

**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
May 27, 2010
2140 Hamilton Street**

Meeting Number 2010-03

Members Present:

Garry Kot (Chair)
Hazel Hack
Gerry Craswell
Jim Deck
Brett Vandale
Monte Allan
Reg Urbanowski

Doug Christie (Vice-Chair)
Doug Mitchell
Greg Gaudet
Marral Thomson
Walter Wilkinson
Brent Waldo

Regrets:

Frank Burnouf
Vince Morrissette
Randy Nichols

Tim Earing
Tom Mullin
Mervin Roncin

Staff:

Joe Black (CEO)
Sherry Morcom-Runge (Recorder)

Dawn Stanger, Strategic Advisor

- Agenda Item Numbers 9, 10 and 11

Lillie Wong, Director of Corporate Services

- Agenda Item Numbers 7 and 8

Rick Ewen, Director of Apprenticeship

- Agenda Item 9

Guests:

Irene Seiferling, Board Dynamics

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
#1 Adoption of the Agenda	Motion #2010-03-01 M/S Vandale/Mitchell that the Commission Board approve the agenda. Motion carried.
#2 Adoption of the Minutes of the April 19, 2010 Meeting	Motion #2010-03-02 M/S Gaudet/Wilkinson that the Commission Board adopt the minutes of the January 27, 2010 as amended. Motion carried.
#3 Chair's Report The Chair reported on the following: <ul style="list-style-type: none"> • The information on the number of registered apprentices was distributed to the Commission Board members in their packages. • On May 21, 2010, Minister Rob Norris announced one time funding of \$1.95M for the SATCC. The CEO represented the Commission Board at the event and presented a plaque to the Minister from the Commission Board, recognizing the Minister's support for apprenticeship and trade certification. • An announcement hosted by the Saskatchewan Construction Association, PCL and the SATCC was held May 25, 2010 at Thom Collegiate. PCL Project Management Inc. made a contribution of \$100,000 to the SYA Industry Scholarship Fund. • CAF meets June 5 to 8, 2010 in St. John's, NL. The Commission Board will be represented at CAF by Marral Thomson, Brett Vandale, Tim Earing and Doug Christie. • The CCDA meets June 9 & 10, 2010 in St. John's. Doug Christie will be attending on behalf of the Commission Board. • There will be a Board Orientation for 1.5 days in September. Suggested dates 	Motion #2010-03-03 M/S Deck/Vandale that the Commission Board accept the Chair's Report as presented. Motion carried.

	ACTIONS
<p>were September 21-22nd or September 22-23rd. Commission Board members will be polled to determine a suitable date. It would be beneficial for existing members as well as new members to attend. The November meeting will be moved to November 30, 2010. The meeting that would normally be scheduled for March 23, 2011 will be moved to April 6, 2011.</p> <p>The next Commission Board meeting is scheduled for June 23, 2010 via Conference Call.</p>	
<p>#4 CEO Report</p> <p>The CEO reported on the following: For detailed information, please refer to the CEO Report that was included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> • The CEO has met with the following: <ul style="list-style-type: none"> ○ Executive Director of Alberta Apprenticeship; ○ Clare Isman, Deputy Minister of AEEL and Reg Urbanowski, Assistant Deputy Minister of AEEL; ○ Enterprise Saskatchewan Mineral Sector Team; ○ Allan Thomarat, CEO, Saskatchewan Canadian Home Builders Association; ○ Commission Board Executive Committee; and ○ Stu Niebergall, CEO, Regina Home Builders Association. • The CEO participated in the following meetings: <ul style="list-style-type: none"> ○ Advanced Education, Employment and Labour (AEEL) Mining Sector Task Force. ○ In capacity of CCDA Chair, a meeting with the Executive Committees of Canadian Council of Directors of Apprenticeship, Interprovincial Alliance of Apprenticeship Board Chairs and Canadian Apprenticeship Forum. • All of the current SATCC Board member terms will expire May 31, 2010 except for three - Reg Urbanowski, Frank Burnouf and Marral Thomson. All members will continue on the Board until new appointments are made. • The SATCC has received all of the nominations from industry partners and has 	<p>Motion #2010-03-04 M/S Craswell/Thomson that the Commission Board accept the CEO's Report as presented. Motion carried.</p>

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<p>forwarded them to the Minister of Advanced Education, Employment and Labour for appointment by order of the Lieutenant Governor-in-Council (OIC).</p> <ul style="list-style-type: none"> • CCDA will make a presentation at the National Apprenticeship Conference in June which will inform participants of measures the CCDA is pursuing to strengthen the Red Seal Program. • The CEO has attended several meetings with Irene Seiferling, Board Dynamics, and the Governance Committee to discuss appropriate timing for a Commission Board planning session, CEO Performance Management, and Commission Board evaluation. • The CEO reported on Communications and Promotion Initiatives: <ul style="list-style-type: none"> • The SATCC launched a bus advertising campaign May 1, 2010, which will run until June 30, 2010 • On May 1st, the SATCC launched a Facebook page. • A new DVD is being developed to promote the skilled trades to youth. • A campaign to promote apprenticeship to Aboriginal people ran in Eagle Feather News, the Prince Albert Grand Council Tribune, First Nations Drum and Saskatchewan Sage in April or May. • The RAWLCO Radio campaign is now finished. • The Apprenticeship Information Newsletter was circulated. • On May 26, 2010 a staff meeting was held at Evraz Place. Greg Wensel from the University of Regina facilitated a workshop on Emotional Intelligence. 	
<p>#5 CEO Performance Management and CEO Proposed Contract Extension – Garry Kot</p>	<p>In-camera discussion</p>
<p>#6 Board Governance – Irene Seiferling</p> <p>Irene Seiferling made a presentation to the Commission Board members. There were two items of importance: Board Evaluation and the CEO Evaluation Policy</p> <ul style="list-style-type: none"> • The CEO Evaluation Board Policy was distributed to the Commission Board members in their packages prior to the meeting. • SATCC commission Board members were asked to fill out the SATCC Board 	

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<p>Evaluation. They were invited to also complete the self-evaluation. The purpose of the Board Evaluation is to determine:</p> <ul style="list-style-type: none"> • a) if you, as a board, have a good understanding of your role; • b) how well you are doing; and • c) What can be done differently? • Any discrepancies in <i>The Apprenticeship and Trade Certification Act, 1999</i> should be flagged and forwarded to Dawn Stanger for review. 	
<p>#7 Budget Plan - Lillie Wong and Joe Black</p> <ul style="list-style-type: none"> • The Business Plan was reviewed. • Performance Measures was the only section revised. • Training Plan has been updated. We've gained 214 training seats. • The funds for the office environment improvements will come from accumulated surplus. • The change in ratio has the potential to change the apprentice numbers. • Theoretically, the Youth Apprenticeship program will bolster apprentice numbers. 	<p>Motion #2010-03-05 M/S Thomson/Christie that the Commission Board accept the Budget and Business Plan as presented. Motion carried with one abstention. Reg Urbanowski abstained due to conflict of interest.</p>
<p>#8 Committee Reports</p> <p>Finance/Audit Committee Brett Vandale reported on the Finance/Audit meeting</p> <ul style="list-style-type: none"> • At the April 7, 2010 meeting with the Provincial Auditor, fraud/risk assessments were discussed. • SATCC has not formally prepared a risk assessment in the past. Each new procedure that is developed takes into consideration how to minimize fraud. • The Finance/Audit Committee has requested that senior management prepare a risk management assessment. • The 'year to date' financial operation information, ending April 30, 2010 was reviewed. 	<p>Motion #2010-03-06 M/S Waldo/Craswell that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried.</p>

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<p>Governance Committee</p> <p>Brent Waldo reported on the governance committee.</p> <ul style="list-style-type: none"> • The Committee recommends that a Planning session be established in September. 	<p>Motion #2010-03-07 M/S Waldo/Christie that the Commission Board accept the Governance Committee report as presented. Motion Carried</p>
<p>#9 Blue Seal – Rick Ewen</p> <ul style="list-style-type: none"> • Rick Ewen has been working on the Blue Seal certificate program. The program has been in operation since 1997 in Alberta. • Rick Ewen has met with Alberta training and they are supportive of having a joint agreement. • The Alberta program has been accessed by Saskatchewan residents. • It is a certificate program available to people that hold a journey person designation and is meant to encourage journeypersons to take business orientated programs and to continue their education. • 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. • Presently there are no Saskatchewan schools. • SIAST is applying to have their program accredited. • Saskatchewan residents would apply to SATCC and receive their Blue Seal designation from SATCC. 	
<p>#10 CCDA Flash Presentation, “Strengthening the Red Seal Program” - Joe Black</p> <ul style="list-style-type: none"> • The CCDA is consulting with government agencies, industry bodies and outside agencies to discuss the challenges related to strengthening the Red Seal Program. 	
<p>#11 Freedom of Information and Protections of Privacy Act - Delegation of Powers</p>	<p>Motion #2010-03-08</p>

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<p>– Dawn Stanger</p> <ul style="list-style-type: none"> • All government agencies are required to follow the FOIP. • The FOIP Regulation prescribe that the Chairperson of the Board of Directors is considered the Head of SATCC for matters related to FOIP • The Head has the authority to delegate, in writing, powers and duties to one or more officials of the government institution. • Justice has recommended that SATCC delegate by name and not by position. <p>Recommendation : The SATCC Board of Directors approves that the SATCC Chairperson, who is the SATCC head for purposes of FOIP, delegate all of the head’s FOIP powers and duties to the SATCC CEO.</p> <p>It is also recommended that the SATCC Chairperson delegate to the Strategic Advisor, who is designated as the SATCC Access and Privacy Officer, only those duties and functions that are practically required to carry out the day to day work of the Access and Privacy Officer.</p>	<p>M/S Mitchell/Wilkinson that the Commission Board accept the Recommendation to Delegate Powers as presented. Motion carried.</p>
<p>#12 Trade Board Renewal and Board Appointments/Changes</p>	<p>Motion #2010-03-09 M/S Mitchell/Gaudet that the Commission Board appoint the members to the Trade Boards (as per attached list). Motion carried.</p> <p>Motion #2010-03-10 M/S Deck/Thomson that the Commission Board remove the members from the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2010-03-11</p>

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	<p>M/S Deck/Thomson that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried.</p> <p>Motion #2010-03-12</p> <p>M/S Mitchell/Gaudet that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list). Motion carried.</p>
<p>#13 Trade Board Minutes</p> <ul style="list-style-type: none"> Minutes of the Trade Board meetings were distributed prior to the May 27, 2010 Commission Board meeting. 	<p>Motion #2010-03-13</p> <p>M/S Urbanowski/Christie that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>
<p>#14 Issues and Business Arising from Trade Board Minutes, If Any</p> <p>There were no issues or business arising from the Trade Board Minutes.</p>	
<p>#15 Other Business</p> <ul style="list-style-type: none"> Regina Skills and Trades Centre announced that they have leased Turner Crossing Mall for one year with an automatic one-year renewal term. SIAST geomatic course had 40 openings. Only 4 students registered. The program was cancelled for economical reasons. The University of Lethbridge has been advertising in Saskatchewan for their geomatic program. 	
<p>#16 Next Meeting</p> <ul style="list-style-type: none"> The next Commission Board meeting will be a Conference Call on June 23, 2010. The September 2010 meeting of the Commission Board will be determined by 	

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<p>polling the Commission Board members.</p> <ul style="list-style-type: none"> • The November 24, 2010 meeting will be moved to November 30, 2010. • The January 26, 2011 meeting will remain the same. • The March 23, 2011 meeting will be moved to April 6, 2011. • The May 25, 2011 meeting will be remain the same. • The June meeting will be a Conference Call and determined at a later date. 	
<p>#17 Adjournment</p> <p>The meeting adjourned at 2:00 pm.</p>	<p>Motion #2010-03-14 M/S Gaudet moved that the Commission Board adjourn the meeting. Motion carried.</p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson