

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**JUNE 17, 2020**

**BOARD MEMBERS**

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Paul, Carol	Employer Representative
Roe, Karen	Employer Representative
Sine, Geoff	Employer Representative
Sloane, Bruce	Public Interest
Stecy, Ron	Employee Representative
Peelaers, Neil	Apprentice Representative

**REGRETS**

Garet, Laura	Public Interest
Guilbault, Rick	Employer Representative
Stark, Ted	Employee Representative

**ABSENT**

**GUESTS**

**STAFF**

May, Vanessa	Acting Manager, Policy, Legislation and Board Operations
Peters, Janice	Board Coordinator
Foster, Brian	Business Analyst

**2020.06.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:18 a.m. and welcomed Neil Peelaers, the new Apprentices Representative to the Apprenticeship and Certification Board (Board).

**1.2 Approval of Agenda**

**Closed.**

**Motion 2020.06.01**

***The Board motions to approve the June 17, 2020 agenda as written.***

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

**1.3 Approval of previous minutes**

**Closed.**

**Motion 2020.06.02**

***The Board motions to approve the April 17, 2020 minutes as written.***

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

**2020.06.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Informed the Board that he participated in the IPAC meeting.

**2.2 Review of previous Board Meeting Evaluation**

**Closed.**

The Board reviewed the April 17, 2020 meeting evaluation results and comments.

**2.3 Executive Director's Update**

**Closed.**

The Executive Director advised Board members that:

- The Branch has faced challenges to deliver technical training during the COVID-19 pandemic, but has continued to deliver training, where possible, during COVID-19;
- Manitoba continues to be proactive and find innovative ways of offering technical training during the pandemic;
- Technical training registration week will take place in July 2020. Apprentices can register online or by phone during the COVID-19 pandemic; and
- The Branch is in the process of scheduling exams beginning in July 2020, in accordance of the health authority directives.

**2.4 Review of Action Sheet Closed.**

The Board reviewed the action items from the April 17, 2020 Board meeting.

**2020.06.03 COMMITTEE REPORTS**

**3.1 Nominating Standing Committee (NSC) Closed.**

No report.

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

No report.

**3.3 Community Liaison Standing Committee (CLC) Closed.**

***Motion 2020.06.08 The Board approves the Community Liaison Standing Committee May 12, 2020 Record of Proceedings as written.***

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

**Employer Engagement**

The Board members reviewed the MNP's Employers Engagement Strategy presentation and the Target Groups Advisory Committee (TGAC) Report and discussed methods to engage industry employers. The Board determined that it is important to consider the TGAC results in the development of its strategy to promote the inclusion of Indigenous persons, women and youth in the trades while developing an engagement action plan with employers.

Board members recognized that the Board could leverage its industry relationships to develop, maintain, and engage with target groups and urban, rural and northern employers to expand and educate employers in hiring apprentices, especially from the the under-represented groups. Some Board members mentioned the challenges involved in keeping apprentices and/or journeypersons in northern communities.

Some Board members reiterated that the Board should participate in industry functions to provide employers with more information about the apprenticeship and certification system.

The CLC will focus on developing a living calendar that would capture industry events that Board members may attend to present and engage stakeholders.

**3.4 Governance Standing Committee (GSC)**

**Closed.**

**Motion 2020.06.09**      ***The Board approves the Governance Standing Committee May 15, 2020 Record of Proceedings as written.***

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

**2019-2020 Annual Report**

The Board reviewed and approved the draft 2019-2020 Annual Report. The Board was informed that the report will be presented to the Minister on August 01, 2020 as prescribed in The Apprenticeship and Certification Act. The Minister will table the 2019-2020 Annual Report in the legislative assembly in the fall.

**Motion 2020.06.10**      ***The Board approves the the May 15, 2020 Record of Proceedings as written.***

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

**The Trade Listing**

The Board reviewed a trade list that identified 21 trades for technical training review and eight trades for regulatory review. The Board approved the trade list.

**Motion 2020.06.11**      ***The Governance Standing Committee recommends that the Board approve the 2020-21 trade list as written.***

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

**Development of Board Key Performance Indicators (KPIs)**

Apprenticeship Manitoba's Business Analyst joined the meeting to provide a presentation to the Board on proposed Key Performance Indicators (KPIs) related to the Board's 2018-2023 Strategic Plan. The Business Analyst noted that in 2017, the Office of the Auditor General (OAG) released its report on the Management of Manitoba's Apprenticeship Program. The report provided a recommendation which stated that the Board should create performance targets for its goals and objectives to effectively oversee the apprenticeship and certification system. In response to the recommendation, the GSC met with the Business Analyst to establish the KPIs.

The Business Analyst presented the following information to the Board:

- Historical reasons for KPIs
- The meaning of KPIs

- How to apply the KPIs to the Board’s 2018-2023 Strategic Plan goals and objectives
  - KPIs can be developed using quantifiable for measures for six of the identified priorities, including:
    - Increase the participation of underrepresented groups in the apprenticeship system
    - Increase industry engagement in apprenticeship
    - Increase apprenticeship participation in rural and northern areas
    - Provide an exceptional client experience
    - Promote youth participation in apprenticeship
    - Increase apprentice progression and improve certification exam success
  - Four of the recognized priorities that either don’t require KPIs or would require further discussion to strategize how to measure KPIs include:
    - Develop flexible training models
    - Ensure a risk-based approach to quality assurance
    - Use timely, evidence-based decision making to align outcomes with industry and labour market needs
    - Drive updates to Red Seal and provincial trade standards

The Board decided to adopt the identified KPIs but determined that more discussion regarding the “ensure a risk-based approach to quality assurance” priority would be required before a decision on a specific course of action could be identified for that particular KPI.

Branch staff informed the Board that the completed KPIs would be recorded in Apprenticeship Manitoba’s report back to the OAG on its progress to complete the recommendations.

**Motion 2020.06.12**      *The Board approves the proposed Key Performance Indicators that have been developed to measure the success of achieving the goals that have been set out in its 2018-2023 Strategic Plan.*

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

**2020.06.04      CONTINUING BUSINESS**

4.1      NIL report.

**2020.06.05      NEW BUSINESS**

5.1      NIL report. **Closed.**

**2020.06.06      BRANCH UPDATES**

6.1      NIL report. **Closed.**

**2020.06.07 REGULATIONS FOR BOARD SIGNATURE**

**7.1** NIL report.

**Closed.**

**2020.06.08 REGISTERED REGULATIONS / INFORMATION**

**8.1** No recently registered regulations.

**2020.06.09 FUTURE AGENDA ITEMS**

**9.1 Future Agenda Item**

Identified agenda items to be discussed at future Board meetings:

- Employer Engagements
- Standing Committees' Terms of Reference

**2020.06.10 CORRESPONDENCE / INFORMATION**

**10.1 Correspondence**

No correspondence.

**2020.06.11 CALENDAR EVENTS**

**11.1 Next Board Meeting**

The next anticipated meeting is October 21, 2020

**11.2 Upcoming Events:**

- Highest Achievement Awards – to be determined
- Apprenticeship Month – November 2020
- Awards of Distinction  
November 10, 2020  
RBC Convention Centre

**2020.06.12 IN CAMERA (IF REQUIRED)**

**12.1 In Camera (NIL)**

2020.06.13

ADJOURN

**13.1** Meeting adjourned at 11:37 a.m.

**December 16, 2020**

**Original signed by**

**Original signed by**

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*Date approved by the  
Apprenticeship and Certification Board*

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*Harvey Miller, Chair  
Apprenticeship and Certification Board*

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*David McCutcheon, Secretary  
Apprenticeship and Certification Board*