

Alberta Board of Skilled Trades

Mandate and Roles Document

Preamble

This Mandate and Roles Document for the Alberta Board of Skilled Trades ("Board") has been jointly developed by the Minister of Advanced Education ("Minister") and the Board in furtherance of their legal obligations under the *Alberta Public Agencies Governance Act* ("APAGA").

The Board, established under the *Skilled Trades and Apprenticeship Education Act* ("STAEA"), is a public agency in accordance with the *Alberta Public Agencies Governance Act* ("APAGA").

The Board is classified as an advisory public agency.

The purpose of this Mandate and Roles Document is to (A) describe the mandate of the Board, as required under section 13 of the APAGA; and (B) demonstrate commitment to transparency and accountability.

Mandate of the Board

1. Established under section 13 of the STAEA, the Board has a key role to consult with industry and to advise the Minister on the direction of Alberta's designated trades certification system. The Board is also responsible for establishing the undertakings and activities that fall within a designated trade and for establishing the standards and requirements for certification in designated trades.
2. The Board's powers and functions are detailed under s. 14 of STAEA and s.6 of the Designated Trades and Restricted Activities Regulation (DTRAR) and include:
 - Consulting with industry regarding:
 - standards and requirements for certification in designated trades;
 - any other matters requested by the Minister;
 - any other matters in respect of which the Board considers it should engage with industry; and
 - Consulting with industry and making recommendations to the Minister respecting:
 - the designation of trades; and
 - the rescission of the designation of trades.
 - Advising and making recommendations to the Minister regarding restricted activities and the classes of individuals who may perform them.
 - 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.
- Promoting the establishment and maintenance of welcoming and inclusive work environments for designated trades.
 - Advising the Minister on matters related to endorsements.
 - Advising the Administrator on suspensions or revocations of trade certificates or endorsements.
 - Advising the Registrar on competencies for apprenticeship education programs and industry training programs related to designated trades.
3. The Board may be assigned other functions through the regulations under STAEA.
4. 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

5. The Board is accountable to the Minister. The Board reports to the Minister through the Chair.

Planning and Reporting Requirements

6. 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

7. The Minister, in addition to fulfilling the roles and responsibilities specifically described in the STAEA and regulations, is responsible for:
- approving the appointment or removal of any member of the Board;
 - approving the Board's rules regarding reporting and any other matters;
 - considering the recommendations made by the Board;
 - in accordance with section 16(a) of 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;

- monitoring whether the Board is delivering on its work plan and acting within its mandate; and
- conducting a review of the Board's mandate and operations at least every 7 years and report the results to the Executive Council.

8. The Department of Advanced Education has the following responsibilities:

- facilitating the remuneration of Board members and reimbursement of expenses;
- recruiting members in collaboration with the Board Chair;
- providing orientation and on-boarding to new Board members;
- providing secretariat and administrative support to the Board; and
- liaising directly with the Board respecting the Minister's responsibilities.

9. The Public Agency Secretariat ("PAS") provides resources and support to departments and agencies in the development of and amendments to Mandate and Roles Documents. In addition, the PAS collaborates with the Minister in the recruitment and appointment process for board members consistent with the requirements of the centralized recruitment guidebook for Alberta's public agencies, boards and commissions. The PAS is also a source for information, tools, advice and training on public agency governance practices.

10. The Chair's duties are listed in the Board's bylaws. The Chair is the interface between the Board and the Minister and provides leadership to the Board.

11. Board members have the following responsibilities:

- To actively participate in and contribute to Board activities;
- To comply with all applicable laws and regulations, as may be amended from time to time, including the *Protection of Privacy Act*, *Lobbyists Act*, *Financial Administration Act*;
- To comply with policies set by the Minister;
- To provide advice to the Minister as requested on matters respecting the skilled trades;
- To evaluate the Board's performance;
- To engage meaningfully with industry and listen to their views;
- To implement and comply with a Code of Conduct; and
- To comply with the Board's planning and reporting requirements.

Interaction between the Minister, Department and the Board

12. 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

13. The Minister or delegate may speak publicly regarding the Board.

14. The Board Chair may speak for the Board publicly in consultation with the Minister and the Department.

15. Members do not speak for the Board publicly.

Financial and Administrative Arrangements, Recruitment, Appointment and Remuneration of Board Members

16. The Board is subject to the *Financial Administration Act*. The Auditor General is the auditor of the Board.

17. 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. The Chair is appointed by the Minister. The acting Chair (deputy Chair) is designated by the Minister to act in place of the Chair when the Chair is absent or otherwise unable to carry out duties of the Chair.

18. A Board-developed competency matrix lists the competencies and values required for Board members. The recruitment of Board members is based on these competencies.

19. 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 DTRAR.

20. The Chair and Board members are remunerated in accordance with the DTRAR, under Schedule 1, Part A of the *Committee Remuneration Order* (O.C. 466/2007). The chair and members of Board committees are remunerated in accordance with the DTRAR, under Section 1, Schedule 1, Part B of the *Committee Remuneration Order* (O.C. 466/2007).

Orientation and Training of Board Members

21. 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

22. The Board's Code of Conduct is reviewed and approved by the Ethics Commissioner, and the Board ratifies and makes public the Code of Conduct. Updates to the Code of Conduct are submitted to the Ethics Commissioner for review. 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

23. 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:

- appointing individuals as members of the committee;
- setting the terms of reference under which the committee operates; and
- assigning functions to be carried out by the committee.

24. The Board has the following committees:

- **Industry Network Standing Committee** – a committee that establishes and oversees the My Skilled Trades Network (MySTN), the industry network with which the Department conducts consultation on the Board's behalf. Duties include:
 - provides oversight for the creation and functionality of the board's industry engagement mechanism, MySTN;
 - assesses severity/urgency of new industry issues coming to the ABST;
 - performs audit function of MySTN to ensure the system is effectively processing industry matters brought to the board; and
 - monitoring MySTN engagement levels to ensure adequate and fulsome industry consultation.
- **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 journeyperson 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 strategic plan and annual reports to Minister.

Evaluation of Board Members

25. 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

- 26. Subject to dissolution of the Board, this Mandate and Roles Document is in effect from the date of approval until post-date 3 years. The Mandate and Roles Document must be reviewed and renewed, amended or replaced within three years after the day on which the Mandate and Roles Document or the most recent amendment to the Mandate and Roles Document was signed.

- 27. The Mandate and Roles Document will be affirmed annually or on a change in either the Minister or the Board Chair.

- 28. The Mandate and Roles Document may be amended as required to accommodate any legislative changes that affect any provisions of the Mandate and Roles Document or the operations of the Board or the department.

- 29. Copies of the Mandate and Roles Document will be filed with the Minister and the Public Agency Secretariat. The Mandate and Roles Document will also be made publicly available on the Government of Alberta's Public Agency Secretariat's website. This Mandate and Roles Document is made available to the public on the Skilled Trades and Apprenticeship Education website at www.tradesecrets.alberta.ca.

- 30. Any amendments to the Mandate and Roles 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.

His Majesty the King in right of Alberta, as represented by the Minister of Advanced Education

Alberta Board of Skilled Trades



Minister

Board Chair

Feb 26, 2026.

November 27, 2025

Date

Date