



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
January 26, 2011
2140 Hamilton Street
REGINA SK**

Meeting Number 2011-01

Members Present:

Garry Kot (Chair)
Frank Burnouf
Greg Gaudet
Bryan Leier
Vince Morrissette
Marral Thomson
Brett Vandale
Teresa Hards

Doug Christie (Vice-Chair)
Jim Deck
Clarence George
Doug Mitchell
Randy Nichols
Linda Turta
Brent Waldo
Tim Earing

Regrets:

Monte Allan
Reg Urbanowski

Gerry Craswell

Staff:

Joe Black, CEO
Sherry Morcom-Runge, Recorder

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

Guests:

Dion McGrath

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order Introductions were made.</p>	
<p>#1 Adoption of the Agenda</p>	<p>Motion #2011-01-01 M/S Leier/Mitchell that the Commission Board approve the agenda. Motion carried</p>
<p>#2 Adoption of the Minutes of the November 30, 2010 Meeting</p>	<p>The CEO will revise the minutes in a manner appropriate for public viewing. They will then be circulated to Commission Board members by email for approval.</p>
<p>#3 Chair's Report The Chair reported on the following:</p> <ul style="list-style-type: none"> • The Chair has received a letter from Raymond Massey, Alberta Apprenticeship and Industry Training Board, supporting SATCC's proposal to implement a "Blue Seal" program in Saskatchewan. • The statistics were distributed in the Board packages sent out prior to the meeting. • The Chair noted that there are no statistics for apprentice completion rates and the length of time it takes to complete. SATCC is currently working with Doug Elliott in researching these statistics. • Canadian Apprenticeship Forum (CAF) and Interprovincial Alliance of Apprenticeship Board Chairs (IPA) will meet February 23-24, 2011 in Ottawa. Doug Christie will attend on behalf of SATCC. Canadian Council of Directors of Apprenticeship (CCDA) will meet in Ottawa on February 24-25 in Ottawa. Doug Christie will attend on behalf of SATCC. • The September, 2011 Commission Board meeting will be moved to September 21st to allow time for the audit to be approved. • The June, 2011 conference call is contingent on the Minister of Advanced Education, Employment and Immigration's approval of the Business Plan. 	<p>Motion #2011-01-02 M/S Earing/George that the Commission Board accept the Chair's Report as presented. Motion carried</p>

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<p>#4 CEO Report For detailed information, please refer to the CEO Report included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> • The CEO identified a number of meetings he attended. • There will be an orientation for new board members on March 4, 2011 in Saskatoon. Further details will be provided at a later date. If any other Commission Board members wish to attend, they should let Sherry know. • There was a staff meeting held on December 7, 2010. • Gary Vieser and Greg Gaudet met with CEO to discuss the direction of apprenticeship related to the electrician's trade in Saskatchewan. • SATCC is partnering with Apprenticeship Manitoba to develop online learning in several trades that SATCC will have access to. This is not meant to replace in-class training. • There are plans to have a Women in Trades and Technology Summit in the spring of 2011. Commission Board members will be invited to attend. It will be a one day event that will be held in Saskatoon. • The SIATST agreement is complete. • The Saskatchewan Construction Association brochure is getting good reviews. In future it will have the logo of whatever agency we are dealing with. • FQR – SATCC was awarded funding to do research. A consultant has visited all provinces. The report will be made available to the Commission Board members at the next meeting. • Lean Business Initiatives – The work on mapping and assessing work processes has begun. The intent is to streamline processes and improve client services. • The Commission Board of Directors has given permission to explore leased space in Saskatoon. • The Saskatoon office has had environmental issues for a quite some time. Saskatoon has very little to offer in the form of office space. There is a significant cost increase at the proposed new location. SATCC has a lawyer vetting the new lease agreement. • Rick Ewen spoke to the Blue Seal program. It was proposed that SATCC 	<p>Motion #2011-01-03 M/S Deck/Nichols that the Commission Board accept the CEO's Report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>partner with Alberta Apprenticeship and Industry Training (AIT). Alberta AIT has indicated that it is ready for the program to move forward. There is no cost for SATCC.</p> <ul style="list-style-type: none"> • Commission Board Bulletin would be a vehicle for transmitting information to the general boards and constituents. It would contain relevant information such as biographical information on Commission Board members, key statistics, fast facts, and to promote SATCC accomplishments, events, etc. The bulletin will be posted on the SATCC website. 	
<p>#5 Committee Reports #5a.i Governance Committee - SATCC Board Policies Review – Decision Item</p> <ul style="list-style-type: none"> • The revised/new policies were distributed prior to the meeting. The Governance Committee has reviewed all the policies distributed and is recommending them, as presented. • A-1 – the policy adheres to Ministry of Finance guidelines for the payment of the Board’s remuneration and expenses. A-1 and the old A-2 (November 7, 2003) are now combined • A-2 - Commission Board Meetings and Minutes • A-3 – Presentations. Under “Procedures” in the first bullet, in the third line, “prior” should replace “at least”. 	<p>Motion #2011-01-04 M/S Waldo/Nichols that the Commission Board approve Policy A-1 as presented and delete A-2 (November 7, 2003) policy. Motion carried</p> <p>Motion #2011-01-05 M/S Waldo/Vandale that the Commission Board approve Policy A-2 as presented. Motion Carried</p> <p>Motion #2011-01-06 M/S Waldo/George that the Commission Board approve Policy A-3 as presented. Motion Carrie</p>

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<ul style="list-style-type: none"> • A-4 - Trade Board Meetings 	<p>Motion #2011-01-07 M/S Waldo/Leier that the Commission Board approve Policy A-4 as presented. Motion Carried</p>
<ul style="list-style-type: none"> • A-5 - Definition of employers was streamlined. 	<p>Motion #2011-01-08 M/S Waldo/Morrisette that the Commission Board approve Policy A-5 as presented. Motion Carried</p>
<ul style="list-style-type: none"> • Old A-7 (September 2001) - This is an operational policy and should be deleted from the Board's strategic policies. 	<p>Motion #2011-01-09 M/S Waldo/Turta that the Commission Board approve the deletion of the current Policy A-7 (September 2001) as presented. Motion Carried</p>
<ul style="list-style-type: none"> • A-6 Commission Board Accountability and the deletion of C-1 Commission Board Communications (March 15, 2001) – A-6 is an updated form of C-1 moved from the Communications section to the Administration section. 	<p>Motion #2011-01-10 M/S Waldo/Burnouf that the Commission Board approve the deletion of Policy C-1 (March 15, 2001) and approve Policy A-6 as presented. Motion Carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> ● A-7 Trade Board Accountability and deletion of C-2 Trade Board Communications (March 15, 2001) - A-7 is an updated form of C-2 moved from the Communications section to the Administration section. ● G-2 – Delegation of Powers. Changes to the signing authorities are required. #5a.ii SATCC Board Committees’ Terms of Reference – Decision Item ● There was discussion around the representation on Board Committees and quorum issues that could arise. ● It was noted that under the section labelled “Responsibilities” the biennial review of Terms of Reference should also include the review of policies. It should be understood that a policy can be reviewed at any time. This would include all Terms of Reference. 	<p>Motion #2011-01-11 M/S Waldo/Hards that the Commission Board approve the deletion of Policy C-2 (March 15, 2001) and approve Policy A-7 as presented. Motion Carried</p> <p>Motion #2011-01-12 M/S Waldo/Thomson that the Commission Board approve Policy G-2 as presented. Motion Carried.</p> <p>Motion #2011-01-13 M/S Waldo/Leier that the SATCC Board of Directors approve Terms of Reference for the following Standing Board Committees, as attached with one change as follows: Where it appears in each Terms of Reference, under the section labelled “Responsibilities” the biennial review of Terms of Reference should be changed to an “Annual” review. Motion Carried.</p> <p><u>Standing Committees</u> Audit and Finance Committee Executive Committee Governance Committee Workforce Inclusion and Program Innovation Committee</p>

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<p>#5a.iii SATCC Board Handbook</p> <ul style="list-style-type: none"> Contact information for each Commission Board member should be included. The Governance Committee will investigate suggestions for lay-out and design of the Handbook and bring forward a recommendation to the Board. <p>#5b Finance/Audit Committee</p> <ul style="list-style-type: none"> Brett Vandale reported that the Finance/Audit Committee met with Bill Harasymchuk from the Provincial Auditor's Office to review the timelines for the audit. The Committee also reviewed the terms of reference and the financial actuals. Lillie Wong reviewed the 2009-2010 Year –to-Date Financial Information <p>Regina Trades and Skills Centre</p> <ul style="list-style-type: none"> Doug Christie reported on the Regina Trades and Skills Centre Gerry Craswell has been appointed to the Regina Trades and Skills Centre Board. He is also on the Saskatoon Trades and Skills Centre Board. <p>Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> No Report 	<p>Motion #2011-01-14 M/S Waldo/George that the SATCC Board of Director's approve Terms of Reference for the following Ad Hoc Committees, as attached. Motion Carried.</p> <p><u>Ad Hoc Committees</u> Standards Committee Trade Board Appointments Committee</p> <p>Motion #2011-01-15 M/S Vandale/Christie that the SATCC Board accept the Finance/Audit Committee report as presented. Motion Carried.</p>

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<p>#6 Appointments to Commission Board Standing Committees</p> <ul style="list-style-type: none"> • There should be an effort made to have equal representation on each committee. • Doug Christie gave an overview of the Standards Committee. As new trades express an interest in certification or changes are required that affect the standards of apprenticeship, the Standards Committee is responsible to vet the request and forwarded it to legislature for final approval if approved by the Standards Committee. If there is trade that is deemed as being inactive, the Standards Committee can review it and make recommendations to de-regulate it. 	<p>Motion #2011-01-16 M/S Turta/Leier that the Commission Board approve the recommendation that individual terms on the various committees should be set at one year. This should be added to the Terms of Reference for each Committee. Motion Carried.</p> <p>Motion #2011-01-17 M/A Vandale/Earing that the Commission Board approve membership on the following standing committees. Motion Carried.</p> <p>Audit and Finance Committee</p> <ul style="list-style-type: none"> ◆ Tim Earing (ee) ◆ Greg Gaudet (ee) ◆ Doug Christie (er) ◆ Linda Turta (er) ◆ Bryan Leier (er) ◆ Brett Vandale (other) <p>Governance Committee</p> <ul style="list-style-type: none"> ◆ Monte Allan (er) ◆ Clarence George (ee) ◆ Randy Nichols (ee) ◆ Brett Vandale (other) ◆ Brent Waldo (er) ◆ Gerry Craswell (other)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p data-bbox="1352 315 1976 347">Inclusion and Program Innovation Committee</p> <ul data-bbox="1352 354 1728 581" style="list-style-type: none"> ◆ Frank Burnouf (other) ◆ Teresa Hards (ee) ◆ Doug Mitchell (other) ◆ Vince Morrissette (other) ◆ Marral Thomson (other) ◆ Jim Deck (er) <p data-bbox="1255 662 1524 695">Motion #2011-01-18</p> <p data-bbox="1255 701 2018 802">M/S Vandale/Earing that the Commission Board approve membership on the Ad Hoc Trade Board Appointments Committee.</p> <p data-bbox="1352 808 1566 841">Motion Carried.</p> <p data-bbox="1352 883 1871 915">Trade Board Appointments Committee</p> <ul data-bbox="1352 922 1728 1117" style="list-style-type: none"> ◆ Clarence George (ee) ◆ Jim Deck (er) ◆ Vince Morrissette (other) ◆ Doug Mitchell (other) ◆ Greg Gaudet (ee) <p data-bbox="1255 1192 1524 1224">Motion #2011-01-19</p> <p data-bbox="1255 1230 2018 1331">M/S Vandale/Earing that the Commission Board approve membership on the Ad Hoc Standards Committee.</p> <p data-bbox="1352 1305 1566 1338">Motion Carried.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p>Standards Committee</p> <ul style="list-style-type: none"> ◆ Doug Christie (er) ◆ Garry Kot (ee) ◆ Randy Nichols (ee) ◆ Tim Earing (ee) ◆ Marral Thomson (other)
<p>#7 Trade Board Renewal and Board Appointments/Changes</p>	<p>Motion #2011-01-20 M/S Deck/Leier that the Commission Board remove the members from the Trade Board (as per attached list) Motion carried</p> <p>Motion #2011-01-21 M/S Gaudet/Mitchell that the Commission Board appoint members to the Trade Board (as per attached list). Motion carried</p> <p>Motion #2011-01-22 M/S George/Thomson that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2011-01-23 M/S Vandale/Burnouf that the Commission Board appoint members to the Curriculum and Exam Development Boards (as per attached list). Motion carried</p>

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	<p>Motion #2011-01-24 M/S Gaudet/Christie that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried</p>
<p>#8 Trade Board Minutes</p> <ul style="list-style-type: none"> • Minutes of the Trade Board meetings were distributed prior to the January 30, 2011 Commission Board meeting. 	<p>Motion #2011-01-25 M/S Turta/Thomson that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>
<p>#9 In-Camera Session (as required)</p>	<p>No Session</p>
<p>#10 Other Business</p> <ul style="list-style-type: none"> • Brent Waldo noted that there could be staff vacancies at SATCC in the near future. The CEO suggested that it would be beneficial for the Public Service Commission (PSC) to make a presentation to the Commission Board on the hiring process at a future meeting. • There are criteria that will need to be determined in advertising for the CEO position. The goal is to have the new CEO in place by October 2012. 	
<p>#11 Next Meeting</p> <ul style="list-style-type: none"> • April 6, 2011 • May 25, 2011 • The June meeting will be a Conference Call and determined at a later date. 	

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<p>#12 Adjournment</p> <ul style="list-style-type: none"> The meeting adjourned at 2:30 pm. 	<p>Motion #2011-01-26 M/S Randy Nichols moved that the Commission Board adjourn the meeting. Motion carried</p>

Minutes approved:



 Commission Chairperson



 Commission Vice Chairperson

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Examining Board Removals and Appointments
January 26, 2011**

Proposed for Removal from the TEB

Trade	Removal from the TEB	Reason
Machinist	Henry Berg	Resigned

Proposed for Appointment to the TEB

Trade	Nominated for Appointment to the TEB
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Saskatchewan Apprenticeship and Trade Certification Commission
Curriculum & Exam Development Board Removals and Appointments
January 26, 2011

Proposed for Removal From The CEDB

Trade	Board Member	Reason
Machinist	Henry Berg	Resigned
Heavy Duty Equipment Mechanic	David Braun	Resigned
Industrial Mechanic (Millwright)	Roy Michel	Resigned

Proposed for Appointment to the CEDB

Trade	Nominated for Appointment to the CEDB
Painter and Decorator	Jerry White

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments

January 26, 2011

Proposed for Removal From the TB

Trade	Removal from the TB	Reason
Machinist	Henry Berg	Resigned
Heavy Duty Equipment Mechanic	David Braun	Resigned

Proposed for Appointment to the TB

Trade	Nominated for Appointment to the TB
Powerline Technician	Drew McDonald