

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100- 111 LOMBARD AVENUE**

**DECEMBER 09, 2015**

**BOARD MEMBERS**

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

**REGRETS**

Munro, Colleen	Employer Representative
Siemens, Trent	Employer Representative

**STAFF**

Janes, Anne	A/Director, Certification Standards and Legislation
McPike, Kevin	A/Manager, Policy, Legislation and Board Operations
Peters, Janice	Apprenticeship and Certification Board Co-ordinator

**2015.12.01**

**OPENING**

**1. Call to Order**

The Chair called the meeting to order at 9:08 a.m.

**2. Approval of Agenda**

**Motion 2015.12.01**

**To accept the agenda as written.**

**Moved by Marc Lafond**

**Seconded by Brent Charron**

**Carried.**

**All in favour      10 in favour   0 opposed      0 abstained**

**3. Approval of past minutes**

**Motion 2015.12.02**

**To accept the October 21, 2015 meeting minutes as written.**

**Moved by Bruce Harris**

**Seconded by Betty McInerney**

**Carried.**

**All in favour      10 in favour   0 opposed      0 abstained**

**2015.12.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**1. Chair's Update**

James Wilson, the Apprenticeship and Certification Board Chair advised that: he attended the ninth Apprenticeship Awards of Distinction which was held Thursday, November 5, 2015 at the RBC Convention Centre; that the event celebrated the outstanding contributions of employers, journeypersons and instructors for their involvement in the Manitoba apprenticeship and certification system and the skilled trades; and the awards event was a great opportunity to connect with various industry stakeholders.

The Chair noted the Branch has been experiencing increasing difficulties in recruiting industry stakeholders to sit on Provincial Advisory Committees (PACs) and attend PAC meetings. Currently there are 11 un-constituted PACs that are listed on the 2015-16 Strategic Plan. Recruitment for PAC memberships remains a primary Board objective. The Nominating Standing Committee will develop further methods to solicit and obtain applications for the PACs.

The Board reviewed and made suggestions to the standard Board Evaluation form at its October 21, 2015 meeting. The revised evaluation form has been updated and will be accessible to the Board members to view and complete online following each Board meeting beginning today.

Industry has approached the Chair regarding the feasibility of creating an Aboriginal-focused recruitment/employment database for employers and apprentices. Currently the Saskatchewan First Nations Natural Resource Centre of Excellence has a program that matches compatible

employers and apprentices. It was recommended that the Saskatchewan First Nations Natural Resource Centre of Excellence be invited to attend a future Board meeting.

## 2. Executive Director's Update

Jesse Hajer, the Acting Secretary and Ex-Officio Member indicated that the Throne Speech was delivered on November 20, 2015 and included commitments to: increase women in the trades by 2020; increase training and individual employment strategies with individuals and community organizations; and continue to strengthen the social enterprise strategic plan to engage individuals in prospective job opportunities.

*The Certified Occupations Act (Act)* was introduced in the Manitoba Legislature in Spring 2015 to create a certification framework for skills training in occupations that do not fit the traditional apprenticeship model. The Act was passed during the Fall 2015 legislative session.

Manitoba Public Insurance (MPI) and Red River College (RRC) announced plans to develop an MPI Centre of Excellence in Automotive Research and Training that will provide stringent safety repair training opportunities associated with newly manufactured vehicles, constructed with complex materials. Apprenticeship Manitoba is involved with the discussions going forward and will report back to the Board with further details as plans unfold.

Within the last few weeks, the Apprenticeship programs have been recognized in various media outlets. One article, in particular, featured in the Winnipeg Free Press on December 07, 2015, reported that a young student athlete changed high schools to gain access to a particular accredited automotive program where he could earn a credit towards his apprenticeship program while in high school.

Jesse attended the Canadian Council of Directors of Apprenticeship (CCDA) meeting in Ottawa in November 2015. Manitoba continues to make progress on the Harmonization project. The CCDA committed to harmonizing the following 10 Red Seal trades by September 2016:

- Carpenter
  - Heavy Duty Equipment Technician,
  - Ironworker (Generalist), Ironworker (Reinforcing) and Ironworker (Structural/Ornamental)
  - Metal Fabricator (Fitter)
  - Mobile Crane Operator, Mobile Crane Operator (Hydraulic) and Tower Crane Operator
  - Welder
- A second set of trades was announced for harmonization by September 2017 as follows:
- Construction and Industrial Electrician
  - Agricultural Equipment Technician and Truck and Transport Mechanic
  - Industrial Mechanic (Millwright)
  - Plumber
  - Steamfitter-Pipefitter
  - Automotive Service Technician

## 3. Review of previous Board Meeting Evaluation

James reviewed the October 21, 2015 meeting evaluation feedback.

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

Betty McInerney, presented the NSC December 01, 2015 Record of Proceedings to the Board.

**Motion 2015.12.03**                      **To accept the amended December 01, 2015 Record of Proceedings as written.**

**Moved by Anita Campbell**

**Seconded by Bob Senff**

**Carried.**

**All in favour    10 in favour    0 opposed    0 abstained**

**Crane and Hoisting Equipment**

The NSC recommends to the Board that the following individuals be appointed to the Crane and Hoisting Equipment PAC, each for a three year term.

<b>NAME</b>	<b>TERM</b>	<b>REPRESENTATION</b>	<b>AREA</b>	<b>LENTH OF TERM</b>
Adam Morin	Re-appointed	New Chair	Urban	July 01, 2015-June 30, 2018
Alan Newmann	Re-appointed	Employer	Urban	July 01, 2015-June 30, 2018
Joseph Kluk	New appointment	Employer	Urban	July 01, 2015-June 30, 2018
Carmen Kostenuk	Re-appointed	Employee	Urban	July 01, 2015-June 30, 2018
Kevin Douglas	New appointment	Employee	Urban	July 01, 2015-June 30, 2018

**Motion 2015.12.04**                      **The Board accepts all appointments to the Crane and Hoisting Equipment Operator PAC.**

**Moved by Marc Lafond**

**Seconded by Bob Senff**

**Carried.**

**All in favour                      10 in favour    0 opposed    0 abstained**

**Gasfitter**

The Nominating Standing Committee recommends to the Apprenticeship and Certification Board that the following individuals be appointed to the Gasfitter PAC, each for a three year term.

<b>NAME</b>	<b>TERM</b>	<b>REPRESENTATION</b>	<b>AREA</b>	<b>LENTH OF TERM</b>
James Kopec	Re-appointed	Chair	Urban	July 01, 2015-June 30, 2018
Neil Atkins	Re-appointed	Employer	Rural	July 01, 2015-June 30, 2018
Gary Jackman	New appointment	Employer	Urban	July 01, 2015-June 30, 2018
Brent Mills	New Appointment	Employer	Urban	July 01, 2015-June 30, 2018
Gerald McCutcheon	New appointment	Employee	Urban	July 01, 2015-June 30, 2018
Robert Syrota	Re-appointed	Employee	Urban	July 01, 2015-June 30, 2018

**Motion 2015.12.05**

***The Board accepts all appointments to the Gasfitter PAC.***

***Moved by Betty McInerney  
Seconded by Steve Ducharme***

***Carried.  
All in favour 10 in favour 0 opposed 0 abstained***

**Insulator (Heat and Frost)**

The Nominating Standing Committee recommends to the Apprenticeship and Certification Board that the following individuals be appointed to the Insulator (Heat and Frost) PAC, for a two and three year term.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Paul Horishney	Re-appointed	New Chair	Urban	July 01, 2015-June 30, 2018
Robert Gray	Re-appointed	Employer	Urban	July 01, 2015-June 30, 2018
Jared Burton	New appointment	Employer	Urban	July 01, 2015-June 30, 2018
Bradley Leach	Re-appointed	Employee	Urban	July 01, 2015-June 30, 2018
Ken Schindel	New appointment	Employee	Urban	July 01, 2015-June 30, 2017

**Motion 2015.12.06**

***The Board accepts all appointments to the Insulator (Heat and Frost) PAC.***

***Moved by Betty McInerney  
Seconded by Bob Senff***

***Carried.  
All in favour 10 in favour 0 opposed 0 abstained***

**Plumber**

After the December 01,2015 NSC meeting, Apprenticeship Manitoba (AM) staff received notification that the Plumber Chair would be directly delivering the technical training for trade of Plumber. Section 10.14 of the Board By-Law states that “any individuals who participate in the direct delivery or coordination of apprenticeship technical training or apprenticeship accredited training programs are not eligible for membership on the PACs.” The Board was asked to review and determine the membership status in accordance of the Board By-Law Section 10.14 and Section 10.23 and 10.24. The NSC Chair was informed and approved the information to be brought forward to the Board for consideration.

**Motion 2015.12.07**

**That the Board rescind Marco Silvestri's PAC membership in accordance of Section 10.14 of the Board By-Law and Section 10.23 and 10.24.**

**Moved by Anita Campbell  
Seconded by Bruce Harris  
Carried.**

**All in favour            10 in favour   0 opposed    0 abstained**

The NSC indicated they will continue to work closely with branch staff to secure PAC members and applications.

## **2. Program Standards Standing Committee (PSSC)**

Bob Senff presented the PSSC November 27, 2015 Record of Proceedings to the Board on behalf of Trent Siemens.

**Motion 2015.12.08**

**To accept the November 27, 2015 Record of Proceedings as written.**

**Moved by Bob Senff  
Seconded by Harvey Miller  
Carried.**

**All in favour    10 in favour   0 opposed    0 abstained**

### **Boilermaker**

Boilermaker was listed for regulator and technical training standards updating in the 2014-2015 Strategic Plan. Boilermaker is a voluntary trade Manitoba and is designated in every Canadian province. Boilermaker is compulsory in Nova Scotia, New Brunswick, Quebec, and Alberta. In most jurisdictions, the trade is three levels.

The PAC met in September 2015 and reformatted the number of levels from four to three and updated the Level Chart and the Technical Training Profile Chart to reflect the change in levels.

The PAC conducted a public consultation with industry stakeholders from September 28, 2015 to October 23, 2015. The Boilermaker PAC received three responses from the consultation guide process. One response was received from an apprentice and two responses were received from labour. The responses favoured the PAC's recommendations.

The PSSC met on November 27, 2015 and reviewed and supported the Boilermaker PAC's recommendations.

**Motion 2015.12.09**

**To accept the PSSC's recommendation to approve the proposed Level Chart and for the Boilermaker trade.**

**Moved by Betty McInerney  
Seconded by Brent Charron  
Carried.**

**All in favour 10 in favour 0 opposed 0 abstained**

**Motion 2015.12.10**

**To accept the PSSC's recommendation to approve the proposed Technical Training Profile Chart for the Boilermaker trade.**

**Moved by Anita Campbell  
Seconded by Brent Charron  
Carried.**

**All in favour 10 in favour 0 opposed 0 abstained**

**Motion 2015.12.11**

**To accept the PSSC's recommendation to approve the proposed Boilermaker Trade Regulation.**

**Moved by Betty McInerney  
Seconded by Brent Charron  
Carried.**

**All in favour 10 in favour 0 opposed 0 abstained**

## **Cabinetmaker**

Cabinetmaker was listed for technical training updating in the 2013-2014 Strategic Plan.

The Cabinetmaker PAC reviewed and revised the Cabinetmaker technical training and proposed that the technical training weeks remain the same (9-9-8-8) for a total of 34 weeks.

The PAC conducted a public consultation with industry stakeholders from June 09 to July 03, 2015. No comments were received from stakeholders regarding the proposed technical training updates. The PAC proceeded with its recommendation to the PSSC.

The PSSC met on November 27, 2015 and reviewed and supported the Cabinetmaker PAC's recommendation.

**Motion 2015.12.12**

**To accept the PSSC's recommendation to approve the proposed Profile Chart and for the Cabinetmaker trade.**

**Moved by Bob Senff  
Seconded by Bruce Harris  
Carried.**

**All in favour 10 in favour 0 opposed 0 abstained**

**Motion 2015.12.13**

**To accept the PSSC's recommendation to approve the proposed Level Chart and for the Cabinetmaker trade.**

**Moved by Anita Campbell**

**Seconded by Steve Ducharme**

**Carried.**

**All in favour 10 in favour 0 opposed 0 abstained**

### **Powerline Technician (PLT)**

Branch staff noted that AM is continuing its efforts to work with Manitoba Hydro to finalize its definition of supervision for the PLT Trade Regulation. Apprenticeship Manitoba and Manitoba Hydro have worked closely to clarify the nature and scope of fourth level supervision. The Office of the Fire Commissioner, which is responsible for licensing Powerline Technicians, has been consulted. Through the designation process, the Board has been called to be considerate of and responsive to Manitoba Hydro's unique status as a public service utility corporation, responsible for the generation and distribution of electricity in Manitoba as outlined under *The Manitoba Hydro Act*, *The Electrician's License Act* and the *Electricians Licensing Regulation*.

The *Electricians Licensing Regulation*, in particular, designates Power Line (M-P) as a specialized limited electrical licensing trade. The license holder of a Power Line M-P is permitted to do electrical work in construction, maintenance and repair of high voltage overhead and underground power line systems. Manitoba Hydro is exempted from this Act and has developed its own on-the-job supervision and training requirements to meet its operational needs as a public utility.

Branch staff noted that Manitoba Hydro's special status as a public utility provides the basis and rationale for special exceptions for supervision and supervisory ratios within the proposed regulation for the trade. Any participation in the Apprenticeship system is therefore voluntary on Manitoba's Hydro's part.

The final outstanding issue of fourth-level apprentice supervision has been resolved and reflected in the trade regulation giving special exemptions to Manitoba Hydro only. The PSSC undertook a preliminary review the draft PLT regulation at its November 27, 2015 meeting and made recommendations to move the draft regulation forward in the regulatory development process.

The Board reviewed the each section of the draft PLT trade regulation. Members inquired if non-Manitoba Hydro employees were exempted from supervision and ratio definition. It was determined that all trades are subject to the *Apprenticeship and Certification – General Regulation* (General Regulation), ratio of 1:1 – one apprentice to one journeyman – for on-the-job training purposes unless otherwise specified within a specific trade regulation. According to the General Regulation, on a case by case basis, an employer may apply for and obtain a ratio adjustment using the specified criteria listed in the *General Regulation*. Employers must demonstrate compliance with numerous criteria. Members were satisfied with the revised proposed supervision definition and the reference made to the Electrical Act in the proposed PLT regulation.



The proposed PLT regulation will be distributed to stakeholders through a public consultation. Once the consultation is completed, the Board will review all comments received before making its final decision. If the trade regulation is approved, the Board will appoint members to the PLT PAC.

The Board reached consensus and indicated that AM staff may continue working on the proposed trade regulation for legal counsel review and industry consultation.

### **Preliminary Report on Accredited Pre-Employment Programs**

The Board received a preliminary report on accredited pre-employment programs prepared by the Branch. The Board identified a review of current accreditation practice and policy as part of Strategic Plan 2015-2016. Currently Apprenticeship Manitoba cannot determine how effective the pre-employment programs are at progressing graduates into an apprenticeship program, if graduates are meeting labour market demand, or if graduates are receiving the required technical knowledge of a level 1 apprentice. Apprenticeship Manitoba becomes aware of the pre-employment candidates when clients transition into an apprenticeship.

Further research will be undertaken on the completion rate for registered apprentices who went through a pre-employment program versus the completion rate for apprentices who make it to level two or higher and did not attend a pre-employment program. Further considerations will be given to time credit formulas and other regulatory considerations.

Through further discussion it was noted that colleges publically list the organization's overall program participant statistics on their respective websites.

The Branch will return to the PSSC with a revised, final report including the above noted considerations.

### **3. Community Liaison Committee**

No update.

### **4. Governance Standing Committee**

Marc Lafond presented the November 30, 2015 Record of Proceedings.

***Motion 2015.12.14***

***To accept the November 30, 2015 Record of Proceedings as written.***

***Moved by Betty McInerney***

***Seconded by Bob Senff***

***Carried.***

***All in favour 10 in favour 0 opposed 0 abstained***

## **Tasked Based Ratio Policy**

The Board noted that should PLT be designated as a trade in Manitoba, it will be the first trade to utilize task-based supervisory ratios rather than the standard 1:1 – apprentice to journey person – supervisory ratio and the second trade to carry its own definition for supervision. The trade of Crane and Hoisting Equipment Operator is the only trade currently regulated with its own definition of supervision.

In order to be responsive to and consistent in consideration of future requests to incorporate task-based ratios, the Governance Standing Committee (GSC) was asked to draft a Board policy prescribing the criteria and procedures for reviewing and approving task-based ratios for designated trades going forward.

It was noted that the policy should include a definition for task-based ratios, criteria under which industry must submit requests, and requirements for following and implementing task-based ratios through regulations.

The GSC reviewed the task-based ratio policy and procedure at its November 30, 2015 meeting and requested several changes which are reflected in the attached documents that the Board is now being asked to approve.

A robust discussion continued as members discussed whether the supervision definition in the General Regulation would change to complement the proposed supervision provision in the PLT regulation, the effects of the Task-Based Ratio Policy on voluntary and compulsory trades and the possibility of establishing a Voluntary Tasked Based Ratio Policy or a Compulsory Tasked Based Ratio Policy.

The Board concluded that the Tasked-Based Ratio Policy should be approved in light of the proposed supervisory task-based ratios in the trade regulation for PLT. Board members requested that the accompanying procedure return to the GSC for further development and consultation. Once completed, the procedure would be returned to the Board for approval. Members made recommendations to the proposed policy that will be incorporated into the final document.

### ***Motion 2015.12.15***

***To approve the Board Policy on Task-based Ratios and direct the GSC to further review and consult with industry regarding the accompanying Task-Based Ratio Procedure.***

***Moved by Anita Campbell***

***Seconded by Betty McInerney***

***Carried.***

***All in favour 10 in favour 0 opposed 0 abstained***

## **Strategic Plan**

The proposed Strategic Plan 2016-2017: Year Three was presented to the Board. Strategic Plan 2016-2017: Year Three is the final year of the Board's Strategic Plan 2014-2017, which is a multi-year strategic plan to ensure greater progress and continuity of strategic initiatives.

Looking ahead to the upcoming fiscal year, the Board has identified the following key goals and targets for Strategic Plan 2016-2016: Year Three including:

- women in the trades initiatives;
- Aboriginal engagement;
- youth engagement;
- Train the trainer and on-the-job practical experience; and
- Review of the regulatory and technical training development process.

The Board must approve the draft Strategic Plan before March 31, 2016. Once the draft plan is approved, the document is then sent to the Minister of Jobs and the Economy for approval. If accepted the Strategic Plan is directed to the Board for its final approval-in-principal. Board members requested Apprenticeship Pre-Employment program be added to the Strategic Plan. The suggested revision will be added into the final document.

**Motion 2015.12.16**

***That the Board review and approve the draft 2016-17 Strategic Plan as submitted by the Governance Standing Committee.***

***Moved by Bob Senff***

***Seconded by Anita Campbell***

***Carried.***

***All in favour 10 in favour 0 opposed 0 abstained***

**Community Liaison Standing Committee (CLSC) Terms of Reference (Information only)**

The Board reviewed the CLSC Term of Reference.

**2015.12.04**

**CONTINUING BUSINESS**

1. No update.

**2015.12.05**

**NEW BUSINESS**

1. Afternoon Board Training Session.

**2015.12.06**

**BRANCH UPDATES**

1. No updates.

**2015.12.07**

**RECENTLY REGISTERED REGULATIONS / INFORMATION**

1. No recently registered regulations.

**2015.12.08**

**FUTURE AGENDA ITEMS**

1. Powerline Technician Regulation Update.

**2015.12.09**

**CORRESPONDENCE / INFORMATION**

**2015.12.10**

**NEXT MEETING & EVENTS**

1. January 06, 2016

**2015.12.11**

**ADJOURN**

1. Meeting adjourned at 4:00pm.

**March 23, 2016**

**Original signed by**

**Original signed by**

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*Date approved by the  
Apprenticeship and  
Certification Board*

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*James Wilson, Chair  
Apprenticeship and  
Certification Board*

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*Jesse Hajer, A/Secretary  
Apprenticeship and  
Certification Board*