

Commission Board of Directors
September 24, 2025
10:00 AM – 3:10 PM
Hybrid Meeting

Meeting Number 2025-26-01

Members Present:

Jeff Sweet
Ryan Cunningham
Karen Low
Drew Wilby
Bryan Leier
Karen Zunti
Nikki Langdon
Robert Follett
Mike McLean

Julien Brazeau
Dana Paidel
Clint Repski
Justin Hoyes
Dawn Wreford
Chris Lysitza
Zack Somer
Dylan Smart
TJ King

Regrets:

Mike Pesthill (Guest)
Sheldon Wuttunee

Susan Daigneault

Guests:

Rob DeRooy

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Sherry Morcom – Recorder (part)
Maryam Karimi (part)

Kara Molnar (part)
Chelsea Coupal (part)
Dave Peters (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Land Acknowledgement	
2. Welcome and Introductions	
3. Adoption of the Agenda	Motion #2025-26-01-01 There was consensus to approve the agenda.
4. Minutes of June 18, 2025, and Business Arising Business Arising There was no Business Arising.	Motion #2025-26-01-02 There was consensus to approve the Minutes of June 18, 2025.
5. Chair Report <ul style="list-style-type: none"> The Chair Report was included in the meeting package. 	Motion #2025-26-01-03 There was consensus to accept the Chair Report as presented.
6. CEO Report <ul style="list-style-type: none"> The CEO Report was included in the meeting package. 	Motion #2025-26-01-04 There was consensus to accept the CEO Report as presented.
Decision Items	
7. 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. Bryan Leier assumed the role of Chair and called for nominations for the position of Vice-Chair of the Commission Board. Julien Brazeau nominated Jeff Sweet for the position of Vice-Chair, seconded by TJ King. The Chair called a second time for nominations for the position of Vice-Chair. 	Motion #2025-26-01-05 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.

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<ul style="list-style-type: none"> The Chair called a third and final time for nominations for the position of Vice-Chair. There were no further nominations. 	
<p>8. 2025-26 Business Plan</p> <ul style="list-style-type: none"> The Commission Board approved recommending the 2025-26 Business Plan to the Minister on June 18, 2025. The Minister approved the plan as presented except for the recommendation to increase the following administrative fees: <ul style="list-style-type: none"> The Entrance Requirements Training (IXL) fee will increase from \$25 to \$50; All certificates and document replacement fees (includes Blue Seal Certificates, Hairstylist Learners Certificates and Document Replacement) will increase from \$75 to \$100; and, The ‘upgrading’ evaluation fee will increase from \$125 to \$150. None of the administrative fee changes listed above would have had an impact on this year’s budget if they had been approved. 	<p>Motion #2025-26-01-06</p> <p>There was consensus to adopt the Minister approved SATCC 2025 26 Business Plan.</p>
<p>9. 2025-26 Annual Report and Audited Financial Statements</p> <ul style="list-style-type: none"> The SATCC 2024-25 Annual Report (AR) must be tabled in the Legislature no later than October 27, 2025. Prior to tabling, the AR goes through a number of reviews and approvals including the SATCC SMT, Audit and Finance Committee (A&F), the Provincial Auditor and the Provincial Comptroller (Ministry of Finance). 	<p>Motion #2025-26-01-07</p> <p>There was consensus to approve the SATCC 2024-25 Annual Report, including the audited financial statements and Balanced Scorecard reporting.</p>
<p>Rob DeRooy joined the meeting at 11:00 am</p> <p>Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar and Sherry Morcom left the meeting at 11:02 am.</p>	
<p>10. CEO 2024-25 Performance Evaluation (In-camera with CEO)</p> <ul style="list-style-type: none"> There was an In-camera with the CEO. 	<p>Motion #2025-26-01-08</p> <p>There was consensus to approve the report.</p>

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Rob DeRooy left the meeting at 11:37 am.	
<p>11. CEO 2025-26 Short Term Incentive (STI) Plan (In-Camera with CEO)</p> <ul style="list-style-type: none"> • The CEO ‘Exceeded’ or ‘Achieved’ on 13 of 16 measures (81.2% of the total) while ‘Not Meeting’ on three measures (18.8%). • The COO’s STI payment is \$22,600 • The CFO’s is \$22,436 	<p>Motion #2025-26-01-09</p> <p>There was consensus to approve the 2024-25 STI payment of \$27,148 for the Chief Executive Officer.</p>
<p>12. CEO 2025-26 STI Program Measures and Targets</p> <ul style="list-style-type: none"> • The proposed 2025-26 CEO STI program has 16 measures, the same as in 2024-25. The targets for the measures are similar to last year except for the following measures: <ul style="list-style-type: none"> • Annual/Surplus Deficit; • Administrative Cost Change; • Indigenous Share of the SATCC Workforce; and • Trade Board Meetings. • The targets for the first two measures changed due to the 2025-26 Budget. The target for the Indigenous Share of the SATCC Workforce is raised from 12 per cent to 14 per cent to support the goal of increasing Indigenous representation at the SATCC. The target for Trade Board Meetings was increased from 130 to 140 to reflect increased engagement activity with industry. 	<p>Motion #2025-26-01-10</p> <p>There was consensus to approve the proposed measures and targets in the 2025-26 Short-Term Incentive (STI) Program.</p>
Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar and Sherry Morcom joined the meeting at 12 noon.	
<p>13. 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. • The SATCC Board of Directors has four standing committees: <ul style="list-style-type: none"> • Audit and Finance Committee • Governance Committee • Human Resources Committee 	<p>Motion #2025-26-01-11</p> <p>There was consensus to approve the existing committee members and repopulate committees with new board members:</p> <p style="padding-left: 40px;">Audit and Finance Committee representative</p> <p style="padding-left: 40px;">Governance Committee representative</p>

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<ul style="list-style-type: none"> • 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>Trade Board Appointments Committee representatives</p>
<p>The Commission Board of Directors broke for lunch – 12:07-12:45</p>	
<p>14. 2025-26 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 2025-26: <ul style="list-style-type: none"> • G8 Role of Chief Executive Officer • G11 Board/Staff Relationships • G12 Trade Board Chairperson Selection • G13 Trade Board Vacancies • G14 Trade Board Size • G15 Nomination of Board Chairperson and Vice-Chairperson • F1 Accounting Policies • F4 Inventory, Accounting, Reporting and Management • F5 Accounts Receivable (A/R) Collection & Write-Off or Cancellation Policy • P1 Process for Designating or Removing the Designation for a Voluntary Trade or Sector • P3 Process for Responding to Requests for the Red Seal Endorsement Mark or Logos 	<p>Motion #2025-26-01-12</p> <p>There was consensus to approve the recommendation schedule for reviewing the SATCC Board policies.</p>
<p>15. 2026-27 to 2028-29 Internal Audit RFP Process</p> <ul style="list-style-type: none"> • An internal audit function can help mitigate organizational risks. Audit projects can reveal necessary improvements to policies, procedures, internal controls, etc. that reduce potential negative outcomes for the organization. 	<p>Motion #2025-26-01-13</p> <p>There was consensus to approve the recommendation to continue with a (contracted) internal audit function for the SATCC and that the Audit and Finance Committee conduct an RFP process to select a vendor for a new three-year contract with the option of a further three-year renewal.</p>

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<ul style="list-style-type: none"> • A contracted internal audit function can provide outside expertise that is not easily replicated within an organization. Large consulting firms that provide this type of service generally have access to a wide range of resources and expertise the SATCC would not be able to replicate if it hired internal audit staff directly. • Having the internal audit function report to the Commission Board through the Audit and Finance Committee is also a best practice to maintain the independence of the internal audit function. Hiring an external firm also preserves the independence of the internal audit function as it lessens management's influence. • The current contract with KPMG is set to expire in 2025-26 and can no longer be renewed. An RFP process needs to be completed to select a vendor due to the dollar amount of a potential contract expected to be greater than \$75K. • The proposed three-year plan provides a basis for potential bidders to determine their bids. The RFP could also consider alternative proposals from bidders if it wanted to as well. 	
<p>16. Appointment and Removal Members to SATCC TBs, CEDBs, TEBs</p> <ul style="list-style-type: none"> • There were no appointments or removals of members 	For information only.
Committee Reports	
<p>17. 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 8, 2025. • 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. 	There was consensus to accept the report for information.
18. Audit and Finance Committee	There was consensus to accept the report for information.

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<ul style="list-style-type: none"> On behalf of the Audit and Finance Committee, Bryan Leier reported the committee met on September 19, 2025. 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. 	
19. Governance Committee <ul style="list-style-type: none"> On behalf of the Governance Committee, Dana Paidel reported that the committee met on September 11, 2025. Dana Paidel reported that he will be the Chair of the Governance Committee. All items from the meeting dealt with as decision items. 	There was consensus to accept the report for information.
20. Human Resources Committee <ul style="list-style-type: none"> On behalf of the Human Resources Committee, Bryan Leier reported that the Committee met on August 27, 2025. All items from the meeting dealt with as decision items. 	There was consensus to accept the report for information.
Information Items	
21. 2025 Budget Submission to ICT	There was consensus to accept the report for information.
<p>Nikki Langdon left the meeting at 1:45 pm.</p> <p>Drew Wilby and Clint Repski left the meeting at 1:55 pm.</p>	
22. SK Red Seal 2024 Pass Rate	There was consensus to accept the report for information.
<p>Karen Low left the meeting at 2:20 pm.</p>	
23. 2024-25 SK Real Completion Rate Research	There was consensus to accept the report for information.
24. Apprenticeship Learning Assessment and Accommodation (LAA) Outcomes: 2015-16 to 2024-25	There was consensus to accept the report for information.

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25. Stakeholder Engagement Strategy	There was consensus to accept the report for information.
26. Proposed changes to <i>The Apprenticeship and Trade Certification Commission Regulations, 2020</i> .	There was consensus to accept the report for information.
27. SATCC 2024 Apprenticeship Celebration Dinner – November 7, 2025.	There was consensus to accept the report for information.
Recurrent Information Items	
28. Commission Operational Update <ul style="list-style-type: none"> The report is included and intended for Directors to share with their respective clients and stakeholders. 	There was consensus to accept the report for information.
29. Other Business <ul style="list-style-type: none"> There was no other business. 	
Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar, Sherry Morcom left the meeting at 3:00 pm.	
30. In-Camera	There was an in-camera session.
31. Next Meeting <ul style="list-style-type: none"> Dec. 4, 2025 (Strategic-Risk Planning) Dec. 5, 2025 (Regular Board Meeting) 	
32. Adjournment	The meeting adjourned at 3:10 pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

September 24, 2025