



**Commission Board of Directors
November 25, 2020
10:00 AM – 1:55 PM
Teams Virtual Meeting**

Meeting Number 2020-2021-02

Members Present:

Drew Tiefenbach (Chair)
Brett Vandale
Wayne Stadnyk
Aaron Laughlin
Darcy Smycniuk (Part)
Bryan Leier
Dion Malakoff
Bernie Boutin (Part)
Susan Nedlecov-Anderson (Part)
Mike Pesthill
Ryan Cunningham

Jeff Sweet (Vice Chair)
Wayne Worrall
Ian Knibbs
Ryan Cunningham
Karen Zunti
Brent Dubray (Part)
Leonard Manitoken
Alison Poelen
Mike Berkes
Dana Paidel

Regrets:

Jessica Baldwin

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Dawn Stanger (part)
Dean Frey (part)

Dave Peters (part)
Chelsea Coupal (part)
Oleksandra Sakhno (part)
Sherry Morcom – Recorder (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2020-2021-02-01 There was consensus to approve the agenda with the following amendment: <ul style="list-style-type: none"> • The Standards Committee Report (#12) will be moved to position #6
2. Minutes of September 30, 2020 and Business Arising	Motion #2020-2021-02-02 There was consensus to accept the Minutes of September 30, 2020 with the change to the HR reporting. Going forward, when explicit details are listed surrounding salaries/incentives, etc. it should be noted that there was discussion and a decision made.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • The SATCC’s 2019-20 Annual Report was tabled in the Legislative Assembly on October 29, 2020. It is a key document that summarizes the SATCC’s 2019-20 results and achievements. It has been posted to the SATCC’s website under Resources and Programs Document Library. • There are five Board appointments that expire in April 2021. Currently, the Ministry of Immigration and Career Training (ICT) is reaching out to the Board members to ask representatives if they have interest in renewing their terms. ICT has a deadline of December 15th to finalize names of new Board members. The SATCC team will work with the Ministry to facilitate the OC process. • The annual Board of Directors’ Strategic Planning session will be held tomorrow, November 26th, with the SATCC Senior 	Motion #2020-2021-02-03 There was consensus to accept the Chair Report as presented.

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<p>Management Team and Governance Solutions. I want to thank everyone in advance for participating and I look forward to working together.</p>	
<p>4. CEO Report</p> <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • There are two new permanent director positions that have been added to the SATCC: <ul style="list-style-type: none"> ○ Director of Innovation and Inclusion was filled by Chris Stubbs. ○ Director of Program Integrity was filled by Dean Frey • The development of MyATC, SATCC’s new client-facing online apprenticeship system, is currently underway. The MyATC project started October 5, 2020 and is scheduled for completion in Spring 2021. Once the project is complete, MyATC will fall under the Government of Saskatchewan’s enterprise support and maintenance contract for ServiceNow. • Saskatchewan Polytechnic experienced a cyber-attack on their systems. Both online and in-person classes were cancelled from November 2nd to 4th. Now, in-person and online classes have resumed. SATCC has worked with Sask. Polytechnic and have determined it’s not feasible to add any additional days to the classes impacted by the cybersecurity incident. • SATCC will also monitor the pass rates of these classes to determine whether any additional actions need to be taken in the future to help these apprentices progress through their apprenticeships. 	<p>Motion #2020-2021-02-04</p> <p>There was consensus to accept the CEO Report as presented.</p>

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<ul style="list-style-type: none"> • The All-Staff meeting was held virtually for the first time on November 3 and 4th, 2020. This year's theme was Celebrating Excellence and Courage. These are two very important SATCC values. • SATCC was named one of Saskatchewan's Top Employers for 2020. This was the second year in a row that we've been named one of Saskatchewan's Top Employers. Organizations who apply for this award are evaluated by the editors of Canada's Top 100 Employers on: physical workplace; work atmosphere and social; health, financial and family benefits; vacation and time off; employee communications; performance management; training and skills development; and community involvement. In confidence, SATCC has again been named one of Saskatchewan's Top Employers for 2021. • SATCC administers an Employee Engagement Survey every fall. This year, we've added some questions to get staff feedback on how the SATCC handled its response to COVID-19. • The measure we focus on when it comes to employee engagement is the percentage of employees who agree with the statement: "I find my work fulfilling and look forward to coming to work each day." In 2019, 80 per cent of employees agreed with that statement, which met our Business Plan target of 80 per cent. 	
<p>Dean Frey joined the call (10:30) Susan Nedelcov-Anderson left the meeting (10:45)</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Decision Items	
<p>5. De-Designation of Trades</p> <ul style="list-style-type: none"> On behalf of the Standards Ad hoc Committee, Brent Dubray reported that the Committee met on November 16, 2020. If there is industry demand for a specific trade, it can be designated again. 	<p>Motion #2020-2021-02-05</p> <ul style="list-style-type: none"> There was consensus to, due to lack of industry support, de-designate the following provincial certification trades: <ul style="list-style-type: none"> Pipeline Equipment Operator <ul style="list-style-type: none"> Dozer Operator Excavator Operator Grader Operator Sideboom Operator Pork Production Technician <ul style="list-style-type: none"> Breeder Facilities Maintenance Farrowing Grower-Finisher Nursery Management Water Well Driller Endorsements of the trade
<p>6. Standards Committee</p> <ul style="list-style-type: none"> On behalf of the Standards Committee, Brent Dubray reported that the Committee met on November 16, 2020. 	<p>There was consensus to accept the report for information.</p>
<p>7. Board Policies</p> <ul style="list-style-type: none"> On behalf of the Governance Committee, Dana Paidel reported that the Committee met on November 16, 2020. There will need to be a correction made to the naming - <i>The Apprenticeship and Trade Certification Act, 1999</i> - in Policy A2. 	<p>Motion #2020-2021-02-06</p> <p>There was consensus to approve the proposed changes to the following policies as presented:</p> <ul style="list-style-type: none"> Policy A2 Commission Board Meetings and Minutes Policy A3 Presentations to the Commission Board of Directors Policy A4 Trade Board Meetings and Minutes

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<p>Mike Pesthill joined the meeting (11:10) The Board of Directors took a brief break (11:15 – 11:20)</p>	
<p>Board Policies - Continued</p> <ul style="list-style-type: none"> On behalf of the Governance Committee, Dana Paidel reported that the Committee met on November 16, 2020. 	<p>There was consensus to approve the proposed changes to the following policies as presented:</p> <ul style="list-style-type: none"> Policy G2 Board Evaluation Policy G3 Conflict of Interest and Code of Conduct
<p>8. Appointment and Removal of Member to SATCC TBs, CEDBs, TEBs</p> <ul style="list-style-type: none"> On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on November 2, 2020. 	<p>Motion #2020-2021-02-07</p> <p>There was consensus to approve the following appointments and removals:</p> <ul style="list-style-type: none"> The mid-term appointment of one TB members to the Powerline Technician TB. The removal of one TB member from the Carpenter TB. The appointment of three CEDB members: <ul style="list-style-type: none"> One to the Hairstylist; and Two to the Powerline Technician CEDBs. The removal of three CEDB members: <ul style="list-style-type: none"> One from the Construction Electrician; and Two from the Metal Fabricator (Fitter) CEDBs. The appointment of one TEB member to the Powerline Technician TEB. The removal of two TEB members: <ul style="list-style-type: none"> One from the Metal Fabricator (Fitter); and One from the Welder TEBs.
<p>Committee Reports</p>	
<p>9. Trade Board Appointments Committee</p>	<p>There was consensus to accept the report as information.</p>

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<ul style="list-style-type: none"> On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on November 2, 2020. 	
<p>10. Audit and Finance Committee</p> <ul style="list-style-type: none"> On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on September 25, 2020. Brett Vandale and Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> a. 2020-21 Internal Audit Update <ul style="list-style-type: none"> Internal Audit activities have begun for 4 of the 12 of the 2020-21 audit projects, with 6 others expected to kick-off in November. Current engagement by SATCC staff has been very positive and we are looking forward to kicking off additional audits soon. Based on internal audit work completed to date, we have not identified any concerns or deficiencies related to the processes and controls used to manage risk at SATCC. b. Pulse Check <ul style="list-style-type: none"> 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. 	<p>There was consensus to accept the report as information.</p>

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<p>c. Performance Management Measurement – Balanced Scorecard Reporting</p> <ul style="list-style-type: none"> • 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 SATCC Board of Directors. <ul style="list-style-type: none"> ○ SATCC is exceeding or achieving on 11 out of 32 measures (34.4% of the total) ○ progressing on another 5 measures (15.6%). Eight (8) measures are not being met (25.0% of the total) ○ Eight (8) measures (25.0%) currently have a No Report status <p>d. YTD Budget to Actual</p> <p>The SATCC’s year-to-date (YTD) surplus is \$2.944M as at Oct.31, 2020. The actual YTD surplus is higher than the budgeted surplus of \$2.886M budgeted in the first four months of 2020-21 by \$58K (+2.0%).</p> <p>The smaller-than-anticipated surplus is primarily due to:</p> <ol style="list-style-type: none"> 1. YTD revenues are higher than budgeted by \$121K (+1.5%) mainly due to higher-thananticipated Client Fee revenue; and 2. YTD expenses are greater than budgeted by \$63K (+1.2%) primarily because of Program Contractual Services (i.e. training costs) are higher than anticipated but are partially offset by cost savings in most other expense categories. 	

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Dean Frey left the meeting (11:40)	
<p>Audit and Finance Committee - Continued</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on September 25, 2020. • Brett Vandale and Shaun Augustin spoke to the Audit and Finance Committee items. <p>e. Training Schedule</p> <p>The 2020-21 Budget assumed the SATCC will purchase approximately 4,300 (4,337) technical training seats. As of October 31st, 757 seats have been officially cancelled, 714 seats have officially been added. More than 100 (110) seats are forecasted to be added and 332 seats are forecast to be cancelled.</p> <p>Training seats purchased in 2020-21 are currently forecasted to be 265 seats less than budgeted or 6.1 per cent less than budgeted. This reduces the total training seats purchased to approximately 4,100 seats (4,072).</p> <p>Total training expenditures are currently forecasted to be \$577K under budget in 2020-21. The reduction in seats is reducing expenditures by \$1.155M. Other training expenditures are also currently forecasted to be under budget (e.g. The Indigenous Apprenticeship Initiatives (IAI) by \$55K; Harmonization funding under budget by \$65K; and Innovation funding by \$170K).</p> <p>The reduced expenditures listed above are forecast to</p>	

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<p>be partially offset by \$578K because of increased pricing due to COVID-19-related expenses. Tuition revenue is forecasted to decrease \$442K. The decrease in forecasted tuition revenue is due to a combination of less training seats purchased plus the lower fill rate projection of 90 per cent (relative to the 95% fill rate assumed in the budget).</p> <p>f. Financial Forecast</p> <p>The SATCC is forecasting a deficit, after amortization, of \$1.465M in 2020-21 in comparison to the budgeted deficit of \$731K. This is a \$734K (+101%) increase in the budgeted deficit. The forecasted increase in the deficit is due to the following:</p> <ul style="list-style-type: none"> • Revenues are forecasted to be lower-than-budgeted by \$616K (-2.5%) due to: <ul style="list-style-type: none"> ○ Client Fees forecast to be less than budgeted by \$576K. ○ Interest is forecast to be \$67K (-55.9%) below budget ○ Products and Services are forecast to be \$32K (57.8%) above budget • Expenses are forecast to be higher than budget by \$118K (+0.5%) because: <ul style="list-style-type: none"> ○ An additional \$927K in Other Contractual Services (+66.5%) ○ This increase is partially offset by reductions in the following expense categories: <ul style="list-style-type: none"> i. Program Contractual Services is forecast to be \$577K (-3.6%) lower than budget 	

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<ul style="list-style-type: none"> ii. A forecasted reduction in Salaries of \$179K (-3.2%) due to vacancies in 2020-21 and a (one-time) reduction in the estimation of accounts payable for staff salaries from 2019-20; iii. Reductions in most of the remaining expense categories. 	
<p>The Board of Directors broke for lunch (12:15 – 1:00) Brent Dubray left the meeting (12:15)</p>	
<p>11. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Dana Paidel reported the committee met on November 16, 2020. 	<p>There was consensus to accept the report for information.</p>
<p>12. Human Resources Committee</p> <ul style="list-style-type: none"> • On behalf of the Human Resources Committee, Drew Tiefenbach reported that the Committee met on November 18, 2020. <ul style="list-style-type: none"> a) 2020-21 Q1 STI Progress is as expected. 	<p>There was consensus to accept the report for information.</p>
<p>13. Committee Minutes</p> <p>Any committee minutes that have been approved are available in the Aprio library.</p>	<p>There was consensus to accept the report for information.</p>
<p>Information Items</p>	
<p>14. MyATC Update</p> <ul style="list-style-type: none"> • The project to build the SATCC’s new IT system, MyATC, started in Oct.2020 and is scheduled to ‘go-live’ on March 25, 2021. As of Nov.6, 2020, the scope, schedule and budget are on track (i.e. ‘green’ status) despite some minor slippage 	<p>There was consensus to accept the report for information.</p>

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in the schedule and some potential issues in scope and budget.	
Bernard Boutin joined the meeting (1:15)	
<p>15. MyATC – Regulations Change</p> <ul style="list-style-type: none"> The MyATC project will provide the SATCC with a modern, highly configurable, flexible and expandable solution capable of supporting both the current and future business needs of the organization through new/improved functionality and technology. The new system will enable clients to and stakeholders to submit, view and verify information regarding apprenticeship and trades online. This supported with real-time data validation, automated workflows informed by underlying business rules will enable a better customer and partner experience, streamline administrative operations, and reduce paper and manual processes. This represents a transformational change for the SATCC and as such may require changes to the current regulations. Management does not currently foresee any substantive business changes requiring regulation changes but do believe the language will need to be modernized adapt to business processes used with the MyATC system. 	<p>There was consensus to accept the report for information.</p>
<p>16. Wage Table Regulations</p> <ul style="list-style-type: none"> The SATCC is committed to enhancing its regulatory presence, and provide more value/riskbased regulation with proper focus on items consistent with our mission, vision and values. SATCC’s regulatory role of SATCC should reflect its four primary functions: 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> ○ trains apprentices; ○ certifies tradespeople and apprentices; ○ regulates the apprenticeship system of training; and ○ promotes apprenticeship as a way for employers to meet their labour market requirements. ● SATCC has recently decided to discontinue the practise of collecting the apprentice wages as part of it application process, however, will continue to develop a wage scale consistent with the “plan of apprenticeship” developed in consultation with the appropriate Trade Board as required by The Apprenticeship and Trade Certification Act, 2019. ● SATCC will continue its current role in the wage issue, as reactive participants, and not in a proactive regulatory role. This is consistent with our current practise as we do not inquire about wages as a regular part of field work, and when called upon in a wage dispute or discussion, have served only to provide expert interpretation of the wage scale. 	
Darcy Smycniuk rejoined the meeting (1:25)	
Recurrent Information Items	
<p>17. 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. 	There was consensus to accept the report for information.
<p>18. Other Business Online training was discussed.</p>	

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<ul style="list-style-type: none"> • It is essential that apprentices have the necessary tools to complete training. • Some associations are providing their apprentices with tools, but capacity has become an issue. <p>Post Red Seal tracking is not currently done. The apprentice satisfaction survey includes everyone that has certified in the last two years. SATCC has instituted a post hybrid survey training survey.</p>	
Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Dawn Stanger, Oleksandra Sakhno and Sherry Morcom left the meeting.	
19. In-Camera	
Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Dawn Stanger and Sherry Morcom rejoined the meeting.	
20. Next Meeting <ul style="list-style-type: none"> • February 2, 2021 • April 14, 2021 	
21. Adjournment	The meeting adjourned at 1:55

 Commission/Committee Chairperson

 Commission/Committee Vice Chairperson
