

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

April 09, 2025

BOARD MEMBERS

Castel, Ron	Employee Representative
Henry, Shawn	Employer Representative
Herntier, Warren	Employee Representative
Laycock, Glenn	Employee Representative
Lavallee, Meghan	Secretary
Novo, Davide	Employer Representative
Palson, Tanya	Chair
Paul, Carol	Employer Representative
Poirier, Kevin	Training Provider Representative
Sharma, Aarti	Employee Representative
Taran, Chris	Public Interest Representative

REGRETS

ABSENT

GUESTS

STAFF

Bezdziety, Jodie	A/Manager, Policy, Legislation and Board Operations
Chung, Gabriel	Manager, Training Standards Unit
Lather, Poonam	Communications and Board Coordinator

2025.04.01

OPENING AND ARISING FROM THE MINUTES

1.1 Call to Order

The Chair called the meeting to order at 10:51 a.m.

1.2 Approval of Agenda

Closed.

Motion 2025.04.01 ***The Apprenticeship and Certification Board (Board) motions to approve the April 09, 2025, agenda as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

1.3 Approval of Previous Minutes

Closed.

Motion 2025.04.02 ***The Board motions to approve the December 12, 2024 minutes as written.***

Consensus of 7 in favour 0 opposed 1 abstained
Carried.

2025.04.02

UPDATES FROM THE CHAIR AND DEPARTMENT

2.1 Board Chair Update

Closed.

The Chair:

- Welcomed the Board members.
- Invited Board members to attend the Highest Achievement Award ceremony on May 1, 2025, at the Manitoba Legislative Building.
- Will attend the upcoming Interprovincial Alliance of Board Chairs of Canada (IPA) meeting and the national Skills Canada competition in Regina, Saskatchewan in May 2025.
- Provided an update on a meeting with the applicants for Pet Groomers designation.

2.2 Executive Director Update

Closed.

Executive Director provided Board members the following updates:

- CCDA: Meeting May 28, 2025, in Regina. Possibility of discussion on harmonization at Forum of Labour Market Ministers (FLMM).
- The Annual Report will be presented to the Board at the June meeting. It is due to the Minister by July 31, there after to be tabled in Legislative Assembly by end of September.
- Callout e-mails have been sent for the recruitment of Sector Committees and Industry Working Groups. Information sheets and recruitment materials are being finalized and will be on the new website.

- The branch is currently working to fill outstanding vacancies, specifically in the Policy Unit along with Operations Clerks.
- Save the date:
 - Highest Achievement Awards: May 1, 2025.
 - Awards of Distinction (AOD): November 27, 2025. Board members are invited as VIP guests to this celebratory event recognizing excellence in trades.

2.3 Review of Previous Board Meeting Evaluation

Closed.

It was noted that only a few members responded to the evaluation, and greater participation was encouraged. It was noted that the minutes were received one week prior to the meeting for sufficient review time. The Board requested exploring alternative digital methods for sharing meeting documents to reduce paper usage and address technical issues with large data files.

2025.04.03

COMMITTEE REPORTS AND DISCUSSION/DECISION ITEMS

3.1 Sector Committee – Meetings and Communication

Closed.

- The A/Manager of Policy, Legislation, and Board Operations briefed the Board on recent discussions within the Sector Committees.
 - As per the Board's suggestion to improve two-way communication between the Board and the Sector Committees, it was shared at the spring 2025 meetings with Sector Committee members that the Board will receive the meeting minutes after they are approved by their respective committees.
 - The committee members were also informed that the Board/Apprenticeship Manitoba may continue to provide the Sector Committees with timely discussion topics for industry perspectives, and summaries will be provided back to the Board.
- The Board will discuss potential questions for the fall Sector Committee meetings during the June 2025 meeting. It was noted to communicate at the fall meetings that Sector Committees can share information to the Board by using the Board's email, or through the Apprenticeship Manitoba representative staff at the meetings.
- The Board requested high-level sector specific program statistics for the next meeting.
- It was noted that if timely feedback was required from Sector Committees regarding the apprenticeship and certification system review, a special meeting could be convened to engage with Sector Committees.

3.2 Sector Committee –Membership

Closed.

The A/Manager of Policy, Legislation, and Board Operations advised the Board that based on the direction from the Board at the December 2024 meeting, all the Sector Committee members were sent re-appointment interest letters. While most of them have accepted the re-appointment, four members (one each from Construction, Manufacturing, Transport and Mechanical / Electrical) have decided otherwise leaving fifteen vacancies in total over the five committees. A callout was made for applications in March 2025, and thirteen applications were received.

The Board approved five applicants (one each in Construction and Mechanical / Electrical and three in Service) with three-year term. Four applicants were approved for waitlist (as corresponding committees did not have vacancies), three are on hold and require additional information. One

applicant was not eligible as per membership criteria. Board requested for a special callout to attract participation for the Service Committee from food and beverage or food related tourism associations.

Motion 2025.04.03 ***The Apprenticeship and Certification Board motions to approve the appointment of the Sector Committee members for term as written and thank the outgoing members for their contribution in the Sector Committees.***

Consensus of 7 in favour 0 opposed 1 abstained
Carried

3.3 Technical Training and Regulation Schedule - Board Workplan (2025/2026) Closed.

The Manager, Training and Standards Unit, presented an annual Board workplan for April 1, 2025 to March 31, 2026, for the Board's approval. The plan outlines the trades that are in process or will begin development of Red Seal Occupational Standards/Provincial Occupational Standards, technical training standards, or exams.

Motion 2025.04.04 ***The Apprenticeship and Certification Board motions to approve the 2025-2026 Regulatory and Technical Training Work Plan, as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried

3.4 New Technical Training: Construction Electrician/Industrial Electrician/Power Electrician Closed.

The Manager, Training and Standards Unit, provided an overview of new technical training standards being recommended for the trade of Construction Electrician, Industrial Electrician, and Power Electrician as part of the Board's 2024-2025 annual work plan. These technical training standards have been redeveloped and now reflect a four-level (10-10-10-10 weeks) technical training framework. The common core program will continue to be delivered at Level 1 and 2.

Motion 2025.04.05 ***The Apprenticeship and Certification Board accepts the recommendation by the Mechanical/Electrical Sector Committee to approve the proposed Construction Electrician technical training standard, as written.***

The Apprenticeship and Certification Board accepts the recommendation by the Mechanical/Electrical Sector Committee to approve the proposed Industrial Electrician technical training standard, as written.

The Apprenticeship and Certification Board accepts the recommendation by the Mechanical/Electrical Sector Committee to approve the proposed Power Electrician technical training standard, as written.

Consensus of 8 in favour 0 opposed 1 abstained
Carried

3.5 New Technical Training: Plumber

Closed.

The Manager, Training and Standards Unit, provided an overview of updates of the new technical training standards being recommended for the trade of Plumber, to align with the 2023 Red Seal Occupational Standards (RSOS) and the Canadian Council of Directors of Apprenticeship (CCDA) Harmonization Initiative. The Plumber technical training standard has been redeveloped and written to reflect a four-level (10-9-8-8) technical training framework.

Motion 2025.04.06 *The Apprenticeship and Certification Board accepts the recommendation by the Mechanical/Electrical Sector Committee to approve the proposed Plumber technical training standard, as written.*

*Consensus of 8 in favour
Carried*

0 opposed

0 abstained

3.6 Designation of EIFS, Stucco and Drywall Finisher Trade

Closed.

- The Board revisited the January 8, 2024, decision of the Board that recommended designation of a new provincial occupation of EIFS, Stucco and Drywall Finisher with certification through trades qualification, only.
- Considerations included potential further validation of Manitoba specific needs, alignment to Red Seal standards and national harmonization, and resourcing/timing of implementation in relation to the Board's annual workplan.
- The Board asked the branch to consider options for further input from the applicant, information regarding existing training, and for input from industry.

2025.04.04

NEW BUSINESS

4.1 NIL

2025.04.05

UPDATES

5.1 Apprenticeship Marketing and Communication

Closed.

- The A/Manager of Policy, Legislation, and Board Operations updated the Board about progress on the Marketing and Communication project to promote apprenticeship as a top career choice, provide easy access to information for new and existing clients, and increase program participation. The Apprenticeship Manitoba website is central to this, serving as both core to communication and marketing.
- The new website will offer an improved user experience, better navigation, diverse content, accessibility compliance, and mobile-friendly user interface and fill in current information gaps. The website will launch in May or June 2025. Communication to clients will take place to share the launch of the new website.
- In late fall or winter 2025 the department will launch communication and marketing campaigns with broad and targeted approaches. These campaigns will focus on young adults, employers and youth career influencers.

5.2 Apprenticeship Management Information System

Closed.

The A/Manager of Policy, Legislation, and Board Operations, provided an update on the progress of AMIS (Apprenticeship Manitoba Information System). This new system aims to streamline the administration of the apprenticeship and certification system, modernize the program, support client success, and improve overall efficiencies.

This will contribute to the Board's priority of delivering client-centered services and support the Manitoba government's commitment to creating new skilled trades jobs and apprenticeship opportunities for Manitobans. Implementation for the project may begin in fall 2025.

5.3 November 2024 Technical Training Registration Week

Closed.

- The A/Manager of Policy, Legislation, and Board Operations, provided an update on the technical training registrations.
- Technical Training Registration Week was held from November 18 to November 29, 2024, for apprentices enrolling in training scheduled between April 1, 2025, and March 31, 2026. Apprentices can register and pay for training on the first date of eligibility for their trade or any time after. The schedule was designed to minimize the release of high-demand trades on the same day.
- A total of 2,209 apprentices registered during Technical Training Registration Week.
- As registration continues throughout the year, interest lists will be monitored, and classes will be added or removed based on demand.

Discussion included the importance of apprentices providing feedback to their technical training providers, the department working closely with training providers to ensure quality instruction, and the importance of monitoring course demand.

2025.04.06

REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR SIGNATURE

6.1 ACB By-Law Updates

Closed.

The A/Manager of Policy, Legislation, and Board Operations presented a request for minor edits to two of the Trade Board By-laws. The Board approved these proposed edits. Once signed by the Board Chair, the revised By-laws will be uploaded to the apprenticeship program website.

Motion 2025.04.07 ***The Apprenticeship and Certification Board accepts changes to two of the Trade Board By-laws, as written.***

***Consensus of 8 in favour
Carried***

0 opposed

0 abstained

2025.04.07 FUTURE AGENDA ITEMS

7.1 ACB Annual Report (June) Closed.

The A/Manager of Policy, Legislation, and Board Operations apprised the Board about the 2024-25 Board Annual Report which is currently in development and content will be presented to the Board for review and approval in June meeting.

2025.04.08 CORRESPONDENCE / INFORMATION

8.1 Board Correspondence Closed.

The A/Manager of Policy, Legislation, and Board Operations introduced a new Board Correspondence Tracker. The tracker's purpose is to share correspondence highlighting significant concerns, challenges, or topics of interest, excluding regular operational communications. It will serve as a regular reporting tool at Board meetings, providing a high-level summary of correspondence and related actions identified as important by the Board Secretary and/or Chair.

The Board reviewed the Correspondence tracker as information. No follow-up was required.

2025.04.09 CHECK-IN

9.1 Round-Table Closed.

No follow-up actions arose from the round table discussion.

2025.04.10 CALENDAR EVENTS

10.1 Highest Achievement Awards: May 1, 2025
Awards of Distinction: November 27, 2025

10.2 Next Board Meetings:

- October 16, 2025 – will be rescheduled to address conflict in schedules.
- December 2025 TBD

2025.04.11 IN CAMERA (if required)

11.1 Nil

2025.04.12

ADJOURNMENT

13.1 Meeting adjourned at 2:41 p.m.

June 25, 2025

*Date approved by the
Apprenticeship and Certification
Board*

Original signed by

*Tanya Palson, Chair
Apprenticeship and Certification
Board*

Original signed by

*Meghan Lavallee, Secretary
Apprenticeship and Certification
Board*