



**Saskatchewan Apprenticeship and Trade Certification Commission  
Board Meeting  
September 14, 2011  
2<sup>nd</sup> Floor Boardroom  
2140 Hamilton Street, REGINA**

**Meeting Number 2011-04**

**Members Present:**

Garry Kot (Chairperson)  
Frank Burnouf  
Greg Gaudet  
Brian Leier  
Vince Morrisette  
Linda Turta

Doug Christie (Vice-Chairperson)  
Jim Deck  
Teresa Hards  
Doug Mitchell  
Marral Thomson  
Brett Vandale

**Regrets:**

Monte Allan  
Clarence George  
Tim Earing  
Brent Waldo

Gerry Craswell  
Randy Nichols  
Reg Urbanowski

**Staff:**

Joe Black, CEO  
Sherry Morcom-Runge, Recorder

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

**Guests:**

David Boehm, AEEI  
Denis Caron  
Harvey Linnen, HJ Linnen

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>Call to Order</b>  Introductions were made. Mr. David Boehm, Assistant Deputy Minister from Advanced Education, Employment and Immigration, was welcomed.</p>	
<p><b>#1 Adoption of the Agenda</b></p>	<p><b>Motion #2011-04-01</b>  <b>M/S Morrissette/Deck</b> that the Commission Board approves the agenda.  <b>Motion carried</b></p>
<p><b>#2 Adoption of May 25, 2011 Minutes and Business Arising from the May 25, 2011 Meeting</b></p> <p><b>Business Arising</b></p> <ul style="list-style-type: none"> <li>• There was no Business Arising from the meeting minutes.</li> </ul>	<p><b>Motion #2011-04-02</b>  <b>M/S Morrissette/Christie</b> that the Commission Board accept the Minutes of May 25, 2011.  <b>Motion carried</b></p>
<p><b>#3 Chair's Report</b>  The Chair reported on the following:</p> <ul style="list-style-type: none"> <li>• The Chair noted correspondence in the Correspondence File from Minister Norris in regards to Accountability and Good Governance</li> <li>• Correspondence from Carlton Trail Regional College soliciting expressions of interest for individuals to sit on the Board of Directors.</li> <li>• Manitoba Apprenticeship has increased the hiring incentive for rural hiring. It was suggested that Leonard Harapiak be invited to attend the November 23 Commission Board meeting. Mr. Harapiak is the Chair of the Apprenticeship Board in Manitoba.</li> <li>• A Strategic Planning Committee was struck. The Chair and Vice-Chair will sit on the committee. Other volunteers are: <ul style="list-style-type: none"> <li>○ Brian Leier</li> <li>○ Linda Turta</li> <li>○ Doug Mitchell</li> </ul> </li> <li>• A CEO Search Committee was struck. The Chair and Vice-Chair will sit on the committee. Other volunteers are:</li> </ul>	<p><b>Motion #2011-04-03</b>  <b>M/S Burnouf/Vandale</b> that the Commission Board accept the Chair's Report as presented.  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>○ Marral Thomson</li> <li>● The Commission Board self-evaluation was led by Irene Seiferling last year. An instrument was developed at that time and should be reviewed by the Governance Committee. The self-evaluation should occur at the November meeting.</li> <li>● The next CAF meeting will be held in Ottawa on October 18-19, 2012. The Interprovincial Alliance of Board Chairs and CCDA will be held on October 20-21, 2012.</li> <li>● The Board Executive Committee has met with the CEO to review performance and develop the CEO's performance goals for 2011-2012.</li> <li>● A Board Orientation is being developed by HJ Linnen for new Commission Board members.</li> <li>● Fundraising activity for SYA Industry Scholarship Program will be a pilot initiative. SATCC is considering hiring a consultant for this activity.</li> <li>● The November 22-23<sup>rd</sup> Commission Board Meeting will be held in Saskatoon.</li> </ul>	
<p><b>#4 CEO's Report</b>  For detailed information, please refer to the CEO Report included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> <li>● The CEO identified a number of meetings he attended.</li> <li>● Building modifications are now complete.</li> <li>● Promotional Initiatives – SATCC has worked in conjunction with STEC, CHBA, SADA and SCA to develop brochures for new apprentices.</li> <li>● The CAF Apprenticeship Conference will take place in Regina June 3-5, 2012. SATCC has donated \$2,500 in sponsorship. The CCDA meeting will be held in Regina following the CAF meeting.</li> <li>● The CEO has met with Christian Labour Association of Canada (CLAC), who has expressed an interest in being more involved with apprenticeship and trade certification.</li> <li>● The instructor walk-out at SIAST occurred September 6, 2011. There</li> </ul>	<p><b>Motion #2011-04-04</b>  <b>M/S Leier/Deck</b> that the Commission Board accept the CEO's Report as presented.  <b>Motion carried.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>were apprentices in training when this occurred. SIAST has entered into negotiations again. For the apprentices that were affected during that week, their training has been extended by one week. The apprentices with a September 12 start date will continue as normal. No apprentice will be disadvantaged in their training.</p>	
<p><b>#5 Board Elections – Chair and Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Garry Kot relinquished the role of Chair.</li> <li>• Joe Black assumed the role of Acting Chair during the general meeting and outlined the policy and procedures used in selecting the Chair and Vice-Chair of the Commission Board.</li> </ul>	<p>The Acting Chair called for nominations for the position of Chair of the Commission Board.  Brian Leier nominated Garry Kot for the position of Chair of the Commission Board and Garry Kot accepted the nomination.  The Acting Chair called a second time for nominations for the position of Chair of the Commission Board.  The Acting Chair called a third and final time for the nominations for the position of Chair of the Commission Board  There were no further nominations.  Garry Kot was elected Chair of the Commission Board by acclamation.</p> <p>The Acting Chair called for nominations for the position of Vice-Chair of the Commission Board.  Doug Mitchell nominated Doug Christie for the position of Vice-Chair of the Commission Board and Doug Christie accepted the nomination.  The Acting Chair called a second time for nominations for the position of Vice-Chair of the Commission Board.  The Acting Chair called a third and final time for the nominations for the position of Vice-Chair of the Commission Board.  There were no further nominations.  Doug Christie was elected Vice-Chair of the Commission</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>Garry Kot resumed the role of Chair.</li> </ul>	Board by acclamation.
<p><b>#6 Accountability and Good Governance – David Boehm</b></p> <ul style="list-style-type: none"> <li>The Ministry of Advanced Education, Employment and Immigration is seeking endorsement of the plan.</li> <li>Board members raised concerns over the length of time it takes to appoint new board members.</li> <li>The Ministry recognizes the need to develop best practice in board appointments.</li> <li>An advisory group will be set up to support the Action Plan and to serve two purposes. It will allow the Ministry to receive advice from people on the ground (senior level people) from within the institutions; and, those committees will ensure that the sector feels that they are truly engaged in the process.</li> <li>The Ministry is open to having board members participate on the governance or accountability side of the committees.</li> <li>The training can be modified to suit the circumstances involved, however it will be best practice based.</li> </ul> <p>(Subsequent to the September 14, 2011 meeting, Dawn Stanger was assigned as the SATCC representative to the AEEI Committee.)</p>	<p><b>Motion #2011-04-05</b>  <b>M/S Christie/Vandale</b> to inform the Ministry of Advanced Education, Employment and Immigration that the Commission Board of Directors approves and supports the Action Plan for Accountability and Good Governance.  <b>Motion Carried.</b></p>
<p><b>#7 Adoption of the Business Plan</b></p> <ul style="list-style-type: none"> <li>SATCC has received the letter of approval from Minister Norris. There were no recommendations or changes.</li> </ul>	<p><b>Motion #2011-04-06</b>  <b>M/S Gaudet/Vandale</b> that the Commission Board adopt the 2011-2012 Business Plan as presented.  <b>Motion carried</b></p>
<p><b>#8 Annual Report and Approval of Audited Financial Statements ending June 30, 2011</b>  <b>Audited Financial Statements</b></p> <ul style="list-style-type: none"> <li>Bill Harasmychuk reported that the Provincial Auditors Office has completed the SATCC audit. SATCC is legislatively compliant and the financial statements are reliable and accurate.</li> </ul>	<p><b>Motion #2011-04-07</b>  <b>M/S Vandale/Burnouf</b> that the Commission Board approve the Audited Financial Statements ending June 30, 2011 as presented.  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• The financial statements are contained in the annual report.</li> <li>• SATCC has received money from the Ministry of Advanced Education, Employment and Immigration for collective bargaining for SIAST.</li> <li>• Industry contributions – includes \$25000 that was paid out in SYA scholarships.</li> <li>• In the previous year a 15% vacancy rate was used but the actual vacancy rate was 1%. This year a 10% vacancy rate was used.</li> <li>• The Finance and Audit committee was asked to review the format of the financial statements for the next set of statements.</li> </ul> <p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• The layout for this year’s Annual Report is similar to that of last year.</li> <li>• The report contains an overview of the SATCC’s governance and operations, how the strategic goals, key initiations, operations and programs align with and support Saskatchewan government direction, and the financial and performance results for the year.</li> <li>• During the election period, the SATCC is restricted in the areas of advertising and publication of materials.</li> <li>• If there are any typos or errors, please let Sherry know by September 22.</li> </ul>	<p><b>Motion #2011-04-08</b>  <b>M/S Leier/Mitchell</b> that the Commission Board approve the Annual Report as presented.  <b>Motion carried</b></p>
<p><b>#9 Online Commission Board of Directors Orientation – Harvey Linnen</b></p> <ul style="list-style-type: none"> <li>• The SATCC has been working with HJ Linnen to develop an on-line orientation for the Commission Board members.</li> <li>• The timeline for this to be fully rolled out/developed would be a month or two.</li> <li>• The CEO would like to receive feedback from the Commission Board members on the on-line Orientation.</li> </ul>	
<p><b>#10 Lean Initiatives – Denis Caron</b></p> <ul style="list-style-type: none"> <li>• The process of mapping shows where there are either gaps or overlaps in services to our clients (apprentices). Based on the results of the process</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>mapping, services can be better streamlined. Other jurisdictions are moving to more of an electronic format for dealing with clients.</p>	
<p><b>#11 Committee Reports</b>  <b>#11a Governance Committee</b>  Brett Vandale reported that the Governance Committee met on August 31, 2011. They reviewed the remaining Board policies and reviewed the Committee's work plan for the remainder of 2011.</p> <p><b>i. SATCC Board Policies Review – Decision Item</b></p> <p>P-1 – Under procedures, bullet 2 should be made into bullet 1, and Bullet 1 should be 2.</p> <p>G4-G5 – As directed by the Board at its April 2011 meeting, two policies, Delegation of Signing Authorities and Acting Signing Authorities be combined into one policy.</p> <p>G-11 – Changes were made to give clearer direction and timelines.</p> <ul style="list-style-type: none"> <li>• The Governance Committee recommends that the Program Policy section name remain the same.</li> <li>• It was noted that the review of the Board Policies is an ongoing process. The Governance Committee will continue to review Commission Board Policies on a regular basis as is outlined in their Terms of Reference.</li> </ul>	<p><b>Motion #2011-04-09</b>  <b>M/S Thomson/Christie</b> that the Commission Board approve Policy P-1 Process for Designating or Removing the Designation for a Voluntary Trade or Sector as presented.  <b>Motion Carried</b></p> <p><b>Motion #2011-04-10</b>  <b>M/S Vandale/Turta</b> that the Commission Board approve combining Policy G-4 and G-5 Delegation of Signing Authorities as presented.  <b>Motion Carried</b></p> <p><b>Motion #2011-04-11</b>  <b>M/S Mitchell/Hards</b> that the Commission Board approve Policy G-11 CEO Succession as presented.  <b>Motion Carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>ii. Dates for Implementation and Approval</b></p> <ul style="list-style-type: none"> <li>The Commission Board Directors agreed that the new and/or revised policies would be implemented when approved by the Commission Board of Directors</li> </ul> <p><b>iii. Location of Commission Board Policies</b></p> <ul style="list-style-type: none"> <li>The Commission Board of Directors agreed that it would be beneficial to have the approved Commission Board Policies on the SATCC website.</li> </ul> <p><b>#11b Finance/Audit Committee</b></p> <ul style="list-style-type: none"> <li>Brett Vandale reported that the Audit and Finance Committee met.</li> </ul> <p><b>#11c Regina Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>They are fully operational.</li> <li>They are looking for a permanent place to run the cooking class.</li> </ul> <p><b>#11d Saskatoon Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>They've added two classrooms.</li> </ul>	<p><b>Motion #2011-04-12</b>  <b>M/S Vandale/Leier</b> that the Board Policies be implemented upon approval by the Commission Board.  <b>Motion Carried</b></p> <p><b>Motion #2011-04-13</b>  <b>M/S Mitchell/Leier</b> that the approved Commission Board Policies be posted as PDFs to the SATCC website.  <b>Motion Carried.</b></p> <p><b>Motion #2011-04-14</b>  <b>M/S Vandale/Christie</b> that the SATCC Board accept the Finance/Audit Committee report as presented.  <b>Motion Carried.</b></p>
<p><b>#12 Enforcement Activities &amp; Recommendations – Rick Ewen</b></p> <ul style="list-style-type: none"> <li>There are regulations that need to be enforced, but realistically, it's difficult to enforce all regulations. Enforcement is often seen as inconsistent with the Commission's role as a training and certification agency.</li> <li>We do not enforce wage rates for apprentices. This work is done by the Labour Standards agency. Members asked why the setting of wages was</li> </ul>	<p><b>Action:</b></p> <p><b>Rick Ewen is to survey a selection of jurisdictions with regards to their activities in wages and compulsory trade compliance.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>included as a function of the Commission, and whether it should continue to be.</p> <ul style="list-style-type: none"> <li>• Concern was expressed over turning the enforcement of compulsory requirements over to a third party that may not understand apprenticeship. This should be reviewed.</li> <li>• There needs to be a clearer understanding of the real demands and issues, and whether do they even exist.</li> <li>• The two enforcement positions that SATCC currently has are both vacant.</li> <li>• Encouragement of non-compliant employers through education should be the preferred course of action.</li> <li>• It was felt that this item merited further discussion. Rick Ewen will take a snapshot of the enforcement issues across Canada and determine what is the track record of enforcement agencies across all jurisdictions.</li> </ul>	
<p><b>#13 Trade Board Renewal and Board Appointments/Changes</b></p>	<p><b>Motion #2011-04-15</b>  <b>M/S Christie/Mitchell</b> that the Commission Board remove the members from the Trade Board (as per attached list)  <b>Motion Carried</b></p> <p><b>Motion #2011-04-16</b>  <b>M/S Vandale/Burnouf</b> that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list).  <b>Motion carried</b></p> <p><b>Motion #2011-04-17</b>  <b>M/S Leier/Deck</b> that the Commission Board remove the members from the Trade Examining Boards (as per attached list).  <b>Motion carried</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>#14 Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>Minutes of the Trade Board meetings were distributed prior to the September 14, 2011 Commission Board meeting.</li> </ul>	<p><b>Motion #2011-04-18</b>  <b>M/S Gaudet/Vandale</b> that the Commission Board receive the Trade Board minutes as distributed.  <b>Motion carried.</b></p>
<p><b>#15 In-Camera Session (as required)</b></p>	
<p><b>#16 Other Business</b></p> <ul style="list-style-type: none"> <li>There was no Other Business</li> </ul>	
<p><b>#17 Next Meeting</b></p> <ul style="list-style-type: none"> <li>The next Commission Board meeting will be November 22 and 23, 2011 in Saskatoon.</li> </ul>	
<p><b>#18 Adjournment</b></p> <ul style="list-style-type: none"> <li>The meeting adjourned at 1:45 pm</li> </ul>	<p><b>Motion #2011-04-19</b>  <b>M/S Frank Burnouf</b> moved that the Commission Board adjourn the meeting.  <b>Motion carried</b></p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Curriculum & Exam Development Board Removals and Appointments**  
**September 14, 2011**

**Proposed for Removal From The CEDB**

<b>Trade</b>	<b>Board Member</b>	<b>Reason</b>
Plumber	Glen Braun	Resigned

**Proposed for Appointment to the CEDB**

<b>Trade</b>	<b>Nominated for Appointment to the CEDB</b>
--------------	--

**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Board Appointments  
September 14, 2011**

**Proposed for Removal From the TB**

<b>Trade</b>	<b>Removal from the TB</b>	<b>Reason</b>
Sheet Metal Worker	Gunnar Passmore	Re-appointed in error

**Proposed for Appointment to the TB**

<b>Trade</b>	<b>Nominated for Appointment to the TB</b>
--------------	--

# Saskatchewan Apprenticeship and Trade Certification Commission

## Trade Examining Board Removals and Appointments September 14, 2011

### Proposed for Removal from the TEB

<b>Trade</b>	<b>Removal from the TEB</b>	<b>Reason</b>
Plumber	Glen Braun	Resigned
Hairstylist	Shelley Wing	Resigned
Hairstylist	Dean Blatz	Resigned
Hairstylist	Renaë Byers	Resigned
Hairstylist	Amber Gagnon	Resigned

### Proposed for Appointment to the TEB

<b>Trade</b>	<b>Nominated for Appointment to the TEB</b>
--------------	---