

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**January 19, 2023**

**BOARD MEMBERS**

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

**REGRETS**

MacKenzie, Donald	Employee Representative
Paul, Carol	Employer Representative

**ABSENT**

**GUESTS**

**STAFF**

May, Vanessa	Manager, Policy, Legislation and Board Operations
Buccini, Antonio	Communications and Board Coordinator
Bezdzietny, Jodie	Manager, Business Transformation



**2023.01.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:02 a.m.

**1.2 Approval of Agenda**

**Closed.**

**Motion 2023.01.01**

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

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**1.3 Approval of Previous Minutes**

**Closed.**

**Motion 2023.01.02**

***The Board motions to approve the November 17, 2022 minutes as written.***

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**2023.01.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Advised the Board that he attended the National Stakeholder's meeting in Ottawa in November. The Canadian Council of Directors of Apprenticeship (CCDA) Secretariat hosted presentations on various supports that are available; in particular for unions.
- Additional presentations were hosted by British Columbia and Alberta on the changes they are proposing to compulsory trades. Specifically, Alberta is looking at how to register apprentices for components of compulsory trades rather than the whole trade.

**2.2 Review of previous Board Meeting Evaluation**

**Closed.**

- The Chair advised that only four members had completed the Board Meeting Evaluation for the November Board meeting.
- The Chair indicated the Board Meeting Evaluation was an important tool to help ensure Board meetings meet the needs of Board members. However, if members wanted to explore a different model than the one currently being used, they could discuss with the Chair. If not, he would strongly encourage all members to complete the Evaluation after each meeting.

### **2.3 Executive Director's Update**

**Closed.**

The Executive Director advised Board members that:

- He attended the CCDA meeting in Ottawa in November. The meeting was the first time the CCDA met in person since COVID-19 health protocols were lifted.
- The CCDA completed work on its five-year strategic plan and provided members who attended the conference with a presentation on that work.
- The feedback that the CCDA received from national stakeholders was positive and the majority of stakeholders were happy with the federal promotion of the apprenticeship system and the federal supports that are available.
- Statistics Canada also gave a presentation on data pertaining to apprenticeship at the conference.
- Work at Apprenticeship Manitoba is ongoing. Apprenticeship Manitoba hired a Marketing Specialist who will begin work in the coming weeks. The Marketing Specialist will be working on advertising metrics, the development and implementation of a new website and a province-wide marketing campaign. The work on the promotional campaign will take place over the next three years.
- Manitoba will be hosting the Skills Canada National Competition from May 25-26, 2023.
- The Highest Achievement Awards ceremony will be held in April or May.

Q: Why did Alberta choose to reduce the number of compulsory trades?

A: Alberta has elected to streamline its process to register apprentices. They are trying to implement a new system whereby they register an apprentice but not attach them to a specified employer. In Manitoba, when an apprentice is registered, the apprentice, the employer and Apprenticeship Manitoba all sign a contract. If the apprentice changes employers, the hours incurred by the apprentice do not get registered with Apprenticeship Manitoba until the new employer signs the contract. In comparison, British Columbia has not had compulsory trades for 25 years. British Columbia recently launched a three-year plan to implement 10 compulsory trades to better align with the other western provinces. They have given themselves a three-year period to implement the compulsory trades in order to minimize any challenges to the system or negative effects.

Comment: The new marketing specialist contact the Colleges and Institutes Canada (CICAN) to look at the work it has completed to develop an app to attract apprentices. Nine colleges received funding to develop the app and it may have applicable uses in Manitoba.

### **2.4 Review of Action Sheet**

**Closed.**

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

- The Communications and Board Coordinator advised the Board that Apprenticeship Manitoba continued to seek industry members to establish a Telecommunications Tower Technician Industry Working Group to explore the program development for the new occupation. As the Branch still has not received a sufficient number of Industry Working Group applications, the Branch once again followed up with the Director of Marketing and Communications with the Canadian Wireless Telecommunications Association to obtain a list of representatives from within the Telecommunications Tower Technician field in Manitoba that it could contact. The Director of Marketing and Communications advised the Branch that he would be leaving his position and that he would have his replacement follow up with the Branch. The Board advised

that if nothing further comes from the Branch's work, the Board would discuss the future of designation of Telecommunications Tower Technician as an occupation at a future meeting.

**2023.01.03**

**COMMITTEE REPORTS: DISCUSSION & DECISION ITEMS**

**3.1** NIL

**2023.01.04**

**DISCUSSIONS/DECISIONS**

**4.1 Review Apprenticeship and Certification Board Strategic Plan 2023-2028/  
Apprenticeship and Certification Board Work Plan 2023-24**

**Closed.**

The Manager of Policy, Legislation and Board Operations and the Manager of Business Transformation presented the proposed Apprenticeship and Certification Board Strategic Plan 2023-2028 along with the Apprenticeship and Certification Board Work Plan 2023-24. The following precipitated from the discussion:

- Consultations were held across the province and online in September 2022 to obtain industry input into the development of the Apprenticeship and Certification Board Strategic Plan 2023-2028. Approximately 150 industry representatives attended the consultation sessions.
- During the November 2022 Apprenticeship and Certification Board meeting, the Board reviewed the feedback it received as a result of the consultations. The feedback was organized into six priority areas. Based on the discussions at the November Board meeting, the Branch was able to compile all of the feedback and organize it further into four themes – with inclusivity and innovation being incorporated into all of the themes.
- Once approved, the Strategic Plan will be forwarded to Communications Services Manitoba to be designed. A final design will be brought to the Board for final approval.
- Measures have been identified for each of the priority areas that the Board can report on in its Annual Report. Each year, the Board will set out its action plan for the fiscal year on how it will meet the objectives in the Strategic Plan.
- Each of the priorities and objectives were reviewed by the Board. The following comments/questions arose as part of the discussion for each priority:

**Priority 1:**

- Q: Can we use a self-assessment tool for apprentices?  
A: Employment and Social Development Canada (ESDC) has a self-assessment tool that could be included on Apprenticeship Manitoba's new website.

**Priority 2:**

- Q: Can the Board request that the Sector Committees develop informational material with a description each of the trades in the respective sectors? The Board could provide the Sector Committees with the criteria to develop the descriptions.  
A: Manitoba Building Trades Institute has pamphlets that describes each trade. The Board could potentially refer to those pamphlets as a starting point.

- Q: Does Apprenticeship Manitoba have statistics on how many people visit Apprenticeship Manitoba's website and can it compare measurements of activity on the future website?  
A: The Branch has asked its web developer to provide the Branch with analytical data on the use of the website. However, there has been a change in the company that services the website so the Branch does not have a complete baseline of analytics of the current website. Nevertheless, analytical reporting on the future website is being incorporated into the development of the website.

Priority 3:

- Q: How will the Branch measure interactions between employers, apprentices and trade qualifiers? Will the Branch use surveys to measure the satisfaction of these interactions?  
A: The Branch currently distributes a survey to apprentices after they register an apprenticeship agreement. In addition, the Branch could post a discussion board on its website so that all parties can provide input on their experiences.
- Q: Will the upcoming provincial election affect the Branch's plans to develop a new IT system?  
A: The Branch has gained approval to explore the development of a new IT system, as there is recognition from the department that the current system is no longer sustainable and is in need of replacement. Therefore, the Branch does not believe the results of a provincial election will impact the development of a new IT system to replace the existing technology.

Priority 4:

- Q: In the new apprenticeship agreement, could questions be added that would ask the applicant how well the service was from Apprenticeship Manitoba, and make the questions a requirement in order to complete the form?  
A: The Branch can investigate that requirement. If the Branch wants to add it to the current application it would have to determine how it would collect and track the results.

Comment: On future issue sheets, the Branch can indicate how the issue will address the priorities that are identified in the strategic plan.

Next Steps:

1. The Branch will submit the Strategic Plan to Communications Services Manitoba for design. The Branch anticipates the work will take one to two months.
2. The final design will be brought to the Board for electronic review and approval.
3. Once approved, the branch will submit the approved final version to the Minister for final approval. The goal is to make the Strategic Plan public by the end of April 2023.

**Motion 2023.01.03**

**The Board motions to approve the Apprenticeship and Certification Board Strategic Plan 2023-2028 as written.**

**Consensus of 8 in favour      0 opposed      0 abstained  
Carried.**

**4.2 Minor Changes to Program Standards Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented proposed changes to the Minor Changes to Program Standards Policy, which were developed to align with the new governance model of the Board.

- Q: Are there any examples of what a minor change could be?  
A: The Branch cited an example of switching from a provincial exam to an inter-provincial exam as a minor change, whereas the change is needed to transition to the Red Seal system, but a minor update to the regulation.
- Q: Is there an example of when the Board has used this policy in the past?  
A: There is no record of when the policy has been used, however, it was still viewed as an important policy to have in case it was needed in the future. In addition, the approval process would remain the same with any changes requiring Board approval prior to implementation. The policy ensures that the Board is still able to make minor changes in the event that an Industry Working Group cannot be established for the trade and the program standards need to be updated.

**Motion 2023.01.04**     **The Board motions to approve the changes to the Program Standards Policy as written.**

**Consensus of 8 in favour**     **0 opposed**     **0 abstained**  
**Carried.**

**4.3 Coming into Force Provision Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the proposed changes to the Coming into Force Provision Policy, which were developed to align with the new governance model of the Board.

**Motion 2023.01.05**     **The Board motions to approve the changes to the Coming into Force Provision Policy as written.**

**Consensus of 8 in favour**     **0 opposed**     **0 abstained**  
**Carried.**

**4.4 Standardization of Wage Rates Language Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the proposed changes to the Standardization of Wage Rates Language Policy, which were developed to align with the new governance model of the Board. The policy reflects the current minimum wage structure for apprentices, and can be updated again if the wage structure is changed in the future.

**Motion 2023.01.06**     **The Board motions to approve the changes to the Standardization of Wage Rates Language Policy as written.**

**Consensus of 8 in favour**     **0 opposed**     **0 abstained**  
**Carried.**

**4.5 Trade Deferral Process Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the proposed changes to the Trade Deferral Process Policy, which were developed to align with the new governance model of the Board.

**Motion 2023.01.07**     *The Board motions to approve the changes to the Trade Deferral Process Policy as written.*

*Consensus of 8 in favour     0 opposed     0 abstained*  
*Carried.*

**4.6 Designated Trainer Provision Extension Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations brought forward a recommendation that the Board review and repeal the Designated Trainer Provision Extension Policy. It was determined that the policy is out of date and no longer required, as the intent of the policy was for the Board to discuss the extension of the Designated Trainer Provision prior to 2018. The Board discussed the issue and made a decision on the matter in 2017 and 2022, therefore, the policy is no longer required.

**Motion 2023.01.08**     *The Board motions to repeal the Designated Trainer Provision Extension Policy.*

*Consensus of 8 in favour     0 opposed     0 abstained*  
*Carried.*

**2023.01.05**

**NEW BUSINESS**

**5.1 Review of Apprenticeship Minimum Wages Report**

**Closed.**

The Executive Director and Manager of Policy, Legislation and Board Operations presented the following to the Board:

- The Board received correspondence from industry representatives voicing concerns that the planned increases to the provincial minimum wage will negatively impact the ability of employers to hire apprentices due to the increasing cost of labour.
- By October 1, 2023, the provincial minimum wage is set to rise to \$15.00 per hour. Approximately 10 of the 55 designated trades have apprentice wage rates that align with Apprenticeship and Certification – General Regulation, which identifies the minimum wage for Level 1 apprentices at 110% of the provincial minimum wage. Sixteen of the 55 trades have minimum wage for Level 1 apprentices above 110% of the provincial minimum wage. Twenty-nine construction trades have wage rates that are based on a percentage of the wages that are identified in the Construction Industry Wages Act (CIWA).

- Alberta, and Newfoundland and Labrador have wage rates that are similar to Manitoba's while the Northwest Territories and New Brunswick have one wage rate for all trades and it is based on a percentage of the journeyperson's wage.
- The Branch presented to the Board information on apprenticeship wages across Canada.
- The Branch discussed with the Board the option of hosting a public consultation to engage the position of industry on how to address the rise in the provincial minimum wage and its effects on the minimum wage for apprentices.
- The minimum wage in Manitoba has risen 25% over a period of a year and half. This has an impact on the apprenticeship system as apprentice wages, in some cases, are rising higher than the wages of the journeyperson. Not all employers are able to raise the wages of journeypersons to compensate for this change, which caused some employers to voice that they may not be able to take on apprentices.

Comments that arose from the Board on the matter include:

- It was raised by the Board that Manitoba could consider linking the wage rates of apprentices to a percentage of the wage rates of journeypersons. This option can be proposed to industry through a consultation to understand the effects of the increasing minimum wage on the operations of business. The consultation could also help to understand the economic needs of apprentices.
- The Board advised the Branch that if a consultation survey were to be issued it should be kept simple with only two options.
- The Board advised the Branch that the survey does not need to be reviewed by the Board before it is released.

The Branch advised the Board that:

- The timing of the provincial minimum wage increases means that the Branch will need to move quickly if any regulatory amendments are recommended by the Board, as the final minimum wage increase is scheduled to occur in October 2023, which may not be enough time to implement regulatory amendments.
- If the Board conducts a public consultation on the issue, EngageMB would be used to facilitate the consultation through a centralized government portal. The survey would be placed online and the Branch would invite its clients and stakeholders to participate in the survey and provide their feedback and comments. In addition, the Sector Committees would be engaged to help promote the survey and provide comments.
- If the Board would like to distribute a survey, the report provided to the Board would be included as a Backgrounder to accompany the survey. In addition, the survey would only list two options but allow the responder to provide additional comments.

Q: How would a flat rate vs. hourly rate work for apprentices?

A: In order for a decision to be made, an hourly rate for a journeyperson could be calculated to determine the applicable wage rate for the apprentices. The Apprenticeship Training Coordinators with Apprenticeship Manitoba would work with each employer to ensure the apprentices are paid at the required rate of the journeyperson – regardless if it is an hourly rate or flat rate.

Q: Can a call centre be used to engage industry on the survey questions?

A: Based on the timeframe to develop and implement a public consultation survey, there would not be enough time or funds available to obtain the services of a call centre to assist.



Q: Will the survey be sent to apprentices?

A: Yes.

Q: If the last minimum wage increase is set to take place on October 1, 2023, will the Apprenticeship and Certification Board be able to make a proposed change and have the regulation amendments implemented in time?

A: It is unlikely that the Branch will be able to implement any proposed changes by October 1, 2023, but it will strike to complete any recommendations by the Board as soon as possible.

Q: Will the Branch identify the responses for the apprentices in the trades represented by CIWA in the survey?

A: The survey will be sent to all apprentices and they will be asked to identify the trades that they are involved with, so this information can be provided to the Board.

Q: If the Apprenticeship and Certification Board recommends changing the minimum wage rates for apprentices and the wage rates go down as a result, will the Branch reduce the wage rates for apprentices?

A: The Board could make a determination that current apprentices are not subject to the regulatory amendments, and only the amendments would only apply to new apprentices.

***Motion 2023.01.09 The Board motions to direct the Branch to develop and administer a survey to obtain feedback from industry stakeholders on their position on the minimum wage rate for apprentices and to report back to the Board on the results of the survey at the next Board meeting.***

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

## **5.2 Board Training**

**Closed.**

As per the direction of the Treasury Board Secretariat, the Communications and Board Coordinator conducted a mandatory training session for Board members on the Agencies, Boards and Commissions Governance Training program. Board members completed the four required training videos.

## **2023.01.06**

### **UPDATES**

**6.1**      NIL

**Closed.**

## **2023.01.07**

### **REGULATIONS FOR BOARD APPROVAL AND SIGNATURE**

**7.1**      NIL report.

**Closed.**

**2023.01.08**

**RECENTLY REGISTERED REGULATIONS**

**8.1** NIL report.

**Closed.**

**2023.01.09**

**FUTURE AGENDA ITEMS**

**9.1**

**2023.01.10**

**CORRESPONDENCE / INFORMATION**

**10.1 Correspondence from Industry Representative – Minimum Wage Rates**

**Closed.**

The Board received correspondence outlining concerns on the upcoming increases to the provincial minimum wage and how it will effect the wage rates of apprentices; particularly those who are registered through the High School Apprenticeship Program (HSAP).

Recommendation: The Board recommended that the Branch contact the HSAP Professional Learning Group (PLG) and request that they write a letter to the Board outlining their position on the proposed changes to the provincial minimum wage and how it will effect the HSAP.

**10.2 Correspondence from Industry Representative – Minimum Wage Rates**

**Closed.**

The Board received correspondence outlining the following two inquiries:

- a) A request to have a member of the trade of Aircraft Maintenance Journeyman be represented on the Apprenticeship and Certification Board; and
- b) A request for the Board to review the wage rates for apprentices in the Aircraft Maintenance Journeyman trade.

Recommendation: The Board recommended that the Branch respond to the correspondence and invite them to complete and submit an application to join the Board or the Transportation Sector Committee.

**10.3 Correspondence from Industry Representative – Automotive Service Technician Level 1**

**Closed.**

The Board received correspondence inquiring if the general automotive apprenticeship program could be amalgamated with the AESP and ASSET programs. In reviewing the matter, the Board took into consideration that the ASEP and ASSET programs are distinct from the general automotive program. Apprenticeship Manitoba would not be able to develop common core training for Level 1 that could be utilized across all three programs.

Recommendation: The Board recommended that the Branch respond to the correspondence and explain the Board is not looking to amalgamate the three programs into one at this time as each program is unique with very specific training designed specifically for the automotive dealerships themselves.

**10.4 Correspondence from Industry Representative – Gasfitter IWG Members**

**Closed.**

The Board was advised that an industry organization had circulated among its membership a call-out for IWG representatives for Apprenticeship Manitoba. However, it did not include the correct IWG application in the email nor correct deadline dates. Although the Board recognized the intent of the organization was to be helpful in recruiting IWG members for Apprenticeship Manitoba, it was concerned that the misinformation being provided to the organization’s membership could have negative effects on recruitment.

Recommendation: A Board member volunteered to speak with the Executive Director of the industry organization to ask them to connect with Apprenticeship Manitoba to discuss the matter.

**2023.01.11 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 April 2023. Details will be confirmed at a later date.

**2023.01.12 IN CAMERA (IF REQUIRED)**

**12.1 NIL report.**

**Closed.**

**2023.01.13 ADJOURNMENT**

**13.1 Meeting adjourned at 3:11 pm**

**April 20, 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*