

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

October 29, 2025

| BOARD MEMBERS | | STAFF | |
|------------------|-----------------------------------|--------------------|---|
| Palson, Tanya | Chair | Bezdietny, Jodie | A/Director, Policy, Strategic Initiatives and Board Operations Communications and Board Coordinator Manager, Policy, Legislation and Board Operations Manager |
| Beauchamp, Rene | Employee Representative (Virtual) | Lather, Poonam | |
| Coey, Ramona | Employer Representative | Slessor-Lutz, Ayla | |
| Henry, Shawn | Employer Representative | | |
| Herntier, Warren | Employee Representative | | |
| Laycock, Glenn | Employee Representative | | |
| Lavallee, Meghan | Secretary | | |
| Paul, Carol | Employer Representative | | |
| REGRETS | | | |
| Castel, Ron | Employee Representative | | |
| Sharma, Aarti | Employee Representative | | |
| Taran, Chris | Public Interest Representative | | |
| ABSENT | | GUESTS | |
| | | | |

2025.10.01

OPENING AND ARISING FROM THE MINUTES

1.1 Call to Order

The Chair called the meeting to order at 9:03a.m.

1.2 Approval of Agenda

Closed.

Motion 2025.10.01

The Apprenticeship and Certification Board (Board) motions to approve the October 29, 2025, agenda as written.

Consensus of 6 in favour 0 opposed 0 abstained

Carried.

1.3 Approval of Previous Minutes

Closed.

Motion 2025.10.02

The Board motions to approve the June 25, 2025, minutes as written.

Consensus of 6 in favour 0 opposed 0 abstained

Carried.

2025.10.02

UPDATES FROM THE CHAIR AND DEPARTMENT

2.1 Board Chair Update

Closed.

- Welcomed two new Board members: Ramona Coey and Rene Beauchamp.
- Noted the upcoming biannual National Conference of the Canadian Council of Directors of Apprenticeship (CCDA) in Ottawa, and anticipation of the federal budget.
- Data collection for 2025/26 is underway to inform analysis on apprenticeship ratios and their impact on the industry. An update on exemptions will be provided to the Board at the next meeting.
- A request was made for data on Refrigeration and Air Conditioning Technician and Gasfitter apprentices in Manitoba over the past five years.

- 2.2 Executive Director Update** **Closed.**
- Board membership and bios are updated on apprenticeship website. Request that everyone review bios and inform the department if edits are required.
 - Apprenticeship Manitoba continues to fill outstanding vacancies, including a new Manager of Policy, Legislation and Board Operations, and a new Apprenticeship Training Coordinator, located in Brandon.
 - Canadian Council of Directors of Apprenticeship Fall 2025 Meetings took place in early November in Ottawa, and in August the department participated in a panel discussion and site tour with RRCP in hosting a Caribbean delegation.
 - To better facilitate apprentices registration, this year there will be two Technical Training Registration Weeks (TTRW):
 - End of November 2025, for courses scheduled April 1 - July 31, 2026.
 - Spring of 2026, for courses scheduled August 1, 2026 – March 31, 2027.
- 2.3 Review of Previous Board Meeting Evaluation** **Closed.**
- Attendees expressed appreciation for timing of meeting package, allowing adequate time for review.

2025.10.03

COMMITTEE REPORTS AND DISCUSSION/DECISION ITEMS

- 3.1 Sector Committee Appointments** **Closed.**
- The Communications and Board Coordinator provided an update on current Sector Committee vacancies: four in Manufacturing and three in Service.
 - The Mechanical/Electrical Sector Committee requires an Industry Association representative to complete its composition. It was noted an individual who is currently on the eligibility list as an employer representative may be suitable. Follow-up with the individual will be actioned.
 - A special callout was made to encourage participation in the Service Committee, particularly from food and beverage or food-related tourism associations.
 - Website application forms updated, recruitment remains ongoing.
- 3.2 Sector Committee Meetings** **Closed.**
- Sector Committee minutes, approved by each Sector Committee, from Spring 2025 were shared with the Board, along with a summary of the discussions from the fall 2025 meetings.
- 3.3 EIFS, Stucco and Drywall Finisher – Designation Application** **Closed.**
- The A/Director, Policy, Strategic Initiatives and Board Operations updated the Board on analysis and recent information gathering activities related to the designation application.
 - Noted that Red Seal Trades aligned with harmonized RSOS standards can add additional technical training units as Provincial needs are identified.
 - Action to validate an industry survey with the Construction Sector Committee and Board and solicit input from industry on the matter prior to the next Board meeting.

Motion 2025.10.03

The Apprenticeship and Certification Board motions to approve to proceed with further analysis and Public / Industry Engagement Survey.
Consensus of 6 in favour 0 opposed 0 abstained
Carried

3.4 Powerline Technician – Designation Application Transition to Trade **Closed.**

- The industry applicant was invited to present on their application for Powerline Technician to be designated as a trade in Manitoba. Some updated information is required on the application form, and the applicant will submit this information.
- The department will seek input from the Minister related to the designation request. Once input is received the department may continue to engage Manitoba Hydro, as the primary employer of Powerline Technicians along with the industry applicant and other industry associations such as the Electrical Contractors Association of Manitoba (ECAM), as well as conduct an industry survey to explore this request and its implications in more detail.

Motion 2025.10.04 *The Apprenticeship and Certification Board motions a request to the Minister for the Board to proceed with consideration of the designation request, with next steps to include engagement with relevant stakeholders.*
Consensus of 5 in favour 0 opposed 1 abstained
Carried

3.5 By-Law Amendment **Closed.**

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

Motion 2025.10.05 *The Apprenticeship and Certification Board approved edits to voluntary trade of Carpenter Trade Board By-laws, as written.*
Consensus of 7 in favour 0 opposed 0 abstained
Carried

2025.10.04 NEW BUSINESS

4.1 Technical Training Pilot **Closed.**

- Apprenticeship Manitoba shared information on a targeted technical training accreditation pilot with IBEW local Union 2085. The pilot class is anticipated to take place in 2026 with registration in late 2025.
- The accreditation application to deliver technical training ensures that technical training standards are met or exceeded.
- The pilot will be evaluated for lessons learned to inform broader efforts to modernize Manitoba's technical training and ensure it is responsive to the needs to apprentices and industry. Further applications for accredited technical training are not being accepted at this time.

4.2 Manitoba's Economic Development Strategy and Labour Outlook **Closed.**

Deferred to the January 2026 meeting.

2025.10.05 UPDATES

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

The Executive Director informed the Board that recommendations and opportunities are undergoing government review, and further information is anticipated to be forthcoming.

- 5.2 Compliance and Enforcement – Board Working Group** **Closed.**
- The Board Chair provided an update on the Working Group’s inaugural meeting in August. To inform their work, the Working Group anticipates meeting with related Ministers, engaging with stakeholders, requesting additional information from Apprenticeship Manitoba, and consulting Sector Committees.
 - The Board requests questions related to compliance and enforcement be shared with the Sector Committees to gather information related to the matter.
 - Board member Ramona Coeey will be joining the Enforcement Working Group.
 - Outcomes from these activities will be shared with the Board through regular updates.
- 5.3 Governance Considerations – Board Working Group** **Closed.**
- The Board Chair noted that this Working Group is on hold, pending anticipated direction.
 - Board member Ramona Coeey will be joining the Governance Working Group.
- 5.4 2024/25 Apprenticeship and Certification Board Annual Report** **Closed.**
- The A/Director, Policy, Strategic Initiatives and Board Operations provided the copies of the 2024/25 Annual Report, and discussed the timeline to commence work on the 2025/26 Annual Report.
 - Discussed incorporating a touchpoint on Strategic Plan pillars in future meetings to ensure alignment and track progress.
- 5.5 Apprenticeship Marketing Campaign** **Closed.**
Deferred to January 2026 meeting.
- 5.6 Board Package – Electronic Document Sharing** **Closed.**
The Communications and Board Coordinator updated the Board on the anticipated launch of a digital repository on SharePoint. Work will continue to develop a file structure and populate with materials.

2025.10.06 REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR SIGNATURE

- 6.1 Nil**

2025.10.07 FUTURE AGENDA ITEMS

- 7.1 Electrologist Trade**

2025.10.08 CORRESPONDENCE / INFORMATION

- 8.1 Board Correspondence** **Closed.**
- The A/Director, Policy, Strategic Initiatives and Board Operations presented the correspondence tracker, which summarizes Board correspondence and related actions since the last meeting.
 - The Board reviewed the tracker for information purposes; no follow-up actions were required.
- 8.2 Arboriculture** **Closed.**
- The A/Director, Policy, Strategic Initiatives and Board Operations updated the Board on recent discussions with an industry group interested in exploring Arboriculture as a designated trade.
 - The Board will be engaged when an application is received.

2025.10.09 CHECK-IN

9.1 Round-Table

Closed.

- The Board requested Apprenticeship Manitoba provide data on Gasfitter apprenticeship level trends over the past five years, consider impact of harmonization.
- Industry Working Group recruitment materials and Sector Committee application materials will be shared with board members.

2025.10.10 CALENDAR EVENTS

10.1 Awards of Distinction

Scheduled for November 27, 2025. All Board members and the Sector Committee Chairs invited as VIP guests. To confirm your attendance RSVP by email to Skills Manitoba by November 7, 2025.

10.2 Approved Board Meetings for 2026

January 29, April 16, June 25 and October 15, 2026.

2025.10.11 IN CAMERA (if required)

11.1 Nil

2025.10.12 ADJOURNMENT

12.1 Meeting adjourned at 1:10 p.m.

January 29, 2026

***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***