



February 1, 2018

Ms. Roberta Ellis, Chair
Industry Training Authority
8th Floor - 8100 Granville Ave
Richmond BC V6Y 3T6

Dear Ms. Roberta Ellis:

On behalf of Premier Horgan, thank you for your service to the people of British Columbia. The government remains committed to working with our Crown agency partners to deliver on government's commitments to British Columbians: to help make life more affordable for people, invest in services and build a strong, sustainable economy.

This Mandate Letter outlines the guiding principles of the government which should inform the preparation of your three-year Service Plan for Budget 2018. This Mandate Letter also confirms your organization's mandate, provides government's annual strategic direction and sets out key performance expectations for the 2018/19 fiscal year.

The government made three key commitments to British Columbians. All ministries and Crown agencies are expected to work together to help government achieve these commitments.

Our first commitment is to make life more affordable. We expect all public sector organizations to support government's agenda to help manage the daily cost of living for British Columbians.

Our second commitment is to deliver the services that people count on. Many of the programs and services that British Columbians access on a regular basis are delivered by Crown agencies. We want to build on programs that are working well, and make improvements where needed, to ensure British Columbians get quality and timely customer service from public sector organizations across the province.

Our third key commitment is to build a strong, sustainable, innovative economy that works for everyone. The government believes that public sector organizations have a key role to play in supporting broad-based economic growth in every region of the province.

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To support true and lasting reconciliation with Indigenous Peoples in British Columbia, our government is fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Calls to Action of the Truth and Reconciliation Commission (TRC). Please ensure that going forward your organization incorporates the UNDRIP and TRC, given the specific mandate and context of your organization.

As the Minister Responsible for the Industry Training Authority (ITA), I expect that you will make substantive progress on the following priorities and incorporate these priorities when developing the goals, objectives and performance measures for inclusion in the Service Plan:

1. Work closely with government to lead or support the implementation of government's priority initiatives. Specific actions include, but are not limited to:
 - In support of government's commitment to fully adopt the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission, complete a review of ITA policies and programs and develop and implement a plan to ensure they align with the UNDRIP articles and the TRC Calls to Action;
 - Support the Ministry in the implementation of effective apprentice ratios on public infrastructure projects;
 - Increase the number of employer sponsors and provide information, tools and resources to enable sponsors to support more apprentices to complete their training, obtain their Certificate of Qualification and work in the skilled trades;
 - Lead the cultural change needed in BC's trades training and apprenticeship system to remove barriers for equity seeking groups (Indigenous peoples, women, and other under-represented groups) and support training providers and employer sponsors to understand and meet their accountabilities in this regard in order to ensure that all apprentices can achieve a successful career in the trades;
 - Building on the recent expansion of youth trades programs, increase work experience opportunities for youth apprentices while still in high school;
 - Work closely with government and key stakeholders to support a government led review of how compulsory designation could be used to improve worker health and safety, consumer protection and environmental safety for certain trades occupations in BC;
 - In support of government's commitment to improve mental health and addictions services and respond to the opioid crisis in the province, work with government, training providers and employers to contribute to addressing drug use and addiction in trade occupations and improve apprentice mental health, safety and overall well-being.

2. Work closely with government to review, align and update the mandate of Sector Advisory Groups and the approach to membership in order to ensure that members have in depth knowledge of the sectors they represent, and can provide relevant advice on how to improve BC's trades training system, and that training providers, apprentices and journey people are adequately represented.
 - o Submit recommendations for updating Sector Advisory Groups' mandates and membership structure to government by September 30, 2018 and, once approved, implement those recommendations by March 31, 2019.
3. Work with key stakeholders to establish and implement a framework by March 31, 2019 to assess how innovation and technology can be used to improve the effectiveness of training programs so that more apprentices obtain their Certificate of Qualification.
4. Develop and implement a performance management and reporting framework to ensure trainers and employers deliver high quality training that meets the needs of learners and industry by March 31, 2019.

The Crown Agencies and Board Resourcing Office (CABRO) at the Ministry of Finance has lead responsibility for overseeing and maintaining the Public Sector Organizations Governance Framework, and provides leadership for the merit based appointment of qualified and competent individuals to the boards of Crown agencies.

The Industry Training Authority is asked to work closely with CABRO through your ministry contact on board appointments, all governance matters including orientation and training of board members, and meeting public sector reporting requirements under the Budget Transparency and Accountability Act.

Each board member is required to acknowledge the direction provided in this Mandate Letter by signing this letter. The Mandate Letter is to be posted publicly on your organization's website on Budget Day on February 20, 2018 to coincide with the release of your organizations' Service Plan.

I appreciate your support as Board Chair to me as Minister responsible for the Industry Training Authority. I look forward to ongoing dialogue and engagement going forward through our scheduled meetings and other communication channels between my ministry and your organization. Part of that engagement process includes regular meetings between your communications staff and the appropriate Government Communications and Public Engagement staff who provide support to your ministry responsible.




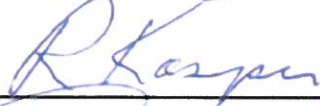
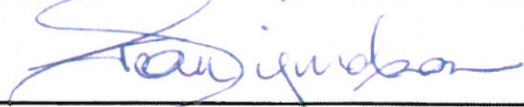
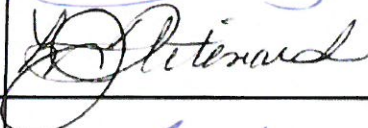
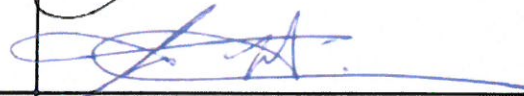
Once again, thanks to you and your Board of Directors for your commitment to public service. Together, we will work to build a better BC.

Sincerely,



Melanie Mark
Hli Haykwhl Wii Xsgaak
Minister

pc: Honourable John Horgan, Premier
Mr. Don Wright, Deputy Minister to the Premier and Cabinet Secretary
Ms. Lori Wanamaker, Deputy Minister of Finance
Mr. David Galbraith, Associate Deputy Minister and Secretary to Treasury Board
Ms. Shannon Baskerville, Deputy Minister of Advanced Education, Skills and Training
Mr. Andries Calitz, Director, Industry Training Authority
Mr. Lindsay Langill, Director, Industry Training Authority
Mr. Rick Kasper, Director, Industry Training Authority
Mr. Tom Sigurdson, Director, Industry Training Authority
Ms. MJ Whitemarsh, Director, Industry Training Authority
Mr. Jonathan Whitworth, Director, Industry Training Authority
Mr. Shane Stirling, Director, Industry Training Authority
Mr. Gary Herman, Chief Executive Officer, Industry Training Authority

Board Member	Signature
Roberta Ellis, Chair	
Andries Calitz, Director	
Lindsay Langill, Director	
Rick Kasper, Director	
Tom Sigurdson, Director	
MJ Whitemarsh, Director	
Johnathon Whitworth, Director	
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