



**Commission Board of Directors
February 4, 2026
10:00 AM – 3:00 PM
Hybrid Meeting**

Meeting Number 2025-26-03

Members Present:

Bryan Leier
Ryan Cunningham
Karen Zunti
Nikki Langdon
Susan Daigneault
Zack Somer
TJ King

Julien Brazeau
Drew Wilby
Mike McLean
Dana Paidel
Robert Follett
Chris Lysitza

Regrets:

Mike Pesthill (Guest)
Dawn Wreford
Jeff Sweet
Justin Hoyes

Sheldon Wuttunee
Clint Repski
Karen Low
Dylan Smart

Guests:

Staff:

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

Kara Molnar (part)
Chelsea Coupal (part)
Dave Peters (part)
Evan Jamieson (Part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Land Acknowledgement	
2. Adoption of the Agenda	Motion #2025-26-03-01 There was consensus to approve the agenda.
3. Minutes of December 5, 2025, and Business Arising There was no Business Arising.	Motion #2025-26-03-02 There was consensus to approve the minutes of December 5, 2025.
4. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2025-26-03-03 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 #2025-26-03-04 There was consensus to accept the CEO Report as presented.
Decision Items	
6. Board Policies Review Decision Item <ul style="list-style-type: none"> • The following policies were reviewed: • F4 Accounting, Reporting and Management policy. No changes, other than language edits were required. • G12 Trade Board Selection policy. Proposes one addition to the procedures. • G13 Trade Board Vacancies. Proposed one spacing update. • G14 Trade Board Size. Proposed updates to Appendix A as well as some housekeeping updates. • P1 Process for Designing or Removing the Designation for a Voluntary Trade, Subtrade or Occupation. Proposed housekeeping changes. • P2 Revisions to Curriculum or Technical Training. Proposed housekeeping changes. • P3 Process for Responding to Requests for the Use of trademarks and Logos. Proposed housekeeping changes as well as the addition of a SATCC Proud Apprentice Employer Logo to the policy. 	Motion #2025-26-03-05 There was consensus to approve the changes and updates to the policies as presented.

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<p>7. Board Appointments Decision item</p> <ul style="list-style-type: none"> Management worked with the designated organizations to obtain nominees for the 10 expiring industry representative board positions (expiring in July 2026). Six (6) of the 10 are incumbent representatives while four (4) are newly recommended. 	<p>Motion #2025-26-03-06</p> <p>There was consensus to approve the nominated applicants identified.</p>
<p>8. Terms of Reference Decision Item</p> <ul style="list-style-type: none"> Revised Terms of References for all committees were presented at the April 2025 Board meeting with simplified language throughout. However, the Board did not approve the changes, as some edits unintentionally altered the meaning of key provisions. The Board asked management to review the previous versions to determine if the proposed language changes altered the meaning of the key provisions within each terms of reference. Management has reviewed the previous version of the HR Committee TOR, Governance Committee TOR, Audit & Finance Committee TOR, Standards Ad Hoc Committee, and the Trade Board Appointments Committee. The proposed plain language changes did not change the intent or meaning of the key provisions 	<p>Motion #2025-26-03-07</p> <p>There was consensus to approve the proposed changes to the Terms of Reference.</p>
<p>9. Appointment/Removal of Members to the SATCC Trade Boards (TB), Trade Examining Boards (TEB) or Curriculum and Examination Development Boards (CEDB).</p> <ul style="list-style-type: none"> The Trade Board has 39 appointments (including renewals). There are 3 removals, one to automotive sales Technician and two Bricklayers. The Trade Board recommends the appointment of three members to the CEDB. There are also 12 removals. The Trade Board recommends the appointment of two members to the TEB. There are two removals. 	<p>Motion #2025-26-03-08</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>

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<p>10. 2026-27 Tuition and Administrative Fee Review</p> <ul style="list-style-type: none"> • Management recommends there be no change in the tuition rate of \$120 per week but that a minimum four (4) weeks of tuition be charged for trades with training three (3) weeks or less. This is expected to generate approximately \$45K-\$50K annually in revenue (starting in 2027-28). • Management is recommending the following administrative fee increases of \$25 per fee: <ul style="list-style-type: none"> • Entrance Requirements Training fee from \$25 to \$50; • Blue Seal Certificates fee from \$75 to \$100; • Hairstylist Learners Certificate fee from \$75 to \$100; • Document Replacement fee from \$75 to \$100; and • Upgrading Evaluation fee from \$125 to \$150. • The proposed fee changes are estimated to increase revenues approximately \$20K - \$25K annually (starting in 2027-28). Combined, these changes will raise an additional \$65K-\$75K annually in revenue. • Change would not be effective until 2026-27 fiscal year. 	<p>Motion #2025-26-03-09</p> <p>There was consensus to approve the recommended fee structure to the Minister as presented.</p>
<p>11. Temporary Foreign Workers Decision Item</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 	<p>Motion #2026-26-03-10</p> <p>There was consensus to not approve this item.</p>

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<p>considered a risk to invest training funds for temporary residents when training seats are currently in high demand.</p> <ul style="list-style-type: none"> • Open work permit is a flexible document allowing foreign nationals to work for almost any employer. It provides freedom to change employers and locations, often issued to specific groups like international graduates, spouses of foreign workers, or in specialized immigration programs. • TFWP – ESDC Canada can approve. • SATCC has issued non-compliance notice, but has not forced action until they reach a compliance. Employers do know the rules. • Permanent residency can take 6 months to 95 years. On average 18 month to 2 year timeline if they are coming through the SINP. • SINP has 75 to 80 percent approval rate. • No federal or provincial subsidies offered. 	
<p>12. Fully Completed Apprentice Certification</p> <ul style="list-style-type: none"> • The certification would allow apprentices who successfully complete all levels of technical training, and the required hours of on-the-job training to work in that trade as a fully completed apprentice, however, they would not be considered as journeypersons unless they are successful at the Red Seal examination. It is proposed that the certification issued would allow individuals to continue in the trade, however, they would not be counted in ratio, they would require only the remote supervision of a journeyperson and, they would not be authorized to supervise or mentor apprentices. • The certification of completion of apprenticeship training will serve as recognition of the achievement of successfully completing all levels of apprenticeship training. • After 2 attempts (and every attempt after), they have to complete training plans/upgrading before they go for another attempt. • After 4 attempts they are required to apply to the COO to get approval to try again. • Red Seal Canada has not been contacted. 	<p>Motion #2025-26-03-11</p> <p>There was consensus to issue a fully completed apprentice certification recognizing the completion of apprenticeship training to individuals who have successfully completed all levels of apprenticeship training, including the required hours of on-the-job training. It is proposed that these apprentices would be recognized with a certification which would allow them to continue careers in either compulsory, or non-compulsory, trades with this certification as fully completed apprentices.</p> <p>The commission voted. Six members voted against and seven members voted to approve the item.</p>

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<p>The Commission Board of Directors broke for lunch at 12:20 pm and returned at 12:50pm Evan Jamieson joined the meeting at 1:00 pm</p>	
<p>13. Gasfitter HR Plan</p> <ul style="list-style-type: none"> • Both the Plumber and Steamfitter-Pipefitter Trade Boards have recommended implementing a Human Resource Plan for Gasfitter Class B and Class A. This plan has been designed by Program Development to ensure the curriculum delivered at each level will be harmonized with the Red Seal curriculum of each designated trade. The plan includes: <ul style="list-style-type: none"> • Integration of standardized Gasfitter Class B curriculum and assessments into existing apprenticeship technical training for select trades. • Pathways to certification in Gasfitter Class B upon completion of Level 3 technical training. • Creation of a standalone, block-release Gasfitter Class B technical training level for eligible journeypersons. • Creation of a standalone, block-release Gasfitter Class A technical training level for Class B journeypersons. 	<p>Motion #2025-26-03-12</p> <p>There was consensus to approve the Human Resource Plan for Gasfitter Class B and Class A, enabling the delivery of technical training in Saskatchewan to support increased certification in both designated trades.</p>
<p>14. ASMW Subtrade Designation</p> <ul style="list-style-type: none"> • The Sheet Metal Worker industry has identified a need for standardized training specific to architectural sheet metal work. This work requires specialized knowledge and skills distinct from those outlined in the current Sheet Metal Worker occupational standard. • To address this gap, the industry has submitted an application for the designation of Architectural Sheet Metal Worker as a subtrade. The Designation Package includes: <ul style="list-style-type: none"> • Human Resource Plan for the subtrade • Subtrade details (5,400 hours and three levels of technical training) • Draft scope statement and regulatory definitions • Essential Skills • Designation status across Canada 	<p>Motion #2025-26-03-13</p> <p>There was consensus to approve the designation of Architectural Sheet Metal Worker as a subtrade under the Sheet metal Worker trade in accordance with the Apprenticeship and Trade Certification Act, 2019.</p>

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<ul style="list-style-type: none"> • Letters of support from industry and other Saskatchewan trades. • Saskatchewan Occupational Standard (SOS) <p>Evan Jamieson left the meeting at 1:32pm</p>	
Committee Reports	
<p>15. Standards and Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Justin Hoyes reported the committee met on January 19th, 2026. 	<p>There was consensus to accept this report as information.</p>
<p>16. 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 February 2, 2026 <p>a) 2025-26 IA Plan Update - Audits in progress – 2 audits are underway. Issued reports – none issued since the last A&F Committee update report (none planned). 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> <p>b) Internal Audit Update Open Action Plan - This item focuses on overdue Action Plans vs. providing details on all Action Plans that are still in progress and not yet due. 5 audit projects have a combined 7 Action Plans outstanding. Of these, 4 are overdue (i.e., the originally agreed timeline for implementation has passed without being fully implemented). Since the last A&F Committee meeting 0 findings with Actions Plans have been added and 2 were closed.</p> <p>c) 2025-26 ERM Plan Update - The Commission Board of Directors identified and ranked 15 risks within the 2024-</p>	<p>There was consensus to accept this report as information.</p>

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<p>25 Enterprise Risk Management Plan. This report summarizes management’s progress at addressing each risk identified into Q2 2025-26. To the end of Dec.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) Dec 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) Dec 2025 Performance Management - By the end of December 2025, the SATCC is exceeding or achieving on 18 of 33 measures and progressing on 6 measures. Five measures are not being met while four measures currently have a No Report status.</p> <p>f) The SATCC’s year-to-date net financial gain is \$2.6M as of December 31, 2025. The actual YTD surplus is higher than the budgeted surplus of\$2.1M budgeted in the first 6 months of 2025-26 by \$509K.</p> <p>g) Dec 2025 Training Forecast - Summary of the Saskatchewan Apprenticeship and Trade Certification Commission’s (SATCC) revenues, expenditures and surplus/(deficit) for the 4-month period ending October 31, 2025. 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.</p> <p>h) Dec 2025 Financial Forecast - The SATCC is forecasting a net loss, after amortization, of \$549.6K in 2025-26 in comparison to the budgeted deficit of \$1.006M. This is a \$456K (-45.3%) decrease in the budgeted deficit.</p>	

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<p>17. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Dana Paidel reported the committee met on January 19, 2026. <ul style="list-style-type: none"> a) Reviewed policies P1, P2, P3, G12, G13, G14 and F4 b) Reviewed Terms of Reference for all committees. 	<p>There was consensus to accept this report as information.</p>
<p>18. HR Committee</p> <ul style="list-style-type: none"> • On behalf of the HR Committee, Bryan Leir reported the committee did not meet. 	<p>There was consensus to accept this report as information.</p>
<p>Information Items</p>	
<p>19. 2026-27 Training Needs Assessment</p> <ul style="list-style-type: none"> • Management has completed its 2026-27 Training Needs Assessment (TNA). The 2026-27 TNA is forecasting the demand for technical training at approximately 6,000 seats (5,982) next year. The total forecasted demand in 2026-27 is approximately 20 per cent greater than the 5,000 seats budgeted in 2025-26. • Sask. Polytechnic has an estimated increase of approximately 650 seats. The remainder of the increase (330 seats) is with the other training providers. The 2026-27 TNA includes the addition of several Level 1 classes through the colleges in trades not previously offered. The goal is to expand the availability of more rural-based training where apprentices live and work. • The total expenditure of the 2026-27 TNA is projecting an increase from \$22.9M to \$29.0M, an increase of approximately \$6.1M. The increase in expenditure is partially offset by an increase in tuition of \$1.1M (\$3.9M in the 2025-26 Budget to \$5.0M in the 2026-27 TNA). The increase in tuition is a mix of the increase in the volume of the seats and having all seats subject to the \$120 per week tuition rate that became effective on July 1, 2025. 	<p>There was consensus to accept this report as information.</p>
<p>20. 2018-19 to 2024-25 Progression Report</p> <ul style="list-style-type: none"> • The SATCC’s 2024-25 progression research identifies and compares the outcomes of technical training and certification for cohorts from 2015-16 to 2019-20, and 	<p>There was consensus to accept this report as information.</p>

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<p>preliminary results for 2020-21 and 2021-22. The following are some highlights:</p> <ul style="list-style-type: none"> • Conventional vs Non-Conventional Pathways. About three-quarters of apprentices followed the ‘conventional’ path (i.e. start training at Level 1). • Progression Rates. From 2015-16 to 2019-20, about 8 out of 10 apprentices advanced at least one level during their training. • Progression Rates. From 2015-16 to 2019-20, about 8 out of 10 apprentices advanced at least one level during their training. • Progression Rates. From 2015-16 to 2019-20, about 8 out of 10 apprentices advanced at least one level during their training. 	
<p>21. 2025 Apprentice and Employer Satisfaction Surveys</p> <ul style="list-style-type: none"> • The Apprentice and Employer Satisfaction Surveys aim to measure SATCC’s client satisfaction with the quality of the apprenticeship system and its services. In 2025, respondents were also asked about barriers and support needed in the apprenticeship, the technical training enrollment process and schedule and the Women in Skilled Trades Initiative (WISTI). The following are the key findings from the 2025 surveys, showing results for those who strongly and somewhat agree with the statements. • Apprentices’ training satisfaction remains high. • Employers rated the quality of journeypersons who completed an apprenticeship at 93%. • Satisfaction with ATC’s services and staff rebounded from 2023. • There is strong satisfaction with the current training registration process and schedule. • Underrepresented groups identified barriers and support needed to progress through their apprenticeship journey. • Support and Benefits from the Women in Skilled Trades Initiative (WISTI). 	<p>There was consensus to accept this report as information.</p>
<p>22. Marketing and Promotion Overview 2025-26</p>	

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<ul style="list-style-type: none"> • Every year, the SATCC develops and implements an annual communications and marketing plan. The 2025-26 Communications and Marketing Plan outlines the activities the branch aims to undertake in the 2025-26 fiscal year in support of the goals and objectives in the annual Business Plan. The plan articulates how the branch plans to promote apprenticeship to the SATCC's target audiences during the year. It is a living document that the branch reviews and revises as necessary throughout the year. • The SATCC's Communications and Marketing branch is made up of seven positions: <ul style="list-style-type: none"> • Director, Communications and Marketing (Regina) • Manager, Communications and Marketing (Regina) • Social Media and Marketing Consultant (Regina) • Manager, Saskatchewan Youth Apprenticeship (SYA) Program (Saskatoon) • Saskatchewan Youth Apprenticeship Program (SYA) Consultants (2) (Saskatoon, Regina) • SYA and Communications Administrative Coordinator (Regina) • The branch is also responsible for the SYA program, which promotes the benefits of apprenticeship and careers in the skilled trades to high school students. 	
Recurrent Information Items	
<p>23. 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. 	There was consensus to accept the report for information.
<p>24. Other Business</p> <ul style="list-style-type: none"> • There was no other business. 	
<p>Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar, Angela Funk and Maryam Karimi left the meeting at 2:37pm.</p>	
<p>25. In-Camera</p>	There was an in-camera session.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
26. Next Meeting <ul style="list-style-type: none"><li data-bbox="176 175 380 204">• April 1, 2026	
27. Adjournment	The meeting adjourned at 2:40pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

