

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

June 25, 2025

BOARD MEMBERS

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

REGRETS

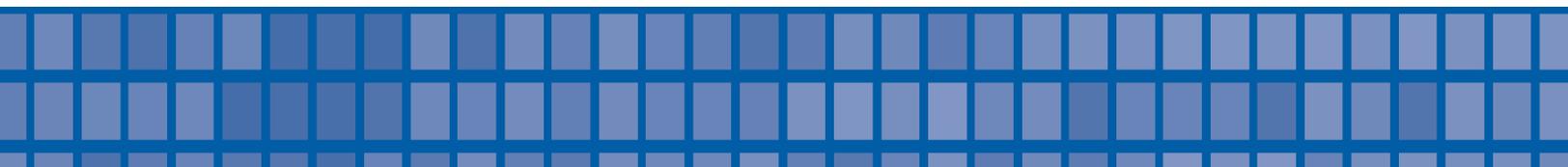
Novo, Davide	Employer Representative
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ABSENT

GUESTS

STAFF

Bezdietny, Jodie	A/Director, Policy, Strategic Initiatives and Board Operations
Lather, Poonam	Communications and Board Coordinator



2025.06.01

OPENING AND ARISING FROM THE MINUTES

1.1 Call to Order

The Chair called the meeting to order at 9:10a.m.

1.2 Approval of Agenda

Closed.

Motion 2025.06.01 **The Apprenticeship and Certification Board (Board) motions to approve the June 25, 2025, agenda as written.**

Consensus of 7 in favour 0 opposed 0 abstained
Carried.

1.3 Approval of Previous Minutes

Closed.

Motion 2025.06.02 **The Board motions to approve the April 09, 2025, minutes as written.**

Consensus of 7 in favour 0 opposed 0 abstained
Carried.

2025.06.02

UPDATES FROM THE CHAIR AND DEPARTMENT

2.1 Board Chair Update

Closed.

The Chair:

- On May 1, 2025, Ms. Paul attended the Highest Achievement Award (HAA) ceremony on behalf of the Board Chair. She extended appreciation to the Apprenticeship Manitoba and Skills Manitoba teams for the planning and delivery of the event.
- Highlights from the Canadian Council of Directors of Apprenticeship (CCDA) meeting on May 28, 2025, in Regina, Saskatchewan:
 - The Canadian Council of Directors of Apprenticeship (CCDA) presented their Year 3 Report on the 5-Year Strategic and Operational Plan (2022-2027).
 - Discussions were held regarding exam security, with next steps focusing on recommendations for integrity and increased security.
 - Labour Mobility:
 - Employment & Social Development Canada (ESDC) continues to provide funding in the form of scholarships or loans.
 - A meeting with the Federal Labour Minister addressed labour mobility, job credential standardization, and provincial solutions.
 - The development of a national digital system for validation of journeyperson credentials was discussed.

2.2 Executive Director Update

Closed.

- Agencies, Boards and Commissions (ABC) are currently collaborating with the Minister’s office to review and finalize upcoming Board member appointments.
- The branch continues to fill outstanding vacancies, particularly within the policy unit, with a new Manager for this unit anticipated in the upcoming months.
- Additional highlights from the Canadian Council of Directors of Apprenticeship (CCDA) meeting on May 28, 2025, in Regina, Saskatchewan:
 - Government of Canada solicited input from jurisdiction regarding the apprentice grants.
 - Manitoba was noted as having higher than national average success rate for certification exams and ESDC may bring together a working group to share insights.
- Apprenticeship Manitoba published updated technical training standards for Esthetician, Nail Technician, and Skin Care Technician on its website on June 3, 2025.
- Awards of Distinction (AOD), event is scheduled for November 27, 2025.
 - A new award has been added under the category of training providers to recognize instructors of pre-employment programs making a total of seven awards.
 - Certificates will be presented to the recipients of the Access to Apprenticeship and Tim McLean Bursaries, awarded annually through grants from the Winnipeg Foundation.
 - Application forms will be made available on the website in July 2025.
 - All Board members and the Sector Committee chairs will be invited as VIP guests to the Awards gala.

2.3 Review of Previous Board Meeting Evaluation

Closed.

Attendees appreciated receiving the meeting package a week in advance, allowing sufficient time for review. Members are encouraged to also share feedback regarding the meeting proceedings with the Board Chair.

2025.06.03

COMMITTEE REPORTS AND DISCUSSION/DECISION ITEMS

3.1 2024/25 Program Statistics

Closed.

Detailed public statistics were compiled for the April 1, 2024 – March 31, 2025, fiscal year and were presented to the Board.

3.2 2024/25 Annual Report

Closed.

The A/Director, Policy, Strategic Initiatives and Board Operations advised the Board that The Apprenticeship and Certification Act requires the Board to present an annual report to the Minister advising how it has achieved the goals outlined in its strategic plan. The report is due to the Minister by July 31, 2025. The A/Director, Policy, Strategic Initiatives and Board Operations reviewed the content of the report with the Board.

Motion 2025.06.03

The Apprenticeship and Certification Board motions to approve the content of the 2024-2025 Apprenticeship and Certification Board Annual Report as written.

***Consensus of 7 in favour
Carried***

0 opposed

0 abstained

The Board discussed the importance of using the strategic plan as a living document and for on-going reporting to the Minister. Discussion also led to the development of a Board Working Group (Ad-hoc Committee) to review Board governance.

Motion 2025.06.04 ***The Apprenticeship and Certification Board motions to approve the setting up of an ad-hoc Board Governance working group.***

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

Members include: Tanya Palson, Shawn Henry, Glenn Laycock, Aarti Sharma, and Chris Taran.

3.3 Sector Committee Appointments **Closed.**

The Communications and Board Coordinator updated the Board on remaining Sector Committee vacancies. The Board approved three applicants: two for Manufacturing (two-year terms) and one for Transport (three-year term). Three applicants were approved for waitlist as their trades were already well-represented on the corresponding committees. Four applicants were not eligible as per membership criteria. The Board was informed that a special callout will be issued for the Service Committee to attract participation from food and beverage or food-related tourism associations once the new website is live.

Motion 2025.06.05 ***The Apprenticeship and Certification Board motions to approve the appointment of the Sector Committee members for terms as written and thank the applicants who showed interest in the Sector Committees.***

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

3.4 Apprentice-to-Journeyperson Ratios **Closed.**

- The A/Director, Policy, Strategic Initiatives and Board Operations updated the Board on the number and status of ratio change applications until March 31, 2025. Apprenticeship Manitoba will continue to track all ratio adjustment application data.
- The Minister requested the Board defer further engagement regarding the apprentice-to-journeyperson ratio for voluntary trades at this time. This will enable the collection and analysis of apprentice and employer data, as well as ratio adjustments, from the 2025/26 fiscal year. Tracking and analysis will be presented in the summer 2026 Board meeting.
- The Board discussed the importance of compliance to all regulatory requirements and that enforcement measures and resources in place. Discussion also led to the development of a Board Working Group (Ad-hoc Committee) to review Compliance and Enforcement.

Motion 2025.06.06 ***The Apprenticeship and Certification Board motions to approve the setting up of an ad-hoc Compliance and Enforcement***

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

Members include: Tanya Palson, Shawn Henry, Warren Herntier and Carol Paul.

3.5 EIFS, Stucco and Drywall Finisher Trade – Proposed Trade **Closed.**

- The A/Director, Policy, Strategic Initiatives and Board Operations updated the Board with actions and information gained since the April 2025 Board meeting.
 - Meetings were held with related Manitoba training providers to understand current training related to exterior insulation finish systems, stucco, drywall, or plaster.
 - The branch has set a meeting with the applicant for further discussions.
- Options will be brought forward at the October 2025 meeting.

2025.06.04

NEW BUSINESS

4.1 Powerline Technician – Proposed Trade **Closed.**

- The A/Director, Policy, Strategic Initiatives and Board Operations informed the Board on information about the application to transition Powerline Technician from a designated occupation to a trade.
- Manitoba Hydro is currently a primary employer of powerline technicians in Manitoba. Apprenticeship Manitoba met with Manitoba Hydro to discuss the opportunity to transition Powerline Technician from a designated occupation to a trade.
- Further analysis will be developed and brought to the Board at the October 2025 meeting.

2025.06.05

UPDATES

5.1 Apprenticeship and Certification System Review **Closed.**

- The Executive Director informed the Board that recommendations and opportunities are undergoing government review.
- As that happens, Apprenticeship Manitoba is progressing on several initiatives that may be related to opportunities.
 - Streamlining operations: Development of a new client management system.
 - Improving program information: Launch of the apprenticeship program website in July 2025.
 - Attracting apprentices and skilled trades workforce: Development of promotional activities.

5.2 Board package – Electronic Document Sharing **Closed.**

- The Communications and Board Coordinator updated the Board on the evaluation of potential board portal solutions, including SharePoint and Microsoft Teams. Best practices from other boards are also being reviewed.
- The primary challenge remains integrating non-government members onto the protected government network. Further updates will be provided at the October 2025 meeting.

2025.06.06

REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR SIGNATURE

6.1 Nil

2025.06.07

FUTURE AGENDA ITEMS

7.1 Nil

2025.06.08

CORRESPONDENCE / INFORMATION

8.1 Board Correspondence

Closed.

- The A/Director, Policy, Strategic Initiatives and Board Operations reviewed the correspondence tracker with the Board. The tracker serves as a reporting tool to provide a summary of Board correspondence and related actions since the last Board meeting.
- The Board reviewed the Correspondence tracker as information. No follow-up was required.

8.2 Secor Committee Information Sharing and Discussion Points

Closed.

The A/Director, Policy, Strategic Initiatives and Board Operations requested a key discussion question for the upcoming fall 2025 Sector Committee meetings. The Board consensus was to engage discussion related apprentice training and progression to certification.

2025.06.09

CHECK-IN

9.1 Round-Table

Closed.

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

2025.06.10

CALENDAR EVENTS

10.1 Awards of Distinction: November 27, 2025

10.2 Next Board Meetings:

- October 29, 2025
- December 2025 TBD

2025.06.11

IN CAMERA (if required)

11.1 Nil

2025.06.12

ADJOURNMENT

12.1 Meeting adjourned at 12:31 p.m.

October 29, 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***