



**Commission Board of Directors
September 18, 2024
10:00 AM – 2:30 PM
Hybrid Meeting**

Meeting Number 2024-25-01

Members Present:

Jeff Sweet
Ryan Cunningham
Brent Dubray
Leonard Manitoken
Bryan Leier
Karen Zunti
Nikki Langdon
Zack Somer
Susan Daigneault

Brett Vandale
Dana Paidel
Clint Repski
Justin Hoyes
Dawn Wreford
Chris Lysitza
Julien Brazeau
Richelle Bourgoin

Regrets:

Karen Low
Dion Malakoff

Mike Pesthill

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Sherry Morcom – Recorder (part)
Remi Poitras (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 #2024-25-01-01 There was consensus to approve the agenda.
3. Minutes of June 19, 2024, and Business Arising Business Arising There was no Business Arising.	Motion #2024-25-01-02 There was consensus to approve the Minutes of June 19, 2024.
4. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2024-25-01-03 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. • Association of Registrars of Universities and Colleges Canada is a transcript issuing system. SATCC is currently working on developing a receival portal through MyCreds. • MNP consultations – ICT is advocating for the investment in training systems. ICT will reach out to Directors that have no yet been asked for input. This is not just about the pace of apprentice, but how do we better support apprentices in skilled trades. 	Motion #2024-25-01-04 There was consensus to accept the CEO Report as presented.
Decision Items	
6. Election of Chair and Vice-Chair <ul style="list-style-type: none"> • The CEO assumed the role of Acting Chair. • Jeff Sweet nominated Bryan Leier for the position of Chair, seconded by Ryan Cunningham. • 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 #2024-25-01-05 There was consensus to allow virtual participants to nominate/vote electronically. Bryan Leier 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"> • Bryan Leier assumed the role of Chair and called for nominations for the position of Vice-Chair of the Commission Board. • Brett Vandale nominated Jeff Sweet for the position of Vice-Chair, seconded by Ryan Cunningham. • 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>7. 2024-25 Business Plan</p> <ul style="list-style-type: none"> • Management completed the 2024-25 Business Plan in June 2024. The Board of Directors reviewed the plan and recommended it be forwarded to the Minister for their approval on June 19, 2024. • The Minister has approved the plan with the following: <ul style="list-style-type: none"> • The strategies and operational initiatives defined in the 2024-25 SATCC Business Plan are aligned with the Saskatchewan Labour Market Strategy and support the vision and goals of the SATCC Strategic Plan. Pursuant to section 15(1) of <i>The Apprenticeship and Trade Certification Commission Act., 2019.</i>, I am approving the 2024-25 SATCC Business Plan and Budget with a projected deficit of \$3.109M. • I acknowledge that the Business Plan included proposed tuition, and administrative fee increases to be implemented July 1, 2025 upon my approval. This is under consideration and a decision will be provided independent of the approval of this business plan. 	<p>Motion #2024-25-01-06</p> <p>There was consensus to adopt the Minister approved SATCC 2024 25 Business Plan.</p>
<p>8. 2024-25 Annual Report and Audited Financial Statements</p> <ul style="list-style-type: none"> • The SATCC 2023-24 Annual Report (AR) must be tabled in the Legislature no later than October 28, 2024. • The ‘Balanced Scorecard at a Glance’ summarizes the SATCC performance measures on the 34 measures in the Scorecard. 	<p>Motion #2024-25-01-07</p> <p>There was consensus to approve the SATCC 2023-24 Annual Report, including the audited financial statements and Balanced Scorecard reporting</p>

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<p>The year-end results show the SATCC exceeded or achieved on 19 of 34 measures, or 55.9 per cent, in 2023-24.</p> <ul style="list-style-type: none"> The SATCC progressed on another nine measures (26.5%). Five of the nine measures progressed were within five per cent of the target. With these five, the SATCC was at 95 per cent, or above, of the targets on just over 70 per cent (70.5%) of the measures in 2023-24. The SATCC was below 90 per cent on, or did not meet, on six measures (17.6%). 	
<p>9. CEO 2023-24 Performance Evaluation</p> <ul style="list-style-type: none"> There was a suggestion that going forward this should be In-camera with Board of Directors only. 	<p>Motion #2024-25-01-08</p> <p>There was consensus to approve.</p>
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Tamara Sentes, Nancy Porter, Remi Poitras, Sherry Morcom left the meeting at 11:30 am.</p>	
<p>10. CEO 2023-24 Short Term Incentive (STI) Plan</p> <ul style="list-style-type: none"> The CEO ‘Exceeded’ or ‘Achieved’ on 11 of 16 measures (68.8% of the total) while ‘Not Meeting’ on five measures (31.2%). 	<p>Motion #2024-25-01-09</p> <p>There was consensus to approve the following: Pay the 2023/24 STI amount and hold the 2022/23 pay pending a review by PSC to be led by Richelle Bourgoin with an expected deadline of one week. A review of the total compensation package will be led by Richelle Bourgoin with an anticipated four-week turnaround.</p> <ul style="list-style-type: none"> CEO: \$23,769 COO: \$20,191 CFO: \$20,036
<p>11. CEO 2024-25 STI Measures and Targets</p> <ul style="list-style-type: none"> The proposed 2024-25 CEO STI program has 16 measures, the same as in 2023-24. There are proposed changes to measures in two categories: B. Talent and E. Individual. The COO/CFO STI programs mirror the CEO STI program with some minor differences: The weights are slightly different based on their individual responsibilities; and 	<p>Motion #2024-25-01-10</p> <p>There was not consensus to approve the proposed measures and targets in the 2024-25 Short-Term Incentive (STI) Program until the results of the total compensation package review has been completed.</p>

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<ul style="list-style-type: none"> The total bonuses are lower because the base compensation is lower relative to the CEO. 	
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Tamara Sentes, Nancy Porter, Remi Poitras, Sherry Morcom rejoined the meeting at 11:50 am.</p>	
<p>12. Board Committee Membership</p> <ul style="list-style-type: none"> The SATCC Board of Directors is supported by four standing committees and three ad hoc committees. In June 2024, five board members were appointed, board committee composition will benefit from their participation. The SATCC Board of Directors has four standing committees: <ul style="list-style-type: none"> Audit and Finance Committee Governance Committee Human Resources Committee Trade Board Appointments Committee And three ad hoc committees: <ul style="list-style-type: none"> Appeals Committee Inclusion and Program Innovation Committee Standards Committee 	<p>Motion #2024-25-01-11</p> <p>There was consensus to approve the existing committee members and repopulate committees with new board members:</p> <p>Audit and Finance Committee representative Chris Lysitza - EE</p> <p>Governance Committee representative Susan Daigneault - Other</p> <p>Trade Board Appointments Committee representatives Nikki Langdon - Other Jeff Sweet - EE</p>
<p>13. 2024-25 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. Below is the proposed list of policies for review in 2024-25: <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 F1 Accounting Policies F6 Procurement Policy F7 Tuition and Administrative Change Fee G4 Delegation of Signing Authorities G5 Election of Board Chairperson and Vice-Chairperson G6 Role of Board Chairperson 	<p>Motion #2024-25-01-12</p> <p>There was consensus to approve the recommendation 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>Evan Jamieson joined the meeting – 12:00 noon</p>	
<p>14. Program Changes - Food & Beverage Person and Guest Service Representative</p> <ul style="list-style-type: none"> • Low enrollment, industry support and training resources for the Food and Beverage Person and Guest Service Representative trades have led to industry recommending a shift from designation as a trade to an occupation. 	<p>Motion #2024-25-01-13</p> <p>There was consensus to approve the recommendation to change the designation of the Food and Beverage Person (FBP) and Guest Service Representative (GSR) trades to occupations in SATCC’s Apprenticeship and Trade Certification Commission Regulations.</p>
<p>Evan Jamieson left the meeting – 12:15 pm</p>	
<p>15. Appointment and Removal Members to SATCC TBs, CEDBs, TEBs</p> <ul style="list-style-type: none"> • The Trade Board Appointment Committee (a standing committee of the SATCC Board of Directors) reviews all new TB applications and expiring TB members’ applications that are seeking re-appointment. The Committee makes recommendation to the SATCC Board for appointment or removal of TB members for the next term or to fill board vacancies. 	<p>Motion #2024-25-01-14</p> <p>There was consensus to approve the appointments and removals:</p> <ul style="list-style-type: none"> • The Trade Board has three new appointments, one to Auto Body and Collision Technician, one to Boilermaker and one to Machinist. There are two removals from Boilermaker. • The Trade Board recommends the appointment of four members to the CEDB, one to Carpenter, one to Construction Craft Labourer, one to Mobile Crane Operator and one to Scaffolder. • There are two removals, one to Boilermaker and one to Ironworker (Reinforcing). • The Trade Examining Board recommends the removal of one member from Bricklayer.
<p>The Board of Directors broke for lunch – 12:20- 1:00 pm.</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Committee Reports	
<p>16. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> On behalf of the Trade Board Appointments Committee, Justin Hoyes reported that the Committee met on September 9, 2024. Justin Hoyes reported that he will be the Chair of the Trade Board Appointments Committee. 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>17. 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 September 13, 2024. Bryan Leier reported that he will be the Chair of the Audit and Finance Committee. It was reported that there were no errors in the Audit. The planning calendar has been developed. 	<p>There was consensus to accept the report for information.</p>
<p>18. Governance Committee</p> <ul style="list-style-type: none"> On behalf of the Governance Committee, Dana Paidel reported that the committee met on September 11, 2029. Dana Paidel reported that he will be the Chair of the Governance Committee. All items from the meeting dealt with as decision items. 	<p>There was consensus to accept the report for information.</p>
<p>19. 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 August 28, 2024. All items from the meeting dealt with as decision items. 	<p>There was consensus to accept the report for information.</p>
Information Items	
<p>20. SK Red Seal 2023 Pass Rate</p>	<p>There was consensus to accept the report for information.</p>
<p>21. 2023-24 SK Real Completion Rate Research</p>	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
22. 2023-24 Technical Training Exit Survey	There was consensus to accept the report for information.
23. ESDC Apprenticeship Grants	There was consensus to accept the report for information.
24. SATCC 2024 Apprenticeship Celebration Dinner – December 6, 2024.	There was consensus to accept the report for information.
Recurrent Information Items	
25. Commission Operational Update <ul style="list-style-type: none"> • Due to election restrictions and guidelines, the report is not available. 	There was consensus to accept the report for information.
26. Other Business <ul style="list-style-type: none"> • There was no other business. 	
Jeff Ritter, Shaun Augustin, Dave Peters, Tamara Sentes, Nancy Porter, Remi Poitras, Sherry Morcom left the meeting at 1:50 pm.	
27. In-Camera	There was an in-camera session.
28. Next Meeting <ul style="list-style-type: none"> • Dec. 5, 2024 (Strategic-Risk Planning) • Dec. 6, 2024 (Regular Board Meeting) 	
29. Adjournment	The meeting adjourned at 2:30 pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

