

**Saskatchewan Apprenticeship and Trade Certification Commission  
Board Meeting  
April 18, 2016  
2<sup>nd</sup> Floor Boardroom, 2140 Hamilton Street  
REGINA SK**

**Meeting Number 2015-04**

**Members Present:**

Doug Christie (Chair)	Bryan Leier
Joe Kleinsasser	Leonard Manitoken
Terry Parker	Drew Tiefenbach
Rhonda Hipperson	Roxanne Ecker
Brett Waytuck	Doug Mitchell (conference call)
Brett Vandale	Brian Marshall
Tim Earing (conference call)	Albert Loke
Wayne Worrall	

**Regrets:**

Jeff Sweet	Karen Zunti
Lorne Andersen	Alastair MacFadden
Tammy Bloor Cavers	

**Guests:**

**Staff:**

Jeff Ritter, CEO  
Sherry Morcom, Recorder  
Loreena Spilsted, Executive Director, Apprenticeship  
Shaun Augustin, Executive Director, Corporate Services  
Chelsea Coupal, Director, Communications & Marketing  
Dominika Krzeminska, Executive Assistant  
Dean Frey, Program Development Officer

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>Call to Order</b></p> <p>The Commission Board of Directors was welcomed. Board of Directors were reminded that discussions at the Board meetings are to be considered confidential.</p>	
<p><b>1. Adoption of the Agenda</b></p>	<p><b>Motion #2015-04-01</b> There was consensus to approve the agenda as circulated.</p>
<p><b>2. Adoption of the February 10, 2016 Minutes and Business Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Business Arising</b> <ul style="list-style-type: none"> <li>○ There was no business arising.</li> </ul> </li> </ul>	<p><b>Motion #2015-04-02</b> There was consensus to approve the minutes of with the removal of “92% Metis” from the Regina Trades and Skills Centre Report.</p>
<p><b>3. Chair’s Report</b></p> <ul style="list-style-type: none"> <li>• The Chair reported that the feedback received on the Harmonization Initiative has been positive.</li> <li>• Board Portal software, Aprio Boardroom, has been purchased and SATCC management is in the process of implementation. It will be test run through two board committees before being rolled out to the entire Board of Directors.</li> </ul>	<p><b>Motion #2015-04-03</b> There was consensus to accept the Chair’s Report as presented.</p>
<p><b>4. CEO’s Report</b></p> <ul style="list-style-type: none"> <li>• The CEOs report was distributed in the board package.</li> <li>• The CEO attended the CCDA National Stakeholder meeting in Ottawa on April 14, 2016.</li> <li>• The Harmonization Initiative has been progressing.</li> <li>• The CEO will attend the SIIT 40<sup>th</sup> Gala in Saskatoon on April 21, 2016.</li> <li>• The Employee Engagement committee has been active. They have sponsored dress down days as well as a Breakfast Club.</li> <li>• The Skills Canada Saskatchewan Provincial Skills Competition will be</li> </ul>	<p><b>Motion #2015-04-04</b> There was consensus to accept the CEO’s Report as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>April 21 and 22, 2016 in Regina. Loreena Spilsted is Chair of the Skills Canada Saskatchewan Board.</p>	
<p><b>5. Human Resource Committee</b></p> <ul style="list-style-type: none"> <li>• The Human Resource Committee had met to discuss the succession plan for the Board and the roles of Board members. <ul style="list-style-type: none"> <li>i. Board Succession – In camera</li> </ul> </li> </ul>	<p><b>Motion #2015-04-05</b></p> <p>There was consensus to accept the Human Resource Committee report as presented.</p>
<p><b>6. Governance Committee</b></p> <ul style="list-style-type: none"> <li>• Terry Parker reported that the SATCC Governance Committee met on January 27, 2016. They reviewed the SATCC Board Policies. <ul style="list-style-type: none"> <li>i. Review of SATCC Board Policies <ul style="list-style-type: none"> <li>○ The Governance Committee and Board of Directors reviewed and approved Program Policy P2 Revisions to Curriculum or Technical Training in December 2015. The existing policy is not consistent with the strategic nature of the SATCC Board. Saskatchewan’s participation in the CCDA Harmonization initiative will require certain changes to curriculum, that may result in costs. The SATCC Board has indicated support for the Harmonization initiative.</li> <li>○ In order for the Harmonization project to meet the implementation expectations of the Forum Labour Market Ministers, the CEO must be delegated authority to make curriculum changes that may have a cost attached. It is being recommended that Policy P2 be amended to allow the CEO to approve curriculum changes provided that industry, as represented through the SATCC Trade Boards and/or Curriculum and Examination Development Boards, and the CEO have agreed that the change is required to implement harmonization of technical training with other Canadian apprenticeship jurisdictions.</li> </ul> </li> </ul> </li> </ul>	<p><b>Motion #2015-04-06</b></p> <p>There was consensus to accept the Governance Committee report as presented and approve the SATCC Board Policies as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>○ The majority of the changes recommended to the Governance policies are of a housekeeping or grammatical nature.</li> <li>ii. Minutes of January 27, 2016 for information</li> </ul>	
<p><b>7. Finance and Audit Committee</b></p> <ul style="list-style-type: none"> <li>• Joe Kleinsasser reported that the Finance and Audit Committee met on April 18, 2016. <ul style="list-style-type: none"> <li>i. April 2016 YTD Forecast (Information) <ul style="list-style-type: none"> <li>○ Shaun Augustin reviewed the April 2016 YTD Forecast.</li> </ul> </li> <li>ii. March 2016 YTD Financial Budget to Actual Comparison (Information) <ul style="list-style-type: none"> <li>○ Shaun Augustin reviewed the March 2016 YTD Financial Budget to Actual Comparison.</li> </ul> </li> <li>iii. Provincial Auditor Performance Audit Review Draft Management Letter (Information) <ul style="list-style-type: none"> <li>○ The Provincial Auditor (PA) has completed its follow-up review of its <i>2014 Report – Volume 1</i>, Chapter 11 performance audit of the SATCC. The Provincial Auditor has concluded the SATCC has implemented six of the eight recommendations and has partially implemented the remaining two recommendations.</li> </ul> </li> <li>iv. Business Plan/Budget 2016-17 <ul style="list-style-type: none"> <li>• Management is proposing three main types of changes in the 2016-17 Business Plan: <ul style="list-style-type: none"> <li>○ Language has been added in the Strategies, Goals, Operational Initiatives and Performance Measures section to better align the SATCC's activities to the strategies and goals identified in the</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>Motion #2015-04-07</b></p> <p>There was consensus to accept the Finance and Audit Committee report as presented.</p> <p>There was discussion around creating a fund to facilitate the development of an information management system. A decision item will be developed and brought forward to the June Board of Directors meeting.</p>

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<p>2012-17 Strategic Plan; and</p> <ul style="list-style-type: none"> <li>○ Refinement of some of the existing measures and targets in the Balanced Scorecard to better reflect trends; and</li> <li>○ The testing of two additional measures in the Balanced Scorecard to better measure how the SATCC meets its regulatory mandate</li> <li>● A few key assumptions were used in developing the budget/business plan: <ul style="list-style-type: none"> <li>○ SATCC will have reduced technical training seats due to a drop in demand. SATCC processed through as many people as possible through the system for this year, which reduces the demand for training in the subsequent year.</li> <li>○ SATCC is assuming that we will receive the same GRF grant amount as in previous years.</li> <li>○ Cost per training – the increase in the tuition is built into the business plan.</li> </ul> </li> </ul> <p>v. Minutes of February 10, 2015 (Information)</p>	
<p><b>8. Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>● Roxanne Ecker reported that the Trade Board Appointments Committee met on April 11, 2016. The approved removals and appointments were included in the Board of Directors meeting package.</li> </ul> <p>i. Trade Board Appointments Standing Committee Minutes of January 19, 2016</p>	<p><b>Motion #2015-04-08</b></p> <p>There was consensus to accept the Trade Board Renewal and Board Appointments as presented.</p>
<p><b>9. Employer Engagement Campaign</b></p> <ul style="list-style-type: none"> <li>● In the fall of 2014, Communications began to work on a strategic planned outreach to employers to encourage them to hire apprentices, to provide apprenticeship training to current tradespeople, and to encourage experienced tradespeople to challenge the certification exam.</li> </ul>	

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<ul style="list-style-type: none"> <li>• There is a number of employers who previously did not employ apprentices that now do, and the online and webs statistics were very positive.</li> <li>• The one measurement which decreased was the number of active employers who register apprentices. It can be assumed that the current economic situation has also led to a decrease in the number of employers in some industries.</li> <li>• The planned budget was \$71,000, to be spent between December 2014 and June of 2015. Due to fiscal restraint, the plan stretched out over a longer period of time – to November of 2015. Because of this, there were additional facets of the campaign added to continue the momentum. There were also budget losses as some projects were in process when the restraint occurred, leading to unplanned costs. Some of the tactics used, including the placement of online employer ads and some of the traditional advertising, are also part of the routine communications budget. Due to these factors, the actual spent was \$81,500.</li> </ul>	
<p><b>10. The Saskatchewan Youth Apprenticeship Scholarship</b></p> <ul style="list-style-type: none"> <li>• The recommendation is that the SATCC continue to operate the scholarship program through the current fund as well as continuing to accept industry donations. All previous commitments to industry will continue to be honoured.</li> <li>• Changes to the program are on a go-forward basis to ensure there is no risk that more money is committed than is available.</li> <li>• In principle, the program will remain the same. One small change is that there will no longer be a 15 year commitment for a named scholarship for a \$10,000 donation. Instead, for every \$1,000 donated, all sponsors will receive recognition. For example, if a sponsor donates \$5,000, a named scholarship will be awarded for five years.</li> <li>• The HR Committee of the Board of Directors met with representatives from industry to review the proposed changes.</li> <li>• The program has been funded by industry and the Government of Saskatchewan through the Saskatchewan Innovations and Opportunities Scholarship (Ministry of Advanced Education (AE)).</li> </ul>	

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<ul style="list-style-type: none"> <li>• AE will not be providing further funding to match future industry contributions into this program.</li> </ul>	
<p><b>11. Marks Weighting</b></p> <ul style="list-style-type: none"> <li>• SaskPoly and SATCC met on March 10, 2016 to discuss and determine the most appropriate way for programs to assign weighting to marks in technical training classes, and to develop a consistent supplemental policy. In the fall the apprenticeship programs will be moving to the agreed upon weighting and supplemental policies.</li> <li>• For the weighting of marks, consensus was reached that all programs will implement comprehensive finals and that the weighting for these would be allowed a variance of 20 percent to 50 percent as most educational practices refrain from allowing one part of a program to influence the mark more than 50 percent.</li> <li>• The consensus reached for consistent use of supplementals, was that there are two types of supplemental examinations; in-class and after training. For in-class supplementals, which are provided at the end of a course, there will be two (2) allowed per course. If an apprentice has a mark under 60 percent they will be provided this opportunity. The supplemental is to be provided within 10 days of the course end, and all in-class supplementals must be completed by the end of the program, for which apprentices are able to bring their mark up to a 60 percent. For the after training supplementals they are allowed one per course and are able to bring their mark up to a 70 percent. Students will make arrangements for these through the Program Head for each program. Students have up to one year to complete after training supplementals.</li> <li>• There was also a decision made where in courses that include significant practical and theory portion, there will be a separate theory and practical mark.</li> <li>• Finally, a discussion was held around the mapping of the various programs to determine if the content and assessment align with the learning outcomes. Several programs have not been mapped and SaskPoly has made a commitment to do this work.</li> </ul>	

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<p><b>12. Aprio Software</b></p> <ul style="list-style-type: none"> <li>• The SATCC has purchased Aprio Board Portal Software. Aprio will be used to support and coordinate the governance process for the Board, its committees and management</li> <li>• Aprio will operate on any tablet or computer (although there is a richer set of features using a tablet). Additionally, Aprio’s application (“app”) can be remotely wiped, removing all the content from the app on any tablet. . Based on this, the SATCC will use a bring-your-own-device (BYOD) approach in order to minimize costs. If a board member does not own a tablet, the SATCC will purchase one for them to use (note: the tablet will remain the property of the SATCC and will need to be returned if someone is no longer a board member).</li> </ul>	<p>The implementation plan is for management and two Board committees (Audit and Finance as well as Governance) to test run the software up to the end of June. The software will be rolled out to the Board of Directors for the Annual General Meeting scheduled for September. Training for the Board will occur in the late summer.</p>
<p><b>13. Buildforce Canada 2016-2025 Construction and Maintenance Forecast for Saskatchewan</b></p> <ul style="list-style-type: none"> <li>• A change in Saskatchewan’s construction industry is forecast by BuildForce Canada in their latest report released on January 18, 2016. While non-residential construction gradually moves to a new peak in 2021 and then declines as large projects are wound down, residential declines from a historic high. <ul style="list-style-type: none"> <li>○ BuildForce Canada’s 2016–2025 <i>Construction and Maintenance Looking Forward</i> forecast shows that after stalling last year, non-residential construction will expand from 2016 to 2021, creating 4,000 jobs. As projects wind down after 2021, engineering-related work declines, with job losses offset by moderate growth in industrial, commercial and institutional (ICI) building construction.<sup>1</sup></li> </ul> </li> </ul>	

<sup>1</sup> BuildForce Canada News Release, “Proposed Resource Projects Sustain Non-Residential Construction” Saskatchewan January 18, 2016, [www.constructionforecasts.ca](http://www.constructionforecasts.ca).



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<ul style="list-style-type: none"> <li>○ The housing downturn is expected to continue, with the residential construction workforce dropping back to the pre-2011 level of 13,000 workers. Employment in residential construction declines by 3,100 jobs, or approximately seven percent, by the end of 2025, driven primarily due to a decline in new housing starts.<sup>2</sup></li> <li>○ BuildForce Canada's forecast also shows: <ul style="list-style-type: none"> <li>▪ From 2016 to 2025, employment in non-residential construction is relatively unchanged, with a small gain of 400 non-residential jobs.</li> <li>▪ As new housing slows, residential construction employment declines by 3,500 workers over the scenario period.</li> <li>▪ Almost 18 percent of the construction workforce is expected to retire over the next 10 years.<sup>3</sup></li> </ul> </li> <li>● While there is little change in the total construction employment to the end of 2025, this may mask significant shifts in labour demands across the province. Although normal workforce mobility across sectors, provinces and industries can accommodate this shift, recruiting may be challenging if conditions change. See pages 4-7 in the report attached for specific trade rankings.</li> </ul>	
<p><b>14. Graduates from the Saskatoon Trades and Skills Centre and the Regina Trades and Skills Centre.</b></p> <ul style="list-style-type: none"> <li>● <u>RTSC</u></li> <li>● As of June 2015, almost one in five (17.9 percent) of the RTSC clients who completed trades based programming in 2012-13 had registered as apprentices with the SATCC. Most RTSC clients who became apprentices over a three year period measured were male (ranging from 79.3 percent in 2012-13 to 100.0 percent by 2014-15). In 2012-13, 13.8 percent were Aboriginal (evenly divided between First Nations and Métis background); this percentage rose to 50.0 percent by 2014-15 (all First Nations). While there were no RTSC clients with disabilities, the number of those from</li> </ul>	

<sup>2</sup> Ibid

<sup>3</sup> Ibid.

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<p>visible minorities becoming apprentices grew from 17.2 percent in 2012-13 to 50.0 percent by 2014-15.</p> <ul style="list-style-type: none"> <li>• <u>STSC</u></li> <li>• As of June 2015, 13.1 percent of STSC clients from 2012-13 had become registered apprentices. Males were predominate among STSC graduates becoming apprentices growing from 68.3 percent of the total in 2012-13 to 100.0 percent by 2014-15. In 2012-13, 27.2 percent were Aboriginal (22.7 percent First Nation plus 4.5 percent Métis). By 2014-15, 50.0 percent were Aboriginal (all Métis). The proportion of apprentices with a disability and visible minority clients becoming apprentices were 9.5 and 4.8 percent respectively for both 2012-13 and 2013-14. The percentage of both groups fell to 0.0 percent by 2014-15.</li> </ul>	
<p><b>15. Performance Management Measurement</b></p> <ul style="list-style-type: none"> <li>• Of the 25 measures included in the scorecard, the results to March 31, 2016 (except where noted) are as follows: <ul style="list-style-type: none"> <li>○ Exceeding = 4 measures (Journey person Certificates Issued, Visible Minority Apprentices Registered, Registered Apprentices with Disabilities and Employer Consultations);</li> <li>○ Achieving = 8 measures (Technical Training Seats, Employer Satisfaction with Training, Aboriginal Apprentices Registered, Female Apprentices Registered in Predominantly Male Trades, Sufficient Revenue to Fund Technical Training, Technical Training Seats Fill Ratio, Apprentice Satisfaction with SATCC Services and Employer Satisfaction with SATCC Services);</li> <li>○ Progressing = 9 measures (Total Apprentices, Total Employers, Apprentice Satisfaction with Training, Female Apprentices Registered, Share of Non-Government Revenue, Unrestricted Surplus – Excess over Minimum, Annual (Deficit)/Surplus, Harmonization Stakeholder Consultations and Employee Satisfaction);</li> <li>○ Not Meeting = 2 measures (New Apprentice Registrations and Industry Trade Board Meetings); and</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ No Report = 2 measures (Real Completion Rate and Red Seal Exam Pass Rate).</li> </ul>	
<p><b>16. Key Operational Indicators and Statistics</b></p> <ul style="list-style-type: none"> <li>● The monthly data presented encompasses July 2015 to March 2016. Monthly activity is included both for the: <ul style="list-style-type: none"> <li>(i) Current operating year (2015-16); and the</li> <li>(ii) Same period in the previous year (2014-15) for comparative purposes.</li> </ul> </li> <li>● A high-level summary of year-to-date (YTD) results in 2015-16 are: <ul style="list-style-type: none"> <li>○ New apprentice registrations are down approximately 11%;</li> <li>○ The number of journeyperson certifications issued are almost 18% higher than last year while the total number of examinations have increased by approximately 15%;</li> <li>○ SYA registrations are down approximately 15% due, in part, to a removal of students from an updating of the database;</li> <li>○ Assessment activity is also down approximately 32% mostly due to a reduction in trade time assessment; and</li> <li>○ Field activity has increased approximately 9% this year mostly due to an increase in worksite visits.</li> </ul> </li> </ul>	
<p><b>17. Q3 2015-16* ACG &amp; AIG Grant Statistics</b></p> <ul style="list-style-type: none"> <li>● Through Q3 2015-16, Saskatchewan has a 90% approval rating for the Apprenticeship Completion Grant (ACG) compared to 78% for all of Canada. Since the inception of the ACG, Saskatchewan's approval rating has been consistently higher than the rest of Canada.</li> <li>● Through the same period, Saskatchewan has a 78.0% approval rating for the AIG compared to 68% for all of Canada. Again, since the inception of the Apprenticeship Incentive Grant (AIG), Saskatchewan's approval rating has been consistently higher than the rest of Canada.</li> </ul>	

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<p><b>18. Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>• There was no business arising from the Trade Board Minutes.</li> </ul>	
<p><b>19. Commission Operational Update</b></p> <ul style="list-style-type: none"> <li>• Directors are encouraged to share this information with other boards/stakeholders, etc.</li> </ul>	
<p><b>20. Regina Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>• Doug Christie reported on the Regina Trades and Skills Centre. The Organization for Economic Cooperation and Development (OECD) performed a survey in 2015. They determined that RTSC was among the best demand driven approach they had seen in the international study.</li> <li>• RTSC has expanded the Essential Skills Week that start every RTSC course. This allows us the opportunity to provide Workplace Safety Seminars, Saskatchewan Youth Apprenticeship Information, Rights and Responsibilities and Appropriate Workplace Behaviour Training along with Safety Construction Orientation Training and Essentials Skills that have been delivered previously. We also provide Fall Protection as well as other safety certifications that are necessary for entry level employment. These safety programs will vary with the skilled trade course being offered</li> <li>• Two of RTSC's alumni were honoured at the ECAR (Electrical Contractors of Regina) Christmas Luncheon. They are Kael Prevost and Justin Chapman. They both received the 1<sup>st</sup> Year Electrical Apprenticeship Scholarship valued at \$1000. They attended the RTSC Electrical Course in Winter 2014.</li> </ul>	
<p><b>21. Saskatoon Trades and Skills Centre</b></p> <ul style="list-style-type: none"> <li>• Leonard Manitoken reported that the Saskatoon Trades and Skills Centre (STSC) will run 12 programs this spring. The last program starts on April 25, 2016. This brings the total number of programs that started in the STSC</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
fiscal year to 21 programs. <ul style="list-style-type: none"> <li>• There are 4 programs scheduled to begin early July. One of those programs will be a Grade 12 – Introduction to the Construction Trades.</li> <li>• The STSC presently sit at 89% of their students still working after their 3 month follow-up.</li> </ul>	
<b>22. In-Camera Session</b> <ul style="list-style-type: none"> <li>• There was no In-Camera Session</li> </ul>	
<b>23. Other Business</b> <ul style="list-style-type: none"> <li>• There was discussion regarding the vacancy of the Vice-Chair position. Bryan Leier was nominated and accepted the nomination. The intent is to have a day and a half meeting in June. The first half day would be a facilitated session to discuss Board Succession and the roles of the Chair/Vice Chair. This would be followed by an evening event. The following day would be a Board meeting. Committee members will be polled for possible dates to hold the meeting. The Strategic Planning meeting will be held in the late fall.</li> </ul>	
<b>24. Next Meeting</b> <ul style="list-style-type: none"> <li>• The Board of Directors will be polled for a June meeting date.</li> </ul>	
<b>25. Adjournment</b>	<ul style="list-style-type: none"> <li>• The meeting adjourned at 2:30 pm.</li> </ul>



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Commission Chairperson



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Commission Vice Chairperson

**Saskatchewan Apprenticeship and Trade Certification Commission  
Curriculum & Exam Development Board Removals and Appointments  
April 18, 2016**

**Proposed for Removal From The CEDB**

<b>Trade</b>	<b>Board Member</b>	<b>Reason</b>
Plumber	Jon Selinger	Resigned
Carpenter	Wayne Sembalerus	Deceased

**Proposed for Appointment to the CEDB**

<b>Trade</b>	<b>Nominated for Appointment to the CEDB</b>
Esthetician	Christine McLean

**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Examining Board Removals and Appointments  
April 18, 2016**

**Proposed for Removal from the TEB**

<b>Trade</b>	<b>Removal from the TEB</b>	<b>Reason</b>
Welder	Shaun Hicke	Resigned
Hairstylist	Candace Markewich	Resigned

**Proposed for Appointment to the TEB**

<b>Trade</b>	<b>Nominated for Appointment to the TEB</b>
Esthetician	Christine McLean

**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Board Appointments  
April 18, 2016**

**Proposed for Removal From the TB**

<b>Trade</b>	<b>Removal from the TB</b>	<b>Reason</b>
Carpenter	Wayne Sembalerus	Deceased
Food & Beverage Person/Guest Services Representative	Ken Racette	Resigned

**Proposed for Appointment to the TB**

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