

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100- 111 LOMBARD AVENUE**

**SEPTEMBER 16, 2015**

**BOARD MEMBERS**

Campbell, Anita	Public Interest Representative
Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Graveline, Natasha	Apprentice Representative
Janes, Anne	A/Secretary and Ex-Officio Member
Keeper, Michael	Employee Representative
Lafond, Marc	Employee Representative
Miller, Harvey	Employer Representative
McInerney, Betty	Employer Representative
Munro, Colleen	Employer Representative
Senff, Bob	Public Interest Representative
Webb, Ken	Employee Representative
Wilson, James	Chair

**REGRETS**

Harris, Bruce	Employee Representative
Siemens, Trent	Employer Representative

**STAFF**

Carnegie, Jamie	A/Manager, Corporate Services and Special Projects
McPike, Kevin	A/Manager, Policy, Legislation and Board Operations
Peters, Janice	A/Apprenticeship and Certification Board Co-ordinator
Zdebiak, Troy	A/Director, Operations

## 1. Call to Order

The Chair called the meeting to order at 9:05 a.m.

## 2. Approval of Agenda

**Motion 2015.09.01**

**To accept the agenda as written.**

**Moved by Betty McInerney**

**Seconded by Bob Senff**

**Carried.**

**All in favour 12 in favour 0 opposed 0 abstained**

## 3. Approval of past minutes

**Motion 2015.09.02**

**To accept the June 18, 2015 meeting minutes as written.**

**Moved by Anita Campbell**

**Seconded by Betty McInerney**

**Carried.**

**All in favour 12 in favour 0 opposed 0 abstained**

## 1. Chair's Update

No update.

## 2. Executive Director's Update

Anne Janes, the Acting Secretary and Ex-Officio Member advised that Cordella Friesen, former Secretary and Executive Director, has moved to another position outside of Apprenticeship Manitoba within the Manitoba government. Anne indicated that she will serve as the A/Secretary and Ex-Officio member until a new Executive Director has been appointed in fall 2015.

Anne also provided an update on the work underway at the national level on the provincial-territorial apprentice mobility protocol and the Canadian Council of Directors of Apprenticeship harmonization initiative. She noted that work is underway to develop a guidelines document for the mobility protocol that will help PT staff, apprentices and employers better understand the processes and procedures involved in an apprentice moving jurisdictions during training. The implementation of these guidelines and the protocol is January 2016.

The CCDA Harmonization initiative is moving forward and revised technical training for Welder, Carpenter and Ironworker (Generalist) will be presented to the Provincial Advisory Committees shortly for approval. The implementation deadline for the revised technical training is September 2016 and Anne indicated that the training providers require information on changes and the revised documents by January 2016. The work on Mobile Crane Operator, Tower Crane Operator and Heavy Duty Equipment Technician is underway but will not be ready for the Board until later this fall. Manitoba has indicated it will not be able to meet the September 2016 implementation timeframe for these trades.

## 3. Review of previous Board Meeting Evaluation

James Wilson, Chair reviewed the June 16, 2015 meeting evaluation feedback.

**2015.09.03**

**COMMITTEE REPORTS**

**1. Nominating Standing Committee (NSC)**

No update.

**Program Standards Standing Committee (PSSC)**

**2.** No update.

**3.** No update.

No update.

**4.**

**2015.09.04**

**CONTINUING BUSINESS**

**1.** No update.

**2015.09.05**

**NEW BUSINESS**

**1. Board Evaluation Summary Report**

At its June 18, 2015 meeting, the Board requested a report summarizing the results of the Board evaluation for the past two years. The report identified that the evaluation form has served as a useful tool for Board members to provide feedback on Board processes and discussion items as well as communicate their views.

Because the evaluation form has been in use for more than two years, it was suggested that modification and revisions be explored to further strengthen its applicability and usefulness as a feedback tool for Board members.

The Board agreed that the meeting evaluation form should continue to be used to provide feedback about Board meetings and that the Governance Standing Committee conduct a review of the form and return to the Board with recommended changes at its next meeting.

***Motion 2015.09.03***

***That the Governance Standing Committee conduct a review of the evaluation form and present recommendations at the next meeting.***

***Moved by Anita Campbell***

***Seconded by Bob Senff***

***Carried.***

***All in favour    12 in favour    0 opposed    0 abstained***

## 2. **Apprenticeship and Certification Board Orientation**

Kevin McPike, A/Manager, Policy, Legislation and Board Operations, delivered an orientation and overview of the Board mandate, decision-making process and structure as well as an introduction to Apprenticeship Manitoba branch operations and initiatives. The Board's mandate is to coordinate, guide and maintain the Manitoba apprenticeship and certification system and promote apprenticeship training and certification as a career opportunity to Manitobans and participate in provincial and inter-provincial apprenticeship initiatives.

Discussion took place regarding the number of level four apprentices and women enrolled in non-traditional trades and methods that industry may use to promote inclusion of women in male dominated trades. Additional information regarding active level four apprentices and the *Women In The Trades Final Report* will be provided at the next Board meeting for review and further discussion.

Board members discussed employer engagement and possible ways of creating a job bank for trade employers and potential apprentices. *Find My Job Manitoba* collects job search results from all major job boards in the province and displays position vacancies on an online database to assist apprentices/students and job seekers find employers.

## 3. **Apprenticeship and Certification Board Administration Orientation**

Janice Peters, A/Board Coordinator, provided the new members information regarding, members expenses, remuneration, Board and committee procedures, and general administrative processes.

## 4. **Standing Committee Memberships**

*The Apprenticeship and Certification Act* establishes four permanent standing committees of the Board and prescribes roles and responsibilities for each committee. The four standing committees are solely comprised of Board members and include:

1. **Governance Standing Committee (GSC):** advises the Board regarding the development of the annual Strategic Plan and Annual Report, and performs other functions assigned by the Board.
2. **Community Liaison Standing Committee (CLC):** serves as a liaison between the Board and stakeholders in the apprenticeship system, and works to build and maintain relationships with stakeholders. The CLC also advises the Board about Manitoba's need for skilled and trained trades people and provides recommendations for how to meet those needs.
3. **Program Standards Standing Committee (PSSC):** develops and revises apprenticeship programs, including content, training standards and examinations, and the qualifications required for certification in designated trades. The PSSC also upgrades qualifications and the content of regulations for designated trades.
4. **Nominating Standing Committee (NSC):** establishes and maintains a list of potential candidates for appointment to Provincial Advisory Committees (PACs) and other committees established by the Board. When establishing a list of potential candidates for appointment to PACs for a designated trade, the NSC must:
  - o consult with representatives of employers and employees in the trade; and
  - o ensure that each candidate is associated with an knowledgeable about the trade.

The Governance Standing Committee is ordinarily responsible for submitting recommendations for committee memberships to the Board for approval; however, given the high turnover in Board membership, resulting in only one confirmed member on the GSC, committee membership recommendations are being determined by the Board. Committee membership recommendations will continue to be overseen by the GSC.

Members were assigned to the four Board standing committees. Committees are comprised of an even number of voting members plus the Chair. Committees must have at least one (1) employer representative and one (1) employee representative as voting members.

**Motion 2015.09.04**                      **That the following Board members be appointed to the Governance Standing Committee.**

<b>NAME</b>	<b>REPRESENTATION</b>
Marc Lafond	Chair
Ken Webb	Employer
Steven Ducharme	Employee

**Moved by Harvey Miller**  
**Seconded by Brent Charron**  
**Carried.**

**All in favour    12 in favour            0 opposed    0 abstained**

**Motion 2015.09.05**                      **That the following Board members be appointed to the Nominating Standing Committee.**

<b>NAME</b>	<b>REPRESENTATION</b>
Anita Campbell	Chair
Bruce Harris	Employee
Brent Charron	Employee
Harvey Miller	Employer
Betty McInerney	Employer

**Moved by Harvey Miller**  
**Seconded by Brent Charron**  
**Carried.**

**All in favour    12 in favour            0 opposed    0 abstained**

**Motion 2015.09.06**                      **That the following Board members be appointed to the Program Standards Standing Committee.**

<b>NAME</b>	<b>REPRESENTATION</b>
Trent Siemens	Chair
Betty McInerney	Employer
Bruce Harris	Employee
Harvey Miller	Employer
Bob Senff	Public Interest
Brent Charron	Employee

**Moved by Harvey Miller**  
**Seconded by Brent Charron**  
**Carried.**

**All in favour    12 in favour            0 opposed    0 abstained**

**Motion 2015.09.07**

***That the following Board members be appointed to the Community Liaison Standing Committee.***

<b>NAME</b>	<b>REPRESENTATION</b>
<b>James Wilson</b>	<b>Chair</b>
<b>Colleen Munro</b>	<b>Employer</b>
<b>Natasha Graveline</b>	<b>Apprentice</b>
<b>Michael Keeper</b>	<b>Employee</b>
<b>Ken Webb</b>	<b>Employer</b>
<b>Steve Ducharme</b>	<b>Employee</b>

***Moved by Harvey Miller***

***Seconded by Brent Charron***

***Carried.***

***All in favour 12 in favour 0 opposed 0 abstained***

**5. Review of Strategic Plan 2015-2016**

The Board reviewed the 2015-2016 Apprenticeship and Certification Board Strategic Plan. The Strategic Plan is schedule to be tabled in the legislative assembly in October 2015.

**2015.09.06 BRANCH UPDATE**

**1. Certified Occupations Act - Update**

In 2014, the Throne Speech announced the expansion of Apprenticeship Manitoba's mandate to include the certification of new occupations.

In the spring of 2015, Manitoba introduced *The Certified Occupations Act*, legislation that will establish a competency-based training model for occupations that are not otherwise regulated.

Occupations will be administered separately from the existing apprenticeship and certification system but will have similar characteristics of the apprenticeship and certification system (i.e., industry-led standards development, a competency-based training model, and the requirement of both classroom and on-the-job training).

*The Certified Occupations Act* establishes a new Certified Occupations Board with a mandate to oversee the certification of occupations under the Act. It is expected that the bill will pass during the fall 2015 legislative session. Once *The Certified Occupations* is passed, certified occupations will be fully overseen by the new Certified Occupations Board and the Apprenticeship and Certification Board will no longer have responsibility over designating occupations and will continue to retain responsibility for designated trades and the apprenticeship training model.

**2. Special Projects and Initiatives Update**

Jamie Carnegie, A/ Manager, Corporate Services and Special Projects, advised that Apprenticeship Manitoba continues to review and assess the trade qualification (TQ) program for effectiveness and responsiveness.

Apprenticeship Manitoba continues to focus on youth involvement and engagement in the trades by hosting the Building for Tomorrow Summer Camps. Over 175 students attended the camps, which were offered over summer 2015.

In addition, Apprenticeship Manitoba participated in the "Sparking Interest Forum" for girls in Grades 5 and 6, which was held in partnership with Manitoba Status of Women, River East

Transcona School Division and several other stakeholder groups. The students participated in educational activities in a variety of trades and technology led by a female high school student mentor.

Apprenticeship Manitoba is partnering with Urban Circle, the Aboriginal Relations Division of the City of Winnipeg, BUILD and the Centre for Aboriginal Human Resource Development Inc. to develop two apprenticeship training pilot programs for Aboriginal people in Winnipeg with the anticipated implementation date of January 2016.

The Northern Construction Trades Training program is entering its second year of delivery. NCTT is providing over 30 northern residents with training necessary to obtain sustainable employment with northern industry in the trades of Industrial Electrician, Industrial Mechanic and Steamfitter-Pipefitter. An evaluation of the first year of delivery is being conducted by Apprenticeship Manitoba. The Board requested that copies of the evaluation be provided at its next meeting.

### 3. **Apprenticeship Manitoba Operations and Updates**

Troy Zdebiak, A/Director, Operations, explained that the Operations Unit oversees the apprenticeship financial functions, the apprentice client case management system, contractual agreements between apprentices/employers, and learning supports and resources.

The Unit collaboratively worked with the Department of Labour and Immigration to develop a framework for enforcement of six compulsory trades.

- Construction Electrician
- Crane and Hoisting Equipment Operator
- Industrial Electrician
- Refrigeration and Air Conditioning Mechanic
- Sprinkler System Installer
- Steamfitter – Pipefitter

The *Military Trades Recognition Regulation* came into effect on October 23, 2014, in Manitoba giving members and former members of the Canadian Forces who hold at least a Qualification Level 5 in certain trades the opportunity to challenge the certification examination for their trade.

The *Apprenticeship Employment Opportunities Act (Public Works Contracts)* came into effect on November 3, 2014. The Act requires public sector bodies including the Manitoba government to develop and implement apprenticeship policies pertaining to public works contracts. Under the Act, contractors who are awarded public works contracts are required to hire apprentices to expand Manitoba's skilled workforce and contribute to the province's economic growth.

#### **2015.09.07 RECENTLY REGISTERED REGULATIONS (information only)**

The *Apprenticeship and Certification – General Regulation* amendments in effect as of June 24, 2015.

#### **2015.09.08 FUTURE AGENDA ITEMS**

None

#### **2015.09.09 CORRESPONDENCE/INFORMATION**

No correspondence.

2015.09.10

**NEXT MEETING / EVENTS**

The next Board meeting is scheduled for October 21, 2015

2015.09.11

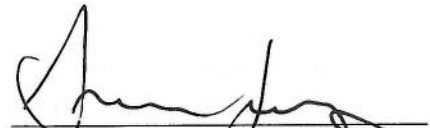
**ADJOURNMENT**

The meeting adjourned at 3:15 p.m.

October 21, 2015

Date approved by the  
Apprenticeship and  
Certification Board

  
James Wilson, Chair  
Apprenticeship and  
Certification Board

  
Annie Janes, A/Secretary  
Apprenticeship and  
Certification Board