



SATCC Board of Directors Meeting
January 25, 2017, 10:00 am – 3:00 pm
2nd Floor Boardroom, 2140 Hamilton Street
REGINA SK
1866-296-5646/544117

Meeting Number 2016-2017-05

Members Present:

Drew Tiefenbach (Chair) - ER Construction
Doug Mitchell – Other Disabilities (Conference Call)
Joe Kleinsasser - ER Ag, Tourism & Service
Leonard Manitoken – Other First Nations
Lorne Andersen - EE Production/Maintenance
Wayne Worrall – EE Construction
Bryan Leier – ER Motive Repair (Part)

Doug Christie – ER Construction
Brian Marshall – ER Production/Maintenance
Albert Loke – Other Northern
Roxanne Ecker – Other Women in Trades
Karen Zunti – EE Ag, Tourism & Service
Jeff Sweet – EE Construction
Alastair MacFadden – Other Economy (Part)

Regrets:

Brett Vandale – Other Métis
Terry Parker – Other SaskPoly
Tammy Bloor Cavers – Guest Advanced Education

Rhonda Hipperson - ER Construction
Tim Earing - EE Motive Repair

Guests:

Maria Chow (Part)
David Brown – Brown Governance (Part, by conference call)

Aaron Laughlin -(Part)

Staff:

Jeff Ritter, CEO
Shaun Augustin, CFO
Dominika Krzeminska, Executive Assistant
Sherry Morcom, Executive Administrator (Recorder)

Loreena Spilsted, COO
Dawn Stanger, Director of Governance, Policy & Research
Dean Frey, Acting Director PD (Conference Call, 10:50 – 11:25)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p> <p>The Commission directors were welcomed.</p>	
<p>1. Adoption of the Agenda</p>	<p>Motion #2016-2017-05-01 There was consensus to approve the agenda as circulated.</p>
<p>2. Adoption of the November 30, 2016 Minutes and Business Arising</p> <ul style="list-style-type: none"> • Business Arising <ul style="list-style-type: none"> ○ There was no business arising. 	<p>Motion #2016-2017-05-02 There was consensus to approve the minutes of November 30, 2016.</p>
<p>3. Chair's Report</p> <ul style="list-style-type: none"> • The Chair reported that he attended Board of Directors Committee meetings. 	<p>Motion #2016-2017-05-03 There was consensus to accept the Chair's Report as presented.</p>
<p>4. CEO's Report</p> <ul style="list-style-type: none"> • The CEO delivered remarks and presented a Red Seal pin to Blake Brass at the Saskatchewan Indian Institute of Technologies (SIIT) ceremony held December 15, 2016. Blake Brass is the 100th Red Seal endorsed journey person to complete training through SIIT's Joint Training Committee, in partnership with the Saskatchewan Apprenticeship and Trade Certification Commission. • Jurisdictional apprenticeship authorities and industry continue the consultation process for Landscape Horticulturist. Recommendations to the Oversight Committee and the CCDA, as well as corresponding approvals, are pending. The curriculum sequencing workshop for Landscape Horticulturist will be held in Ottawa, January 19-20, 2017. • There will be curriculum sequencing workshops in Ottawa for Sheet Metal Worker (February/March) and Machinist (tentative – April) • The CEO was interviewed by the Regina Leader-Post on January 16 as a follow-up to the article published on April 18 2016. The interview and 	<p>Motion #2016-2017-05-04 There was consensus to accept the CEO's Report as presented.</p>

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<p>the article were looking into the continued softening of the demand for apprentice training in Saskatchewan as a result of the current economic environment. The key messages that were emphasized were:</p> <ul style="list-style-type: none"> ○ the apprenticeship model of training is that we train people for jobs they are already in ○ apprenticeship training is industry driven and therefore the number of apprentices we train in a given year depends on industry demand; and ○ regardless of the current economic climate, an aging workforce will still spur a need for apprentices in the province. A link to the full article can be found here: http://leaderpost.com/news/saskatchewan/need-for-apprentices-dropping-in-sask <ul style="list-style-type: none"> ● SATCC is working closely with the Ministry of the Economy on the legislative changes. The Ministry has requested more information on the cessation of work. ● The Board Member representing the Ministry of Economy congratulated SATCC on developing a constructive relationship with SIIT. ● The Board Member representing the Ministry of Economy noted that the expectation is that for next year there will be no changes in compensation for government personnel from tax payer's dollars. 	
Decision Items	
<p>5. CEO Contract</p> <ul style="list-style-type: none"> ● All SATCC Management and Board Guests left the meeting. The CEO and the SATCC Board of Directors held an in-camera meeting to discuss the CEO's contract. ● The CEO left the meeting and the Board held an in-camera meeting with Board members present. ● The CEO, SATCC Management re-joined the meeting. ● The Board Guests and the Acting Director PD joined the meeting. 	<p>Motion #2016-2017-05-05</p> <p>There was consensus to engage a consultant to review the scope and compensation for the SATCC CEO position.</p> <ul style="list-style-type: none"> ● The Board of Directors recognizes the importance of the role of the CEO. The CEO's role should be reviewed by an external consultant. ● The consultant will: <ul style="list-style-type: none"> ○ compare the SATCC CEO role and compensation package to others in similar positions (e.g. CEOs of Commissions,

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	<p>Post-Secondary institutions, etc.)</p> <ul style="list-style-type: none"> ○ review the scope of the positions and compensation ○ review how the CEOs current duties have evolved. ○ Present a report to the HR Committee prior to coming forward to a Board of Directors meeting. <p>The SATCC Board of Directors will then provide recommendations to the Minister.</p>
<p>6. Fee Review</p> <ul style="list-style-type: none"> ● On behalf of the Committee Chair, Bryan Leier reported the Audit and Finance Committee is recommending approval of changes to certain SATCC Fees. It is recommended there be no change to the \$95 per week tuition rate because the average cost per training day (CPTD) is not anticipated to eclipse the \$97.50 threshold which would trigger the recommendation to increase tuition to \$100 per week. The administrative fee changes are the second-year changes recommended in the Administrative Fee Change Plan which was approved by the Board in February 2016. ● The recommended fee changes are not expected to generate significant increased revenue. Saskatchewan's administrative fees for exams will be the highest of the western Canadian provinces and the gap will increase with the fee increases ● All fee changes will begin starting January 1, 2018. The fee changes will be communicated on the SATCC's website once the 2017-18 Business Plan is approved by the Minister and adopted by the SATCC Board. The rationale for delaying until January 1, 2018 is to give adequate notice to stakeholders of the fee changes. 	<p>Motion #2016-2017-05-06</p> <p>There was consensus to approve the changes to the Fees as recommended.</p> <ol style="list-style-type: none"> 1. Tuition to remain at \$95 per week; 2. Second-time (or more) written and practical exam fees increase to \$125 and \$175, from \$100 and \$160, respectively. The exam fee review fee increase from \$100 to \$125; and 3. All other fees remain unchanged
<p>7. De-designation of Plasterer</p> <ul style="list-style-type: none"> ● On behalf of the Standards Committee, Loreena Spilsted reported the Committee is recommending that the Plasterer trade be de-designated. The Plasterer trade has been an inactive trade for many years. 	<p>Motion #2016-2017-05-07</p> <p>There was consensus to approve that the Plasterer trade be de-designated as a trade.</p>

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<p>Technical training is not available in Saskatchewan or any other jurisdiction in Canada. There is little or no support from industry to maintain any boards (trade board, curriculum and examination development board or trade examining board). This lack of support prevents the development and maintenance of core trade related documents such as the Provincial Occupational Analysis and certification examinations.</p> <ul style="list-style-type: none"> ○ The last record of a trade board meeting is April 23, 1992. ○ Trade listed with a footnote in the 2007-08 SATCC Annual Report “There is presently no technical training available in Canada for this trade.” ○ The most recent journeyman examination was implemented in 1991. ○ One candidate wrote the journeyman examination since 1991 	
<p>8. Trade Board Appointments Committee Terms of Reference</p> <ul style="list-style-type: none"> • The Committee Chair reported the Trade Board Appointments Committee is recommending approval of an amendment to its Terms of Reference to add the responsibility of reviewing and recommending all SATCC trade board meeting minutes. 	<p>Motion #2016-2017-05-08</p> <p>There was consensus to approve the Trade Board Appointments Committee recommendation that the amended Terms of Reference include the review and recommendation of all Trade Board meeting minutes to the SATCC Board of Directors.</p>
<p>9. Trade Board Appointments</p> <ul style="list-style-type: none"> • The Committee Chair reported the Trade Board Appointments Committee is recommending approval of T the Trade Board appointments and removals as presented. 	<p>Motion #2016-2017-05-09</p> <p>There was consensus to approve the Trade Board Appointments recommendation to remove and approve the appointments as presented.</p>
<p>10. Trade Board Minutes</p> <ul style="list-style-type: none"> • The Committee Chair reported the Trade Board Appointments Committee is recommending approval of the Trade Board Minutes listed in the Executive Summary table. 	<p>Motion #2016-2017-05-10</p> <p>There was consensus to accept the Trade Board Appointments Committee recommendation that the SATCC Board of Directors approve the TB minutes listed in the Executive Summary table.</p>

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<p>11. Board Charter</p> <ul style="list-style-type: none"> • The Governance Committee is recommending the approval of the SATCC Board Charter. • The SATCC Board adopted a board charter (Charter) in November 2014. The document’s objective is to codify in one document various SATCC governance policies and information. • The Charter provides important foundational information for new board members. By having a regular review every two years, it serves as a useful reminder to all board members regarding their responsibilities, expected code of conduct and expectations regarding board member duties. • The content of the Charter is based on <i>The Apprentice and Trade Certification Act, 1999 (Act)</i>, SATCC Board policies, governance best practices and recommended content from Brown Governance. 	<p>Motion #2016-2017-05-11</p> <p>There was consensus to accept the Board Charter as presented with the addition of that the 2017-22 Strategic Plan, once approved, will be added to the Charter and that the Charter will be reviewed by the Board on an annual basis.</p>
Committee Reports	
<p>12. Human Resource Committee</p> <p>The Committee Chair reported the Human Resource Committee met on December 20, 2016.</p> <ul style="list-style-type: none"> • The Minutes of December 20, 2016 were presented for information. 	<p>The report was accepted as information.</p>
<p>13. Audit and Finance Committee</p> <p>On behalf of the Committee Chair Bryan Leier reported the Audit and Finance committee met on January 25, 2017. There will be a review of the SATCC’s insurance policy. They reviewed their work plan, and reviewed the Strategic Plan.</p> <p>The CFO spoke to the following items:</p> <ol style="list-style-type: none"> a) December, 2016 Key Operational Indicators and Statistics <ul style="list-style-type: none"> • New apprentice registrations are down 16%. • There are 15% fewer SYA participants. b) December, 2016 Performance Management Measurement –Balance 	<p>The report was accepted as information</p>

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<p>Scorecard Reporting</p> <ul style="list-style-type: none"> • We have a total of 27 measures in our Scorecard <ul style="list-style-type: none"> ○ Exceeding – 7 measures ○ Achieving – 4 measures ○ Progressing – 6 measures ○ Not Meeting – 2 measures ○ No Report – 8 measures <p>c) December 2016 YTD Actual to Budget</p> <ul style="list-style-type: none"> • The SATCC's year -to-date (YTD) surplus is \$3.196 M as at December 31, 2016. The actual YTD surplus is lower than the surplus of \$3.317M budgeted for in the first six months of 2016-17. This is a decrease in the budgeted surplus of \$121K (-3.7%). The decrease in the surplus is based on two factors: <ul style="list-style-type: none"> ○ Revenues, specifically client fees, are lower-than-budgeted; ○ Operating expenses are lower-than-budgeted in several categories, which partially offset the decrease in revenues. • It should be noted the change in the overall surplus is mainly due to differences in timing between the monthly budget and monthly actuals. With the exception of Program Contractual Services, these differences may reverse themselves through the remainder of the year. The remainder of the information item provides details regarding the significant variances from the approved budget <p>d) 2016-17 Training Schedule – January 2017 Forecast</p> <ul style="list-style-type: none"> • The 2016-17 Budget assumed the SATCC will purchase 6,500 technical training seats. The current forecast estimates a net reduction of 402 technical training seats to approximately 6,100 training seats. The majority of the reduction in training seats is anticipated to be with Sask. Polytechnic with a net reduction of 235 technical training seats. • The 402 seat reduction is anticipated to reduce training costs (i.e. Program Contractual Services) by approximately \$1.02million in 2016-17. This is expected to be partially offset by a reduction in tuition of approximately \$228,000. • 231 seats have been officially cancelled while 173 seats have been officially added within this forecast. The seats identified with potential 	

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<p>for low enrolment may actually proceed if more apprentices register and/or indicated. Alternatively, any seats identified to be potentially added may not proceed if sufficient enrolment does not materialize.</p> <p>e) January 2017 Financial Forecast</p> <ul style="list-style-type: none"> • The SATCC is forecasting a deficit, after amortization, of \$573K in 2016-17 in comparison to the budgeted deficit of \$1.012M. This is a \$439K decrease in the budgeted deficit. • The forecasted decrease in the deficit is mainly due to the following decreases in expenditures: • Expenditures on Program Contractual Services are forecasted to decline by approximately \$569K as a result of a decrease in the number of training seats purchased in 2016-17 due to a lack of demand for training by apprentices, partially offset by increased spending for the AAI program and innovation projects; • Salaries and Personnel expenditures are forecasted to be approximately \$100K below the 2016-17 Budget due to vacancies and personnel changes; and • Other contractual services and space rental are forecasted to be below budgeted values due to increased efficiency and fiscal restraint. • The decrease in expenses is partially offset by a decrease in revenues of approximately \$341K. This is mostly attributable to the reduction in Client Fees (i.e. tuition and administrative fees) due to softening demand for training. In addition, product and service revenue is approximately \$32K under budget, due to the discontinuation of the ICEMS project being administered by the SATCC <p>f) The Minutes of September 19, 2016 were presented for information.</p> <p>g) The Minister has approved the SATCC request to renew the 5-year lease for 2140 Hamilton Street.</p>	

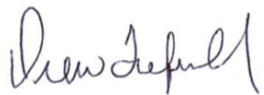
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Alastair MacFadden left the meeting.	
<p>14. Standards ad hoc Committee</p> <p>On behalf of the Committee Chair, Loreena Spilsted reported the Standards ad hoc Committee met on January 11, 2017. The SSI Application has gone forward to the Minister for approval. They have asked for clarification on a few items.</p> <p>a) The Minutes of January 11, 2017 were presented for information.</p>	The report was accepted as information.
<p>15. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • The Committee Chair reported the Committee met on January 17, 2017. Roxanne Ecker reported that she has been reappointed as Chair of the Committee. <p>a) The Minutes of October 11, 2016 were presented for information.</p>	The report was accepted as information.
David Brown joined the meeting by conference call.	
<p>16. Draft 2017-2022 Strategic Plan</p> <ul style="list-style-type: none"> • Management presented information regarding the draft strategic plan • The SATCC's current five-year strategic plan, ranging from 2012-17, will be completed in June 2017. Management has drafted a new five-year strategic plan for 2017-22 in consultation with industry stakeholders, the Commission Board of Directors and Brown Governance Inc. The vision, mandate and values from the draft 2017-22 Strategic Plan are nearly identical to those found in the current strategic plan with some minor editing. Based on the feedback received, the draft 2017-22 Strategic Plan has been revised substantively down to the following four goals: <ul style="list-style-type: none"> ○ Satisfy industry demand for a skilled and certified workforce in Saskatchewan; ○ Deliver quality service that matters to stakeholders; 	<p>Management noted a number of revisions discussed and agreed to by the Board of Directors. The revisions will be incorporated into another draft of the plan and presented to the SATCC Board at its next meeting for approval.</p> <p>The report was accepted as information.</p>

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<ul style="list-style-type: none"> ○ Equip staff with the training and tools to deliver outstanding service; and ○ Manage financial resources efficiently and effectively. 	
Bryan Leier left the meeting.	
<p>17. Governance Committee</p> <p>On behalf of the Committee Chair, Drew Tiefenbach reported the Governance Committee met on January 18, 2017. A Decision Item will be developed for the April 5, 2017 Board of Directors meeting.</p> <ul style="list-style-type: none"> a) Staggered Board Appointments On February 13, 2017, the current industry board appointments expire. The SATCC, working with industry, put forward the nominees for appointment for the next three year term to the Minister of the Economy on December 20, 2016. Ministry officials returned to SATCC to indicate the Minister is interested in having an implementation plan for how to achieve staggering of industry board appointments. b) The Minutes of November 16, 2016 were presented for information. 	<p>The Governance Committee was directed to bring forward a recommendation to the next SATCC Board meeting outlining options and a process for achieving staggered board appointments for industry representatives.</p> <p>The report was accepted as information.</p>
Information Items	
<p>18. New West Partnership Update</p> <ul style="list-style-type: none"> • There has been impact on Saskatchewan residents accessing apprenticeship services in Alberta due to changes in Alberta's interpretation of their apprenticeship regulations. • In 2010, Alberta, British Columbia and Saskatchewan negotiated and signed the New West Partnership Agreement (NWP), aimed at eliminating obstacles to trade, investment and labour mobility. • The three premiers directed their apprenticeship authorities to identify and remove barriers to apprentice mobility. All three apprenticeship authorities worked together to meet this mandate; many outcomes were reported as 	<p>The report was accepted as information.</p>

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<p>complete.</p> <ul style="list-style-type: none"> • Once the Forum of Labour Market Ministers' (FLMM) Harmonization Initiative began the outstanding NWP related work overlapped that of the initiative. The three jurisdictions re-focused their energy on Harmonization which would meet the remaining objectives of the NWP. • It came to the attention of the SATCC in the last year that Alberta apprenticeship changed how they were interpreting their regulations. They were no longer allowing apprentices from other jurisdictions: <ul style="list-style-type: none"> ○ to indenture in Alberta with out of province employers; or ○ to access the Alberta apprenticeship system for trades that were not designated in their home province. • In 2016, there have been two conference calls between the SATCC, Alberta and British Columbia apprenticeship to try and identify a solution. No solution has yet been identified. The result is that Saskatchewan and British Columbia residents who are not already in Alberta's apprenticeship system are not able to access training or services in Alberta if they are not working for an Alberta employer or if the trade is not designated in their home jurisdiction of Saskatchewan or British Columbia. The NWP jurisdictions are committed to continuing to work to find a viable solution. All NWP jurisdictions have agreed to hold a conference call every two months to work towards a solution. 	
<p>19. Advanced Standing</p> <ul style="list-style-type: none"> • The SATCC evaluates prior learning and gives credit for transferrable work skills and/or education wherever possible when an individual pursues apprenticeship training and trade certification. • Documents submitted by an applicant will be assessed to determine if any credit can be granted. The granting of credit is more commonly referred to as "advanced standing". • Advanced standing is granted in one of two ways: <ul style="list-style-type: none"> ○ Credit is awarded based on level of training completed in a pre-employment program (level credit); or ○ Credit is granted for the number of hours completed in a course or on the job training that is related to work in the trades. • It should be noted that pre-employment training is only one of several ways advanced standing can be granted. 	<p>The report was accepted as information.</p>

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<ul style="list-style-type: none"> • The SATCC partners with other jurisdictions and several agreements require prior work experience and training recognition for apprentices to work across the country. • The SATCC also partners with industry to develop and evaluate curriculum for trades training. • Any advanced standing granted is carefully evaluated against these industry standards. 	
<p>20. SYA Industry Scholarship Update</p> <ul style="list-style-type: none"> • The second SYA Industry Scholarship fundraising campaign, targeting 159 organizations, began Thursday, November 24. • One hundred and fifty organizations received mailed letters sent Thursday, November 24. • Nine were contacted via email requests/online submissions. • Twenty eight current donors were targeted (donors that are still giving out scholarships. In the previous mail-out, one-time donors who had given between \$1,000 and \$3,000 in the past were targeted. This means that all donors associated with the scholarship have now been targeted in 2016). • Most businesses were targeted because they currently employ between 6 and 19 apprentices. (In the first mail-out, businesses that employed 20 or more apprentices were targeted). • Taking into account both mail-outs, 216 organizations have been contacted for donations since increased fundraising efforts began in May 2016. 	<p>The report was accepted as information.</p>
<p>Recurrent Information Items</p>	
<p>21. Commission Operational Update</p> <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. 	<p>The report was accepted as information.</p>
<p>22. Other Business</p> <ul style="list-style-type: none"> • The City of Regina no longer allows SATCC to use “event” parking passes for street parking. 	

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<ul style="list-style-type: none"> • Joe Kleinsasser indicated that he has enjoyed his term on the SATCC Board of Directors. • Lorne Andersen has indicated that a new council has been developed to advance Architectural Sheet Metal Worker as a recognized trade. • The CEO thanked the outgoing Board members for their service on the SATCC Board of Directors. • The CEO welcomed incoming members. 	
<p>23. Next Meeting</p>	<p>The next meeting of the Commission Board of Directors is scheduled for April 5, 2017.</p>
<p>24. Adjournment</p>	<ul style="list-style-type: none"> • The meeting adjourned at 2:50 pm.



Commission/Committee Chairperson



Commission/Committee Vice Chairperson

