

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

April 20, 2023

BOARD MEMBERS

Garet, Laura	Public Interest Representative
Harrison, Darryl	Employer Representative
Henry, Shawn	Employee Representative
MacKenzie, Donald	Employer Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Morin, Adam	Employee Representative
Novo, Davide	Employee Representative
Paul, Carol	Employer Representative
Poirier, Kevin	Training Provider Representative
Weber, Ashley	Employee Representative

REGRETS

Korving, Richard	Employer Representative
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ABSENT

GUESTS

STAFF

May, Vanessa	Manager, Policy, Legislation and Board Operations
Buccini, Antonio	Communications and Board Coordinator
Chung, Gabriel	Manager, Training Standards



2023.04.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:01 a.m.

1.2 Approval of Agenda

Closed.

Motion 2023.04.01

The Board motions to approve the April 20, 2023 agenda as written.

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

1.3 Approval of Previous Minutes

Closed.

Motion 2023.04.02

The Board motions to approve the January 19, 2023 minutes as written.

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

2023.04.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Advised the Board that he received correspondence regarding the Apprentice Minimum Wage Review. He stressed to the Board that the matter was being taken seriously.
- Informed the Board that the Minister had reached out for a meeting scheduled for April 27, 2023. At the meeting, they will discuss the Apprenticeship and Certification Board Strategic Plan and the Apprentice Minimum Wage Review.

2.2 Review of previous Board Meeting Evaluation

Closed.

- The Chair continued to encourage all Board members to complete the evaluation form. Thanked all members who have taken the time to complete the evaluation to date.

2.3 Executive Director's Update

Closed.

The Executive Director advised Board members that:

- The Branch is finalizing the Public Statistics Report for 2022/23. The report will contain statistical data such as the number of new apprentices and the number of apprentices enrolled in each trade.
- The college strike was averted in the short term with no impact on the delivery of training.
- The Branch saw record levels of new registrations in the previous year which will result in additional courses being scheduled to accommodate the increase in demand.

- The Skills Manitoba Competition is concluding and the Branch is continuing the work needed to assist in the delivery of the Skills Canada National Competition scheduled for May 2023. The Province is a Presenting Sponsor for the event.
- The Highest Achievement Awards are scheduled for May 4, 2023. All Board members are invited to attend.

Q: Has the Branch been informed of the reduction in the number of Civil Engineering Technicians?

A: The Branch was not directly briefed on this matter. However, as the registration for post-secondary education decreases, there is a corresponding increase in those pursuing the trades.

Comment: Post-secondary education enrolment is down 10% across Canada; but the numbers are starting to rise again.

2.4 Review of Action Sheet **Closed.**

Action items presented in the report were reviewed and their status was reported.

2023.04.03 COMMITTEE REPORTS: DISCUSSION & DECISION ITEMS

3.1 Approval of the Online Motion to Approve the Design of the 2023-2028 ACB Strategic Plan **Closed.**

Motion 2023.04.03 *The Board motions to approve the online motion conducted on February 23, 2023 to approve the final version of the Apprenticeship and Certification Board 2023-2028 Strategic Plan.*

*Consensus of 9 in favour 0 opposed 0 abstained
Carried.*

3.2 Review of the RACM Occupational Standards **Closed.**

The Manager of Training Standards presented the proposed changes to the Refrigeration and Air-conditioning Mechanic (Residential) Occupational Standard.

Motion 2023.04.04 *The Board motions to accept the recommendations by the Mechanical Electrical Sector Committee to approve the proposed Refrigeration and Air-conditioning Mechanic (Residential) 2023 Provincial Occupational Standard as written.*

*Consensus of 9 in favour 0 opposed 0 abstained
Carried.*

Q: Who makes up the Mechanical/Electrical Sector Committee?

A: The members whom the Board appointed.

Q: An invitation was sent to 800 persons inviting them to comment on the proposed changes. The Branch received zero responses. What can we do to fix this?

A: The Branch has discussed this matter with the Sector Committees. The Branch is hoping the Sector Committees can assist with notifying their contacts as well when consultations are being conducted in order to increase the number of responses. However, the Branch will continue to work with the Sector Committees to find ways to improve response levels.

Q: Has it always been this level of engagement or has the work by the Sector Committees and Industry Working Groups been so thorough that industry is satisfied with what they are presenting?

A: The response levels for consultations on occupational standards is usually low. Unless a stakeholder understands how training is provided they typically do not feel comfortable with providing comments.

3.3 Review of the Power Electrician Technical Training Amendment Closed.

The Manager of Training Standards presented the proposed amendment to the Technical Training Standard for the trade Power Electrician.

Motion 2023.04.05 *The Board motions to accept the recommendations from the Mechanical/Electrical Sector Committee to approve the proposed Level C Chart as written.*

Level One (10 Weeks) *				Level Two (10 Weeks) *					
Code	Unit Title	T	P	Code	Unit Title	T	P		
A1	Learning About Work	10	0	B1	Commercial Electrical Code	60	0		
A2	Trade Safety Awareness	10	0	B2	Commercial Code Applications	45	15		
A3	Computer and Communication Skills	20	10	B3	AC Fundamentals	90	0		
A4	Trade Related Math and Science	50	0	B4	Motor Controls	40	30		
A5	Residential Electrical Code	90	0	B5	Electronic Concepts I	30	10		
A6	Residential Wiring Practices	10	30	B6	DC Machines and Controls	25	5		
A7	DC Fundamentals	60	0						
A8	DC Circuit Analysis	50	10						
		Subtotals	300	50			Subtotals	290	60
		Total	350 Hours				Total	350 Hours	

* Common core levels for Construction Electrician, Industrial Electrician and Power Electrician

Level Three (10 Weeks)				Level Four (10 Weeks)					
Code	Unit Title	T	P	Code	Unit Title	T	P		
C1	Electrical Code for Industrial Applications I	60	0	D1	Electrical Code for Industrial Applications II	20	25		
C2	Three Phase Circuit Analysis	30	0	D2	Metering	30	0		
C3	Power Transformers	55	5	D3	Automation	20	30		
C4	Electronic Concepts II	20	30	D4	Power Electronics	70	10		
C5	Industrial Control Systems	60	30	D5	Power Quality	20	0		
C6	Interrupting Equipment and Electrical Bus Networks	20	0	D6	Digital Logic Concepts	25	15		
C7	Governor and Excitation Equipment	10	0	D7	Relay and Protection Systems	40	0		
C8	AC Machines	30	0	D8	Journeyman Trainer	10	0		
				D9	Pre-Provincial Exam Review	35	0		
		Subtotals	285	65			Subtotals	270	80
		Total	350 Hours				Total	350 Hours	

T – Theory hours
P – Practical hours

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Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Q: Is Red River College the only educational institution that provides the technical training for this trade?

A: Yes. Red River College proposed this amendment and can accommodate this change.

Q: Is this program specific to Manitoba?

A: Yes. It is also specific to Manitoba Hydro; so there are no inter-provincial training issues.

3.4 Review of Esthetician Training Standards

Closed.

The Manager of Training Standards presented the proposed new Provincial Occupational Standards for the trade of Esthetician and the sub-trades Nail Technician and Skin Care Technician.

Motion 2023.04.05 ***The Board motions to accept the Service Sector Committee recommendation to approve the proposed Esthetician Provincial Occupational Standard as written.***

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

Motion 2023.04.06 ***The Board motions to accept the Service Sector Committee recommendation to approve the proposed Nail Technician Provincial Occupational Standard as written.***

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

Motion 2023.04.07 ***The Board motions to accept the Service Sector Committee recommendation to approve the proposed Skin Care Technician Provincial Occupational Standard as written.***

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

Q: Did the Industry Working Group have sufficient time to review all of the comments that were submitted during the consultation period?

A. Yes. But if the Industry Working Group had requested more time, more time would have been allotted to them.

3.5 Review of Esthetician Trade Regulation

Closed.

The Manager, Policy, Legislation and Board Operations presented the proposed changes to the Trade of Esthetician Regulation to reflect the new Provincial Occupational Standard.

Motion 2023.04.08 ***The Board motions to accept the Service Sector Committee recommendation to approve the Trade of Esthetician Regulation as written.***

***Consensus of 9 in favour 0 opposed 0 abstained
Carried.***

Q: How long is the temporary permit?

A. The temporary permit is being replaced with the exemption permit in order to standardize practices across all trades. The exemption permits are granted on a case-by-case basis. The Branch has had a number of requests for Exemption Permits from persons who have arrived in Manitoba from the Ukraine. The length of the exemption permit is five years.

3.6 Update on Correspondence Regarding the Beauty Industry Addressed by the Service Sector Committee Closed.

The Manager, Policy, Legislation and Board Operations advised:

- The Service Sector Committee reviewed the correspondence that was directed to the Committee by the Board.
- The Service Sector Committee discussed the correspondence and recommended a proposed response for the Board.
- Should any further correspondence be sent in to the Branch they will be brought to the Board's attention.

3.7 Update on Correspondence Regarding the Trade of Electrologist Addressed by the Service Sector Committee Closed.

The Manager, Policy, Legislation and Board Operations advised:

- The department established a moratorium on new registrants to the trade of Electrologist due to the continuous low enrolment in the trade.
- The moratorium was put in place to allow the Branch the opportunity to determine how the trade should be overseen in the future. However, with the onset of the pandemic, this was put on hold.
- The Service Sector Committee has asked for a review of the current status of the trade. The Branch is to report on the status to the Service Sector Committee at their next meeting. Once the Committee has a recommendation it will be presented to the Board.

2023.04.04

DISCUSSIONS/DECISIONS

4.1 Review of the Apprenticeship Minimum Wage Rate Consultation Report Closed.

The Manager of Policy, Legislation and Board Operations advised the Board on the following:

- The Branch conducted a public survey to obtain industry's position on the upcoming changes to the provincial minimum wage and how it will effect apprentice minimum wage rates.
- The survey was delivered through EngageMB over a period of four weeks.
- The Branch received 492 responses.
- The survey was discussed within the media, however, the majority of responses to the survey came before the media reported on the matter.
- The Branch compiled the results of the survey into a report and has briefed the Minister on the results of the survey. The Branch presented the report to the Board for review and discussion – pointing out key take-aways:
 - I. The responses were reflective of the sectors themselves; the smaller the sector, the less responses came from that sector;
 - II. 60% of respondents identified as male; 24% identified as female.
 - III. Current apprentices had the highest response levels; 18-25 year olds was the age demographic with the largest cohort of respondents;
 - IV. While somewhat divisive, the largest proportion of respondents said that the wage structure should be amended to align with the journey person wage rate.

Highlights from the discussion on the agenda item were:

- Apprenticeship Manitoba does not have the authority to mandate changes to wages for journeypersons.
- Outside of the Construction Industry Wages Act (CIWA) there is no regulation in Manitoba that sets the wage rates for journeypersons.
- The construction sector is highly competitive so journeyperson wage rates are higher than other sectors in order for employers to attract and keep employees.
- The Board could propose that all apprentices be paid based on a percentage of the journeyperson's wage rate. If there is no journeyperson's wage rate, then the apprentice could be paid based on a defined regulation. However, no apprentice would be paid less than the provincial minimum wage.
- The challenge that industry raised is with the increase in the provincial minimum wage, apprentices in some of the trades will be paid more than the journeyperson.
- Journeypersons do have some sway with their employers. If they leave their employment, their employers are not able to take on new apprentices. As such, if the wage of the apprentice goes up, the journeyperson could negotiate a higher salary.
- If the Board makes changes to the minimum wage rates structure for the apprentices, the wage rates for some of the trades may be less than the current wage rates. However, minimum wage rates only set the minimum that employers must pay apprentices, employers can choose to pay apprentices more.
- CIWA does not regulate the wage rates for apprentices; only for journeypersons.
- Manitoba needs to remain competitive in order to keep apprentices within the province. Higher wages will contribute to keeping apprentices here.

Q: Are there any other jurisdictional models that Manitoba can replicate?

A: New Brunswick is the closest in apprenticeship structure to Manitoba. However, it does not have CIWA. Manitoba is the only jurisdiction in Canada that has CIWA. CIWA works well for Manitoba but there is no current direction that would indicate those trades that follow outside of CIWA would like to pursue CIWA type legislation.

Q: If the Board makes a recommendation, and the Minister approves it, how much warning can the Board provide industry to alert them of the upcoming changes?

A: The Board can decide how to implement said changes. It can either be applied to new apprentices only or it can come into force within a specific timeframe.

Q: If the Board were to recommend no changes, what would happen?

A: During the Strategic Plan Consultations, industry had voiced their concerns that the rise in the provincial minimum wage meant that they would not be able to participate in the apprenticeship system. They would only hire labourers. If the Board does not address this issue, the rise in the provincial minimum wage will have a profound effect on the voluntary trades, in particular, and reduce overall participation by employers in the certification system as a whole.

4.2 Review of HSAP Minimum Wage Rates

Closed.

The Manager of Policy, Legislation and Board Operations advised the Board:

- That students in the High School Apprenticeship Program (HSAP) can get paid higher than minimum wage while they are employed in the program.

- Manitoba wants to attract as many persons to the trades. The HSAP program has proven to be beneficial to expose young persons to the trades at an early age. Along with earning a wage, the students also earn high school credits and credits towards their apprenticeship.
- However, some employers have advised that with the provincial minimum wage set to rise, they will not be able to afford to participate in this program.

Q: Is there an age limit on commercial construction sites?

A: A person can be 16 years of age to work on most commercial construction sites; although you do need to be 18 to work on road construction sites.

Motion 2023.04.09 The Board motions to amend the Minimum Wage Rate for Apprentices as follows:

Reference to apprentice wage rates are removed from the individual trade regulations and the General Regulation is amended to include reference to apprentice wage rates, unless otherwise prescribed by a payment agreement that is more favourable to the apprentice, the minimum wage rate for the apprentice shall be:

A. For trades with set journeyperson payment agreements, wage rates are as follows:

- i) Level 1 – 50%
- ii) Level 2 – 60%
- iii) Level 3 – 70%
- iv) Level 4 – 80 %

This section will come into force April 1, 2024 for CIWA trades only.

B. For all trades without set journeyperson payment agreements, the minimum wage rates for apprentices are as follows:

- i) Level 1 – 110% of the Provincial Minimum Wage
- ii) Level 2 – 120% of the Provincial Minimum Wage
- iii) Level 3 – 150% of the Provincial Minimum Wage
- iv) Level 4 – 170% of the Provincial Minimum Wage

This section will come into force immediately.

C. HSAP students will receive 110% of the Provincial Minimum Wage for all trades.

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

4.3 2023-2024 Board Work Plan

Closed.

The Manager of Policy, Legislation and Board Operations presented the 2023-24 Work Plan to the Board. The Manager advised that the Regulatory column on the Work Plan had not changed significantly from last year as there was a lot of work being actioned by the Branch. Sixteen trades are to undergo occupational development. Two new trades are to undergo regulatory work. The Manager did caution the Board that the Branch may not be able to complete all of the work within the proposed timeframes as the Branch may be required to work on some trades over the next few years. However, the work will just carry forward to the next year.

Motion 2023.04.10 **The Board motions to review and approve the 2023-2024 Regulatory and Technical Training Trade Work Plan as written.**

Consensus of 9 in favour **0 opposed** **0 abstained**
Carried.

4.4 Telecommunications Tower Technician Occupation Designation Closed.

The Manager, Policy, Legislation and Board Operations provided the Board with an update. The Branch has tried to work with the Canadian Wireless Telecommunications Association to recruit industry representatives to form an Industry Working Group. To date, the Branch has not received any contact from the new Program Director for the organization and has only received two Industry Working Group applications. Due to the low response the Branch recommends not to pursue designation of the trade at this time.

Motion 2023.04.11 **The Board motions to no longer pursue the designation of Telecommunications Tower Technician as an occupation.**

Consensus of 9 in favour **0 opposed** **0 abstained**
Carried.

2023.04.05 NEW BUSINESS

5.1 Request for Media Comments Closed.

The Executive Director of Apprenticeship Manitoba informed the Board that if individual Board members are approached by representatives of the media to provide comment, they can speak on their own behalf or as a representative of their organization. However, if they are approached to provide comment as a member of the Board, they are instructed to contact the Manager, Policy, Legislation and Board Operations to discuss the matter before they provide their comments. Furthermore, the Board Chair responsible for speaking on behalf of the Board.

5.2 Review of Construction Sector Committee Chair's Term Closed.

The Manager, Policy, Legislation and Board Operations advised the Board that the term for Chair of the Construction Sector Committee had ended in February 2023. The Branch wanted to know if the Board would like to re-appoint the Chair and if yes, for how long.

Recommendation: The Board recommended the Branch conduct a public call out for new members to the Construction Sector Committee. As part of the call out, the Branch should notify the Chair that their term had ended and ask if they would like to reapply. If they wish to reapply they do not need to submit a new application. Moving forward, will be the standard practice for the Branch when all Committee member terms expire.

2023.04.06		UPDATES	
6.1	NIL		Closed.
2023.04.07		REGULATIONS FOR BOARD APPROVAL AND SIGNATURE	
7.1	NIL report.		Closed.
2023.04.08		RECENTLY REGISTERED REGULATIONS	
8.1	NIL report.		Closed.
2023.04.09		FUTURE AGENDA ITEMS	
9.1	Apprenticeship and Certification Board Annual Report		Open.
2023.04.10		CORRESPONDENCE / INFORMATION	
10. 1	Correspondence from Industry Representative – Electrologist		Closed.
	The Board received correspondence from an industry representative within the trade of Electrologist with questions regarding the status of the trade.		
	Recommendation: The Board recommended the Branch send a response to the writer advising that the Service Sector Committee is reviewing the status of the trade and it is investigating the matter further.		
10. 2	Correspondence from HSAP Organization		Closed.
	The Board received correspondence from an HSAP organization, that the Board had requested, outlining their position on how the changes to the provincial minimum wage would effect the minimum wage rates for apprentices in the HSAP program.		
	Recommendation: The Board recommended no further action be taken.		
10. 3	Correspondence from Industry Representative – Minimum Wage Rate Review		Closed.
	The Board received correspondence from an industry organization outlining its position on how the changes to the provincial minimum wage would effect the minimum wage rates for apprentices.		
	Recommendation: The Board recommended the Branch send a response to the writer to thank them for their correspondence.		
10. 4	Correspondence from Construction Electrician Apprentice – Minimum Wage Rate Review		Closed.

The Board received correspondence from a Construction Electrician Apprentice outlining their position on how the changes to the provincial minimum wage would effect the minimum wage rates for apprentices.

Recommendation: The Board recommended the Branch send a response to the writer advising that the Board and the Branch are currently working on a recommendation.

2023.04.11 CALENDAR EVENTS

11.1 Next Board Meeting Closed.

The Communications and Board Coordinator advised the Board that the proposed timeline for the next Board meeting is mid June 2023. Details will be confirmed at a later date.

11.2 Highest Achievement Awards Ceremony Closed.

The Manager, Policy, Legislation and Board Operations advised the Board that the event will take place on May 4, 2023. All Board members are invited to attend.

11.3 Skills Canada National Competition Closed.

The Manager, Policy, Legislation and Board Operations advised the Board that the event will take place on May 25-26, 2023. All Board members are invited to attend.

2023.04.12 IN CAMERA (IF REQUIRED)

12.1 NIL report. Closed.

2023.04.13 ADJOURNMENT

13.1 Meeting adjourned at 2:31 pm

June 15, 2023

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

*Date approved by the
Apprenticeship and Certification Board*

*Harvey Miller, Chair
Apprenticeship and Certification Board*

*David McCutcheon, Secretary
Apprenticeship and Certification Board*