

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

DECEMBER 19, 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

AMEC Foster Wheeler and PRISM Economics Consultants

STAFF

Janes, Anne	Director, Training Standards and Legislation
Tetrault, Julia	Manager, Policy, Legislation and Board Operations
Peters, Janice	Board Coordinator
May, Vanessa	Policy Analyst

2017.12.01

OPENING

1.1 Call to Order

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

1.2 Approval of Agenda

Motion 2017.12.01 ***The Board motions to approve the December 19, 2017 agenda as written.***

Consensus of 10 in favour 0 opposed 0 abstained
Carried.

1.3 Approval of previous minutes

Motion 2017.12.02 ***The Board motions to approve the October 04, 2017 minutes as written.***

Consensus of 10 in favour 0 opposed 0 abstained
Carried.

2017.12.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

The Chair informed members that:

- AMEC Foster Wheeler and PRISM Economics consultants successfully met the Request for Quote requirement and will administer the Apprenticeship and Certification Board (Board) Governance Review. The consultants will be meeting with stakeholders and staff as part of the review process.
- The Board completed its online consultation survey and consultation sessions throughout the province and gathered valuable input from stakeholders. More than 500 responses to the consultation were received.
- The Chair met with Employment Standards Branch to discuss the Construction Industry Wage (CIWA) and to discuss how CIWA relates to and affects the wages outlined in apprenticeship trade regulations. CIWA was last updated in 2017.
- The Chair and the Executive Director met with the Minister of Education and Training to consult with government on the strategic plan and discuss their priorities and expectations. The Minister advised he had no specific direction for the Board but did want the plan to reflect the government's overall priorities:
 - Transparency
 - Value for money
 - Streamlining Services

- Outcomes
- Innovation
- Labour Market Information
- The Plumber Trade compulsory designation request is still in under review.
- The Chair, Executive Director and Apprenticeship staff met with Mechanical Contractors Association of Manitoba.
- There are two current 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.

2.2 Review of previous Board Meeting Evaluation

The Board reviewed the October 04, 2017 meeting evaluation feedback. The Chair indicated that the Governance Standing Committee will review the Board Meeting Evaluation process at a future meeting.

2.3 Executive Director's Update

The Executive Director informed members that:

- The Department of Education and Training continues to develop its strategic plan;
- Employees throughout the department recently underwent a job shadow exercise to learn how to improve services to our clients; and
- The Executive Director and the Director, Business Transformation met with the Atlantic Apprenticeship Directors to discuss the Apprenticeship Management System development.

2.4 Review of Action Sheet

The Board reviewed the completed action items from the October 04, 2017 Board meeting.

2017.12.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee

Motion 2017.12.03 ***The Nominating Standing Committee recommends that the Board accept the November 29, 2017 Record of Proceedings as written.***

***Consensus of 10 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.

Heavy Duty Equipment Technician

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Brett Hachkowski	Re-appointed	Chair	Urban	December 19, 2017-June 30, 2020
Phil Wilson	Re-appointed	Employer	Urban	December 19, 2017-June 30, 2020
Shane Walters	New appointment	Employer	Rural	December 19, 2017-June 30, 2020
Ryan McKelvey	New appointment	Employee	Urban	December 19, 2017-June 30, 2020
Luke Robinson	New appointment	Employee	Urban	December 19, 2017-June 30, 2020

Motion 2017.12.04 *The Board approves the listed individuals for appointment to the Heavy Duty Equipment Technician PAC.*

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

Refrigeration and Air Conditioning Mechanic – Residential

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Hendrix Mills	New appointment	Employee	Urban	December 19, 2017-June 30, 2020

Motion 2017.12.05 *The Board approves the listed individual for appointment to the Refrigeration and Air Conditioning Mechanic – Residential PAC.*

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

PAC Recruitment Strategy

The Nominating Standing Committee requested that an email and satisfaction survey be distributed to PACs to gather comments and suggestion on how to improve the PAC engagement. Board members supported the circulation of the Nominating Standing Committee letter and survey for distribution.

Motion 2017.12.06 *The Board accepts the Nominating Standing Committee recommendation to approve the letter and survey as written for distribution to PAC members.*

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

3.2 Program Standards Standing Committee (PSSC)

Motion 2017.12.07 ***The Program Standards Standing Committee recommends that the Board accept the December 06, 2017 Record of Proceedings as written.***

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

Construction Electrician

The Board identified the Construction Electrician trade regulation for regulatory review in the 2017-2018 Strategic Plan. The trade regulation was last revised in 2008.

The Provincial Advisory Committee (PAC) reviewed the trade regulation and made minor revisions to the definition section to reflect changes to the 2015 Red Seal Occupational Standard. The PAC conducted a consultation with industry stakeholders from September 05 to September 26, 2017. The consultation did not result in any comments or feedback. The PAC reaffirmed its decision and recommended the proposed trade regulation.

The Board discussed and supported the proposed changes to the regulation.

Motion 2017.12.08 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Construction Electrician Trade Regulation as written.***

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

Industrial Electrician

The trade of Industrial Electrician was identified in the 2017-2018 Strategic Plan for regulatory review. The trade regulation was last updated in 2008.

The Board was informed that the PAC reviewed the trade regulation and made minor revisions to the definition section to reflect the Industrial Electrician 2016 Red Seal Occupational Standard. The PAC conducted consultation with industry stakeholders from October 25 – November 17, 2017. The consultation did not result in any comments or feedback. The PAC reaffirmed its decision and recommended the proposed trade regulation.

The Board discussed and supported the proposed changes to the regulation.

Motion 2017.12.09 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Industrial Electrician Trade Regulation as written.***

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

Power Electrician

The Board identified the trade of Power Electrician in its 2017-2018 Strategic Plan for technical training development.

The Power Electrician PAC changed the associated standard name from Provincial Occupation Analysis to Provincial Occupational Standard (POS) to be consistent with the Red Seal Occupational Standard name.

In addition, the PAC reviewed the POS to ensure common core alignment across the electrical trades and ensure the tasks identified in the occupational standard are current with industry practices.

The PAC conducted industry consultation from June 14, 2017 to July 14, 2017 with the stakeholders who would be affected by any changes in the POS. Seven responses were received, which supported the proposed changes to the POS. The PAC determined to proceed with its recommendation.

The Board discussed and supported the proposed changes to the Power Electrician POS.

Motion 2017.12.10 *The Board accepts the Program Standards Standing Committee recommendation to approve the Power Electrician Provincial Occupational Standards as written.*

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

3.3 Community Liaison Standing Committee

No update.

3.4 Governance Standing Committee

Motion 2017.12.11 *The Governance Standing Committee recommends that the Board accept the December 08, 2017 Record of Proceedings as written.*

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

Designated Trainer

The Designated Trainer provision was identified for review as part of the 2017-2018 Strategic Plan, as the provision expires on March 01, 2018. The provision was previously reviewed and extended in September 2012.

A Designated Trainer is an experienced, but uncertified, tradesperson who is considered equivalent to a journeyman for the purpose of apprentice supervision in a voluntary trade. This option is particularly helpful for employers who wish to hire and train apprentices but who do not have a sufficient number of certified journeymen. It also provides flexibility to employers in rural and northern regions, where there may be a shortage of certified journeymen. In addition, a significant number of employers use designated trainers to supervise High School Apprenticeship Program apprentices.

During the Board consultation sessions to inform the Strategic Plan, many stakeholders indicated they were in favour of the provision and requested that the provision be extended.

The Board discussed the benefits and impacts of the designated trainer provision and approved-in-principle the extension of the designated trainer provision for five years.

Motion 2017.12.12 ***The Board accepted the Governance Standing Committee recommendation to extend the Designated Trainer Provision until March 1, 2023.***

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

Board 2018-2021 Strategic Plan Development

Under The Apprenticeship and Certification Act, the Board is required to develop a strategic plan that outlines its goals and objectives for the upcoming fiscal year.

The GSC Chair discussed the strategic planning process the GSC has been undertaking on behalf of the Board, and provided information on the consultation feedback and results.

Strategic Planning Exercise

The Board completed a Strategic Planning exercise to further refine the objectives for the development of the Strategic Plan for 2018-2023. Next steps will include design and finalization of the plan by Apprenticeship staff and the GS for review and approval at the next Board meeting.

2017.12.04 CONTINUING BUSINESS

4.1 AMS Fact Sheet

The Apprenticeship Management System Fact Sheet was distributed to the Board as information only.

4.2 KPMG Report and Summary

The KPMG Report and Summary on Manitoba's fiscal performance was distributed to the Board as information only.

2017.12.05 NEW BUSINESS

5.1 No new business

2017.12.06 BRANCH UPDATES

6.1 No updates

2017.12.07 REGULATIONS FOR BOARD CHAIR SIGNATURES

7.1 Regulations for Board Chair Signature

The Chair signed the:

- Power Electrician Trade Regulation

2017.12.08 REGISTERED REGULATIONS / INFORMATION

8.1 No registered regulations

2017.12.09 FUTURE AGENDA ITEMS

9.1 Future Agenda Items

Identified agenda items to be discussed at future Board meetings:

- Board Strategic Plan
- By-Law Amendments
- Standing Committee Terms of Reference
- Governance Review

2017.12.10

CORRESPONDENCE / INFORMATION

10.1 Correspondence

Correspondence from the Winnipeg Construction Association was distributed to the Board as information only.

2017.12.11

CALENDAR EVENTS

11.1 Next Board Meeting – To be determined

11.2 Upcoming Events:

No upcoming events

2017.10.12

IN CAMERA (IF REQUIRED)

12.1 In Camera

Not requested.

2017.10.13

ADJOURN

13.1 Meeting adjourned at 3:43 p.m.

14 March, 2018

***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***