

Commission Board of Directors
June 17, 2026
10:00 AM – 3:00 PM
Hybrid Meeting

Meeting Number 2025-26-06

Members Present:

Bryan Leier
Ryan Cunningham
Karen Zunti
Nikki Langdon (part)
Jeff Sweet
Justin Hoyes
TJ King
Dylan Smart

Julien Brazeau
Drew Wilby
Susan Daigneault
Zack Somer
Sheldon Wuttunee
Chris Lysitza
Dawn Wreford
Karen Low

Regrets:

Mike Pesthill (Guest)
Mike McLean
Dana Paidel

Robert Follett
Clint Repski

Guests:

Staff:

Jeff Ritter (part)
Shaun Augustin (part)
Angela Funk – Recorder (part)
Dean Frey (Part)

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

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
1. Land Acknowledgement	
2. Adoption of the Agenda	Motion #2025-26-06-01 There was consensus to approve the agenda.
3. Minutes of April 1, 2026, and Business Arising There was no Business Arising.	Motion #2025-26-06-02 There was consensus to approve the minutes of April 1, 2026.
4. Chair Report The Chair Report was included in the meeting package.	Motion #2025-26-06-03 There was consensus to accept the Chair Report as presented.
5. CEO Report The CEO Report was included in the meeting package.	Motion #2025-26-06-04 There was consensus to accept the CEO Report as presented.
Decision Items	
6. 2026-27 Business Plan and Budget - Management has made modest changes in finalizing the 2026-27 Business Plan. The changes from the initial draft are listed below: - Added the language for the Statement from the Minister; - The 2026-27 Budget has been revised with the latest known information on revenues and expenses; and - The targets for the measures in the Balanced Scorecard have been added. - The Commission Board needs to provide management with any final edits or adjustments to the 2026-27 Business Plan.	Motion #2025-26-06-05 There was consensus to provide its support to recommend the 2026-27 Business Plan to the minister.
7. 2026-27 Enterprise Risk management Plan For 2026-27, management has identified 15 risks, across seven (7) risk categories, in the 2026-27 ERM Plan. There is one (1) 'high' risk, seven (7) 'medium' risks and seven (7) 'low' risks based on a 'post-mitigation' risk scoring. No extreme risks have been identified/scored in the 2026-27 ERM Plan.	Motion #2025-26-06-06 There was consensus to approve the 2026-27 ERM Plan.
8. 2026-27 Internal Audit Plan As per the Commission Board's direction, management canceled the RFQ procurement process for the internal audit function due to financial	Motion #2025-26-06-07 There was consensus to accept SATCC will not have an internal audit function in 2026-27.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
reasons. All bidders to the RFQ have been contacted by management to inform them of the decision.	
9. F5 Accounts Receivables (A/R) Collection & Write-Off or Cancellation Policy - The F5 policy outlines the SATCC’s accounts receivable controls and collection practices. The SATCC will identify uncollectible receivables and request write-off or cancellation by the Audit and Finance Committee for amounts \$1,000 or greater and by the CEO or delegate for amounts less than \$1,000. It also provides the procedures for the collection activities for outstanding accounts receivables. - Management recommends the \$1,000 threshold be raised to \$1,500. The threshold is intended to keep write-offs, like tuition, within the CEO’s purview with larger write-offs receiving approval from the Audit and Finance Committee. The current tuition rate (\$120 per week) leaves the typical tuition at \$960 per class (8 week class x \$120 per week). The next increase in tuition will, at minimum, increase tuition per class to \$1,000. This would mean that all tuition-related accounts receivables would come to the Audit and Finance. Management is recommending the threshold increase to keep with the spirit of the F5 policy. Otherwise, there are no substantive changes to the policy (i.e. the recommended policy remains the same as the previous review in June 2023). Dean Frey joined the meeting at 10:44 am	Motion #2025-26-06-08 There was consensus by the Board to accept the F5 – Accounts Receivable Collection and Write-off or Cancellation Policy
10. Changes and Updates to the Apprenticeship and Trade Certification Regulation Changes - The Commission operates under the authority of The Apprenticeship and Trade Certification Act, 2019, along with The Apprenticeship and Trade Certification Regulations, 2020 (Ministry regulations) and The Apprenticeship and Trade Certification Commission Regulations, 2020 (Commission regulations). - The Apprenticeship and Trade Certification Commission Regulations, 2020 have been amended to enable final approval of new trade designations. This process also provided an opportunity to review and update the regulations to reflect operational needs and incorporate other improvements.	Motion #2025-26-06-09 There was consensus by the Board to bring this back along with the Policy on Advanced Standing.

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• Changes the Commission regulations include: • designating new trades, subtrades and occupations; • de-designating four trades; • amending trade specific details to align with harmonization; • redefining an apprenticeship year to be based hours rather than hours and calendar years; • amending language for Certificate of Completion of Apprenticeship to provide flexibility to amend the intention of the certificate; • replacing indentured with registered throughout; • adding reference to parental leave; • the ability to provide documents, such as cancellation notices, electronically by email or through MyATC; • adding language to align with the goal of securely issuing certificates; • reviewing the correct use of cancellation, termination, and suspension of apprenticeship contracts and certificates; • reviewing references to occupations to clearly define regulations and processes for occupations, and; • some housekeeping items to align the regulations to follow current Commission operations and regulation format. Sheldon Wuttunee left the meeting at 11:00 am Dean Frey left the meeting at 11:13 am	
11. 2026-27 Board Meeting Dates • The Apprenticeship and Trade Certification Act, 2019 requires the SATCC Board to meet at least six times per year and an annual general meeting to elect the Board Chair and Vice-Chair before September 30th. • The schedule is proposed for the entire fiscal year and the first meeting of the following year so Board members and management can plan their calendars accordingly and meet legislative requirements. The schedule also ensures the business requirements of the Commission are met on time. • Meetings will be held in the SATCC Boardroom at 2140 Hamilton Street, Regina starting at 10:00 AM with Microsoft Teams available for remote participants.	Motion #2025-26-06-10 There was consensus by the Board to accept the recommended meeting dates as proposed.

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- Proposed dates are: - Meeting 1 – At the Call of the Chair upon approval of the 2026-27 Business Plan by the Minister (usually a consent resolution in August). - Meeting 2 – Wednesday, September 23, 2026 (AGM, required prior to September 30th each year and Regular Board Meeting) - Meeting 3 – Thursday, December 3, 2026 (Strategic Planning Meeting and Board dinner) - Meeting 4 – Friday, December 4, 2026 (Regular Board Meeting) - Meeting 5 – Wednesday, February 3, 2027 (Regular Board Meeting) - Meeting 6 – Wednesday, April 7, 2027 (Regular Board Meeting) - Meeting 7 – Wednesday, June 16, 2027 (Regular Board Meeting) 2027-28 Meeting 1 – September 22, 2027 (AGM)	
12. Appointments/Removal of TBs, CEDBs and TEBs Members - The Trade Board has two appointments: one to Bricklayer and one to Glazier (see Table for detail). - The Trade Board recommends the appointment of four members to the CEDB: one to Cook, one to Esthetician, one to Gasfitter and one to Glazier (see Table for details). - The Trade Board recommends the appointment of one member to the TEB: one to Esthetician. There are two removals, two to Auto Body and Collision Technician.	Motion #2025-26-06-11 There was consensus to approve the appointment and removal of members to the Saskatchewan Apprenticeship and Trade Certification (SATCC) Trade Boards (TBs), Curriculum and Examination Development Boards (CEDBs), or Trade Examining Boards (TEBs).
Committee Reports	
13. Standards and Trade Board Appointments Committee - On behalf of the Trade Board Appointments Committee, Justin Hoyes reported the committee met on June 1st 2026. a) Appointment and Removal of members to the SATCC TBs, TEBs, and CEDBs <i>*Item #12 in this package</i> b) Review of all SATCC Trade board meeting minutes for the Commission Board of Directors c) Changes and Updates to The Apprenticeship and Trade Certification Commission Regulations <i>*Item # 10 in this package</i>	There was consensus to accept this report as information.
14. Audit and Finance Committee On behalf of the Audit and Finance Committee, Bryan Leier reported the committee met on June 12th, 2026	There was consensus to accept this report as information.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
a) 2026-27 Business Plan/Budget Recommendation <i>*Item #6 in this package.</i> b) 2026-27 ERM Plan <i>*Item #7 in this package.</i> c) 2025-26 Provincial Auditor's Plan Update - The provincial auditor reviewed their audit plan for the annual audit of SATCC for the year ending June 30, 2026. - The plan shows the audit objectives, approach, management and auditor responsibilities, and tentative timetable as discussed with and agreed to by Shaun Augustin, Chief Financial Officer on May 27, 2026. d) 2025-26 Internal Audit Plan Update - Status of Internal Audit activities: - Audits in progress – 1 audit is underway (draft report issued); - Audits cancelled – 1 audit was cancelled; and - Issued reports – 1 issued since the last A&F Committee update report - 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. e) Internal Audit Action Plan Report 4 audit projects have a combined 6 Action Plans outstanding. Of these, 1 are overdue (i.e., the originally agreed timeline for implementation has passed without being fully implemented). - Since the last A&F Committee meeting no findings with Actions Plans have been added and 2 were closed. f) 2026-27 BCP Plan - An in-depth review of the SATCC's Business Continuity Plan (BCP) is conducted annually to ensure the content of the plan remains in alignment with the SATCCs operations and to ensure any larger changes are captured. The following revisions have been made for the annual review ending the 2026-27 BCP: - Updated Saskatoon staff count from 24 to 23 due to departure of a female mentor;	

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• Removed reference to Senior Indigenous Advisor (position eliminated); • Removed reference to Supervisor of Accounting in Finance section (position eliminated); • Updates to flow, clarity and conciseness for Risk 2 and 2A; • Replaced MIDAS with GEM where required for HR functions; • Removed reference to internal audit in Apprenticeship Services section in Appendix A; and • Formatting g) 2026 PSAB Update • The PSAB's PS 1202 – Financial Statement Presentation changes introduce a revised liability presentation model for public sector entities. PS1202 is effective for fiscal years beginning on or after April 1, 2026. For the SATCC, the standard will first apply to 2026-27, with prior-year comparative amounts restated. • Based on its assessment, the Ministry of Finance's PS 1202 Accounting Overview Paper, the SATCC's unearned revenue and deferred contributions are to be financial liabilities under the new classification model because settlement requires future service delivery and related expenditures. This update outlines the assessment results and the corresponding implications for liability presentation, comparative figures, and disclosures. h) Q4 2025-26 ERM Plan Update • The Commission Board of Directors identified and ranked 15 risks within the 2025-26 Enterprise Risk Management Plan. This report summarizes management's progress at addressing each risk identified into Q4 2025-26. To the end of Apr.2026, the SATCC is 'on track' in addressing 11 risks (73.3% of the total) and progressing on four (4) risks (26.7%). There are no risks with a 'no report' or 'not meeting' status i) April 2026 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.	

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Dylan Smart left the meeting at 11:28 am j) April 2026 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 April 2026, the SATCC is exceeding or achieving on 20 of 33 measures (60.6% of the total) and progressing on 5 measures (15.2%). Five (5) measures are not being met (15.2% of the total) while three (3) measures (9.1%) currently have a No Report status. k) April 2026 YTD Financials - The SATCC's year-to-date (YTD) net financial gain is \$33K as of April 30, 2026. The actual YTD financial gain is higher than the budgeted loss of \$806K budgeted in the first ten months of 2025-26 by \$840K (104.1%). The higher-than-budgeted YTD gain is primarily due to: - YTD revenues are higher than budget by \$1.8M (7.3%) due to higher own-source revenues and increases in provincial and federal funding (including one time funding for Curriculum Development), offset by timing of WISTI, as well as decreases in interest revenue and SYA Contributions; and - YTD expenses are higher-than-budget by \$957K (3.8%) primarily due to the timing of training costs, IT expenses, board expenses and travel, as well as higher expenses in Advertising due to WISTI, and Other Contractual Services. This is partially offset by lower expenses in Salaries due to vacancy management. l) April 2026 Training Forecast - The 2025-26 Budget assumed the SATCC will purchase 5,009 technical training seats. As of April 2026, 315 seats have officially been added, 265 seats have officially been cancelled. - The current forecast for the 2025-26 training seat purchase is 5,059 seats, a net increase of 50 seats. The Program Contractual Services expense line item is currently forecasted to be \$62K under budget in 2025-26. Direct training expenditures are forecasting \$10K over budget. This is due to a change in the mix of training seats purchased. - The Indigenous Apprenticeship Initiatives (IAI) program funding is forecasted to be over budget \$26K. IAI will fund more projects than budget and draw down the SATCC's designated asset for IAI.	

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• Innovation funding, spent on developing new training initiatives, is forecasted to be under budget \$75K. There are no projects in the forecast for this fiscal year. • Program Development is forecasting under budget. Development for Gasfitter technical training in this province for the 2026-27 technical training year is postponed until the new fiscal year. m) April 2026 Financial Forecast • The SATCC is forecasting a net gain, after amortization, of \$323.8K in 2025-26 in comparison to the budgeted deficit of \$1.006M. This is a \$1.3M (-132.2%) decrease in the budgeted deficit. • The forecasted decrease in the deficit is due to the following: • Revenues are forecasted to be higher-than-budgeted by \$1.3M (4.0%) due to: ○ Grants – General Revenue Fund funding calculation higher-than-budgeted by \$168.6K (0.6%). ○ Client Fees are forecast to be higher-than-budgeted by \$48K (0.9%) ○ The Women in Skilled Trades Initiative (WISTI) expected revenue of \$494K is higher than the budgeted amount of \$348K by \$145K (41.7%) ○ The VLS2 Federal Grant had an unexpected revenue of \$60K. ○ Interest is forecast to be lower-than-budgeted by \$77K (-36.9%) due to lower than anticipated Bank of Canada interest rates. • Expenses are forecast to be lower than budget by \$39K (-0.1%). • The Accumulated Surplus is forecast to increase from \$2.797M (as of June 30, 2025) to \$3.121M (as of June 30, 2026). Other fund balances to change as follows: ○ The IAI Restricted Fund is estimated to decrease from \$207K to \$106.6K; ○ F2 Minimum is forecast to remain at \$700K; and ○ The Undesignated Financial Assets are forecast to decrease from \$997K to \$621.3K.	
15. Governance Committee • On behalf of the Governance Committee, Bryan Leier reported the committee met on June 1, 2026.	There was consensus to accept this report as information.

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a) F5 – Accounts Receivable (A/R) Collection & Write-Off or Cancellation Policy <i>*Item #9 in this package</i> b) Changes and Updates to the Apprenticeship and Trade Certification Regulation Changes <i>*Item #10 in this package</i> c) 2026-27 Meeting Board Dates <i>* Item #11 in this package</i> d) Reviewed the 2025-26 Governance Committee Work Plan Update	
16. HR Committee • On behalf of the HR Committee, Bryan Leir reported the committee met on May 27, 2026. a) Reviewed the HR Committee Work Plan Chelsea Coupal, Dave Peters, Kara Molnar and Angela Funk exited the meeting at 11:40am. Jeff Ritter, Shaun Augustin and Board members went in camera at 11:40 am to review the 2025-26 CEO Performance Evaluation Process, 2025-26 CEO Contract Extension, and the Q3 2025-26 STI info item. Jeff Ritter and Shaun Augustin exited the meeting at 11:48 am In camera ended at 12:00 pm. Jeff Ritter, Kara Molnar, Chelsea Coupal, Dave Peters, Kara Molnar and Angela Funk re-entered the meeting at 12:00 pm.	There was consensus to accept this report as information. Motion #2025-26-06-12 The board completed it’s review of the CEO employment contract and intends to enter further negotiations regarding a CEO contract extension. *The above minute Motion #2025-26-06-12 was added on October 1st, 2026. It was approved and verified by the chair on October 1st, 2026.  Digitally signed by Bryan Leir Date: 2026.10.01 15:01:38 -06'00'
Information Items	
17. Stakeholder Engagement Update • As part of the planning process for the next five-year strategic plan, CEO participated in several stakeholder consultation sessions. These sessions generated valuable feedback and insights regarding current services and future priorities. Overall, stakeholders expressed a high level of satisfaction with SATCC’s services, which is consistent with findings from recent employer and apprentice satisfaction surveys.	There was consensus to accept this report as information.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
- Two key themes emerged from the consultations and should be considered in the development of the next five-year strategic plan: - Development of curriculum and assessment learning materials - Enhanced support for underrepresented groups Dylan Smart re-joined the meeting at 12:09 pm	
18. 2026 Employee Engagement Report - In the 2025-26 Employee Engagement Survey, 77 per cent of employees agreed with the statement: “I find my work fulfilling and look forward to coming to work each day.” - This does not achieve the 80 per cent target included in the 2025-26 Business Plan. The target will be marked as “Progressed” in the Balanced Scorecard, since it represents 96 per cent of the target. - However, the employee engagement score has dramatically improved over the last year. The employee engagement score was 70 per cent in 2024-25. - As in previous years, the top three reasons for agreement with this statement are: - Employees find their jobs rewarding; - Employees enjoy their position or job in general; and - Employees feel the work environment is supportive	There was consensus to accept this report as information.
19. SK Red Seal 2025 Info Item In 2025, 67 per cent of Saskatchewan apprentices who took the Red Seal exam passed, which is one percentage point higher than the pass rate in 2024. A total of 1,416 apprentices wrote these exams, and 949 of them passed. Apprentices' pass rate was equal to the five-year average, indicating stable overall performance. However, the pass rate by exam attempts was 61 percent, one percent below the five-year average of 62 percent, suggesting a slight decline in exam outcomes relative to the long-term trend. For those taking the exam for the first time, the pass rate was 70.6 per cent.	There was consensus to accept this report as information
Recurrent Information Items	
20. Commission Operational Update 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.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
21. Other Business The SATCC Board will provide a letter to the CEO indicating its intent to negotiate a new contract with a change in terms (length to be negotiated with the CEO).	
Jeff Ritter, Shaun Augustin, Dave Peters, Chelsea Coupal, Kara Molnar, Angela Funk left the meeting at 12:18 pm.	
22. In-Camera Board went in camera at 12:18pm	There was an in-camera session.
23. Next Meeting September 23, 2026	
24. Adjournment	The meeting adjourned at 12:24 pm.

**Bryan
Leier**

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Bryan Leier
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Commission/Committee Chairperson

**Jeff
Sweet**

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by Jeff Sweet
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Commission/Committee Vice Chairperson

