

**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
September 23, 2009
Conexus Arts Centre
Regina, Saskatchewan**

Minutes

Meeting Number 2009-04

Members Present:

Garry Kot (Chair)
Gerry Craswell
Tim Earing
Doug Mitchell
Tom Mullin
Mervin Roncin
Brett Vandale

Doug Christie (Vice Chair)
Brent Waldo
Hazel Hack
Jim Deck
Randy Nichols
Marral Thomson

Regrets:

Vince Morrissette
Walter Wilkinson

Staff:

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

Lillie Wong, Director of Corporate Services

- Agenda Item #6 – Finance/Audit Committee Report

Rick Ewen, Director of Apprenticeship
Dawn Stanger, Strategic Advisor

Guests:

Darcy Cherney, AEEL
Dion McGrath, AEEL

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p>	
<p>#1 Adoption of the Agenda</p>	<p>Motion #2009-04-01 M/S Waldo/Mitchell that the Commission Board approve the agenda with the indicated changes. Motion carried.</p>
<p>#2 Adoption of the Minutes of the May 27, 2009 Meeting</p>	<p>Motion #2009-04-02 M/S Deck/Vandale that the Commission Board adopt the minutes of the May 27, 2009 Commission Board meeting. Motion carried.</p>
<p>#3 Chair's Report</p> <p>Covering Comments</p> <ul style="list-style-type: none"> • Dion McGrath and Darcy Cherney were welcomed to the meeting. Dion McGrath is the Executive Director of Public Institutions Liaison, AEEL. <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> • On August 31, 2009, the number of active apprentices registered with SATCC increased to 8,964. This is a result of steady and rapid growth since 2005. The number of apprentices who attended technical training in 2008-2009 was 5,011. <p>Highlights of 2008-2009 Annual Report</p> <ul style="list-style-type: none"> ◆ SATCC had another spectacular year with continued growth in the apprenticeship program ◆ Commission staff provided training and certification services to 10,957 apprentices ◆ As of June 30, 2009, 8,924 apprentices were registered in the system; 1,174 were of Aboriginal descent, representing 13.2 % of all registered apprentices ◆ 5,011 apprentices attended technical training 	<p>Motion #2009-04-03 M/S Mitchell/Craswell that the Commission Board accept the Chair's Report as presented. Motion carried.</p>

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<ul style="list-style-type: none"> ◆ 496 tradespeople attended upgrading or updating special courses ◆ 1,666 journeyperson examinations were written and 577 practical examinations were administered ◆ 1,185 apprentices completed their apprenticeships and were certified ◆ 238 trades people were certified through the trades certification process ◆ 210 high schools across Saskatchewan participated in the Saskatchewan Youth Apprenticeship Program with 4,027 students registered, 563 students received completion certificates and 76 registered as apprentices in the regular apprenticeship program ◆ 285 women were registered in non-traditional trades ● A meeting of the Commission Board Executive Committee and Minister Norris had been scheduled for October 15, 2009. ● The 2009 Awards Ceremony will take place on October 23rd, 2009. The MC for the event is Hazel Hack. ● Voluntary contributions are being accepted from the Commission Board of Directors for the Directors Scholarship. Chad Smith is the recipient this year for the highest journeyperson mark who has self-declared to be of aboriginal ancestry. ● The Chair was able to participate in two meetings of the ad hoc Governance Committee. ● The CAF meeting was held on September 2 & 3, 2009 in conjunction with The World Skills Event in Calgary. Day 1 of the meeting included a session called “Apprenticeship in the Global Perspective” which attracted approximately 80 participants from all over the world. Four panellists spoke on various aspects of apprenticeship. They were from Canada, New Zealand, South Africa and the United Kingdom. ● Commission staff and the Board Chair met with northern representatives on September 22, 2009 in La Ronge. The purpose was to identify and attempt to resolve issues. 	

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<p>#4 CEO Report</p> <p>The CEO reported on the following:</p> <ul style="list-style-type: none"> • The Strategic Planning Framework and the Business Plan were forwarded to the Minister of Advanced Education, Employment and Labour (AEEL) for review and approval. • May 29, 2009 – Met with Manitoba Apprenticeship Executive Director and HRSDC to discuss opportunities under the Foreign Qualifications Recognition Initiative. Also met with Manitoba Apprenticeship and Red River College representatives to discuss alternate delivery opportunities and partnerships. • June 1, 2009 – Met with CEO of Northlands Regional College, Bill McLaughlin, and the Executive Director of Northern Career Quest, Steve Innes, in La Ronge to discuss opportunities for apprenticeship training and certification in northern Saskatchewan. The SATCC will work with Bill and Steve, and AEEL to hold a consultation with northern employers, apprentices, educators and the general public on September 22, 2009. • June 5 - 6, 2009 – The CEO attended the AGM of the Saskatchewan Construction Association and made a presentation which was well received. • June 8, 2009 - The CEO and the Director of Corporate Services, Lillie Wong, met with representatives from AEEL and analysts from Treasury Board and provided a presentation on the current operations and activities of SATCC and a look at the future directions of the Commission. The presentation appeared to be well-received. • June 8, 2009 – The Senior Management Team attended the Saskatchewan Tourism Education Council Awards Dinner where several apprentices were recognized. • June 11, 2009 - Attended the Saskatchewan Labour Market Information Symposium and the Saskatchewan High Case Investment scenario. The LMI Report has been published and circulated to Commission Board members. • June 12, 2009 – The CEO and Strategic Advisor engaged in a productive discussion with the ad hoc Commission Board Governance Committee. A report 	<p>Motion #2009-04-04</p> <p>M/S Mullin/Roncin that the Commission Board accept the CEOs Report as presented.</p> <p>Motion carried.</p>

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<p>of the meeting will be presented at the next Commission Board meeting.</p> <ul style="list-style-type: none"> • June 16, 17 & 18, 2009 – The CEO participated in a meeting of the Labour Mobility Coordinating Group (LMCG) to attempt to bring clarity regarding the CCDA role in labour mobility to the LMCG. • July 9, 2009 – The CEO met with Jeff Nugent, Executive Lead Strategy & Policy with British Columbia’s Industrial Training Authority to discuss initiatives of mutual interest to the two provinces. • September 2– 3 Attended Canadian Apprenticeship Forum meeting in Calgary. • September 3– 4 Attended World Skills Competition in Calgary. • September 16 – Met with Manitoba Apprenticeship and British Columbia Industry Training Authority to discuss E-Learning initiatives and opportunities. • The SATCC had a vacancy rate of approximately 15% in 2008-2009. Positions are being filled as quickly as processes allow. • The RFP for building improvements at 2140 Hamilton Street was published in June and 4 general contractors submitted bids. The selection committee awarded the contract to Torson Construction and work began in the early part of August. • The SATCC Senior Management Team will prepare and present its 2010-2012 Operations Forecast to the Commission Board and then to the Ministry of AEEL in September, 2009. • The Saskatchewan Labour Market Commission has wound down operations and published its document, “Right People, Right Place, Right Time – Saskatchewan’s Labour Market Strategy” and the Implementation Plan. The document has been published and circulated to Commission Board members. • There have been changes in provincial/territorial representation at the CCDA table and much apprenticeship and Red Seal Program experience has been lost. Of the 15 CCDA representatives, 9 will have less than 6 months experience, 3 will have less than 2 years experience. Of the 3 representatives with more than 2 years experience, one will retire in October. • The Spring CCDA meeting was a mix of Orientation for CCDA members and a Strategic Planning session. Minister Norris, who has responsibility for both apprenticeship and labour mobility, addressed the meeting. 	

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<ul style="list-style-type: none"> • The Fall CCDA meeting was held in Calgary with the Interprovincial Alliance of Board Chairs (IPA) in attendance. The meeting focussed on: <ul style="list-style-type: none"> ◆ Strategic Planning and the completion of the Plan ◆ a review of CCDA Policies ◆ the development of a presentation on the Red Seal Program to be used in a European Union – Canada conference on Labour Mobility ◆ Several new initiatives being proposed for the Red Seal Program • Forty SYA Scholarships were awarded to graduates from 34 Saskatchewan High Schools during their June graduation ceremonies. • On June 9, 2009, the CEO and Director of Apprenticeship, Rick Ewen, hosted a delegation from Malawi which was engaged in an initiative with the University of Regina and SIAST. Rick provided a presentation, followed by Q&A. The delegation was very interested in how Saskatchewan administers the apprenticeship and trade certification program. It was a very productive session from all perspectives and SATCC anticipates being more engaged in these types of ventures. • The CEO met with the new Deputy Minister at AEEL, Clare Isman, on August 6, 2009. This was an initial meeting with Clare in her new position and was an opportunity to give her an overview of the SATCC. The Commission has had positive dealings with Clare in the past when she was Chair of the Public Service Commission. The Commission looks forward to working with Clare and her staff at the Ministry. • On August 13, the CEO and Director of Apprenticeship met with their Alberta counterparts, Darlene Bouwsema and Reg Richer, to discuss potential areas of partnership between Saskatchewan and Alberta. • Canada-European Union meetings will be taking place in Brussels October 1-3 where the CCDA Chair will present an overview of the Red Seal Program. 	

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<p>#5 CEO Performance Management</p>	<p>An in-camera discussion was held regarding the CEO's 2008-2009 Performance Management Evaluation and 2009-2010 Performance Goals. The Board approved the 2009-2010 goals as presented and further approved the recommendation regarding the results of the 2008-2009 performance management evaluation.</p>
<p>#6 Committee Reports</p> <p>Innovation Committee</p> <ul style="list-style-type: none"> • Brent Waldo reported that a mentoring program has been established by Construction Sector Council. There are 2 pilots, one of which is in Saskatchewan. • The program was meant to encourage mentorship and coaching and to provide tools for individual tradespeople to encourage apprentices. This project promoted interaction. • Manitoba is interested in integrating e-learning into the apprenticeship program. <p>Representative Workforce Committee</p> <ul style="list-style-type: none"> • Marral Thomson reported that the Representative Workforce Committee did not meet. <p>Standards Committee</p> <ul style="list-style-type: none"> • Rick Ewen reported that a sunset clause on the trade regulations is not permitted in Saskatchewan regulations. • Sprinkler fitter compulsory certification is still sitting with the government. 	<p>Motion #2009-04-05 M/S Roncin/Vandale that the Commission Board accept the report of the Innovation Committee Chair as presented. Motion carried.</p> <p>Motion #2009-04-06 M/S Christie/Mullin that the Commission Board accept the Standards Committee Report as presented. Motion carried.</p>

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<p>Finance/Audit Committee</p> <ul style="list-style-type: none"> • Merv Roncin reported on the Finance and Audit Committee meeting. • Year end financial statements to the end of 2009 were reviewed. • Provincial Auditors have submitted their report ending June 30. • The Committee reviewed the questionnaire that the Provincial Auditors left on how the provincial auditors were doing – recommendations, etc. <p>Ad hoc Governance Committee</p> <ul style="list-style-type: none"> • Brent Waldo reported on the ad hoc Governance Committee meeting. • Discussed the drafting of a formal committee mandate and action plan. • They discussed a board retreat for next year. • Review of Commission Board policies. • Stewardship/Accounting, leadership. • Comments are welcome. <p>Governance Leadership Series (GLS)</p> <ul style="list-style-type: none"> • There are 2 aspects of GLS. One is establishing a vision for our post secondary education, and the second is the Commissions role and duties/responsibilities. <ul style="list-style-type: none"> ◆ November 2 and 3 are first meetings in Saskatoon ◆ Second set of meetings will focus on roles and responsibilities 	<p>Motion #2009-04-07 M/S Christie/Vandale that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried.</p> <p>Motion #2009-04-08 M/S Mitchell/Earing that the Commission Board accept the ad hoc Governance Committee report as presented and that the SATCC Board of Directors approve the ad hoc Governance Committee to draft a formal Committee Mandate and Action Plan formalizing the Committee to a Standing Committee of the Board. Motion carried.</p>
<p>#7 Business Plan</p> <ul style="list-style-type: none"> • The Business Plan was approved by the Commission Board. It then went forward to the Minister and has now received ministerial approval. 	<p>Motion #2009-04-09 M/S Waldo/Nichols that the Commission Board adopt the Business Plan as presented Motion carried.</p>
<p>#8 Annual Report</p> <ul style="list-style-type: none"> • The SATCC Annual Report adheres to Government visual identity. • Page 6 is a new section. • Appendices A-H, factual statistics have now been re-located and are in one 	<p>Motion #2009-04-10 M/S Mitchell/Roncin that the Commission Board adopt the Annual Report as presented. Motion carried.</p>

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<p>location in the document.</p> <ul style="list-style-type: none"> • The Strategic Plan and Business Plan form the basis for next year’s Annual Report. • Darcy Cherney has been of great assistance in developing the Annual Report. 	
<p>#9 Board Elections – Chair and Vice-Chair</p> <ul style="list-style-type: none"> • The CEO took over the meeting to allow for the election. • Nominations for the position of Chair were called three times. • Garry Kot was nominated by Randy Nichols. Garry Kot accepted and was elected by acclamation. • Nominations for the position of Vice-Chair were called three times. • Doug Christie was nominated by Doug Mitchell for Vice-Chair. Doug Christie accepted and was elected by acclamation. • Garry Kot resumed chairing the meeting. 	
<p>#10 Distribution of Commission Board Minutes</p> <ul style="list-style-type: none"> • Draft electronic minutes should be circulated within 10 working days. • Recommendation: As the Board minutes are approved, they should be posted to the web-site. In-camera discussions will not be included. 	<p>Motion #2009-04-11 M/S Roncin/Earing that the Commission Board accept the recommendation as presented. Motion carried.</p>
<p>#11 Board Appointments/Changes</p>	<p>Motion #2009-04-12 M/S Waldo/Mitchell that the Commission Board remove the members from the Trade Boards (as per attached list). Motion carried.</p> <p>Motion #2009-04-13 M/S Earing/Nichols that the Commission Board appoint the nominees to the Trade Boards (as per attached list). Motion carried.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p>Motion #2009-04-14 M/S Deck/Roncin that the Commission Board remove the members from the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2009-04-15 M/S Christie/Craswell that the Commission Board appoint the nominees to the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2009-04-16 M/S Thomson/Roncin that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried.</p> <p>Motion #2009-04-17 M/S Vandale/Mitchell that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list). Motion carried.</p>
<p>#12 Trade Board Minutes</p> <ul style="list-style-type: none"> Minutes of the following Trade Board meetings were distributed prior to the September 23, 2009 Commission Board meeting: <ul style="list-style-type: none"> Boilermaker TB Conference Call June 4 2009 Construction Craft Labourer CEDB June 8 2009 Electrician TB & CEDB May 7 2009 	<p>Motion #2009-04-18 M/S Roncin/Waldo that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>

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<p>Electrician CEDB June 16 2009 Electronics Assemblers CEDB August 6 2009 Esthetician CEDB June 15 2009 Framer CEDB, August 19 2009 Industrial Instrument Mechanic CEDB January 23 2009 Industrial Instrument Technician CEDB April 23-27 2009 Industrial Mechanic (MW) CEDB May 26 2009 Ironworker CEDB April 28 2009 Machinist CEDB August 25 2009 Motor Vehicle Body Repairer CEDB/TB, May 21 2009 Motor Vehicle Body Repairer CEDB/TEB, May 21 2009 Motor Vehicle Body Repairer TEB, Conference Call, September 1 2009 Scaffolder CEDB August 26 2009 Sheet Metal Worker CEDB April 29 2009 Steamfitter-Pipefitter CEDB April 23 2009 Steamfitter-Pipefitter #1 and #2 CEDB May 7 2009 Steamfitter-Pipefitter CEDB May 19 2009 Steamfitter-Pipefitter CEDB June 11 2009 Welder CEDB June 3 2009</p>	
<p>#13 Issues and Business Arising from Trade Board Minutes, If Any</p> <ul style="list-style-type: none"> Electrical Board –A recommendation will be made to SIAST to determine if SIAST has any interest in developing an extension program 	
<p>#14 Other Business</p> <ul style="list-style-type: none"> A report from the province of New Brunswick contained a recommendation to adopt an apprenticeship administrative model similar to Saskatchewan’s Apprenticeship and Trade Certification Commission Extra classes for Steamfitter courses at SIAST were added this year The Apprenticeship Awards will take place on October 23rd, 2009 	<p>Commission Board members should let Sherry Morcom-Runge know if they plan on attending either the October 23rd Awards Ceremony or the Governance Leadership Series on November 2 and 3.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> The Governance Leadership Series will take place on November 2 and 3, 2009 	
#15 Next Meeting <ul style="list-style-type: none"> The next meeting of the Commission Board is scheduled for November 25, 2009 	
#16 Adjournment	Motion 2009-04-19 M Deck that the Commission Board adjourn the meeting. Motion carried.

Minutes approved:



Commission Chairperson



Commission Vice Chairperson