

**Commission Board of Directors**  
**April 5, 2023**  
**10:00 AM – 2:45 PM**  
**Hybrid Meeting**

**Meeting Number 2022-2023-05**

**Members Present:**

Drew Tiefenbach - Chair  
Brett Vandale  
Wayne Worrall  
Leonard Manitoken  
Darcy Smycniuk  
Bryan Leier  
Aaron Laughlin  
Mike Berkes  
Mike Pestill

Jeff Sweet - Vice Chair  
Dana Paidel  
Ryan Cunningham  
Karen Zunti  
Alison Poelen  
Elaine Lafleur  
Brent Dubray  
Bernie Boutin

**Regrets:**

Dion Malakoff

Ian Knibbs

**Staff:**

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

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

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Call to Order</b>	
<b>1. Adoption of the Agenda</b>	<b>Motion #2022-2023-05-01</b> There was consensus to approve the agenda.
<b>2. Minutes of February 1, 2023 and Business Arising</b>  <b>Business Arising</b>	<b>Motion #2022-2023-05-02</b> There was consensus to approve the Minutes of February 1, 2023..
<b>3. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair Report was included in the meeting package.</li> <li>• The Chair reported that the General Revenue Fund Operating Grant for 2023-2024 has been increased to \$21,564,000.</li> <li>• The Ministry of Immigration and Career Training will be providing SATCC with an additional \$900,000 for the 2022-23 operating grant. Additional funding of \$400,000 is provided to support the addition of incremental training seats as demand for apprenticeship training continues to increase. The additional \$500,000 is provided to enhance the Indigenous Apprenticeship Initiative by funding additional projects that aim to increase Indigenous access, participation, and completion of apprenticeship training.</li> <li>• The Chair held a roundtable discussion on “Experiences, challenges and / or forecast relating to workforce and potential future impact to the apprenticeship system”. (Attached)</li> </ul>	<b>Motion #2022-2023-05-03</b> There was consensus to accept the Chair Report as presented.
<b>4. CEO Report</b> <ul style="list-style-type: none"> <li>• The CEO Report was included in the meeting package.</li> <li>• On March 22, the Government of Saskatchewan announced its provincial budget which resulted in SATCC receiving \$21,564,000 in its operating funding for 2023-24. There is an increase of \$1,500,000 to support an increase of 250 seats in our apprenticeship training capacity. There is also an increase of \$1,200,000 for the Apprenticeship Training Allowance to address the rising costs of eligible apprentices maintaining a second residence while attending technical training.</li> </ul>	<b>Motion #2022-2023-05-04</b> There was consensus to accept the CEO Report as presented.

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<ul style="list-style-type: none"> <li>• The Canadian Council of Directors of Apprenticeship (CCDA)'s National Stakeholder and Fall Meetings were held from November 22-24, 2022, in Ottawa, Ontario.</li> <li>• The CEO visited northern communities and met with representatives from March 14 to March 18.</li> </ul>	
Decision Items	
<p><b>5. Designation of Certification Only Trades</b></p> <ul style="list-style-type: none"> <li>• Red Seal trades not designated in Saskatchewan are options for designation in Saskatchewan as certification only trades.</li> <li>• The SATCC does not have to develop and maintain a training program, and the certification examination is developed and maintained by the Red Seal program, thus few resources are needed by the SATCC to offer journey person certification for Red Seal trades designated as certification only.</li> <li>• The process for designating a trade for certification only is completed through industry consultation with the SATCC Trade Boards. <i>The Apprenticeship and Trade Certification Act, 2019</i> identifies the consultation process for the designation of a certification only trade.</li> <li>• After consultation with the appropriate Trade Board a recommendation is prepared for the consideration of the Commission Board.</li> <li>• During the 2020/21 Annual Trade Board meetings held in March 2021, each appropriate Trade Board based on comparing the tasks of the Red Seal trade not designated in Saskatchewan to tasks of the trades currently designated in Saskatchewan were consulted on designating the associated trade for certification only.</li> </ul>	<p><b>Motion #2022-2023-05-05</b></p> <p>There was consensus to approve the following trades identified by each sector below as certification only in Saskatchewan.</p> <ul style="list-style-type: none"> <li>• Agriculture, Tourism and Service Sector: Baker</li> <li>• Construction Sector: Concrete Finisher, Drywall Finisher &amp; Plasterer, Floorcovering Installer, and HEO Operator (Dozer, Excavator, Tractor-Loader-Backhoe)</li> <li>• Motive Repair Sector: Motorcycle Technician and Transport Trailer Technician.</li> <li>• Production and Maintenance Sector: Appliance Service Technician and Tool and Die Maker.</li> </ul>
<p><b>6. Designation of Field Heat Treatment Technician</b></p> <ul style="list-style-type: none"> <li>• The designation of this occupation will not require a significant commitment from the SATCC for human or financial resources as it is also recommended that the SATCC recognize the existing training and certifications as listed in the application, and described in part below, and may administer a provincial certification examination for this occupation.</li> </ul>	<p><b>Motion #2022-2023-05-06</b></p> <p>There was consensus to approve the application for the designation of Field Heat Treatment Technician as voluntary certification only occupation in Saskatchewan.</p>

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<b>7. Designation of Barber Subtrade</b> <ul style="list-style-type: none"> <li>Note: It is SATCCs stance that because Barber would be a subtrade of Hairstylist, which is regulated, it would fall under the same regulatory parameters as that of Hairstylist. Any discrepancy between the two industries would lead to negative implications for the Hairstylist trade.</li> </ul>	<b>Motion #2022-2023-05-07</b> There was consensus to approve the designation of the subtrade of the Barber trade under <i>The Apprenticeship and Trade Certification Act, 2019</i> .
<b>8. Appointment and Removal of Members to SATCC TBs, CEDBs and TEBS</b> <ul style="list-style-type: none"> <li>On behalf of the Trade Board Appointments Committee, Dave Peters reported the committee met on March 20, 2023.</li> </ul>	<b>Motion #2022-2023-05-08</b> There was consensus to approve the appointment and removal of members to the Saskatchewan Apprenticeship and Trade Certification (SATCC) Trade Boards (TBs), Trade Examining Boards (TEBs), or Curriculum and Examination Development Boards (CEDBs).
<b>9. CEO Contract Extension</b> <ul style="list-style-type: none"> <li>On behalf of the Governance Committee, Dana Paidel reported that the Committee met on March 17, 2023.</li> </ul>	<b>Motion #2022-2023-05-09</b> There was consensus to approve the three-year extension of the current CEO contract (2025-2028)
<b>10. Board and Standing Committee Evaluation Process</b> <ul style="list-style-type: none"> <li>A Board self-evaluation is conducted every two years, and administered by the Board's Governance consultant, Governance Solutions. The Governance Committee is charged with recommending the process of the evaluation for the Board's approval.</li> <li>The KPMG 2022-23 internal audit identified three items for further analysis by the Board of Directors (attached). These include:               <ul style="list-style-type: none"> <li>Board Competency Matrix</li> <li>Board's Professional Development</li> <li>Standing Committees Performance Assessment</li> </ul> </li> </ul>	<b>Motion #2022-2023-05-10</b> There was consensus to approve the recommendation to combine the Standing Committees Performance Assessment with the 2022-23 Board Evaluation to be completed in April 2023, with a report to the Board in June 2023.
<b>Committee Reports</b>	
<b>11. Audit and Finance Committee</b> <ul style="list-style-type: none"> <li>On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on March 31, 2023.</li> </ul>	<b>There was consensus to accept the report for information.</b>

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<ul style="list-style-type: none"> <li>Shaun Augustin spoke on the Audit and Finance Committee items.</li> <li> <b>a. 2022-23 Internal Audit Update</b> <ul style="list-style-type: none"> <li>Internal Audit activities are either completed or underway for 10 of the 13 audit projects included in the 2022-23 plan. Since the last A&amp;F Committee meeting, we commenced 1 audit and issued 1 final report. The timeline for some of the projects has been delayed, but we are on track to complete the audit plan by year-end.</li> <li>Support for the on-going work from SATCC remains positive and we look forward to continuing with this valuable work. Based on the work completed to date, we have not identified any significant risk or control issues that require immediate attention by the A&amp;F Committee.</li> </ul> </li> </ul>	
<b>The Board of Directors broke for lunch at 12:10 – 1:00 pm</b>	
<b>11. Audit and Finance Committee - Continued</b> <ul style="list-style-type: none"> <li>Shaun Augustin spoke on the Audit and Finance Committee items.</li> <li> <b>b. Pulse Check</b> <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 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.</li> </ul> </li> <li> <b>c. Performance Management Measurement – Balanced Scorecard Reporting</b> <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> </ul> </li> </ul>	<b>There was consensus to accept the report for information.</b>

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<ul style="list-style-type: none"> <li>To the end of February 2023, the SATCC is exceeding or achieving on 13 out of 34 measures (38.1% of the total) and progressing on 12 measures (35.3%). Two (2) measures are not being met (5.9% of the total) while seven (7) measures (20.6%) currently have a No Report status.</li> </ul> <p><b>d. Enterprise Risk Management</b></p> <ul style="list-style-type: none"> <li>The Commission Board of Directors identified and ranked 15 risks within the 2022-23 Enterprise Risk Management Plan. This report summarizes management's progress at addressing each risk identified into Q1 2022-23. To the end of February 2023, the SATCC is 'on track' in addressing 10 risks (66.6% of the total), progressing on four (4) risks (26.7%) and 'no report' on one (1) risk due to timing of work. There are currently no risks with a 'not meeting' status.</li> </ul> <p><b>e. YTD Budget to Actual</b></p> <ul style="list-style-type: none"> <li>The SATCC's year-to-date (YTD) surplus is \$805K as at February 28, 2023. The actual YTD surplus is less than the budgeted surplus of \$894K budgeted in the first eight months of 2022-23 by \$(88K) (-9.9%). The lower-than-budgeted YTD surplus is primarily due to:             <ul style="list-style-type: none"> <li>YTD revenues are higher than budget by \$154K (1.0%) mainly due to higher than anticipated interest earned; and</li> <li>YTD expenses are higher than budget by \$242K (1.6%) primarily due to the Tiny Homes Program (THP) not budgeted in year and timing of the IAI budget offset by cost savings in several expense items to date, mainly in-scope salaries, other contractual services, and advertising.</li> </ul> </li> </ul> <p><b>f. Training Schedule</b></p>	

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<ul style="list-style-type: none"> <li>As of Feb.28, 406 seats have officially been added, 532 seats have officially been cancelled. No seats are forecasted to be added or cancelled for the remainder of this training year.</li> <li>The total forecasted seats to be purchased in 2022-23 is 4,092.</li> <li>Tuition revenue is forecasted to decrease \$153K. The current fill rate is 94.2%. Less tuition revenue is forecasted due to the lower fill rate and cancelled seats.</li> <li>The Program Contractual Services expense line item is currently forecasted to be \$532K over budget in 2022-23. Direct training expenditures are forecasting under budget by \$181K.</li> <li>The Tiny Home Project was carried over into the 2022-23 fiscal year. All THP Projects are complete, and all outstanding invoices have been paid.</li> <li>The Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget \$121K. This additional expenditure will be taken from the IAI designated fund. The Harmonization funding (spent on updating re-sequenced curriculum due to harmonization) is forecasted to be under budget by \$62K. Innovation funding, spent on developing new training/curriculum, is forecasted to be over budget by \$210K due to the addition of two Ochapowace Welder Pre-employment Projects.</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 \$1.158M in 2022-23 in comparison to the budgeted deficit of \$2.054M. This is an \$895K (-43.6%) decrease in the budgeted deficit.</li> </ul>	
<p><b>12. Governance Committee</b></p> <ul style="list-style-type: none"> <li>On behalf of the Governance Committee, Dana Paidel reported the Committee met on March 27, 2023.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

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<b>13. Human Resources Committee</b> <ul style="list-style-type: none"> <li>On behalf of the Human Resources Committee, Drew Tiefenbach reported that the Committee met on March 17, 2023.</li> </ul>	<b>There was consensus to accept the report for information.</b>
<b>14. Trade Board Appointments Committee</b> <ul style="list-style-type: none"> <li>Trade Board Minutes - The complete minutes of each of these meetings can be found in the Aprio Library</li> </ul>	<b>There was consensus to accept the report for information.</b>
<b>15. Committee Minutes</b> <ul style="list-style-type: none"> <li>Any committee minutes that have been approved are available in the Aprio library.</li> </ul>	<b>There was consensus to accept the report for information.</b>
<b>Information Items</b>	
<b>16. 2023-24 SATCC Business Plan</b> <ul style="list-style-type: none"> <li>The draft 2023-24 Budget proposes a deficit of \$2.190M based on total revenues of \$26.141M and \$28.331M in total expenses. Total revenue includes an additional \$1.5M in the GRF grant from the Government of Saskatchewan in 2023-24 (note: the additional funding is included in the \$26.141M total revenues). Based on the deficit, the SATCC's accumulated surplus is expected to decline to approximately \$2.2M with Undesignated Financial Assets of \$268K.</li> <li>The Ministry of Immigration and Career Training (ICT) received an additional \$1.2M for the Apprenticeship Training Allowance (ATA) program in 2023-24. This additional funding will support increasing the weekly rates from \$125/\$175 per week for south/north apprentices maintaining a second residence to attend technical training to \$200/\$250 per week, respectively. The SATCC administers the ATA program on behalf of ICT (but the funding remains with ICT).</li> <li>The draft 2023-24 Budget is based on a seat purchase of 4,452 training seats. This is a budget-over-budget increase of approximately 250 seats. The SATCC currently projects demand for training seats in 2023-24 of approximately 4,670 seats.</li> </ul>	<b>There was consensus to accept the report for information.</b>



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<ul style="list-style-type: none"> <li>No changes to the 35 performance measures are proposed for the 2023-24 Balanced Scorecard. The targets will be set in June 2023.</li> </ul>	
<p><b>17. 2016-17 to 2021-22 Progression Research</b></p> <ul style="list-style-type: none"> <li>The 2021-22 progression research followed six cohorts of apprentices who took technical training for the first time between 2016-17 and 2021-22 to identify what determinants lead to success or failure in passing their first year of technical training and achieving certification.</li> <li>The following are the key points of the research: <ul style="list-style-type: none"> <li>About three-quarters of apprentices in 2016-17 to 2021-22 cohorts follow the 'conventional' path of apprenticeship by starting training at Level 1, with the remaining quarter coming into the system in the 'unconventional' path (starting at Level 2 or higher);</li> <li>Depending on the starting level of technical training, between 81.1 per cent and 100 per cent of apprentices passed the first level of technical training on their first attempt;</li> <li>In 2016-17, 1,593 apprentices took technical training for the first time with SATCC.</li> </ul> </li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>
<p><b>18. 2021 Census of Population Labour and Education Report</b></p> <ul style="list-style-type: none"> <li>Canada leads the G71 for the most educated workforce, with 57.5 per cent of working-age people (aged 25 to 64) with a college or university credential. In contrast, the country experienced significant losses in apprenticeship certificate holders, from 4.7 per cent in 2016 to 4.3 per cent in 2021. In Saskatchewan, 48 per cent of population aged 25 to 64 had a college or university credential, 1.7 per cent higher than the 2016 figure, while 6.8 per cent holds an apprenticeship certificate, slightly lower than the 2016 share (6.9%).</li> <li>It is known that people with postsecondary credentials generally have higher employment rates and income than those without them. The pandemic contributed to the deepening of this trend. For instance, the employment rate for those with a credential above the bachelor level increased from May 2016 to May 2021.</li> </ul>	<p><b>There was consensus to accept the report for information.</b></p>

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In contrast, those with education below the bachelor level mostly saw more significant decreases, except for men in the trades.	
<b>19. BuildForce 2023-2032 SK Construction Report</b> <ul style="list-style-type: none"> <li>BuildForce projects local recruitment efforts of approximate 9,500 new-entrant workers will be needed to help moderate labour force pressures and address the loss of approximately 8,600 workers to retirement. Unless recruitment increases, the sector may need to add as many as 1,300 additional workers from various sources. These include: additional recruitment and training of youth; additional recruitment of individuals from equity-deserving groups traditionally underrepresented in the construction sector; construction labour forces of neighbouring provinces with higher levels of unemployment; other industries in the province employing workers with the skill sets required by the industry; and from outside the country through permanent immigration.</li> </ul>	There was consensus to accept the report for information.
<b>20. Registration of Pre-Apprentices</b> <ul style="list-style-type: none"> <li>The SATCC, as part of its Strategic Planning process, consulted with industry stakeholders on a variety of subjects to aid in the strategic direction for the organization through the next five years. One of the items discussed was whether there would be value in the SATCC pursuing the registration of pre-apprenticeship students.</li> <li>Stakeholders overwhelmingly supported the value of the concept and the initiative was added to our strategic plan, ultimately confirmed by the SATCC Board of Directors.</li> <li>Alternative training providers should be approached prior to trying to change the legislation.</li> </ul>	There was consensus to accept the report for information.
<b>Recurrent Information Items</b>	
<b>21. Commission Operational Update</b> <ul style="list-style-type: none"> <li>This information is included, and Directors are encouraged to share it with their respective stakeholders.</li> </ul>	There was consensus to accept the report for information.
<b>22. Other Business</b>	

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<ul style="list-style-type: none"> <li>There are no outstanding electrical appeals.</li> <li>SATCC and the SaskPoly Students Association have agreed on wording for the agreement. SATCC students can't be forced to pay student association fees and transcripts cannot be withheld.</li> </ul>	
Jeff Ritter, Shaun Augustin, Chelsea Coupal, Nancy Porter, Danelle Reiss, Dave Peters, Remi Poitras, Mojtaba Mirhosseini and Sherry Morcom left the meeting at 2:40	
<b>23. In-Camera</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>24. Next Meeting</b> <ul style="list-style-type: none"> <li>June 21, 2023</li> </ul>	
<b>25. Adjournment</b>	The meeting adjourned at 2:45 pm

\_\_\_\_\_  
Commission/Committee Chairperson

\_\_\_\_\_  
Commission/Committee Vice Chairperson



April 5, 2023

NAME	Experiences, challenges and / or forecast relating to workforce and potential future impact to the apprenticeship system.
Mike Berkes (er)	Have seen an uptake in demand for new apprentices. Having not a bad time in finding journeypersons, but trouble with finding apprentices.
Bryan Leier (er)	They have a lack of technicians, have seen lots of technicians leave for better pay, etc. “poaching”. There are no technicians. He always carries two or three apprentices. Have 4 Ukrainians working with them now, all different disciplines. Recruitment – have been to schools, career fairs. All tuitions are paid by the employer.
Bernie Boutin (er)	They keep apprentice levels up. Looking for contractors is difficult. The work force needs to be rebuilt from the apprentice level up. Having difficulty in getting companies to bid because they don’t have the work force. Feels it is partly due to Covid.
Dana Paidel (er)	Residential isn’t as busy as they would like to see. They are seeing the market tighten for employees. Eg., Steel shop in Esterhazy is trying to get apprentices, but their journeyperson welders, etc. have jumped to the construction sector. Construction side – pandemic related – shortage of apprentices. They can’t train apprentices fast enough. Iron workers are leaving the province.
Alison Poelen (er)	There are still apprentices waiting to get in to do their practical’s. They are in the process of opening a new school in Regina. Exams will be updated soon, as their industry has continual changes. There will be changes coming from Sask Health regarding services.
Brent Dubray (other)	Sees this as an opportunity for youth. Pulp and paper industry is still growing and there are many roles to fill. Steam ticket moving away to the oil fields.
Leonard Manioken (Other)	Big demand for workers in all sectors. Companies calling him to get workers. Very few journeyperson workers applying. There are apprentices but it’s difficult to find work for them. Getting lots of call from out of province for workers. A lot of clients are not always aware that Tribal councils can assist in purchasing tools and paying tuition, etc. They have transitional assistance available as well.
Elaine LaFleur (Other)	Cameco is wanting to introduce more apprentices. No issue with getting tradespeople except for heavy duty. There is a steady workforce. The mines are back up and running and have a full workforce.
Darcy Smycniuk (Other)	Many sectors across the provinces are experiencing this. Historically there were 4 available workers for every job.

	<p>In the last 18 months, it's been less than 1 to 1. Attracting and keeping talent is difficult.</p> <p>ICT is trying to develop strategies to deal with this.</p> <p>Job creation is positive, but filling the jobs will be the challenge.</p>
Brett Vandale (Other)	<p>The institute saw a decline when Covid hit, enrollments are still below pre pandemic levels but they are starting to see a slight rise.</p> <p>Focus is getting training seats filled and seeing a rise in attrition rates.</p> <p>More likely that if training happens in an apprentices local area its more likely they will stay in training.</p>
Drew Tiefenbach (SaskPoly)	<p>Electrical contractors has a shortage due to some projects not coming online yet, but there will be projects coming. There is concern about how to get apprentices into the trade.</p> <p>Schools are getting close to being back to pre-Covid numbers.</p>
Ryan Cunningham (ee)	<p>Shortage of journeypersons.</p> <p>One or two apprentices a year only. Apprentices have difficulty in providing their own tools, etc.</p> <p>First year level apprentices only make a percentage of the journeyman rate.</p>
Aaron Laughlin (ee)	<p>Companies need to recruit with money.</p>
Jeff Sweet (ee)	<p>Stagnant wages has been detrimental. Tools are expensive, approx. \$800 for electrical tools.</p> <p>Amount of pre-employment training is expensive, makes it a barrier to get into the trade.</p> <p>National competition for workers is an issue.</p>
Wayne Worrall (ee)	<p>It is difficult getting apprentices into the trade as there is a lot of competition from other provinces.</p> <p>They are currently approx. 350 short.</p> <p>Due to low wages it is hard to attract and retain journeypersons.</p>
Karen Zunti (ee)	<p>Typically have lower apprentice numbers due to being a small trade.</p> <p>A lot are seasonal employment, so it's hard to keep them interested and dedicated.</p> <p>Due to Covid they have lost three years worth of students interacting and getting back into the system.</p>
Mike Pesthill	N/A