



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
June 28, 2016
2nd Floor Boardroom, 2140 Hamilton Street
REGINA SK**

Meeting Number 2015-05

Members Present:

Doug Christie (Chair)	Bryan Leier
Brian Marshall	Drew Tiefenbach
Rhonda Hipperson (part)	Joe Kleinsasser
Leonard Manitoken	Doug Mitchell
Brett Vandale	Terry Parker
Lorne Andersen	Karen Zunti
Tim Earing (Conference Call)	Jeff Sweet

Regrets:

Albert Loke	Roxanne Ecker
Alastair MacFadden	Wayne Worrall
Tammy Bloor Covers	

Guest:

Marie Chow

Staff:

Jeff Ritter, CEO
Sherry Morcom, Recorder
Loreena Spilsted, Executive Director, Apprenticeship
Shaun Augustin, Executive Director, Corporate Services
Chelsea Coupal, Director, Communications & Marketing (part)
Dawn Stanger, Manager, Research

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<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> <ul style="list-style-type: none"> • 	
<p>1. Adoption of the Agenda</p>	<p>Motion #2015-05-01</p> <p>There was consensus to approve the agenda as circulated with the addition of one agenda item:</p> <ul style="list-style-type: none"> ▪ The Vice-Chair position.
<p>2. Adoption of the February 10 and April 18, 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 #2015-05-02</p> <p>There was consensus to approve the minutes of February 10, 2016 and April 18, 2016. While the February 10 minutes were reviewed at the last meeting of the Board, there was not quorum at that meeting so the minutes had to be approved at this meeting.</p>
<p>3. Chair's Report</p> <ul style="list-style-type: none"> • The Chair reported that the SYA has been aggressively fundraising. and two certificates of recognition for contributions were presented at the Board of Directors meeting; Rhonda Hipperson for Hipperson Construction and Wayne Worrall for Iron Workers Local 771. Wayne Worrall was in attendance to accept the certificate. 	<p>Motion #2015-05-03</p> <p>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 report was distributed in the board package. • Jeff Ritter and Shaun Augustin attended the CAF and CCDA meetings in Vancouver. The CEO made two presentations at CAF; one on Harmonization and a joint presentation with John Erickson (SaskPoly) on Saskatchewan's approach to blended learning. • At the CCDA meeting, Jeff Ritter stepped down as Chair of the CCDA. Marjorie Davison (Nova Scotia) will take on that role, and 	<p>Motion #2015-05-04</p> <p>There was consensus to accept the CEO Report as presented.</p>

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<p>Carla Corbett (Alberta) will be Vice-Chair. The CEO will remain Chair of the Harmonization Committee, along with Loreena Spilsted remaining as vice-Chair.</p> <ul style="list-style-type: none"> • Loreena Spilsted is Chair of Skills Canada and attended the Skills competition in Moncton, June 5-8, 2016. • An apprentice from Joe's Electric won the silver medal and is eligible to attend WorldSkills in Abu Dhabi, October 14-19, 2017 	
<p>5. Human Resource Committee</p> <ul style="list-style-type: none"> • The Board of Directors attended a facilitated session on June 27, 2016 to discuss and come to consensus on a nomination process for the Chair and Vice-Chair positions which are elected each year at the Board Annual General Meeting • Board Chair and Vice-Chair Nomination (Decision) <ul style="list-style-type: none"> ○ The Governance Committee will be charged with the task of facilitating the nomination of candidates for both the Chair and Vice-Chair positions. The Term of Reference for the Governance Committee will need to be reviewed/revised. 	<p>Motion #2015-05-05</p> <p>There was consensus to approve the Nomination of Board Chairperson and Vice-Chairperson policy as presented with the following wording changes:</p> <ul style="list-style-type: none"> ▪ Consensus on Guiding Principles – add “facilitate the nomination of individuals” ▪ In clause #3 - add the word “as” before “Chair.”
<p>6. Governance Committee</p> <ul style="list-style-type: none"> • Terry Parker reported that the SATCC Governance Committee met on May 20, 2016. i. Strategic Planning Process (Decision) <ul style="list-style-type: none"> ○ The Strategic Planning Process has been traditionally held in June, but there is a benefit to moving it to the November/December meeting. <ul style="list-style-type: none"> ➤ Allows the first quarter business results of the current BP and strategic direction to be considered in forward planning for the next fiscal year. ➤ This timing means the planning is 9 months prior to the next fiscal year, allowing for a more up to date environmental scan. 	<p>Motion #2015-05-06</p> <p>There was consensus to accept the Governance Committee report as presented.</p> <p>Motion #2015-05-07</p> <p>There was consensus to approve the recommendation to implement Option #1 - revise the timing of the annual Board strategic planning process to November/December.</p>

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<p>➤ Provides management with a recent and current strategic framework for the business planning that begins in January</p> <p>ii. Board Governance Support Changes (Decision)</p> <ul style="list-style-type: none"> ○ Brown Governance had made the recommendation that the Board have a Board Secretary and a CFO. At that time it was felt that these weren't necessary positions. ○ Due to the evolution of the Board, it is felt that these changes would now be beneficial. ○ Dawn Stanger will fill the role of Corporate Secretary. ○ The Executive Director of Corporate Services will be retitled to CFO and will be filled by Shaun Augustin. ○ To keep in alignment with these changes, the Executive Director of Apprenticeship will be retitled to COO and will be filled by Loreena Spilsted. ○ The Corporate Secretary and the CFO will be designated officers of the SATCC Board. <p>iii. Minutes of March 10, 2016 (Information)</p>	<p>Motion #2015-05-08</p> <p>There was consensus to approve the recommendation to add a Corporate Secretary, a Chief Financial Officer (CFO) and Chief Operating Officer (COO) as positions titles.</p>
<p>7. Audit and Finance Committee</p> <ul style="list-style-type: none"> ● Brett Vandale reported that the Audit and Finance Committee met on June 28, 2016. The Provincial Auditors were present to review the Audit and Finance Committee work plan. <p>i. June 2016 YTD Forecast (Information)</p> <ul style="list-style-type: none"> ○ Shaun Augustin reviewed the June 2016 YTD Forecast. <p>ii. May 2016 YTD Financial Budget to Actual Comparison (Information)</p> <ul style="list-style-type: none"> ○ Shaun Augustin reviewed the May 2016 YTD Financial Budget to Actual Comparison. <p>iii. Business Plan/Budget 2016-17 (Decision)</p>	<p>Motion #2015-05-09</p> <p>There was consensus to accept the Audit and Finance Committee report as presented.</p> <p>Motion #2015-05-10</p>

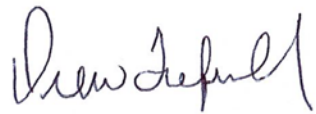
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<ul style="list-style-type: none"> ○ Management recommends the Commission Board of Directors approves forwarding the Sask. Apprenticeship and Trade Certification Commission's (SATCC) 2016-17 Business Plan to the Minister for his approval. <p>General Discussion</p> <ul style="list-style-type: none"> ○ There can be an adjustment to the line item that shows moving costs if necessary. ○ The Training Protocol Agreement with SaskPoly is being amended to include a mechanism to allow SATCC to negotiate pricing. The amendment will also give SATCC the right of first refusal. ○ The curriculum is owned by SaskPoly. <p>iv. Minutes of April 18, 2016 (Information)</p>	<p>There was consensus to accept the recommendation that the Sask. Apprenticeship and Trade Certification Commission's (SATCC) 2016-17 Business Plan, as presented, be forwarded to the Minister of the Economy for his approval.</p>
<p>8. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> ● In the absence of the Committee Chair, Loreena Spilsted reported that the Trade Board Appointments Committee met on June 13, 2016. The recommended removals and appointments were included in the Board of Directors meeting package. (Decision) <p>i. Trade Board Appointments Standing Committee Minutes of April 11, 2016 (Information)</p>	<p>Motion #2015-05-11</p> <p>There was consensus to accept the Trade Board Renewal and Board Appointments as presented.</p>
<p>9. Regina Lease Expiration</p> <ul style="list-style-type: none"> ● There was discussion around the types of lease options that could be negotiated with the landlord of 2140 Hamilton Street. ● Any discussion around the lease terms and options is confidential. 	<p>Motion #2015-05-12</p> <p>There was consensus to accept the recommendation that the Commission Board of Directors direct management to begin negotiations on renewing the lease of the SATCC's current Regina location.</p>

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<p>• PetroLMI Oil and Gas SK Employment Forecast</p> <ul style="list-style-type: none"> • PetroLMI published Labour Market Outlook 2016 to 2020: Saskatchewan's Oil and Gas Industry in April 2016. • PetroLMI presents 'low' and 'high' employment scenarios for the broader oil and gas industry in Saskatchewan for the years 2016. • Total employment in Saskatchewan's O&G industry peaked in 2014 at approximately 14,000 jobs. • Due to the fall in global oil prices, employment in the province's O&G industry is expected to fall to between 10,000 and 11,000 jobs in 2016. • PetroLMI made employment projections for 48 individual occupations to 2020, using National Occupation Codes (NOC) 2011 codes, with all remaining occupations assigned to the category "Other". Twelve (12) of these NOC codes referred directly to apprenticeable trades in Saskatchewan. • In sum, PetroLMI is suggesting there will be approximately 1,200 to 1,500 new hires in trade-related occupations in the O&G industry by 2020. This forecast implies there will continue to be some demand for apprenticeship training by O&G employer 	
<p>10. PISA</p> <ul style="list-style-type: none"> • PISA is an international survey designed to provide policy-oriented international indicators of the skills and knowledge of 15-year-old students and shed light on a range of factors that contribute to successful students, schools, education systems and learning environments. • In 2012, approximately 470,000 students in 65 countries and economies participated in PISA. • In Canada, approximately 21,000 15-year-olds from about 900 schools across the 10 provinces participated in April and May 2012. • The results of PISA 2015 will be published in December 2016 and will include the YATTS. The next administration of PISA will be in 2018. • Overall, Canadian students had a positive perception of jobs in the 	

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<p>trades but there was a limited level of interest in pursuing a career in the trades.</p>	
<p>11. SYA Industry Scholarship</p> <ul style="list-style-type: none"> • The Ministry of Advanced Education no longer provides funding to match industry contributions. • SATCC has been more aggressively fundraising in order to sustain the Saskatchewan Youth Apprenticeship Industry Scholarship for the long-term. • A targeted mail-out, consisting of a personalized letter addressed to organization heads, co-signed by Jeff Ritter and Doug Christie has been issued. • Included in the mail-out is the most recent SYA Industry Scholarship informational brochure. • SATCC needs to give out 61 scholarships per year over the next 10 years. 	
<p>12. Performance Management Measurement – Balance Scorecard Reporting</p> <ul style="list-style-type: none"> • Of the 25 measures included in the scorecard, the results to May 31, 2016 are as follows: <ul style="list-style-type: none"> ○ Exceeding = 5 measures ○ Achieving = 8 measures ○ Progressing = 9 measures ○ Not Meeting = 1 measure ○ No Report = 2 measures • The next employee satisfaction survey will be completed in October 2016. 	
<p>13. Q3 2015-16* ACG & AIG Grant Statistics</p> <ul style="list-style-type: none"> • Through Q4 2015-16, Saskatchewan has an 89% approval rating for the Apprenticeship Completion Grant (ACG) compared to 77% for all of Canada. Since the inception of the ACG, Saskatchewan's 	

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<p>approval rating has been consistently higher than the rest of Canada.</p> <ul style="list-style-type: none"> Through the same period, Saskatchewan has a 79% approval rating for the AIG compared to 68% for all of Canada. Again, since the inception of the Apprenticeship Incentive Grant (AIG), Saskatchewan's approval rating has been consistently higher than the rest of Canada. 	
<p>14. Trade Board Minutes</p> <ul style="list-style-type: none"> There was no business arising from the Trade Board Minutes. 	
<p>15. Commission Operational Update</p> <ul style="list-style-type: none"> Directors are encouraged to share this information with other boards/stakeholders, etc. 	
<p>16. Regina Trades and Skills Centre</p> <ul style="list-style-type: none"> Doug Christie verbally reported on behalf of the Regina Trades and Skills Centre. 	
<p>17. Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> Leonard Manitoken verbally reported on behalf of the Saskatoon Trades and Skills Centre. 	
<p>18. In-Camera Session</p> <ul style="list-style-type: none"> There was an In-Camera Session. 	
<p>19. Other Business - SATCC Board of Directors Vice-Chair</p> <ul style="list-style-type: none"> There was discussion regarding the need for a Vice-Chair. There was a recommendation that the principles that were set out in the Board planning session held on June 27, 2016 be followed. 	<ul style="list-style-type: none"> A vote was taken by secret ballot and Brett Vandale was elected by majority as Vice-Chair until the September 2016 AGM.

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<ul style="list-style-type: none"> • Bryan Leier withdrew his name as Vice-Chair. • Bryan Leier/Joe Kleinsasser nominated Brett Vandale for Vice-Chair. • Jeff Sweet/Karen Zunti nominated Terry Parker for Vice-Chair. • Terry Parker has been nominated by the Saskatchewan Building Trades to represent the Construction Sector as an employee representative. His term as the SaskPoly representative will expire shortly. The Order In Council making this recommendation has not yet been signed. 	
<p>20. Next Meeting</p> <ul style="list-style-type: none"> • The Board of Directors will be polled for future meeting dates. 	
<p>21. Adjournment</p>	<p>The meeting adjourned at 1:50 pm.</p>



Commission Chairperson



Commission Vice Chairperson

