

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

December 12, 2024

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
Sharma, Aarti	Employee Representative

REGRETS

Poirier, Kevin	Training Provider Representative
Taran, Chris	Public Interest Representative

ABSENT

GUESTS

STAFF

Bezdziety, Jodie	A/Manager, Policy, Legislation and Board Operations
Lather, Poonam	Communications and Board Coordinator
Parsons, Elizabeth	Observer
Watson, Michael	Training Standards Coordinator

2024.12.01

OPENING AND ARISING FROM THE MINUTES

1.1 Call to Order

The Chair called the meeting to order at 9:06 a.m.

1.2 Approval of Agenda

Closed.

Motion 2024.12.01

The Apprenticeship and Certification Board motions to approve the December 12, 2024, agenda as written.

***Consensus of 6 in favour
Carried.***

0 opposed

0 abstained

1.3 Approval of Previous Minutes

Closed.

Motion 2024.12.02

The Board motions to approve the September 16, 2024 minutes as written.

***Consensus of 6 in favour
Carried.***

0 opposed

1 abstained

2024.12.02

UPDATES FROM THE CHAIR AND DEPARTMENT

2.1 Board Chair Update

Closed.

The Chair:

- Welcomed the Board members back.
- Shared information about the Canadian Council of Directors of Apprenticeship meetings in November 2024 in Ottawa which was valuable national connection.
- Shared insights from participation in the Apprenticeship and Certification System review Board engagement session conducted by Deloitte.

2.2 Executive Director Update

Closed.

Executive Director provided Board members the following updates:

- Technical Training Registration Week took place from November 18-29, 2024. Apprentices can begin to register for technical training for the next fiscal year. While Technical Training Registration Week accounts for most of the annual registrations, apprentices can continue to register for training throughout the year, until all seats are sold. Training seat availability can be adjusted based on demand; classes are monitored throughout the year for additions or cancellations. There was a strong uptake in on-line registrations this year and Apprenticeship Training Coordinators were available to assist apprentices or employers, as needed. Over 2,200 apprentices were registered.

- Shared information about the Canadian Council of Directors of Apprenticeship meetings in November 2024 in Ottawa which was valuable national connection.
- Sector Committee meetings took place in October and November 2024.
- The 2024 Awards of Distinction was a success with over 360 attendees to celebrate nominees and award recipients.
- A new singular client management system Request for Proposal to engage an implementation vendor is closing at the end of December. This project is to replace Apprenticeship Manitoba's current IT systems. Implementation is expected to begin in summer 2025 and for the project to be completed in 18-24 months from start of implementation.
- The branch is working on updated marketing and communications material to promote apprenticeship programs and will be launching a new brand and website before spring 2025.
- Introduced the new Manager Policy, Legislation and Board Operations, Elizabeth Parsons, who was with the department of Advance Education and Training and brings many years of Manitoba government experience.

2.3 Review of previous Board Meeting Evaluation

Closed.

In discussion about the recent evaluation, the Board requested meeting materials continue to be shared at minimum one week prior to the meeting to allow for sufficient time for review.

2024.12.03

COMMITTEE REPORTS AND DISCUSSION/DECISION ITEMS

3.1 Sector Committee Members – Reappointments

Closed.

The A/Manager of Policy, Legislation, and Board Operations informed the Board that 39 Sector Committee appointments are either due or past due. It was recommended that the Board re-appoint all current members and express gratitude to the outgoing member. The branch noted that specifically the Manufacturing and Service Sector Committees could increase their membership. The branch will renew memberships, share recruitment information with clients and stakeholders, and provide the Board an update on Sector Committee membership at the next regular Board meeting.

Motion 2024.12.03

The Apprenticeship and Certification Board motions to approve the re-appointment of the Sector Committee members for three-year term and thank the outgoing member for his contribution in the Sector Committee.

***Consensus of 6 in favour
Carried***

0 opposed

0 abstained

3.2 Sector Committee Meetings – Update

Closed.

The A/Manager of Policy, Legislation and Board Operations provided an overview of the items discussed at each Sector Committee meeting this past spring and fall. The fall agenda of all five Sector Committees included an update on recent legislative changes, review of workplan for the next six months, discussion on any proposed amendments to the training curriculum, and reviewed the Sector's 2023/24 statistics. The Board requested copies of the Sector Committee minutes going forward. During the spring Sector Committee meetings, the branch will let Sector Committees know

that minutes will be shared with the Board. Discussion around the relationship and responsiveness between the Board and sector committees, and actioned the following motion:

Motion 2024.12.04

The Apprenticeship and Certification Board motions a request to the Minister for the Board to engage Sector Committee members in further discussion regarding the ratio requirements in voluntary trades.

***Consensus of 6 in favour 0 opposed 0 abstained
Carried.***

3.3 Training Standards – Cabinetmaker Trade Technical Training

Closed.

The Apprenticeship Manitoba Training Standards Coordinator provided an overview of updates that are being recommended for the Technical Training for the trade of Cabinetmaker, to align with the 2021 Red Seal Occupation Standard (RSOS) and the Canadian Council of Directors of Apprenticeship (CCDA) Harmonization Initiative. The Cabinetmaker technical training standard has been redeveloped to reflect a change from the current four-level (9-9-8-8) framework to the proposed four-level (9-8-8-9) framework. The overall technical training hours remain the same.

Motion 2024.12.05

The Apprenticeship and Certification Board motions to accept the recommendation to approve the proposed Cabinetmaker Technical Training Standards, as written.

***Consensus of 6 in favour 0 opposed 0 abstained
Carried.***

3.4 Pet Groomer Trade Designation Request

Closed.

The Board received two applications for designation for the Trade Pet Groomer. The applications were supported with an additional application and a letter of support from the Professional Pet Groomers Association.

The Board acknowledged and appreciated the level of details provided in the applications. After discussion and consideration, the Board instructed the branch to reply to the applicants that the Board will not move forward with trade or occupation designation. Alternate suggestions for potential standardized training will be provided to the applicants.

Motion 2024.12.06

The Apprenticeship and Certification Board motions not to move forward to formalize Pet Groomer as a designated trade or occupation.

***Consensus of 6 in favour 0 opposed 0 abstained
Carried.***

2024.12.04

DISCUSSIONS/DECISIONS

4.1 2023-2024 Apprenticeship and Certification Board Annual Report – Distribution Closed.

The A/Manager of Policy, Legislation and Board Operations provided the copies of 2023-2024 Annual report and updated the branch will begin work on the 2024-2025 report.

4.2 Apprenticeship and Certification Board and Apprenticeship Manitoba Collaborations Closed.

The Executive Director provided an overview on the Conflict of Interest, Board Confidentiality, and Media Relations policies. Highlighted the importance of communication and level setting to ensuring alignment and collaboration between the Board and the branch for efficiency and timely responses. Members were reminded to work with the Chair, the Executive Director, and/or through the Board email account for accurate and timely information sharing.

4.3 Apprenticeship and Certification Review Closed.

An update was provided on stakeholder engagement sessions and the Apprentice survey. The input from clients, industry and stakeholders about the strengths, pain points and opportunities across the apprenticeship and certification system will be formative information for the Apprenticeship and Certification review. Results are expected in early 2025 and a special session will be organized with the Board of Directors to discuss a roadmap.

2024.12.05

NEW BUSINESS

5.1 NIL

2024.12.06

UPDATES

6.1 October 2024 Regulatory Amendments – Communication and Feedback Closed.

Significant regulatory amendments to the Apprenticeship and Certification system came into effect on October 30, 2024. Feedback sent to the Board email account and media exposure was compiled for the Board's review. The branch will continue to monitor and update appropriately on any feedback received related to the amendments.

6.2 IBEW – Technical Training Closed.

On December 3, 2024, the department met with IBEW in response to their letter shared with the Apprenticeship and Certification Board on September 16, 2024. The meeting discussed the department's approach to managing training seats and highlighted an ongoing review of the apprenticeship program. The department actively monitors apprentice enrollment and will add additional classes if demand is sufficient.

2024.12.07 REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR SIGNATURE

7.1 NIL

2024.12.08 RECENTLY REGISTERED REGUALTIONS

8.1 NIL

2024.12.09 FUTURE AGENDA ITEMS

9.1 NIL

2024.12.10 CORRESPONDENCE/INFORMATION

10.1 Mechanical Contractors Association of Manitoba (MCAM) – Technical Training Closed.

The Branch, MCAM, and Red River College Polytechnic are scheduled to meet December 12, 2024, to address concerns regarding the Gasfitter Level 4 technical training delivered from January 29 – March 22, 2024. Apprentices are encouraged to raise concerns about technical training directly with the technical training providers to ensure issues can be addressed promptly. Each technical training provider has established processes for students to report concerns.

10.2 Norm Falk – Cabinetmaker Trade Minimum Wage Closed.

The Board account received a letter from Mr. Norm Falk of Vintage Woodwork regarding concerns about the minimum wage for the Cabinetmaker trade. In response, a letter was sent to Mr. Falk, acknowledging his concerns. Changes to the program and regulations will be considered after the review of Apprenticeship and Certification system is completed in 2025.

2024.12.11 CHECK – IN

11.1 Dialogue Closed.

- Discussion related to apprentice technical training and apprentice progression. The branch will provide an update about the apprentice technical training registration process at the next Board meeting.
- Discussion about the progress on the new client management system. The branch will provide an update about the implementation of the client management system at the next Board meeting.

2024.12.12	CALENDAR EVENTS
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12.1	Next Board Meeting: Proposed Dates	Closed.
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Board meeting dates are accepted as proposed:

- April 9, 2025
- June 18, 2025
- October 16, 2025
- December 2025 TBD

Special Meeting on Apprenticeship Review Engagement
TBD, 2025

2024.12.13	IN CAMERA (IF REQUIRED)
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12.1	Board Photo	Closed.
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Board photo was taken for 2024/25 annual report.

2024.12.14	ADJOURNMENT
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13.1 Meeting adjourned at 12:08 p.m.

<u>April 9, 2025</u> <i>Date approved by the Apprenticeship and Certification Board</i>	<u>Original signed by</u> <i>Tanya Palson, Chair Apprenticeship and Certification Board</i>	<u>Original signed by</u> <i>Meghan Lavallee, Secretary Apprenticeship and Certification Board</i>
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