



**SATCC Board of Directors Meeting**  
**June 21, 2017, 10:00 am – 2:50 pm**  
**2<sup>nd</sup> Floor Boardroom, 2140 Hamilton Street**  
**REGINA SK**  
**1866-296-5646/544117**

**Meeting Number 2016-2017-07**

**Members Present:**

Drew Tiefenbach (Chair) - ER Construction  
Doug Mitchell – Other Disabilities (Conference Call-  
Part)  
Bryan Leier – ER Motive Repair (Conference Call)  
Leonard Manitoken – Other First Nations  
Jeff Sweet – EE Construction  
Wayne Worrall – EE Construction  
Ryan Cunningham – EE Motive Repair  
Blaine Braun – ER Construction

Maria Chow – Other Education  
Brian Marshall – ER Production/Maintenance  
  
Aaron Laughlin - EE Production/Maintenance  
Roxanne Ecker – Other Women in Trades  
Karen Zunti – EE Ag, Tourism & Service  
Mike Berkes – ER Construction  
Alastair MacFadden – Other Economy (Part)  
Jesse Tiefenbach – ER Ag/Tourism

**Regrets:**

Tammy Bloor Cavers – Guest Advanced Education  
Albert Loke – Other Northern

Brett Vandale – Other Métis

**Guests:**

Yvette Battistolo, MNP

David Brown, Governance Solutions

**Staff:**

Jeff Ritter, CEO (part)  
Shaun Augustin, CFO  
Dominika Krzeminska, Executive Assistant (part)  
Dean Frey (Conference Call) (part)

Loreena Spilsted, COO (part)  
Dawn Stanger, Director of Governance, Policy & Research (part)  
Sherry Morcom, Executive Administrator (Recorder) (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>Call to Order</b></p> <p><b>The Commission Directors were welcomed.</b></p>	
<p><b>1. Adoption of the Agenda</b></p>	<p><b>Motion #2016-2017-07-01</b> There was consensus to approve the agenda as presented</p>
<p><b>2. Adoption of the April 5, 2017 Minutes and Business Arising</b></p> <ul style="list-style-type: none"> <li>• Business Arising</li> <li>○ There was no business arising.</li> </ul>	<p><b>Motion #2016-2017-07-02</b> There was consensus to approve the minutes of <b>April 5, 2017.</b></p>
<p><b>3. Chair's Report</b></p> <ul style="list-style-type: none"> <li>• The Chair's Report was included in the package.</li> <li>• With the recent addition of new members to the Board, the Board Committees require renewal to their membership. The Board approved members to the Board Committees by written unanimous resolution earlier this month.</li> <li>• Terry Parker has resigned from the SATCC Board of Directors. He has taken a position as Executive Director of the Building Trades of Alberta in Edmonton.</li> <li>• In light of the current Government financial situation, the SATCC will not be holding a meeting away from the home office.</li> <li>• Since the last meeting there have been two appeals that have come forward to the Board's adhoc Appeals Committee.</li> <li>• The Apprenticeship Awards are being held this year on October 27.</li> <li>• The Board Chair had the opportunity of attending the Spring CCDA meeting in Winnipeg in late May. There is an information item on the agenda.</li> </ul>	<p><b>Motion #2016-2017-07-03</b> There was consensus to accept the Chair's Report as presented.</p>

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<p><b>4. CEO's Report</b></p> <ul style="list-style-type: none"> <li>• The CEO's Report was included in the package</li> </ul>	<p><b>Motion #2016-2017-07-04</b> There was consensus to accept the CEO's Report as presented.</p>
<b>Decision Items</b>	
<p><b>5. CEO Compensation Report – In Camera</b></p> <ul style="list-style-type: none"> <li>• Yvette Battistolo of MNP joined the meeting.</li> </ul>	<p><b>Motion #2016-2017-07-05</b> There was consensus to accept the recommendation to review the classification level for the CEO position.</p>
<p><b>6. 2017-18 Business Plan</b></p> <ul style="list-style-type: none"> <li>• Jeff Ritter, Alastair McFadden and Shaun Augustin met with Minister Harrison regarding the current budget and options for balancing the budget for 18-19. Discussion included increasing tuition changing administrative fees, restricting classes/seats.</li> <li>• January 1, 2018 is the suggested target date.</li> <li>• The changes will be incorporated into the Business Plan, and sent to the Minister of Economy's office before the final adoption by the SATCC Board of Directors.</li> </ul>	<p><b>Motion #2016-2017-07-06</b> There was consensus to approve the increase in the tuition fee by \$10 per week per apprentice, effective January 1, 2018. There was consensus to approve the System/Administration fee of \$25, effective January 1, 2018.</p>
<p><b>7. 2017-18 Board of Directors Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• The October 25<sup>th</sup> meeting might be considered as an optional meeting that will be held only if required. <ul style="list-style-type: none"> <li>○ Meeting 1 – September 20, 2017 (AGM, required prior to September 30<sup>th</sup> each year and Regular Board Meeting)</li> <li>○ Meeting 2 – October 25, 2017 (Optional dependent on business and agenda items)</li> <li>○ Meeting 3 – November 28, 2017 (Risk assessment and Strategic Plan and Board dinner)</li> <li>○ Meeting 4 – November 29, 2017 (Regular Board Meeting)</li> <li>○ Meeting 5 – January 24 , 2018 (Regular Board Meeting)</li> <li>○ Meeting 6 – April 4, 2018 (Regular Board Meeting)</li> <li>○ Meeting 7– June 20, 2018 (Regular Board Meeting)</li> </ul> </li> </ul>	<p><b>Motion #2016-2017-07-07</b> There was consensus to accept the recommendation that the Board of Directors adopt the following meeting schedule for the 2017-18 fiscal year.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>○ 2018-19 Meeting 1 – September 19, 2018 (AGM, required prior to September 30<sup>th</sup> each year and Regular Board Meeting)</li> </ul>	
<p><b>Alastair McFadden left the meeting. Doug Mitchell joined the meeting (Conference Call)</b></p>	
<p><b>8. Board and Committee Evaluations</b></p> <p>David Brown of Governance Solutions joined the meeting</p> <ul style="list-style-type: none"> <li>• Communications and Integrity: <ul style="list-style-type: none"> <li>○ Information and presentations coming in to the board from management, reporting, ethics and minutes coming out of the board</li> </ul> </li> <li>• Constructive Engagement: <ul style="list-style-type: none"> <li>○ SATCC and its board excel at engaging stakeholders, both management and external</li> </ul> </li> <li>• Relationships: <ul style="list-style-type: none"> <li>○ Both internal and external relationships are a strength of SATCC and its board. Engaging with management in a positive way was the highest rated question</li> </ul> </li> <li>• The following are recommendations based on the evaluations: <ul style="list-style-type: none"> <li>○ Independent role and mandate for Human Resources Committee <ul style="list-style-type: none"> <li>▪ The Human Resources Committee would benefit from clarity on how to practically achieve an independent role and mandate, including working with its compensation advisor, rather than over-relying on management for compensation and strategic HR questions</li> </ul> </li> <li>○ Trade Board Appointments Committee “sharing the load” <ul style="list-style-type: none"> <li>▪ The Trade Board Appointments Committee would benefit from a “sharing of the load” more equally among all committee members, and not just relying so much on its Chair and support staff.</li> <li>• Also, a good discussion on the content and timing of pre-reading review materials would be helpful to practically engage committee members in this important process.</li> </ul> </li> <li>○ Governance Committee Board Evaluation recommendations <ul style="list-style-type: none"> <li>• The Governance Committee is working well. The Board Evaluation recommendations and action items when</li> </ul> </li> </ul> </li> </ul>	<p><b>Motion #2016-2017-07-08</b></p> <p>There was consensus to accept the Governance Solutions report as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>approved should greatly inform its work plan this year.</p> <ul style="list-style-type: none"> <li>• Board education, information and engaging new members are also flagged, not only for this committee, but for the SATCC Board as a whole and all committees, given turnover.</li> <li>○ Audit and Finance Committee expectations <ul style="list-style-type: none"> <li>• The Board and AFC should agree on expectations on the AFC in the coming year related to fiscal constraints, budget and deficit: what is the AFC’s role in working through these tough decisions with management, and what belongs to the Board, so as not to duplicate?</li> </ul> </li> <li>○ Improve Risk Direction and People Oversight <ul style="list-style-type: none"> <li>• The Board does really well with setting direction in terms of strategy and budget, and monitoring (“control”/oversight) financial and non-financial performance. The Board could improve in terms of Risk Direction and People Oversight. This may involve explicitly agreeing to or setting “KRI’s” key risk indicators.</li> </ul> </li> <li>○ Continuous Learning and Growth <ul style="list-style-type: none"> <li>• The principle of continuous learning and growth (page 13) encompasses many of the lowest rated areas: e.g. human resource oversight and a culture of innovation and change. The Board will want to discuss and address these questions.</li> </ul> </li> <li>○ Have an open dialogue about divergence of perspective <ul style="list-style-type: none"> <li>• There are fairly wide ranges to most questions, this may or may not indicate a divergence in perspectives, but does call for an open dialogue to clarify.</li> </ul> </li> </ul> <p>Overall, it was felt that this was a useful tool.</p>	
<p><b>9. Commission Regulation Changes</b></p> <ul style="list-style-type: none"> <li>• Due to harmonization there have been changes to some trade names, hours for trades, and the de-designation of one crane trade and one crane sub trade which will need to be amended in the Commission Regulations. There have also been two additional changes outside of Harmonization which are for an hour change and the de-designation of Plasterer that will require amending in the Commission Regulations as well.</li> <li>• During the Harmonization consultations it was agreed that there were four</li> </ul>	<p><b>Motion #2016-2017-07-09</b></p> <p>There was consensus to accept the recommended changes so the Commission Regulations can properly reflect agreed upon changes which resulted from Harmonization and operational changes.</p>

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<p>proposed harmonization recommendations to address for each trade</p> <ul style="list-style-type: none"> <li>○ Trade name – jurisdictions should use the Red Seal Exam name for the trades to avoid confusion</li> <li>○ Number of training levels– jurisdictions should have the same number of levels for the same trades</li> <li>○ Total training hours – jurisdictions should have the same total training hours for the same trades and training hours are the combination of on the job training and technical training combined for a year period</li> <li>○ Sequencing– jurisdictions would agree to substantively align the technical training for the trades</li> </ul> <ul style="list-style-type: none"> <li>● As a result of the Mobile Crane Harmonization consultations we saw the de-designation of Mobile Crane Operator (Hydraulic) by the CCDA due to the recommendation that this trade become part of the Mobile Crane Operator trade and there no longer be two separate trades.</li> <li>● It was also recognized during harmonization that lattice boom is no longer relevant due to changes in equipment in the trade and as a result was also de--designated. The Tower Crane Operator trade will also see a reduction in the number of years required. These changes have resulted in the requirement for changes to;</li> <li>● •Section 58 Mobile Crane Operator regulations and 58(7) which identified Lattice Boom as a sub trade of the Mobile Crane Operator Trade.</li> <li>● The removal of lattice has also resulted in other changes to hours in specific areas within this section to reflect the movement of hours from lattice to other areas required for certification in the Mobile Crane Operator trade. <ul style="list-style-type: none"> <li>○ The de designation of Mobile Crane Operator (Hydraulic) is completed through the repeal of 69.1 Mobile Crane Operator (Hydraulic) regulations</li> <li>○ Section 91.1 Tower Crane Operator regulations. Harmonization has resulted in the change of name for two trades. Drywall and Acoustical Mechanic to Lather (Interior Systems Mechanic) and Sprinkler System Installer to Sprinkler Fitter which will result in changes to trade regulations:</li> <li>○ Section 60 Drywall and Acoustical Mechanic trade regulations</li> <li>○ Section 80 Sprinkler System Installer A trade and a sub trade have had changes to their hour per year requirements. Landscape Horticulturist trade will see a change in hours as a result of Harmonization and Scaffolder</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ Through a trade board recommendation which was approved at the April 5, 2017 Commission Board meeting. This requires changes to trade regulation:</li> <li>○ 54(10) Carpenter trade regulation</li> <li>○ 69(5) Landscape Horticulturist trade regulation</li> <li>○ The Plaster trade was de-designated at the April 5, 2017 Commission Board meeting. The de-designation will be completed by repealing</li> <li>○ Section 81 Plasterer regulation.</li> </ul>	
<p><b>10. Board Policy F3 – Red Seal Logo</b></p> <ul style="list-style-type: none"> <li>• It is recommended the Process for Responding to Request for the Red Seal Endorsement Mark or Logos be approved.</li> <li>• This would allow for the Red Seal Endorsement Official Mark to only be used, with permission, by a journeyman whose certificate is endorsed with a Red Seal. The Red Seal Proud Supporter Logos may be used, with permission, for the purpose of demonstrating support and promoting the Red Seal Program as the Canadian standard of excellence for skilled trades. The Red Seal Identity Official Mark is used only to brand the Red Seal Program and its products and therefore would seldom be distributed.</li> <li>• The SATCC receives requests from members of the public, some journeymen and others not, to use or access one of the Red Seal Marks or Logos.</li> <li>• The policy directs requests to be forwarded to the SATCC's Communications and Marketing area, who will make a decision based upon the criteria set forth in the policy.</li> <li>• Previously requests were forwarded to Employment Services and Development Canada (ESDC), who would provide the Red Seal Endorsement Official Mark to certified journeymen.</li> <li>• However, the ESDC has now deferred this decision to the provinces, with the recommendation that the Red Seal Endorsement Official Mark only be used on Certificates of Qualification.</li> <li>• Red Seal Journeymen, however, are proud of their certification and interested in communicating their certification by using the Red Seal Endorsement Official Mark, which has led to the recommendation in the policy</li> </ul>	<p><b>Motion #2016-2017-07-10</b></p> <p>There was consensus to approve Board Policy F3 – the process for responding to requests for the Red Seal Logo.</p>

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<p><b>11. Board Policy F5 – AR Write Off and Cancellation</b></p> <ul style="list-style-type: none"> <li>• The SATCC currently has no financial policy in place regarding the collection, write-off or cancellation of outstanding accounts receivable (A/R). Generally, the SATCC follows the Financial Administration Manual (FAM) with a few exceptions. In this circumstance, FAM is not applicable as the SATCC is not deemed to be part of executive government.</li> <li>• A new policy has been drafted to facilitate the collection, write off or cancellation of accounts receivable process for the Commission. If approved, the SATCC currently has approximately \$6,600 in accounts receivable that has been deemed uncollectable and will be written off or cancelled in the 2016-17 fiscal year-end process.</li> <li>• The policy will require any amounts over \$1,000 to be written off or cancelled with approval from the Audit and Finance Committee prior to a fiscal year end. Any uncollectible account under \$1,000 will require the approval of the CEO or delegate.</li> <li>• The CEO will report yearly on any write-offs.</li> </ul>	<p><b>Motion #2016-2017-07-11</b></p> <p>There was consensus to accept the recommendation for a new Board Policy F5 – a financial policy for collection, write off or cancellation of accounts receivable.</p>
<p><b>12. Trade Board Appointments</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, the Committee Chair, Roxanne Ecker, reported the Trade Board Appointments Committee met on June 12, 2017 and is recommending approval of the Trade Board appointments and removals as presented.</li> </ul>	<p><b>Motion #2016-2017-07-12</b></p> <p>There was consensus to approve the Trade Board Appointments recommendation to remove and approve the appointments as presented.</p>
<p><b>13. Trade Board Minutes</b></p> <ul style="list-style-type: none"> <li>• On behalf of the Trade Board Appointments Committee, the Committee Chair, Roxanne Ecker, reported the Trade Board Appointments Committee met on June 12, 2017 and is recommending approval of the Trade Board Minutes listed in the Executive Summary table.</li> </ul>	<p><b>Motion #2016-2017-07-13</b></p> <p>There was consensus to accept the Trade Board Appointments Committee recommendation that the SATCC Board of Directors approve the Trade Board minutes listed in the Executive Summary table.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Committee Reports</b>	
<p><b>14. Human Resource Committee</b></p> <p>On behalf of the Human Resource Committee, Drew Tiefenbach presented the Human Resource Committee Minutes from March 17 and June 2, 2017.</p>	<p><b>The report was accepted as information.</b></p>
<p><b>15. Audit and Finance Committee</b></p> <p>On behalf of the Audit and Finance Committee, Leonard Manitoken, reported the Audit and Finance committee met on June 21, 2017. The Committee reviewed the work plan with the Auditors.</p> <p>The CFO spoke to the following items:</p> <ul style="list-style-type: none"> <li>a) May 2017 Key Operational Indicators and Statistics</li> <li>b) May 2017 Performance Management Measurement –Balance Scorecard Reporting <ul style="list-style-type: none"> <li>• We have a total of measures in our Scorecard <ul style="list-style-type: none"> <li>○ Exceeding – 5 measures</li> <li>○ Achieving – 7 measures</li> <li>○ Progressing – 4measures</li> <li>○ Not Meeting – 1 measures</li> <li>○ No Report – 6 measures</li> </ul> </li> </ul> </li> <li>c) May 2017 YTD Actual to Budget <ul style="list-style-type: none"> <li>• The SATCC’s year-to-date (YTD) surplus is \$0.860M</li> <li>• The decrease in the surplus is based on two factors: <ul style="list-style-type: none"> <li>○ Revenues, specifically client fees, are lower-than-budgeted; while</li> <li>○ Operating expenses are lower-than-budgeted in several categories</li> </ul> </li> </ul> </li> <li>d) 2016-17 Training Schedule <ul style="list-style-type: none"> <li>• The 2016-17 Budget assumed the SATCC will purchase 6,508 technical training seats. The June 2017 Forecast estimates a net reduction of 349 technical training seats to 6,159 training seats.</li> </ul> </li> </ul>	<p><b>The report was accepted as information</b></p>

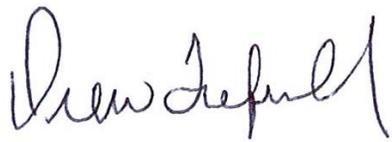
AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• Overall, 573 seats have been officially cancelled while 224 seats have been officially added within this forecast.</li> <li>• Approximately half of the reduction in training seats is anticipated to be with Sask. Polytechnic with a net reduction of 173 technical training seats.</li> <li>• The 349 seat reduction is anticipated to reduce training costs (i.e. Program Contractual Services) by approximately \$806,900 in 2016-17.</li> <li>• This is expected to be partially offset by a reduction in tuition of approximately \$187,300.</li> <li>• Lastly, this item does not identify any changes related to the Aboriginal Apprenticeship Initiatives (AAI) program funding nor on the SATCC's 'innovation' funding spent on developing new curriculum, online courses, etc.</li> </ul> <p>e) June 2017 Financial Forecast</p> <ul style="list-style-type: none"> <li>• The forecasted increase in the deficit is mainly due to the following: <ul style="list-style-type: none"> <li>• An \$860K decrease in revenue attributed mostly to the \$525K decrease in the GRF operating grant and a \$382K decrease in client fee revenue;</li> <li>• Expenditures on Program Contractual Services are forecasted to decline by approximately \$569K as a result of a decrease in the number of training seats purchased in 2016-17 due to a lack of demand for training by apprentices, partially offset by increased spending for the AAI program and innovation projects;</li> <li>• Several other expense line items (e.g. Other Contractual Services; Advertising, Promotion and Printing; Space Rental, etc.) are forecasted to be below budgeted values due mainly to increased efficiency and fiscal restraint</li> </ul> </li> </ul> <p>f) The Minutes of April 5, 2017 were presented for information.</p>	

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<p><b>16. Governance Committee</b></p> <p>On behalf of the Governance Committee, Brian Marshall reported that they met on June 5, 2017 and discuss:</p> <ul style="list-style-type: none"> <li>a) Board Charter</li> <li>b) The Minutes of March 27, 2017 were presented for information.</li> </ul>	<p><b>The report was accepted as information.</b></p>
<p><b>17. Standards ad hoc Committee</b></p> <ul style="list-style-type: none"> <li>a) No Report</li> </ul>	
<p><b>18. Trade Board Appointments Committee</b></p> <p>On behalf of the Trade Board Appointments Committee, the Committee Chair, Roxanne Ecker, presented the Minutes of June 12 for information.</p> <ul style="list-style-type: none"> <li>a) The Minutes of March 27, 2017 were presented for information.</li> </ul>	<p><b>The report was accepted as information.</b></p>
<b>Information Items</b>	
<p><b>19. CCDA Spring Meeting</b></p> <ul style="list-style-type: none"> <li>• The CCDA met in Winnipeg on May 30 and 31 2017. Jeff Ritter, CEO and Drew Tiefenbach, Commission Board Chair, were in attendance. The CCDA discussed several topics including Harmonization, EDSC's Union Training and Innovation Program, CCDA's strategic priorities for 2017-2022, and ICEMS 2 among others.</li> <li>• The CEO provided a brief overview of the role of the CCDA, IPA and ISEC.</li> </ul>	<p><b>The report was accepted as information.</b></p>
<p><b>20. Northlands College JTC</b></p> <ul style="list-style-type: none"> <li>• Northlands College is not renewing their Joint Training Committee agreement when it expires on June 30, 2017.</li> <li>• Northlands College has decided not to continue as a JTC after June 30, 2017. Northlands College had sent a letter to employers and apprentices informing them of the decision. SATCC is working to transfer the contracts of the 134 affected apprentices to their employers or to SIIT.</li> </ul>	<p><b>The report was accepted as information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• A number of employers have phoned SATCC to voice their displeasure with the ending of the JTC.</li> <li>• SATCC has been responding that the decision to continue on as a JTC lies with the organization that has signed the JTC agreement.</li> </ul>	
<p><b>21. ESDC/Union Training and Innovation Program (UTIP)</b></p> <ul style="list-style-type: none"> <li>• ESDC has announced the upcoming launch of the Union Training and Innovation Program (UTIP) which will require partnering with unions and other stakeholders in order to access funding.</li> <li>• The 2016 Federal budget provided for funds dedicated to unions for Apprenticeship training;</li> <li>• UTIP is the result of this commitment. The first year of UTIP will see \$10 million in funding and then \$25 million in funding annually ongoing. There are two streams that the funding can be applied for which are: <ul style="list-style-type: none"> <li>○ Investment in equipment and materials for training (Union Lead)</li> <li>○ Innovation in Apprenticeship (Union Involvement)</li> </ul> </li> <li>• The official UTIP launch is anticipated for summer 2017 through a Call of Proposals. All proposals must outline a performance measurement approach which details the desired results, and have specific indicators that must be reported on.</li> <li>• In order to ensure funding is applied for within Saskatchewan, the SATCC will be contacting our union partners to determine if we are able to partner with any to develop proposals that meet the mandate of the Innovation in Apprenticeship stream; or if we can assist with any proposals by union partners for the Investment in Equipment and Materials for Training stream</li> </ul>	<p><b>The report was accepted as information.</b></p>
<p><b>22. Learning Disabled Outcomes: 2010-11 to 2012-13</b></p> <ul style="list-style-type: none"> <li>• Over the three years covered by this research, the vast majority (almost 9 in 10) apprentices receiving a learning disabled assessment received accommodations to support their learning during technical training or exam writing.</li> <li>• Of all those who received an accommodation, about two thirds achieved journey person certification and another 23 per cent has progressed one or more levels.</li> </ul>	<p><b>The report was accepted as information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>• If compared to the RCR rate for the entire population, the LD accommodated population has a lower RCR (55.7 per cent vs 65.3 per cent).</li> <li>• However, due to the small LD population the RCR could be quite varied year to year</li> </ul>	
<p><b>23. Electric Motor Systems Technician</b></p> <ul style="list-style-type: none"> <li>• The Canadian Council of Directors of apprenticeship (CCDA) recently made the decision to place the Electric Motor Systems Technician Red Seal status “under review” due to low activity for this trade.</li> <li>• Electric Motor Systems Technician is not a designated trade in Saskatchewan.</li> <li>• An analysis of the data on the usage of the Red Seal examination, as well as the apprenticeship activity has been performed and validated by each province and territory’s Interprovincial Standards and Examination Committee (ISEC) member. This analysis shows that over 5 years, the number of exams written ranges from 17 to 35 per year. The number of registered apprentices across Canada over a 5-year period ranges from 129 to 214.</li> <li>• The following criteria will be considered by CCDA to determine whether a trade’s product development activities will be suspended: <ul style="list-style-type: none"> <li>▪ Four (4) or less jurisdictions have the trade designated for apprenticeship;</li> <li>▪ Lack of industry support to develop Red Seal products; and</li> <li>▪ Less than 300 apprentices are registered in all jurisdictions where the trade is designated for each of the past five (5) years and less than 100 exams written each year for the past five (5) years across all jurisdictions where the trade is designated.</li> </ul> </li> <li>• After a two (2) year period, the “under review” status will be re-examined by CCDA for re-instatement, continued suspension of product development activities or de-designation.</li> <li>• The goal of a two-year under review period is to provide an opportunity to engage with industry to increase apprenticeship and Red Seal activity in the trade. The CCDA Communications and Stakeholder Relations Committee has identified and reached out to five national stakeholder groups to discuss</li> </ul>	<p><b>The report was accepted as information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>reasons for the low apprenticeship and Red Seal activity, and possibly strategies to increase the usage of Red Seal products for the Electric Motor Systems Technician trade.</p>	
<b>Recurrent Information Items</b>	
<p><b>24. Commission Operational Update</b></p> <ul style="list-style-type: none"> <li>This information is included and Directors are encouraged to share it with their respective stakeholders.</li> </ul>	<p><b>The report was accepted as information.</b></p>
<p><b>25. Other Business</b></p>	
<p><b>26. Next Meeting</b></p>	<p><b>The next meeting will be held on September 20, 2017 at 2140 Hamilton Street.</b></p>
<p><b>27. Adjournment</b></p>	<p><b>The meeting adjourned at 2:50 pm.</b></p>



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Commission/Committee Chairperson



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Commission/Committee Vice Chairperson

