



**SCA BOARD OF DIRECTORS MEETING**  
**April 17, 2015 – 9:30am.**  
**Alliance Energy Meeting Room, Saskatoon, Saskatchewan**

**MINUTES**

**ATTENDANCE:** Corey Hunchak (Chair), Sam Shaw, Rob Istace, Allan Webb, Dave Kanciruk, Justin Hoyes, Mike Lamontagne, Janis Dubreuil, Sean Hamelin, Cory Richter, Tyler Pochynuk, Ron Smith

**REGRETS:** Jason Duke

**STAFF:** Mark Cooper, Amanda Thick

**GUESTS:** Kim Sutherland, Bill Preston, Cliff Gerow, Tracy Slywka

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**CALL TO ORDER:** The meeting was called to order at 9:30 a.m. by Corey Hunchak

**1. ADOPTION OF AGENDA:**

*Tyler Pochynuk / Allan Webb*

*THAT the agenda be adopted as presented.*

***Carried***

**2. ADOPTION OF MINUTES:**

*Dave Kanciruk / Mike Lamontagne*

*THAT the minutes be amended to change the name “Corey Hunchak” to “Cory Richter” with respect to the moving of motions, and to add “Cory Richter” to the list of attendees.*

***Carried***

*Janis Dubreuil / Sean Hamelin*

*THAT the minutes of the January 22, 2015, SCA Board Meeting be adopted as amended.*

***Carried***

### **3. REPORTS FROM INTEGRATED PARTNERS:**

#### ***Items of Note***

- Saskatoon membership is at an all-time high of 604
- Saskatoon staff extremely busy right now with Children's Hospital project being run through SBDI
- Regina just completed its strategic plan earlier in the week
- Regina has encountered some unexpected bureaucratic barriers in facilitating access to the Canada-Saskatchewan Jobs Grant for member companies
- Regina has asked that the integrated partners, Merit Contractors, and others get together to discuss coordination with respect to member education
- SHCA referenced its ongoing work to discourage the City of Regina from entering the Asphalt business. It appears the City administration is still trying to find ways to pursue this
- Prince Albert has raised concerns about the local health region and its tendering practices
- Moose Jaw will be hosting Think Construction day in the Prairie South School Division to provide hands on experience for kids in trades such as masonry, carpentry, mechanical and electrical
- The City of Moose Jaw has structured its vacant land property tax in a manner that unintentionally discourages activity and investment

#### ***Outcomes***

*Dave Kanciruk / Tyler Pochynuk*

*THAT the SCA send a letter to the PA health region in support of the position taken by the PACA on the health region's tendering practices.*

#### ***Carried***

*Mike Lamontagne / Janis Dubreuil*

*THAT all reports from the integrated partners be accepted as presented.*

#### ***Carried***

**4. MEMBER ENGAGEMENT REPORT:**

*Justin Hoyes / Sam Shaw*

*THAT the member engagement report be accepted as presented.*

***Carried***

**5. STRATEGIC PLAN REPORT CARD:**

The Board suggested that the report card should include some mechanism for viewing progress over time, not just in the past quarter.

*Laird Ritchie / Allan Webb*

*THAT the Board of Directors approve the Strategic Plan Report Card as presented.*

***Carried***

**6. ADMINISTRATION REPORTS:**

**6.1 – SCA General Update**

The Board indicated that a policy on political sponsorship should be developed that allows the SCA to attend events, but not to donate money or sponsor events, parties, or individuals.

With regards to a Board strategic retreat, the Board is open to one, in mid-July or mid-September, assuming that enough Board members can be in attendance to justify the event. The Board asked administration to consider different options for gathering the same information if possible.

**6.2 – WCB Committee of Review**

Due to time constraints, the President agreed to email the Board the list of questions for consideration with respect to WCB to allow for more time for feedback.

Preliminary feedback from Board members on topics to explore in the submission to the Committee of Review included the idea that different types of workers within the same company (say office staff versus site staff) should be classified in different rate codes to better reflect their work. Also, the Board emphasized the importance of pursuing financial incentives for COR certification.

***AT THIS TIME THE BOARD BROKE FOR LUNCH. DURING THE LUNCH BREAK, THE GOVERNANCE COMMITTEE MET. FOLLOWING LUNCH, THE BOARD RECEIVED A PRESENTATION FROM CLIFF GEROW AND TRACY SLYWKA FROM INJURY SOLUTIONS CANADA REGARDING THEIR SERVICES. AFTER THE PRESENTATION, THE MEETING RESUMED.***



### 6.3 – Procurement Improvement Work

The report was reviewed and discussed by the Board. Concern was raised about the challenge the government faces in implementing policy in these areas quickly. The example of vendor performance reviews was raised, with lots of questions regarding how this could be done to produce meaningful results while also being fair and reasonable.

### 6.4 – Sharing of Member Information

The Board reviewed the report and indicated a general preference for protecting the privacy of member information obtained by the SCA. It was noted that an opportunity to provide members with a public disclosure consent option could work. Administration was asked to continue the process of developing a policy towards the end of protecting privacy. Administration can explore options of providing a public disclosure consent option.

### 6.5 – Alternate Revenue Policy

The Board reviewed the report and had no questions with respect to the proposed policy.

*Ron Smith / Laird Ritchie*

*THAT the Board of Directors adopt the Alternate Revenue Policy as presented.*

***Carried***

### 6.6 – Member Fee Collection Policy

The Board reviewed the report and draft policy. Administration was encouraged to continue working with SCA integrated partners to finalize the wording of the policy and present a new draft for Board consideration at a future meeting.

### 6.7 – SCP Administration Contract

The Board reviewed the report and contract, and considered the available options. In the end, the Board directed the President to negotiate a new one-year contract and then work with the SCP industry members to secure longer-term funding for industry to pay its share of the SCP administration costs.

*Dave Kanciruk / Rob Istace*

*THAT the Board of Directors direct the President to negotiate a one-year contract with the Ministry of Economy and the consultant wherein the SCA would pay 25% of the contract costs.*

*THAT the Board of Directors direct the President to work with the SCP industry members to secure a sufficient level of commitment from partners to more evenly distribute the 50% of costs for the contract expected to be borne by industry.*

***Carried***

**6.8 – Trade Up Legal Dispute**

The Board reviewed the report provided and discussed the terms of the settlement. No concerns were raised, and the President will proceed to execute the settlement agreement.

**7. REPORTS FROM BOARD APPOINTMENTS:**

**SCSA**

SCA has two Board appointees to the SCSA, Corey Hunchak and Kim Sutherland. Kim attended this portion of the SCA Board meeting in order to consult with the SCA Board on industry's priorities with respect to SCSA.

The Board indicated a strong desire for SCSA to focus on service delivery and customer service to member companies. The Board highlighted the need for SCSA to continue evolving its administrative and governance structures to better reflect its mandate and customer-base. Finally, the Board referenced the importance of continuity and expertise when it comes to SCSA field staff.

**SATCC**

A written report on SATCC outcomes was received from Drew Tiefenbach, one of the SCA's representatives on the SATCC. The Board reviewed this report. The Board will invite its SATCC appointees to attend the next SCA Board meeting in Regina to discuss SATCC priorities.

**CCA**

A written report was provided by SCA representative Monte Allan. The report was received and reviewed by the Board. The Board acknowledged a need to plan for the replacement of Monte Allan as the Saskatchewan Vice-Chair. The Board authorized the President to begin canvassing for a replacement from the membership.

### CANet

A verbal report was provided by Corey Hunchak, SCA voting member on the CANet Board.

*Dave Kanciruk / Janis Dubreuil*

*THAT the Board of Directors receive all of the reports from Board Appointments as presented.*

***Carried***

## **8. REPORTS FROM BOARD COMMITTEES**

### 8.1 – Finance and Audit Committee

The Finance Manager presented the Finance and Audit Committee report, including the Risk Management work and the March 31, 2015, Financial Statements.

The Board reviewed the material, asked questions about the origins of the risk management work, next steps in the process, and how it will be used. The Board then moved to approve the presented risk management cycle, authorizing administration and the Committee to continue this work.

*Tyler Pochynuk / Justin Hoyes*

*THAT the Board of Directors approve the SCA risk management cycle as recommended by the Finance and Audit Committee.*

***Carried***

The Statement of Operations and Statement of Financial Position were presented to the Board. The Statement of Operations included projections to year end. The Board asked questions about the SCA's overseas immigration work and the viability of this work going forward. It was agreed that this would require further consideration and discussion before the SCA would undertake more work overseas.

## 8.2 – Governance Committee

The Governance Committee met over the lunch hour and presented a verbal report to the Board on its work.

- Individual Governance Committee members have agreed to support the SCA President in the development of the items assigned to the Committee for the year. Justin Hoyes will support development of the Board Governance Manual; Janis Dubreuil will support development of the Board Orientation process; Sam Shaw will support development of a process for handling SCA appointments; and Ron Smith will assist in development of a draft integration agreement for SCA integrated partners.
- The Governance Committee reviewed SCA Bylaws and recommended the following changes:
  - That Section 4.1.B be updated to clean-up the provisions allowing direct membership to the SCA. The intent is to make it clear that direct membership is only possible where an integrated partner has stopped collecting and remitting SCA membership fees;
  - Alter section 6.7 to allow an optional additional one-year term for elected Officer positions; and
  - Update section 6.6 to make clear that Director-at-Large positions are elected according to policy, not necessarily at the AGM.
- Because of recommending Bylaw changes, the Governance Committee also recommended calling a Special General Meeting of Members to be held at Elk Ridge during the SCA's Summer Meeting.

The Board discussed the Governance Committee's report and agreed to support the recommendations of the Committee with respect to Bylaw changes and the call of the Special General Meeting for the Summer Meeting.

## 8.3 – Advisory Council

The Advisory Council report was presented by Dave Kanciruk. The Board reviewed the report and attachments and discussed the issue of those Council members that have not yet complied with Council rules about membership. The Board agreed that the Council should approach these groups directly to ensure they comply with the requirements.

*Allan Webb / Sean Hamelin*

*THAT the Board of Directors accept the Reports from Board Committees as presented, including acceptance of the March 31, 2015, financial statements and acceptance of the changes to the SCA Bylaws recommended by the Governance Committee.*

***Carried***

## **9. BOARD COMMUNIQUE HIGHLIGHTS**

### **9.1 – Review of Action Items**

The following action items were identified as coming out of the Board meeting:

- President to discuss with RCA the challenges of accessing the Jobs Grant funding;
- President to support the RCA COO in discussing with COOs the opportunities for collaboration with respect to education;
- President to draft a letter to the PA Health Region in support of the PACA;
- President to update the Strategic Plan Report Card based on Board feedback;
- Administration to draft a policy on political contributions;
- Administration to work on options and planning for Board strategic retreat;
- President to send email to Board re: WCB Committee of Review priority issues;
- Administration to draft policy on sharing of member information that errs on the side of member information privacy;
- Administration to continue work to refine the member fee collection policy;
- President to work with the Ministry of Economy to re-negotiate contract for SCP administration based on one-year deal at 25%;
- President to work with other industry SCP members to secure funding for 50% split with government in future years of the SCP administration contract;
- Administration to seek candidates from the membership for Monte Allan's position on the CCA Board of Directors;

- Administration to invite SCA's SATCC representatives to the next SCA Board meeting in Regina;
- Administration to continue work on the SCA risk assessment plan in accordance with the approved plan;
- Administration to call a Special General Meeting of the membership at Elk Ridge for the purposes of approving recommended Bylaw changes; and
- President to work with Chair of Advisory Council to ensure all Council members are compliant with membership rules.

### 9.2 – Board meeting outcomes for communication

The following priority items were identified by the Board as key for communicating to members and the integrated partners:

- The information request for the WCB Committee of Review;
- The challenges being faced by some partners in accessing the Jobs Grant funding;
- The ongoing work to improve provincial procurement, and opportunities for engagement on this file;
- The work being done by SCA partner Injury Solutions Canada;
- The proposed SCA bylaw changes and the upcoming SCA Special General Meeting at Elk Ridge; and
- The search for a CCA Board appointee replacement for Monte Allan's position.

### 10. IN CAMERA ITEMS:

*The Board met briefly In Camera, followed by an In Camera discussion between the Board and the President.*

**11. NEXT MEETING DATE:** Friday, July 17, 2015, Prince Albert

### 12. ADJOURNMENT:

*The meeting was adjourned by Sam Shaw at 4:00 p.m. on a motion from Ron Smith*

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**SCA Board Chairperson**  
MINUTES APPROVED ON:

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**SCA President**