

**Saskatchewan Apprenticeship and Trade Certification Commission  
Board Meeting**

**Minutes  
Meeting Number 2010-02**

**Attendance for April 7, 2010  
2<sup>nd</sup> Fl. Boardroom, 2140 Hamilton St.  
Quorum was not achieved.**

G. Kot (Chair)	G. Craswell
F. Burnouf	G. Gaudet
J. Deck	D. Mitchell
V. Morrissette	M. Roncin
T. Mullin	R. Urbanowski
M. Thomson	

**Regrets:**

M. Allan	D. Christie
T. Earing	H. Hack
R. Nichols	B. Vandale
B. Waldo	W. Wilkinson

**Attendance for April 19, 2010  
Conference Call  
Quorum was achieved.**

G. Kot (Chair)	D. Christie (Vice Chair)
M. Allan	F. Burnouf
J. Deck	T. Earing
H. Hack	D. Mitchell
M. Thomson	B. Waldo
W. Wilkinson	

**Regrets:**

G. Craswell	V. Morrissette
T. Mullin	R. Nichols
M. Roncin	R. Urbanowski
B. Vandale	

**Note: On April 19, 2010, quorum was achieved by conference call. All Board members in attendance were polled on the motions made at the meeting of April 7, 2010 and all motions were carried.**

**Staff:**

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

Dawn Stanger, Strategic Advisor  
Lillie Wong, Director of Corporate Services

- Agenda Item #5 – Finance/Audit Committee

**Guests:**

Irene Seiferling, Board Dynamics

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Call to Order</b>	
<b>#1 Adoption of the Agenda</b>	<b>Motion #2010-02-01</b> <b>M/S Deck/Hack</b> that the Commission Board approve the agenda as amended. Motion carried.
<b>#2 Adoption of the Minutes of the January 27, 2010 Meeting</b> <ul style="list-style-type: none"> <li>• The Minutes were adopted with the following amendment:</li> </ul> <p><b>Bullets three and four are to be replaced with the following bullet:</b></p> <ul style="list-style-type: none"> <li>• <b>The proposed terms of reference, being recommended by the Governance Committee was discussed. The Governance Committee Terms of Reference will be brought forward to the May Board meeting for adoption.</b></li> </ul> <p><b>Motion #2010-01-05 should read</b>  <b>M/S Mullin/Vandale that the Commission Board accept the Governance Committee report as presented for information. The Board tabled any decision regarding changes to the current Board Committees and Committee structure until after a Board Planning Session.</b></p>	<b>Motion #2010-02-02</b> <b>M/S Hack/Wilkinson</b> that the Commission Board adopt the minutes of the January 27, 2010 as amended. Motion carried.
<b>#3 Chair's Report</b> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> <li>• The handout on the Number of Registered Apprentices and Number of Youth Apprentices was provided to the Board members in their meeting package.</li> <li>• The Chair expressed the Commission Board's appreciation to the Commission's Senior Management; Lillie Wong, Rick Ewen, and Dawn Stanger for their efforts in assisting in the development of the 2010-2011 SATCC Budget and Business Plan. The Chair extended his thanks to Reg Urbanowski, Assistant Deputy Minister of Advanced Education, Employment and Labour, for his efforts in supporting the Commission's budget needs.</li> <li>• Saskatchewan Youth Apprenticeship Industry Scholarship Program has received a commitment from the Saskatchewan Provincial Building Trades Council for a donation of \$10,000.</li> <li>• Canadian Apprenticeship Forum (CAF) met February 2, 3, 4, 2010 in Ottawa and the</li> </ul>	<b>Motion #2010-02-03</b> <b>M/S Hack/Christie</b> that the Commission Board accept the Chair's Report as presented. Motion carried.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>CCDA met February 4 – 5, 2010, also in Ottawa. The CAF engaged in a strategic planning process, which was partially based on feedback from a member survey. The CCDA finalized its Operations Plan and will complete its Performance Measures Plan in the next few weeks. Joe Black will be stepping down as Chair of the CCDA in June 2010.</p> <ul style="list-style-type: none"> <li>• Governance Leadership Series was held March 2-3, 2010 in Saskatoon. The Commission Board was represented by: Garry Kot Marral Thompson Frank Burnouf Doug Mitchell Randy Nichols Brett Vandale Vince Morrisette</li> <li>• Joe Black made a presentation at the Governance Leadership Series that was well received.</li> <li>• The Commission Board Development Session had originally been proposed for late May, 2010. However, in light of the many potential changes at the Board level it was proposed that this session be re-scheduled to September or October, 2010.</li> <li>• Proposed Schedule of 2009-2010 Commission Board Meetings and Next Commission Board Meeting - The current practice is to meet on the fourth Wednesday of alternate months, beginning in September of each year.</li> <li>• September meetings should include a presentation on the operations forecast.</li> <li>• The June 23<sup>rd</sup> Commission Board meeting is scheduled to approve the Business Plan once approval is received from the Minister of AEEL who is also responsible for SATCC.</li> <li>• It was proposed that we recommend to the Ministry of AEEL that terms for Commission Board members be staggered.</li> </ul>	
<p><b>#4 CEO Report</b></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"> <li>• Activities included: Development of a new Flash presentation on the Red Seal Program and the Agreement on Internal Trade (AIT); Development of a Power Point presentation to update industry and government</li> </ul>	<p><b>Motion #2010-02-04</b> <b>M/S Burnouf/Deck</b> that the Commission Board accept the CEO's Report as presented. Motion carried.</p>

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<p>officials on the Red Seal Program;  Participated in a forum with the Interprovincial Standards and Examination Committee (ISEC);  Delivered a presentation to staff of the HRSDC Trades/Apprenticeship group;  Delivered a presentation on the SATCC at the AEEL Governance Leadership Series</p> <ul style="list-style-type: none"> <li>• Co-presented with Kevin Evans, CEO of the British Columbia Industry Training Authority (ITA) to the Annual General Meeting of the CCA.</li> <li>• The CEO attended the following meetings:  Canadian Apprenticeship Forum (CAF) meeting;  CCDA meeting to complete the next phase of Strategic Planning and the development and acceptance of a CCDA Operations Plan;  Quarterly meeting with SIAST.</li> <li>• The CEO met with the following parties:  Manitoba Apprenticeship Executive Director;  Commission Board Executive Committee;  Susan Buckle, Saskatchewan Automotive Trades Association;  Saskatchewan Building Trades Council;  Mark Frisson, CEO of Great Plains College;  Irene Seiferling, Board Dynamics.</li> <li>• All of the current SATCC Board members terms will expire May 30, 2010 except for three - Reg Urbanowski, Frank Burnouf and Marral Thomson. SATCC has consulted with industry partners and is engaged in the prescribed process for appointing industry representatives. Names will be forwarded to the Minister of Advanced Education, Employment and Labour (AEEL) for appointment by OC.</li> <li>• Phase 1 of the Regina office environment improvements complete.</li> <li>• The SATCC and SIAST commissioned research on the feasibility of online delivery of apprenticeship technical training. ‘The Tools for the Job’ report is available on the SATCC Website at <a href="http://www.saskapprenticeship.ca">www.saskapprenticeship.ca</a></li> <li>• CCDA is making strides in implementing its 2009 – 2012 Strategic Plan and is involved in exploring a number of new initiatives.</li> </ul>	
<p><b>#5 Commission Board Development, Board Governance and CEO Evaluation – Irene Seiferling</b></p>	<p><b>In-camera discussion</b></p>
<p><b>#6 Governance Leadership Series de-brief – Irene Seiferling</b></p> <p>Irene Seiferling de-briefed the Commission Board members on the value of the Governance Leadership Series.</p>	

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<p><b>#7 Interprovincial Alliance of Apprenticeship Board Chairs Award Presentation</b></p> <p>On behalf of the Interprovincial Alliance of Apprenticeship Board Chairs, Garry Kot presented Paul McLellan with a Certificate of Recognition.</p>	
<p><b>#8 Budget and Business Plan - Lillie Wong and Joe Black</b></p> <p>Lillie Wong and Joe Black made a presentation to the Commission Board on the Budget and Business Plan. Highlights were:</p> <ul style="list-style-type: none"> <li>• The format has become more abbreviated. It is now in four sections.</li> <li>• Section 2 provides direct links between outcomes, key actions and performance measures with the strategic goals. Performance Measures are more articulated than in previous years.</li> <li>• As per the budget figures, it is status quo for SATCC’s base funding. SATCC has been allocated an additional \$1.8 million, in one time funding from the federal Labour Market Development Agreement (LMDA) stimulus funds that will go specifically to training.</li> <li>• The vacancy rate of 15 per cent has been included in the budget (10% vacancy rate was used in 2009-2010 Budget).</li> <li>• SATCC has attempted to align the Business Plan with government priorities.</li> <li>• This year’s Business Plan continues to be streamlined and does not include detailed sections related to communications, human resource plans.</li> <li>• The 2009-2010 forecast figures are based on February 2010 actual figures to date.</li> <li>• Legal Fees budget item has been increased from previous years due to anticipated need related to upcoming interprovincial contracts and for advice related to daily operating contracts (e.g. leases). The Ministry of Justice provides regulatory services, but not contractual services.</li> <li>• Capital purchases – included monies to finish office space development on second floor.</li> <li>• General Other – including welding supplies required for practical testing</li> </ul> <p><b>Additional Discussion on Budget from April 19<sup>th</sup> Conference Call</b></p>	<p><b>Motion #2010-02-05</b>  <b>M/S Waldo/Earing</b> that the Commission Board accept the Budget and Business Plan as presented.  Motion carried.</p>

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<ul style="list-style-type: none"> <li>• Fees and government grants are our main sources of revenue.</li> <li>• The only fees that are not proportionately tied to service are tuition fees.</li> </ul>	
<p><b>#9 Tuition Fees – Joe Black</b></p> <p>Joe Black gave a brief report. Highlights were:</p> <ul style="list-style-type: none"> <li>• The SATCC Budget determines the number of technical training seats.</li> <li>• The Provincial Grant for 2010-2011 provides a one time only funding commitment of \$1.8 million.</li> <li>• There has been no increase in tuition fees for the last 6 years.</li> <li>• The 2009-2010 forecast revenue from tuition fees is \$1.3 million</li> <li>• Other client fees were based on actual costs.</li> <li>• The Ministry of Advanced Education, Employment and Labour had asked SATCC to investigate other sources of revenue.</li> <li>• Proposed increase of \$15 a week annually starting in 2011-2012: currently at \$30, raised to \$45, \$60 and then \$75 starting in 2011-12 .</li> <li>• There are 5 jurisdictions that have no tuition fees.</li> <li>• SATCC needs a policy which provides the rationale for tuition increases. Suggestions were: market value, generate 10% of our budget</li> <li>• SATCC will need to present options to the Ministry of AEEL.</li> <li>• It was recommended that the Commission Board include this in the 2010-2011 Business Plan.</li> </ul> <p><b>Additional Discussion on Tuition Fees from April 19<sup>th</sup> Conference Call</b></p> <ul style="list-style-type: none"> <li>• There would be no tuition increase in the current year. The consensus from the Commission Board meeting on April 7 was that SATCC should increase tuition fees.</li> <li>• There are current 2 major grants available to apprentices from the Federal government. The Apprentice Incentive grant is \$1000 and awarded to those who complete level 1 training. When level 2 is completed an additional \$1000 is awarded. The Apprentice Completion Grant is \$2000 and awarded to apprentices who complete a Red Seal trade.</li> <li>• SATCC would need to do a complete communication strategy around the tuition fee increase so that apprentices entering into the program would be made aware of the intended increase.</li> </ul>	<p><b>Motion #2010-02-06</b>  <b>M/S Mitchell/Deck</b> that the Commission Board accept the Tuition Fee report as presented and include the item in the 2010-2011 Business Plan.  Motion carried.</p>

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<ul style="list-style-type: none"> <li>• Acceptance of the tuition fee proposal does not mean it is automatic. The proposal would need to be forwarded to the Ministry of AEEL for approval. The Minister would make the final decision on the amount of the increase.</li> </ul>	
<p><b>#10 Update on CCDA and Red Seal Program - Joe Black</b></p> <ul style="list-style-type: none"> <li>• The CEO presented a flash presentation on the CCDA and Red Seal.</li> <li>• All 13 jurisdictions have been at the table with the Federal government since the beginning.</li> <li>• Industry has expressed concern that they don't know what other certifications mean. Having a Red Seal standard means that the credentials are recognized Canada wide.</li> <li>• The "Green" Red Seal is only a concept at this point.</li> </ul>	
<p><b>#11 Board Appointments Process - Dawn Stanger</b></p> <ul style="list-style-type: none"> <li>• All appointments but 3 on the Commission Board will expire May 30, 2010.</li> <li>• SATCC is required to follow the apprenticeship legislation to gather names from industry.</li> <li>• SATCC is expecting to be able to send a list of Commission Board member industry recommendations to the Minister of AEEL by April 16, 2010. These recommendations need to be approved by Order-in-Council.</li> <li>• Terms are set at 3 years.</li> <li>• It was recommended by the Commission Board that the terms be staggered in thirds.</li> </ul>	
<p><b>#12 Discussion on Board Planning Session and Board Orientation</b></p> <ul style="list-style-type: none"> <li>• The Governance Committee will take the lead on the Board Orientation and Board Planning Session. It was tentatively agreed that September or October, 2010 would be the best time to hold these meetings.</li> <li>• The Governance Committee has looked at policies to identify any issues and make recommendations to the Commission Board.</li> <li>• As per the Governance Committee terms of reference, one of its duties is to review the policies every 2 years.</li> </ul>	

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<p><b>#13 Committee Reports</b></p> <p><b>Finance/Audit Committee</b></p> <ul style="list-style-type: none"> <li>• Merv Roncin reported on the meeting of the Finance and Audit Committee.</li> <li>• The Finance Committee met with Bill Harasymchuk to discuss the standards and accounting procedures related to performing an audit.</li> <li>• Spoke of fraud and risk assessment. The Finance Audit Committee will complete a questionnaire.</li> <li>• Reviewed the 8 month financial report.</li> <li>• Lillie Wong reviewed the financial information for the 8 month period ending February 28, 2010.</li> <li>• The Client Fees Summary provides this year-to-date actuals compared to last year's actuals for the same time period.</li> </ul> <p><b>Governance Committee</b> There was no report</p>	<p><b>Motion #2010-02-07</b> <b>M/S Waldo/Thomson</b> that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried.</p>
<p><b>#14 Trade Board Renewal and Board Appointments/Changes</b></p>	<p><b>Motion #2010-02-08</b> <b>M/S Christie/Wilkinson</b> that the Commission Board remove the members from the Trade Boards (as per attached list). Motion carried.</p> <p><b>Motion #2010-02-09</b> <b>M/S Deck/Bournouf</b> that the Commission Board appoint the members to the Trade Boards (as per attached list). Motion carried.</p> <p><b>Motion #2010-02-10</b> <b>M/S Christie/Wilkinson</b> that the Commission Board remove the members from the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p><b>Motion #2010-02-11</b>  <b>M/S Deck/Bournouf</b> that the Commission Board appoint the nominees to the Curriculum and Exam Development Boards (as per attached list).  Motion carried.</p> <p><b>Motion #2010-02-12</b>  <b>M/S Christie/Wilkinson</b> that the Commission Board remove the members from the Trade Examining Boards (as per attached list).  Motion carried.</p> <p><b>Motion #2010-02-13</b>  <b>M/S Deck/Bournouf</b> that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list).  Motion carried.</p>
<p><b>#15 Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>Minutes of the Trade Board meetings were distributed prior to the April 7, 2010 Commission Board meeting.</li> </ul>	<p><b>Motion #2010-02-14</b>  <b>M/S Mitchell/Burnouf</b> that the Commission Board receive the Trade Board minutes as distributed.  Motion carried.</p>
<p><b>#16 Issues and Business Arising from Trade Board Minutes, If Any</b></p> <p>There were no issues or business arising from the Trade Board Minutes.</p>	
<p><b>#17 Other Business</b></p> <p>There was no Other Business.</p>	
<p><b>#18 Next Meeting</b></p> <p>The next meeting of the Commission Board will be determined by polling the</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Commission Board members.	
<p><b>#19 Adjournment</b></p> <p>The meeting adjourned at 2:29.</p>	<p><b>Motion #2010-02-15</b>  <b>M/S Morrissette</b> moved that the Commission Board adjourn the meeting.  Motion carried.</p>

Minutes approved:



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Commission Chairperson



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Commission Vice Chairperson