

APPRENTICESHIP AND CERTIFICATION BOARD MEETING NOTES

100- 111 LOMBARD AVENUE

JUNE 14, 2017

BOARD MEMBERS

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

REGRETS

Ducharme, Steve	Employee Representative
Graveline, Natasha	Apprentice Representative

ABSENT

Keeper, Michael	Employee Representative
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STAFF

Janes, Anne	Director, Certification Standards and Legislation
Tetrault, Julia	Manager, Policy Legislation and Board Operations
Peters, Janice	Board Coordinator

2017.06.01

OPENING

1. Call to Order

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

2. Approval of Agenda

Motion 2017.06.01 **To approve the June 14, 2017 agenda as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried**

3. Approval of previous minutes

Motion 2017.06.02 **To approve the March 06, 2017 minutes as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried**

2017.06.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

1. Chair's Update

The Board Chair informed members that:

- Apprenticeship and Certification Board (Board) member vacancies are still under review.
- Powerline Technician will not become a designated trade in Manitoba at this time.
- The Future of the Trade –Trades of the Future Summit was held on May 29, 2017. The summit focused on how to improve the current apprenticeship programs while preparing the trades for future development in an evolving labour market.
- He and Lesley attended the Canadian Council of Directors of Apprenticeship (CCDA) meetings held on May 30, 2017, in Winnipeg.
- He reviewed a draft of the Auditor General's Report and provided feedback on behalf of the Board.

2. Review of previous Board Meeting Evaluation

The Board reviewed the March 06, 2017 meeting evaluation feedback.

3. Executive Director's Update

The Executive Director informed members that:

- The Skills Canada National competition took place from May 31 to June 3, 2017. Over 10,000 students attended the event.
- Effective July 2017, apprentice personal contribution fees will be increasing to \$400 for courses up to 8 weeks in length, with \$50 charged per additional week. The increase

Apprenticeship Manitoba

was recommended by the Board in October, 2016. Manitoba remains one of the jurisdictions with the lowest apprenticeship personal contribution fees in Canada.

- Apprenticeship Manitoba concluded its Red Tape Reduction count and found a significant number of regulatory requirements. Work is underway to streamline them as part of the broader government initiative.
- A new Apprenticeship Management Information System is under development. A presentation will be provided to the Board at a future meeting.

The Executive Director also thanked Marc Lafond and Natasha Graveline for their years of service on the Board.

2017.06.03

COMMITTEE REPORTS

1. Nominating Standing Committee

Motion 2017.06.03 ***To accept the May 26, 2017 Record of Proceedings as amended and June 06, 2017 Record of Proceedings as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

The Board reviewed the proposed Provincial Advisory Committee (PAC) nominations and ensured that years of experience and an equal balance of rural/urban and union/non-unionized representation were considered when selecting PAC members.

Construction Electrician

Due to recruitment challenges and to avoid future quorum issues, it was recommended that the Board change the constitution of the Construction Electrician Provincial Advisory Committee (PAC) from seven members to five members.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Richard Robertson	Re-appointed	Chair	Urban	June 14, 2017-June 30, 2020
Algi Kaslauskas	Re-appointed	Employee	Urban	June 14, 2017-June 30, 2020
Liam Cudney	New appointment	Employee	Rural	June 14, 2017-June 30, 2020
Francois Lavallee	New appointment	Employer	Urban	June 14, 2017-June 30, 2020
Daniel Lacovetsky	New appointment	Employer	Urban	June 14, 2017-June 30, 2020

Motion 2017.06.04 ***The Board approves the reconstitution of the Construction Electrician PAC from 7 members to 5 members, and approves the following individuals for appointment to the Construction Electrician PAC.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

Industrial Electrician

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Jeffrey Skinner	New appointment	Chair	Urban	June 14, 2017-June 30, 2020
Norman Ilchyna	Re-appointed	Employee	Rural	June 14, 2017-June 30, 2020
Kaitlyn Domienik	New appointment	Employee	Urban	June 14, 2017-June 30, 2020
Dee Campbell	New appointed	Employer	Northern	June 14, 2017-June 30, 2020
Francois Lavallee	New appointment	Employer	Urban	June 14, 2017-June 30, 2020

Motion 2017.06.05 *The Board approves the following individuals for appointment to the Industrial Electrician PAC.*

**Consensus of 7 in favour 0 opposed 0 abstained
Carried**

Ironworker

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Christopher Tesarski	New appointment	Chair	Urban	June 14, 2017-June 30, 2020
Blake Cyrenne	New appointment	Employer	Urban	June 14, 2017-June 30, 2020

Motion 2017.06.06 *The Board approves the following individuals for appointment to the Ironworker PAC.*

**Consensus of 7 in favour 0 opposed 0 abstained
Carried**

Refrigeration and Air Conditioning Mechanic (RACM) – Residential

The Board discussed the the RACM – Residential vacancies at length and determined to reduce the RACM Residential PAC from seven members to five members to address recruitment and quorum challenges.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Grant Hein	Re-appointed	Chair	Urban	June 14, 2017-June 30, 2020
Paul Gosselin	Re-appointed	Employer	Urban	June 14, 2017-June 30, 2020
Tara Smith	New appointment	Employer	Urban	June 14, 2017-June 30, 2020
Gerald McCutcheon	New appointment	Employee	Rural	June 14, 2017-June 30, 2020
Michel Letain	New appointment	Employee	Urban	June 14, 2017-June 30, 2020

Motion 2017.06.07 *The Board approves the reconstitution of the Refrigeration and Air Conditioning Mechanic - Residential PAC membership from 7 members to 5 members, and approves the following individuals for appointment to the Refrigeration and Air Conditioning Mechanic - Residential PAC.*

**Consensus of 7 in favour 0 opposed 0 abstained
Carried**

2. Program Standards Standing Committee (PSSC)

***Motion 2017.06.08 To accept the May 19, 2017 Record of Proceedings as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

Industry Working Group Recommendation in the Absence of the PAC

The Board members discussed the important working relationships that it has with its PACs. The Board was advised that Industry Working Groups have been relied upon to review and update technical training, especially in the absence of a PAC. Industry Working Groups are groups that are comprised of instructors, some available PAC members and subject matter experts, who meet to review and update the respective trade curriculum. It was stated that Industry Working Groups are not established committees and do not have the formal ability to make recommendations to the Program Standards Standing Committees.

Board members acknowledged that un-constituted/inactive PACs pose a challenge to trades that are being considered for harmonization review as well as trades that have established scheduled technical training or regulatory review requirements.

With the challenges recognized, it was recommended that the Board allow Industry Working Groups review, consult and make recommendations on technical training and the respective regulation to the Program Standards Standing Committee in the absence of a constituted PAC. In doing so, the approval to allow Industry Working Groups to continue the work in the absence of a PAC will allow time-sensitive material to be forwarded to the Board for review and approval. Members confirmed that recruitment efforts will continue to ensure all PAC vacancies are filled.

The Board was in favour of the proposed recommendation but recognizes that its main responsibility is to engage industry to ensure the PACs remain supported and active.

***Motion 2017.06.09 The Board acknowledges that un-constituted PACs present challenges to updating time-sensitive training standards and/or trade regulations, and approves Industry Working Groups to make recommendations to the Program Standards Standing Committee in the absence of a PAC.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

Crane and Hoisting Equipment Operator Regulation

The Crane and Hoisting Equipment Operator Trade Regulation was identified on the Board's 2016-2017 Strategic Plan. The Board reviewed and discussed the proposed trade regulation. It was stated that the PAC recommended maintaining the current 8 ton weight capacity to ensure apprentices receive training to handle a lift 8 ton capacity or more. It was noted that Manitoba's Crane and Hoisting Equipment Operator program is comprehensive regarding training and safety measures.

Apprenticeship Manitoba

During the December 23, 2016 to January 25, 2017 consultation process, the PAC received some comments from respondents who were not in favour of the addition of “where the load is not to be freely suspended” phrase written within the exclusion section of the trade regulation. It was noted that the addition would affect some tow truck operators, who would no longer be able to lift freely suspended loads. Board members noted that the freely suspended restriction was identified in the scope of the compulsory Crane and Hoisting Equipment Operator Trade Regulation, to ensure that qualified individuals complete these tasks safely.

Additional recommendations were made, including to the regulated apprentice wages. Board members asked if there were any wage concerns raised during the consultation process. The Board was told that there were no concerns raised regarding the proposed wages.

The Board determined to include a 120 day coming into force date to allow stakeholders an adequate time to adjust to the new regulation. A communication notice will be sent out to industry stakeholders after the Minister has approved the regulation updates.

The Board accepted the Program Standards Standing Committee’s recommendation.

***Motion 2017.06.10 The Board approves the Crane and Hoisting Equipment Operator Trade Regulation as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

Construction Electrician, Industrial Electrician and Power Electrician Common Core Training

Construction Electrician, Industrial Electrician and Power Electrician Common Core level one and two technical training were identified for review in the Board’s 2014-2015 Strategic Plan. In addition, it was reported that the Construction and Industrial Electrician trades were identified for the Canadian Council of Directors of Apprenticeship’s harmonization project. The Board reviewed the recommendations and supported the changes for each electrical trade.

***Motion 2017.06.11 The Board approves the Construction Electrician common core training as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

***Motion 2017.06.12 The Board approves the Industrial Electrician common core training as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

***Motion 2017.06.13 The Board approves the Power Electrician common core training as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried***

Industrial Mechanic (Millwright)

The Industrial Mechanic (Millwright) was identified for technical training updates in the Board's 2016-2017 Strategic Plan. The PAC reviewed the technical training and held an industry consultation from April 26, 2017 - May 17, 2017. The majority of the responses received were in support of the proposed changes to the technical training. The Board accepted the review and was in favour of the proposed changes.

Motion 2017.06.14 The Board approves the Industrial Mechanic (Millwright) proposed technical training standards as written. Consensus of 7 in favour 0 opposed 0 abstained Carried

3. Community Liaison Standing Committee

The Board reviewed the Community Liaison Standing Committee Record of Proceedings.

Motion 2017.06.15 To accept the April 20, 2017 Record of Proceedings as written. Consensus of 7 in favour 0 opposed 0 abstained Carried

The Chair stated that the Community Liaison Standing Committee met with a stakeholder from the Winnipeg Construction Association at its April 2017 meeting to discuss apprenticeship engagement with employers.

Baker

The Chair told the Board that the baker industry submitted a Trade Designation Request application and sent representatives to discuss the application with the CLC. The application is still in the review process and industry has been requested to provide additional information. Industry representatives also withdrew their request for compulsory designation should baker be designated as a trade.

4. Governance Standing Committee

The Board reviewed the Governance Standing Committee Record of Proceedings.

Motion 2017.06.16 To accept the May 24, 2017 Record of Proceedings as written. Consensus of 7 in favour 0 opposed 0 abstained Carried

2016-2017 Annual Report

The Board reviewed and approved the Annual Report. Board members provided minor revisions to the Annual Report that will be incorporated into the final document. The Annual report will be submitted to the Minister for review and approval in July 2017. When approved, the Minister must table the Annual Report with the Legislative Assembly by August 1, 2017.

Motion 2017.06.17 **To approve the Annual Report as amended.
Consensus of 7 in favour 0 opposed 0 abstained
Carried**

2018-2021 Strategic Plan Discussion

The Board strategized its upcoming 2018-2021 Strategic Plan consultation forums and discussed meeting sites (northern, rural and urban), stakeholders to engage, and member roles during the consultation tours.

Governance Standing Committee Term of Reference

The Governance Standing Committee presented its Terms of Reference for review and approval as required by *The Apprenticeship and Certification Act*. The Board accepted the document as written.

Motion 2017.06.18 **To approve the Governance Standing Committee Terms of Reference as written.
Consensus of 7 in favour 0 opposed 0 abstained
Carried**

2017.06.04 CONTINUING BUSINESS

1. No continuing business.

2017.06.05 NEW BUSINESS

1. No new business.

2017.06.06 BRANCH UPDATES

1. Harmonization Update

The Director of Certification Standards and Legislation indicated that harmonization efforts may continue with the Ironworker and Refrigeration and Air Conditioning Mechanic trades, now that appointments have been made to the respective PACs.

The Canadian Council of Directors of Apprenticeship:

- Is discussing a possible maintenance schedule for the harmonized trades.
- Indicated that 30 trades will be harmonized by 2020.
- Stated further discussions will take place regarding the remaining 26 unharmonized trades.

2017.06.07

REGISTERED REGULATIONS / INFORMATION

- Automotive Painter Trade Regulation signed by the Board Chair.
- Boilermaker Trade Regulation signed by the Board Chair.
- Bricklayer Trade Regulation signed by the Board Chair.
- CNC Machinist Trade Regulation signed by the Board Chair.
- Machinist Trade Regulation signed by the Board Chair.
- Motor Vehicle Body Repairer (Metal and Paint) Trade Regulation signed by the Board Chair.
- Tool and Die Maker Trade Regulation signed by the Board Chair.

2017.06.08

FUTURE AGENDA ITEMS

1. 2018-2021 Strategic Plan
2. By-Law Amendments
3. Train the Trainer and Log Book
4. Community Liaison Standing Committee Term of Reference
5. Nominating Standing Committee Term of Reference
6. Program Standards Standing Committee Term of Reference.

2017.06.09

CORRESPONDENCE / INFORMATION

1. No correspondence

2017.06.10

NEXT MEETING & EVENTS

1. Next Board meeting:

2017.06.11

ADJOURN

1. Meeting adjourned at 2:34 p.m.

October 4, 2017

***Date approved by the
Apprenticeship and
Certification Board***

Original signed by

***Ken Webb, Chair
Apprenticeship and
Certification Board***

Original signed by

***Lesley McFarlane, Secretary
Apprenticeship and
Certification Board***