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**Saskatchewan Apprenticeship and Trade Certification  
Commission Board Meeting  
February 10, 2016  
2<sup>nd</sup> Floor Boardroom, 2140 Hamilton  
Street REGINA SK**

**Meeting Number 2015-03**

**Members Present:**

Doug Christie, Chair Brian Marshall Rhonda Hipperson Albert Loke  
Doug Mitchell Alastair MacFadden Lorne Andersen  
Tim Earing (conference call) Jeff Sweet

Bryan Leier  
Drew Tiefenbach Joe Kleinsasser Leonard Manitoken Roxanne Ecker Terry Parker  
Karen Zunti Wayne Worrall

**Regrets:**

Brett Waytuck Brett Vandale

**Guests:**

**Staff:**

Jeff Ritter, CEO  
Sherry Morcom, Recorder  
Loreena Spilsted, Executive Director, Apprenticeship  
Shaun Augustin, Executive Director, Corporate  
Services Julie Woldu, Director, Communications &  
Marketing Dominika Krzeminska, Executive Assistant

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 #2015-03-01</b></p> <p>There was consensus to approve the agenda with the following changes:  Agenda Item #6 will be moved to #5ciii)  Agenda Item #7 will be moved to #5d  Agenda Item #5d will be moved to #5e  Agenda Item #5e will be moved to #5f</p>
<p><b>#2 Adoption of the December 16, 2015 Minutes and Business Arising</b></p> <p><b>Business Arising</b></p> <ul style="list-style-type: none"> <li>• There was no business arising.</li> </ul>	<p><b>Motion #2015-03-02</b></p> <p>There was consensus to approve the minutes of December 16, 2015.</p>
<p><b>#3 Chair's Report</b></p> <ul style="list-style-type: none"> <li>• The Chair reported that he participated in a conference call with the IPA board. Harmonization, Strengthening the Red Seal, and FQR were discussed. The Harmonization Implementation Dashboard was distributed.</li> <li>• Carol McCullough will be replacing Ray Massey as the new IPA Chair.</li> <li>• The CEO was congratulated on his strategic role on the harmonization process.</li> <li>• The SATCC Board Orientation for new board members was held February 9, 2016.</li> </ul>	<p><b>Motion #2015-03-03</b></p> <p>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 CEOs report was distributed in the board package.</li> <li>• The harmonization process has been proceeding. The first ten trades should be harmonized by September 2016 and the goal is to begin working on the next set of trades to be harmonized by September 2017.</li> <li>• The CEO has been making stakeholder/construction site visits and office visits.</li> <li>• SATCC staff have been attending Service Best training offered through STEC. First Aid and CPR Training will also be offered to staff.</li> <li>• An Employee Engagement committee has been struck.</li> <li>• The CEO and Executive Director of Apprenticeship attended a National Electrical Trade Council (NETCO) Conference in Edmonton, January 26, 2016.</li> <li>• There is a succession plan in place for the role of the CCDA Chair, which is a role the CEO is currently in.</li> </ul>	<p><b>Motion #2015-03-04</b></p> <p>There was consensus to accept the CEO's Report as presented.</p>
<p><b>#5 Committee Reports</b></p> <p><b>#5a Human Resource Committee</b></p> <ul style="list-style-type: none"> <li>• The Human Resource Committee will be meeting to discuss the succession plan for the Board and the roles of Board members.</li> <li>• The current Chair and the Vice-Chair positions were discussed.</li> <li>• Job descriptions have been developed for the positions and for the role of Board members.</li> <li>• The past practice has been that the Chair and the Vice-Chairs were from the opposite categories. Eg, if the Chair is a EE representative the Vice-Chair would come from the ER representatives.</li> <li>• As well, if the Chair is from one category for a term, the next Chair has been from the opposite category.</li> <li>• Information packages and an expression of interest survey will be distributed to the membership after the HR Committee meeting</li> </ul>	<p><b>Motion #2015-03-05</b></p> <p>There was consensus to accept the Human Resource Committee report as presented.</p>

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<p><b>#5b Governance Committee</b></p> <ul style="list-style-type: none"> <li>• Terry Parker reported that the SATCC Board Performance Survey Action Plan was reviewed and approved. <ul style="list-style-type: none"> <li>i. SATCC Board Performance Survey Action Plan</li> <li>ii. Review of SATCC Board Policies Policies G1 to G7 have been reviewed.</li> <li>iii. Minutes of December 2, 2015 for information</li> </ul> </li> </ul> <p><b>#5c Finance and Audit Committee</b></p> <ul style="list-style-type: none"> <li>• Joe Kleinsasser reported that the Finance and Audit Committee met on February 10, 2016. They had a discussion around the proposed fee structure. <ul style="list-style-type: none"> <li>i. Proposed 2016-17 Administrative Fees <ul style="list-style-type: none"> <li>○ There was discussion around the proposed fee structure.</li> </ul> </li> <li>ii. December 2015 YTD Financial Budget to Actual Comparison (Information) <ul style="list-style-type: none"> <li>○ Shaun Augustin reviewed the December 2015 YTD Financial Budget to Actual Comparison.</li> </ul> </li> <li>iii. 2015-2016 Financial Forecast (Information) <ul style="list-style-type: none"> <li>○ Shaun Augustin reviewed the 2014-2015 Financial Forecast.</li> </ul> </li> <li>iv. Minutes of December 16, 2015 for information.</li> </ul> </li> </ul>	<p><b>Motion #2015-03-06</b> There was consensus to accept the Governance Committee report as presented and approve the SATCC Board Policies as presented.</p> <p><b>Motion #2015-03-07</b> There was consensus to accept the Finance and Audit Committee report as presented.</p> <p><b>Motion #2015-03-08</b> There was consensus to accept the Finance and Audit Committee recommendation that Alternative #4A be implemented over a three-year cycle. Specifically, implement the following fee increases over the next three years and that Fees would be reviewed every three years.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>#5d Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• Roxanne Ecker reported that the Trade Board Appointments Committee met on January 19, 2016. Roxanne Ecker was nominated as Chair of the Committee and Dean Frey is the support person for the Committee.</li> </ul> <p><b>#5e Regina Trades and Skills Centre (RTSC)</b></p> <ul style="list-style-type: none"> <li>• Doug Christie reported that : <ul style="list-style-type: none"> <li>○ 172 enrolled</li> <li>○ 20% female</li> <li>○ 16% immigrants</li> <li>○ There is continued work on the Habitat for Humanity Projects</li> <li>○ There will be 7 programs beginning in February 2016.</li> </ul> </li> </ul> <p><b>#5f Saskatoon Trades and Skills Centre (STSC)</b></p> <ul style="list-style-type: none"> <li>• Leonard Manitoken reported that: <ul style="list-style-type: none"> <li>○ # Programs Completed so far in 2015-2016: 9</li> <li>○ # Current Programs (Week of Feb 1-5): 2</li> <li>○ # Upcoming Programs: 10</li> <li>○ 121 students started</li> <li>○ 106 students completed</li> </ul> </li> </ul>	<p><b>Motion #2015-03-09</b></p> <p>There was consensus to accept the Trade Board Renewal and Board Appointments as presented.</p>
<p><b>#6 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>#7 SATCC Interim Safety Climate Survey</b></p> <ul style="list-style-type: none"> <li>• The SATCC's safety climate average score is 3.29 (based on a 5 point</li> </ul>	

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<p>scale, where 1 is low and 5 is high).</p> <ul style="list-style-type: none"> <li>• There will not be a comparator to SATCC's scores for this year until all organizations have completed this year's survey, which is expected in May 2016.</li> <li>• The report also makes the following recommendations for improving SATCC's safety climate: <ul style="list-style-type: none"> <li>○ Analyze SATCC's safety climate scores and develop or improved processes to address low scoring behaviour or actions.</li> <li>○ Demonstrate a commitment to safety and including safety performance as part of the senior management performance evaluation process.</li> <li>○ Establish safety-related performance goals and annually measuring safety climate in the SATCC to identify successes and areas for improvement.</li> <li>○ Calculate the return on investment of health and safety investments.</li> <li>○ Utilize information on best safety management practices available through industry safety associations.</li> <li>○ Implement best practices for enhancing employee psychological health available through the Canadian Mental Health Association and associated partner organizations</li> </ul> </li> </ul>	
<p><b>#8 Space Cancel Research</b></p> <ul style="list-style-type: none"> <li>• There was a review of the space cancel reseach.</li> </ul>	
<p><b>#9 Performance Management Measurement</b></p> <ul style="list-style-type: none"> <li>• Of the 25 measures included in the scorecard, the results to December 31, 2015 (except where noted) are as follows: <ul style="list-style-type: none"> <li>○ Exceeding = 3 measures (Visible Minority Apprentices Registered, Registered Apprentices with Disabilities and Employer Consultations);</li> <li>○ Achieving = 13 measures (Total Apprentices, Total Employers, Journeyperson Certificates Issued, Employer Satisfaction with Training, Aboriginal Apprentices Registered, Female Apprentices Registered in</li> </ul> </li> </ul>	

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<p>Predominantly Male Trades, Sufficient Revenue to Fund Technical Training, Annual (Deficit)/Surplus, Unrestricted Surplus – Excess over Minimum, Harmonization Stakeholder Consultations, Technical Training Seats Fill Ratio, Apprentice Satisfaction with SATCC Services and Employer Satisfaction with SATCC Services);</p> <ul style="list-style-type: none"> <li>○ Progressing = 5 measures (Technical Training Seats, Apprentice Satisfaction with Training, Registered Female Apprentices, Share of Non-Government Revenue and Industry Trade Board Meetings);</li> <li>○ Not Meeting = 2 measures (New Apprentice Registrations and Employee Satisfaction); and</li> <li>○ No Report = 2 measures (Real Completion Rate and Red Seal Exam Pass Rate).</li> </ul>	
<p><b>#10 Accuplacer/MyFoundationsLab</b></p> <ul style="list-style-type: none"> <li>● In 2013-14, ACC/MFL was introduced to replace entrance exams for those who apply for apprenticeship and do not meet the SATCC’s academic requirements.</li> <li>● In total, for the years 2008-09 to 2012-13, 72 out of 349 individuals (20.6 per cent) who wrote an entrance exam became registered as apprentices.</li> <li>● In 2014-15 (the first full year of operation), 68 individuals (28.7 per cent of the 237 individuals referred to ACC/MFL that year) completed one or more elements of ACC/MFL to become apprentices, which is 8.1 per cent more than the five-year entrance exam result of 20.6 per cent.</li> <li>● Through the first six months of 2015-16, 28 individuals (25.5 percent) became registered apprentices out of 110 individuals referred to ACC/MFL.</li> <li>● Some of the regional colleges/partners and larger employer groups are using this tool.</li> </ul>	
<p><b>#11 Key Operational Indicators and Statistics</b></p> <ul style="list-style-type: none"> <li>● New apprentice registrations are down approximately 18%.</li> <li>● Journey person certifications issued are on par with last year while the total number of examinations have increased by approximately 12%.</li> <li>● SYA registrations are down approximately 21% due, in part, to a removal of</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>students from an updating of the database.</p> <ul style="list-style-type: none"> <li>• Assessment activity is also down approximately 17% mostly due to a reduction in trade time assessment.</li> <li>• Field activity has increased approximately 16% this year mostly due to an increase in worksite visits.</li> <li>• SYA data base is updated by teachers in the school system. The data base is culled every year.</li> <li>• Students in the Practical and Applied Arts programs do not necessarily sign up for the SYA Program.</li> </ul>	
<p><b>#12 Apprenticeship Data for the Northern Administrative District</b></p> <ul style="list-style-type: none"> <li>• The Northern Labour Market Committee (NLMC) asked the SATCC for statistics regarding apprentices from the Northern Administrative District (NAD) between 2010-11 and 2014-15.</li> <li>• There has been a gradual increase in the number of northern residents who are registering as apprentices over the last five years. However, the annual number of northern apprentices achieving their journey person certificate has declined over the same five year period.</li> <li>• This does not mean that northern registered apprentices are not achieving JCs for a couple of reasons. <ul style="list-style-type: none"> <li>○ Most trades take four years to complete.</li> <li>○ The number of registered apprentices in the NAD is a 'snapshot in time' (i.e. they are not tracked as a cohort). Therefore, these results cannot be compared with the SATCC's completion rates.</li> <li>○ These apprentices may not stay within the north which may not accurately reflect how many are actually completing.</li> </ul> </li> </ul>	
<p><b>#13 Q2 2015-16* ACG &amp; AIG Grant Statistics</b></p> <ul style="list-style-type: none"> <li>• Through Q2 2015-16, Saskatchewan has an 88% approval rating for the Apprenticeship Completion Grant (ACG) compared to 78.4% 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 79.0% approval rating for</li> </ul>	



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<p>the AIG compared to 69.9% 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.</p>	
<p><b>#14 2015-16 Training Schedule and 2016-17 Training Needs Assessment</b></p> <ul style="list-style-type: none"> <li>• The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is anticipating a continued decline in demand for technical training courses by apprentices in 2016-17. The majority of the loss of training is concentrated on one training provider: Saskatchewan Polytechnic. The reduction in demand in 2016-17 is due, in part, to the SATCC's efforts to fill all 7,000 seats targeted in 2015-16.</li> <li>• However, the SATCC has been working diligently to fill as many of the 7,000 seats as possible in 2015-16. All efforts have been made to contact apprentices in trades where classes are at risk of being cancelled with the effect of cancelling a few less classes than was anticipated earlier in the year. Furthermore, some classes have been added in the small number of trades with pockets of increased demand (e.g. Automotive Service Technician, Carpenter, Construction Craft Labourer, Motor Vehicle Body Repairer and Welder).</li> <li>• The impact on the training providers for the current year is relatively smaller than originally anticipated.</li> <li>• The result is to move some training forward into 2015-16 that would have otherwise taken place in 2016-17. The impact is to reduce the number of training seats required in 2016-17.</li> <li>• The 2016-17 Training Needs Assessment indicates the SATCC will require 525 courses and approximately 6,500 technical training seats in 2016-17. This is 44 courses less (-7.9%) than the 569 courses that were originally planned for in 2015-16. Alternatively, this is a reduction of 491 technical training seats (-7.0%) in 2016-17 compared to what was originally scheduled in 2015-16.</li> <li>• For the 2016-17 training year there will be a reduction in training seats.</li> <li>• This information is considered confidential at this time and should not be shared.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>#15 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>#16 In-Camera Session</b></p>	
<p><b>#17 Other Business</b></p>	
<p><b>#18 Next Meeting</b></p> <p>The next meeting will be held April 18, 2016.</p>	
<p><b>#19 Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The meeting adjourned at 2:11 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**  
**February 10, 2016**

**Proposed for Removal From The CEDB**

<b>Trade</b>	<b>Board Member</b>		<b>Reason</b>
Cook	Doug	Hyndford	TB recommended removal
Electronics Assembler	Dennis	Beck	Resigned

**Proposed for Appointment to the CEDB**

<b>Trade</b>	<b>Nominated for Appointment to the CEDB</b>	
Automotive Service Technician	Cody	Bradshaw
Gasfitter	Ryan	Pfeiffer
Meat Cutter	Gerhard	Maynard
Metal Fabricator (Fitter)	Kurt	Goulden
Motor Vehicle Body Repairer	Shane	Roset
Partsperson	Michael	Schultz
Plumber	Ryan	Pfeiffer
Steamfitter-Pipefitter	Tim	Groenendyk
Sprinkler Systems Installer	Jon	Schneider
Truck & Transport Mechanic	Eric	Gareau
Landscape Horticulturist	Adam	Lix

**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Board Appointments  
February 10, 2016**

**Proposed for Removal From the TB**

<b>Trade</b>	<b>Removal from the TB</b>	<b>Reason</b>
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**Proposed for Appointment to the TB**

<b>Trade</b>	<b>Nominated for Appointment to the TB</b>
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**Saskatchewan Apprenticeship and Trade Certification Commission**

**Trade Examining Board Removals and Appointments  
February 10, 2016**

**Proposed for Removal from the TEB**

<b>Trade</b>	<b>Removal from the TEB</b>	<b>Reason</b>
Truck & Transport Mechanic	Jeff Peters	Resigned

**Proposed for Appointment to the TEB**

<b>Trade</b>	<b>Nominated for Appointment to the TEB</b>	
Automotive Service Technician	Cody	Bradshaw
Hairstylist	Tracy	Bitternose
Hairstylist	Oddny	Ostapowich
Hairstylist	Candace	Markewich
Esthetician	Katlynn	Ovans
Motor Vehicle Body Repairer	Shane	Roset
Sprinkler Systems Installer	Gino	Santoro