

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100- 111 LOMBARD AVENUE**

**JUNE 20, 2018**

**BOARD MEMBERS**

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Harris, Bruce	Employee Representative
Janes, Anne	Acting Secretary and Ex-Officio Member
McInerney, Betty	Employer Representative
Miller, Harvey	Employer Representatives
Roe, Karen	Employer Representatives
Sine, Geoff	Employer Representatives
Sloane, Bruce	Public Interest
Webb, Ken	Chair

**REGRETS**

Garet, Laura	Public Interest
Munro, Colleen	Employer Representative

**ABSENT**

Keeper, Michael	Employee Representative
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**GUESTS**

**STAFF**

Janzen, Sacha	Acting Manager of Policy, Legislation and Board Operations
May, Vanessa	Policy Analyst
Peters, Janice	Board Coordinator

**2018.06.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:15 a.m.

**1.2 Approval of Agenda**

**Closed.**

**Motion 2018.06.01**

***The Board motions to approve the June 20, 2018 agenda as amended.***

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

**1.3 Approval of previous minutes**

**Closed.**

**Motion 2018.06.02**

***The Board motions to approve the March 14, 2018 minutes as written.***

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

**2018.06.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Informed the Board that he attended the two-day Canadian Council of Directors of Apprenticeship (CCDA) conference, which was held in Montreal, QC. Various presentations were given on the following topics:
  - Statistics Canada National report on Apprentices.
  - Labour market supply and demand of skilled trade workers.
- Advised the board that the Plumber Trade compulsory designation request is still under review.
- Discussed current Board vacancies and upcoming Board positions that will be up for renewal in June 2018. The Minister will appoint individuals into the vacant positions based on applications received and recommendations made by the Agencies, Boards and Commissions.
- Stated that the Minister approved the Board's 2018-2023 Strategic Plan.
  - The 2018-2023 Strategic Plan was electronically distributed to industry stakeholders and Provincial Advisory Committee (PAC) members.
  - Industry stakeholders indicated interest in the new Board strategic plan and look forward to future Board activities.

**2.2 Review of previous Board Meeting Evaluation** **Closed.**  
The Board reviewed the March 14, 2018 meeting evaluation results and comments.

**2.3 Executive Director’s Update** **Closed.**

The Acting Secretary Member:

- Informed the Board of Apprenticeship Manitoba staffing changes.
- Advised that Technical Training Registration Week begins on June 14, 2018.
- Provided an update on actions taken to address the Office of the Auditor Generals Report recommendations.
- Noted that a by-election will be held on July 17, 2018. As such, The Elections Financing Act restricts government departments from making public announcements and/or distributing communications during the blackout period. Any announcements or communications will take place after July 17, 2018.
- Informed the Board that the Government re-assigned the responsibility of designating occupations to the Apprenticeship and Certification Board.

**2.4 Review of Action Sheet** **Closed.**

The Board reviewed the completed action items from the March 14, 2018 Board meeting.

**2018.06.03 COMMITTEE REPORTS**

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

**Motion 2018.06.03** *The Program Standards Standing Committee recommends that the Board accept the May 29, 2018 and June 15, 2018 Record of Proceedings as written.*

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

**Automotive Service Technician** **Closed.**

The Board identified the Automotive Service Technician technical training for review in its 2017 - 2018 Strategic Plan. The CCDA also identified the Automotive Service Technician technical training for harmonization.

A three-year delay in updating the technical training occurred as the Automotive Service Technician Provincial Advisory Committee (PAC) remains un-constituted, while recruitment efforts are being made to fill the one employee vacancy. An Automotive Service Technician Industry Working Group was established and met on February 8, 2018. The Industry Working Group reviewed the proposed technical training in consideration of harmonization sequencing, Manitoba industry needs, and expected technological/industry requirements. The Industry Working Group proposed that the technical training, maintain a four-level 8-8-6-6 technical training sequence.

In line with the Board's June 14 2017 decision, where the inability to constitute a PAC is delaying processes to update trades, the recommendation of an Industry Working Group in combination with industry consultations, can be used to reach a decision. The consultation guide was distributed to industry stakeholders from April 3 to 27, 2018. During that time, six responses were received and reviewed by the Industry Working Group for further consideration. Most comments submitted were questions related to class seat availability and the ability to progress the program. Industry Working Group members reaffirmed their proposed recommendation. The technical training will be implemented at the colleges in 2019, if the Board approves the recommendation.

The Board was in favour of the Program Standards Standing Committee recommendation.

**Motion 2018.06.04**      ***The Board accepts the Program Standards Standing Committee recommendation to approve the Automotive Service Technician technical training as written.***

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

**Refrigeration Air Conditioning Mechanic Trade Regulation** **Open.**

The Board identified Refrigeration Air Conditioning Mechanic for regulatory review in its 2017 - 2018 Strategic Plan as a carry over trade. The trade regulation is currently under review by the PAC and will be brought forward to the Board for review at a later date.

**3.2 Nominating Standing Committee** **Closed.**

**Motion 2018.06.05**      ***The Nominating Standing Committee recommends that the Board accept the May 30, 2018, 2018 Record of Proceedings as written.***

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

**Esthetician** **Open.**

The Nominating Standing Committee deferred the Esthetician PAC appointment review to the next scheduled Board meeting, due to recruitment challenges.

**PAC Appointments**

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.

**Insulator (Heat and Frost)**

**Closed.**

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Ian Neufeld	New appointment	Chair	Urban	June 20, 2018-June 30, 2021
Jared Burton	Reappointed	Employer	Urban	June 20, 2018-June 30, 2021
Robert Gray	New appointment	Employer	Urban	June 20, 2018-June 30, 2021
Scott Ostroman	New appointment	Employee	Urban	June 20, 2018-June 30, 2021
Ken Schindel	New appointment	Employee	Urban	June 20, 2018-June 30, 2021

**Motion 2018.06.06**     *The Board approves the listed individuals for appointment to the Insulator (Heat and Frost) PAC.*

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

**Sprinkler System Installer**

**Closed.**

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Trevor Busch	Re-appointment	Chair	Urban	June 20, 2018-June 30, 2021
Aaron Jackson	New appointment	Employer	Rural	June 20, 2018-June 30, 2021
Mike Kemerle	New appointment	Employer	Urban	June 20, 2018-June 30, 2021
Paul Jonker	New appointment	Employee	Urban	June 20, 2018-June 30, 2021
Brian Slobodian	New appointment	Employee	Urban	June 20, 2018-June 30, 2021

**Motion 2018.06.07**     *The Board approves the listed individuals for appointment to the Sprinkler System Installer PAC.*

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

**Establish the Baker PAC**

**Closed.**

On March 14, 2018, the Board designated the trade of Baker. As such, a PAC will be needed to validate and weigh tasks against the Red Seal Occupational Standards and develop the trade regulation for Board and Ministerial approval. The Board was in favour of the standing committee's recommendation and motioned to establish the Baker PAC. Recruitment efforts will begin once the by-election communications black out period ends on July 18, 2018.

**Motion 2018.06.08**      **The Board approves to establish the Baker PAC.**

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

**PAC Recruitment Strategy**

**Closed.**

The Board reviewed and discussed a standing list of constituted and un-constituted PACs. It was noted that due to recruitment efforts, most PACs whose trades were identified on the strategic plan have been re-constituted and are able to meet. Additional recruitment efforts will be made on the Automotive Repairer, Motor Vehicle Body Repairer, Truck and Transport PACs, as the trades have been identified for harmonization review.

**PAC Engagement and Next Steps**

**Closed.**

The Board discussed options to increase PAC engagement. Approved Board minutes will be electronically distributed to PAC members, to inform committee members of Board activities.

**3.3 Governance Standing Committee**

**Closed.**

**Motion 2018.06.09**      **The Governance Standing Committee recommends that the Board accept the May 07, 2018 Record of Proceedings as written.**

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

**2017-2018 Board Annual Report**

**Closed.**

The Board:

- Reviewed and discussed the 2017-2018 Annual Report.
- Requested that further discussion regarding completion rates take place at a future meeting.
- Discussed Manitoba's apprenticeship completion rates compared to other provinces

Board members requested that members submit final revisions to Branch staff by June 18, 2018. Final approval would be achieved by electronic approval.

**3.4 Community Liaison Standing Committee (CLSC)**

No report.

**2018.06.04 CONTINUING BUSINESS**

**4.1 Governance Review**

In camera session.

**2018.06.05 NEW BUSINESS**

**5.1 New Business**

No new business identified.

**2018.06.06 BRANCH UPDATES**

**6.1 No updates**

**2018.06.07 REGULATIONS FOR BOARD APPROVAL & CHAIR SIGNATURES**

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

**Landscape Horticulturist Trade Regulation**

The Board reviewed and approved the Landscape Horticulturist Trade Regulation.

**Motion 2018.06.10**     *The Board accept the Landscape Horticulturist Trade Regulation as written.*

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

Regulation signed by Board Chair.

**2018.06.08 REGISTERED REGULATIONS / INFORMATION**

**8.1 No registered regulations**

**2018.06.09 FUTURE AGENDA ITEMS**

**9.1 Future Agenda Item**

Identified agenda items to be discussed at future Board meetings:

- Measuring apprenticeship completion rates
- Supervision
- By-Law Amendments
- The Status of Women in Manitoba Report
- Standing Committees Terms of Reference
- Automotive Repairer/Motor Vehicle Body Repairer Technical Training
- Esthetician Regulatory and Technical training
- Hairstylist Regulatory and Technical training
- Insulator (Heat and Frost) Regulatory and Technical training
- Plumber Technical training

- Sheet Metal Worker Regulatory and Technical training
- Sprinkler System Installer Regulatory and Technical training
- Refrigeration Air Conditioning Mechanic Regulatory and Technical training
- Steamfitter-Pipefitter Regulatory and Technical training

**2018.06.10 CORRESPONDENCE / INFORMATION**

**10.1 Correspondence**

**Boom Truck Hoist, Mobile Crane and Tower Crane Operator Letter**

The Education and Training Department responded to a Boom Truck Hoist, Mobile Crane and Tower Crane Operator inquiry regarding the recent regulatory changes. The Branch was directed to respond to the stakeholder's inquiry.

**2018.06.11 CALENDAR EVENTS**

**11.1 Next Board Meeting:** September/October 2018

**11.2 Upcoming Events:** No upcoming events.

**2018.06.12 IN CAMERA (IF REQUIRED)**

**12.1 In Camera**

Board Chair requested in camera session.

**2018.06.13 ADJOURN**

**13.1** Meeting adjourned at 4:15 p.m.

*October 23, 2018*

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*Date approved by the  
Apprenticeship and  
Certification Board*

*Original signed by*

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

*Original signed by Anne Janes  
on behalf of*

\_\_\_\_\_  
*Cordella Friesen, Secretary  
Apprenticeship and  
Certification Board*