



**Commission Board of Directors
September 29, 2021
10:00 AM – 2:30 PM
Teams Virtual Meeting**

Meeting Number 2021-2022-01

Members Present:

Drew Tiefenbach (Chair)
Brett Vandale
Wayne Stadnyk
Aaron Laughlin
Darcy Smycniuk
Bryan Leier
Ryan Cunningham
Elaine Lafleur
Susan Nedlecov-Anderson
Wayne Worrall
Jeff Sweet (Vice Chair)

Bernie Boutin
Dana Paidel
Ian Knibbs
Ryan Cunningham
Karen Zunti
Brent Dubray
Leonard Manitoken
Alison Poelen
Mike Pestill
Mike Berkes

Regrets:

Guests:

Rob DeRoy

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Sherry Morcom – Recorder (part)
Oleksandra Sakhno (part)

Dawn Stanger (part)
Chelsea Coupal (part)
Dave Peters (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2021-2022-01-01 There was consensus to approve the agenda.
2. Minutes of June 23, 2021 and Business Arising	Motion #2021-2022-01-02 There was consensus to accept the Minutes of June 23, 2021.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • 	Motion #2021-2022-01-03 There was consensus to accept the Chair Report as presented.
4. CEO Report <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • 	Motion #2021-2022-01-04 There was consensus to accept the CEO Report as presented.
Decision Items	
5. Election of Chair and Vice-Chair <ul style="list-style-type: none"> • There was consensus to allow the Board Members to send their votes electronically to Sherry Morcom and Dawn Stanger. • The CEO assumed the role of Acting Chair. • Aaron Laughlin nominated Drew Tiefenbach for the position of Chair, seconded by Bryan Leier. • The Acting Chair called a second time for nominations for the position of Chair of the Commission Board. • The Acting Chair called a third and final time for nominations for the position of Chair of the Commission Board. • There were no further nominations 	Motion #2021-2022-01-05 Drew Tiefenbach was acclaimed as Chair of the Commission Board Jeff Sweet was acclaimed Vice-Chair of the Commission Board

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • Drew Tiefenbach resumed the role of Chair and called for nominations for the position of Vice-Chair of the Commission Board. • Dion Malakoff nominated Jeff Sweet for the position of Vice-Chair. • The Chair called a second time for nominations for the position of Vice-Chair. • Karen Zunti nominated Bryan Leier. • The Chair called a third and final time for nominations for the position of Vice-Chair. • There were no further nominations. • Bryan Leier declined the nomination. 	
<p>6. Adoption of 2021-22 SATCC Business Plan</p> <ul style="list-style-type: none"> • The 2021-22 Business Plan was presented to the Board of Directors at the June 23, 2021 meeting. There were no changes to that version that was presented. 	<p>Motion #2021-2022-01-06</p> <p>There was consensus to adopt the 2021-220 SATCC Business Plan as presented and approved by the Minister of Immigration and Career Training, pursuant to The Apprenticeship and Trade Certification Act, 1999.</p>
<p>7. 2020-21 Annual Report and Audited Financial Statements</p> <ul style="list-style-type: none"> • Shaun Augustin presented the Annual Report to the Board of Directors. • Highlights included: <ul style="list-style-type: none"> ○ Balanced Scorecard and overall results ○ Financial Statement 1 shows a \$269,000 surplus ○ Note 10 ○ Undesignated assets increased ○ Auditors letter indicates that SATCC has a clean audit. 	<p>Motion #2021-2022-01-07</p> <p>There was consensus to approve the 2020-21 SATCC Annual Report and Audited Financial Statements as presented.</p>
<p>8. CEO 2020-21 Short Term Incentive (STI) Plan</p> <ul style="list-style-type: none"> • The STI YTD Status Summary Table is used to summarize the Chief Executive Officer's (CEO) performance on his Short-Term 	<p>Motion #2021-2022-01-08</p> <ul style="list-style-type: none"> • There was consensus to approve the following 2020-21 STI bonus payments:

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Incentive (STI) program in 2020-21. For 2020-21, the CEO 'Exceeded' or 'Achieved' on 12 of 17 measures (70.6% of the total) while 'Not Met' on three measures (17.6%). All measures reported on in 2020-21 have been completed.</p>	<ul style="list-style-type: none"> ○ CEO: \$24,486; ○ COO: \$21,094; and ○ CFO: \$18,800.
<p>Rob DeRoy joined the meeting at 10:39</p>	
<p>9. HR Committee Report</p> <p>a) CEO 2020-21 Performance Evaluation</p> <ul style="list-style-type: none"> • SATCC engaged Governance Solutions Inc. to conduct an evaluation of the effectiveness of its CEO for the past year (2020-21). The evaluation included both on-line questionnaires and follow-up interviews. Twenty-two (22) individuals participated in this CEO evaluation – 17 Board members, and 5 senior staff. Following the survey all board members were offered an opportunity for a follow up interview: 13 board members participated in the interview process • The results are reported in the following ways: <ul style="list-style-type: none"> ○ Executive Summary: GSI's highlights and analysis of the overall results, including our suggestions for future action steps. Interview findings are integrated into this summary, not reported separately, to protect anonymity. ○ Results by Level: the evaluation is organized into three levels, measuring three quite different aspects of the CEO's job: core responsibilities, organizational performance, and additional objectives. At the end of each are open-ended comments. ○ A section analyzing the ranges of responses to questions. ○ Narrative suggestions: from the open-ended questions at the end of the questionnaire. • Survey respondents were asked to evaluate how well the CEO is currently doing in each area of expectation, using the following as a guide: 	<p>Information Only</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> ○ 5 —outstanding, excellent, no improvement needed ○ 4 —better than satisfactory, less than completely outstanding ○ 3 —fully satisfactory, meeting the standard in this area ○ 2 — less than fully satisfactory, but not lowest rating ○ 1 —improvement needed, not meeting standard, and/or developmental ○ N/K — no knowledge or not able to assess the CEO in this category ● Overall, the CEO was rated well this past year (4.13), down from last year by -0.16. Most of our clients are experiencing lower evaluation ratings this year due to the economic and operational challenges posed by the COVID pandemic, as well as virtual meeting constraints. 	
Rob DeRoy left the meeting at 10:50	
<p>10. CEO 2021-22 STI Measures and Targets</p> <ul style="list-style-type: none"> ● The proposed 2021-22 CEO STI program has 18 measures, three more than in 2020-21. The Sponsorship Revenue and Sick Leave Usage measures were temporarily removed from the STI program for 2020-21 due to the potential negative impact of COVID-19. These measures are returning to the STI program in 2021-22. ● The sponsorship revenue target will be reviewed at a subsequent meeting by the HR Committee. This will be reviewed as a result of the cancellation of the SATCC Awards Banquet. ● In the Individual category, the Indigenous Canada training replaces the completed Pro.Dir director certification training while the completion of the 2022-27 Strategic Plan for the SATCC has been added. ● 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 	<p>Motion #2021-2022-01-09</p> <ul style="list-style-type: none"> ● There was consensus to approve the proposed measures and targets in the 2021-22 Short-Term Incentive (STI) Program.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>'achieved' or up to a 17 per cent bonus if the performance on the measures are 'exceeded'.</p> <ul style="list-style-type: none"> • The 18 measures are allocated across five performance categories: <ul style="list-style-type: none"> a) Financial; b) Talent; c) Operational Excellence; d) Client Service; and e) Individual Performance; 	
<p>11. Board Committee Membership</p> <ul style="list-style-type: none"> • The SATCC Board Committees, four standing and two ad hoc, membership was renewed in September 2020 after a number of new board members were added. Since that time, there was the addition of one new board member who was placed on the Trade Board Appointments Committee, where there was a vacancy. 	<p>Motion #2021-2022-01-10</p> <p>There was consensus to approve the membership of the Board Committees that was presented in Appendix A. (Attached to the end of these minutes)</p>
<p>12. 2020-21 Board Policies Review and Schedule</p> <ul style="list-style-type: none"> • The Governance Committee is responsible for the process of reviewing Board policies. Each year one third of all Board policies are reviewed, creating a three-year review cycle. New policies are added or current policies are deleted, as required. Below is the proposed list of policies due for review in 2021-22: <ul style="list-style-type: none"> ○ A5 Definition of Employers and Employees for Purposes of Representation on the Commission and Trade Boards ○ A6 Commission Board Accountability ○ A7 Trade Board Accountability ○ A10 Appeals to the ad hoc Appeals Committee (deferred from 2020-21) ○ F1 Accounting Policies ○ F6 Procurement Policy ○ G4 Delegation of Signing Authorities ○ G5 Election of Board Chairperson and Vice-Chairperson ○ G6 Role of Board Chairperson 	<p>Motion #2021-2022-01-11</p> <p>There was consensus to approve the proposed schedule for reviewing the SATCC Board policies.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> ○ G7 Board Committees Structure and Membership ○ G9 CEO Evaluation G10 CEO Succession ○ G16 CEO Short Term Incentive Program ○ P2 Revisions to Curriculum or Technical Training 	
<p>Elvis Kambeitz joined the meeting 11:05</p>	
<p>13. Appointment and Removal Members 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 August 31, 2021. 	<p>Motion #2021-2022-01-12</p> <p>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).</p>
<p>Committee Reports</p>	
<p>14. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> ● On behalf of the Trade Board Appointments Committee, Ian Knibbs reported the committee met on August 31, 2021. <ul style="list-style-type: none"> a. Appointment of Committee Chair – Ian Knibbs was nominated as the Chair of the Trade Board Appointments Committee for the 2021-22 year. b. 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. 	<p>There was consensus to accept the report as information.</p>
<p>Elvis Kambeitz left the meeting at 11:17</p>	
<p>15. Audit and Finance Committee</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on September 24, 2021, but he was unavailable and Leonard Manitoken chaired the meeting. • Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> a. Appointment of Committee Chair <ul style="list-style-type: none"> • Brett Vandale was nominated as Chair of the Audit and Finance Committee for 2021-22. 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. c. Performance Management Measurement – Balanced Scorecard Reporting <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. • Progressing definition – 90% of the actual target that is set in the Business Plan. d. YTD Budget to Actual <ul style="list-style-type: none"> • The SATCC’s year-to-date (YTD) surplus is \$2.837M as at August 31, 2021. The actualYTD surplus is less than the budgeted surplus of \$3.059M budgeted in the first two months of 2021- 22 by \$221K (-7.2%). The larger-than-anticipated surplus is primarily due to: 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>1. YTD revenues are lower than budget by \$313K (-7.2%) mainly due to the Government Grant for the IAI & SYA Kits money received but not yet recognized as revenue in the first 2 months; and</p> <p>2. YTD expenses are less than budgeted by \$92K (-7.3%) primarily because unanticipated cost savings in most expense categories.</p> <p>e. Training Schedule</p> <ul style="list-style-type: none"> • The 2021-22 Budget assumed the SATCC will purchase 4,173 technical training seats. As of August 31st, 48 seats have been officially cancelled, 97 seats have officially been added. Ten (10) seats are forecasted to be added while 65 seats are forecasted to be cancelled for the remainder of the training year. The total forecasted seats to be purchased in 2021-22 is 4,167. • Training expenditures are currently forecasted to be \$3.392M over budget in 2021-22. Tuition revenue is forecasted to decrease \$62K. The decrease in forecasted tuition revenue is due to two reasons: <ul style="list-style-type: none"> ○ SATCC is experiencing a lower-than-budgeted fill rate; and ○ No tuition is being collected from the postponed training seats from 2020-21 that were added to the 2021- 22 training schedule. • Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget by \$308K. The additional funding will be drawn from the IAI restricted fund. • The Ministry of Immigration and Career Training (ICT) has provided additional one-time funding for the “Tiny Home” Project in 2021-22. Initially, ICT provided the SATCC \$1.5M for up to 10 tiny home projects. This 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>funding is incorporated into the 2021-22 Budget under Program Contractual Services (i.e. training expenditures) as it resides under the IAI program. The number of proposals received by the SATCC from First Nations and other groups significantly exceeded expectations. Resulting in ICT providing the SATCC an additional \$3.3M to meet the higher-than-anticipated demand</p> <ul style="list-style-type: none"> • Harmonization funding spent on updating re-sequenced curriculum due to harmonization is forecasted to be under budget by \$12K. • Innovation funding, spent on developing new training/curriculum, is forecasted to be under budget by \$28K. <p>f. Financial Forecast</p> <ul style="list-style-type: none"> • SATCC is forecasting a deficit, after amortization, of \$1.323M in 2021-22 in comparison to the budgeted deficit of \$1.338M. This is a \$16K (-1.2%) decrease in the budgeted deficit. The forecasted decrease in the deficit is due to the following: <ul style="list-style-type: none"> ○ Revenues are forecasted to be higher-than-budgeted by \$3.3M (12.92%) due to: <ul style="list-style-type: none"> ▪ The Tiny Home Project was approved to receive additional funding of \$3.3M in September 2021. ▪ Client Fees are forecast to be less than budgeted by \$10K (-0.3%) with two main causes: <ul style="list-style-type: none"> i. Tuition revenue is forecast to be \$53K below budget due to a lower fill rate and not collecting tuition from seats postponed in 2020-21 that were added into the 2021-22 training year; and 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. Administrative fees are forecast to be approximately \$43K higher-thanbudgeted as a result from increased volumes of new registrations, certification exams and upgrading evaluations; • Expenses are forecast to be higher than budget by \$3.3M (12.2%) due to: <ul style="list-style-type: none"> ○ Most expense categories being less than budget. The following expense categories highlight major reductions in expenses: <ul style="list-style-type: none"> i. A forecasted reduction in Salaries of \$17K (-0.3%) mainly due to capitalization of MyATC salaries and changes in salary due to restructure of roles; ii. Program Contractual Services is forecast to be \$3.392M (19.4%) higher than budget mainly due to additional expenses of \$3.3M for the Tiny Home Project and higher costs from training providers because of COVID-19; iii. Advertising, Promotion and Printing is projected to be \$41K (-5.4%) below budget due to reduced expenditures on communication production, research, media placement and publications. However, plans may be adjusted in this area which may lead to a future adjustment of the forecast; and iv. Travel forecast to be \$15K (-9.1%) under budget due to less travel as a result of COVID-19. • Management is also forecasting capital purchases to continue with the MyATC project: <ul style="list-style-type: none"> ○ MyATC ‘work-in-progress’ (WIP) accumulated in 2020-21. Management estimates that \$1.154K in WIP for system development costs for MyATC. It should be 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>noted that no amortization related to MyATC will occur until project completion; and</p> <ul style="list-style-type: none"> ○ Approximately \$27K in building improvements, furniture and equipment purchases. <p>g. IT Update</p> <ul style="list-style-type: none"> ● The MyATC project team continue to work towards the completion of the MyATC system based on the revised schedule resulting from the approved Change Request. Overall the project is 77% complete as of Sept. 10 but is tracking slightly behind schedule (target 80%). ● The causes of the delay are: <ul style="list-style-type: none"> ○ Two outstanding items remaining to be configured/developed are causing delays to User Acceptance Testing (UAT); and ○ There has been a slower-than-planned start to implementation planning. ● Despite the above challenges, it is still anticipated that MyATC will 'go-live' on December 1. Management will be considering go-live options (e.g. "big bang" approach or a phased approach) in the next few weeks to determine how MyATC will be turned on to staff and clients. ● There will be training sessions established for clients if they need further assistance beyond the Knowledge Centre. <p>h. 2020-21 Internal Audit Plan Update</p> <ul style="list-style-type: none"> ● The SATCC 2021-21 Internal Audit Plan was approved at the June 18, 2021 Audit and Finance Committee Meeting. ● Final Audit Plan: In the spring of 2021, KPMG proposed an IA plan that was reviewed and accepted by 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>management and approved by the A&F Committee on June 18, 2021.</p> <ul style="list-style-type: none"> • IA (KPMG) met with the SATCC leads for each planned audit to discuss possible project timing. Based upon these discussions, a planned schedule for the audits was reviewed and accepted by the SMT. • KPMG will continue to serve as SATCC’s IA function. Key staff include: <ul style="list-style-type: none"> ○ James Barr – engagement partner (effectively SATCC’s Chief Audit Executive) ○ Nicole Nameth – engagement manager ○ Jeff McMurray – IT audit manager • Approved budget for 2021-22 is a maximum of \$181,500 • SATCC is working with the Internal Auditor on a reporting plan on implementing recommendations. <p>i. 2020-21 Internal Audit Update</p> <ul style="list-style-type: none"> • Internal Audit activities are completed for the 2020-21 audit projects. Since the last update in June, five final reports and one interim report were issued. All planned 2020-21 audit reports are now issued and SATCC will be commencing the 2021-22 audit plan activities this month. 	
<p>The Board of Directors broke for lunch at 12 noon Brett Vandale left the meeting. The Board of Directors resumed at 12:45 Jeff Sweet joined the meeting at 12:45</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>16. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Dana Paidel reported the Committee met on June 7, 2021. a. Appointment of Committee Chair <ul style="list-style-type: none"> • Dana Paidel was nominated as Chair of the Governance Committee for 2021-22. b. Follow up action to Board Evaluation <ul style="list-style-type: none"> • The Governance Committee will review the below recommendations to develop a go-forward action plan. <ul style="list-style-type: none"> ○ Conduct an governance orientation session ○ Continue to build board capacity by enhancing the board member onboarding and ongoing education program. ○ Continue with the Chair-led Board engagement initiatives with variations including timing. ○ Enhance the use of a Board Skills and Attributes Matrix • The Skills Matrix is provided to the industry associations making recommendations for Board renewals. It could also be provided to ICT to further enhance the appointment process. c. Board and Committee Terms of Reference <ul style="list-style-type: none"> • The Terms of Reference (TOR) for the Board of the Directors and the Board Committees are scheduled for review in 2021-22. The Governance Committee is required to review and recommend changes to the TOR for the Board, Governance, Appeals and the Board’s ad hoc Committees. • The Audit and Finance, Human Resource, Standards and Trade Board Appointments Committees are required to 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>add a review their TOR to their annual work plans and recommend changes to the Governance Committee. The Governance Committee will then review and recommend to the Board. All TOR must be reviewed and recommended by the June 2022 Board meeting.</p> <p>d. 2021-22 Committee Meeting Dates</p> <ul style="list-style-type: none"> • For Information <p>e. 2021-22 Committee Work Plan</p> <ul style="list-style-type: none"> • For Information 	
<p>17. 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 August 23, 2021. 	<p>There was consensus to accept the report for information.</p>
<p>18. 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>19. Red Seal 2020 Pass Rate</p> <ul style="list-style-type: none"> • In 2020 (calendar year basis), 66 per cent (624) of Saskatchewan apprentices who attempted the Red Seal exam (947) passed. This was the lowest passing rate in the last five years, below the 2016-20 average (71%) by 5 per cent. • Canada’s 2020 pass rate at 70 per cent is the lowest observed nationwide from 2016 to 2020 and is four percentage points above Saskatchewan’s. Across Canada, the Red Seal exam pass rate decreased in almost all jurisdictions compared to 2019 results. Yukon (-10%), Newfoundland and Labrador (-10%) and Prince Edward Island (-9%) experienced the largest year-over-year decline 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>while Saskatchewan is among the provinces with the lowest decrease (-5%).</p> <ul style="list-style-type: none"> • Over 2016 to 2020, Saskatchewan apprentices had lower average pass rates in both the compulsory and non-compulsory trades (59% and 69% respectively) than Canada as a whole (69% and 70% respectively). • The pass rate for Trade Qualifiers in SK was 41 per cent in 2020 which is the second-lowest recorded in the last five years. This is thirteen percentage points below the national rate of 54 per cent and is lower than the Saskatchewan five-year average of 45 per cent. 	
<p>20. First Day Registration of Compulsory Trades</p> <ul style="list-style-type: none"> • As of September 1, 2021, the SATCC requires employers to register employees when they are initially hired into the compulsory trades. A completed Application for Registering an Apprentice Contract (Form 1) and Contract between an Apprentice and Employer (Form A) will be required by the employee's first day of employment in a compulsory trade. This new process also applies to any current employees working in the compulsory trades who are not yet registered. The \$200 fee to indenture will not be required at the time of registration, however, it will be required within six months of the registration date for those in compulsory trades. 	<p>There was consensus to accept the report for information.</p>
<p>21. SATCC 2021 Awards Banquet</p> <ul style="list-style-type: none"> • The Communications unit will be cancelling the in-person Apprenticeship Awards and celebrating winners virtually Friday, November 5 and the days following. • A pre-recorded message from the Minister was recommended for the on-line awards. SATCC will take into consideration. • The unit will: <ul style="list-style-type: none"> ○ Announce winners via a news release; 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> ○ Send winners any scholarships and trophies they're entitled to; and ○ Celebrate winners on the SATCC's website and social media channels. 	
Bryan Leier left the meeting at 1:30	
22. Program Integrity Strategy <ul style="list-style-type: none"> • 	There was consensus to accept the report for information.
Recurrent Information Items	
23. Commission Operational Update <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. • The Executive Assistant to the CEO will be taking leave and will be replaced on a term basis. The job position will be designated for an Indiegneous individual. 	There was consensus to accept the report for information.
24. Other Business <ul style="list-style-type: none"> • SATCC SMT were asked to determine if there is virtual learning for Instrumentation Mechanic – It was determined that Instrumentation Mechanic is full in-person training. Industrial Mechanic is a hybrid training program. • SATCC was congratulated on handling the pandemic with such equanimity. • The Strategic-Risk Planning Session will be held virtually unless the Board of Directors deems otherwise. • Governance Solutions will send a survey/pre-read to inform the Board of Directors of the input from Trade Board Consultations in preparation for the Strategic-Risk Planning meeting. 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Jeff Ritter, Shaun Augustin, Chelsea Coupal, Dawn Stanger, Dave Peters, Oleksandra Sakhno and Sherry Morcom left the meeting at 2:05.	
25. In-Camera	
Jeff Ritter, Shaun Augustin, Chelsea Coupal, Dawn Stanger, Dave Peters, Oleksandra Sakhno and Sherry Morcom rejoined the meeting.	
26. Next Meeting <ul style="list-style-type: none"> • November 23, 2021 (Strategic-Risk Planning) • November 24, 2021 (Regular Board Meeting) 	
27. Adjournment	The meeting adjourned at 2:30 pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

