

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**November 17, 2022**

**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
Novo, Davide	Employee Representative
Weber, Ashley	Employee Representative

**REGRETS**

Korving, Richard	Employer Representative
Morin, Adam	Employee Representative
Paul, Carol	Employer Representative
Poirier, Kevin	Training Provider Representative

**ABSENT**

**GUESTS**

**STAFF**

Bezdzietny, Jodie	Manager, Business Transformation
Chung, Gabriel	Manager, Training Standards
Gagne, Glenda	Operations Officer & Industry Liaison
May, Vanessa	Manager, Policy, Legislation and Board Operations
Buccini, Antonio	Communications and Board Coordinator
Marion, Joel	Project Coordinator

2022.11.01

OPENING

**1.1 Call to Order**

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

**1.2 Approval of Agenda**

**Closed.**

**Motion 2022.11.01**

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

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

**1.3 Approval of Previous Minutes**

**Closed.**

**Motion 2022.11.02**

***The Board motions to approve the August 8, 2022 minutes as written.***

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

2022.11.02

UPDATES: CHAIR AND EXECUTIVE DIRECTOR

**2.1 Chair's Update**

**Closed.**

The Chair:

- Updated the Board that the public consultations for the Apprenticeship and Certification Board Strategic Plan 2023-2028 were completed throughout the province during the month of September. The consultations occurred in Winnipeg, Brandon, Winkler and Thompson; along with 2 virtual sessions. While in Brandon, the consultation facilitators took a tour of the trades training facility at Assiniboine Community College and noted how exceptional it was. In Winkler/Morden, the consultation facilitators toured additional trades training educational institutions and was again impressed by the high quality facilities. The Chair commented that these training facilities do not appear to be well known throughout the province but are well regarded within their home communities.
- Reported that the department hosted the Awards of Distinction gala at the RBC Convention Centre on November 2, 2022. The Minister, Deputy Minister and Assistant Deputy Minister attended the event and remarked on how well the event was run. The Chair, on behalf of the Board, thanked all of the volunteers who worked on the event and congratulated them on hosting a successful event.
- Concluded his remarks by advising that he had participated in a Zoom meeting with the Interprovincial Alliance of Board Chairs.

**2.2 Review of Previous Board Meeting Evaluation**

**Closed.**

- The Chair invited all members to review the August 8, 2022 Board Meeting Evaluation summary.

- The Chair encouraged all members to complete the evaluation after each meeting that they attend in order to provide clear direction to the Chair on how effective the meetings are being delivered.

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

**Closed.**

The Executive Director advised Board members that:

- He also attended the Awards of Distinction gala and reiterated the positive feedback from the Minister, Deputy Minister and Assistant Deputy Minister. Everyone felt the event was a success, run professionally and well attended by approximately 250 attendees.
- He has been busy attending various stakeholder engagements, including the Electrical Contractors Association dinner.
- He will be attending the Canadian Council of Directors of Apprenticeship (CCDA) conference in Ottawa the following week where they will be discussing upcoming changes to the Red Seal system and how to best collaborate on delivering the program. Furthermore, he is the Vice Chair of the CCDA and Chair of the Communication and Stakeholder Relations Committee.
- A branch staff member won a national award for his work on the Red Seal program. The staff member has been with the branch for 30 years, where he has worked on curriculum development.

Q: What is being planned as part of the Skills Canada competition that will be held in Winnipeg next year?

A: The department has obtained approval to be a Presenting Sponsor for the event. Department staff will be heavily involved behind the scenes volunteering at the event itself, where they will greet students when they arrive and hand out promotional items. In addition, the department will host an information booth to promote the trades.

Furthermore, in March/April 2023, Skills Manitoba will host a provincial skills competition. The winners will be invited to attend the Skills Canada National Competition that will be held in May 2023. The national winners will have an opportunity to represent Canada at the World competition.

Q: Why were a couple of the Steamfitter-Pipefitter classes cancelled?

A: The department offers up to 300 levels of training per year and pays for those courses on a block-release format. Consequently, the department pays the educational institutions for each course, regardless of the number of apprentices who attend. Therefore, the department must ensure that there are enough apprentices registered in the course to bring value for money to the department. Before the department makes a decision to cancel the delivery of a course, if the registration is low, departmental staff will call apprentices who are eligible for training to see if they are able to register.

Q: There has been feedback that there is not good communication from Apprenticeship Manitoba to the apprentices around course cancellations. How does the department communicate the cancellation of courses and does it share that information with the employers?

A: The department communicates with the apprentices and the employers when course are cancelled and posts information on class listings on its website. The department has found that since employers now have to record the former blue book hours online, they are more engaged.

Q: What point after opening registration does the department know it can move forward with offering the course?

A: The department has to confirm the delivery of a course six weeks from the course start date.

## 2.4 Review of Action Sheet

**Closed.**

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

- The department reported that work with the Telecommunication Tower Technician industry is ongoing. The department is continuing to work with the Program Director of the Structure, Tower and Antenna Council, to obtain a list of employers to establish an industry working group. The Program Director will submit additional company names to the department to reach out to. The department will keep the Board informed on its progress.

2022.11.03

## COMMITTEE REPORTS: DISCUSSION & DECISION ITEMS

### 3.1 Review and Approval of Manufacturing and Transportation Sector Committee Membership

**Closed.**

The Manager of Policy, Legislation and Board Operations advised the Board that the employment status of a member of both the Manufacturing Sector Committee and the Transportation Sector Committee has changed. With regard to the Manufacturing Sector Committee, a member, who had recently been appointed to the Committee by the Board, informed the department that they are no longer employed with the company they applied under, though they are still working within their sector, and are taking courses to become an instructor. The department advised the Board that instructors are not eligible to be members of a Sector Committee. In addition, the department does not have any current applications on file for the Board to consider should they decide to revoke membership of the Committee member. To address the issue, the Board discussed three options:

- a) Allow the member to remain on the Committee until such time as they become an employed instructor;
- b) Revoke the membership and leave the position vacant; or
- c) Revoke the membership and issue a call out for new members.

With regard to the Transportation Sector Committee, a member informed the department that they recently changed jobs and are now employed as an instructor for an educational institution. The department presented the Board with a list of current applications on file for the Transportation Sector Committee.

The Board directed the department to:

1. Notify Josef Neufeld that he can maintain his position on the Manufacturing Sector Committee but is required to notify the department when his employment status had changed;
2. Conduct a call out for new applications for the Manufacturing Sector Committee and have them on file for the Board to consider, if the position becomes vacant;
3. Notify Nicholas Wall that his membership on the Transportation Sector Committee has been revoked; and

4. Notify Randall Weslak that the Board has appointed him to the Transportation Sector Committee for a 2-Year Term.

2022.11.04

## DISCUSSIONS/DECISIONS

### 4.1 Certification Examination Pass/Fail Rates Review

**Closed.**

The Manager of Training Standards presented the findings from the review of certification exam results from the previous five years, including pre-pandemic and pandemic periods that the Board requested. One of the major findings from the review was that there was only a marginal decline in certification exam pass rates since the start of the pandemic.

Q: What are supports available to help individuals who fail to pass their certification exams?

A: Due to limited resources, the department focuses its attention on assisting individuals who have struggled to pass the certification exam after multiple attempts. Once an individual fails their certification exam after the third attempt, the department can offer assistance by providing a Red Seal exam study guide that focuses on the areas that the individual is struggling with.

Furthermore, the department can conduct an exam analysis for classes to determine what factors may have contributed to a large number of apprentices not passing their exams from a specific class.

Finally, Manitoba has partnered with New Brunswick to offer a virtual learning strategy program. Within the program, Manitoba has secured 50 seats to provide additional supports to individuals who have not passed their certification exams, and are identified as eligible program candidates by the department. 70% of the seats are for applicants who have failed multiple times while 10% are for those still in technical training who need support to complete their training. All the applicants have to present a high possibility of achieving 70% or more on their exams.

Q: Why does the department wait until the applicant has failed three times before it intervenes?

A: The department only has one staff person who can provide this type of assistance for all of the trades. In addition, the department requires a minimum of three attempts at the certification exam to ensure that it can acquire enough data to understand where the applicant needs to focus their studies.

It was noted by the Board that if the department and the Board want to increase its completion rates, it would be more effective to focus its resources on supporting individuals who are in the system to complete the program and pass their exams than trying to recruit new apprentices.

The department did advise the Board that on the Apprenticeship Manitoba intake form, it does ask if the apprentice needs any supports for a learning disability; as the department has supports for those who need it. However, it is the experience of the department that most apprentices do not declare any need for supports for learning disabilities. It is the standard trend that the educational institutions discover the apprentice(s) need for learning supports and work with both the department and the apprentice to determine what supports or accommodations are required.

**4.2 Review and Approval Apprenticeship and Certification Board Strategic Plan 2023-2028 Consultation Report and Jurisdictional Scan Closed.**

The Manager of Policy, Legislation and Board Operations presented the Apprenticeship and Certification Board Strategic Plan 2023-2028 Consultation Response Report and the findings from the jurisdictional scan of strategic plans from across Canada. The Board studied the contents of both reports and reviewed the themes and recommendations that were comprised in both reports. Of note, the responses to Question 9 in the Apprenticeship and Certification Board Strategic Plan 2023-2028 Consultation Response Report, indicated that it was perceived that the technical training system is not meeting the needs of apprentices.

It was noted that there was a low response from stakeholders and the public to register for the consultation sessions and complete the online survey. The Board inquired if the department could provide incentives to encourage future participation. The department responded that it could take that into consideration during future consultations.

The department advised the Board that the majority of interactions during the consultations were quite positive. Those in attendance were committed to the apprenticeship system, have been involved in the system for long periods of time and were heavily invested.

The common themes that arose during the consultation included:

- a) The need to use labour market information to promote specific trades with high vacancies.
- b) The need for more promotion of what the trades are and how people can enroll in the system.
- c) The need to register more individuals from diverse groups into the apprenticeship system.

The Board noted that one area of improvement that needs to be addressed as part of the Strategic Plan is how to provide better facilitation between the department, the employers and the apprentices.

The department discussed the timeline for completing the Strategic Plan, which included:

- December 2022: The department will use feedback from the Board to draft the Apprenticeship and Certification Board Strategic Plan 2023-2028.
  - January 2023: The department will present the draft Apprenticeship and Certification Board Strategic Plan 2023-2028 to the Board for its review and input.
  - February 2023: The Board will finalize and approve the Strategic Plan.
  - March 2023: The Plan will be submitted to the Minister for review and approval.
- The Board will also review and finalize the 2023-2024 proposed outcomes for the fiscal year.

**4.3 Strategic Planning Overview Closed.**

The Manager of Policy, Legislation and Board Operations introduced the Manager of Business Transformation to the Board and advised them that she would be leading and facilitating the discussions with the Board on how to select the priority areas, goals and objectives for the Strategic Plan and how the strategic planning would proceed.

**4.4 Determination of Strategic Plan Priority Areas, Goals and Objectives**

**Closed.**

The Manager of Business Transformation presented the Board with six proposed priority areas for their consideration and approval, with the options of combining the priorities or proposing their own new priority areas:

1. Develop a highly skilled workforce to meet labour market demands.
2. Attract apprentices to build the skilled trades.
3. Deliver relevant and responsive client services.
4. Foster inclusivity.
5. Embrace innovation.
6. Grow the workforce through collaborative partnerships.

Board members were separated into two breakout groups. They reviewed the priority areas and drafted ideas on how to fulfill those priorities. The discussions were recorded and will form the content of the upcoming draft Strategic Plan.

The Board was asked if the proposed priority areas presented any gaps or issues – none were identified. However, the majority of Board members did remark that the last three priority areas could be encompassed within the first three priorities.

The Board discussed the priority groups thoroughly and recommended that the department keep the six priority areas, however, if while drafting the Strategic Plan, the department finds that there is overlap it could come back to the Board with recommendations on how to combine areas and streamline their priority groups. One area to consider would be to combine Embrace Innovation with Foster Inclusivity.

**2022.11.05**

**NEW BUSINESS**

**5.1 NIL**

**Closed.**

**2022.11.06**

**UPDATES**

**6.1 NIL**

**Closed.**

**2022.11.07**

**REGULATIONS FOR BOARD SIGNATURE**

**7.1 NIL**

**Closed.**

**2022.11.08**

**RECENTLY REGISTERED REGULATIONS / INFORMATION**

**8.1 NIL report.**

**Closed.**

2022.11.09

FUTURE AGENDA ITEMS

- |            |                                   |              |
|------------|-----------------------------------|--------------|
| <b>9.1</b> | 2023-2028 Strategic Plan Approval | <b>Open.</b> |
| <b>9.2</b> | Board Work Plan 2023-24           | <b>Open.</b> |

2022.11.10

CORRESPONDENCE / INFORMATION

- |             |  |                |
|-------------|--|----------------|
| <b>10.1</b> | Heather Day – Beauty Industry Trades   | <b>Closed.</b> |
| <b>10.2</b> | Donna Pawchuk – Beauty Industry Trades | <b>Closed.</b> |

The Manager of Policy, Legislation and Board Operations presented the correspondence from Heather Day and Donna Pawchuk. Issues pertaining to the beauty trades were outlined in separate correspondence by Heather Day and Donna Pawchuck during the Strategic Plan consultations in Brandon.

The Manager of Policy, Legislation and Board Operations advised the Board that the Hairstylist and Esthetician trades are due for regulatory review. The Training Standards unit has already started reviewing the curriculum for the Esthetician Trade. Esthetician is a provincial trade while Hairstylist is a Red Seal trade, however, Manitoba does not fully align with the national Red Seal system. Consequently, the regulatory review for both trades will proceed in accordance with the department's schedule.

The Board directed the department to:

1. Refer the correspondence from Heather Day and Donna Pawchuk to the Service Sector Committee for review and direction and report back to the Board.

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| <b>10.3</b> | Jeannie Hiebert – Electrologist Need | <b>Closed.</b> |
|-------------|--------------------------------------|----------------|

The Manager of Policy, Legislation and Board Operations presented the correspondence from Jeannie Hiebert. The Board was advised that the trade of Electrologist was approved by the Board to be de-designated due to insufficient enrollment in the apprenticeship system by apprentices. As a result of this direction, the Minister had placed a moratorium on new apprentices registering for the trade while the process of trade de-designating was undertaken. The department has not completed the process of de-designating the trade. Due to the compulsory nature of the trade, the department must work with other departments to determine who will have the authority to provide oversight for the trade; such as Manitoba Health. The department was asked if the trades qualification pathway was open to Jeannie Hiebert to allow her to train apprentices as a certified journeyperson. The Board was instructed that as this is a compulsory trade, she cannot challenge the certification exam.

The Board directed the department to:

2. Refer the correspondence from Jeannie Hebert to the Service Sector Committee for review and to make a recommendation regarding the moratorium on apprentice registrations.

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|-------------|-------------------------------------|----------------|
| <b>10.4</b> | Diane Kolossa - Hairstylist Concern | <b>Closed.</b> |
|-------------|-------------------------------------|----------------|

The Manager of Policy, Legislation and Board Operations presented the correspondence from Diane Kolossa.



The Board directed the department to:

3. Refer Diane Kolossa to the Better Business Bureau for direction and support.

**10.5** Ronald Hambley – Minimum Wage Rates

**Closed.**

**10.6** Lynsey Wilson – Minimum Wage Rates

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the correspondence from Ronald Hambley and Lynsey Wilson.

The Board directed the department to:

4. Review the minimum wage rates for apprentices in Manitoba, with a comparison to other provincial jurisdictions, and report back to the Board at the next Board meeting.

## 2022.11.11 CALENDAR EVENTS

**11.1** Review of proposed dates for the next Board Meeting

**Closed.**

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

## 2022.11.12 IN CAMERA (IF REQUIRED)

**12.1** NIL report.

**Closed.**

## 2022.11.13 ADJOURNMENT

**13.1** Meeting adjourned at 3:45 pm

**January 19, 2023**

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

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*Date approved by the  
Apprenticeship and Certification Board*

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*Harvey Miller, Chair  
Apprenticeship and Certification Board*

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*David McCutcheon, Secretary  
Apprenticeship and Certification Board*