



**Commission Board of Directors  
September 30, 2020  
10:00 AM – 2:15 PM  
Atlas Hotel, 4177 Albert Street  
REGINA, SK**

**Meeting Number 2020-2021-01**

**Members Present:**

Drew Tiefenbach (Chair)	Jeff Sweet (Vice Chair)
Brett Vandale (Conference Call)	Jessica Baldwin (part)
Wayne Stadnyk (Conference Call – part))	Ian Knibbs
Aaron Laughlin	Ryan Cunningham
Darcy Smycniuk	Karen Zunti
Bryan Leier	Brent Dubray
Dion Malakoff (Conference Call)	Leonard Manitoken
Bernie Boutin	Alison Poelen
Susan Nedlecov-Anderson	

**Regrets:**

Wayne Worrall	Mike Berkes
Mike Pesthill	Dana Paidel

**Staff:**

Jeff Ritter (part)	Dave Peters (part)
Shaun Augustin (part)	Chelsea Coupal (part)
Dawn Stanger (part)	Oleksandra Sakhno (part)
Dean Frey (part)	Sherry Morcom – Recorder (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Call to Order</b>	
<b>1. Adoption of the Agenda</b>	<b>Motion #2020-2021-01-01</b> There was consensus to approve the agenda as presented.
<b>2. Minutes of June 17, 2020 and Business Arising</b>	<b>Motion #2020-2021-01-02</b> There was consensus to accept the Minutes of June 17, 2020 as presented.
<b>3. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair Report was included in the meeting package.</li> <li>• The Chair did not attend the Governance Committee meeting on September 8, 2020</li> <li>• On September 16, 2020, the Lieutenant Governor, by and with the advice and consent of the Executive Council (OC) appointed Bernard Boutin to serve as the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) Board member for a term not to exceed three years.</li> <li>• Bernard Boutin was welcomed. Bernard will be a representative of the Production and Maintenance Sector.</li> <li>• Sherry Morcom scheduled a “virtual” Orientation session for October 9<sup>th</sup>. Existing members are welcome to join the session as well. Please let Sherry Morcom know (<a href="mailto:sherry.morcom@gov.sk.ca">sherry.morcom@gov.sk.ca</a>) if you would like to participate in the Orientation session.</li> <li>• The 2020-21 Business Plan was approved by the Minister of Immigration and Career Training on July 30, 2020 and it was adopted by the Board of Directors on August 11, 2020.</li> <li>• The 2020-21 Business Plan was uploaded to the SATCC website: <a href="https://saskapprenticeship.ca/resources/#business-plans">https://saskapprenticeship.ca/resources/#business-plans</a></li> <li>• I would like to highlight that the work of every single employee of the organization is reflected in this Plan as the SATCC seeks to develop, promote and execute a relevant, accessible and</li> </ul>	<b>Motion #2020-2021-01-03</b> There was consensus to accept the Chair Report as presented.

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<p>responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.</p> <ul style="list-style-type: none"> <li>• The First Nations and Métis Scholarship is funded by the Commission Board of Directors. If you would like to donate to the scholarship fund, please email Audrey Wolf-Kaminski at <a href="mailto:satccawards@gov.sk.ca">satccawards@gov.sk.ca</a>. While the in-person Apprenticeship Awards banquet has been cancelled, the SATCC will still be distributing its scholarships and awards.</li> <li>• Board members were asked to provide an updated picture to the SATCC. Please send an updated picture to Sherry Morcom <a href="mailto:sherry.morcom@gov.sk.ca">sherry.morcom@gov.sk.ca</a> or see Chelsea Coupal at lunch time and she will take a picture for you.</li> <li>• Please update your bio information for the SATCC web page: <a href="https://saskapprenticeship.ca/commission-board/">https://saskapprenticeship.ca/commission-board/</a> Please submit your updated biography to Sherry Morcom at <a href="mailto:sherry.morcom@gov.sk.ca">sherry.morcom@gov.sk.ca</a></li> <li>• The Board Chair has been busy approving all of the expense forms for the Board of Directors compensation for the various committee meetings. Board members were encouraged to submit their expense forms in a timely manner. Last fiscal year, we had to do quite the catch up and we would like to avoid that from occurring again.</li> <li>• Dave Peters was congratulated on being appointed to the Provincial Education Council.</li> </ul>	
<p><b>4. CEO Report</b></p> <ul style="list-style-type: none"> <li>• The CEO Report was included in the meeting package.</li> <li>• The provincial election is currently scheduled for Monday, October 26, 2020. The 30-day period prior to the election, known as the writ period, is when activities are most restricted.</li> <li>• The 2020 Apprenticeship Awards banquet, which was scheduled for Friday, December 4 at the Conexus Arts Centre in</li> </ul>	<p><b>Motion #2020-2021-01-04</b></p> <p>There was consensus to accept the CEO Report as presented.</p>

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<p>Regina, is cancelled. We are still determining this year's winners and will recognize them in a variety of ways. The SATCC has also contacted the industry organizations that typically participate in the Awards to inform them that the in-person event has been cancelled and to invite them to submit their awards and winners' names for inclusion in the SATCC's Apprenticeship Awards news release.</p> <ul style="list-style-type: none"> <li>• The 2020 Annual Trade Board Meetings are being impacted by COVID-19. The 2020 Annual Trade Board Meetings will be moved from September/October 2020 to March 2021. These meetings will be facilitated face-to-face in March 2021. In the event restrictions are in place, an alternative format (Webinar) will be used.</li> <li>• With the changes to technical training delivery for 2020-21, it is important the trade boards are updated on technical training delivery. The SATCC Program Development staff will arrange <u>conference calls</u> with the trade boards and the training providers after the first session (October/November 2020) of technical training has completed.</li> <li>• In January 2020, eHealth Saskatchewan experienced a ransomware attack. In order to minimize the risk of a broader attack, IT Division blocked access to a number of applications, including Dropbox. This has posed a significant issue to the SATCC, since all pdfs were stored and uploaded via Dropbox. This incident served as the catalyst for a site audit and update, completed in partnership with the SATCC's website agency, AdSpark. The SATCC Communications unit worked with AdSpark on the development of a refreshed website for the SATCC. The new website was successfully launched Monday, August 24. If you visit <a href="https://saskapprenticeship.ca">saskapprenticeship.ca</a> and don't see the new site, hit CTRL+F5 to do a hard refresh: <a href="https://saskapprenticeship.ca/">https://saskapprenticeship.ca/</a></li> </ul>	

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<ul style="list-style-type: none"> <li>• On behalf of the Commission Board of Directors, the SATCC has contracted KPMG to serve as an internal auditor for the organization over the next three years: 2020-21; 2021-22; and 2022-23.</li> <li>• An internal audit function is a best practice that will help us do the absolute best work we can and our management team looks forward to supporting the internal audit with their important work.</li> <li>• With support from SaskBuilds and the Ministry of Central Services IT Division (ITD), the SATCC conducted a Negotiated Request for Proposal (NRFP) to procure an apprenticeship-specific IT system (notionally titled MyATC). The SATCC has received approval from the IT Governance Committee (ITGC) to develop/implement the new MyATC IT system with Solvera Solutions (ServiceNow). Project work is expected to begin in November 2020. The tentative 'go live' date is scheduled for May 2021.</li> <li>• The SATCC and Southeast College announced the transition of apprenticeship technical training for the Powerline Technician trade from SaskPower to Southeast College. Southeast College was selected as the new training provider through a Request for Proposal process.</li> <li>• The SATCC has recently implemented a new policy pertaining to academic misconduct. The purpose of the policy is to describe the consequences of academic misconduct as it relates to examinations under <i>The Apprenticeship and Trade Certification Act, 2019</i>. This policy was developed as part of the strategy to enhance program integrity following the recent electrical compromise issue. An approved SATCC Academic Misconduct Policy was posted on our website:  <a href="https://saskapprenticeship.ca/satcc-academic-misconduct-policy/">https://saskapprenticeship.ca/satcc-academic-misconduct-policy/</a></li> <li>• A draft of the 2019-20 Annual Report was presented.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Decision Items</b>	
<p><b>5. Election of Chair and Vice-Chair</b></p>	<p><b>Motion #2020-2021-01-05</b></p> <ul style="list-style-type: none"> <li>• There was consensus to allow the Board Members participating by conference call to send their votes electronically to Sherry Morcom and Dawn Stanger.</li> <li>• The CEO assumed the role of Acting Chair.</li> <li>• Bryan Leier nominated Drew Tiefenbach for the position Chair, seconded by Aaron Laughlin.</li> <li>• The Acting Chair called a second time for nominations for the position of Chair of the Commission Board.</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 acclaimed as Chair of the Commission Board of Directors.</li> <li>• Drew Tiefenbach resumed the role of Chair and called for nominations for the position of Vice-Chair of the Commission Board.</li> <li>• Aaron Laughlin nominated Jeff Sweet for the position of Vice-Chair, seconded by Ryan Cunningham.</li> <li>• The Chair called a second time for nominations for the position of Vice-Chair.</li> <li>• The Chair called a third and final time for nominations for the position of Vice-Chair.</li> <li>• There were no further nominations.</li> <li>• Jeff Sweet was acclaimed Vice-Chair of the Commission Board.</li> </ul>

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<p><b>6. 2019-20 Annual Report and Audited Financial Statements</b></p> <ul style="list-style-type: none"> <li>• The SATCC 2019-20 Annual Report (AR) must be tabled in the Legislature no later than October 28, 2020. Prior to the tabling, the AR goes through a number of reviews and approvals including the SATCC SMT, Audit and Finance Committee (A&amp;F), the Provincial Auditor and the Provincial Comptroller (Ministry of Finance). The format of this year’s AR is unchanged from last year. Highlights of the Balanced Scorecard and the financial summary for the year are presented in the Background Section. The Auditor have given SATCC a clean audit. There were two errors noted by the Auditors.</li> </ul>	<p><b>Motion #2020-2021-01-06</b></p> <p>There was consensus to approve the SATCC 2019-20 Annual Report, including the audited financial statements and Balanced Scorecard reporting as presented.</p>
<p><b>7. HR Committee Report (Information Only)</b></p> <p><b>a. CEO 2019-20 Performance Evaluation</b></p> <ul style="list-style-type: none"> <li>• Drew Tiefenbach reported that the HR Committee met on August 24, 2020.</li> <li>• Governance Solutions conducted an evaluation.</li> </ul>	<p><b>Motion #2020-2021-01-07</b></p> <p>There was consensus to approve the SATCC CEO Evaluation.</p>
<p><b>8. CEO 2019-20 Short Term Incentive Plan</b></p> <ul style="list-style-type: none"> <li>• The CEO 2019-20 STI Program is based on 16 measures across five categories. The CEO had the following performance in 2019-20: <ul style="list-style-type: none"> <li>a. ‘Exceeded’ on five measures (29.5%);</li> <li>b. ‘Achieved’ on eight measures (47.0%); and</li> <li>c. ‘Not Met’ on four measure (23.5%).</li> </ul> </li> <li>• Any measure negatively impacted by COVID-19 has been adjusted to remove the impact (as directed at the June 1, 2020 HR Committee meeting). Based on this direction, four measures were adjusted: <ul style="list-style-type: none"> <li>a. Annual Surplus/Deficit (adjusted by \$1.668M to for tuition refunded and foregone revenue);</li> </ul> </li> </ul>	<p><b>Motion #2020-2021-01-08</b></p> <p>There was consensus to approve the 2019-20 Short-Term Incentive (STI) Program Bonus Payment based on the HR Committee approved recommendation:</p> <ul style="list-style-type: none"> <li>• CEO: \$20,854;</li> <li>• COO: \$14,660; and</li> <li>• CFO: \$16,360.</li> </ul>

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<ul style="list-style-type: none"> <li>b. Sponsorship Revenue (budget value was adjusted to the YTD value as at March 2020);</li> <li>c. Technical Training Fill Ratio (used the rate recorded as of March 2020 when classes were cancelled); and</li> <li>d. Employer Consultations (used the target of 3,570 visits through the end of March 2020 rather than the annual total of 5,000 visits given that employer visits were suspended due to COVID-19).</li> </ul>	
<p><b>9. CEO 2020-21 STI Measures and Targets</b></p> <ul style="list-style-type: none"> <li>• The proposed 2020-21 CEO STI program has 15 measures, two less than in 2019-20. The Sponsorship Revenue and Sick Leave Usage measures are being temporarily removed from the STI program for 2020-21 due to the impact of COVID-19. The Sponsorship Revenue measure is being removed because of the negative financial impacts on industry and there will be no face-to-face awards dinner hosted. Sick Leave Usage was removed given the uncertain impact that COVID-19 will have on staff utilization of sick leave. These measures are expected to return to the STI program in 2021-22.</li> <li>• The CEO is eligible to receive up to a 15 per cent bonus (based on his annual base salary) if the targets for the measures are ‘achieved’ or up to a 17 per cent bonus if the performance on the measures are ‘exceeded’.</li> <li>• The 15 measures are allocated across five performance categories: <ul style="list-style-type: none"> <li>A. Financial;</li> <li>B. Talent;</li> <li>C. Operational Excellence;</li> <li>D. Client Service; and</li> <li>E. Individual Performance;</li> </ul> </li> </ul>	<p><b>Motion #2020-2021-01-09</b></p> <p>There was consensus to accept the HR Committee recommendation to approve the proposed measures and targets in the 2020-21 Short-Term Incentive (STI) Program</p>

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<p><b>10. Board Committee Membership</b></p> <ul style="list-style-type: none"> <li>• With the recent addition of new members to the Board, the Board Committees required renewal to their membership. The SATCC Board Chair, as per Board Policy G7 Board Committees, consulted with board members and is recommending committees’ membership as presented.</li> </ul>	<p><b>Motion #2020-2021-01-10</b></p> <p>There was consensus to approve the members to the Audit and Finance Committee, the Governance Committee, The Trade Board Appointments Committee, the Human Resources Committee, the Appeals Committee, the Standards Committee and the Inclusion and Program Innovation Committee, as presented.</p>
<p><b>11. 2020-21 Board Policies Review and Schedule</b></p> <ul style="list-style-type: none"> <li>• Brett Vandale reported that the Governance Committee met on September 8, 2020 to review the schedule for reviewing the Commission Board of Directors policies.</li> <li>• The Governance Committee is responsible for the process of reviewing Board policies. Last year the Board approved that one third of all policies be reviewed each year, creating a three-year review cycle. New policies are added as required.</li> <li>• Below is the proposed list of policies due for review in 2020-21. For more detail refer to the review schedule in the Background section: <ul style="list-style-type: none"> <li>○ A2 Commission Board Meetings and Minutes</li> <li>○ A3 Presentations to the Commission Board of Directors</li> <li>○ A4 Trade Board Meetings and Minutes</li> <li>○ A8 SATCC Board Electronic Communication Device Usage Policy</li> <li>○ A10 Appeals to the ad hoc Appeals Committee</li> <li>○ G2 Board Evaluation</li> <li>○ G3 Conflict of Interest</li> <li>○ F2 Financial Assets – Surplus Policy</li> <li>○ F3 Capital Asset Amortization</li> </ul> </li> <li>• The proposed schedule in the next section sets out the cycle for reviewing policies for the next three years</li> </ul>	<p><b>Motion #2020-2021-01-12</b></p> <p>There was consensus to approve the proposed schedule for reviewing the SATCC Board policies.</p>

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<p><b>12. 2019-20 Terms of Reference Review</b></p> <p><b>a. Trade Board Appointments Committee</b></p> <p><b>b. Standards Committee</b></p> <ul style="list-style-type: none"> <li>• Every two years the Trade Board Appointments Committee is required to review the Committee’s TOR. The Board Charter and Commission Board Terms of Reference were reviewed to ensure the Committee TOR contains all the information required for the Committee to carry out its work.</li> <li>• Every two years the Standards ad hoc Committee is required to review the Committee’s TOR. The Board Charter and Commission Board Terms of Reference were reviewed to ensure the Committee TOR contains all the information required for the Committee to carry out its work.</li> </ul>	<p><b>Motion #2020-2021-01-13</b></p> <p>There was consensus to approve Terms of Reference for both the Trade Board Appointments Committee and the ad hoc Standards Committee.</p>
<p><b>13. 2019-20 Board Policies Review (COVID Clean-up)</b></p> <ul style="list-style-type: none"> <li>• Brett Vandale reported that the Governance Committee met on September 8 to review the Board Policies.</li> </ul>	<p><b>Motion #2020-2021-01-14</b></p> <p>There was consensus to approve the recommended changes to the below policies as presented:</p> <ul style="list-style-type: none"> <li>• A1 – Board of Directors Honoraria and Expense Guidelines</li> <li>• F4 – Inventory Accounting, Reporting and Management</li> <li>• F5 – Accounts Receivable (AR) Collection and Write-Off Cancellation</li> <li>• G12 – Trade Board Chairperson Selection</li> <li>• G13 – Trade Board Vacancies</li> <li>• G14 – Trade Board Size</li> <li>• P1 – Process for Designating or Removing the Designation for a Voluntary Trade or Sector</li> <li>• P3 – Responding to Requests for Use of Trade Marks and Logo</li> </ul>
<p>Dean Frey joined the meeting.</p>	

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<p><b>14. Appointment and Removal of Member to SATCC TBs, CEDBs, TEBs</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on August 31, 2020.</li> </ul>	<p><b>Motion #2020-2021-01-15</b></p> <p>There was consensus to approve the following appointments and removals:</p> <ul style="list-style-type: none"> <li>○ The Trade Board Appointments Committee recommends the mid-term appointment of three TB members: <ul style="list-style-type: none"> <li>• One to the Bricklayer;</li> <li>• One to the Industrial Mechanic (Millwright); and</li> <li>• One to the Powerline Technician TBs.</li> </ul> </li> <li>○ The Trade Board Appointments Committee recommends the removal of one TB member from the Industrial Mechanic (Millwright) TB.</li> <li>○ The Trade Board recommends the appointment of one CEDB member to the Mobile Crane Operator CEDB.</li> <li>○ The Trade Board recommends the removal of one CEDB members from the Machinist CEDB.</li> </ul>
<b>Committee Reports</b>	
<p><b>15. Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on August 31, 2020.</li> <li>• Actions detailed in the majority of the trade board meeting minutes were operational duties and include: <ul style="list-style-type: none"> <li>○ Recommending the appointment of Curriculum Examination and Development Board (CEDB) members;</li> <li>○ Reviewing level, diagnostic, interprovincial journey person and certification examinations;</li> <li>○ Reviewing/approving pre-employment courses for credit towards apprenticeship;</li> <li>○ Reviewing/approving course training requirements for the trade;</li> <li>○ Reviewing and validating/weighting occupational standards for the trade;</li> </ul> </li> </ul>	<p><b>There was consensus to accept the report as information.</b></p>

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<ul style="list-style-type: none"> <li>o Reviewing related work experience for credit towards a trade (PLAR); and</li> <li>o Reviewing changes to programs for accreditation of training.</li> <li>• The complete minutes of each of these meetings can be found in the Aprio Library</li> </ul>	
<p>Dean Frey left the meeting. Jessica Baldwin, Wayne Stadnyk left the meeting.</p>	
<p><b>16. Audit and Finance Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on September 25, 2020.</li> <li>• Brett Vandale and Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> <li>a. <b>Pulse Check</b> <ul style="list-style-type: none"> <li>• The Pulse Check has a subset of all performance measures included in the business plan. The Board will use this dashboard reporting to frame its questions and discussion of performance with the CEO and management to be have a more strategic and high level focus in its meeting deliberations.</li> </ul> </li> <li>b. <b>Performance Management Measurement – Balanced Scorecard Reporting</b> <ul style="list-style-type: none"> <li>• The ‘Balanced Scorecard at a Glance’ is used to summarize the SATCC performance measures on a regular basis for the Senior Management Team (SMT) and the Commission Board of Directors.</li> </ul> </li> </ul> </li> </ul>	<p><b>There was consensus to accept the report as information.</b></p>

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<ul style="list-style-type: none"> <li>• Through the first two months of 2020-21, the SATCC is exceeding or achieving on 17 out of 32 measures (53.1% of the total)</li> <li>• Progressing on another 5 measures (15.6%).</li> <li>• Three (3) measures are not being met (9.4% of the total)</li> <li>• Seven (7) measures (21.9%) currently have a No Report status.</li> </ul> <p><b>c. YTD Budget to Actual</b></p> <ul style="list-style-type: none"> <li>• The SATCC's year-to-date (YTD) surplus is \$3.204M as at August 31, 2020. The actual YTD surplus is higher than the budgeted surplus of \$2.961M budgeted in the first two months of 2020-21 by \$243K (+8.2%). The larger-than-anticipated surplus is primarily due to: <ul style="list-style-type: none"> <li>○ YTD revenues are more than budgeted by \$120K (+2.9%) due to greater Client Fee revenue;</li> <li>○ YTD expenses are less than budgeted by \$122K (-10.3%) primarily because of Salaries and Personnel expense being lower than budgeted</li> </ul> </li> </ul> <p><b>d. Training Schedule</b></p> <ul style="list-style-type: none"> <li>• The 2020-21 Budget assumed the SATCC will purchase 4,337 technical training seats. As of August 31, 697 seats have been officially cancelled, 720 seats have officially been added. The total forecasted seats to be purchased in 2020-21 is 4,360.</li> <li>• Training expenditures are currently forecasted to be \$316K over budget in 2020-21.</li> <li>• Tuition revenue is forecasted to decrease by roughly \$198K. The decrease in forecasted tuition revenue is due to a lower fill rate projection of 90%. The</li> </ul>	

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<p>Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget by approximately \$37K. There is a designated asset amount of \$218.7K from 2019-20. The IAI program will begin to reduce that surplus.</p> <ul style="list-style-type: none"> <li>• The Harmonization funding spent on updating resequenced curriculum due to harmonization is forecasted to be under budget by \$3.4K. Innovation funding, spent on developing new training/curriculum, is forecasted to be under budget by \$90.6K.</li> </ul> <p><b>e. Financial Forecast</b></p> <ul style="list-style-type: none"> <li>• The SATCC is forecasting a deficit, after amortization, of \$2.038M in 2020-21 in comparison to the budgeted deficit of \$731K. This is a \$1.307M (+179%) increase in the budgeted deficit. The forecasted increase in the deficit is due to the following: <ul style="list-style-type: none"> <li>○ Revenues are forecasted to be lower than budgeted by \$284K (-1.2%) due to Client Fees forecast to be less than budgeted by \$284K. The change is due to using a 90 per cent 'fill rate' in the forecast rather than the 95 per cent fill rate assumed in the 2020-21 Budget;</li> <li>○ Expenses are forecast to be higher than budget by \$1.023M (+4.1%) because: - An additional \$851K in Other Contractual Services (+61.0%) mostly due to unbudgeted costs from the MyATC IT system project that were unknown at the time of the budget; - Program Contractual Services forecast to be \$316K (+2.0%) higher than budget due to a slight increase in training seats coupled with higher costs from training providers due to COVID-19; and</li> <li>○ The above increases are partially offset by a forecasted reduction in Salaries of \$142K (-2.5%) due to vacancies</li> </ul> </li> </ul>	

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<p>in 2020-21 and a (one-time) reduction in the estimation of accounts payable for staff salaries from 2019-20.</p>	
<p><b>17. Governance Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Governance Committee, Brett Vandale reported the committee met on September 8, 2020 to establish the Governance Committee meeting dates and the Work Plan. <ul style="list-style-type: none"> <li>a) 2020-21 Meeting Dates</li> <li>b) 2020-21 Committee Work Plan</li> </ul> </li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>18. Committee Minutes</b>  <b>Any committee minutes that have been approved are available in the Aprio library.</b></p>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>Information Items</b></p>	
<p><b>19. SATCC Academic Misconduct Policy</b></p> <ul style="list-style-type: none"> <li>• SATCC has recently implemented a new policy pertaining to academic misconduct which properly outlines expectations for students, defined as any individual attending training or testing with SATCC or its training providers. SATCC is addressing any perceived ambiguity pertaining to academic misconduct, and the potential penalties of committing academic misconduct, so that students have a clear understanding of expectations and agree as such.</li> <li>• The purpose of the policy is to describe the consequences of academic misconduct as it relates to examinations under The Apprenticeship and Trade Certification Act, 2019. The policy pertains to, but is not limited to, apprentices, upgraders, trade qualifiers, tradespersons, and journeypersons. The policy also</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

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<p>indicates that the academic misconduct policy covers the conduct of all students in educational-related activities and that a student is expected to read, understand and comply with all SATCC, as well as any SATCC training provider’s policies, procedures, academic regulations, and program requirements.</p> <ul style="list-style-type: none"> <li>• The policy provides some examples of academic misconduct, such as cheating, aiding and abetting, fraud and misuse, impersonation, and falsifying or modifying of documents. The policy also speaks explicitly to the accessibility of Interprovincial Examinations and the requirement for individuals to notify SATCC if such material is found outside of a sanctioned examination sitting.</li> <li>• The policy contains a section entitled “Failure to Comply” which outlines the penalties/remedies which may be imposed by SATCC for academic misconduct during technical training or during the writing of, or studying for, the examinations, including the Interprovincial Examinations (Red Seal Examinations).</li> <li>• The academic misconduct policy involves the amendments to several forms and letters to ensure students have had numerous opportunities to be exposed to the policy. Upon submission of the Form 1, the apprentice will sign that they have “read and understood” SATCC’s academic misconduct policy. Form A, signed by the apprentice, will also reference that the apprentice agrees and has “read and understood” the academic misconduct policy. Subsequent forms or letters may require confirmation that the individual has read and understood the academic misconduct policy if necessary, or may simply include reference to the policy and the website link to the complete policy.</li> <li>• There was a question asked if there would be a future appendices developed that would list of specifically approved or not specifically approved items. The list would be difficult to</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>be implemented into a policy. Training providers could be approached to determine/identify specific items. This is an item that can be discussed with training providers. Lists could be developed for individual trades/groups.</p>	
<p><b>20. MyATC IT - Update</b></p> <ul style="list-style-type: none"> <li>• The SATCC had been previously involved in the Apprenticeship Management System (AMS) project with Manitoba and the four Atlantic provinces to develop an apprenticeship-specific IT system. The project experienced significant delays and increased expenditures as a result.</li> <li>• The SATCC took a change request to the ITGC but, in Dec.2019, were directed to withdraw from the AMS project and develop a Negotiated Request for Proposal (NRFP) in partnership with Sask. Builds and the Ministry of Central Services' Information Technology Division (ITD). The SATCC developed the NRFP, let it go to market and completed the evaluation between January to July 2020. The approval process with ITGC was completed in Sept.2020.</li> <li>• The successful vendor is Solvera Solutions. Their bid proposed a partnership with Paradigm Consulting Group (both based in Regina) to implement the ServiceNow configurable, off-the shelf (COTS) software solution.</li> <li>• Solvera has a successful track record as an existing Government of Saskatchewan (GOS) IT vendor. The company implemented ServiceNow for ITD's IT service desk solution (the software tracks tickets from staff reporting problems with their computer, network access, etc.) and manages the software on behalf of GOS. Solvera (and Paradigm) also has a pre-existing 'vendor-of-record' contract with the SATCC to provide IT consulting services.</li> <li>• The total cost of ownership over five-years is estimated at \$1.6M based on approximately \$1.1M in implementation costs</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>and approximately \$500K in annual licensing and maintenance support costs. The implementation costs will be paid for by drawing down the IT System restricted fund (current balance of \$1.6M) with the remainder of the costs included in the annual budget/business plan.</p> <ul style="list-style-type: none"> <li>• MyATC will generate savings from reduced expenditures on postage and the legacy IT system (OCSM). Those savings, net of annual on-going costs for MyATC, are estimated to generate a return on investment (ROI) of approximately 13 per cent annually</li> </ul>	
<p><b>21. Employer Hiring Intentions Survey</b></p> <ul style="list-style-type: none"> <li>• In 2020, the SATCC conducted its second Employer Hiring Intentions Survey. The purpose of the survey was to find out employers intention on hiring of apprentices over the next two years. The 2020 survey also asked respondents how the COVID-19 pandemic impacted their operations in terms of the number of apprentices they planned to hire in the next year.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>22. Buildforce Construction Labour Forecast</b></p> <ul style="list-style-type: none"> <li>• In July 2020, BuildForce released an outlook for the period 2020-2022 that summarizes the immediate impacts of COVID-19 to the construction industry on a national and provincial basis. The supply of labour is a key issue highlighted in the BuildForce report. It predicts the construction industry will lose nearly 260,000 workers to retirement by 2029. Approximately 310,000 new workers are needed over this same period, and it is estimated that only 228,000 new workers can be recruited and trained from a domestic pool of youth over the next 10 years. This will leave a shortfall of almost 82,000 workers by 2029. Recruitment, training and uptake of apprenticeship are important components for construction sector recovery. The emphasis must be on attracting new entrants to the trades and adapting</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
technical training to meet the hiring needs of industry already affected by a skilled labour shortage.	
<p><b>23. PISA Survey</b></p> <ul style="list-style-type: none"> <li>The 2018 YATT questionnaire results indicate interest in pursuing careers in the trades has fallen among 15-year-old students in Canada in comparison to past surveys (done in 2012 and 2015). Approximately 7,000 students in five provinces (NFLD, PEI, SK, AB and BC) completed the questionnaire about their aspirations, attitudes, perceptions, awareness and exposure concerning jobs in the trades.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<b>Recurrent Information Items</b>	
<p><b>24. Commission Operational Update</b></p> <ul style="list-style-type: none"> <li>This information is included and Directors are encouraged to share it with their respective stakeholders.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>25. Other Business</b> There was no other business</p>	
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Dawn Stanger, Oleksandra Sakhno and Sherry Morcom left the meeting.</p>	
<p><b>26. In-Camera</b></p>	
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Dawn Stanger and Sherry Morcom rejoined the meeting.</p>	
<p><b>27. Next Meeting</b></p> <ul style="list-style-type: none"> <li>The next Commission Board of Directors meeting will be November 25 (Regular Board meeting) and November 26 (Strategic-Risk Planning).</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>28. Adjournment</b>	The meeting adjourned at 2:15

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Commission/Committee Chairperson

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Commission/Committee Vice Chairperson

