



**Commission Board of Directors  
November 29, 2017  
9:00 AM – 2:00 PM  
Campus Regina Public  
1069 14<sup>th</sup> Avenue E. REGINA**

**Meeting Number 2017-2018-03**

**Members Present:**

Drew Tiefenbach (Chair)  
Mike Berkes  
Ryan Cunningham  
Aaron Laughlin  
Albert Loke  
Leonard Manitoken  
Brett Vandale  
Tammy Bloor Cavers

Jeff Sweet (Vice Chair)  
Blaine Braun  
Roxanne Ecker  
Bryan Leier  
Alastair MacFadden  
Brian Marshall  
Wayne Worrall  
Karen Zunti

**Regrets:**

Jesse Tiefenbach  
Maria Chow

Doug Mitchell

**Staff:**

Jeff Ritter, CEO (part)  
Loreena Spilsted (part)  
Dawn Stanger (part)  
Chelsea Coupal (part)

Shaun Augustin (part)  
Sherry Morcom – Recorder (part)  
Julie Woldu (part)

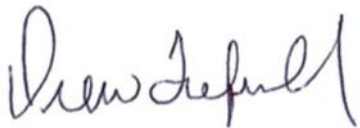
| AGENDA ITEM/DISCUSSION POINTS  | ACTIONS   |
|--|---|
| <b>Call to Order</b>   |   |
| <b>1. Adoption of the Agenda</b>   | <b>Motion #2017-2018-03-01</b><br>There was consensus to approve the agenda as presented.                     |
| <b>2. Minutes of October 27, 2017 and Business Arising</b>   | <b>Motion #2017-2018-03-02</b><br>There was consensus to accept the Minutes of October 27, 2017 as presented. |
| <b>3. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair Report was included in the meeting package.</li> </ul>   | <b>Motion #2017-2018-03-03</b><br>There was consensus to accept the Chair Report as presented.                |
| <b>4. CEO Report</b> <ul style="list-style-type: none"> <li>• The CEO Report was included in the meeting package.</li> </ul>   | <b>Motion #2017-2018-03-04</b><br>There was consensus to accept the CEO Report as presented.                  |
| <b>Decision Items</b>  |   |
| <b>5. Policy F4 Inventory Policy</b> <ul style="list-style-type: none"> <li>• On behalf of the Audit and Finance/Governance Committees Brett Vandale reported the Audit/Finance Committee met on October 27 and the Governance Committee met on Novmeber 10, 2017 and is recommending approval of Policy F4 – Inventory Policy.</li> </ul> | <b>Motion #2017-2018-03-05</b><br>There was consensus to approve Policy F4.                                   |
| <b>6. Trade Board Appointments</b> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, Roxanne Ecker reported the Trade Board Appointments Committee met on November 14, 2017 and is recommending approval of the Trade Board appointments and removals as presented.</li> </ul>                 | <b>Motion #2017-2018-03-06</b><br>There was consensus to approve the Trade Board Apointments.                 |

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| <p><b>7. Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>On behalf of the Trade Board Appointments Committee, Roxanne Ecker reported the Trade Board Appointments Committee met on November 14, 2017 and is recommending approval of the Trade Board minutes as presented.</li> </ul>   | <p><b>Motion #2017-2018-03-07</b></p> <p>There was consensus to the Trade Board Minutes.</p>                                |
| <p><b>8. Board Terms of Reference</b></p> <ul style="list-style-type: none"> <li>On behalf of the Governance Committee, Brian Marshall reported the Governance Committee met on November 10, 2017 and is recommending approval of the Board Terms of Reference</li> </ul>  | <p><b>Motion #2017-2018-03-08</b></p> <p>There was consensus to approve the proposed changes to the Terms of Reference.</p> |
| <p><b>9. Governance Committee Terms of Reference</b></p> <ul style="list-style-type: none"> <li>On behalf of the Governance Committee, Brian Marshall reported the Governance Committee met on November 10, 2017 and is recommending approval of the Governance Committee Terms of Reference</li> </ul>  | <p><b>Motion #2017-2018-03-09</b></p> <p>There was consensus to approve the proposed changes to the Terms of Reference.</p> |
| <p><b>Committee Reports</b></p>  |   |
| <p><b>10. Human Resource Committee</b></p> <p>a) <b>CEO Scorecard Performance Indicators</b></p>   | <p><b>The report was accepted for information.</b></p>  |
| <p><b>11. Audit and Finance Committee</b></p> <ul style="list-style-type: none"> <li>Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> <li>October 2017 Key Operational Indicators and Statistics.</li> <li>October 2017 Performance Management Measurement – Balance Scorecard Reporting</li> </ul> </li> </ul> | <p><b>The report was accepted for information.</b></p>  |

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|---|--|
| <ul style="list-style-type: none"> <li>c. October 2017 YTD Actual to Budget</li> <li>d. 2017-18 Training Schedule</li> <li>e. November 2017 Financial Forecast</li> </ul>   |  |
| <p><b>12. Governance Committee</b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul>  |  |
| <p><b>13. Standards Committee</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>   |  |
| <p><b>14. Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>  |  |
| <p><b>15. Committee Minutes</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>   |  |
| <b>Information Items</b>  |  |
| <p><b>16. Legislation Consultation Report</b></p> <ul style="list-style-type: none"> <li>• Overall, stakeholders demonstrated widespread support for all of the proposed amendments.</li> <li>• <b>The SATCC sought feedback on three substantive proposed amendments:</b> <ul style="list-style-type: none"> <li>• the amendment providing the SATCC with the authority to implement the designation of occupations and sub trades in Saskatchewan;</li> </ul> </li> </ul> | <p><b>The report was accepted for information.</b></p> |

| AGENDA ITEM/DISCUSSION POINTS  | ACTIONS  |
|--|--|
| <ul style="list-style-type: none"> <li>• the amendment providing the SATCC with the authority to designate trades, sub trades or occupations for “certification only”—meaning the SATCC would administer a certification process but not be required to provide or develop a corresponding training program; and</li> <li>• the amendment providing authority for the SATCC to issue work cessation orders if, during on-site inspections of compulsory trades, there is no journeyman present on the worksite.</li> <li>• <b>The SATCC also sought feedback on:</b> <ul style="list-style-type: none"> <li>o the amendment removing the SATCC’s authority to designate sectors;</li> <li>• the amendment giving the SATCC authority to terminate a Joint Training Committee if the committee ceases to exist; and</li> <li>o the amendment removing the requirement to collect Social Insurance Numbers in records to be provided by the employer during inspections</li> </ul> </li> </ul> |  |
| <p><b>17. 2016-17 Learning Disabled Outcomes</b></p> <ul style="list-style-type: none"> <li>• In 2011-12, 53 apprentices were assessed and 51 of these received an accommodation before the end of 2016-17. By 2013-14, there were 61 apprentices newly assessed with 46 being accommodated.</li> <li>• Of all the apprentices assessed over the three years (174), 85.6 per cent (146, or almost 9 in 10) percent received an accommodation. Following these assessed individuals to the end of 2016-17, 98 (65.7 percent) were issued journeyman certificates and another 25.5 percent (38) had advanced at least one level of apprenticeship above where they were when assessed.</li> </ul>  | <p><b>The report was accepted for information.</b></p> |

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| <b>Recurrent Information Items</b>   |   |
| <b>18. Commission Operational Update</b> <ul style="list-style-type: none"> <li>This information is included and Directors are encouraged to share it with their respective stakeholders.</li> </ul> | <b>The report was accepted for information.</b> |
| <b>19. Other Business</b> <ul style="list-style-type: none"> <li>There was no other business.</li> </ul>   |   |
| Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, Julie Woldu, Chelsea Coupal and Sherry Morcom left the meeting.   |   |
| <b>20. In-Camera</b>   |   |
| Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, Julie Woldu, Chelsea Coupal and Sherry Morcom rejoined the meeting.   |   |
| <b>21. Next Meeting</b> <ul style="list-style-type: none"> <li>The next Commission Board of Directors meeting will be January 24, 2018.</li> </ul>   |   |
| <b>22. Adjournment</b>   | The meeting adjourned at 2:00 pm.               |



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Commission/Committee Chairperson



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Commission/Committee Vice Chairperson

