



**Commission Board of Directors  
June 23, 2021  
10:00 AM – 2:15 PM  
Teams Virtual Meeting**

**Meeting Number 2020-2021-05**

**Members Present:**

Drew Tiefenbach (Chair)

Brett Vandale

Wayne Stadnyk

Aaron Laughlin

Darcy Smycniuk

Bryan Leier

Ryan Cunningham

Elaine Lafleur

Susan Nedlecov-Anderson (joined the meeting at  
12 noon)

Bernie Boutin

Dana Paidel

Ian Knibbs

Ryan Cunningham

Karen Zunti

Brent Dubray

Leonard Manitoken

Alison Poelen

Mike Pestill (joined the meeting at 11:30  
am)

**Regrets:**

Wayne Worrall

Jeff Sweet (Vice Chair)

Mike Berkes

**Guests:**

David Brown

Rob DeRooy

**Staff:**

Jeff Ritter (part)

Shaun Augustin (part)

Sherry Morcom – Recorder (part)

Dawn Stanger (part)

Chelsea Coupal (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Call to Order</b>	
<b>1. Adoption of the Agenda</b>	<b>Motion #2020-2021-05-01</b> There was consensus to approve the agenda.
<b>2. Minutes of April 14, 2021 and Business Arising</b>	<b>Motion #2020-2021-05-02</b> There was consensus to accept the Minutes of April 14, 2021.
<b>3. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair Report was included in the meeting package.</li> <li>• On May 12, 2021, the Lieutenant Governor, by and with the advice and consent of the Executive Council (OC) appointed Elaine Lafleur to serve as the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) Board member for a term not to exceed three years. Elaine will be a representative of Women in Trades.</li> <li>• Dion Malakoff, Darcy Smycniuk, Brett Vandale and Wayne Stadnyk were reappointed as members of the Saskatchewan Apprenticeship and Trade Certification Commission Board to serve for a term not to exceed tree years from the date of the Order.</li> <li>• Board members were reminded that the end of the fiscal year – June 30th is approaching. Please submit your expense forms in a timely manner.</li> <li>• The April 2021 Post Meeting Survey results are attached to the Chair’s Report in the Board package.</li> <li>• 10 out of 20 Board members participated in the survey. 80 per cent of participants of the survey felt that there was adequate engagement from the Board of Directors. Some mentioned that “engagement is somewhat</li> </ul>	<b>Motion #2020-2021-05-03</b> There was consensus to accept the Chair Report as presented.

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<p>challenged by the online platform”. 100 per cent of the participants felt that items were covered in enough detail at the meeting. 100 per cent of the participants felt that there was adequate time provided to offer input considering the MS Teams meeting format.</p>	
<p><b>David Brown and Rob DeRooy joined the meeting at 10:45 am</b></p>	
<p><b>4. Board Evaluation Report (information only)</b></p> <ul style="list-style-type: none"> <li>• David Brown/Rob DeRooy spoke to the report</li> <li>• The report looks at how well the Board of Directors performs and how effective it is.</li> <li>• The purpose of Board evaluations is to continually improve.</li> <li>• This report will go to the Governance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>For Information and Discussion only.</b></li> </ul>
<p><b>David Brown and Rob DeRooy left the meeting at 11:13 am</b></p>	
<p><b>5. CEO Report</b></p> <ul style="list-style-type: none"> <li>• The CEO Report was included in the meeting package.</li> <li>• Step One of the Government of Saskatchewan’s <a href="#">Re-Opening Roadmap</a> was implemented on May 30</li> <li>• All certification exams in Regina resumed as well, beginning Monday, May 31, since we were able to book facilities (banquet halls/conference facilities). Saskatchewan Polytechnic resumed limited in-person learning at its Regina and Moose Jaw campuses Monday, May 10.</li> <li>• The <a href="#">2021-22 training schedule</a> has been posted to the SATCC website. SATCC will remain flexible and will adjust the plan and schedule as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motion #2020-2021-05-04</b></li> <li>• There was consensus to accept the CEO Report as presented.</li> </ul>

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<ul style="list-style-type: none"> <li>• As our province becomes vaccinated the SATCC is also thinking about what returning to the workplace looks like for staff members who are currently working from home. The SATCC will use a gradual and measured approach when returning employees, considering operational needs while focusing on the health and safety of citizens and employees. The province has moved to Step 2 on June 20 and by Step 3 (anticipated for mid-July) most employees will be expected to be in the workplace on a full-time basis. The Senior Management Team is currently working on a Plan specific to the SATCC.</li> <li>• The ‘go-live’ date for MyATC is now expected to be December 1, 2021.</li> <li>• On June 2, during the Stand-up meeting the CEO announced the full future state for the SATCC new organizational design to SATCC’s staff. The structure that has been announced is the result of months of teamwork among members of the Senior Management Team (SMT) and the Public Service Commission.</li> <li>• A number of new positions are being added to both Operations and Client and Corporate Services. The structural changes do not have one effective date: some changes are effective immediately; some staff will be reclassified into new roles over the summer; and some positions will be posted and competitions will run over the summer.</li> <li>• The goal is to have the majority of the structural changes in place by the fall – before we launch MyATC.</li> <li>• The Canadian Council of Directors of Apprenticeship (CCDA) had their Spring meeting – teleconference on May 25-27,</li> </ul>	

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<p>2021. The CEOI participated in the call and led some agenda items as a Chair of the Policy and Procedures Committee.</p> <ul style="list-style-type: none"> <li>The SATCC's Spring 2021 edition of the Saskatchewan Apprenticeship newsletter - <i>Apprenticeship in Action</i> - can be found on the SATCC <a href="#">website</a>.</li> </ul>	
<b>Decision Items</b>	
<b>Jeff Ritter, Shaun Augustin, Dawn Stanger, Chelsea Coupal and Sherry Morcom left the meeting at 11:28</b>	
<p><b>6. CEO Contract</b></p> <ul style="list-style-type: none"> <li>In camera with Board only.</li> </ul>	<p><b>Motion #2020-2021-05-05</b></p> <p>There was consensus to accept CEO contract - September 1, 2022 to August 31, 2025</p>
<p><b>Jeff Ritter, Shaun Augustin, Dawn Stanger, Chelsea Coupal and Sherry Morcom rejoined the meeting at 11:33</b></p> <p><b>Ryan Cunningham left the meeting at 11:38</b></p> <p><b>Ryan Cunningham rejoined the meeting at 12 noon.</b></p>	
<p><b>7. 2021-22 SATCC Business Plan and Budget</b></p> <ul style="list-style-type: none"> <li>Shaun Augustin spoke to the item.</li> <li>The SATCC's updated 2017-22 Strategic Plan was approved by the Board of Directors. The 2021-22 Business Plan has been drafted based on the revised 2017-22 Strategic Plan. The 2021-22 Business Plan has: <ul style="list-style-type: none"> <li>A description of the 2017-22 Strategic Plan and any revisions made to wording;</li> <li>A section describing SATCC's 2021-22 Enterprise Risk Management (ERM) plan and an additional Appendix to provide a summary table of the ERM risks, scoring and mitigation strategy;</li> </ul> </li> </ul>	<p><b>Motion #2020-2021-05-06</b></p> <ul style="list-style-type: none"> <li>There was consensus to recommend the approval to forward the Business Plan to Minister Jeremy Harrison.</li> </ul>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• Revised language for the new strategies and actions being proposed to achieve the strategic goals; and</li> <li>• A 2021-22 Budget based on the April 2021 financial forecast.</li> <li>• Highlights of the 2021-22 Business Plan/Budget are as follows: <ul style="list-style-type: none"> <li>• Modest growth in demand for apprenticeship is expected as the provincial economy/labour market returns to normal post-COVID-19;</li> <li>• The SATCC is expecting to purchase approximately 4,200 technical training seats;</li> <li>• MyATC (the new IT system) is slated to launch in December 2021; and</li> <li>• A budgeted deficit of \$1.338M based on Total Revenues of \$25.541M and Total Expenses of \$26.879M. The deficit will reduce the SATCC's Accumulated Surplus to \$2.458M and its Undesignated Financial Assets to \$202K as at June 30, 2022.</li> </ul> </li> <li>• It was recommended that the 2021-22 Balanced Scorecard target for 2021-22 Red Seal Pass Rate be set at 75%.</li> <li>• While there can still be minor changes, it is expected this should represent the 'final' version of the 2021-22 Business Plan that will be recommended to the Minister for his approval.</li> </ul>	
<p><b>The Commission Board of Directors broke for lunch at 12:00 am</b>  <b>The Commission Board of Directors meeting resumed at 12:30 pm</b></p>	

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<p><b>8. 2021-22 ERM Plan</b></p> <ul style="list-style-type: none"> <li>• Management has added two new risks to the 2021-22 risk registry due to the MyATC IT system for a total of 14 total risks. These new risks have not been scored due to timing but will be scored for the 2022-23 risk registry.</li> <li>• The Business Continuity Plan will be enhanced with these additions.</li> </ul>	<p><b>Motion #2020-2021-05-07</b></p> <ul style="list-style-type: none"> <li>• There was consensus to approve the Enterprise Risk Management (ERM) Plan</li> </ul>
<p><b>9. SATCC Board Policy</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Governance Committee, Dana Paidel reported the Committee met on June 7, 2021.</li> <li>• F3 Capital Asset Amortization Policy.</li> <li>• All Commission Board policies are reviewed on a three-year cycle. The F3 policy was last reviewed in June 2018.</li> </ul>	<p><b>Motion #2020-2021-05-08</b></p> <ul style="list-style-type: none"> <li>• There was consensus to approve the recommended changes to Policy F3.</li> </ul>
<p><b>10. Board Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• Meeting 1 – At the Call of the Chair upon approval of the 2021-22 Business Plan by the Minister (usually a consent resolution in August;</li> <li>• Meeting 2 – September 29, 2021 (AGM, required prior to September 30th each year and Regular Board Meeting)</li> <li>• Meeting 3 – November 23, 2021 (Strategic Planning Meeting and Board dinner)</li> <li>• Meeting 4 – November 24, 2021 (Regular Board Meeting)</li> <li>• Meeting 5 – February 2, 2022 (Regular Board Meeting)</li> <li>• Meeting 6 – April 6, 2022 (Regular Board Meeting)</li> <li>• Meeting 7 – June 22, 2022 (Regular Board Meeting) 2022-23</li> <li>• Meeting 1 – September 28, 2022 (AGM, required prior to September 30th each year and Regular Board Meeting)</li> </ul>	<p><b>Motion #2020-2021-05-09</b></p> <ul style="list-style-type: none"> <li>• There was consensus to approve the Board of Directors meeting dates for 2021 -22.</li> </ul>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Elvis Kambeitz joined the meeting at 12:45</b>	
<p><b>11. Trade Board Appointments</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on June 7, 2021.</li> <li>• The Trade Board Appointments Standing Committee recommends the appointment of four new TB members (two to the Mobile Crane Operator trade and one each to the Agriculture Equipment Technician and Carpenter trades) and one member be removed from the Cook Trade Board. (See Executive Summary for detail)</li> <li>• The TB recommends one member be appointed to the Welder trade TEB and two members be removed from the Hairstylist trade TEB. (See Executive Summary for detail)</li> <li>• The TB recommends the appointment of one member to the Agriculture Equipment Technician trade CEDB and the Hairstylist trade CEDB and the removal of two members from the Steamfitter-Pipefitter CEDB, and one member each from the Hairstylist, Plumber, and Truck and Transport Mechanic trade’s CEDBs.</li> </ul>	<p><b>Motion #2020-2021-05-10</b></p> <ul style="list-style-type: none"> <li>• There was consensus to approve the appointments and removals of members to the Saskatchewan Apprenticeship and Trade Certification (SATCC) Trade Boards (TBs), Trade Examining Boards (TEBs), or Curriculum and Examination Development Boards (CEDBs).</li> </ul>
<b>Committee Reports</b>	
<p><b>12. 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 June 7, 2021.</li> <li>• The Trade Board minutes are reviewed to ensure the Commission Board of Directors are kept well-informed of the activities of the Trade Boards. Trade Board minutes are approved by the individual Trade Boards at their Annual meeting.</li> </ul>	<p><b>There was consensus to accept the report as information.</b></p>



AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Elvis Kambeitz left the meeting at 12:56</b>	
<p><b>13. Audit and Finance Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Audit and Finance Committee, Drew Tiefenbach reported the committee met on June 18, 2021. The Provincial Auditors were present.</li> <li>• Shaun Augustin spoke to the Audit and Finance Committee items.</li> </ul> <p><b>a. 2020-21 Provincial Audit Plan</b></p> <ul style="list-style-type: none"> <li>• The Provincial Auditors presented the plan to the Audit and Finance Committee. The following areas were identified:</li> <li>• Risks associated with COVID-19 (e.g., accuracy of revenue given potential refunds from cancelled classes)</li> <li>• Assess appropriate capitalization of system development costs for MyATC</li> <li>• Assess that payments made to educational institutions for apprenticeship courses are in accordance with legislation</li> <li>• Assess the impact of allowing students to attend courses prior to paying dues (e.g. impact on accounts receivable - allowance for doubtful accounts, assess whether appropriate authority)</li> <li>• Assess the work completed by the Commission’s internal auditor (e.g., to determine whether we can utilize their work)</li> </ul>	

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<p><b>b. PSAB Update</b></p> <ul style="list-style-type: none"> <li>• The Public Sector Accounting Board (PSAB) issues standards and guidance with respect to matters of accounting in the public sector after following a due process. PSAB issues such standards and guidance to serve the public interest by strengthening accountability in the public sector through developing, recommending and gaining acceptance of accounting and financial reporting standards of good practice.</li> <li>• Management has reviewed the PSAB’s upcoming new and revised standards and there are no immediate changes to the SATCC’s accounting practice and financial reporting. Due to Covid19 pandemic, there were no new accounting standards that came into effect in 2020. All planned changes to public sector accounting standards were delayed by one year.</li> <li>• Management will disclose in the June 30, 2021 financial statement notes section: the adoptions of PS 1150 amendments as well as PS 2601, PS 3041 and PS 3280 standards for the current year statements (effective April 2021 &amp; 2022) in addition to accounting changes not yet in effect (PS 1000, PS 3061, PS 3400 effective April 1, 2023).</li> </ul> <p><b>c. Pulse Check</b></p> <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</li> </ul>	

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<p>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> <p><b>d. Performance Management Measurement – Balanced Scorecard Reporting</b></p> <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 SATCC Board of Directors.</li> <li>• To the end of April 2021, the SATCC is: <ul style="list-style-type: none"> <li>▪ Exceeding or achieving on 12 out of 32 measures (37.6% of the total)</li> <li>▪ Progressing on another 10 measures (31.3%). Four (4) measures are not being met (12.5% of the total)</li> <li>▪ Six (6) measures (18.8%) currently have a No Report status.</li> </ul> </li> <li>• Red Seal Exam Pass Rate (-12.0%). These numbers are based on the calendar year. There are challenges in stabilizing this area and will be treated as a high priority.</li> </ul> <p><b>e. YTD Budget to Actual</b></p> <ul style="list-style-type: none"> <li>• The following is a summary of the Saskatchewan Apprenticeship and Trade Certification Commission’s (SATCC) revenues, expenditures and surplus/(deficit) for the ten-month period ending April 30, 2021.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• The SATCC’s year-to-date (YTD) surplus is \$2.094M as at April 30, 2021. The actual YTD surplus is more than the budgeted surplus of \$1.303M budgeted in the first ten months of 2020- 21 by \$792K (60.8%). The larger-than-anticipated surplus is primarily due to: <ul style="list-style-type: none"> <li>○ YTD revenues are higher than budget by \$209K (+1.0%) mainly due to higher-than anticipated Client Fees revenue; and</li> <li>○ YTD expenses are less than budgeted by \$583K (-3.1%) primarily because unanticipated cost savings in most expense categories are partially offset by higher than-budgeted expenses in training costs and lease expenses.</li> </ul> </li>   <li>f. <b>Training Schedule</b> <ul style="list-style-type: none"> <li>• The 2020-21 Budget assumed the SATCC will purchase 4,337 technical training seats.</li> <li>• As of April 30th, 1006 seats have been officially cancelled, 811 seats have officially been added. No seats are forecasted to be cancelled or added for the remainder of this training year. The total forecasted seats to be purchased in 2020-21 is 4,142.</li> <li>• Training expenditures are currently forecasted to be \$431K under budget in 2020-21. Much of this decrease is due to low enrollment numbers and cancellation of classes. New registrations are down in comparison to what was expected. Some apprentices have declined training due to lack of</li> </ul> </li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>employment or meeting hour requirements. Two of our trainers were forced to cancel training due to instructor availability for medical reasons.</p> <ul style="list-style-type: none"> <li>• Tuition revenue is forecasted to decrease \$350K. The decrease in forecasted tuition revenue is due to a lower fill rate projection of 91% and less training taken.</li> <li>• Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be under budget by approximately \$49K. The Harmonization funding spent on updating re-sequenced curriculum due to harmonization is forecasted to be under budget by \$101K. Innovation funding, spent on developing new training/curriculum, is forecasted to be under budget by \$173K</li> </ul> <p><b>g. Financial Forecast</b></p> <ul style="list-style-type: none"> <li>• The SATCC is forecasting a deficit, after amortization, of \$634K in 2020-21 in comparison to the budgeted deficit of \$731K. This is a \$97K (-13.3%) decrease in the budgeted deficit. The forecasted decrease in the deficit is due to the following:</li> <li>• Revenues are forecasted to be lower-than-budgeted by \$653K (-2.7%) due to: <ul style="list-style-type: none"> <li>o Client Fees are forecast to be less than budgeted by \$548K (-13.5%) with two main causes: <ul style="list-style-type: none"> <li>i. Tuition revenue is forecast to be \$350K below budget due to the reduction of 195 seats noted in the April 2021 Training Forecast; and</li> </ul> </li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. Administrative fees are forecast to be approximately \$198K lower-than-budgeted as a result of lower volumes of new registrations, certification exams and upgrading evaluations;</li> <li>o Interest revenue is forecasted to be only approximately one-twelfth of the \$120K budgeted (the current forecast is \$9K or 92.3% below budget) due to significantly lower interest rates (relative to 2019-20); and</li> <li>o Products and Services are forecast to be \$25K (46.0%) above budget because of lower-than-expected accounts payable from 2019-20 offset by the reduction in award sponsorship revenue due to COVID-19.</li> </ul> </li> <li>• Expenses are forecast to be lower than budget by \$750K (-3.0%) mainly due to           <ul style="list-style-type: none"> <li>o An additional \$346K in Other Contractual Services (+24.8%) mostly due to unbudgeted expenses from the MyATC IT system project that were unknown at the time of the budget as well as unbudgeted internal audit fees;</li> <li>o This increase is partially offset by reductions in the following expense categories:               <ul style="list-style-type: none"> <li>i. A forecasted reduction in Salaries of \$292K (-5.2%) mainly due to capitalization of MyATC salaries and a (one-time) reduction in the estimation of accounts payable for staff salaries from 2019-20;</li> <li>ii. Program Contractual Services is forecast to be \$431K (-2.7%) lower than budget due to cost</li> </ul> </li> </ul> </li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>savings from a potential reduction of approximately 195 training seats because of reduced demand for training partially offset by higher costs from training providers due to COVID-19;</p> <p>iii. Advertising, Promotion and Printing is projected to be \$129K (-23.9%) below budget due to reduced expenditures on communication production, research and media placement; awards and scholarship events not proceeding due to COVID restrictions; and</p> <p>iv. Reductions in most of the remaining expense categories.</p> <ul style="list-style-type: none"> <li>• Management is also forecasting capital purchases to be \$963K (well above the \$25K allocated in the 2020-21 Budget) due to: <ul style="list-style-type: none"> <li>o MyATC ‘work-in-progress’ (WIP) accumulated in 2020-21. Management estimates that \$936K in WIP for system development costs for MyATC. It should be noted that no amortization related to MyATC will occur until project completion; and</li> <li>o Approximately \$27K in building improvements, furniture and equipment purchases.</li> </ul> </li> </ul> <p><b>h. IT Update</b></p> <ul style="list-style-type: none"> <li>• The vendor (Solvera) submitted a second change request (CR) to extend the project schedule from July to December 2021. The SATCC and Sask. Builds and Procurement’s Information Technology Division (ITD) to develop a revised schedule that</li> </ul>	

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<p>includes additional contingency into the schedule. The estimated increase in cost is \$366K (including an estimated \$113K for contingency) due to the 'burn rate' for project resources for SATCC and ITD (no additional funding is being paid to Solvera as a result of the fixed-price contract). The CR has been approved by the Government of Saskatchewan's IT Governance Committee (ITGC)</p> <p><b>i. 2020-21 Internal Audit Plan</b> The proposed 2021-22 Audit Plan includes 14 audits (2020-21: 12 audits). In consultation with management, KPMG has drafted the proposed audit plan and will establish audit timing once input/approval is received from the Audit and Finance (A&amp;F) Committee.</p> <p><b>j. 2020-21 Internal Audit Update</b></p> <ul style="list-style-type: none"> <li>• Since the last update in April, two additional audits and one interim report were completed, with final reports issued. Another five audits are currently nearing completion and are in the reporting phase of work. All planned audits are expected to be completed by the end of the fiscal year, with remaining reports brought to the A&amp;F Committee's next meeting</li> </ul>	



AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>k. ERM Report</b></p> <ul style="list-style-type: none"> <li>• The Commission Board of Directors identified and ranked 12 risks within the 2020-21 Enterprise Risk Management Plan.</li> <li>• MyATC status has been changed to “Not Meeting”</li> </ul>	
<p><b>14. Governance Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Governance Committee, Dana Paidel reported the Committee met on June 7, 2021.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>15. Human Resources Committee</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Human Resources Committee, Drew Tiefenbach reported that the Committee met on June 16, 2021. <ul style="list-style-type: none"> <li>a) CEO 2021-22 Performance Evaluation Process</li> <li>b) Q3 2021-22 Short-Term Incentive (STI) Program Status Update</li> </ul> </li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>16. Committee Minutes</b></p> <p>Any committee minutes that have been approved are available in the Aprio library.</p>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>Information Items</b></p>	
<p><b>17. Hybrid Technical Training Survey Results</b></p> <ul style="list-style-type: none"> <li>• As of June 8, 2021, 492 apprentices have responded to the Hybrid Technical Training Survey. Forty per cent (40%) are overall very satisfied and somewhat satisfied with their experience of the new format of training delivery while the</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>other 45 per cent are somewhat dissatisfied and very dissatisfied.</p> <ul style="list-style-type: none"> <li>Apprentice satisfaction with hybrid technical training varies depending on the level of training. About half (54%) of Level 1 apprentices are satisfied or somewhat satisfied with the hybrid technical training experience but is lower for Level 4 apprentices with only about one third (36%) satisfied or somewhat satisfied.</li> <li>The majority of respondents (334 respondents or 67.9%) are concentrated in five trades: Construction Electrician (88), Carpenter (77), Industrial Mechanic (Millwright) (74), Agricultural Equipment Technician (48) and Plumber (47). The overall satisfaction with hybrid technical training varies widely depending on the trade</li> </ul>	
<p><b>Karen Zunti left the meeting at 1:45</b>  <b>Bryan Leier left the meeting at 1:52</b>  <b>Bernie Boutin left at 1:56</b></p>	
<p><b>18. CCDA Update</b></p> <ul style="list-style-type: none"> <li>The CCDA had a teleconference meeting on May 25-27, 2020. Jeff Ritter, CEO and Dawn Stanger, Director of Governance, Research and Client Services, participated in the call and led agenda items #6 and #11. Jeff Ritter is a Chair of the Policy and Procedures Committee (agenda item #11) so he delivered an update on the work of the Committee to the CCDA.</li> <li>SATCC's CEO provided a brief update on key activities and accomplishments in Saskatchewan since November meeting - under agenda item #2 and delivered a PowerPoint</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>presentation on major Saskatchewan Legislative changes to the CCDA - under agenda item #12</p>	
<p><b>19. Canadian Apprenticeship Forum: Apprentice Demand 2021-2031</b></p> <ul style="list-style-type: none"> <li>• The Canadian Apprenticeship Forum (CAF) states that Saskatchewan will require around 11,500 new certified journeypersons over the next decade, based on the forecasted economic growth and rising retirement trends. Approximately three of four (76%) journeypersons required will be concentrated in the top 15 Red Seal trades.</li> <li>• As per CAF, over 18,200 new apprentices will be required to match the future requirement. Over the scenario period, CAF forecasts 15,030 new registrations in a Red Seal trade and around 8,900 new certifications. CAF's analysis also suggests a potential risk of journeyperson shortage in some trades. Cook, Bricklayer, Boilermaker and Hairstylist account for the most affected Red Seal trades.</li> <li>• Furthermore, the rising rates of retirements are expected to remain the dominant driver of hiring and training requirements for skilled trades over the next decade. Saskatchewan will require around 7,000 new journeypersons to account for projected retirements in Red Seal trades.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>Recurrent Information Items</b></p>	
<p><b>20. 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>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>21. Other Business</b> <ul style="list-style-type: none"> <li>• There was no other business</li> </ul>	
Jeff Ritter, Shaun Augustin, Chelsea Coupal, Dawn Stanger and Sherry Morcom left the meeting.	
<b>22. In-Camera</b>	
Jeff Ritter, Shaun Augustin, Chelsea Coupal, Dawn Stanger and Sherry Morcom rejoined the meeting.	
<b>23. Next Meeting</b> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	
<b>24. Adjournment</b>	The meeting adjourned at 2:15 pm.

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Commission/Committee Chairperson

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Commission/Committee Vice Chairperson

