



**Commission Board of Directors
September 28, 2022
10:00 AM – 1:50 PM
Hybrid Meeting**

Meeting Number 2022-2023-02

Members Present:

Drew Tiefenbach - Chair
Brett Vandale
Wayne Worrall (virtual)
Leonard Manitoken
Darcy Smycniuk
Bryan Leier
Mike Pestill

Jeff Sweet - Vice Chair (virtual)
Dana Paidel (virtual)
Ian Knibbs (virtual)
Ryan Cunningham (virtual)
Karen Zunti
Alison Poelen

Regrets:

Elaine Lafleur
Bernie Boutin
Dion Malakoff
Aaron Laughlin

Mike Berkes
Wayne Stadnyk
Brent Dubray

Guests:

Rob DeRooy

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Sherry Morcom – Recorder (part)
Remi Poitras (part)

Nancy Porter (part)
Chelsea Coupal (part)
Dave Peters (part – virtual)
Danelle Reiss (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p>	
<p>1. Adoption of the Agenda</p>	<p>Motion #2022-2023-02-01 There was consensus to approve the agenda.</p>
<p>2. Minutes of June 22, 2022 and Business Arising 2a – June 22, 2022 Roundtable</p> <p>Business Arising</p> <ul style="list-style-type: none"> • The meeting date for the November Strategic Plan meeting is November 30 and the Regular Board meeting is December 1. 	<p>Motion #2022-2023-02-02 There was consensus to accept the Minutes of June 22, 2022.</p>
<p>3. Chair Report</p> <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • The Ministry of Education representative Susan Nedelcov-Anderson has advised that she has taken a new position with the Ministry of Health and expressed her appreciation for the time she has served on the board. • Persons with Disabilities representative Wayne Stadnyk, is currently on an extended leave and will not be able to attend future SATCC meetings. 	<p>Motion #2022-2023-02-03 There was consensus to accept the Chair Report as presented.</p>
<p>4. CEO Report</p> <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • The Trade Board Meetings will be held in person from October 4-19. The locations for the meetings will be Regina, Davidson, Craik, and Saskatoon. • The Canadian Council of Directors of Apprenticeship (CCDA)'s National Stakeholder and Fall Meetings will be held from November 22-24, 2022, in Ottawa, Ontario. The National Stakeholder Meeting will take place the first day followed by the Fall Meeting on the last two days. 	<p>Motion #2022-2023-02-04 There was consensus to accept the CEO Report as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Decision Items	
<p>5. Election of Chair and Vice-Chair</p> <ul style="list-style-type: none"> • The CEO assumed the role of Acting Chair. • Bryan Leier nominated Drew Tiefenbach for the position of Chair, seconded by Karen Zunti. • 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 • Drew Tiefenbach resumed the role of Chair and called for nominations for the position of Vice-Chair of the Commission Board. • Wayne Worrall nominated Jeff Sweet for the position of Vice-Chair. • The Chair called a second time for nominations for the position of Vice-Chair. • The Chair called a third and final time for nominations for the position of Vice-Chair. • There were no further nominations. 	<p>Motion #2022-2023-02-05</p> <p>Drew Tiefenbach was acclaimed as Chair of the Commission Board</p> <p>Jeff Sweet was acclaimed Vice-Chair of the Commission Board</p>
<p>6. 2021-22 Annual Report and Audited Financial Statements</p> <ul style="list-style-type: none"> • Shaun Augustin presented the Annual Report to the Board of Directors. • The SATCC 2021-22 Annual Report (AR) must be tabled in the Legislature no later than October 31, 2022. • The format of the annual report changed to become a shorter document and more in alignment with the Government of Saskatchewan’s annual report style. 	<p>Motion #2022-2023-02-06</p> <ul style="list-style-type: none"> • There was consensus to approve the 2021-22 SATCC Annual Report and Audited Financial Statements as presented. • Further, the Commission Board of Directors agreed to the establishment of a designated fund for the Tiny Homes project.

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Rob DeRooy joined the meeting at 10:34	
<p>7. CEO 2021-22 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 (2021-22). The evaluation included both on-line questionnaires and follow-up interviews. Twenty-one (21) individuals participated in this CEO evaluation – 16 Board members, and 5 senior staff. Following the survey all board members were offered an opportunity for a follow up interview: 20 board members participated in the interview process <ul style="list-style-type: none"> a) 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. b) 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. c) A section analyzing the ranges of responses to questions. d) Narrative suggestions: from the open-ended questions at the end of the questionnaire. • Overall, the CEO was rated well this past year (4.27), up from last year by 0.14. Both the Board and Management ratings increased over last year’s rating indicating a successful year across all respondents. 	<p>Motion #2022-2023-02-07</p> <p>There was consensus to accept the 2021-22 CEO Performance Evaluation report.</p>
Rob DeRooy left the meeting at 10:45	
<p>8. F6 Procurement Policy Review</p> <ul style="list-style-type: none"> • The changes can be summarized in the following categories: 	<p>Motion #2022-2023-02-08</p> <p>There was consensus to approve the proposed changes to the F6 Procurement Policy.</p>

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<ul style="list-style-type: none"> ○ The dollar levels within the Purchases of Goods and Purchases of Services categories have been flattened to three levels. Additionally, simpler language is used in both of these categories to improve clarity on the different purchasing levels within the categories; ○ The requirement for an approved training provider to be registered under The Private Vocational Schools Regulation Act, 1995 was removed pending changes to the legislation and regulations; ○ Additional language was added on the requirement for the usage of competitive tendering processes to procure an IT service(s). Exemptions have been introduced to negate the need for competitive tendering process if the IT service(s) is already a Government of Saskatchewan IT service and/or there are a limited number of service providers of an IT service. 	
<p>9. CEO 2021-22 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 Incentive (STI) program in 2021-22. The CEO 'Exceeded' or 'Achieved' on 15 of 18 measures (83.3% of the total) while 'Not Meeting' on three measures (16.7%). 	<p>Motion #2022-2023-02-09</p> <p>There was consensus to approve the 2021-22 STI bonus payments.</p>
<p>10. CEO 2022-23 STI Measures and Targets</p> <ul style="list-style-type: none"> • The proposed 2022-23 CEO STI program has 16 measures, two less than in 2021-22. The Sponsorship Revenue measure has been removed from the STI program because of the decision to no longer actively seek industry donations for the Sask. Youth Apprenticeship (SYA) Scholarship program. • The four measures in the Individual Performance category in 2021-22 (i.e. CCDA Harmonization Initiative, MyATC Implementation, Indigenous Canada Training and 2022-27 	<p>Motion #2022-2023-02-10</p> <p>There was consensus to approve the proposed measures and targets in the 2022-23 Short-Term Incentive (STI) Program.</p>

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<p>Strategic Plan Completion) have been replaced in 2022-23 with three new measures (i.e. Register Pre-Apprentice Students, Client Fee Revenue Review and Individual/Team Development Program).</p> <ul style="list-style-type: none"> • 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’ • The 16 measures are allocated across five performance categories: <ul style="list-style-type: none"> ○ Financial; ○ Talent; ○ Operational Excellence; ○ Client Service; ○ Individual Performance. 	
<p>11. Board Committee Membership</p> <ul style="list-style-type: none"> • As there are no changes to board membership, and the Committee composition was renewed in May 2021, the Board Chair is not recommending any changes to the current makeup of the Committees. 	<p>Motion #2022-2023-02-11</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 2022-23: <ul style="list-style-type: none"> ○ A10*Appeals to the ad hoc Appeals Committee (deferred from 2020-21) ○ G8 Role of Chief Executive Officer ○ G11 Board/Staff Relationships ○ G12 Trade Board Chairperson Selection ○ G13 Trade Board Vacancies ○ G14 Trade Board Size 	<p>Motion #2022-2023-02-12</p> <p>There was consensus to approve the proposed schedule for reviewing the SATCC Board policies.</p>

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<ul style="list-style-type: none"> ○ G15 Nomination of Board Chairperson and Vice-Chairperson ○ F4 Inventory, Accounting, Reporting and Management ○ F5 Accounts Receivable (A/R) Collection & Write-Off or Cancellation Policy ○ P1 Process for Designating or Removing the Designation for a Voluntary Trade or Sector ○ P3 Process for Responding to Requests for the Red Seal Endorsement Mark or Logos 	
<p>13. Industry SATCC Board Appointment Nomination Process – Designated Organizations.</p> <ul style="list-style-type: none"> • The SATCC Board has 12 industry representatives from four industry sectors. On March 25 and September 16, 2023 the terms of 11 members will expire. To facilitate the appointment of industry representatives, the SATCC asks specific industry organizations to make nominations, as required in The Saskatchewan Apprenticeship and Trade Certification Act, 2019 (Act) and The Apprenticeship and Trade Certification Regulations, 2020 (Regulations 2020). • SaskTourism submitted the below just prior to the Commission Board of Directors meeting. <p>“Approval of the nominee will occur through Tourism Saskatchewan’s Executive Leadership Team for the employer representation to the Apprenticeship Commission Board for the Agriculture, Tourism and Services sector.</p> <p>Tourism Saskatchewan will consider the following when putting forth a nominee:</p> <ul style="list-style-type: none"> • The successful nominee for this position should possess a thorough knowledge of the industry they are representing. 	<p>Motion #2022-2023-02-13</p> <p>There was consensus to approve the nomination process. Each designated industry organization has proposed their process to recommend nominees for appointment to the SATCC Board of Directors.</p>

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<ul style="list-style-type: none"> • The individual chosen to represent employers in the sector will have a good understanding of apprenticeship and trade certification. • They will have an ability to communicate and network within the sector and should be accountable to a credible organization within the sector. • They will have the ability to make an effective contribution to the board and be willing to make a three-year commitment to the work of the board. • The individual chosen will have a responsibility to represent all the employers within the sector and will be accountable to industry and government for the overall good management of the apprenticeship system.” 	
<p>14. 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 29, 2022. 	<p>Motion #2022-2023-02-14</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>
Committee Reports	
<p>15. 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 29, 2022. <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 2022-23 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 	<p>There was consensus to accept the report as information.</p>

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<p>are approved by the individual Trade Boards at their Annual meeting.</p>	
<p>16. 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 26, 2022. • Shaun Augustin spoke on the Audit and Finance Committee items. <p>a. Appointment of Committee Chair</p> <ul style="list-style-type: none"> • Brett Vandale was nominated as Chair of the Audit and Finance Committee for 2022-23. <p>b. Pulse Check</p> <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. • The ratio compliance tracking at 91% is due to approximately 80 visits which is lower than normal. <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. <p>d. YTD Budget to Actual</p> <ul style="list-style-type: none"> • The SATCC’s year-to-date (YTD) surplus is \$2.738M as of August 31, 2022. The actual YTD surplus is greater than 	

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<p>the budgeted surplus of \$2.657M budgeted in the first two months of 2022-23 by \$81K (3.0%). The larger-than-anticipated surplus is primarily due to:</p> <ol style="list-style-type: none"> 1. YTD revenues are lower than budget by \$14K (-0.4%) mainly due to lower client fees than anticipated offset by interest accrual from prior year received in July but not yet reversed; and 2. YTD expenses are less than budgeted by \$95K (-7.0%) primarily because unanticipated cost savings in most expense categories to-date offset by payments for the Tiny Homes Program in August. <p>e. Training Schedule</p> <ul style="list-style-type: none"> • The 2022-23 Budget assumed the SATCC will purchase 4,218 technical training seats. As of September 1st, 235 seats have officially been added, 188 seats have officially been cancelled. An additional 80 seats are forecasted to be added and 60 seats forecasted to be cancelled. The total forecasted seats to be purchased in 2022-23 is 4,285 seats. • Tuition revenue is forecasted to decrease \$9K. • The Program Contractual Services expense line item is currently forecasted to be \$833K over budget in 2022-23. • Direct training expenditures are forecasting higher by approximately \$249K due to the addition of training seats. • The Tiny Home Program was carried over into the 2022-23 fiscal year. Some were not completed in 2021-22 due to supply-chain problems, weather and other construction delays. A designated asset was put in place to allow for completion of these projects. There is approximately \$464K of outstanding expenditures to 	

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<p>draw down the designated asset. Projection for completion of the remainder projects is October 2022.</p> <ul style="list-style-type: none"> • The Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget \$121K. This will draw down the IAI designated asset. The Harmonization funding (spent on updating re-sequenced curriculum due to harmonization) is forecasted to be under budget by \$38K. • Innovation funding, spent on developing new training/curriculum, is forecasted to be over budget by \$36K due to the addition of the Ochapowace Welder Pre-Employment Project <p>f. Financial Forecast</p> <ul style="list-style-type: none"> • SATCC is forecasting a deficit, after amortization, of \$2.728M in 2022-23 in comparison to the budgeted deficit of \$2.054M. This is a \$676K (32.9%) increase in the budgeted deficit. The forecasted increase in the deficit is due to the following: <ul style="list-style-type: none"> • Revenues are forecasted to be higher-than-budgeted by \$61K (0.3%) due to: <ul style="list-style-type: none"> • Client Fees are forecast to be higher than budgeted by \$47K (+1.2%) with two main causes: <ul style="list-style-type: none"> ▪ Tuition revenue is forecast to be \$9K below budget due to less seats being charged the \$110 per week tuition rate in 2023 than originally budgeted partially offset by an increase in training seats purchased; and ▪ Administrative fees are forecast to be approximately \$56K higher-thanbudgeted as a result from increased numbers of new registrations, certification exams and other 	

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<p>services plus the increase in administrative fee rates in 2023;</p> <ul style="list-style-type: none"> • Expenses are forecast to be higher than budget by \$737K (+2.8%) due to: <ul style="list-style-type: none"> ○ Most expense categories being less than budgeted. The following expense categories highlight major reductions in expenses: <ul style="list-style-type: none"> ▪ A forecasted reduction in Salaries of \$61K (-1.0%) mainly due to vacancies; ▪ Program Contractual Services is forecast to be \$833K (+5.0%) higher than budget due to increased Sask. Polytechnic training cost and continued payments for Tiny Homes program expenses; ▪ Space rental is forecasted to be \$14K (-2.0%) less than budget mainly due to timing of accommodation costs and lower utilities costs. ▪ Advertising, Promotion and Printing is projected to be \$12K (-3.1%) above budget but this will change with the anticipated lower costs for media monitoring. ▪ Travel forecast to be \$7K (-4.2%) under budget due to less travel and timing of travels. ▪ Postage & Office Supplies are forecast to be lower than budget by \$14K (-10.2%) because less office supplies are being purchased and lower mail volume due to business process changes. ▪ Other Expenses are forecast to be lower than budget by \$6K (-5.5%) primarily due to lower bank charges due to lower transaction volumes. • Management is forecasting minimal capital purchases: <ul style="list-style-type: none"> ○ \$50K to be spent on system development costs; and 	

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<ul style="list-style-type: none"> ○ \$27K in building improvements, furniture and equipment purchases <p>g. Internal Audit</p> <ul style="list-style-type: none"> ● Status of Internal Audit activities: ● 2021-22 projects – are now all complete; ● 2022-23 projects – 1 audit is complete and 2 are underway; and ● Issued reports – since the last A&F Committee meeting report, we have issued 6 final reports. ● The Audit and Finance Committee approved the internal audit process. ● At the conclusion of the RFP process, a decision item will be brought back to the Commission Board of Directors. 	
<p>17. Governance Committee</p> <ul style="list-style-type: none"> ● On behalf of the Governance Committee, Dana Paidel reported the Committee met on September 14, 2022. <p>a. Appointment of Committee Chair</p> <ul style="list-style-type: none"> ● Dana Paidel was nominated as Chair of the Governance Committee for 2022-23. 	<p>There was consensus to accept the report for information.</p>
<p>18. 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 31, 2022. 	<p>There was consensus to accept the report for information.</p>
<p>19. Committee Minutes</p> <ul style="list-style-type: none"> ● Any committee minutes that have been approved are available in the Aprio library. 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
The Commission Board Directors broke for lunch 12 noon – 12:45	
Information Items	
<p>20. AE Post-Graduate Survey</p> <ul style="list-style-type: none"> • The report surveyed individuals who successfully completed a post-secondary program and received a formal credential, including a degree, diploma or certificate, or achieved journeyman status in 2019. The survey was administered to graduates from the following institutions: <ul style="list-style-type: none"> ○ University of Regina (U of R) ○ University of Saskatchewan (U of S) ○ Saskatchewan Polytechnic (Sask Polytech) ○ Saskatchewan Indian Institute of Technologies (SIIT) ○ Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) ○ Private vocational schools (PVS) • A total of 5,485 graduates responded to the survey for an overall response rate of 42 per cent with a theoretical error rate of $\pm 1.0\%$. A total of 505 respondents were SATCC graduates (39% response rate). The theoretical error is ± 3.4 per cent for SATCC graduates. 	There was consensus to accept the report for information.
<p>21. Apprentice Demand in Red Seal Trades – 2022 LMI National Report</p> <ul style="list-style-type: none"> • In 2020, new registrations and program completions in Canada decreased by 27% and 31%, respectively. The top 15 Red Seal trades accounted for 78 per cent of the decline in Red Seal registrations and 86 per cent of the decline in program completions in 2020. In Saskatchewan, new registrations fell by 23 per cent, and the province reported the largest year-over-year decline in completions among the provinces (-48%). 	There was consensus to accept the report for information.

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<ul style="list-style-type: none"> • A recovery in new registrations and program completions is expected during 2021, given the economic and employment growth outlook. However, the estimated recovery will depend on individual trades and provinces. For instance, in 2021, Saskatchewan reported a five per cent year-over-year employment increase compared to the 10 per cent recorded in Alberta and Quebec. • Based on the CANTRAQ analysis, while the certified workers' demand is expected to continue to rise over the next five years, the average annual completions are expected to decrease after 2022 due to the lower number of apprentices who registered in 2020. This mismatch will potentially lead to supply challenges for several provinces, including Alberta, Saskatchewan, Manitoba and Atlantic Canada. • From 2022 to 2026, Canada will need an estimated 122,380 new journeypersons to sustain workforce certification levels across Red Seal trades. Of these, approximately 75.4 per cent (92,300) journeypersons will be concentrated in the top 15 Red Seal trades. Considering workforce retirements and overall hiring and training requirements, Canada will need to recruit 256,000 apprentices to keep pace with certification demand. Out of this total, 176,760 apprentices will need to be recruited into the top 15 Red Seal trades. Nationally, cook, welder, painter and decorator and industrial electrician are identified as trades with increasing recruitment challenges. • Saskatchewan will need 8,238 new apprentices and 5,239 new JPs to meet demand requirements over the five years (2022-26). However, the projected new registrations and completions are below the figures required (7,016 and 4,051, respectively), posting recruitment challenges for employers in the province. In Saskatchewan seven top Red Seal trades - carpenter, construction electrician, cook, refrigeration and air conditioning mechanic, sheet metal worker, steamfitter/pipefitter and welder - are 	

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<p>anticipated to be particularly at risk for increased recruitment challenges over the near term.</p>	
<p>22. 2021 Saskatchewan Red Seal Information</p> <ul style="list-style-type: none"> • In 2021, less than two-thirds of Saskatchewan apprentices who attempted the Red Seal exam passed (65%). This was the lowest passing rate in the last five years, below the 2017-21 average (69%) by 4 per cent. Altogether, 1,349 apprentices wrote these exams in 2021 and 871 passed. Both figures were the second lowest in the last five years. • Canada's 2021 apprentices pass rate at 71 per cent presented a slight recovery from last year's rate (70%) and is five percentage points above Saskatchewan's. This comparison analyses the number of apprentices who passed the exam. However, referencing the number of exams written, Saskatchewan recorded a 60 per cent pass rate, compared to 58 per cent for Canada. Notably, regulations about waiting periods between exam attempts differ nationwide, which could impact the results. • In 2021, Saskatchewan saw the lowest apprentices' pass rate for compulsory trades (52%) in the last five years. This was below Canada's rate of 70 per cent by 18 percentage points. However, the province's pass rate for non-compulsory trades, at 71 per cent, was one per cent higher than the 2020 results and the same as Canada's. • The pass rate for Trade Qualifiers in Saskatchewan was 44 per cent in 2021, three per cent above 2020's results and the same as the five-year average. However, this is twelve percentage points below the national rate of 56 per cent. 	<p>There was consensus to accept the report for information.</p>
<p>23. RCR 2021-22</p> <ul style="list-style-type: none"> • The all-trade RCR in 2020-21 was 46.9 per cent. The RCR is the lowest recorded in the last decade (59.1 in average) and than the five-year average (55.2 per cent). 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> The compulsory and non-compulsory trades RCR were 41.9 and 49.5 per cent, respectively. Both rates are the lowest in the last ten years, with the compulsory RCR continuing to indicate a negative trend. 	
<p>24. 2022 SATCC Awards</p> <ul style="list-style-type: none"> The Commission Board will host the annual Apprenticeship Awards at the Conexus Arts Centre in Regina on Friday, November 4, 2022. 	
<p>25. 2022 CCDA National Stakeholder Meeting</p> <ul style="list-style-type: none"> The CCDA will have their meetings on November 22-24, 2022, in Ottawa. Jeff Ritter, CEO will attend in person, along with Dave Peters, CEO, and Drew Tiefenbach, Commission Board Chairperson and Saskatchewan Polytechnic representative. 	
Recurrent Information Items	
<p>26. 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>27. Other Business</p> <ul style="list-style-type: none"> The CEO informed the Commission Board of Directors that the previous CEO, Joe Black is terminally ill. 	
<p>Jeff Ritter, Shaun Augustin, Chelsea Coupal, Nancy Porter, Danelle Reiss, Dave Peters, Remi Poitras and Sherry Morcom left the meeting at 1:37</p>	
<p>28. In-Camera</p>	
<p>Jeff Ritter, Shaun Augustin, Chelsea Coupal, Nancy Porter, Danelle Reiss, Dave Peters, Remi Poitras and Sherry Morcom rejoined the meeting at 1:45</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
29. Next Meeting <ul style="list-style-type: none"> • November 30, 2022 (Strategic-Risk Planning) • December 1, 2022 (Regular Board Meeting) 	
30. Adjournment	The meeting adjourned at 1:50 pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

