

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

JUNE 29, 2016

BOARD MEMBERS

Campbell, Anita	Public Interest Representative
Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Keeper, Michael	Employee Representative
Lafond, Marc	Employee Representative
Miller, Harvey	Employer Representatives
McInerney, Betty	Employer Representative
Senff, Bob	Vice Chair
Siemens, Trent	Employer Representative
Webb, Ken	Employer Representative

REGRETS

Graveline, Natasha	Apprentice Representative
Harris, Bruce	Employee Representative
Munro, Colleen	Employer Representative

STAFF

Lesley McFarlane	Secretary to the Apprenticeship and Certification Board
Janes, Anne	A/Director, Certification Standards and Legislation
McPike, Kevin	A/Manager, Policy Legislation and Board Operations
Jankov, Mateja	Policy Intern, Policy Legislation and Board Operations

2016.06.01

OPENING

1. Call to Order

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

2. Approval of Agenda

Motion 2016.06.01

To accept the agenda as written.

Moved by Betty McInerney

Seconded by Harvey Miller

Carried.

All in favour 9 in favour 0 opposed 0 abstained

3. Approval of past minutes

Motion 2016.06.02

To accept the March 23, 2016 Minutes as amended.

Moved by Anita Campbell

Seconded by Betty McInerney

Carried.

All in favour 9 in favour 0 opposed 0 abstained

2016.06.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

1. Chair's Update

Bob Senff thanked the Board and Apprenticeship Manitoba staff for their work on past events, and talked about diligently fulfilling the role of Vice Chairperson. Bob praised the significance of the Apprenticeship and Certification Board and thanked the Provincial Advisory Committee (PAC) members, and branch staff for their hard work.

2. Executive Director's Update

Lesley McFarlane, said that a new Board Chair would be announced in September of 2016. She extended her congratulations to James Wilson, former Board Chair, who is now the Deputy Minister of the department of Growth, Enterprise and Trade.

Lesley also provided status updates on the following:

- Employment and Income Assistance (EIA) will be located within the department of Growth, Enterprise and Trade. The Youth and Immigration Divisions will be moving to the department of Education and Training and MB4Youth will become a part of the Workforce Development Division.
- Pursuant to the Minister's Mandate Letter, the department of Education and Training will focus primarily on youth, K-12 programs and some post-secondary programs. This will be an opportunity to "catch up and clean up."

Apprenticeship Manitoba

- Lesley reiterated the government's commitment to openness, transparency, and trust, which was announced in the May 16, 2016 Speech from the Throne.
- In the Budget Speech, there was a promise to impose expenditure management control. As well, the importance of front-line positions was emphasized, which means that hiring non-frontline staff is not a priority at the moment.
- The branch has an internal commitment to developing Service Level Agreements for client-centred services in the branch.
- The first Certified Occupations Board meeting was held on June 15, 2016. (The Executive Director is currently the Secretary to both Boards and serves as a link). Commercial Truck Driver is in the process of being designated as the first certified occupation.
- Lesley reported that she learned a lot from the Canadian Council of Directors of Apprenticeship (CCDA) meeting in Vancouver. The two primary issues discussed were harmonization and mobility.
- Three apprentices from Manitoba did very well in the Skills Canada competition, and are eligible to compete in the World Skills competition in Abu Dhabi. Winnipeg will be hosting the Skills Canada competition from May 31 – June 3, 2017.
- Apprenticeship Manitoba is a part of the Atlantic Workforce Partnership, and is looking to replace ACIS with AIMS.
- Apprenticeship Manitoba is working with Manitoba Status of Women to develop a departmental strategy that will increase the participation of women in the trades.
- Troy Zdebiak has competed and is the successful candidate for the position of Director of Operations. He has been acting in that role for the past two years.
- Lesley has attended meetings with Merit Contractors and the Winnipeg Construction Association. She has been getting a lot of constructive feedback, and is looking to attend other association meetings and meet with stakeholders.
- The Legislature is winding down for the summer and will resume sitting on October 3rd, 2016, with the Speech from the Throne scheduled for November 3rd, 2016.
- A lot of progress has been made on regulatory and technical training updates. There have been a lot of meetings over the past two months to get this done. This will be the last Board meeting until October and the branch will be planning to schedule standing committee meetings in September.

3. Review of previous Board Meeting Evaluation

Bob reviewed the March 23, 2016 meeting evaluation feedback and results. He indicated that most of the survey results were in the 8, 9, or even 10 range; however, he noted that the results indicated that members felt at times they did not have sufficient time to discuss agenda items.

2016.06.03

COMMITTEE REPORTS

1. Nominating Standing Committee (NSC)

Anita Campbell presented the June 16, 2016 NSC Record of Proceedings to the Board.

Motion 2016.06.04

To accept the amended June 16, 2016 Record of Proceedings as written.

Moved by Consensus

**Seconded by Consensus
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

Crane and Hoist Operator – Power Generation and Transmission PAC

The Nominating Standing Committee recommended to the Board that the following individuals be appointed to the Crane and Hoist Operator – Power Generation and Transmission PAC:

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Don Malchuk	New appointment	New Chair	Urban	June 29, 2016 – June 30, 2019
Grant Stubson	Re-appointment	Employer	Rural	July 01, 2016 – June 30, 2019
Garry Ratushniak	Re-appointment	Employer	Rural	July 01, 2016 – June 30, 2019
Colin Friesen	New appointment	Employee	Rural	June 29, 2016 – June 30, 2019
David Bruderer	Re-appointed	Employee	Rural	July 01, 2016 – June 30, 2019

Motion 2016.06.05

To accept the recommended appointments to the Crane and Hoist Operator – Power Generation and Transmission Provincial Advisory Committee.

**Moved by Betty McInerney
Seconded by Harvey Miller
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

Refrigeration and Air-Conditioning (Residential) PAC – Membership Reduction

The Nominating Standing Committee recommended that the Board re-constitute the Refrigeration and Air-Conditioning (Residential) PAC from a seven member committee to a five member committee due to challenges in recruiting sufficient members. The proposal was briefly discussed and accepted.

Motion 2016.06.06

To approve the reduction of the Refrigeration and Air-Conditioning (Residential) PAC from a seven member committee to a five member committee.

**Moved by Brent Charron
Seconded by Marc Lafond
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

PAC Recruitment and Prioritization

Kevin McPike presented the PAC Recruitment and Prioritization notes as information. The PAC Recruitment and Prioritization notes were accepted by consensus.

2. Program Standards Standing Committee (PSSC)

Trent Siemens presented the June 23, 2016 PSSC Record of Proceedings to the Board.

Motion 2016.06.08

To accept the June 23, 2016 Record of Proceedings as written.

**Moved by General Consensus
Seconded by General Consensus
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

Carpenter Trade Regulation and Technical Training

The Board discussed the PSSC recommendation to approve the proposed Carpenter trade regulation update. There was discussion over wage rates. The PAC proposed reducing the wage rate percentages in levels one and two by five percent, from 65% to 60% in level one and from 75% to 70% in level two. The PSSC did not accept this recommendation, indicating that this was still a reduced wage rate and instead determined to keep the first and second wage rate percentages at 65% and 75% respectively. The issue of lowering the salaries arose because a level four Carpenter was making more than an ICI journeyperson. The Board was reluctant to lower the wages, arguing that it is not ideal for the Board to mandate the lowering of an apprentice's wages. Marc Lafond chose to have his name noted as an abstainee.

Motion 2016.06.09

To accept the Carpenter trade regulation update as written, with the exception of the wage rates to remain at 65% in the first level and 75% in the second level; and to approve the Carpenter Level Chart and Profile Chart as the standard form of technical Training for the trade of Carpenter.

**Moved by Anita Campbell
Seconded by Harvey Miller
Carried.**

All in favour 6 in favour 0 opposed 3 abstained

Insulator (Heat and Frost) Trade Regulation

The Board reviewed the proposed regulation. There was discussion on the scope statement reflecting the 2012 NOA change, the addition of a Designated Trainer clause due to training delays that limited the number of apprentices obtaining certification, and the removal of the hollow year in the fourth level of the term of apprenticeship. The Board reached consensus and accepted the proposed Insulator (Heat and Frost) trade regulation as written.

The Board made the following motion:

Motion 2016.06.10

To accept the proposed Insulator (Heat and Frost) trade regulation as written.

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

All in favour 9 in favour 0 opposed 0 abstained

Apprenticeship Manitoba

Welder Trade Regulation

The Board reviewed the PSSC recommendation for the Welder trade regulation. There was debate over the wording of the definition. Some Board members were concerned that the proposed welder trade definition did not accurately describe the welder trade. They thought that a clearer definition would be more appropriate. In particular, 'section a' and 'section c' of the proposed definition were debated. It was suggested that the wording in 'section c', which reads "fabricates ferrous and non-ferrous metals, tools, machines and equipment used in the construction and manufacturing industries" be amalgamated with 'section a'. It was then clarified that this was the definition used by the National Occupational Analysis (NOA).

Motion 2016.06.11 **To accept the proposed Welder trade regulation as written.**

Moved by Trent Siemens

Seconded by Anita Campbell

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Boilermaker Trade Regulation

The Board debated the Boilermaker PAC's recommendation that the number of hours in each of the four levels be reduced from 1,600 to 1,200 to ensure the total number of training hours remained the same despite a change from three levels to four levels. The Board decided against reducing the hours. It did not want to push things artificially since the Boilermaker trade is scheduled to undergo harmonization in 2018. The Board made a motion. It is to be noted that the Vice Chair broke the tie and carried the recommendation.

Motion 2016.06.12 **To accept the proposed Boilermaker trade regulation, to decline the PAC's proposal to reduce the total number of training levels from 1,600 to 1,200 and maintain the total number of training hours per level at 1,600.**

Moved by Brent Charron

Seconded by Betty McInerney

Carried.

All in favour 0 in favour 4 opposed 3 abstained 3

Gasfitter Trade Regulation

The Board reviewed and discussed the proposed Gasfitter trade regulation. The Gasfitter PAC proposed changes to the definition to reflect the 2014 NOA Scope of Analysis, and to adjust the apprentice to journeyman ratio from 2:1 to 1:1 (a sunset clause has already expired which sets a 1:1 ratio, the PAC's decision affirms the reduction). The PAC decided against altering the Supervision section which contains a sunset clause that is set to expire on January 1, 2021. The sunset clause will require supervisors to hold both a gasfitter's license and a certificate of qualification to be eligible to supervise apprentices. Currently, supervisors are only required to hold a gasfitter's license.

Motion 2016.06.13 **To accept the proposed Gasfitter trade regulation as written and direct the Governance Standing Committee to include**

Gasfitter on the 2019-2020 Board Strategic Plan so that the clause on Supervision can be reviewed in advance of the 2021 expiry deadline.

Moved by Betty McInerney

Seconded by Steven Ducharme

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Practical Exam Review

No discussion.

Motion 2016.06.14

To accept the PSSC recommendation to invite the Chairs of PACs for the trades of Hairstyling, Esthetician, Electrologist and Welder to future meetings to obtain feedback on a revised Consultation Guide for Industry and to gain a better sense of Industry's training requirements and challenge; and to approve the continued exploration of regulatory amendment options to identify possible solutions to the issues, taking the feedback gleaned through consultations with industry and training institutions into account.

Moved by Michael Keeper

Seconded by Anita Campbell

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Time Credit & Accreditation

No discussion.

Motion 2016.06.15

To invite Sean Ramsay and Nancy Wheatley to the next PSSC meeting before providing the AM staff direction.

Moved by General Consensus

Seconded by General Consensus

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Powerline Technician Update

The Board noted that Branch staff recently met with the Manitoba Federation of Labour and the IBEW to review concerns raised with the Minister in February of 2016. The Board was informed that concerns have been largely resolved and that the branch is preparing to facilitate a further industry consultation prior to moving forward to the Minister for final approval.

Apprenticeship Manitoba

3. Community Liaison Standing Committee (CLC)

Ken Webb presented the June 10, 2016 CLC Record of Proceedings to the Board.

Motion 2016.06.19 **To accept the June 10, 2016 Record of Proceedings as written.**

**Moved by General Consensus
Seconded by General Consensus
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

Indigenous Engagement Forum Update

The Board discussed and accepted the idea that the Indigenous Engagement Forum should be postponed to coincide with Apprenticeship Recognition Week (which is in the first week of November of 2016).

Motion 2016.06.20 **To postpone the Indigenous Engagement Forum so that it coincides with the Apprenticeship Recognition Week during the first week of November of 2016.**

**Moved by Betty McInerney
Seconded by Steven Ducharme
Carried.**

All in favour 9 in favour 0 opposed 0 abstained

Apprenticeship Pamphlet Update

The Board discussed the development and digital production of the “Benefits of Apprenticeship” pamphlet. The pamphlet is meant to promote the apprenticeship system to employers who are not engaged in the apprenticeship and certification system program. It is meant to engage people who have not been touched by the system and the Board. The most important aspect the Board discussed was the communication strategy associated with such a pamphlet. For example, the Board discussed the target audience. The target audience would be employers, Chambers of Commerce, municipalities, labour groups, etc. This would be a pamphlet for the entire province of Manitoba – not just Winnipeg. One Board member questioned whether a pamphlet would have the desired impact of enticing potential candidates: Is a pamphlet the “right” tool for promoting the apprenticeship system to employers and apprentices who are not engaged in the apprenticeship and certification system program? Some thought that the pamphlet should be a “practical” document used to get the “word out.” The Board has already approved the content, and it has gone to Communication Services.

Motion 2016.06.21 **To approve the development of the “Benefits of Apprenticeship” pamphlet, which also includes its digital production. The content and text has been designed and approved by the Board.**

**Moved by Trent Siemens
Seconded by Michael Keeper
Carried.**

All in favour 6 in favour 2 opposed 1 abstained

Industry Request – HSAP Ratios

The Board discussed the issue of ratios for apprentices. A request was put forward by Mr. Reg Toews, Coordinator from the Red River Technical Vocational Area (RRTVA), to have High School Apprentice (HSAP) employers exempted from the General Regulation 1:1 ratio. The 1:1 ratio creates barriers for employers who want to hire more HSAP apprentices. The Board questioned whether Mr. Toews wanted the ratios adjusted for the entire HSAP program. The Board wanted to know the severity of the issue; in other words, how many apprentices cannot get access? The Board also recognized that ratios are important for safety reasons. At the same time, there was insufficient information pertaining to the matter. This was received as information only and the CLC will meet with Mr. Toews to better understand his request and provide feedback at the next Board meeting.

Motion 2016.06.22

To accept the CLC decision to have Mr. Toews provide additional information on the matter, and to meet with Mr. Toews at the next CLC meeting.

Moved by General Consensus

Seconded by General Consensus

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Corporate Services and Special Projects Update

Branch staff informed the Board about strategies to increase employer engagement in the apprenticeship and certification system. The Board also discussed the issue of underrepresented groups in the skilled trades. Increasing the participation of women in the trades, Indigenous apprentices, and youth is of paramount importance. The Board talked about having camps that popularize the trades to the aforementioned underrepresented groups. This was received as information only.

4. Governance Standing Committee (GSC)

Marc Lafond presented the May 27, 2016 GSC Record of Proceedings to the Board.

Motion 2016.06.24

To accept the May 27, 2016 Record of Proceedings as written.

Moved by General Consensus

Seconded by General Consensus

Carried.

All in favour 9 in favour 0 opposed 0 abstained

2015-2016 Board Annual Report

The Board reacted positively to the 2015-2016 Board Annual Report. The board members liked how the information was presented and gave approval to forward the report and contents to the Minister for approval.

Apprenticeship Manitoba

Motion 2016.06.25

To review and approve the proposed 2015-2016 Board Annual Report.

Moved by Anita Campbell

Seconded by Betty McInerney

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Strategic Plan 2016-2017 Update and Deliverables

The Board was informed of the proposed activities and deliverables in the 2016-2017 Strategic Plan. The Board accepted the proposed initiatives, which include: increasing the number of women in non-traditional trades, the strategic employer engagement plan, the hosting of an Indigenous Engagement Forum, and the review of the By-laws.

Motion 2016.06.26

To approve the proposed activities and deliverables in support of the 2016-2017 Strategic Plan objectives.

Moved by Betty McInerney

Seconded by Harvey Miller

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Fees Regulation Review

The Board discussed whether the \$25.00 weekly fee that apprentices pay for technical training should be reviewed. Some Board members agreed that it was too low. A board member argued that apprentices receive tax incentives, and should pay more. Others questioned whether increasing the fee would have a negative impact on affordability. One of the questions raised was whether paying more money would equal taking training more seriously. A Board member clarified that the \$25 weekly fee was set in 1996, when it corresponded to what university tuition fees.

Motion 2016.06.27

To direct the GSC to review options and provide discretionary clarity for the branch in assessing fees; to provide discretion as to whether a fee should be assessed; and to review possible opportunities for an incremental increase to other fees, including technical training personal contributions.

Moved by Betty McInerney

Seconded by Harvey Miller

Carried.

All in favour 9 in favour 0 opposed 0 abstained

New CCDA Harmonization Trades

The CCDA has developed a Phase 3 list of trades to be harmonized in 2018, 2019 and 2020. The Board was presented with a listing of the Red Seal trades that have been identified for harmonization. The listing was broken down by year. The Board received this as information.

2016.06.04

CONTINUING BUSINESS

1. Recognized Associations – Update

The Board was informed that former Pool Agreement holders have transitioned into a new recognition process under the “Recognized Association” framework.

2. Apprentice Mobility – Update

AM staff informed the Board that a Provincial-Territorial Apprentice Mobility was signed by Premiers in July of 2015. This was followed by a Provincial-Territorial Apprentice Mobility Agreement, which was signed by the Forum of Labour Market Ministers at the same time. The goal of the Provincial-Territorial Apprentice Mobility Protocol and Agreement is to facilitate the mobility of apprentices and individuals who are engaged in apprenticeship training, or have completed Pre-Apprenticeship training by mutual recognition of training, experience and associated examination results. The Board received the following as information.

2016.06.05

NEW BUSINESS

A member was excused from the meeting.

1. Gasfitter PAC Membership Review

The Board reviewed and directed the NSC to assess the composition of the Gasfitter PAC.

Motion 2016.06.28

The Board directs the NSC to review the Gasfitter PAC membership.

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

All in favour 5 in favour 3 opposed 0 abstained

2. Board Farewell Reception (2:30 p.m. – 4:00 p.m.)

2016.06.06

BRANCH UPDATES

1. Plumber Compulsory Certification Feasibility Study and Consultation – Update

The Board received a brief update on the Plumber compulsory certification feasibility study and industry consultations. MNP has been contracted through a competitive bidding process to conduct consultations and prepare a report outlining considerations and implications for compulsory certification for the trade of Plumber. Consultations are currently underway with employer, employee and other stakeholder groups. A final report of findings and recommendations for next steps is expected by end of summer. Branch staff will return to the Board with outcomes and findings once the final report is received from MNP.

Apprenticeship Manitoba

2. CN TQ Update and Technical Training Cancellations – Update

This item was not discussed and will be discussed at a future board meeting under continuing business.

2016.06.07 RECENTLY REGISTERED REGULATIONS / INFORMATION

No registered regulations.

2016.06.08 FUTURE AGENDA ITEMS

2016.06.10 NEXT MEETING & EVENTS

1. Next Board meeting: September of 2016

2016.06.11 ADJOURN

1. Meeting adjourned at 2:49 pm.

October 19, 2016

*Date approved by the
Apprenticeship and
Certification Board*

Original signed by

*Bob Senff, Vice-Chair
Apprenticeship and
Certification Board*

Original signed by

*Lesley McFarlane, Secretary
Apprenticeship and
Certification Board*