



Commission Board of Directors
June 19, 2024
10:00 AM – 12 NOON
Hybrid Meeting

Meeting Number 2023-2024-06

Members Present:

Jeff Sweet
Ryan Cunningham
Brent Dubray
Leonard Manitoken
Bryan Leier
Karen Zunti
Mike Pesthill
Zack Somer

Brett Vandale
Dana Paidel
Karen Low
Justin Hoyes
Dawn Wreford
Chris Lysitza
Julien Brazeau
Dion Malakoff

Regrets:

Wayne Worrall
Nikki Langdon

Clint Repski
Mike Pesthill

Staff:

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

Nancy Porter (part)
Tamara Sentes (part)
Dave Peters (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Welcome, Introductions and Land Acknowledgement	
2. Adoption of the Agenda	Motion #2023-2024-06-01 There was consensus to approve the agenda.
3. Minutes of April 3, 2024, and Business Arising Business Arising There was no Business Arising.	Motion #2023-2024-06-02 There was consensus to approve the Minutes of April 3, 2024.
4. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • The Law Clerks office sent a letter regarding a review of The Apprenticeship and Trade Certification Commission Regulations to the Minister. • It was confirmed that the wording in The Apprenticeship and Trade Certification Commission Regulations is intentional and accurately reflects what is intended. <ul style="list-style-type: none"> ○ Subsection 15(3) reads: “(3) A registered apprentice’s contract of apprenticeship is immediately suspended and terminates on the anniversary of the suspension if the apprentice: (a) quits the apprentice’s employment; or (b) is dismissed without just cause.” 	Motion #2023-2024-06-03 There was consensus to accept the Chair Report as presented.
5. CEO Report <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • On Sunday May 26th, the CEO attended Frank Leier’s 100th birthday celebration. It took place in Sedley, Saskatchewan. Frank Leier is a former Construction Electrician. He began his career as a Construction Electrician in the early 1950s. • The CEO reported that in June he received an award for 10 Years of Service from the Regina District Industry Education Council (RDIEC). 	Motion #2023-2024-06-04 There was consensus to accept the CEO Report as presented.
Decision Items	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>6. 2024-25 Business Plan and Budget</p> <ul style="list-style-type: none"> • Upon receiving the Commission Board’s approval to recommend to the minister, management will send the 2024-25 Business Plan to the Ministry of Immigration and Career Training (ICT) for routing to the Minister’s Office for approval. It is anticipated the Minister will provide approval in August 2024. • Once ministerial approval is received, management will call a special Commission Board meeting to adopt the 2024-25 Business Plan. The timing of the meeting will be determined when ministerial approval is received. • The change to the SYA Conversion Rate target being changed could require a reallocation of funding. 	<p>Motion #2023-2024-06-05 There was consensus to approve the SYA Conversion Rate target being changed to 35.</p> <p>Motion #2023-2024-06-06 There was consensus to forward the 2024-25 Business Plan to Minister Harrison for approval.</p>
<p>7. 2024-25 Enterprise Risk Management Plan</p> <ul style="list-style-type: none"> • The ERM risk registry documents the risk, the Commission Board or the committee responsible for the risk, and SATCC management is expected to lead and have strategies in place to mitigate/eliminate the risk. The ERM plan identifies a total of 15 risks across the following seven key risk areas: <ul style="list-style-type: none"> ○ Strategic; ○ Financial; ○ IT/Systems; ○ Operational; ○ Compliance; ○ Reputational; and ○ External. • Two of the 15 risks are rated ‘high’, 10 risks are rated ‘medium’ while three are rated ‘low’ risks. 	<p>Motion #2023-2024-06-07 There was consensus to approve the 2024-25 ERM Plan with 15 risks.</p>
<p>8. Policy F3Capital Asset Amortization</p> <ul style="list-style-type: none"> • The F3 policy was last reviewed and approved in June 2021. The language in the policy was amended to align with the Financial Administration Manual (FAM) and the Public Sector Accounting Board (PSAB) Handbook. 	<p>Motion #2023-2024-06-08 There was consensus to approve the proposed changes to the policy.</p>

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<p>9. 2024-25 Board Meeting Dates</p> <ul style="list-style-type: none"> • Meeting 1 – At the Call of the Chair upon approval of the 2024-25 Business Plan by the Minister (usually a consent resolution in August) • Meeting 2 – Wednesday, September 25, 2024 (AGM, required prior to September 30th each year and Regular Board Meeting) • Meeting 3 – Thursday, December 5, 2024 (Strategic Planning Meeting and Board dinner) • Meeting 4 – Friday, December 6, 2024 (Regular Board Meeting) and Apprenticeship Celebration Dinner • Meeting 5 – Wednesday, January 29, 2025 (Regular Board Meeting) • Meeting 6 – Wednesday, April 2, 2025 (Regular Board Meeting) • Meeting 7 – Wednesday, June 18, 2025 (Regular Board Meeting) • 2025-26 Meeting 1 – September 24, 2025 (AGM) 	<p>Motion #2023-2024-06-09</p> <p>There was consensus to approve the recommended schedule for the 2024-25 fiscal year with an amendment of the September 25, 2024 moving forward to September 18, 2024.</p>
<p>10. Appointment and Removal Members to SATCC TBs, CEDBs, TEBs</p>	<p>Motion #2023-2024-06-10</p> <p>There was consensus to approve the below recommendations:</p> <ul style="list-style-type: none"> • The Trade Board has two new appointments, one to Machinist and one to Mobile Crane Operator. There is one removal to Plumber. • The Trade Board recommends the appointment of five members to the CEDB, one to Industrial Mechanic (Millwright), one to Insulator (Heat and Frost), one to Instrumentation and Control Technician, one to Scaffolder and one to Welder. There are six removals, one to Auto Body and Collision Technician, one to Hairstylist, one to Industrial Mechanic (Millwright), one to Mobile Crane Operator, one to Powerline Technician and one to Plumber. • The Trade Board recommends the appointment of two new TEB members, both to Hairstylist. There are two removals, also to Hairstylist

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Committee Reports	
<p>11. Human Resources Committee</p> <ul style="list-style-type: none"> • On behalf of the Human Resources Committee, Jeff Sweet reported that the Committee met on May 29 <ul style="list-style-type: none"> a) Q3 2023-24 Short-term Incentive (STI) <ul style="list-style-type: none"> • The CEO’s STI bonus is currently estimated at \$22,147. This represents 84.6 per cent of the 15 per cent total bonus (\$26,178) available under the STI program. b) 2023-24 CEO Performance Evaluation <ul style="list-style-type: none"> • The CEO evaluation process is required on an annual basis. The evaluation period is for the past year, 2023-24 and based on the final results of the 2023-24 Business Plan, Balanced Scorecard and agreed upon CEO Short Term Incentives (STI) measures and targets (approved by the HR Committee on an annual basis). 	<p>There was consensus to accept the report for information.</p>
<p>12. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Ryan Cunningham reported that the Committee met on June 3. • Trade Board Minutes - The complete minutes of each of these meetings can be found in the Aprio Library. 	<p>There was consensus to accept the report for information.</p>
<p>13. Governance Committee</p> <p>There was no meeting to report on.</p>	<p>There was consensus to accept the report for information.</p>
<p>14. Audit and Finance Committee</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Bryan Leier reported the committee met on June 14. The committee met with the Provincial Auditors at this meeting and there were no issues to report. <ul style="list-style-type: none"> a. Pulse Check <ul style="list-style-type: none"> • The Pulse Check includes a subset of all performance measures in the business plan. 	<p>There was consensus to accept the report for information.</p>

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<p>b. Performance Management Measures – 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>c. 2023-24 KPMG Internal Audit</p> <ul style="list-style-type: none"> • Status of Internal Audit activities: <ul style="list-style-type: none"> • 2023-24 projects – all planned (non deferred) projects are complete • Issued reports – 3 issued since the last A&F Committee update report; and • Overall, the updated audit plan has been completed. <p>d. YTD Actual to Budget</p> <ul style="list-style-type: none"> • The SATCC’s year-to-date (YTD) surplus is \$930K as of April 30, 2024. The actual YTD surplus is higher than the budgeted deficit of \$614K budgeted in the first ten months of 2023-24 by \$1.5M (251.6%). The higher-than-budgeted YTD surplus is primarily due to: <ul style="list-style-type: none"> ○ YTD revenues are higher than budget by \$1.7M (8.2%) mainly due to one-time funding of \$1M from the Ministry of Immigration and Career Training (ICT) for 150 training seats in 2024-25. Additionally, higher client fees of \$325K, higher interest revenue of \$78K plus unbudgeted funding for Women in Skilled Trades Initiative (\$89K) and the ongoing Virtual Learning Strategist (VLS2) of \$97K contributed to higher-than-budgeted revenues; and ○ YTD expenses are higher-than-budgeted by \$154K (0.7%) primarily due to technical training costs being higher than budgeted (\$535K) offset by a reduction in Salaries & Personnel of \$426K. Half of the remaining expense line items are over budget with the other half below budget with an overall 	

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<p style="text-align: center;">increase in the remaining expense line items of approximately \$45K.</p> <p>e. Training Schedule</p> <ul style="list-style-type: none"> • The 2023-24 Budget assumed the SATCC will purchase 4,468 technical training seats. As of April 1st, 296 seats have officially been added, 461 seats have officially been cancelled. There are no seats forecasted to be added or cancelled for the remainder of the training year. The total forecasted seats to be purchased in 2023-2024 is 4,303. • Tuition revenue is forecasted to decrease \$94K. The current fill rate is 95%. • The Program Contractual Services expense line item is currently forecasted to be \$233K over budget in 2023-24. Direct training expenditures are forecasting under budget by \$271K due to the cancellation of training seats. • The Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget \$499K. IAI will fund more projects than budget and draw down the designated asset. • Harmonization funding (spent on updating re-sequenced curriculum due to harmonization) is forecasted to be under budget by \$140K. This is due to Sask. Polytechnic not charging the SATCC for the updating of re-sequenced curriculum. • Innovation funding, spent on developing new training/curriculum, is forecasted to be over budget by \$144K. This is due to the development of curriculum for Sprinkler Fitter (training provided in Saskatchewan starting this year) and Ironworker (transition of training providers in 2025-26 from Sask. Polytechnic to the Ironworkers Local 771). 	

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<p>f. Financial Forecast</p> <ul style="list-style-type: none"> The SATCC is forecasting a deficit, after amortization, of \$76K in 2023-24 in comparison to the budgeted deficit of \$2.083M. This is a \$2.007M (-96.3%) decrease in the budgeted deficit. <p>g. 2023-24 ERM Plan</p> <ul style="list-style-type: none"> The Commission Board of Directors identified and ranked 15 risks within the 2023-24 Enterprise Risk Management Plan. This report summarizes management’s progress at addressing each risk identified into Q4 2023-24. To the end of April 2024, the SATCC is: <ul style="list-style-type: none"> ‘on track’ in addressing 11 risks (73.3% of the total) progressing on four (4) risks (26.7%). There are no risks with a ‘no report’ or ‘not meeting’ status. <p>h. Public Sector Accounting Board</p> <ul style="list-style-type: none"> Management has reviewed the PSAB’s upcoming new and revised standards. There are no changes to the standards in 2024. There were changes in April 2023 that did not impact the SATCC’s accounting and financial reporting. There are proposed changes for April 2026. Management will present its analysis in June 2025 to the A&F Committee. 	
Information Items	
<p>15. Heavy Duty Equipment Technician and Truck and Transportation Mechanic Class Cancellations</p> <ul style="list-style-type: none"> Sask. Polytechnic informed the SATCC on June 18, 2024 that it will not be able to supply six (6) classes in the upcoming July 2024 intake (classes start on July 8). Four HDET classes (Level 	<p>There was consensus to accept the report for information.</p>

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<p>1 x 2, Level 3 x 1 and a Level 4 x 1) and two T&TR classes (Level 1 x 1 and Level 2 x 1) are impacted.</p> <ul style="list-style-type: none"> • Sask. Polytechnic’s reasons for not being able to fill the classes are not fully known at this time by the SATCC. Management is endeavouring to determine why Sask. Polytechnic is not able to deliver these classes on such short notice. • In its communication with the SATCC, Sask. Polytechnic has provided a vague commitment to deliver these seats in the 2024-25 training year. However, Sask. Polytechnic’s ability to add classes later in this year’s schedule is likely limited due to two reasons: (1) it already has physical capacity issues at its current Saskatoon location; and (2) Sask. Polytechnic may be running pre-employment programs for those trades out of the same facility. • These classes were mostly filled (58/72 seats). The apprentices impacted represent approximately 40 employers. The SATCC was actively trying to fill the remaining seats. The SATCC planned to run all these classes even if the seats were not completely filled given the increased demand these trades have experienced recently. Management expects substantial negative feedback from these apprentices and employers. 	
Recurrent Information Items	
<p>16. 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>17. CCDA Update</p> <ul style="list-style-type: none"> • The CCDA had an in-person meeting on June 5-6th, 2024. • Jeff Ritter, CEO and Dave Peters, COO, attended this meeting virtually. CEO delivered the Jurisdictional Update on behalf of Saskatchewan to the CCDA 	There was consensus to accept the report for information.
<p>18. Other Business</p> <ul style="list-style-type: none"> • There was no other business. 	

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Jeff Ritter, Shaun Augustin, Dave Peters, Tamara Sentes, Nancy Porter, Oleksandra Sakhno, Sherry Morcom left the meeting at 11:40 am.	
19. In-Camera	There was an in-camera session.
20. Next Meeting <ul style="list-style-type: none"> • At call of Chairperson for adoption of the Business Plan 	
21. Adjournment	The meeting adjourned at 12 noon.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

