

**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
November 25, 2009
Regina Inn, Wascana Room “B”
Regina, Saskatchewan**

Minutes

Meeting Number 2009-05

Members Present:

Garry Kot (Chair)
Gerry Craswell
Tim Earing
Brett Vandale
Walter Wilkinson

Doug Christie (Vice Chair)
Vince Morrissette
Hazel Hack
Jim Deck
Brent Waldo

Regrets:

Tom Mullin
Mervin Roncin
Doug Mitchell

Randy Nichols
Marral Thomson

Staff:

Joe Black (CEO)
Sherry Morcom-Runge (Recorder)

Lillie Wong, Director of Corporate Services

- Agenda Item #5 – Finance/Audit Committee Report

Rick Ewen, Director of Apprenticeship
Dawn Stanger, Strategic Advisor

Guests:

Reg Urbanowski, AEEL

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
<p>#1 Adoption of the Agenda There were three items added to the agenda:</p> <ol style="list-style-type: none"> 1) Construction Sector Council Mentorship Program Pilot (B. Waldo) 2) Succession Planning Discussion (In-Camera Discussion) 3) High School Apprentice Credits (G. Craswell) 	<p>Motion #2009-05-01 M/S Waldo/Vandale that the Commission Board approve the agenda as amended. Motion carried.</p>
<p>#2 Adoption of the Minutes of the September 23, 2009 Meeting</p>	<p>Motion #2009-05-02 M/S Earing/Craswell that the Commission Board adopt the minutes of the September 23, 2009 Commission Board meeting. Motion carried.</p>
<p>#3 Chair's Report The Chair reported on the following:</p> <ul style="list-style-type: none"> • Apprentice numbers for new registrations by month are lower than last year. The economy does have an impact on the registration numbers. ▪ A meeting of the Commission Board Executive Committee and Minister Norris was held October 15, 2009. The Minister had asked the Commission to return with ideas on how to generate revenue and to conduct a scan of other apprenticeship jurisdictions to determine how they are funded and to look at the fees they charge. The resulting research showed that apprenticeship programs in other jurisdictions received most, if not all, of their funding from government grants. Staff also prepared a document showing the impact of raising tuition fees by 33 %, 66% and 100%. The Minister received the information and will review it. ▪ The Saskatchewan Youth Apprenticeship Program and the SYA Scholarship initiative were discussed. The Minister indicated that he would be interested in a media event to showcase the scholarship initiative. He also encouraged industry to continue with fundraising. He indicated that he had visited a couple of high schools where staff and students spoke highly of the scholarship initiative and apprenticeship. • The Apprenticeship Awards Ceremony on October 23, 2009 was successful. Hazel Hack was thanked for her work as the emcee. 	<p>Motion #2009-05-03 M/S Deck/Morrisette that the Commission Board accept the Chair's Report as presented. Motion carried.</p>

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<ul style="list-style-type: none"> • The Governance Leadership Series has been rescheduled for March 2-3, 2010 in Saskatoon. The Ministry is considering changing the focus to educating, professional development, and training, rather than strategic planning. • The Chair will be attending the CAF meeting in Ottawa, February 2-5, 2010 and the CCDA meeting on February 5, 6 and 7, 2010. • The CAF 2010 National Conference: <i>Apprenticeship - The Framework for Canada's Renewable Resources</i> is being held in June 2010 in St. John's, NL. Commission Board members interested in attending should let either the CEO or Sherry know. Saskatchewan has submitted two presentations and both have been accepted. • Proposed schedule of meetings – It was noted that the end of November is not a good time for a meeting due to the many activities occurring in Regina at that time. It was suggested that the Commission Board either meet earlier in the month or move the venue of the meeting to outside of Regina. • Next meeting is January 27th – Clare Isman, Deputy Minister of Advanced Education, Employment and Labour (AEEL), has expressed interest in attending a meeting. The Chair will invite Deputy Minister Isman to the January 2010 meeting. The Commission Board members were also asked to consider using the May, 2010 meeting as a Board Development Session. 	
<p>#4 CEO Report The CEO reported on the following:</p> <ul style="list-style-type: none"> • The Canadian Council of Directors of Apprenticeship (CCDA) is undergoing significant transition. • September 24 - 25, 2009 - The combined Canadian Council of Directors of Apprenticeship (CCDA) Executive and Industry Relations Committees met in Toronto. The second day of the meeting was devoted to meeting with the Canadian Homebuilders Association (CBHA) and several Sector Councils, including the Construction Sector Council, the Forestry Sector Council, and the Canadian Automotive Repairers Sector Council. The main purpose was to form better working relationships with these national organizations. • There was a full staff meeting held in Regina at the Conexus Arts Centre on September 24, 2009. The agenda included updates from the CEO, an overview of the Freedom of Information and Protection of Privacy (FOIPP) Act and employee 	<p>Motion #2009-05-04 M/S Morrissette/Vandale that the Commission Board accept the CEO's Report as presented. Motion carried.</p>

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<p>development. Two presentations were made by Human Resource Consultants from the Public Service Commission: a) Professional Development calendar and b) the Saskatchewan government's Anti-Harassment policy.</p> <ul style="list-style-type: none"> • During the week of September 28 to October 2, 2009 the CEO travelled to Brussels, Belgium to deliver a presentation at a European Union – Canadian Roundtable on Labour Mobility. The presentation was about the CCDA and Red Seal Program and was developed for CCDA by H.J Linnen and Associates from Regina. The presentation is available for viewing on the Public Policy Forum website. There may be an opportunity to broaden the EU - Canada dialogue at an event planned for the spring of 2010 to be sponsored by the Public Policy Forum in Canada. The Public Policy Forum is a national body funded through CCDA. • The annual Trade Board meetings were held in October, 2009. Meetings were held in Regina (1 day), Saskatoon (2 days) and Davidson (7 days). This year's meetings featured above average attendance. Members indicated that the information they were given at the plenary sessions was valuable and appreciated. The Director indicated that there were only a few questions from members as he visited every group, and many of them were regarding the impact of the Agreement on Internal Trade. • The Government of Saskatchewan held its annual Long Service Awards on October 8, 2009. Eight people from the Commission were recognized for 25 years of public service. They include: Cindy Cole, Rhonda Envik, Glenn Heisler, Rob Johns, Frank Kasper, Sandy King, Lillie Wong and Myrna Yeo. Doug Christie, Vice-Chair of the Commission Board, was thanked for attending the event and presenting the awards. • The CEO has met with Clare Isman, the Deputy Minister of Advanced Education, Employment and Labour (AEEL). Deputy Minister Isman has indicated that she would like to meet with the CEO on a quarterly basis. • SYA Scholarship Program – the Minister of AEEL expressed interest in working with AEEL and SATCC to hold a Media Event in the new future. • The 9th Annual Awards Event was held at the Turvey Centre on October 23, 2009. Staff were thanked for their efforts in holding a successful event. • The LMDA provides funding for EI eligible clients. LMA funds are committed to non-EI eligible clients. • The SATCC had a vacancy rate of approximately 15% in 2008-2009. Positions are being filled as quickly as processes allow. In today's labour market with the 	

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<p>shortage of skilled workers, a 15% vacancy rate may be the norm.</p> <ul style="list-style-type: none"> • Renovations at 2140 Hamilton Street are still in progress. Phase I should be completed by the end of December 2009. Half of the staff are in their new space on the main floor • The Operations Forecast will be presented to the Ministry of AEEL on Friday, November 27, 2009. Three scenarios will be presented. • Vince Morrissette commended the CEO for his dedication and hard work in facilitating the cooperation between industry and the SATCC. The CEO met with Randell Morris and confirmed that there was support from the Commission Board in partnering with SIIT. 	<p>The Board directed the CEO to explore the opportunity to continue with the Phase 2 renovations immediately in the New Year, rather than waiting until after the budget in March. The contractor members on the Board feel that an RFP at that time will receive favourable pricing as contractors try to keep their tradespeople on payroll rather than laying them off in the January – March, 2010 period. The CEO will discuss this option with the Assistant Deputy Minister of AEEL</p>
<p>#5 CEO Succession Planning Discussion</p>	<p>In-camera discussion</p>
<p>#6 Committee Reports</p> <p>Innovation Committee</p> <ul style="list-style-type: none"> • Brent Waldo reported that the Innovation Committee did not meet. <p>Representative Workforce Committee</p> <ul style="list-style-type: none"> • Walter Wilkinson reported that the Representative Workforce Committee did not meet. <p>Standards Committee</p> <ul style="list-style-type: none"> • Doug Christie reported that the Standards Committee did not meet. <p>Finance/Audit Committee</p> <ul style="list-style-type: none"> • Brett Vandale reported on the Finance and Audit Committee. • The post audit questionnaire has been completed. • The Minister of AEEL was thanked for the \$40,000 in support of the SYA Industry Scholarship Program. • Lillie Wong reviewed the financial information for the 4 month period ending 	<p>Motion #2009-05-05 M/S Christie/Vandale that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried.</p>

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<p>October 31, 2009.</p> <p>Governance Committee</p> <ul style="list-style-type: none"> • Brent Waldo reported on the Governance Committee meeting • The committee is developing a terms of reference. They will be conducting a review of terms of references for all Board committees with the intent of making recommendations to the Commission Board. • The committee will develop a Board Handbook. • Holding a Board Development meeting will be beneficial to team building. <p>Update from SIAST</p> <ul style="list-style-type: none"> • The Mining Sector will require approximately 5,000 workers in the next few years. SIAST is addressing the mining sector concern by introducing the Mining Technologist program. • SIAST is also introducing a 4 year Bachelor of Nursing program through the Wascana Campus and a partnership with the University of Regina. 	<p>Motion #2009-05-06 M/S Waldo/Craswell that the Commission Board accept the Governance Committee report as presented. Motion carried.</p>
<p>#7 Board Appointments/Changes</p> <ul style="list-style-type: none"> • Each trade has its own Trade Board. One third of the members' terms expire on an annual basis. 	<p>Motion #2009-05-07 M/S Morrissette/Wilkinson that the Commission Board remove the members from the Trade Boards (as per attached list). Motion carried.</p> <p>Motion #2009-05-08 M/S Deck/Earing that the Commission Board appoint the nominees to the Trade Boards (as per attached list). Motion carried.</p>

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	<p>Motion #2009-05-09 M/S Morrissette/Wilkinson that the Commission Board remove the members from the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2009-05-10 M/S Deck/Earing that the Commission Board appoint the nominees to the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2009-05-11 M/S Morrissette/Wilkinson that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried.</p> <p>Motion #2009-05-12 M/S Deck/Earing that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list). Motion carried.</p>
<p>#8 Trade Board Minutes</p> <ul style="list-style-type: none"> Minutes of the following Trade Board meetings were distributed prior to the November 25, 2009 Commission Board meeting: <ul style="list-style-type: none"> Cook CEDB September 15 2009 Cook CEDB September 29 2009 Crane & Hoist joint TB & CEDB September 30 2009 	<p>Motion #2009-05-13 M/S Christie/Wilkinson that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>

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<p>Crane & Hoist CEDB September 30 2009 Industrial Instrument Technician CEDB September 11 2009 Horticulture Technician September 16 2009</p>	
<p>#9 Issues and Business Arising from Trade Board Minutes, If Any</p> <ul style="list-style-type: none"> • Attendance was increased this year at the Trade Board meetings. • SATCC has received a letter from the Electrical Trade Board asking how the Commission will deal with the increased numbers for training at the 4th year level. 	
<p>#10 Other Business</p> <p>Construction Sector Council Mentorship Program Pilot</p> <ul style="list-style-type: none"> • Brent Waldo reported on the Constructor Sector Council Mentorship Program Pilot. It was felt that the program didn't have the impact that the construction industry was looking for. The DVD was well received. Feedback from the companies will be used to revise the handbook. Doug Folk will be invited to the January, 2010 Commission Board meeting to do a follow up report. <p>High School Apprentice Credits</p> <ul style="list-style-type: none"> • Gerry Craswell reported that a draft policy was approved by the Ministry and was effective September 1, 2009. This will give students the opportunity for their learning/working to be recognized. There has been a fair amount of interest at some high schools. It was felt that this interest stemmed from the Saskatchewan Youth Apprenticeship program. SATCC can develop a piece to go in the SATCC newsletter. • There are 2 concerns with the current policy: 1) Encouraging students to find jobs to get the credits; and 2) The expectation that there will be supervision during work placement to ensure a safe work environment. • Rick Ewen is working with SIAST on approximately 600 feasibility studies online for an apprenticeship training program. John Meredith of the University of British Columbia has targeted 7 areas. He surveyed active apprentices and only 4% had less than a high school credential. When the report is available, 	

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SATCC will share it with the Commission Board members and the Ministry.	
#11 Next Meeting <ul style="list-style-type: none"> The next meeting of the Commission Board is scheduled for January 27, 2010 	
#12 Adjournment	Motion 2009-05-14 M/S Christie/Vandale that the Commission Board adjourn the meeting. Motion carried.

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

