

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100- 111 LOMBARD AVENUE**

**MARCH 14, 2018**

**BOARD MEMBERS**

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

**REGRETS**

Harris, Bruce	Employee Representative
Sine, Geoff	Employer Representatives

**ABSENT**

Keeper, Michael	Employee Representative
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**GUESTS**

**STAFF**

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



**2.3 Executive Director's Update**

**Closed.**

The Executive Director:

- Informed the members that the Canadian Council of Directors of Apprenticeship (CCDA) requested that each jurisdiction select two journeyperson representatives and two apprentices representative to attend its conference in April 2018. Board members were asked to identify ideal candidates for consideration.
- Advised that the Minister of Education and Training is reviewing the Plumber compulsory feasibility study. Industry stakeholders are encouraged to submit supporting documents by March 31, 2018.
- That the Board's Governance Review is scheduled to be completed by March 31, 2018. Results will be shared with the Board by the next scheduled Board meeting.
- That the Provincial Budget information that was released on March 15, 2018 will be circulated to Board members.
- Updated Board members of recent staffing changes:
  - Jan Forester has accepted the position of the Deputy Minister of Municipal Relations
  - Lesley McFarlane has accepted the position of Assistant Deputy Minister of Municipal Relations
  - Colleen Kachulak has been appointed the Acting, Assistant Deputy Minister of Education and Training
  - Cordella Friesen will be the Interim Director of Apprenticeship Manitoba

**2.4 Review of Action Sheet**

**Closed.**

The Board reviewed the completed action items from the December 19, 2017 Board meeting.

**2018.03.03 COMMITTEE REPORTS**

**3.1 Nominating Standing Committee**

**Closed.**

**Motion 2018.03.03**     ***The Nominating Standing Committee recommends that the Board accept the February 28, 2018 Record of Proceedings as written.***

***Consensus of 8 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.

**Agricultural Equipment Technician**

**Closed.**

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Roger Vermette	Re-appointed	Chair	Rural	March 14, 2018-June 30, 2021
Trisha Evans	Re-appointed	Employer	Rural	March 14, 2018-June 30, 2021
Terry English	New appointment	Employer	Rural	March 14, 2018-June 30, 2021
Andrew Zenz	New appointment	Employee	Rural	March 14, 2018-June 30, 2021
Scott Unrau	Re-appointed	Employee	Rural	March 14, 2018-June 30, 2021

**Motion 2018.03.04**     **The Board approves the listed individuals for appointment to the Agricultural Equipment Technician PAC.**

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

**Sheet Metal Worker**

**Closed.**

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Kevin Melsted	Reappointed	Chair	Urban	March 14, 2018-June 30, 2021
Trevor Kubic	Reappointed	Employer	Urban	March 14, 2018-June 30, 2021
Robert Greenwood	New appointment	Employer	Rural	March 14, 2018-June 30, 2021
Will Truman	New appointment	Employee	Urban	March 14, 2018-June 30, 2021
Doug Munro	New appointment	Employee	Urban	March 14, 2018-June 30, 2021

**Motion 2018.03.05**     **The Board approves the listed individuals for appointment to the Sheet Metal Worker PAC.**

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

**Steamfitter-Pipefitter**

**Closed.**

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Tim Furlong	Re-appointment	Chair	Urban	March 14, 2018-June 30, 2021
Lawrence Allan	Re-appointment	Employer	Urban	March 14, 2018-June 30, 2021
Leo Gratton	New appointment	Employer	Urban	March 14, 2018-June 30, 2021
Jaycen Goodman	New appointment	Employee	Urban	March 14, 2018-June 30, 2021
Adam Lachuta	New appointment	Employee	Urban	March 14, 2018-June 30, 2021

**Motion 2018.03.06**     **The Board approves the listed individuals for appointment to the Steamfitter-Pipefitter PAC.**

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

**Refrigeration and Air Conditioning Mechanic – Residential  
Closed.**

The Board discussed the composition of the Refrigeration and Air Conditioning Mechanic – Residential PAC.

**PAC Recruitment Strategy**

The Board approved the PAC Engagement Survey for consultation for distribution at its December 19, 2017 meeting. The consultation was accessible online from January 08 – 19, 2018.

The survey results indicated that:

- A 23 % response rate
- 42 % of respondents are satisfied or very satisfied (4-5)
- 31 % are not satisfied (1-2)
- 50 % said they believed they would be contributing more, while 27 % anticipated that they would have less participation
- Respondents wanted more PAC meetings, apprenticeship updates and better communication from the Board (in-person meetings or through newsletters)
- Respondents want to provide more input to the Board related to their trade

The NSC Chair will share the survey results with the PACs. Board determined that its approved minutes will be circulated with PAC members with the inclusion of Board activities.

**3.2 Program Standards Standing Committee (PSSC) Closed.**

**Motion 2018.03.07**      *The Program Standards Standing Committee recommends that the Board accept the February 28, 2018 Record of Proceedings as written.*

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

**Landscape Horticulturist Technical Training Closed.**

The Board identified the Landscape Horticulturist technical training for review in its 2015-2016 Strategic Plan. The CCDA also identified the Landscape Horticulturist technical training for harmonization. As part of the initiative, the term of apprenticeship was increased to four levels (1500 technical training/practical hours per level) from three levels (1700 technical training/practical hours per level). Each jurisdiction revised its program to reflect the harmonization efforts.

The Provincial Advisory Committee (PAC) conducted its regulated consultation guide requirement with stakeholders during January – February 2018.

Board members inquired if industry supported the proposed changes.

The Board was informed that:

- Industry stakeholders supported the proposed changes.
- Apprentices who are currently in the Landscape Horticulturist program will complete the program.
- New apprentices will enter into the new program.

The Board discussed and supported the proposed changes to the technical training.

**Motion 2018.03.08**     ***The Board accepts the Program Standards Standing Committee recommendation to approve the Landscape Horticulturist technical training as written.***

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

### **Landscape Horticulturist Trade Regulation**

**Closed.**

The Board identified the Landscape Horticulturist trade regulation for regulatory review in its 2017 - 2018 Strategic Plan.

Board members reviewed the draft trade regulation and inquired how the wages are established. It was reaffirmed that the wages are derived from the minimum wage, as the Landscape Horticulturist journeyman rate is not prescribed in the Construction Industry Wage Act.

The Board supported the proposed recommendation.

**Motion 2018.03. 09**     ***The Board accepts the Program Standards Standing Committee recommendation to approve the Landscape Horticulturist Trade Regulation as written.***

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

### **3.3 Community Liaison Standing Committee (CLSC)**

**Motion 2018.03.10**     ***The Community Liaison Standing Committee recommends that the Board accept the February 08, 2018 Record of Proceedings as written.***

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

### **European School and Trade of Electrologist Discussion**

Electrologist is a provincial compulsory certification trade that consists of one level of 12 months and 1,000 hours of practical training and technical experience. It was noted that two certificates of qualification were issued within the last five years.

The Board was informed that the CLSC met with an Electrologist stakeholder who raised concerns that there were not enough journeypersons within the trade to train apprentices. The CLSC informed the stakeholder that Board will review the matter further. A thank you letter was mailed to the stakeholder.

### **Trade Designation Guide and Application**

The Board reviewed the revised Trade Designation Guide and Application and made minor revisions which will be incorporated into the final document.

***Motion 2018.03.11    The Community Liaison Standing Committee recommends that the Board accept the Trade Designation Guide and Application as amended.***

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

### **Baker Industry Trade Designation Request**

The Baker industry submitted a trade designation application in 2017. The applicants stated that the industry needs to designate the trade in Manitoba to give Manitoban Bakers the opportunity to gain Red Seal certification in the trade, allowing Manitoban Bakers to be competitive in the labour market within Manitoba and across Canada.

During the April 2017 meeting, the applicants advised the CLSC that a training program was already established in Manitoba.

The CLSC requested that applicants demonstrate industry support by submitting endorsement letters from the broader industry. The applicants provided a few letters in support of the designation of the Baker trade.

The Board members had a robust discussion regarding the Baker trade and deliberated over:

- The possibility of obtaining the certificate of qualification through the trade qualifications process (similar to the Atlantic Provinces).
- How to regulate the trade and if any special provisions would be needed within the trade regulation.
- The training program.

The Board determined that:

- Industry representatives indicated that, development of apprenticeship training program would not be required. Individuals can complete training through the existing diploma programs and on-the-job training through the colleges.
- Manitoba could provide access to certification for experienced tradespersons by allowing tradespeople to challenge the certification examination through the trades qualification process (similar to Atlantic Canada)
- The trade regulation would indicate that the certificate of qualification could only be obtained through trade qualification. Bakers can access the Red Seal examination through the existing trade qualification application process.

The majority of the Board supported the recommendation to designate the Baker trade, as it would allow Manitoba Bakers to access Red Seal certification, which can provide a competitive advantage in the growing labour market in Manitoba and other jurisdictions. One member opposed the decision to designate the trade, and recommended that additional letters from larger industry stakeholders be provided before the trade becomes designated in Manitoba.

***Motion 2018.03.12    The Community Liaison Standing Committee recommends that the Board designate the Trade of Baker within the province of Manitoba through trade qualification designation only.***

***Consensus of 7 in favour      1 opposed      0 abstained  
Carried.***

#### **3.4    Governance Standing Committee**

***Motion 2018.03.13    The Governance Standing Committee recommends that the Board accept the January 08, 2018 and February 08, 2018 Record of Proceedings as written.***

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

#### **Finalization of the Board's Strategic Plan 2018-2023**

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 Board reviewed the 2018-2023 Strategic Plan final draft and made revisions that will be incorporated into the final document that will be submitted to the Minister of Education and Training on March 31, 2018.

**Motion 2018.03.14**     *The Governance Standing Committee recommends that the Board accept the 2018-2023 Apprenticeship and Certification Board Strategic Plan as amended.*

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

## 2018.03.04                      CONTINUING BUSINESS

### 4.1     **Designated Trainer Provision**

The Board electronically approved The Apprenticeship and Certification - General Regulation (Designated Trainer). The Vice-Chair signed the General Regulation on behalf of the Board Chair.

The Apprenticeship and Certification - General Regulation (Designated Trainer), was submitted to the Minister of Education and Training for review and approval. The Minister approved the document, which will be ratified in the following weeks.

## 2018.03.05                      NEW BUSINESS

### 5.1     **The Status of Women in Manitoba**

The Manitoba Women’s Advisory Council released a report called “The Status of Women in Manitoba”, on March 08, 2018. The report focused on four sections, which entailed education, employment, health and violence against women. In particular, the report discussed female apprentices with data provided by Apprenticeship Manitoba.

The Board has a robust discussion of the financial federal dollars that will be allocated to address pay equality and education for women over the next five years. The Federal government is also working with the provinces on how to allocate the federal dollars to female apprentices.

The Board reiterated its commitment to increase women's participation in the non-traditional trades.

## 2018.03.06                      BRANCH UPDATES

### 6.1     No updates

## 2018.03.07                      REGULATIONS FOR BOARD APPROVAL & CHAIR SIGNATURES

### 7.1     **Regulations for Board Approval and Chair Signature**

#### **Construction Electrician Trade Regulation**

The Board reviewed and approved the Construction Electrician Trade Regulation.

**Motion 2018.03.15**    *The Board accept the Construction Electrician Trade Regulation as written.*

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

Regulation signed by Board Chair.

### **Industrial Electrician Trade Regulation**

The Board reviewed and approved the Industrial Electrician Trade Regulation.

**Motion 2018.03.16**    *The Board accept the Industrial Electrician Trade Regulation as written.*

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

Regulation signed by Board Chair.

## **2018.03.08**

### **REGISTERED REGULATIONS / INFORMATION**

**8.1**    No registered regulations

## **2018.03.09**

### **FUTURE AGENDA ITEMS**

**9.1**    **Future Agenda Items**

Identified agenda items to be discussed at future Board meetings:

- Board Strategic Plan
- By-Law Amendments
- The Status of Women in Manitoba Report
- Standing Committee Terms of Reference
- Governance Review

## **2018.03.10**

### **CORRESPONDENCE / INFORMATION**

**10.1**    **Correspondence**

No correspondence.

## **2018.03.11**

### **CALENDAR EVENTS**

**11.1**    **Next Board Meeting – June 2018**

**11.2 Upcoming Events:**

Highest Achievement Awards – April 19, 2018

**2018.03.12 IN CAMERA (IF REQUIRED)**

**12.1 In Camera**

Board Chair requested in camera session.

**2018.03.13 ADJOURN**

**13.1 Meeting adjourned at 3:50 p.m.**

**June 21, 2018**

**Original signed by**

**Original signed by Anne Janes  
for**

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*Date approved by the  
Apprenticeship and  
Certification Board*

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*Ken Webb, Chair  
Apprenticeship and  
Certification Board*

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*Cordella Friesen, Secretary  
Apprenticeship and  
Certification Board*