

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

MARCH 23, 2016

BOARD MEMBERS

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Graveline, Natasha	Apprentice Representative
Hajer, Jesse	A/Secretary and Ex-Officio Member
Keeper, Michael	Employee Representative
Miller, Harvey	Employer Representatives
Munro, Colleen	Employer Representatives
Senff, Bob	Public Interest Representative
Siemens, Trent	Employer Representative
Webb, Ken	Employer Representative
Wilson, James	Chair

REGRETS

Campbell, Anita	Public Interest Representative
Harris, Bruce	Employee Representative
Lafond, Marc	Employee Representative
McInerey, Betty	Employer Representative

GUESTS

Kathryn Graham	Myers, Norris Penny
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STAFF

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

2016.03.01

OPENING

1. Call to Order

The Chair called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Motion 2016.03.01

To accept the agenda as written.

Moved by Bob Senff

Seconded by Brent Charron

Carried.

All in favour 8 in favour 0 opposed 0 abstained

3. Approval of minutes

Motion 2016.03.02

To accept the December 09, 2015 Minutes as amended.

Moved by Harvey Miller

Seconded by Brent Charron

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Motion 2016.03.03

To accept the January 06, 2016 Minutes as written.

Moved by Colleen Munro

Seconded by Trent Siemens

Carried.

All in favour 8 in favour 0 opposed 0 abstained

2016.03.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

1. Chair's Update

James Wilson, Chair advised the Apprenticeship and Certification Board (Board) that:

- He received a letter from Hugh Goldie, training facilitator, at The Exchange Consulting Group outlining outcomes and future training session opportunities.
- He attended the Provincial Apprenticeship Chair committee teleconference in January 2016 to discuss the roles, responsibilities and activities of Apprenticeship Board Chairs across Canada.
- The Indigenous Leadership Institute Inc (ILID) invited two Board members to participate in a meeting on March 30, 2016 about advancing Indigenous women in the trades.

The Minister of Jobs and The Economy's office has advised that Board members, who are seeking election to public office, must take a leave of absence from all Board responsibilities during the official campaign period. The campaigning period will begin when the election is called and the write is issued. The leave of absence should continue until a candidate is officially declared elected to the office the board member is seeking. Those seeking election

should provide a written notice to the Board Chair with a carbon copy sent to the Minister's Office.

2. Executive Director's Update

Jesse Hajer, the Acting Secretary and Ex-Officio Member, introduced Lesley McFarlane as the new Executive Director of Apprenticeship Manitoba (AM). Lesley is an engineer, holds a Master of Business and Administration (MBA) degree and is a certified professional project manager. Lesley previously worked with the Canadian Armed Forces in a leadership role, before becoming a director at MTS for over nine years. While at MTS, she oversaw 200 employees. Lesley will begin on April 11, 2016. Jesse indicated that he will assist Lesley transition into her new role. He thanked the Board members for their hard work and expressed an interest in working with AM in future.

Jesse also provided status updates on the following:

- Due to the 90-day election blackout period that began January 19, 2016 public communications relating to activities of government are limited until after the General Election on April 19, 2016.
- The Minister has finalized appointments to the Certified Occupations Board (COB). The branch is currently working to support an initial meeting of the COB before July 2016.
- AM continues to be in communication with CN regarding organizational training needs for Heavy Duty Equipment Technician and Railway Car Technician.
- Further Powerline Technician (PLT) discussions will take place with industry to continue the designation process.
- AM is currently addressing current staffing vacancies within the branch. Jamie Carnegie is the successful candidate of the competition to hire the Manager of Corporate Services and Special Projects. Jamie's unit has been successful in reducing the Trade Qualification application processing time to four weeks from two-three months.
- The Building for Tomorrow Request for Quotes bidding process for 2016-2017 has been completed with successful camp providers selected. The Building for Tomorrow Summer Camp programs will begin in summer 2016.
- AM continues to work with Manitoba Hydro to discuss their organizational training needs for the Northern Keeyask project.

3. Review of previous Board Meeting Evaluation

James reviewed the October 21, 2015 and January 06, 2016 meeting evaluation feedback. Members stated they preferred the new survey format. The January 06, 2016 survey results demonstrated enhanced feedback, participation and commentary from Board members. Comments received indicated that additional time for certain matters should be allocated to ensure all members can make contributions. AM staff indicated that comments and suggestions made at the meeting are taken seriously and used to help support and strengthen how the Board is supported in its work.

1. Nominating Standing Committee (NSC)

Harvey Miller, presented the NSC February 18, 2016 Record of Proceedings to the Board on behalf of Anita Campbell.

Motion 2016.03.04 **To accept the amended February 18, 2016 Record of Proceedings as written.**

Moved by Harvey Miller
Seconded by Brent Charron
Carried.
All in favour 8 in favour 0 opposed 0 abstained

Harvey noted that Board By-Law 10.14 limiting individuals who participate in the direct delivery or coordination of apprenticeship technical training from serving on PACs has created difficulties in finding enough representatives to sit on PACs. It was discussed by members that in future, the NSC should use its discretion in appointing individuals involved in training delivery, particularly in smaller or newly established trades where industry stakeholders are limited.

Landscape Horticulturist PAC

The Nominating Standing Committee recommends to the Apprenticeship and Certification Board that the following individuals be appointed to the Landscape Horticulturist PAC:

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Sharra Hinton	New appointment	New Chair	Urban	February 18, 2016 -June 30, 2019
James Houldsworth	Re-appointed	Employer	Urban	July 01, 2015 - June 30, 2018
Aaron Szuck	New appointment	Employer	Urban	February 18, 2016 - June 30, 2019
Danielle Schroeder	Re-appointed	Employee	Urban	July 01, 2015 - June 30, 2018
Jamie Chavez	New appointment	Employee	Urban	February 18, 2016 - June 30, 2019

Motion 2016.03.05 **To accept all recommended appointments to the Landscape Horticulturist Provincial Advisory Committee.**

Moved by Steve Ducharme
Seconded by Harvey Miller
Carried.
All in favour 8 in favour 0 opposed 0 abstained

Refrigeration and Air-Conditioning Mechanic (RACM) PAC

The Nominating Standing Committee recommended to the Board that the following individuals be appointed to the RACM (Commercial) PAC (*note, the sub-component trade of Refrigeration and Air-Conditioning Mechanic (Residential) has its own established PAC*):

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Bill Playford	Re-appointed	New Chair	Urban	July 01, 2015-June 30, 2018
Marcello D'Ottavio	Re-appointed	Employer	Urban	July 01, 2015-June 30, 2018
Mark Boissoneault	New appointment	Employer	Urban	February 18, 2016 -June 30, 2019
Jeff Podwysocki	New appointment	Employee	Urban	February 18, 2016 -June 30, 2019
Robert Syrota	New appointment	Employee	Urban	February 18, 2016 -June 30, 2019

Motion 2016.03.06

To accept all recommended appointments to the RACM Provincial Advisory Committee.

**Moved by Steve Ducharme
Seconded by Harvey Miller
Carried.**

All in favour 8 in favour 0 opposed 0 abstained

Welder PAC

The Nominating Standing Committee recommended to the Board that the following individual be appointed to the Welder PAC:

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Daniel Shewfelt	New appointment	Employer	Urban	February 18, 2016 -June 30, 2019

Motion 2016.03.07

To accept the recommended appointment to the Welder Provincial Advisory Committee.

**Moved by Colleen Munroe
Seconded by Michael Keeper
Carried.**

All in favour 8 in favour 0 opposed 0 abstained

The NSC continues to participate in PAC recruitment efforts by reaching out to industry stakeholders and organizations. AM staff will continue to provide recruitment updates to assist the committee's efforts. Members received recruitment speaking notes and suggestions for recruitment strategies. NSC members indicated that the remuneration rates for PAC participation and limited meetings have been viewed as deterring factors in PAC recruitment efforts. AM staff indicated that Industry Working Groups (IWG) could be organized to allow industry members of trades that are not on the Board's Annual Strategic Plan to meet and maintain communication with the Board, if desired. AM staff reiterated that the Community Liaison Standing Committee continues to serve as a liaison between the Board and industry stakeholder groups.

2. Program Standards Standing Committee (PSSC)

Trent Siemens presented the PSSC February 24, 2016 Record of Proceedings to the Board.

Motion 2016.03.08

To accept the amended February 24, 2016 Record of Proceedings as written.

Moved by Bob Senff

Seconded by Steve Ducharme

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Esthetician – Prior Learning Recognition

The Board noted that Esthetician is a unique trade when it comes to the sequencing of technical training. Unlike most apprenticeable trades, Esthetician has traditionally required technical training to occur prior to practical, on-the-job training. Branch staff noted that in 2007 the trade regulation was amended to allow greater flexibility on this requirement by allowing apprentices to begin practical training while being registered in technical training. Branch staff also indicated that this was viewed by industry as an exception to the general rule of up-front training in the trade.

Branch staff also noted that the trade regulation specifies the following:

- To become an apprentice in the trade or a subcomponent trade (skin care technician or nail technician) a person must verify that they have completed or are enrolled in an approved technical training program; and
- Technical training does not apply to the term of apprenticeship. Under the trade regulation, the term of apprenticeship is defined by number of levels with each level consisting of a period of time during which the apprentice must complete a specified number of hours of practical experience.

In practice, however, some branch staff have been applying technical training hours to the term of apprenticeship. This has led to inconsistencies in practice, and subsequently, some apprentices may have received advanced standing in their apprenticeship based on previous technical training. Although this practice conflicts with the current regulation, it is consistent with the 2007 trade regulation that defined the term of apprenticeship as including both practical experience and technical training hours.

The Board acknowledged that this issue has signaled a renewed need to review the trade regulation in order to confirm industry's desires for the term of apprenticeship. Based on the outcome of the review, the trade regulation could be updated or remain the same with improvements and clarity made to guide branch staff.

The PSSC recommended that the Board add a review of the regulation for Esthetician to the 2016-17 Strategic Plan.

Motion 2016.03.09

To approve the inclusion of the Esthetician regulation review to the 2016-2017 Strategic Plan and direct the Esthetician PAC to discuss the trade regulation in the new fiscal year.

**Moved by Colleen Munro
Seconded by Harvey Miller
Carried.**

All in favour 8 in favour 0 opposed 0 abstained

Powerline Technician (PLT) Update

At the January 6, 2016 meeting, the Board approved the proposed trade regulation for final approval by the Board Chair and Minister of Jobs and the Economy. A public consultation process involving industry stakeholders was held prior to the Board making its decision.

Branch staff identified that during the public consultation, IBEW Local 2034 and the Manitoba Federation of Labour (MFL) vocalized strong concerns over the compressed timeline for the consultation during the Christmas holidays. In addition, these groups raised questions regarding provisions specific to Manitoba Hydro within the trade regulation for task-based supervisory ratios and allowances for fourth-level apprentices to undertake limited supervisory duties.

Branch staff noted that in response to the MFL and IBEW's concerns, the Minister, upon receipt of the PLT regulation for approval, directed the Board Chair to extend the consultation period to allow more time for discussion and feedback from broader industry. Due to the 90-day election blackout period that began January 19, 2016 limiting public communications relating to the activities of government, the extended consultation period for Powerline Technician will need to take place following the General Election on April 19, 2016.

Manitoba Public Insurance (MPI) Centre of Excellence

Manitoba Public Insurance (MPI) and Red River College (RRC) have announced plans to develop an MPI Centre of Excellence in Automotive Research and Training with the aim of providing rigorous safety repair training opportunities associated with newly manufactured vehicles constructed with complex materials. The Board received the agenda item as information.

Welder

The Board reviewed the Welder technical training standards updates and proposed changes to the trade regulation. The Board approved the technical training level charts as proposed. The Board also noted that Welder has been identified as a harmonized trade and the proposed technical training standards sequencing will align across all jurisdictions.

Board members raised concerns regarding the broad scope statement for Welder under the proposed trade regulation, which broadly specified parts other than metals. The Board requested further clarification regarding the scope and meaning of parts other than metal before approving the trade regulation.

Motion 2016.03.10

To approve the proposed Level Chart for the trade of Welder and to return the trade regulation back to the PAC for further clarification regarding the scope statement contained within the regulation, specifically regarding the meaning and scope of parts other than metals.

Moved by Bob Senff

Seconded by Ken Webb

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Carpenter

The Carpenter PAC conducted and completed the consultation requirement. The PAC is scheduled to meet in May to further discuss the consultation feedback. The Board received the agenda item as information.

Insulator (Heat and Frost)

The Board received as information that the Insulator (Heat and Frost) PAC is scheduled to meet in May 2016 to review the trade regulation and specifically review proposed wage rates.

Pre-Employment

AM staff presented the Pre-Employment Report to the Board and indicated that a jurisdictional scan was conducted to compare pre-employment completion rates vs. regular apprenticeship completion rates. The report found that completion rates between the two groupings are fairly similar.

Board members inquired if pre-employment participants are recognized in other provinces. AM staff advised that Labour Mobility Agreement streamlines programs and ensure that programs are equivalent throughout the participating jurisdictions. This agreement allows apprentices to move to other jurisdictions that have a comparable program to complete their apprenticeship. Prior Learning Assessor Recognition (PLAR) appropriately assesses the apprentice's knowledge and skills.

AM staff will provide additional information to Board members on accredited programs for northern communities.

Motion 2016.03.11

To accept and approve the PSSC's recommendations as next steps in the accreditation review process for approval by the Board:

- 1. The Board receives the above as information.**
- 2. That the Board direct the PSSC to review accreditation time credit practices and advise Apprenticeship Manitoba in the development of a policy, procedure and formula for assessing and**

awarding credit hours to apprentices with prior learning.

Moved by Steve Ducharme

Seconded by Bob Senff

Carried.

All in favour 8 in favour 0 opposed 0 abstained

3. Community Liaison Standing Committee (CLC)

James Wilson presented the CLC March 04, 2016 Record of Proceedings to the Board.

Motion 2016.03.12

To accept the amended March 04, 2016 Record of Proceedings as written.

Moved by Bob Senff

Seconded by Steve Ducharme

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Aboriginal Engagement Forum

James noted that as part of the Manitoba's broader commitment to reconciliation, the CLC is seeking to bring together stakeholders for a half-day event to examine the existing barriers and opportunities Aboriginal people face in entering careers in the skilled trades.

The Board reviewed the Aboriginal Engagement Forum agenda and determined that a full day forum would be more appropriate to allow for fuller discussions and networking opportunities. The Board provided feedback on organizations to invite to the forum and accepted the proposed forum agenda as written. Branch staff indicated that following approval, indigenous organizations and other groups will be contacted to attend the event and

Motion 2016.03.13

To approve the CLC's planned Aboriginal Engagement Forum, the proposed forum agenda and targeted stakeholder groups.

Moved by Trent Siemens

Seconded by Colleen Munro

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Apprenticeship Mailer

The Board reviewed and approved the Apprenticeship Mailer (pamphlet), which provides high-level information about the benefits and incentives of apprenticeship and certification system to prospective employers and apprentices. AM staff advised that the pamphlet will be sent to Communication Services Manitoba for graphic design and print. Once completed, the pamphlet will be distributed to industry stakeholders.

Motion 2016.03.14

To approve the proposed “Benefits of Apprenticeship” pamphlet.

Moved by Harvey Miller

Seconded by Brent

Carried.

All in favour 8 in favour 0 opposed 0 abstained

4. Governance Standing Committee (GSC)

Ken Webb presented the GSC March 07, 2016 Record of Proceedings to the Board on behalf of Marc Lafond.

Motion 2016.03.15

To accept the amended March 07, 2016 Record of Proceedings as written.

Moved by Bob Senff

Seconded by Steve Ducharme

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Tasked Based Ratio Policy

Powerline Technician (PLT) is currently in the process of designation as a trade. When designated, this trade will utilize a task-based supervisory ratios rather than the standard 1:1 – apprentice to journey person – supervisory ratio. In preparation of the proposed trade regulation, AM staff requested that a task-based supervisory ratios policy and procedure be created to help assess future task-based supervisory ratios requests.

Board members reviewed and approved the proposed procedure that will be incorporated into the final policy document.

Motion 2016.03.16

To approve the procedure to accompany the Task-Based Ratios policy.

Moved by Harvey Miller

Seconded by Bob Senff

Carried.

All in favour 7 in favour 1 opposed 0 abstained

Train the Trainer and Logbook

On October 23, 2015, the Board approved the GSC’s recommendation to convene an industry consultation session to review and the proposed Map to Certification Logbook (logbook). On January 12, 2016, the consultation session was held with industry stakeholders. Participants who attend the session provided suggestions and comments regarding the proposed concept of implementing the logbook. Suggestions were incorporated into the document.

The Board reviewed and approved the logbook template development.

Motion 2016.03.17

To approve the development of a concise template for the Map to Certification (logbook) that includes information regarding the importance of connecting the in-school technical training with the on the job training and work tasks.

Moved by Harvey Miller

Seconded by Trent Siemens

Carried.

All in favour 8 in favour 0 opposed 0 abstained

NSC Term of Reference (TOR)

The Board reviewed the revised NSC TOR. The NSC TOR was updated to reflect the removal of occupational statements. The Board approved the proposed NSC TOR.

Motion 2016.03.18

To approve the revised NSC TOR as written.

Moved by Brent Charron

Seconded by Harvey Miller

Carried.

All in favour 8 in favour 0 opposed 0 abstained

Fees Regulation

The GSC requested that the Board permit the committee to conduct a review of the Fees regulation as the regulation has not been reviewed within ten years and provide recommendations for revision to the Board. The Board reached consensus and accepted the recommendation.

Motion 2016.03.19

To approve the GSC recommendation to conduct a preliminary review of the current regulated fees under the Apprenticeship and Trades Qualification Fees Regulation and provide advice to Apprenticeship Manitoba staff regarding possible next steps.

Moved by Bob Senff

Seconded by Steve Ducharme

Carried.

All in favour 8 in favour 0 opposed 0 abstained

2016.03.05

NEW BUSINESS

1. Afternoon Plumber Compulsory Certification Feasibility Study Discussion.

2016.03.06

BRANCH UPDATES

1. Recognized Associations Update deferred to the next meeting
2. Harmonization Update deferred to the next meeting
3. Apprentice Mobility Update deferred to the next meeting

2016.03.07

RECENTLY REGISTERED REGULATIONS / INFORMATION

1. Boilermaker Regulations and Certificates – signed by Board Chair.

2016.03.08

FUTURE AGENDA ITEMS

1. Recognized Associations Update deferred to the next meeting
2. Harmonization Update deferred to the next meeting
3. Apprentice Mobility Update deferred to the next meeting

2016.03.09

CORRESPONDENCE / INFORMATION

1. Letter from Minister – Board Members and the Provincial Election reviewed.

2016.03.10

NEXT MEETING & EVENTS

1. June 2016.

2016.03.11

ADJOURN

1. Meeting adjourned at 2:00pm.

June 29, 2016

*Date approved by the
Apprenticeship and
Certification Board*

Original signed by
Bob Senff on behalf of
James Wilson

*James Wilson, Chair
Apprenticeship and
Certification Board*

Original signed by
Lesley McFarlane on
behalf of Jesse Hajer

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