of Directors. Joe Black was thanked for his contribution to the SATCC and the apprenticeship program in Saskatchewan. • It was noted that the agenda has changed slightly in its appearance. All decision items have been moved to the beginning of the agenda. • Update on CCDA and CAF. SATCC had an opportunity to attend both meetings in Ottawa and Gatineau. The CAF Board has announced that it | <p>Motion #2012-12-03 There was consensus to accept the Chair's Report as presented.</p> |

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| <p>will continue its operations beyond May 2013. They have adopted a membership program to help facilitate this.</p> <ul style="list-style-type: none"> • The CCDA meeting provided SATCC an opportunity to discuss the Red Seal Program with jurisdictions across Canada. • The Chair attended the IPA meetings that were held in conjunction with the CAF/CCDA meetings. • Trade Up Saskatchewan – construction industry has developed a new program. • There will be a reception for Joe Black at the HotelSask on December 17, 4:30 -7:00 pm. Travel/accommodation expenses for Board members will not be covered. • The Chair wished all the board members a Merry Christmas and all the best in the New Year. | |
| <p>#4 CEO's Report</p> <ul style="list-style-type: none"> • Board activities were discussed. • Joe Black was thanked for his years of service to the SATCC. • There will be a discussion on the membership for CAF. • SaskPlan for growth was announced by the Premier since the last Board of Directors meeting. Rupen Pandya and his colleagues at the Ministry of the Economy were thanked for advancing the interests of SATCC to the Minister of Economy. • At the recent staff meeting, the CEO noted that social events can be used for team building. We have attached a charitable aspect to the social events. The SATCC had a Halloween contest in 2012 and Danielle Grimard and Karen Frennette from the Saskatoon office were the winners. The CEO will be treating them to a lunch in Saskatoon. Staff engagement will be an initiative undertaken by the CEO. • The CEO plans on visiting all the Commission Board of Directors in their home communities over the next few months. | <p>Motion #2012-12-04 There was consensus to accept the CEO's Report as presented.</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>#5a) Canadian Apprenticeship Forum Membership</p> <ul style="list-style-type: none"> • The Commission has been asked to take out a membership with CAF in the amount of \$5,000. CAF does undertake valuable research. • This would be a yearly and ongoing membership drive. <p>#5b) BMO Credit Card</p> <ul style="list-style-type: none"> • BMO wants a Board resolution before they will approve a purchase card program. • SATCC would be requesting 3-5 cards to be used for small dollar amount purchases. • BMO automatically downloads into MIDAS which would alleviate the workload for transactions that are small. This is strictly an efficiency and best practice initiative. • Cards will be individually identified, and each person will be responsible for reconciling their card. The approver will not be a card holder. • It was noted that checks and balances need to be in place and SATCC needs to be diligent in monitoring the use of the purchase cards. | <p>Motion #2012-12-05 There was consensus to approve the \$5,000 membership with CAF.</p> <p>Motion #2012-12-06 There was consensus to approve the application to BMO to enter into a purchase card arrangement with them.</p> |
| <p>#6 Committee Reports</p> <p>#6 Governance Committee</p> <ul style="list-style-type: none"> • Brent Waldo thanked committee members for the time and efforts. • The Governance committee met on November 1, 2012. They discussed the Brown Governance report. The Governance Committee worked closely with Brown Governance on 150 leading accountability and governance policies or practices and indicates, in Brown's opinion, that | <p>Motion #2012-12-07 There was consensus to accept the 2012-13 Governance Work Plan and Governance Committee Report as presented.</p> |

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| <p>SATCC meets the guidelines in 124 areas and does not meet the guidelines in 26 areas.</p> <p>i. Accountability and Governance Practices – Follow up to Brown Governance Report – Decision Item</p> <ul style="list-style-type: none"> • Issues that were identified were: the board size, quorum, resources linked to the positions of CFO and Corporate Secretary etc. • The SATCC Commission Board of Directors is an industry lead board and as such, requires a finite number of people. The category of Directors covered under “Others” needs to be maintained. • The reduction in the size of the board would require a legislative change. The SATCC recognizes that industry needs to be engaged in any discussions, and they need to be supportive of a change. The SATCC has examined this and have determined that the board size is appropriate. • The SATCC needs to clarify with the Ministry of the Economy that our policies are in alignment. There has been no indication that 100 percent compliance will be enforced. This exercise has confirmed that this is a healthy institution. • Through the Governance Committee the SATCC will make note of anomalies, and ensure that the Commission Board of Directors is aware of and accepts them. The SATCC needs to demonstrate that due diligence has been taken to address any issues. • The issue of quorum would require a legislative change. The Commission Board of Directors is a very divergent group from a very large geographic area. The SATCC can take advantage of technology to facilitate having quorum for meetings. The quorum for meetings will not change. • The Innovation and Inclusion Committee has never met. The Governance Committee will review the purpose of the committee and | <p>Motion #2012-12-08</p> <p>There was consensus to approve The Governance Committees recommendation that the SATCC Board of Directors approve SATCC recommendations for next steps in addressing Brown’s observations and suggestions as attached in Appendix A. The Appendix summarizes Brown Governance’s observations and suggestions regarding SATCC accountability and governance practices.</p> |

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| <p>make a recommendation.</p> <ul style="list-style-type: none"> • The Governance Leadership Forum is a professional development workshop. Dates have not been confirmed, but it is expected to occur in March, 2013. Directors can expect to hear more at a future date. <p style="margin-left: 40px;">ii. Governance Committee Minutes – May 4, 2012 – Information Item</p> <p>#6 Audit and Finance Committee</p> <ul style="list-style-type: none"> • Brett Vandale reported that the Finance and Audit Committee met that morning and discussed the reserve surplus policy. The SATCC does not have a surplus, due to unforeseen circumstances. • The SATCC was unable to meet the policy requirement of one month's operating expenses as at June 30, 2012. At the May 2011 Board Meeting, SATCC staff had alerted the Commission Board of Directors that the SATCC would not be meeting the required minimum. The minutes state that the SATCC's net financial surplus was projected to be \$87,000. This situation was created by the fact that the Ministry of Advanced Education, Employment and Immigration (AEEI) was unable to increase the grant to SATCC sufficient to cover required cost increases. • SATCC was subsequently transferred to the responsibility of the Ministry of Economy who provided one-time funding to cover unforeseen costs. However, this funding was not sufficient to restore the Unrestricted Accumulated Surplus to the amount required by the policy. • The Audit and Finance Committee reviewed the Terms of Reference. It was recommended that terms should be changed to three years from 1 year. • The financials for the Annual Apprenticeship Awards event were reviewed. | <p>Motion #2012-12-09</p> <p>There was no consensus to accept the Finance and Audit Committee report as presented due to a lack of quorum.</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| There was no quorum from this point forward. | |
| <p>i. Reserve Policy Deficiency – Decision Item - Deferred to the next meeting.</p> <p>ii. Audit and Finance Committee Minutes – September 26, 2012 – Information Item</p> <p>#6c Regina Trades and Skills Centre – For Information</p> <ul style="list-style-type: none"> • There was no report. <p>#6d Saskatoon Trades and Skills Centre – For Information</p> <ul style="list-style-type: none"> • Gord Heidel’s position on the STSC is as a member of the HR committee. Leonard Manitoken is the Chair and attends as the SITT representative. • STSC ran 20 programs this fall. • They ran a summer work practicum program. • They will be able to maintain their current programming for this fiscal year, but do have some concerns moving forward. The number of applicants has been increasing steadily. • STSC had over 12,000 applications for programs in the past year. These programs are considered quick skills program, and focus on only one item. Pre employment focuses on more than one item. • Saskatoon has a mandate to work with at-risk clients. | <p>Motion #2012-12-10</p> <p>There was no consensus to accept the Reserve Policy Deficiency decision item due to a lack of quorum.</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>#7 Trade Board Renewal and Board Appointments/Changes</p> | <p>Motion #2012-12-11 There was no consensus to accept the Trade Board Renewal and Board Appointments as presented.</p> |
| <p>#8 Trade Board Minutes</p> <ul style="list-style-type: none"> • There were no issues arising from the Trade Board Minutes. | |
| <p>#9 SATCC Board Appointment Process – For Information</p> <ul style="list-style-type: none"> • All industry representatives expire next year on the same date. • The process for the next set of elections will be ready for the May meeting. • Staggering the Board of Directors appointments is a discussion that needs to happen with the Ministry of the Economy. | |
| <p>#10 In-Camera Session (as required)</p> <ul style="list-style-type: none"> • The Board of Directors supports the idea of having the occasional meeting at a location other than Regina. • The Board of Directors felt that the Awards Ceremony was a great success, and demonstrates the dedication of the SATCC Staff. The CEO and the SATCC staff were congratulated on their contribution to the SATCC Awards Ceremony. | |
| <p>#11 Other Business</p> <ul style="list-style-type: none"> • There was no Other Business. | |
| <p>#12 Next Meeting</p> <ul style="list-style-type: none"> • The next meeting of the Board of Directors will be January 23, 2013. | |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| The Chair will not be available for that meeting. | |
| #13 Adjournment <ul style="list-style-type: none"> • The meeting adjourned at 1:30 pm. | |

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

Saskatchewan Apprenticeship and Trade Certification Commission

**Curriculum & Exam Development Board Removals and Appointments
September 26, 2012**

Proposed for Removal From The CEDB

| Trade | Board Member | Reason |
|-----------------------|---------------------|---------------|
| Steel Fabricator | Jerry Harms | Resigned |
| Boilermaker | Randy Larson | Resigned |
| Boilermaker | Grant Jacobs | Resigned |
| Ironworker Structural | Bert Royer | Resigned |

Proposed for Appointment to the CEDB

| Trade | Nominated for Appointment to the CEDB |
|-----------------------|--|
| Electronics Assembler | Sylvia Peters |
| Electronics Assembler | Craig Young |
| | Marguerite |
| Hairstylist | Bissonnette |

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments September 26, 2012

Proposed for Removal From the TB

| Trade | Removal from the TB | Reason |
|---|----------------------------|---------------------|
| Steel Fabricator | Jerry Harms | Recommended removal |
| Boilermaker | Tony Van Kampen | Resigned |
| Ironworker (Reinforcing Rebar/Structural) | Bert Royer | Resigned |
| Sheet Metal Worker | John Loch | Resigned |

Proposed for Appointment to the TB

| Trade | Nominated for Appointment to the TB |
|-----------------------------|--|
| Boilermaker | Mike Keilback (ee) |
| Sprinkler Systems Installer | Tyrell Brown (ee) |
| Sheet Metal Worker | Maury Demmans (ee) |

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Examining Board Removals and Appointments September 26, 2012

Proposed for Removal from the TEB

| Trade | Removal from the TEB | Reason |
|---|-----------------------------|---------------|
| Boilermaker | Randy Larson | Resigned |
| Ironworker (Reinforcing Rebar/Structural) | Bert Royer | Resigned |

Proposed for Appointment to the TEB

| Trade | Nominated for Appointment to the TEB |
|--------------|---|
|--------------|---|