



Signatures: _____
SATCC Commission Board Chair



_____ **SATCC Commission Board Vice Chair**

Board Category Governance – G14
and Policy Name: Trade Board Size

Approved: June 21, 2023

Supersedes: April 18, 2016, September 30, 2020

Next scheduled review: November 2025

Policy Unless otherwise determined, all Trade Boards will have four members, two employer and two employee members.

If conditions occur within a designated trade and the four-member trade board is deemed to not be the appropriate size, the following criteria will be considered. Based on the criteria, SATCC staff may recommend the following trade board member sizes:

- No trade board
- Six person trade board
- Eight person trade board

The recommended Trade Board size will be referred to the SATCC Board Ad Hoc Trade Board Member Committee during the regular Trade Board member renewal process.

Criteria for Changes to Trade Board Size

1. Changing demographics of the trade.
2. Changes to the industry and/or scope of trade.
3. Enough members available to provide for broad provincial geographic representation.
4. Trades responsible for sub-trades will require broader industry input.
5. The trade is interprovincial and more jurisdictional input may be required.
6. Saskatchewan is the host jurisdiction of the interprovincial examination for the trade.
7. The trade has a practical component required for certification.
8. The number of registered apprentices in the trade.
9. Whether the technical training is delivered within Saskatchewan, which affects the amount of industry input required.

Procedures

The SATCC Board Trade Board Appointments Committee will consider recommendations from SATCC staff regarding changes to Trade Board size. Any subsequent proposed changes, with rationale, will be placed before the SATCC Board of Directors at its next regular meeting; if approved, the changes to the Trade Board size will be implemented.

Background

Section 24(1) of *The Apprenticeship and Trade Certification Act, 2019* states: “After consulting with employers and employees in designated trades and designated sectors in any manner that the commission considers appropriate, the commission may appoint a trade board in any designated trade or designated sector.”

Section 5 of *The Apprenticeship and Trade Certification Commission Regulations, 2020* states:

- “5(1) The commission may appoint a trade board for every designated trade.
- (2) The commission must appoint members to each trade board established.
- (3) The commission must, whenever possible, appoint to a trade board an equal number of representatives of employers and employees engaged in the business of the designated trade.
- (4) Subject to subsection (9), the commission must appoint members of a trade board for a term not exceeding four years, and each member is eligible for re-appointment.
- (5) The members of a trade board must annually elect a chairperson from its members.
- (6) A majority of employer members of the trade board and a majority of employee members of the trade board together constitute a quorum.
- (7) The chairperson may vote on any matter.
- (8) No member of a trade board may vote by proxy.
- (9) The commission may terminate the appointment of a member of a trade board appointed pursuant to subsection (2).”

In January 2000, a list of existing trade boards and the number of board members for each was compiled. (The list is included as Appendix A). There was no Board policy regarding Trade Board size before this policy.

In order to ensure flexibility in addressing changing conditions in any designated trade, the following policy sets the criteria for SATCC staff to use when recommending a change to Trade Board size.

APPENDIX A

List of Trade Boards

Trade	Trade Board Size 2000	Trade Board Size February 2020	Trade Board Size March 2023
Agricultural Equipment Technician	6	7**	7**
Auto Body and Collision Technician	8	6	4
Automotive Service Technician	6	6	6
Boilermaker	4	3*	4
Bricklayer	6	3*	5*
Cabinetmaker	N/A	2	1*
Carpenter	8	9**	6
Construction Craft Labourer	N/A	3*	4
Cook	8	6	6
Mobile Crane Operator <ul style="list-style-type: none"> • Tower Crane Operator 	6	6	6
Lather (Interior Systems Mechanic)	4	0/0	0/0
Construction Electrician	12	4/9**	6
Electronics Assembler	6	1*	2
Esthetician (Nail Technician and Skin Care Technician)	N/A	7	8
Food and Beverage Person/Guest Services Representative	8	5*	4
Glazier	?	2	0/0
Hairstylist	6	7	5*
Heavy Duty Equipment Technician	6	6	5*
Landscape Horticulturist	4	3*	3*
Instrumentation and Control Technician	8	6	7**
Industrial Mechanic (Millwright)	8	9**	7**
Insulator (Heat and Frost)	4	6	5*

Trade	Trade Board Size 2000	Trade Board Size February 2020	Trade Board Size March 2023
Ironworker (Reinforcing and Structural/Ornamental)	6	5*	4
Locksmith	4	0/0	0/0
Machinist	6	6	4
Meat Cutter	N/A	0	1*
Painter and Decorator	4	2	3*
Parts Technician	8	6	5*
Pipeline Equipment Operator	n/a	2	2
Plumber	10	6	7*
Pork Production Technician	6	0/0	0/0
Powerline Technician	6	6	6
Recreation Vehicle Service Technician	n/a	6	4
Refrigeration and Air Conditioning Mechanic	8	5*	5*
Rig Technician	N/A	Meets with Alberta Trade Board	0/0
Roofer	4	6	5
Sheet Metal Worker	6	7**	7**
Sprinkler Fitter	6	6	4
Steamfitter-Pipefitter	6	4	3*
Metal Fabricator (Fitter)	6	4	5*
Tilesetter	0	0/0	0/0
Truck and Transport Mechanic	6	6	3*
Water Well Driller	6	0/0	0/0
Welder	8	6	8

? means there is no mention of this board in the January 2000 document detailing board sizes

* - recruitment of additional board members is on-going

** - additional board members have been added at to provide coverage for all constituencies that have applied, such as unions and JTCs.