



**Saskatchewan Apprenticeship and Trade Certification Commission  
Board Meeting  
April 6, 2011  
Delta Bessborough  
SASKATOON SK**

**Meeting Number 2011-02**

**Members Present:**

Garry Kot (Chairperson)  
Monte Allan  
Jim Deck  
Gregory Gaudet  
Teresa Hards  
Doug Mitchell  
Brent Waldo

Doug Christie (Vice-Chairperson)  
Frank Burnouf  
Tim Earing  
Clarence George  
Bryan Leier  
Marral Thomson

**Regrets:**

Gerry Craswell  
Vince Morrissette  
Linda Turta

Brett Vandale  
Reg Urbanowski  
Randy Nichols

**Staff:**

Joe Black, CEO  
Sherry Morcom-Runge, Recorder

Dawn Stanger, Strategic Advisor  
Lillie Wong, Director of Corporate Services  
Rick Ewen, Director of Apprenticeship

**Guests:**

Steve Laschuk  
Chris Pepin

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>Call to Order</b> Introductions were made.</p>	
<p><b>#1 Adoption of the Agenda</b></p>	<p><b>Motion #2011-02-01</b> <b>M/S Mitchell/Allan</b> that the Commission Board approves the agenda. <b>Motion carried</b></p>
<p><b>#2 Adoption of the Minutes of the January 26, 2011 Meeting</b> The minutes were amended to indicate that Tim Earing was present at the January 26, 2011 meeting.</p>	<p><b>Motion #2011-02-02</b> <b>M/S Deck/Earing</b> that the Commission Board accept the Minutes of January 26, 2011 as amended. <b>Motion carried</b></p>
<p><b>#3 Chair's Report</b> The Chair reported on the following:</p> <ul style="list-style-type: none"> <li>• The Chair has received correspondence from Minister Norris regarding tuition. It is available to view in the Commission Board correspondence file.</li> <li>• The statistics on the number of apprentices and youth apprentices was distributed prior to the meeting.</li> <li>• The Executive Committee met with the CEO. Discussions included the progression of the Regina office renovations and the relocation of the Saskatoon office.</li> <li>• The Vice-Chair reported on the Canadian Apprenticeship Forum (CAF), the Interprovincial Alliance of Apprenticeship Board Chairs (IPA) and the Canadian Council of Directors of Apprenticeship (CCDA) meetings.</li> <li>• Ray Massey from Alberta will represent IPA on the Executive of CAF. The CAF has been working on strategies to engage the public sector.</li> <li>• The focus of the IPA meeting was to obtain support for the IPA to meet independently from CCDA and CAF meetings to determine its future role which could include broad apprenticeship policy formulation and advocacy to support apprentices and stakeholders</li> </ul>	<p><b>Motion #2011-02-03</b> <b>M/S Allan/George</b> that the Commission Board accept the Chair's Report as presented. <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• At the CCDA meeting, Saskatchewan offered to host an IPA meeting in Regina in conjunction with the pre-conference launch for the next CAF National Apprenticeship Conference (2012 in Regina).</li> <li>• The next CCDA/CAF meetings will be held June 2, 2011 in conjunction with the 17<sup>th</sup> Skills Canada National Competition (June 1-4, 2011) in Quebec City.</li> </ul>	
<p><b>#4 CEO Report</b>  For detailed information, please refer to the CEO Report included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> <li>• Rick Ewen was present for the CEO's report.</li> <li>• The CEO identified a number of meetings he attended.</li> <li>• Lillie Wong and Joe Black spoke with Jesse Linklater from Executive Council to discuss the communications policies applicable during the pre-election and election writ period and to clarify the activities and advertising authorized.</li> <li>• The Commission Board of Directors Bulletin was reviewed.</li> <li>• Marral Thomson reported that there are approximately 50 people registered to attend the "Bridge the Gap with Women in Skilled Trades and Technologies: Saskatchewan's Summit". Susan Hollett is the facilitator; Rosemary Sparks will be a guest speaker. The Summit will take place on May 6, 2011 in Saskatoon at TCU Place. Minister June Draude and Minister Rob Norris will both be in attendance.</li> <li>• The SYA Industry Scholarship Fund sponsorships currently totals \$470,000 (committed; \$465,000 received).</li> <li>• Regina 2<sup>nd</sup> floor office improvements have begun.</li> <li>• The Saskatoon office could be relocating to new office space near the airport as early as May, 2011.</li> <li>• The CEO met with Diane Cohoon to discuss developing a strategy for the pre-conference launch of the CAF National Apprenticeship Conference on May 17, 2011.</li> <li>• Rick Ewen will be attending a Foreign Qualification Conference in</li> </ul>	<p><b>Motion #2011-02-04</b>  <b>M/S Leier/Gaudet</b> that the Commission Board accept the CEO's Report as presented.  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Australia April 14 to 16, 2011.</p> <ul style="list-style-type: none"> <li>• Government has been focussing on lean business initiatives. SATCC has doubled the number of apprentices, but staffing has only increased by approximately 8%. SATCC has engaged a consultant to assist the staff in developing process maps which will be used to provide recommendations to streamline business practices and will be a valuable orientation and succession planning tool.</li> <li>• The last CCDA meeting was paperless and it worked quite well. The CCDA has been working on Board Governance. Not all of CCDA's standing committees are populated yet. The CEO is Chair of the CCDSA Stakeholder Relations Committee.</li> </ul> <p><b>Update on CCDA Activities</b></p> <ul style="list-style-type: none"> <li>• The CEO provided an overview of the CCDA's initiatives, <i>Strengthening the Red Seal Program</i> and the CCDA's <i>Stakeholder Engagement Strategy</i>. Both were well received.</li> <li>• The CEO also provided information to the Commission Board on a request to CCDA from the Province of Quebec to research Quebec's assessment processes for trade certification to determine equivalency with the Red Seal assessment processes. This topic generated much discussion and many concerns were raised regarding level of skills acquisition, occupational health and safety, scope of practise, equivalency of examinations, and industry perceptions.</li> <li>• After a lengthy discussion, the Commission Board provided direction to the CEO to continue in discussions at the CCDA table on the Quebec equivalency discussions and identify to the CCDA that the Saskatchewan Apprenticeship and Trade Certification Commission Board would only consider support for the equivalency initiative if the following conditions are met: <ul style="list-style-type: none"> <li>○ The pass mark for Quebec certification examinations must be the same as for Red Seal examinations – 70%</li> <li>○ There must be a mechanism for regular review of the Quebec standards</li> </ul> </li> </ul>	<p><b>Motion #2011-02-05</b>  M/S <b>Allan/Leier</b> that the CEO report back to the Commission Board of Directors as discussions continue on the equivalency initiative.  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>against the Red Seal standards for the trade to ensure continued equivalency</p> <ul style="list-style-type: none"> <li>○ The number of items on the exams, the scope of the exams, the levels of difficulty and the taxonomy levels must be a reasonably close match</li> <li>○ A select group of subject matter experts (SMEs) and Red Seal examination developers from across Canada must be permitted to review the certification examinations</li> <li>○ If consensus on equivalency is achieved, there must be no reachback through grandparenting. Only those who write and pass a CCDA approved examination will receive the Red Seal endorsement</li> <li>○ Tradespeople who are either francophone or bilingual and have recently acquired a Red Seal must be permitted to write the Quebec certification examinations as a mechanism to field test the exams</li> </ul> <ul style="list-style-type: none"> <li>● The Commission Board expressed its position that the integrity of the Red Seal must be preserved and that those who hold a Red Seal must be able to perform their work in a manner that would not present occupational health and safety concerns for the tradesperson, colleagues, the general public or consumers. The Board was very concerned that the industry perception of the Red Seal as the standard of excellence in the skilled trades must be upheld. The Board collectively felt that a paper comparison for equivalency would not be accepted by industry.</li> <li>● The Board also suggested that industry must be consulted both at the provincial/territorial and national level before any decision is made on equivalency. The Commission Board expressed that an ideal relationship, if equivalency is granted, would see a reciprocal arrangement where the Province of Quebec would welcome all Red Seal holders to work in Quebec without imposing other conditions. Finally, the Commission Board suggested that to narrow the gap further, Quebec should take on hosting responsibilities for at least two additional Red Seal trades.</li> <li>● The SATCC Board directed the CEO to report back to the Board as discussions continued on the equivalency initiative.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• The SATCC Board reviewed the current Business Plan Performance Report – Lillie Wong and Dawn Stanger joined the meeting for this item.               <ul style="list-style-type: none"> <li>○ The report is presented to the SATCC Board three times a year so the Board can review progress on the current business plan key performance measures and operational activities.</li> </ul> </li> </ul>	
<p><b>#5 Committee Reports</b></p> <p><b>#5a.1 Governance Committee - SATCC Board Policies Review – Decision Item</b></p> <ul style="list-style-type: none"> <li>• Brent Waldo advised that the Governance Committee met on March 8, 2011.</li> <li>• The revised/new Commission Board policies were distributed prior to the meeting. The Governance Committee has reviewed all the policies distributed and is recommending them, as presented. Policy G-11 is still under review and will be brought to the Board for review and approval at a future meeting.</li>   <li>• G-1 – Responsibilities of the Board</li>         <li>• G-2 – Board Evaluation</li> </ul>	<p><b>Motion #2011-02-06</b>  <b>M/S George/Mitchell</b> that the Commission Board approve <b>Policy G-1</b> as presented.  <b>Motion carried</b></p> <p><b>Motion #2011-02-07</b>  <b>M/S Deck/Allan</b> that the Commission Board approve <b>Policy G-2</b> as presented and delete G-14.  <b>Motion Carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• G-3 –Conflict of Interest</li>   <li>• G-4 – Delegation of Signing Authorities and G-5 – Acting Signing Authorities <ul style="list-style-type: none"> <li>○ Policies G4 and G5 will be reviewed and possibly combined. It was recommended that for the purpose of approving the remaining policies, that the numbering system remains as is until Policies G4 and G5 are reviewed.</li> </ul> </li> </ul>	<p><b>Motion #2011-02-08</b>  <b>M/S Burnouf/Leier</b> that the Commission Board approve <b>Policy G-3</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-6 – Election of Board Chairperson and Vice-Chairperson</li> </ul>	<p><b>Motion #2011-02-09</b>  <b>M/S Waldo/Gaudet</b> that the Commission Board approve <b>Policy G-6</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-7 – Role of Board Chairperson</li> </ul>	<p><b>Motion #2011-02-10</b>  <b>M/S Christie/Deck</b> that the Commission Board approve <b>Policy G-7</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-8 – Board Committee – Structure and Membership</li> </ul>	<p><b>Motion #2011-02-11</b>  <b>M/S Waldo/Burnouf</b> that the Commission Board approve <b>Policy G-8</b> as presented.  <b>Motion Carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• G-9 – Role of Chief Executive Officer</li> </ul>	<p><b>Motion #2011-02-12</b>  <b>M/S Waldo/Leier</b> that the Commission Board approve <b>Policy G-9</b> as presented.  <b>Motion Carried.</b></p>
<ul style="list-style-type: none"> <li>• G-10 – CEO Evaluation – There was discussion around the phrasing “time” or “timing”.</li> </ul>	<p><b>Motion #2011-02-13</b>  <b>M/S Leier/Burnouf</b> that the Commission Board approve <b>Policy G-10</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-12 – Board/Staff Relationships</li> </ul>	<p><b>Motion #2011-02-14</b>  <b>M/S Waldo/Burnouf</b> that the Commission Board approve <b>Policy G-12</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-13 – Trade Board Chairperson Selection</li> </ul>	<p><b>Motion #2011-02-15</b>  <b>M/S Waldo/George</b> that the Commission Board approve <b>Policy G-13</b> as presented.  <b>Motion Carried</b></p>
<ul style="list-style-type: none"> <li>• G-14 – Trade Board Vacancies</li> </ul>	<p><b>Motion #2011-02-16</b>  <b>M/S Waldo/Burnouf</b> that the Commission Board approve <b>Policy G-14</b> as presented.  <b>Motion Carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>#5a.2 SATCC Board Handbook – Design and Layout – Decision Item</b></p> <p><b>#5b Finance/Audit Committee</b></p> <ul style="list-style-type: none"> <li>• Doug Christie reported that the Audit and Finance Committee met.</li> <li>• Lillie Wong reviewed the 2009-2010 Year –to-Date Financial Information.</li> </ul> <p><b>Regina Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>• Doug Christie reported on the Regina Trades and Skills Centre (RTSC). RTSC recently held a media event announcing the Bruce Pearce Memorial Award. The award will be made yearly in the amount of \$500 along with a plaque.</li> <li>• RTSC has purchased the Turner Crossing complex. The remaining funds from the government grant will be used for future capital expenditures. They are considering signage options and a monitoring system. They can't sell advertising on their sign, but can provide advertising support to their partners, which SATCC is one of.</li> </ul> <p><b>Saskatoon Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>• Rick Ewen has toured the Saskatoon Trades and Skills Centre.</li> </ul>	<p><b>Motion #2011-02-17</b>  <b>M/S Leier/George</b> that the SATCC Board of Directors approve the SATCC Board Handbook as presented and publish copies for the Commission Board of Directors members.  <b>Motion Carried.</b></p> <p><b>Motion #2011-02-18</b>  <b>M/S Christie/Allan</b> that the SATCC Board accept the Finance/Audit Committee report as presented.  <b>Motion Carried.</b></p>
<p><b>#6 2011 – 2012 Business Plan Draft – Discussion and Feedback</b></p> <ul style="list-style-type: none"> <li>• The Commission Board of Directors was presented with the draft 2011 - 2012 Business Plan.</li> <li>• Strategic Goals and Outcomes, Key Actions and Performance Measures</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>are based on the Board approved Strategic Plan 2009-2012.</p> <ul style="list-style-type: none"> <li>SATCC goals are aligned with Government and the Ministry of Advanced Education, Employment and Immigrations goals and objectives.</li> <li>Commission Board members can submit their feedback to the CEO prior to the May 25<sup>th</sup> meeting.</li> </ul>	
<p><b>#7 Presentation of Western Canadian Interprovincial Apprenticeship Statistics</b></p> <ul style="list-style-type: none"> <li>Chris Pepin made a presentation to the Commission Board of Directors regarding certain apprenticeship statistics for the four western provinces for the last five years.</li> </ul>	
<p><b>#8 Human Resources Hiring Process</b></p> <ul style="list-style-type: none"> <li>Steve Laschuk from the Public Service Commission made a presentation to the Commission Board of Directors on the out-of-scope hiring process. He has been assigned to SATCC for the past 2 years.</li> <li>The Public Service Commission delegated all out-of-scope staffing to the Ministry permanent heads.</li> <li>SATCC is responsible for pre-staffing preparation.</li> <li>The Public Service Commission continues to be responsible for setting up and administering the staffing competition.</li> <li>Government uses a competency model to hire out-of-scope employees that includes Leadership &amp; Management Competencies.</li> <li>The Public Service Commission does contract search firms to assist in high level searches.</li> <li>The SATCC is very pleased to work with the Public Service Commission and in particular Steve Laschuk.</li> </ul>	
<p><b>#9 Blue Seal Presentation</b></p> <ul style="list-style-type: none"> <li>Rick Ewen made a presentation to the Commission Board of Directors on the Blue Seal Program.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• The requirements are that they have to be a journey person, have 150 hours of post journey person training and the training must be from an accredited school.</li> <li>• SIAST is applying to have their program accredited.</li> <li>• There are many types of courses available: distance courses, internet courses, seminars, face-to-face classes.</li> <li>• There is no time limit to complete courses.</li> </ul>	
<p><b>#10 Trade Board Renewal and Board Appointments/Changes</b></p>	<p><b>Motion #2011-02-19</b>  <b>M/S Leier/Christie</b> that the Commission Board remove the members from the Trade Board (as per attached list)  <b>Motion carried</b></p> <p><b>Motion #2011-02-20</b>  <b>M/S Allan/Deck</b> that the Commission Board appoint members to the Trade Board (as per attached list).  <b>Motion carried</b></p> <p><b>Motion #2011-02-21</b>  <b>M/S Leier/Christie</b> that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list).  <b>Motion carried</b></p> <p><b>Motion #2011-02-22</b>  <b>M/S Allan/Deck</b> that the Commission Board appoint members to the Curriculum and Exam Development Boards (as per attached list).  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p><b>Motion #2011-02-23</b>  <b>M/S Leier/Christie</b> that the Commission Board remove the members from the Trade Examining Boards (as per attached list).  <b>Motion carried</b></p> <p><b>Motion #2011-02-24</b>  <b>M/S Allan/Deck</b> that the Commission Board appoint members to the Trade Examining Boards (as per attached list).  <b>Motion carried</b></p> <p><b>Motion #2011-02-25</b>  <b>M/S Deck/George</b> that the Commission Board approve the trade board appointments as presented (as per attached list)  <b>Motion carried</b></p>
<p><b>#11 Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>Minutes of the Trade Board meetings were distributed prior to the April 6, 2011 Commission Board meeting.</li> </ul>	<p><b>Motion #2011-02-26</b>  <b>M/S Christie/Leier</b> that the Commission Board receive the Trade Board minutes as distributed.  <b>Motion carried.</b></p>
<p><b>#12 In-Camera Session (as required)</b></p>	
<p><b>#13 Other Business</b></p> <ul style="list-style-type: none"> <li>There was no other business.</li> </ul>	
<p><b>#14 Next Meeting</b></p> <ul style="list-style-type: none"> <li>May 25, 2011.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>The June meeting will be a Conference Call and determined at a later date.</li> </ul>	
<p><b>#15 Adjournment</b></p> <ul style="list-style-type: none"> <li>The meeting adjourned at 3:30 pm.</li> </ul>	<p><b>Motion #2011-02-27</b>  <b>M/S Frank Burnouf</b> moved that the Commission Board adjourn the meeting.  <b>Motion carried</b></p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

## Trade Board Appointments

April 6, 2011

### Automotive Service Technician

Bob Forward (er)  
Gary Geiger (ee)  
Dave Harrison (ee)  
Brian LeGard (er)  
Doug McCoy (er)  
Maurice Plemel (er)  
Gordon Wrightson (ee)

### Bricklayer

Brian Adams (ee)  
Bob Afseth (er)  
Harvey Berg (ee)  
Clifford Kobelsky (er)  
Ryan Leech (er)  
William McNabb (ee)

### Electronics Assembler

Rose Davey (ee)  
Brenda Friesen (ee)  
Sylvia Hamilton (er)  
Sandra Naylor (er)  
Norine Wilson (ee)

### Food & Beverage Person/Guest Services Representative

Diane Cohoon (ee)  
Hazel Hack (ee)  
Teresa Hards (er)  
Tracy Stewart (ee)

### Machinist

André Gaudet (ee)  
Francis Nagy (er)  
Robert Tebb (er)  
Marral Thomson (ee)  
Ted Topoeowski (ee)  
Henry Vanderleest (er)

### **Meat Cutter**

Larry Erber (er)  
Jim Moldenhauer (ee)  
Paul Rogers (ee)  
Jim Rudy (er)

### **Pipeline Equipment Operator**

Darrell B. Johanson (ee)  
Blaine Kutney (ee)  
John Mattus (er)  
Ruben Wiens (ee)

### **Roofer**

Darryl Baptist (ee)  
Ronald Boschetti (ee)  
Burton Frail (ee)  
Tyler Pochynuk (er)

### **Sheet Metal Worker**

Lorne Andersen (ee)  
Allan Awrey (er)  
Dwight Davis (ee)  
John Loch (ee)  
Gunnar Passmore (ee)  
Wes Shurnaik (er)  
Randy Steinhauer (er)

### **Truck & Transport Mechanic**

Brian Dumaine (ee)  
Auguste Gaudet (ee)  
Boyd Melko (ee)

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Curriculum & Exam Development Board Removals and Appointments**  
**April 6, 2011**

**Proposed for Removal From The CEDB**

<b>Trade</b>	<b>Board Member</b>	<b>Reason</b>
Meat Cutter	Ken Charbonneau	Resigned
Food & Beverage Person/Guest Services Representative	Mary Lynn Paquette	Resigned
Construction Craft Labourer	Robert Lakeman	Recommended removal
Insulator	Carey Chutskoff	Recommended removal
Electronics Assembler	Sylvia Hamilton	Resigned
Electronics Assembler	Sandra Naylor	Recommended removal
Electronics Assembler	Francois Paradis	Recommended removal

**Proposed for Appointment to the CEDB**

<b>Trade</b>	<b>Nominated for Appointment to the CEDB</b>
Steamfitter-Pipefitter	Chris Henriksen
Electronics Assembler	Mike Bodnarchuk

# Saskatchewan Apprenticeship and Trade Certification Commission

## Trade Board Appointments

April 6, 2011

### Proposed for Removal From the TB

<b>Trade</b>	<b>Removal from the TB</b>	<b>Reason</b>
Meat Cutter	Ken Charbonneau	Resigned
Food & Beverage Person/Guest Services Representative	Mary Lynn Paquette	Resigned
Steamfitter-Pipefitter	Chris Henriksen	Recommended removal
Electronics Assembler	Sylvia Hamilton	Resigned
Refrigeration Mechanic	Bob Livinston	Resigned

### Proposed for Appointment to the TB

<b>Trade</b>	<b>Nominated for Appointment to the TB</b>
Plumber	Travis Cheyre
Hairstylist	Marcie Frank

**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Examining Board Removals and Appointments  
April 6, 2011**

**Proposed for Removal from the TEB**

<b>Trade</b>	<b>Removal from the TEB</b>	<b>Reason</b>
Food & Beverage Person/Guest Services Representative Hairstylist	Mary Lynn Paquette Karen Dubeau	Resigned Recommended Removal

**Proposed for Appointment to the TEB**

<b>Trade</b>	<b>Nominated for Appointment to the TEB</b>
Hairstylist	Nicole Milas-Allman
Hairstylist	Melissa Hack
Hairstylist	Arlene Ostapowich
Hairstylist	Lenette Clark