



**Commission Board of Directors
December 6, 2024
10:00 AM – 1:15 PM
Hybrid Meeting**

Meeting Number 2024-25-02

Members Present:

Bryan Leier
Nikki Langdon
Brent Dubray
Leonard Manitoken
Karen Zunti
Susan Daigneault
Zack Somer

Jeff Sweet
Dana Paidel
Richelle Bourgoin
Justin Hoyes
Brett Vandale
Chris Lysitza
Julien Brazeau

Regrets:

Karen Low
Dion Malakoff
Clint Repski

Ryan Cunningham
Mike Pesthill
Dawn Wreford

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Dave Peters (part)

Nancy Porter (part)
Sherry Morcom – Recorder (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Welcome, Introductions and Land Acknowledgement	
2. Adoption of the Agenda	Motion #2024-25-02-01 There was consensus to approve the agenda.
3. Minutes of September 18, 2024, and Business Arising Business Arising There was no Business Arising.	Motion #2024-25-02-02 There was consensus to approve the Minutes of September 18, 2024.
4. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2024-25-02-03 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. 	Motion #2024-25-02-04 There was consensus to accept the CEO Report as presented.
Decision Items	
6. F2 Minimum Surplus <ul style="list-style-type: none"> • In 2024-25, the SATCC is experiencing unfunded pressures of approximately \$570K. The unfunded pressures are partially offset by approximately \$367K through a combination of expense savings and using available funds in the SATCC’s accumulated surplus. This leaves the SATCC \$203K on being able to fund its forecasted deficit of \$3.08M in 2024-25. • The SATCC has a F2 Minimum Surplus of \$700K. The Commission Board has the authority to use money in this restricted fund for emergency situations. Management is requesting the Commission Board to approve use of funds in 2024-25. • SATCC has been working with Immigration and Career Training officials regarding the Special Warrant process. The Briefing Package was to have been forwarded to the Minister. • The issue of MyCreds will be discussed with Ministry of Education and Immigration and Career Training to find a resolution. 	Motion #2024-25-02-05 There was consensus to approve the use of up to \$203,000 of the F2 Minimum Surplus to fund a shortfall in its 2024-25 Budget.

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<ul style="list-style-type: none"> It was noted that reduction to seats to cover administrative costs is not a preferred option. Internal and external efficiencies were discussed. 	
Committee Reports	
<p>7. 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 did not meet. 	<p>There was consensus to accept the report for information.</p>
<p>8. 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 November 29, 2024. <p>a) Pulse Check</p> <ul style="list-style-type: none"> The Pulse Check includes a subset of performance measures in the business plan. The Commission Board may use this dashboard reporting to frame its questions and discussion of performance with management. <p>b) Performance Management</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. By the end of October 2024, the SATCC is exceeding or achieving on 11 of 33 measures (33.3% of the total) and progressing on 6 measures (18.2%). Seven (7) measures are not being met (21.2% of the total). It should be noted that five of the measures not being met are for underrepresented groups. The targets for the underrepresented groups measures were all increased in 2024-25 as 'stretch' targets. The YTD actuals have either increased or decreased slightly compared to their 2023-24 value (i.e. there has been minimal change). Achieving the higher 'stretch' targets 	<p>There was consensus to accept the report for information.</p>

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<p>will take time to achieve. Nine (9) measures (27.3%) currently have a No Report status due to timing.</p> <p>c) YTD Financials</p> <ul style="list-style-type: none"> • The SATCC’s year-to-date (YTD) surplus is \$2.5M as of October 31, 2024. The actual YTD surplus is higher than the budgeted surplus of \$1.2M budgeted in the first four months of 2023-24 by \$1.3M (107.5%). The higher-than-budgeted YTD surplus is primarily due to: <ul style="list-style-type: none"> ○ YTD revenues are higher than budget by \$1.459M (15.9%) because of greater Client Fees and a higher GRF Grant due to timing issues; and ○ YTD expenses are higher-than-budgeted by \$164K (2.1%) primarily due to an increase in Salaries & Personnel from retroactive pay. Program Contractual Services and Other Contractual Services have also increased due to timing of payments. These increases are partially offset by decreases in other remaining expense line items. <p>d) Training Forecast</p> <ul style="list-style-type: none"> • The 2024-25 Budget assumed SATCC will purchase 4,846 technical training seats. As of Oct.2024, 278 seats have officially been added, 304 seats have officially been cancelled and 28 seats are potential adds (i.e. Sask. Polytechnic has been requested to add 28 Plumber seats). • The current forecast for the 2024-25 training seat purchase is 4,848 seats, a net increase of two seats. The Program Contractual Services expense line item is currently forecasted to be \$86K under budget in 2024-25. However, direct training expenditures are forecasting \$5K over budget. 	

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<ul style="list-style-type: none"> • The Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget \$80K. IAI will fund more projects than budget and draw down the SATCC’s designated fund for IAI. • Innovation funding, spent on developing new training initiatives, is forecasted to be \$125K under budget due to a budgeting error. Program Development is forecasting under budget by \$47K as less projects are anticipated to be completed in 2024-25. • This forecast does not include seats/classes that could potentially be cancelled due to lower than anticipated demand. Figure 3 (i.e. the “Watch List”) shows potential seats to be cancelled this training year due to low enrollment in low enrollment trades along with potential upgrader seats. • Figure 3 indicates there are 43 seats that may potentially be canceled. However, there are 96 seats where potential additional demand exists to add any seats that may be cancelled due to low demand and/or if additional funding is available. The net add/cancel stands at +53 seats as of Oct.2024. • The net cost of the +53 seats is approximately \$190K. If none of the 43 seats on the cancel portion are actually cancelled, then the net cost of adding the 96 seats is approximately \$355K. <p>e) Financial Forecast</p> <ul style="list-style-type: none"> • The SATCC is forecasting a deficit, after amortization, of \$3.079M in 2024-25 in comparison to the budgeted deficit of \$3.109M. This is a \$30K (-1.0%) decrease in the budgeted deficit. <p>f) Internal Audit Report</p> <ul style="list-style-type: none"> • There are 2 audits underway; and no issued reports since the last A&F Committee update report (non planned) 	

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<ul style="list-style-type: none"> • 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&F Committee. <p>g) ERM Report</p> <ul style="list-style-type: none"> • The Commission Board of Directors identified and ranked 15 risks within the 2024-25 Enterprise Risk Management Plan. This report summarizes management’s progress at addressing each risk identified into Q1 2024-25. To the end of Oct.2024, the SATCC is ‘on track’ in addressing nine (9) risks (60.0% of the total), progressing on four (4) risks (26.7%) and not meeting on two (2) risks. There are no risks with a ‘no report’ status. 	
<p>9. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Bryan Leier reported that the committee did not meet. 	<p>There was consensus to accept the report for information.</p>
<p>10. Human Resources Committee</p> <ul style="list-style-type: none"> • On behalf of the Human Resources Committee, Bryan Leier reported that the Committee did not meet. 	<p>There was consensus to accept the report for information.</p>
<p>Information Items</p>	
<p>11. 2017-18 to 2023-24 Progression Report</p> <ul style="list-style-type: none"> • Apprentices who passed the starting level of technical training were 2.3 times more likely to successfully progress to the next level of training and attain certification than those who didn’t (94.8% vs. 40.5%). • The certification likelihood significantly increases with higher first-level marks (100.0% for >96 marks vs. 34.5% for <75 marks). 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> • Over half (53.2%) of apprentices attained certification during the analysis period. This represents a decrease from the 2017-18 cohort certification rate (55.9%); and the lowest recorded compared to the four previous cohorts. • Another third (36.8%) of apprentices in this cohort advanced at least one higher level of technical training beyond their first level of technical training completed. The remaining 10.0 per cent did not advance beyond the first level of technical training. • Apprentices in non-compulsory trades were about four percentage points more likely to certify than those in compulsory trades (54.3% vs. 50.9%). • Apprentices following the unconventional apprenticeship path tend to certify at a higher rate than those following the conventional path (65.0% vs. 49.0%). • Just under half (46.8%) of apprentices (588) did not achieve certification within the analysis period. About seven in 10 (68.2%) of those that did not complete were cancelled or paused in the SATCC system; 31.8 per cent continue to pursue their apprenticeship; and 3.2 per cent got a certificate after the analysis period. This increases the total certification rate to just under 55 per cent (54.7%) for the cohort. • About one in 10 certificate-less apprentices didn't pass their first level. Another 59.0 per cent progressed to an intermediate level, and one-third advanced to the final level. Of them, 70.1 per cent completed the technical training and trade hours but failed the certification exam 	
<p>12. 2013 to 2022-23 Learning Assessment and Accommodations Report</p> <ul style="list-style-type: none"> • The share of LAA apprentices advancing in their apprenticeship and achieving certification presented a downward trend for cohorts between 2014-15 and 2017-18. The 2018-19 cohort of LAA apprentices showed better outcomes than the previous one but is still lower than the 2014-15 results. While more than seven of 10 apprentices assessed and accommodated in 2014-15 advanced in their 	<p>There was consensus to accept the report for information.</p>

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<p>apprenticeship, and over four of 10 achieved certifications, the same was true for 56.9 per cent of apprentices in the 2018-19 LAA cohort, who advanced in their apprenticeship, and about one-third (32.8%) completed their journey person certification.</p> <ul style="list-style-type: none"> • The decrease may be attributed, at least partially, to the adverse effects of the COVID-19 pandemic on the provincial labour market and the SATCC's inability to provide face-to-face services when most of the health restrictions were in place - between 2020 and 2022, years considered within this report's analysis period. Apprenticeship progression will likely improve post-COVID-19 pandemic. • Of those certificate-less LAA apprentices' cohorts 2014-15 to 2018-19, as of June 30, 2024, 13.3 per cent completed their program after the analysis period, and 18.6 per cent continue to pursue certification. • Early intervention positively impacted apprenticeship outcomes for apprentices assessed and accommodated between 2014-15 and 2018-19. Those apprentices who were newer in the apprenticeship system when they were assessed and accommodated showed better outcomes than those who had been registered for more than ten years before they accessed this support. 	
<p>The Board of Directors broke for lunch 11:45-12:20</p>	
<p>13. Upgrading Outcomes – 2021-22 to 2023-24</p> <ul style="list-style-type: none"> • Over seven of 10 upgraders in the cohort 2021-22 passed the upgrading training, and more than eight of 10 upgraders in the 2022-23 and 2023-24 cohorts did so. • Trade qualifiers were more likely than apprentices to pass the upgrading course in 2021-22 and 2023-24, while in 2022-23 the opposite was observed. • The 2021-22 cohort of voluntary and mandatory upgraders recorded about the same upgrading pass rate. For 2022-23, mandatory upgraders outperformed voluntary upgraders, but the opposite was true for 2023-24 upgraders. 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> • Over six of 10 2021-22 upgraders who passed the course and attempted the exam were issued a certificate. This is above the previous cohort certification rate by 5.2 percentage points. Preliminary results for the 2022-23 cohort show an upward trend. • The 2021-22 cohort of voluntary upgraders certify at a modestly higher rate than mandatory upgraders (66.7% vs. 60.4%). • Classroom upgraders recorded a higher course pass rate and certification rate than those in the online format. However, more upgrading courses were held online. 	
<p>14. Canadian Apprenticeship Forum – Labour Market Information</p> <ul style="list-style-type: none"> • The CAF-FCA <i>2024 National Apprenticeship Report</i> is authored by Prism Economics and Analysis (Prism), who developed the Canadian System for Tracking Apprenticeship Qualifications (CANTRAQ) to track demand requirements and supply of trade certifications. CAF-FCA supported the development of the methodology and continues to work in collaboration with Prism to better understand apprentice supply and demand. • The report presents the most recent apprenticeship data and projections from the CANTRAQ system to provide a forward-looking assessment of demand and supply for trade certification across Red Seal trades in Canada. National, provincial, and trade-specific assessments of demand and supply projections for the 15 largest Red Seal trades are provided. • The report focuses on the number of new certified workers required to maintain the current certification share of Canada’s skilled trades workforce. It is understood that hiring requirements for voluntary trades, where certification is not a legal requirement to practice the occupation, may be met through non-apprentices or workers without a Certificate of Qualification (CofQ). 	<p>There was consensus to accept the report for information.</p>

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<p>15. CCDA Fall Meeting</p> <ul style="list-style-type: none"> The CCDA met in Ottawa on November 6 and 7, 2024. Dave Peters, COO, attended virtually. 	<p>There was consensus to accept the report for information.</p>
<p>Recurrent Information Items</p>	
<p>16. Commission Operational Update</p> <ul style="list-style-type: none"> This information is included and intended for Directors to share with their respective clients and stakeholders. 	<p>There was consensus to accept the report for information.</p>
<p>17. Other Business</p> <ul style="list-style-type: none"> The PSC has been doing a review of the Short-Term Incentive Compensation Program. Jeff Ritter is the only employee of the SATCC Board of Directors. PSC/ICT will work with Jeff Ritter during the review. 	
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Nancy Porter and Sherry Morcom left the meeting at 1:05 pm.</p>	
<p>18. In-Camera</p>	<p>There was an in-camera session.</p>
<p>19. Next Meeting</p> <ul style="list-style-type: none"> January 28, 2025 (Strategic Planning) January 29, 2025 	
<p>20. Adjournment</p>	<p>The meeting adjourned at 1:15 PM</p>

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

December 6, 2024

