

Alberta Board of Skilled Trades

Mandate and Roles

Preamble

As the Alberta Board of Skilled Trades (Board), established under the *Skilled Trades and Apprenticeship Education Act* (STAEA), is a public agency as defined in the *Alberta Public Agencies Governance Act* (APAGA);

As the Board is classified as an advisory public agency;

As the STAEA establishes the Board's mandate and functions;

The purpose of this document is to clarify the mandate of the Board, the primary roles in governance of the public agency, and the accountability, recruitment, appointment, orientation, and remuneration of members of the Board; and,

To demonstrate commitment to transparency and accountability, this Mandate and Roles Document is made available to the public on the Skilled Trades and Apprenticeship Education website at www.tradesecrets.alberta.ca.

Mandate and Responsibilities of the Board

1. Established under section 13 of the STAEA, the Board is accountable to the Minister of Advanced Education (Minister).
2. The Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The Board's primary responsibility is to establish the standards and requirements for certification in programs under the STAEA. The Board also fulfills additional responsibilities described in the STAEA and the STAEA Designated Trades and Restricted Activities Regulation. These include:
 - Consulting with industry and making recommendations to the Minister respecting:
 - the designation of trades;
 - the rescission of the designation of trades; and,
 - designating restricted activities within a trade.
 - Consulting with industry regarding:
 - standards and requirements for certification in designated trades;
 - any other matters requested by the Minister; and,
 - any other matters in respect of which the Board considers it should engage with industry.
 - Promoting the value of designated trades careers and certification.
 - Making Orders:
 - specifying the scope of activities that fall within a designated trade;

- establishing standards and requirements for designated trade certification;
 - recognizing documents issued outside Alberta as being the equivalent of a trade certificate;
 - recognizing the successful completion of education or training, other than an apprenticeship education program or an industry training program, as meeting some or all of the requirements for certification; and,
 - determining standards for the Achievement in Business Competencies (Blue Seal) endorsement.
- Promote the establishment and maintenance of welcoming and inclusive work environments for designated trades.
 - Advise the Minister on matters related to endorsements.
 - Advise the Administrator on suspensions or revocations of trade certificates or endorsements.
 - Advise the Registrar on competencies for apprenticeship education programs and industry training programs related to designated trades.
3. The Board, in addition to fulfilling the responsibilities specifically described in the STAEA and regulations, is responsible for:
- developing a business plan that establishes clear goals and measurable results;
 - ensuring that emerging issues from stakeholders are brought forward to the Board;
 - making the Minister aware of issues that reasonably could be expected to be important in the exercise of the Minister’s responsibilities; and,
 - reviewing its own performance.

Accountability

4. The Board reports to the Minister through the Chair.
5. The Board delivers the following documents to the Minister at the times and in the format determined by the Minister:
- three-year business plan:
 - the plan must provide details on how the Board intends to conduct and ensure fulsome industry engagement;
 - annual report; and,
 - other ad-hoc reports as requested by the Minister.

Roles and Responsibilities

6. The Minister, in addition to fulfilling the responsibilities specifically described in the STAEA and regulations, is responsible for:
- approving the appointment or removal of any member of the Board;
 - considering the recommendations made by the Board;

- in accordance with section 16(a) the STAEA and the *Public Service Act*, providing the services of employees of the department to carry out duties and provide services that are reasonably required to enable the Board or committee to carry out its functions;
 - monitor whether the Board is delivering on its work plan and acting within its mandate; and,
 - conduct a review of the Board's mandate and operations at least every 7 years and report the results to the Executive Council.
7. The Department of Advanced Education has the following responsibilities:
- facilitate the remuneration of Board members and reimbursement of expenses;
 - recruit members in collaboration with the Board Chair;
 - provide orientation and on-boarding to new Board members;
 - provide secretarial and administrative support to the Board; and,
 - liaise directly with the Board respecting the Minister's responsibilities.
8. The Public Agency Secretariat provides resources and support to departments and agencies in the development of and amendments to MRDs. The Public Agency Secretariat is also a source for information, tools, advice and training on public agency governance practices.
9. The Chair is appointed by the Minister of Advanced Education. The acting Chair is designated by the Minister of Advanced Education to act in place of the Chair when the Chair is absent or otherwise unable to carry out duties of the Chair. The Chair's duties are listed in the Board's bylaws.
10. Board members have the following responsibilities:
- Actively participate in and contribute to Board activities;
 - Comply with all applicable laws and regulations, as may be amended from time to time, including the *Freedom of Information and Protection of Privacy Act*, *Lobbyists Act*, *Financial Administration Act*;
 - Comply with policies set by the Minister;
 - Provide advice to the Minister as requested on matters respecting the skilled trades;
 - Evaluate the Board's performance;
 - Engage meaningfully with industry and listen to their views;
 - Implement and comply with a Code of Conduct; and,
 - Comply with the Board's planning and reporting requirements.

Interaction between the Minister, Department and the Board

11. The mutual expectation of the Minister and Board in respect of communication, collaboration and consultation with each other, when appropriate, is that department staff will be the first point of contact on behalf of the Minister and liaise with the Board as appropriate.

Communications with the Public

12. The Minister or delegate may speak publicly regarding the Board.
13. The Board Chair may speak for the Board publicly in consultation with the Minister and the Department.
14. Members do not speak for the Board publicly.

Recruitment, Appointment and Remuneration of Board Members

15. The Board consists of up to 15 persons who are appointed by the Minister in accordance with the STAEA and who are knowledgeable with respect to the contribution of skilled trades professions to Alberta's economic sectors and the needs of the Alberta labour market for skilled and trained individuals.
16. A Board-developed competency matrix lists the competencies and values required for Board members. The recruitment of Board members is based on these competencies.
17. The Minister appoints new members by Ministerial Order.
 - Appointment of each member must be for a fixed term in accordance with the STAEA, the APAGA and the STAEA Designated Trades and Restricted Activities Regulation.
18. The Chair and Board Members are remunerated in accordance with the STAEA Designated Trades and Restricted Activities Regulation, under Schedule 1, Part A of the *Committee Remuneration Order* (O.C. 466/2007).

Orientation and Training of Board Members

19. Newly appointed members of the Board participate in an orientation session that includes:
 - an overview of the Alberta skilled trades and apprenticeship education system;
 - the operations of the Board, including the Board's committee structure, the Board's bylaws, remuneration and travel expenses, Mandate and Roles, and the Board's Code of Conduct; and
 - the roles, responsibilities and expectations of members of the Board and the related policies.

Code of Conduct

20. The Board's Code of Conduct is administered by the Chair. The process for administering the Code of Conduct is set out in the Code itself.

Standing Committees

21. The Board has the ability to establish committees or recognize other committees to assist with its work, in accordance with the STAEA. The Board is responsible for:

- appoint individuals as members of the committee;
- set the terms of reference under which the committee operates; and
- assign functions to be carried out by the committee.

- **Industry Network Standing Committee** – a committee that establishes and oversees an industry network with whom the Board conducts consultation. Duties include:
 - Establishing an industry network structure and any associated committees;
 - Monitoring engagement levels to ensure adequate and fulsome consultation;
 - Reviewing committee member nominations;
 - Developing policies that govern committees (e.g. mandates, term lengths, etc.) and monitoring alignment to any such policies; and,
 - Reviewing and approving committee member nominations.

- **Industry Standards Standing Committee** – a committee focused on the establishment, scope and certification requirements for the skilled trades. This includes the study and development of:
 - Recommendations to Minister regarding the designation (and rescission) of trades;
 - Recommendations to Minister for designating restricted activities within a trade;
 - Board Orders specifying the scope of activities that fall within a designated trade; and,
 - Board Orders outlining the requirements for obtaining a journey person certification.

- **Board Operations Standing Committee** – a committee that oversees the administrative requirements of the Board, including:
 - Ensuring compliance with the requirements of the STAEA and the APAGA;
 - Developing and maintaining the Mandate and Roles Document, Board Bylaws, and Code of Conduct;
 - Establishing Board competencies;
 - Overseeing annual Board and Board member evaluations; and,
 - Developing the Board business plan and annual reports to Minister.

Evaluation of Board Members

22. The Board is responsible for identifying and implementing an effective assessment method of Board members and of the Board as a whole. The Chair conducts an annual evaluation and review of the performance of Board members.

Administration of the Mandate and Roles Document

23. Subject to dissolution of the Board, this document is in effect from the date of approval until post-date 3 years.

24. The document will be affirmed annually or on a change in either the Minister or the Board Chair.
25. The document may be amended as required to accommodate any legislative changes that affect any provisions of the document or the operations of the Board or the department.
26. The MRD will also be available to the public on the department's website and the PAS website.
27. Any amendments to the document will be dated, signed by both the Chair and the Minister, at which time they will become part of the Mandate and Roles Document.

Original signed

July 20, 2022

Ray Massey
Chair, Alberta Board of Skilled Trades

Date

Original signed

July 20, 2022

Honourable Demetrios Nicolaidis
Minister of Advanced Education

Date