



**Commission Board of Directors**  
**October 26, 2016**  
**10:00 AM – 2:52 PM**  
**2<sup>nd</sup> Floor Boardroom, 2140 Hamilton Street/Conference Call**

**Meeting Number 2016-2017-03**

**Members Present:**

Doug Christie (Co-Chair)	Drew Tiefenbach (Co-Chair)
Brian Marshall	Bryan Leier
Joe Kleinsasser	Albert Loke
Doug Mitchell (Conference Call)	Roxanne Ecker
Alastair MacFadden	Brett Vandale
Terry Parker	Lorne Andersen
Karen Zunti	Jeff Sweet

**Regrets:**

Rhonda Hipperson	Marie Chow
Leonard Manitoken	Tim Earing

**Members Present for Part of the Meeting:**

Wayne Worrall (Conference Call)

**Staff:**

Jeff Ritter, CEO	Shaun Augustin
Loreena Spilsted	Dawn Stanger
Andrew McGee (part)	Dominika Krzeminska
Sherry Morcom (Recorder)	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
<p><b>1. Adoption of the Agenda</b></p>	<p><b>Motion #2016-2017-03-01</b>  There was consensus to approve the agenda with the following changes.</p> <ul style="list-style-type: none"> <li>○ There was consensus to move the AGM portion of the meeting to the first item number.</li> <li>○ Andrew McGee was welcomed as the SATCC's new Director of Field Services.</li> </ul> <p>(Andrew McGee left the meeting.)</p>
<p><b>2. AGM</b></p>	<p><b>Motion #2016-2017-03-02</b>  There was consensus to allow the Board Members participating by conference call to send their votes electronically.</p> <ul style="list-style-type: none"> <li>• The CEO assumed the role of Acting Chair.</li> <li>• Drew Tiefenbach and Terry Parker were both previously nominated for the position of Chair.</li> <li>• The Acting Chair called for any further nominations for the position of Chair.</li> <li>• The Acting Chair called a second time for nominations for the position of Chair of the Commission Board.</li> <li>• Joe Kleinsasser/Brian Marshall nominated Bryan Leier.</li> <li>• Bryan Leier declined the nomination for the position of Chair.</li> <li>• The Acting Chair called a third and final time for nominations for the position of Chair of the Commission Board.</li> <li>• There were no further nominations.</li> <li>• Drew Tiefenbach was elected Chair of the Commission</li> </ul>

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	<p>Board by a majority ballot vote.</p> <ul style="list-style-type: none"> <li>• Doug Christie resumed as Chair and called for nominations for the position of Vice-Chair of the Commission Board.</li> <li>• It was noted that Bryan Leier had previously been nominated for the position of Vice-Chair of the Commission Board. Bryan Leier accepted the nomination.</li> <li>• Brian Marshall/Lorne Anderson nominated Terry Parker for the position of Vice-Chair.</li> <li>• The Chair called a second time for nominations for the position of Vice-Chair of the Commission Board.</li> <li>• The Chair called a third and final time for nominations for the position of Vice-Chair of the Commission Board.</li> <li>• There were no further nominations.</li> <li>• Bryan Leier was elected Vice-Chair of the Commission Board by a majority ballot vote.</li> <li>• There was consensus to destroy ballots for both the Chair and Vice-Chair election.</li> <li>• Drew Tiefenbach took over as the Chair of the meeting.</li> </ul>
<p><b>3. Minutes of September 19, 2016 and Business Arising</b></p>	<p><b>Motion #2016-2017-03-03</b>  There was consensus to accept the Minutes of September 19, 2016 as presented. (Wayne Worrall left the meeting.)</p>
<p><b>4. Chair Report</b></p> <ul style="list-style-type: none"> <li>• The Chair thanked the SATCC Directors and Staff that participated in the Awards Ceremony. It was a successful event.</li> <li>• Board of Directors were encouraged to contribute to the Board of Directors Scholarship.</li> <li>• The outgoing Chair thanked and welcomed both the new Chair and Vice-Chair.</li> </ul>	<p><b>Motion #2016-2017-03-04</b>  There was consensus to accept the Chair Report as presented.</p>

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<p><b>5. CEO Report</b></p> <ul style="list-style-type: none"> <li>• The CEO submitted a report for the Board’s information.</li> <li>• There has been a focus on increasing safety at the SATCC offices. The COO has been charged with developing a safety protocol. Safety Officers have been delegated in each of the SATCC office locations.</li> <li>• There have been NewWest Partnership meetings to discuss how to handle administrative processes, specifically the indenturing of out of province apprentices. There will be additional information brought forward to a future Board of Directors meeting.</li> <li>• The work that the CEO has been doing with the CCDA at a national level was recognized by Alastair MacFadden.</li> </ul>	<p><b>Motion #2016-2017-03-05</b></p> <p>There was consensus to accept the CEO Report as presented.</p>
<b>Committee Reports</b>	
<p><b>6. Human Resource Committee</b> In Camera – CEO Evaluation</p>	
<p><b>7. Audit and Finance Committee</b> September 2016 YTD Budget to Actual</p> <ul style="list-style-type: none"> <li>• The SATCC’s year -to-date (YTD) surplus is \$3.990M as at September 30, 2016. The actual YTD surplus is lower than the surplus of \$4.164M budgeted for in the first three months of 2016-17. This is a decrease in the budgeted surplus of \$173.8K ( 4.2%). The decrease in the surplus is based on two factors: <ol style="list-style-type: none"> <li>1. Revenues, specifically client fees, were lower-than-budgeted; while</li> <li>2. Operating expenses are lower-than-budgeted</li> </ol> </li> </ul>	<p><b>Motion #2016-2017-03-06</b></p> <p>There was consensus to accept the Audit and Finance Committee report as presented.</p>

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<p>in several categories, which partially offset the decrease in revenues</p> <p>October 2016 YTD Forecast</p> <ul style="list-style-type: none"> <li>SATCC is forecasting a surplus, after amortization, of \$326.4K in 2016-17 in comparison to the budgeted deficit of \$1.012M. This is a \$1.34M decrease in the budgeted deficit.</li> <li>Audit and Finance Committee Minutes of June 28, 2016</li> </ul>																					
<p><b>8. Governance Committee</b></p> <ul style="list-style-type: none"> <li>The Governance Committee met September 8, 2016 and reviewed and approved their workplan. The strategic planning process was approved.</li> <li>Governance Committee Minutes of May 20, 2016</li> </ul>	<p><b>Motion #2016-2017-03-07</b></p> <p>There was consensus to accept the Governance Committee report as presented.</p>																				
<p><b>9. Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>The Trade board Appointments Committee met and made the following recommendations for changes to the noted Trade Boards:</li> </ul> <table border="1" data-bbox="107 954 1010 1175"> <thead> <tr> <th>Trade</th> <th>Name</th> <th>Appoint/Removal</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Automotive Service Technician</td> <td>Don Klassen</td> <td>Removal</td> <td>Resigned</td> </tr> <tr> <td>Hairstylist</td> <td>Carmela Hoffart</td> <td>Removal</td> <td>Resigned</td> </tr> <tr> <td>Meat Cutter</td> <td>Jim Moldenhauer</td> <td>Removal</td> <td>Resigned</td> </tr> <tr> <td>Meat Cutter</td> <td>Jim Rudy</td> <td>Removal</td> <td>Deceased</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Trade Board Appointments Committee Minutes of June 13, 2016</li> </ul>	Trade	Name	Appoint/Removal	Reason	Automotive Service Technician	Don Klassen	Removal	Resigned	Hairstylist	Carmela Hoffart	Removal	Resigned	Meat Cutter	Jim Moldenhauer	Removal	Resigned	Meat Cutter	Jim Rudy	Removal	Deceased	<p><b>Motion #2016-2017-03-08</b></p> <p>There was consensus to approve the Trade Board Appointments Committee recommendation for changes to the Trades Boards as presented.</p>
Trade	Name	Appoint/Removal	Reason																		
Automotive Service Technician	Don Klassen	Removal	Resigned																		
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<p><b>10. Ad hoc Standards Committee</b></p> <p>Sprinkler System Installer (SSI) Compulsory Trade Application.</p> <ul style="list-style-type: none"> <li>There will be no major financial obligation on the part</li> </ul>	<p><b>Motion #2016-2017-03-09</b></p> <p>There was consensus to approve the Ad hoc Standards Committee recommendation to request the Minister of Economy approve that the Sprinkler System Installer</p>																				

<b>AGENDA ITEM/DISCUSSION POINTS</b>	<b>ACTIONS</b>
<p>of SATCC upon approval.</p> <ul style="list-style-type: none"> <li>• Industry for sprinkler system installers is applying to have the Sprinkler System Installer (SSI) trade designated as a Compulsory trade.</li> <li>• The Taskforce is aware that before the SATCC can make a recommendation to the Minister responsible, it must be evident that: <ul style="list-style-type: none"> <li>• A majority of employers and employees working in the designated trade support the recommendation to make the designated trade compulsory.</li> <li>• The work of the designated trade is clearly defined.</li> <li>• No overlap or duplication of the work of an existing designated trade will occur, except as prescribed in the regulations.</li> <li>• The implementation of the recommendation will result in improved occupational health and safety, and public safety.</li> <li>• The implementation of the recommendation will benefit Saskatchewan residents.</li> </ul> </li> <li>• The SSI employers and employees and the general public have been informed of the Taskforce's application request for a new compulsory apprenticeship trade and have been given the opportunity to gain information and ask questions or voice concerns through the use of two public meetings.</li> <li>• Ad hoc Standards Committee Minutes of October 14, 2016</li> </ul>	<p>Trade be made a compulsory trade and to accept the Committee report as information.</p>

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<p><b>11. Ad hoc Appeals Committee</b></p> <ul style="list-style-type: none"> <li>The Ad hoc Appeals Committee Minutes of July 18 and 26, 2016 were presented for information.</li> </ul>	
<b>Decision Items</b>	
<p><b>12. 2016-2017 Commission Board Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>There was discussion around having the meeting at different locations if possible.</li> <li>We do have the ability to use video conferencing from the Saskatoon office.</li> </ul>	<p><b>Motion #2016-2017-03-10</b></p> <p>There was consensus to accept the 2016-2017 SATCC Board of Directors Meeting Schedule as presented.</p>
<b>Information Items</b>	
<p><b>13. Proposed Changes to the Act</b></p> <ul style="list-style-type: none"> <li>The Ministry has informed the SATCC that they intend to open the Apprenticeship and Trade Certification Act (Act) and they require input from the SATCC on what changes we would like to have made.</li> <li>In addition to several housekeeping items, the substantive proposed changes by SATCC are the addition of Occupations to the Act, as well as the addition of a work stoppage clause. <ul style="list-style-type: none"> <li>The addition of occupations and sub trades</li> <li>A new clause to designate trades for “certification only” (17.5)</li> <li>A new clause to provide for the removal of JTC status if the committee ceases to exist. (22.6)</li> <li>A new clause to provide for the cessation of work if a site inspection finds apprentices in a compulsory trade with no Journeyperson supervision. (37.2). This would be used if there was an immediate work danger; OH&amp;S has the authority to do this as well.</li> </ul> </li> </ul>	<p><b>Motion #2016-2017-03-11</b></p> <p>There was consensus to direct that the Governance Committee review the recommendations for changes to the Act and bring forward a recommendation to the next meeting of the Board of Directors.</p>

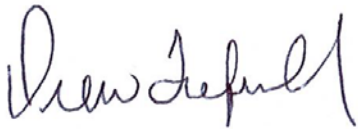
AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• Management has also identified some areas of the Act for discussion as the opportunity for changes exists now that the Act is being opened. Due to the timing and work required to prepare for changes, the SATCC has already provided a draft copy of potential changes to the Ministry with instructions that these are draft only until the review and discussion by the Commission Board.</li> <li>• SIN numbers are collected for issuing tax documents, PTA, Away from Home Allowance, etc. For Training/PTA, etc. the SIN must be included. SIN are used for issuing tax documents.</li> </ul>	
<p><b>14. 2015 Red Seal (RS) Exam Results for Saskatchewan and Canada</b></p> <ul style="list-style-type: none"> <li>• In Saskatchewan, 80 per cent of apprentices (every 4 out of 5) who wrote the RS exam passed, while 51 per cent of trade qualifiers who wrote the exam were successful. In comparison, the Canadian results are 77 per cent of apprentices passed while 58 per cent of trade qualifiers passed.</li> <li>• The historical five-year comparison (from 2011 to 2015) of apprentices and trade qualifiers between Canada and Saskatchewan shows a relatively stable pass rate. Saskatchewan achieved a slightly higher rate among apprentices for all five years. For RS trades qualifiers, Saskatchewan's pass rate was slightly higher than the Canadian pass rate in 2011 and 2012 and slightly lower 2013 to 2015.</li> </ul>	<p>There was consensus to accept the report as information.</p>
<p><b>15. Skills and Trade Centers</b></p> <ul style="list-style-type: none"> <li>• Approximately one-fifth of clients who complete trades-based programming at the STSC (17.5%) or RTSC (18.5%) are registered as apprentices with the SATCC within four years of completing their program.</li> </ul>	<p>There was consensus to accept the report as information.</p>



<b>AGENDA ITEM/DISCUSSION POINTS</b>	<b>ACTIONS</b>
<p>The share of clients who register as apprentices is smaller the shorter the time period from the completion of their programming at STSC or RTSC. The majority of the clients who register as apprentices are male. Additionally, smaller amounts of this group of apprentices self-identified as Aboriginal, as a visible minority or having a disability.</p> <ul style="list-style-type: none"> <li>• It should be noted this research simply tracks the data on the number of clients of these programs who become apprentices and does not identify the reasons why graduates choose/choose not to become apprentices nor identify any barriers to apprenticeship faced by STSC/RTSC clients. As well this research does not include any information on 'trades qualifiers'. In Saskatchewan, workers in non-compulsory trades are allowed to challenge the inter-provincial (IP) certification exam if they have 1.5 times the hours required for their trade.</li> </ul>	
<p><b>16. 2016-17 Training Schedule Adjustments</b></p> <ul style="list-style-type: none"> <li>• The 2016-17 Budget assumed the SATCC will purchase 6,500 technical training seats. The current forecast estimates a net reduction of 612 technical training seats to approximately 5,900 training seats. The reduction in training seats is anticipated to be with Sask. Polytechnic with a net reduction of 470 technical training seats.</li> <li>• The 612 seat reduction is anticipated to reduce training costs (i.e. Program Contractual Services) by approximately \$1.8 million in 2016-17. This is expected to be partially offset by a reduction in tuition of approximately \$420,000.</li> <li>• It should be noted that only 40 seats within this forecast have actually been cancelled in this forecast. The seats identified with potential for low enrolment</li> </ul>	<p>There was consensus to accept the report as information.</p>

<b>AGENDA ITEM/DISCUSSION POINTS</b>	<b>ACTIONS</b>
<p>may actually proceed if more apprentices register and/or indicated</p> <ul style="list-style-type: none"> <li>• It was noted that there are a substantial level of seats lost at level 3 and 4.</li> <li>• We don't track pre-employment apprentices. We do track them once they become registered apprentices.</li> <li>• We track the volume of trade qualifiers, but have not noticed a large change in participation.</li> </ul>	
<p><b>17. 2015-16 Real Completion Rate (RCR) Research</b></p> <ul style="list-style-type: none"> <li>• This was presented for information only.</li> </ul>	There was consensus to accept the report as information.
<p><b>18. Space Cancelled Research: 2015-16 Year-End Report</b></p> <ul style="list-style-type: none"> <li>• This was presented for information only.</li> </ul>	There was consensus to accept the report as information.
<b>Recurrent Information Items</b>	
<p><b>19. Trade Board Minutes, Issues &amp; Business Arising From Trade Board Minutes, if any.</b></p> <ul style="list-style-type: none"> <li>• There were no issues arising.</li> </ul>	<p><b>Motion #2016-2017-03-12</b></p> <p>There was consensus to accept the Trade Board minutes as presented.</p>
<p><b>20. Commission Operational Update</b></p> <ul style="list-style-type: none"> <li>• SATCC will request an update from SaskPoly.</li> </ul>	There was consensus to accept the report as information.
<p><b>21. Q1 2016-17* ACG &amp; AIG Grant Statistics</b></p> <ul style="list-style-type: none"> <li>• This was presented for information only.</li> </ul>	There was consensus to accept the report as information.
<p><b>22. Key Operational Indicators</b></p> <ul style="list-style-type: none"> <li>• This was presented for information only.</li> </ul>	There was consensus to accept the report as information.
<p><b>23. Performance Management Measurement - Balanced Scorecard Reporting</b></p> <ul style="list-style-type: none"> <li>• There was discussion around the fill rate. The general consensus that having a lower fill rate in the current</li> </ul>	There was consensus to accept the report as information.

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<p>economy is acceptable. As fill rates is a measure from the Strategic Plan, this measure can be revised. Training apprentices in their final years is an important measure.</p>	
<p><b>24. Other Business</b></p> <ul style="list-style-type: none"> <li>• Accommodations for Head Office <ul style="list-style-type: none"> <li>○ Drew Tiefenbach excused himself from the meeting to avoid any perception of a conflict in this matter. Bryan Leier assumed the role of Chair.</li> <li>○ Management verbally reported information regarding current actions around finding accommodation for the head office in Regina.</li> </ul> </li> </ul>	<p><b>Motion #2016-2017-03-13</b></p> <p>There was consensus to direct that Management make a counter offer to the lease company for the current location at 2140 Hamilton Street.</p>
<p><b>25. Next Meeting</b></p> <ul style="list-style-type: none"> <li>• The next meeting will be 30, 2016. The Board Strategic Planning session will be held the day before on November 29, 2016. The location to be determined.</li> </ul>	
<p><b>26. Adjournment</b></p>	<p>The meeting adjourned at 2:52 pm.</p>



Commission/Committee Chairperson



Commission/Committee Vice Chairperson

