



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
November 30, 2010
2140 Hamilton Street
REGINA SK**

Meeting Number 2010-06

Members Present:

Monte Allan
Gerry Craswell
Clarence George
Bryan Leier
Vince Morrissette
Linda Turta
Brett Vandale

Doug Christie (Vice-Chair)
Jim Deck
Teresa Hards
Doug Mitchell
Randy Nichols
Brent Waldo

Regrets:

Garry Kot (Chair)
Frank Burnouf
Tim Earing

Marral Thomson
Reg Urbanowski
Gregory Gaudet

Staff:

Joe Black, CEO
Sherry Morcom-Runge, Recorder

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

Guests:

Irene Seiferling
Dion McGrath

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>Call to Order New Board Members were welcomed and introductions were made. New members are: Clarence George (Saskatoon) representing Production & Maintenance Sector Employees Linda Turta (Yorkton) representing Agriculture, Tourism and Service Employ Teresa Hards (Saskatoon) representing Agriculture, Tourism and Service Employees Bryan Leier (Regina) representing Motive Repair Sector Employers</p> | |
| <p>#1 Adoption of the Agenda</p> | <p>Motion #2010-06-01 M/S Vandale/Leier that the Commission Board approve the agenda. Motion carried</p> |
| <p>#2 Adoption of the Minutes of the September 22, 2010 Meeting</p> <p>Comments submitted by Doug Mitchell</p> <ul style="list-style-type: none"> • Doug Mitchell expressed a concern regarding the length of time for the minutes to be distributed. | <p>Motion #2010-06-02 M/S Deck/Mitchell that the Commission Board adopt the minutes of the September 22, 2010 meeting as presented. Motion carried</p> |
| <p>#3 Chair's Report The Vice-chair reported on the following:</p> <ul style="list-style-type: none"> • Welcomed the new Commission Board Members. They are: Clarence George Linda Turta Teresa Hards Bryan Leier • Welcomed Dion McGrath to the meeting. • Reminded the Governance Committee that a Governance Committee meeting | <p>Motion #2010-06-03 M/S Allan/George that the Commission Board accept the Chair's Report as presented. Motion carried</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>would follow the Commission Board meeting.</p> <ul style="list-style-type: none"> • Reported that there were 2 pieces of correspondence to view in the Commission Board Correspondence file. They are an email from Hazel Hack indicating that she has enjoyed her work on the SATCC Board of Directors and a letter that the Chair had sent to Minister Norris. • Statistics were distributed prior to the meeting in the Board Packages. • Reported on the meeting with Minister Norris. • There is a new Executive Director at CAF, Sarah Watts-Rynard. • The Chair attended the IPA meeting in Ottawa. IPA acts as a conduit between CAF and CCDA. • The Chair attended the CCDA meeting in Ottawa on October 21 and 22, 2010. • The proposed Commission Board meeting schedule was reviewed. The next meeting will be January 26, 2011. | |
| <p>#4 CEO Report 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 identified a number of meetings he attended. • CAF holds a national conference every two years. In June of 2012 it will be held in Regina. • Heavy Duty Equipment Operator has been designated as a Red Seal trade. • CCDA has agreed to a new governance structure. • Binders for both the CCDA and CAF Meetings are available in the Boardroom. • Space Planning is underway for the second floor at 2140 Hamilton Street. A new design firm will prepare drawings. • The Saskatoon office has been problematic. The lease will end soon and a search for a new location has begun. • “Building Bright Futures” brochure was presented for the Commission Board of Directors to view. The brochure was done jointly with the Saskatchewan Construction Association (SCA). The brochure outlines the benefits of the trades and can be adapted to any trade or sector. | <p>Motion #2010-06-04 M/S Morrissette/Vandale that the Commission Board accept the CEO’s Report as presented. Motion carried</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <ul style="list-style-type: none"> • The Minister of AEEI has indicated that he would like the story of apprenticeship told from a journalistic perspective. The intent is to put together a compendium that could be posted on the website. • The Blue Seal Program has been approved by the Alberta Industry Training Board for implementation in Saskatchewan. • The Foreign Qualification Recognition Project report will be shared with the Commission Board of Directors when it is available. • The Commission appointed an ad hoc Saskatchewan Youth Apprenticeship (SYA) working group in 2008. The SYA Working Group made recommendation to the SATCC, AEEI and the Ministry of Education. The SYA Working Group has completed its work and has been stood down. • SATCC Awards Night was successful. The SATCC Staff are to be commended for the hard work that they put into the event. • Lean Business Initiatives – SATCC has implemented a process mapping initiative to ensure that there are consistencies in the way office procedures are carried out by training coordinators, field staff, administration, financial and management. • The CEO is working with AEEI to determine responsibilities for programs like EAPD. SATCC will be taking on the administration of EAPD as it relates to apprenticeship clients. The SATCC will enter into a contract with an assessment group. SATCC will do the referrals. The SATCC does not have the expertise to provide the support services. | |
| <p>#5 Board Governance Workplan and CEO Evaluation Policy – Irene Seiferling</p> <ul style="list-style-type: none"> • Irene Seiferling reviewed three items with the Commission Board of Directors Committee members: <ul style="list-style-type: none"> ➤ The CEO Evaluation Policy ➤ The Board Workplan ➤ The Board Committees | <p>Motion #2010-06-05 M/S Vandale/Craswell that the SATCC Board approve the new Board Policy for CEO Evaluation as attached and recommended for approval by the Governance Committee. Motion carried</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>The CEO Evaluation Policy</p> <ul style="list-style-type: none"> • A key responsibility of the Board is to monitor the performance of the CEO. • The SATCC Board has committed to monitoring the CEO’s performance in the form of a regular evaluation process. • The Board wishes to have a policy that states this commitment to monitoring and/or evaluation. • The Executive Committee oversees the process. <p>The Board Workplan</p> <ul style="list-style-type: none"> • The SATCC Board Development Workplan is the outcome of the Board Evaluation done in May, 2010. • The Board reviewed a chronology of recent Governance activities to provide background. • Reviewing the Board Policies is an ongoing action. Each Committee should review the policies relevant to it on an annual basis. <p>The Board Committees</p> <ul style="list-style-type: none"> • Committees are critical to the ongoing work of the Commission Board. • Legislated Committees should be reviewed and the role of the committees defined, to ensure that the highest standards are adhered to. • As per the legislation, the Commission can establish committees as needed. • Group discussions followed: items to note were: <ul style="list-style-type: none"> ➤ Combining representative workforce and innovation. ➤ Appointment of members to each committee should be approved by the Board of Directors. ➤ The role of a compensation/HR Committee could be done by the Executive committee. ➤ The Chair can serve on both Audit/Finance and Governance Committee. • Overlapping committee membership on numerous committees can be counter-productive. • There should be equal representation of employer and employee representatives | <p>The Board agreed to use the Governance Workplan as a guide in continuing Board governance activities.</p> <p>Motion #2010-06-06 M/S Waldo/Vandale that the SATCC Commission Board of Directors approve the following Board Committee structure as presented below.</p> <p><u>Standing Committees</u> Executive (current standing committee) Finance/Audit (current standing committee) Governance (new standing committee) Workforce Inclusion and Program Innovation (new standing committee)</p> <p><u>Ad-Hoc Committees</u> Standards (current standing committee changed to ad-hoc committee)</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>on each committee.</p> <ul style="list-style-type: none"> • Commission Board members were asked to consider the Standing Committees they would like to participate on. | <p>Trade Board Appointments (current ad-hoc committee)</p> <p>The Innovation Committee and the Representative Workforce Committee will be abolished. Motion carried with 1 abstention (Randy Nichols).</p> |
| <p>#6 2010-2011 Business Plan Update</p> <p>The CEO reviewed SATCC's strategic goals from the Strategic Plan:</p> <ul style="list-style-type: none"> • Service Delivery Excellence • Staff Resources • Promotion of apprenticeship as a valuable and rewarding career choice • Communication • Managing Financial Resources • Innovation <p>Within each of these goals, there are relevant themes which include:</p> <ul style="list-style-type: none"> • Communication with Stakeholders • Improving the Experience of Learners • Recognizing Aboriginal Peoples • Recognizing Immigrants • Recognizing Youth • Promoting Apprenticeship and the Trades • Managing Financial Resources • Environment for SATCC Staff <p>The CEO recommended that each of these themes would be reported on twice a year.</p> | <p>The SATCC Board of Directors agreed that this reporting will be used twice per year.</p> |
| <p>#7 Board of Directors Policy Review</p> | <p>Motion #2010-06-07 M/S Leier/Vandale that the SATCC Board of Directors approve the changes to Financial Board Policies, as</p> |

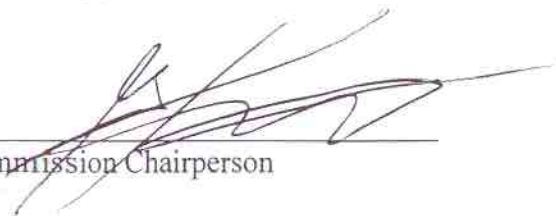
| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| | <p>attached. Motion carried</p> <p>Motion #2010-06-08 M/S Waldo/Vandale that the SATCC Board of Directors adopt the revisions to Program Board Policies, as attached. Motion Carried</p> |
| <p>#8 Committee Reports Finance/Audit Committee Brett Vandale reported that the Finance Committee met and discussed:</p> <ul style="list-style-type: none"> • The year to date financial information as provided by Lillie Wong. • It was noted that revenue from Client Fees has increased. <p>Lillie Wong reported that:</p> <ul style="list-style-type: none"> • Actual Revenues appear to be over budget. • Training expenditures – appears to be over budget, the timing of receipts of Aboriginal Initiative invoices is not predictable and projects may cross over into other years. SATCC processes payments when goods or services and the appropriate documentation has been received. • Operating expenses – salaries appear to be over budget, however the budget incorporates a 15% vacancy rate and the actual year to date vacancy rate is 8%. • Summary of Board expenses are under budget due to fewer meetings. <p>Governance Committee</p> <ul style="list-style-type: none"> • Randy Nichols expressed a concern regarding the ratio of Employer and Employee Representatives on the Governance Committee. • Brent Waldo reported on the Governance Committee meeting in item # 7. | <p>Motion #2010-06-09 M/S Vandale/Allan that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried</p> <p>Motion #2010-06-10 M/S Waldo/Vandale that the SATCC Board accept the Governance Committee report Motion Carried</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| <p>Regina Trades and Skills Centre</p> <ul style="list-style-type: none"> • Doug Christie reported on the Regina Trades and Skills Centre meeting of November 18, 2010: • The RTSC has purchased Turner Crossing Mall. • There are a few maintenance and repair issues that they are hoping to deal with in 2011. • Programming for Fall 2010 includes 2 TASCAP sections of 15 high-school students, and adult programming includes, steel studs and drywall, plumbing assistant, floor covering installer, staples call centre, and painting. <p>Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> • No report | <p>Motion #2010-06-11 M/S Nichols/George to accept Doug Christie's report on The Regina Trades and Skills Centre. Motion carried</p> |
| <p>#9 Trade Board Renewal and Board Appointments/Changes</p> <ul style="list-style-type: none"> • The nature of appointments and removals is cyclical. There are some Boards that have had vacancies for some time. | <p>Motion #2010-06-12 M/S Deck/George that the Commission Board remove the members from the Trade Board (as per attached list) Motion carried</p> <p>Motion #2010-06-13 M/S Nichols/Waldo that the Commission Board appoint members to the Trade Board (as per attached list). Motion carried</p> <p>Motion #2010-06-14 M/S Deck/George that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
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| | <p>Motion #2010-06-15 M/S Nichols/Waldo that the Commission Board appoint members to the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2010-06-16 M/S Deck/George that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried</p> <p>Motion #2010-06-17 M/S Nichols/Waldo that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list). Motion carried.</p> |
| <p>#10 Trade Board Minutes</p> <ul style="list-style-type: none"> Minutes of the Trade Board meetings were distributed prior to the November 30, 2010 Commission Board meeting. Rick Ewen has polled the trade boards, and it was determined that the “Fall” is the best time for trade board meetings. | <p>Motion #2010-06-18 M/S Morrissette/Waldo that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p> |
| <p>#11 Issues and Business Arising from Trade Board Minutes, If Any</p> <ul style="list-style-type: none"> There were no issues or business arising from the Trade Board Minutes. | |
| <p>#12 In Camera Session</p> | |
| <p>#13 Other Business</p> | |

| AGENDA ITEM/DISCUSSION POINTS | ACTIONS |
|--|--|
| <ul style="list-style-type: none"> • There was no Other Business | |
| <p>#14 Next Meeting</p> <ul style="list-style-type: none"> • January 26, 2011 • April 6, 2011 • May 25, 2011 • The June meeting will be a Conference Call and determined at a later date. | |
| <p>#15 Adjournment The meeting adjourned at 2:11 pm.</p> | <p>Motion #2010-06-19 M/S Clarence George moved that the Commission Board adjourn the meeting. Motion carried</p> |

Minutes approved:



Commission Chairperson



Commission Vice-Chairperson

Saskatchewan Apprenticeship and Trade Certification Commission
Curriculum & Exam Development Board Removals and Appointments
November 30, 2010

Proposed for Removal From The CEDB

| Trade | Board Member | Reason |
|----------------------------------|---------------------|------------------------|
| Electronics Assembler | Jennifer Bratzer | TB recommended removal |
| Electronics Assembler | Pat Richter | TB recommended removal |
| Sheet Metal Worker | Allan Awrey | Resigned |
| Industrial Mechanic (Millwright) | Dean Punk | Resigned |
| Truck & Transport Mechanic | Carl A. Clark | Retired |
| Plumber | Ryan Tynning | resigned |
| Sheet Metal Worker | Garry Kot | TB recommended removal |
| Sheet Metal Worker | Gunnar Passmore | TB recommended removal |

Proposed for Appointment to the CEDB

| Trade | Nominated for Appointment to the CEDB |
|----------------------------------|--|
| Ironworker | Jean-Paul Tremblay |
| Partsperson | Heather Mohr |
| Partsperson | Bryan Riley |
| Heavy Duty Equipment Mechanic | David Braun |
| Sheet Metal Worker | John Loch |
| Sheet Metal Worker | Jonn Akister |
| Sheet Metal Worker | Derek Zimmerman |
| Industrial Mechanic (Millwright) | Frank Hilkewich |
| Industrial Mechanic (Millwright) | Jason Skwara |

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments

November 30, 2010

Proposed for Removal From the TB

| Trade | Removal from the TB | Reason |
|----------------------------------|----------------------------|------------------------|
| Industrial Mechanic (Millwright) | Dean Punk | Resigned |
| Truck & Transport Mechanic | Carl A. Clark | Retired |
| Powerline Technician | Ron Fehr | Resigned |
| Plumber | Ryan Tynning | TB recommended removal |

Proposed for Appointment to the TB

| Trade | Nominated for Appointment to the TB |
|----------------------|--|
| Powerline Technician | John Falk |

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Examining Board Removals and Appointments November 30, 2010

Proposed for Removal from the TEB

| Trade | Removal from the TEB | Reason |
|--------------------|-----------------------------|------------------------|
| Plumber | Ryan Tynning | TB recommended removal |
| Sheet Metal Worker | Garry Kot | TB recommended removal |
| Sheet Metal Worker | Gunnar Passmore | Resigned |
| Hairstylist | Darcy Kennedy | TB recommended removal |

Proposed for Appointment to the TEB

| Trade | Nominated for Appointment to the TEB |
|----------------------------------|---|
| Industrial Mechanic (Millwright) | Frank Hilkewich |
| Industrial Mechanic (Millwright) | Jason Skwara |
| Industrial Instrument Technician | Chris Hamel |
| Hairstylist | Amber Gagnon |
| Hairstylist | Keith Bastian |
| Bricklayer | Brian Adams |
| Bricklayer | Clifford Kobelsky |
| Sheet Metal Worker | Allan Awrey |
| Sheet Metal Worker | John Loch |
| Welder | Shaun Hicke |
| Welder | Carey Ens |
| Welder | Cam Harms |
| Welder | Craig Skaros |
| Welder | Ryan Kroeker |