



**Commission Board of Directors
December 5, 2025
10:00 AM – 1:08 PM
Hybrid Meeting**

Meeting Number 2025-26-02

Members Present:

Jeff Sweet
Ryan Cunningham
Dylan Smart
Drew Wilby
Bryan Leier
Karen Zunti (part)
Nikki Langdon
Susan Daigneault

Julien Brazeau
Sheldon Wuttunee
Clint Repski
Justin Hoyes
Robert Follett
Chris Lysitza
Zack Somer

Regrets:

Mike Pesthill (Guest)
Dawn Wreford
Dana Paidel

Mike McLean
Karen Low

Guests:

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Angela Funk – Recorder (part)
Maryam Karimi (part)

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

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Land Acknowledgement	
2. Adoption of the Agenda	Motion #2025-26-02-01 There was consensus to approve the agenda.
3. Minutes of September 24, 2025, and Business Arising Business Arising There was no Business Arising.	Motion #2025-26-02-02 There was consensus to approve the Minutes of September 24 th , 2025.
4. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2025-26-02-03 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 #2025-26-02-04 There was consensus to accept the CEO Report as presented.
Decision Items	
6. F1 Accounting Policies Review <ul style="list-style-type: none"> • Under the F1 policy, the SATCC accounting policies/practices are in accordance with generally accepted accounting principles (GAAP) for the public sector, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA Canada). The SATCC also follows the accounting policies/procedures within the Financial Administration Manual (FAM) of the Government of Saskatchewan. • In the last review, language was added to the F1 policy to clarify the Commission Board's ability to deviate from the above with a Commission Board-approved policy. No additional changes have been identified for the F1 policy. 	Motion #2025-26-02-05 There was consensus to approve the F1 Accounting Policies as presented.
7.a G8, G11 and G15 Policies Review <ul style="list-style-type: none"> • The G8 policy, Role of the Chief Executive Officer, and the G11 policy, Board-Staff Relationships, were reviewed with no changes recommended. Policy G15, Nomination of Board Chairperson and Vice-Chairperson, underwent modest language revisions to improve clarity and alignment with 	Motion #2025-26-02-06 There was consensus to approve the G8, G11 and G15 policies as presented.

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<p>existing practices. The proposed updates do not alter the intent or application of the policy.</p>	
<p>7.b Board Appointment Process</p> <ul style="list-style-type: none"> The SATCC Board has 12 industry representatives from four industry sectors. On July 5, 2026, the terms of 10 members will expire. For eight (8) of the members, to facilitate the appointment of industry representatives, the SATCC asks specific industry organizations to make nominations, as required in The Saskatchewan Apprenticeship and Trade Certification Act, 2019 (Act) and The Apprenticeship and Trade Certification Regulations, 2020 (Regulations 2020). 	<p>Motion #2025-26-02-07</p> <p>There was consensus to approve the Board Appointment processes for eight (8) expiring director positions. Each designated industry organization has proposed their process to recommend nominees for appointment to the SATCC Board of Directors.</p>
<p>8. Temporary Foreign Workers</p> <ul style="list-style-type: none"> The SATCC has been in discussion with Immigration and Career Training (ICT) on this policy amendment and has thoroughly discussed the options available to address employers' use of temporary work permit holders in compulsory trades and the growing presence of these temporary foreign workers in the trades. Alternatives considered was to register the contracts of the temporary permit holders and allow them to attend training like apprentices who are permanent residents of Canada, or to enforce compliance and require that no temporary work permit holders be eligible to work in compulsory trades and that those currently employed be let go of their positions. The latter was not considered a reasonable option given that employers are struggling with a labour shortage in the trades and have begun exploring these temporary permit holders as part of the solution to their labour needs. The option to register their contracts and allow them to attend technical training was considered a risk to invest in training funds for temporary residents when training seats are currently in high demand. 	<p>Motion #2025-26-02-08</p> <p>There was consensus to table this item and to bring this to ICT for further consultation. Will bring forward at next Board meeting on February 4th, 2026.</p>

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<p>9. Appointment and Removal Members to SATCC TBs, CEDBs and TEBs</p> <ul style="list-style-type: none"> On behalf of the Trade Board Appointments Committee, Justin Hoyes reported the committee met on September 8, 2025. 	<p>Motion #2025-26-02-09</p> <p>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).</p>
Committee Reports	
<p>10. Trade Board Appointments Committee</p> <p>On behalf of the Trade Board Appointments Committee, Justin Hoyes reported the committee met on September 8, 2025.</p>	<p>There was consensus to accept this report as information.</p>
<p>11. 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 December 1, 2025. <ul style="list-style-type: none"> a) Internal Audit Items(2025-26 Internal Audit Update and Open Action Plan Report) – One audit is underway and no reports have been issued since the last A&F Committee update report (non planned). Five audit projects have a combined nine Action Plans outstanding. Of these, six are overdue. b) 2025-26 PSAB Update - The Public Sector Accounting Board (PSAB) has introduced a revised Conceptual Framework and PS 1202 – Financial Statement Presentation, which will become mandatory for fiscal years beginning on or after April 1, 2026. These changes significantly impact public sector financial reporting by redefining service capacity, control, and reporting boundaries, and introducing a new financial statement presentation model. The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is preparing for a smooth transition to the new PSAB standards. Current practices demonstrate strong alignment with the revised standards, including clear accountability, robust asset and liability management, and comprehensive budget-to- 	<p>There was consensus to accept this report as information.</p>

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<p>actual reporting. Continued focus on adapting financial statement formats, refining classifications, and enhancing disclosures to ensure compliance and maintain transparency.</p> <p>c) Q1 2025-26 ERM Plan Update - 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 2025-26. To the end of Sept.2025, the SATCC is ‘on track’ in addressing 10 risks (66.7% of the total) and progressing on five (5) risks (33.3%). There are no risks with a ‘no report’ or ‘not meeting’ status.</p> <p>d) Oct 2025 Pulse Check - The Pulse Check includes a subset of all performance measures in the business plan. The Board will use this dashboard reporting to frame its questions and performance discussion with the CEO and management to have a more strategic and high-level focus in its meeting deliberations.</p> <p>e) Oct 2025 YTD Financials - The SATCC’s year-to-date (YTD) surplus is \$2.0M as of October 31, 2025. The actual YTD surplus is lower than the budgeted surplus of \$2.5M budgeted in the first four months of 2025-26 by \$510K (-20.1%).</p> <p>f) Oct 2025 Training Forecast - The 2025-26 Budget assumed the SATCC will purchase 5,009 technical training seats. As of October 2025, 168 seats have officially been added, 157 seats have officially been cancelled. The current forecast for the 2025-26 training seat purchase is 5,020 seats, a net increase of 11 seats. The Program Contractual Services expense line item is currently forecasted to be \$73k under budget in</p>	

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<p>2025-26. Direct training expenditures are forecasting \$203k under budget.</p> <p>g) Oct 2025 Financial Forecast - The SATCC is forecasting a deficit, after amortization, of \$795K in 2025-26 in comparison to the budgeted deficit of \$1.006M. This is a \$210.4K (-20.9%) decrease in the budgeted deficit.</p> <p>h) Oct 2025 Performance Management - 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 2025, the SATCC is exceeding or achieving on 12 of 33 measures (36.4% of the total) and progressing on 6 measures (18.2%). Five (5) measures are not being met (15.2% of the total) while 10 measures (30.2%) currently have a No Report status.</p>	<p>There was consensus to spend to the budgeted deficit to add additional seats, focusing on higher level classes.</p>
<p>The Commission Board of Directors broke for lunch at 12:00 pm and returned at 12:33</p>	
<p>12. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Dana Paidel reported the committee met on November 19, 2025. <ul style="list-style-type: none"> a) Reviewed policies G8, G11, and G15 - Policies G8 and G11. b) Board Appointment Process. 	<p>There was consensus to accept this report as information.</p>
<p>13. HR Committee</p> <ul style="list-style-type: none"> • On behalf of the Hr Committee, Bryan Leir reported the committee me on November 12, 2025. <ul style="list-style-type: none"> a) Q1 2025-26 STI Information Item - The STI YTD Status Summary Table is used to summarize the Chief Executive Officer's (CEO) performance on his Short-Term Incentive (STI) program in 2025-26. Through Q1, the CEO is 'Exceeding' or 'Achieving' on 8 of 16 measures (50.0% of the total) while 'Not Meeting' on one measure (6.25%). 	<p>There was consensus to accept this report as information.</p>

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One measure (Performance/Work Plan Completion) has been completed for 2025-26.	
Information Items	
<p>14. Designation of Industrial Electrician</p> <ul style="list-style-type: none"> With Alberta designating Industrial Electrician and introducing a new apprenticeship program that merges the Construction Electrician and Industrial Electrician Red Seal trades, the SATCC is consulting industry to gauge interest in designating Industrial Electrician in Saskatchewan. Once Alberta's program launches, Saskatchewan will be the only province without this designation. 	<p>There was consensus to accept the report for information.</p>
<p>15. IAI Evaluation Report</p> <ul style="list-style-type: none"> The SATCC conducted an evaluation of the IAI program for the period from 2017-18 to 2023-24, with the aim to gain insight into the program's ability to meet its goals, gain insight into the effectiveness of the program's processes and understand its impact on its stakeholders (i.e. program participants and communities). The review provided an opportunity to investigate improvements and recommend program enhancements. Based on these evaluation results, the Director of Innovation and Inclusion engaged the Senior management Team (SMT) in a series of consultations to determine SATCC's strategic path forward. 	<p>There was consensus to accept the report for information.</p>
<p>16. 2025 CCDA Fall Meeting</p> <ul style="list-style-type: none"> The CCDA met in Ottawa on November 4 for the National Trades and Apprenticeship Meeting 2025 and the CCDA Fall Meeting, November 5-6, 2025. The meetings were held in Ottawa and attended by Jeff Ritter, CEO of SATCC. The full agendas are attached below. 	<p>There was consensus to accept the report for information.</p>
Recurrent Information Items	
<p>17. Commission Operational Update</p> <ul style="list-style-type: none"> The report is included and intended for the Directors to share with their respective clients and stakeholders. 	<p>There was consensus to accept the report for information.</p>

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18. Other Business <ul style="list-style-type: none"> There was no other business. 	
Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar, Angela Funk and Maryam Karimi left the meeting at 1:05 pm. Jeff Ritter left the meeting at 1:07 pm	
19. In-Camera	There was an in-camera session.
20. Next Meeting <ul style="list-style-type: none"> February 4th, 2026 	
21. Adjournment	The meeting adjourned at 1:08 pm.

 Commission/Committee Chairperson

 Commission/Committee Vice Chairperson

