

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES  
100- 111 LOMBARD AVENUE  
OCTOBER 19, 2016**

**BOARD MEMBERS**

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Graveline, Natasha	Apprentice Representative
Harris, Bruce	Employee Representative
Keeper, Michael	Employee Representative
Lafond, Marc	Employee Representative
McFarlane, Lesley	Secretary and Ex-Officio Member
McInerney, Betty	Employer Representative
Miller, Harvey	Employer Representatives
Munro, Colleen	Employer Representatives
Webb, Ken	Chair

**REGRETS**

**GUESTS**

Myers Norris Penny Representative

**STAFF**

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

**2016.10.01**

**OPENING**

**1. Call to Order**

The Chair called the meeting to order at 9:06 a.m.

**2. Approval of Agenda**

**Motion 2016.10.01**

***To accept the agenda as written.***

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**3. Approval of minutes**

**Motion 2016.10.02**

***To accept the June 29, 2016 Minutes as written.***

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**2016.10.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**1. Chair's Update**

The Minister appointed Ken Webb as the new Chair to the Apprenticeship and Certification Board (Board). The Chair informed the Board members that the Minister's office is in the process of selecting the two employer and two public interest positions. These positions are expected to be filled by the end of 2016.

The Chair indicated that the Board's next steps will be to create an annual strategic plan, assess our practices and processes, to help streamline the apprenticeship programs and services provided to Manitoban apprentices.

**2. Executive Director's Update**

The Executive Director welcomed the Chair to his new position and informed the Board that:

- The Ministers office is actively working to appoint individuals into the vacant positions.
- Apprenticeship Manitoba hired two Apprenticeship and Training Coordinators (ATC).
- One of new ATCs is assigned to administer the High School Apprenticeship Program (HSAP) in southwestern region of Manitoba.
- The second new ATC has filled the vacant HSAP Coordinator position for Central Manitoba.
- Currently HSAP now has a compliment of three ATCs.
- In 2016, 250 students were registered in the HSAP program. In 2005, 65 students registered in the HSAP.
- 300 HSAP students have registered in technical training.
- The Director of Certification Standards and Legislations and Director of Client Services and Operations have been successfully filled.
- Senior management continue to address vacancy issues within AM.
- The Throne Speech will be presented in November 2016.

- The Executive Director and the Chair look forward to meeting with the Minister.
- The Branch has been reminded to exercise financial prudence in regards to expenditure management.
- The Workforce Development Division is in the process of creating a strategic plan. Additional information to be shared at a later time.
- On November 02, 2016, Skills Manitoba will host the National Skilled Trades and Technology Week. The launch will take place at Red River College (RRC). Board members are encouraged to attend the event.
- Apprenticeship Manitoba will hold The Awards of Distinction on November 03, 2016 at the RBC Convention Centre. This event will celebrate the employers, journeypersons and instructors who have dedicated their time and talent to apprentices and the Manitoba apprenticeship and certification system.
- Apprenticeship Recognition Week will take place October 31 - November 04, 2016.

### 3. Review of previous Board Meeting Evaluation

The Chair reviewed the June 29, 2016 meeting evaluation feedback. Members requested report on board survey responses. Apprenticeship Manitoba (AM) staff will provide a report at the next scheduled Board meeting.

**2016.10.03**

## COMMITTEE REPORTS

### 1. Nominating Standing Committee (NSC)

Harvey Miller presented the NSC August 29, 2016 and October 07, 2016 Record of Proceedings to the Board.

***Motion 2016.10.03***

***To accept the August 29, 2016 and October 07, 2016 Record of Proceedings as written.***

***Consensus of 8 in favour 0 opposed 0 abstained Carried.***

The Board reviewed the proposed PAC nominations and made great efforts to ensure that the years of experience, equal balance of rural/urban and union/non-unionized representation, were considered when selecting individuals to the PACs. The Board made the following motions.

#### Gas Turbine Repair and Overhaul Technician

NAME	REPRESENTATION	AREA	LENGTH OF TERM
John Leroux	Chair	Urban	July 01, 2016-June 30, 2019
Beverly Picton	Employer	Urban	July 01, 2016-June 30, 2019
Richard Pohrebniuk	Employer	Urban	July 01, 2016-June 30, 2019
Neil Gilley	Employee	Urban	July 01, 2016-June 30, 2019
Tim Carey	Employee	Urban	October 19, 2016-June 30, 2019

***Motion***

***2016.10.04***

***The Board accepts all appointments to the Gas Turbine Repair and Overhaul Technician Provincial Advisory Committee.***

**Consensus of 8 in favour**      **0 opposed**    **0 abstained**  
**Carried.**

**Industrial Mechanic (Millwright) PAC**

NAME	REPRESENTATION	AREA	LENGTH OF TERM
Alan Szmerski	Chair	Urban	July 01, 2016-June 30, 2019
Ted Salamandyk	Employee	Rural	July 01, 2016-June 30, 2019
Alex Apostle	Employee	Urban	October 19, 2016-June 30, 2019
Brad Poole	Employer	Urban	July 01, 2016-June 30, 2019
Paul Berard	Employer	Urban	July 01, 2016-June 30, 2019

**Motion 2016.10.05**      **The Board accepts all appointments to the Industrial Mechanic (Millwright) Provincial Advisory Committee.**

**Consensus of 8 in favour**      **0 opposed**    **0 abstained**  
**Carried.**

**Ironworker**

NAME	REPRESENTATION	AREA	LENGTH OF TERM
Robert Kozubski	Employee	Urban	October 19, 2016-June 30, 2019
Kenneth Doerksen	Employee	Urban	October 19, 2016-June 30, 2019
Clayton Bergen	Employer	Urban	October 19, 2016-June 30, 2019

**Motion 2016.10.06**      **The Board accepts all appointments to the Ironworker Provincial Advisory Committee.**

**Consensus of 8 in favour**      **0 opposed**    **0 abstained**  
**Carried.**

**Partsperson PAC**

NAME	REPRESENTATION	AREA	LENGTH OF TERM
Steven Kehler	Chair	Rural	October 19, 2016-June 30, 2019
Chester Wawrzyneiak	Employee	Urban	July 01, 2016-June 30, 2019
Wayne Larkin	Employee	Rural	October 19, 2016-June 30, 2019
Wendelin Bittner	Employer	Rural	October 19, 2016-June 30, 2019
Frank Conan	Employer	Rural	October 19, 2016-June 30, 2019

**Motion 2016.10.07**      **The Board accepts all appointments to the Partsperson Provincial Advisory Committee.**

**Consensus of 8 in favour**      **0 opposed**    **0 abstained**  
**Carried.**

**Plumber PAC**

NAME	REPRESENTATION	AREA	LENGTH OF TERM
Coram Lalaonde	New Chair	Urban	July 01, 2016-June 30, 2019
Mark Klymkiw	Employer	Urban	July 01, 2016-June 30, 2019
Perry Snedden	Employer	Rural	October 19, 2016-June 30, 2019
Kyle Kalcics	Employee	Urban	October 19, 2016-June 30, 2019
Marshall Schneider	Employee	Urban	October 19, 2016-June 30, 2019

**Motion 2016.10.08**

***The Board accepts all appointments to the Plumber Provincial Advisory Committee.***

***Consensus of 8 in favour      0 opposed    0 abstained  
Carried.***

**Welder PAC**

NAME	REPRESENTATION	AREA	LENGTH OF TERM
Norman Cetkovski	Chair	Urban	July 01, 2016-June 30, 2019
Ted Stark	Vice-Chair/Employee	Rural	July 01, 2016-June 30, 2019
John Fraser	Employee	Urban	July 01, 2016-June 30, 2019
Marc Bilodeau	Employer	Urban	October 19, 2016-June 30, 2019

**Motion 2016.10.09**

***The Board accepts all appointments to the Welder Provincial Advisory Committee.***

***Consensus of 8 in favour      0 opposed    0 abstained  
Carried.***

**PAC Application**

The Board received and reviewed the draft PAC application as information only. The completed form will be resubmitted after it has been vetted through the Governance Standing Committee.

**PACs on Strategic Plan and Recruitment Activities**

The Board reviewed the PACs' current recruitment status.

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

No update.

**3. Community Liaison Standing Committee (CLC)**

Ken Webb presented the CLC September 29, 2016 Record of Proceedings to the Board.

**Motion 2016.10.10**

**To accept the amended September 29, 2016 Record of Proceedings as amended.**

**Consensus of 8 in favour      0 opposed    0 abstained  
Carried.**

**Indigenous Engagement Forum**

As Apprenticeship Manitoba has recently undergone a department and Ministerial change, it has been recommended that the Indigenous Engagement Forum be cancelled in favour of pursuing more concrete policy initiatives to advance Indigenous participation in the skilled trades.

**Apprenticeship Mailer**

The Board reviewed and approved the proposed Apprenticeship Pamphlet for production at its March 23, 2016. Shortly after the Board's approval, AM and other government departments received direction to consider all publications under expenditure management protocols as a means to minimize government spending.

AM staff informed the Board that the branch in consultation with Communications Services Manitoba (CSM) will engage in a all-inclusive review of the Apprenticeship website and will consider a broader marketing campaign with the possibility of public facing pamphlets. AM staff advised Board members that website suggestions may be forwarded to the Branch for review and consideration. The review of the website is scheduled to begin in January 2017.

**High School Apprenticeship Program Ratios**

At its June 29, 2016 meeting, the Board directed the CLC to meet with an industry stakeholder to discuss the individual's request regarding High School Apprenticeship Program (HSAP) Ratios.

The CLC met with the industry stakeholder and discussed his request to exempt the entire HSAP from the ratio requirement prescribed in *The Apprenticeship and Certification General Regulation* (General Regulation). The stakeholder indicated that he felt that the ratio and its process created a barrier for employers engaged in the HSAP. The CLC reported that it reaffirmed that the ratios ensure safety and quality training while on the jobsite.

Board members discussed ratios and their benefits/challenges, the number of ratio requests submitted to the Branch and of those requests submitted how many were received from rural employers at length. The Board determined that the concerns raised were focused on the ratio application process. AM staff informed the Board that the branch is currently reviewing the ratio adjustment application form/process. AM staff will seek the industry stakeholder's suggestions on how to improve the application and process.

**Employer Engagement Plan**

The Board members strategized ways to increase employer engagement in the apprenticeship and certification system. AM staff informed the Board of River East Transcona School Division

successfully hosted an information session where local employers were invited to learn about HSAP. Board members discussed the possibility of partnering with a school division to host an information session for employers who were not engaged in the apprenticeship certification system. Board members also noted an interest in observing a Manitoba Education Leadership Organization Outreach meeting. AM staff will provide an HSAP presentation at a scheduled Board meeting.

#### **Labour Market**

Branch staff reported that Apprenticeship Manitoba does not collect labour market information. Branch staff will request that the Labour Market Information Unit present trade labour market statistics at the next CLC meeting. Board members requested that the labour market update be added as a standing Board update discussion item.

#### **4. Governance Standing Committee (GSC)**

Marc Lafond presented the GSC September 28, 2016 Record of Proceedings to the Board on behalf of Marc Lafond.

**Motion 2016.10.11**                      ***To accept the amended September 28, 2016 Record of Proceedings as written.***

***Consensus of 8 in favour                      0 opposed    0 abstained***  
***Carried.***

#### **2015-16 Board Annual Report Update**

The Board reviewed the completed 2015-16 Board Annual Report (Annual Report). AM staff reported that the Annual Report was submitted to the Minister in August 2016. The document was received as information.

#### **The Apprenticeship and Certification Board By-Law Review**

The Board reviewed and supported the recommended changes to the proposed *Apprenticeship and Certification Board By-Law (Board By-Law)*. The Board By-Law will be sent to legal council for review and approval. If approved, the Board By-Law will be returned to the Board Chair for signature. The Board will then forward the Board By-Law to the Minister of Education and Training for final review, approval and signature.

**Motion 2016.10.12**                      ***To approve the proposed Apprenticeship and Certification Board By-Law.***

***Consensus of 8 in favour                      0 opposed    0 abstained***  
***Carried.***

### **Standing Committee Appointments**

The Board agreed to defer this agenda item to a later date, once the vacant positions are filled.

### **Fees Regulation Review**

The Board reviewed the proposed amendment to the Apprenticeship and Trades Qualification Fees regulation, section 4.1 (tuition fees). The members determined that the fee for technical training class length up to 8 weeks should be increased from \$200 to \$400 and each additional week of class after initial 8 weeks be increased from \$25 to \$50 to reflect present day higher training costs. In addition, the Board reached agreement to include additional language to allow the ED discretion to waive the fees specified in the regulation as deemed necessary.

**Motion 2016.10.13**                      **To approve the proposed revisions to the Apprenticeship and Trades Qualification Fees regulation.**

**Consensus of 8 in favour              0 opposed    0 abstained**  
**Carried.**

### **Strategic Plan 2017 and Beyond**

The Board acknowledged that it is in its final year of three year strategic plan and reviewed a proposed multi-year strategic plan 2017-2020. The Board also reviewed the consultation process and deliberated on possible ways to consult with key stakeholder groups engaged in the apprenticeship certification system.

**Motion 2016.10.14**                      **The Board accept the recommendation from the GSC to develop a new multi-year strategic plan 2017-2020 that will guide the Board's work over the next three years.**

**Consensus of 8 in favour              0 opposed    0 abstained**  
**Carried.**

### **Train the Trainer and Logbook**

At its March 23, 2016 meeting, the Board directed the GSC to develop a concise template for the Map to Certification (logbook). The Board members discussed industry's interest and the history of logbook. AM staff advised the Board that Quebec currently uses a logbook format to record tasks learned. It was reported that the Atlantic region is also exploring the benefits of creating a logbook for their apprenticeship programs. The GSC Board members indicated that the log book is still under development. The proposed logbook will be presented to the Board when completed.

**2016.10.04**

**CONTINUING BUSINESS**

**1. CN TQ Update & Technical Training Cancellations – Update**

AM staff provided an update on CN trade qualification (TQ) request and technical training schedules.

**2016.10.05**

**NEW BUSINESS**

**1. Wages – CIWA and Employment Standards**

The Construction Industry Wage Act (CIWA) regulates the prescribed journeyman wage rates. The Apprenticeship and Certification trade regulations regulates the apprentice wage rates (which is at times derived from the CIWA or minimum wage). It was confirmed that an employer would not be penalized for paying an apprentice below the respective trade wage, if the apprentice enters into a binding contractual agreement and accepts a wage that is less than the prescribed trade regulation wage, but above minimum wage. Board members raised concerns that apprentices would be paid below the prescribed trade regulation rates. The Board directed the PSSC to meet with Employment Standards to discuss this matter.

**2. Board Schedule Meetings/3<sup>rd</sup> Wednesday & Minute Taking Processes**

The Board members determined to select the third Wednesday as the Board confirmed meeting date.

Apprenticeship Manitoba staff attended the minute taking process that will be applied to future board meeting recordings.

**3. De-designation of Crane and Hoist Operator – Power Generation and Transmission Regulation**

No discussion. The Board re-directed the agenda item to the PSSC for further review.

**4. Plumber Compulsory Certification Feasibility Study**

Myers Norris Penny (MNP) provided an overview of the Plumber Feasibility Study consultation and draft report that they are in the process of developing for the Minister of Education and Training. Further discussions between MNP and the Board surrounded:

- Who was surveyed
- The amount of comments received from the consultation
- Grandfathering/transition clause
- Ratios
- Scope of trade and related trades
- Training
- The impact of the compulsory certification that it would have on the trade
- The next steps of the consultation findings

The Board received the presentation as information and will continue its discussion of the results at a future scheduled board meeting.

**2016.10.06 BRANCH UPDATES**

1. No branch updates

**2016.10.07 RECENTLY REGISTERED REGULATIONS / INFORMATION**

1. No recently registered regulations

**2016.10.08 FUTURE AGENDA ITEMS**

**2016.10.09 CORRESPONDENCE / INFORMATION**

1. Carpenter Trade Regulation – *for signature*  
Gasfitter Trade Regulation – *for signature*  
Insulator (Heat and Frost) Trade Regulation – *for signature*  
Welder Trade Regulation – *for signature*

**2016.10.10 NEXT MEETING & EVENTS**

1. December 21, 2016.

**2016.10.11 ADJOURN**

1. Meeting adjourned at 2:00pm.

**December 21, 2016**

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*Date approved by the  
Apprenticeship and  
Certification Board*

**Original signed by**

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*Ken Web, Chair  
Apprenticeship and  
Certification Board*

**Original signed by**

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*Lesley McFarlane, Secretary  
Apprenticeship and  
Certification Board*