

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

OCTOBER 04, 2017

BOARD MEMBERS

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Garet, Laura	Public Interest
Harris, Bruce	Employee Representative
McFarlane, Lesley	Secretary and Ex-Officio Member
McInerney, Betty	Employer Representative
Miller, Harvey	Employer Representative
Munro, Colleen	Employer Representatives
Roe, Karen	Employer Representatives
Sine, Geoff	Employer Representatives
Sloane, Bruce	Public Interest
Webb, Ken	Chair

REGRETS

ABSENT

Keeper, Michael	Employee Representative
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GUESTS

Kachulak, Colleen	Executive Director, Post-Secondary Education and Labour Market Outcomes
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STAFF

Carnegie, Jamie	Director, Business Transformation, Education and Training
Tetrault, Julia	Manager, Policy Legislation and Board Operations
Peters, Janice	Board Coordinator

2017.10.01 OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:34 a.m. and welcomed the new members to the Apprenticeship and Certification Board (Board).

1.2 Approval of Agenda

Motion 2017.10.01 *The Board motions to approve the October 04, 2017 agenda as written.*

*Consensus of 10 in favour 0 opposed 0 abstained
Carried.*

1.3 Approval of previous minutes

Motion 2017.10.02 *The Board motions to approve the June 14, 2017 minutes as written.*

*Consensus of 10 in favour 0 opposed 0 abstained
Carried.*

2017.10.02 UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

The Chair informed members that:

- Due to recent term departures, there are two Board member vacancies (one employee position and the one apprentice position). The Minister will appoint individuals into the vacant positions based on applications received through the Agencies, Boards and Commissions.
- The Minister appointed Lori Garet as the Vice Chair to the Board.
- The 2016-2017 Apprenticeship and Certification Board Annual report was submitted to the Minister in August 2017.
- The Minister tabled the 2016-2017 Apprenticeship and Certification Board Annual report at the first fall legislative session.
- The Baker industry has submitted a trade designation request. The Community Liaison Standing committee (CLC) is in the process of reviewing the application, and requests that evidence of broad industry support be supplied as next steps.
- The request for compulsory designation for the trade of Plumber is still in the review process.
- The Office of the Auditor General released its report on the Management of Manitoba's Apprenticeship Program in July 2017. . The report highlights a number of areas for

improvement within the apprenticeship and certification system, including the oversight of in-school training, processes for ensuring the quality of on-the-job training, apprenticeship progression, and planning and performance reporting.

2.2 Review of previous Board Meeting Evaluation

The Board reviewed the June 14, 2017 meeting evaluation feedback. The Board requested that the Governance Standing Committee review the Board Meeting Evaluation for possible updates.

2.3 Executive Director's Update

The Executive Director informed members that:

- Apprenticeship Manitoba continues to participate in the Red Tape Reduction initiative as part of the broader government initiative.
- The Auditor General's Report identified 20 key areas for improvement within the apprenticeship and certification system. A progress report deadline has been set for September 2018.
- A governance review of the apprenticeship and certification system is underway, and will be completed in March 2018. The review is being conducted by a third party contractor, who will make recommendations on how to improve the governance structure such that stakeholder engagement can be improved.
- The KPMG Report has been released to the public, and will be distributed to members by email.
- The nominees for the Awards of Distinction candidates have been selected. A thank you was extended to the Board members and staff that participated in the selection committee.

2.4 Review of Action Sheet

The Board reviewed the completed action items from the June 14, 2017 Board meeting.

2017.10.03

COMMITTEE REPORTS

3.1 Nominating Standing Committee

No update.

3.2 Program Standards Standing Committee (PSSC)

Motion 2017.10.03 The Program Standards Standing Committee recommends that the Board accept the September 06, 2017 Record of Proceedings as written.

Consensus of 10 in favour 0 opposed 0 abstained
Carried.

Power Electrician

The Power Electrician Trade Regulation was identified in the Board's 2017-2018 Strategic Plan for technical training and regulatory review. It was noted that the Power Electrician apprenticeship program has three levels. Level one and two share a common core with the Construction and Industrial Electrician technical training.

The Power Electrician PAC reviewed each section of the trade regulation and made minor revisions to the scope of trade to reflect the tasks identified in the new Power Electrician Provincial Occupational Analysis (POA). The PAC conducted its consultation requirement from July 19, 2017 – August 10, 2017.

The Program Standards Standing Committee reviewed and supported the proposed change to the regulation, as the Program Standards Standing Committee determined that the revised scope of trade provided clarity to tasks carried out by a Power Electrician journey person. If approved by the Board, the trade regulation will be sent to legal counsel for legislative drafting and returned to the Board for the Chair's signature before it is submitted to the Minister of Education and Training for final approval.

Motion 2017.10.04 *The Program Standards Standing Committee recommends that the Board approve the Power Electrician Trade Regulation as written.*

Consensus of 10 in favour 0 opposed 0 abstained
Carried.

3.3 College Review Presentation

The Executive Director of Post-Secondary Education and Labour Market Outcomes Branch gave a presentation of the Manitoba College Education Review. The presentation highlighted:

- That the last College Education Review took place in 2008.
- The College Education Review began in April 2017.
- That the five Manitoba colleges will be engaged in the College Education Review.
 - Assiniboine College
 - Manitoba Institute of Trades and Technology
 - Red River College
 - Université de Saint-Boniface
 - University of the North College
- That the Review is being conducted to take a systemic approach to college education that is responsive to the needs of Manitobans.
- The College Education Review should be completed in November 2017.

- The need to develop collaboration efforts amongst the colleges, industry stakeholders and government departments.

3.4 Apprenticeship Management System

The Director, Business Transformation and the Apprenticeship Management System Team gave a presentation on the new Apprenticeship Management System (AMS), which is currently being developed and tested. The current information system has been in place for the past two decades, and has reached the end of its lifespan.

In 2014, the Atlantic Workforce Partnership received federal funding to develop a new web based apprenticeship IT system. In February 2017, Manitoba received approval to enter into a Shared Funding Agreement with the Atlantic Provinces for the AMS.

The Apprenticeship Management System is a tool that will allow day-to-day interactions between the branch and its stakeholders (apprentices, employers, and journeypersons and training providers). The new system will also provide better tracking/data reporting and improve the ability to access evidence-based information that will assist in sound decision-making. Consultations are also underway to ensure the system will address a variety of needs. Stakeholders may be approached in the following months to provide feedback on the new system.

3.5 Community Liaison Standing Committee

No update.

3.6 Governance Standing Committee

No update.

Skills Matrix

The Board reviewed its Skills Matrix as information and requested that the GSC review and update the document as necessary.

2017.10.04

CONTINUING BUSINESS

4.1 Board 2018-2021 Strategic Plan Development

Under The Apprenticeship and Certification Act, the Board is required to conduct a strategic plan that outlines its objectives and timelines for the fiscal year. Before the Board determines its goals and objectives, it must consult with its various stakeholders.

The Board Chair discussed:

- The highlights of the 2014-2017 Strategic Plan.
- The upcoming consultation session locations.

- That consultation comments will be compiled into a report and provided to the Board to assist in the development of the strategic plan.
- The importance of internal audits (as identified in the OAG report) and jurisdictional scans to support the services provided through the Manitoba apprenticeship and certification system.
- The importance of labour market forecasting and risk management strategies to ensure the apprenticeship and certification system is providing responsive training to the labour market needs.
- The Board will continue to align its goals and objectives with the government objectives.

The consultation is accessible online from September 11 to November 15, 2017. Over 400 stakeholders received the consultation invitations and questionnaire. Stakeholders were encouraged to participate in the consultation process by completing the Board's online questionnaire and or attending the various consultation sessions held throughout Manitoba.

Once the consultation period is closed, the information will be compiled into a report. The Board will review the results and determine the goals and objectives for the 2018-2021 Strategic Plan.

2017.10.05

NEW BUSINESS

5.1 Board Member Contact List

Members updated their information.

5.2 Standing Committee Vacancies

Each year the Board is mandated to review the membership of its Standing Committees. The Board members reviewed the composition of each Committee and approved the internal appointments.

Motion 2017.10.04 The Board motions to approve Standing Committee appointments.

***Consensus of 10 in favour 0 opposed 0 abstained
Carried.***

2017.10.06

BRANCH UPDATES

6.1 Harmonization Update

Harmonization updated deferred to the next scheduled Board meeting.

6.2 Awards of Distinction Gala Update

The 11th annual Apprenticeship Awards of Distinction Gala will be held on Thursday, November 2, 2017 at the RBC Convention Centre. The awards ceremony and dinner recognizes the outstanding contributions of employers, journeypersons and instructors in the Manitoba apprenticeship and certification system and the skilled trades.

2017.10.07

REGULATIONS FOR BOARD CHAIR SIGNATURES

7.1 Regulations for Board Chair Signature

The Chair signed the:

- Boom Truck Hoist, Mobile Crane and Tower Crane Operator Trade Regulation

2017.10.08

REGISTERED REGULATIONS / INFORMATION

8.1 Registered Regulations

The following regulations were registered:

- Automotive Painter Trade Regulation
- Boilermaker Trade Regulation
- Bricklayer Trade Regulation
- CNC Machinist Trade Regulation
- Machinist Trade Regulation
- Motor Vehicle Body Repairer (Metal and Paint) Trade Regulation
- Tool and Die Maker Trade Regulation

2017.10.09

FUTURE AGENDA ITEMS

9.1 Future Agenda Items

Identified agenda items to be discussed at future Board meetings:

- Board Strategic Plan for 2018-2021
- By-Law Amendments
- Standing Committee Terms of Reference

2017.10.10

CORRESPONDENCE / INFORMATION

10.1 Correspondence

No correspondence/information.

2017.10.11

CALENDAR EVENTS

11.1 Next Board Meeting – December 19, 2017

11.2 Upcoming Events:

- Oct 12 - Brandon Board Consultation Stakeholder Session
- Oct 16 - Winnipeg Board Consultation Stakeholder Session
- Oct 18 - Portage Board Consultation Stakeholder Session
- Oct 23 - Steinbach Board Consultation Stakeholder Session
- Oct 24 - Winkler Board Consultation Stakeholder Session
- Nov 2 - Awards of Distinction
- Nov 6-10 Apprenticeship Recognition Week
- Nov 7 - Thompson Board Consultation Stakeholder Session
- Nov 8 - Flin Flon Board Consultation Stakeholder Session
- Nov 9 - The Pas Board Consultation Stakeholder Session

2017.10.12

IN CAMERA (IF REQUIRED)

12.1 In Camera

Not requested.

2017.10.13

ADJOURN

13.1 Meeting adjourned at 2:47 p.m.

December 19, 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*