

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**November 2, 2023**

**BOARD MEMBERS**

Harrison, Darryl	Employer Representative
Henry, Shawn	Employee Representative
Korving, Richard	Employer Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Novo, Davide	Employee Representative
Paul, Carol	Employer Representative
Poirier, Kevin	Training Provider Representative
Poulsen, Matthew	Employer Representative
Weber, Ashley	Employee Representative

**REGRETS**

Morin, Adam	Employee Representative
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**ABSENT**

**GUESTS**

**STAFF**

Bezdzietny, Jodie	Manager, Business Transformation
Chung, Gabriel	Manager, Training Standards
Henrickson, Dean	Marketing Specialist
Krause, Cheliza	Acting/Communications and Board Coordinator
May, Vanessa	Manager, Policy, Legislation and Board Operations



**2023.11.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:09 a.m.

**1.2 Approval of Agenda**

**Closed.**

A Board member requested that “Apprentices to Journeyperson Ratios” be added to the agenda.

**Motion 2023.11.01**      **The Board motions to approve the November 2, 2023 agenda as amended.**

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

**1.3 Approval of Previous Minutes**

**Closed.**

**Motion 2023.11.02**      **The Board motions to approve the June 15, 2023 minutes as written.**

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

**2023.11.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair’s Update**

**Closed.**

The Chair:

- Advised the Board that the department had been under a black-out period, so there were few updates to provide at this time.
- The Chair confirmed that following the election, the Branch has moved from Advanced Education and Training to Economic Development, Investment, Trade and Natural Resources under Minister Jamie Moses. The Chair advised that no one from the Branch had met with Minister Moses yet.
- Announced that the Chair and Executive Director would be attending the upcoming Canadian Council of Directors of Apprenticeship (CCDA) meeting in Ottawa, which will occur the following week.

**2.2 Review of Previous Board Meeting Evaluation**

**Closed.**

- The Chair mentioned that the evaluation results suggested that members felt that there was not enough time to look at future issues. Advised the Board that it is important to keep a balance between upcoming and current issues.

**2.3 Executive Director's Update**

**Closed.**

The Executive Director advised Board members that:

- The Branch worked with the colleges over the summer to schedule classes for the 2024/25 fiscal year. He confirmed that the course schedule was posted online this week.
- Advised that Technical Training Registration Week will take place the week of November 20, 2023 and that the changes to the enrollment process had significantly reduced registration issues. By dividing the registration period over several days, the branch has experienced a much shorter wait time which has improved the client experience.

Q: Is there an opportunity to address the registration process for apprentices who are applying with High School Apprenticeship Program (HSAP) credits over the phone?

A: We are not able to allow them to register online, but we have dedicated the first day of registration to HSAP apprentices only, but they still need to phone in. The process for granting HSAP credits is a bit complex and the credits must be entered manually by our staff.

Comments: The Executive Director advised that approximately 1,100 high school students would register, but only about 20% would transition to regular apprenticeship. Additionally, a high school student must be graduated so there is typically no more than 100 – 200 clients a year. HSAP students are only credited hours, not technical training.

Q: Who discusses the student's career goals with the students to ensure that the trade matches their skillset and career aspirations?

A: The Executive Director advised that HSAP coordinators are in each school division to help match students with employers but this is a K-12 program, and Apprenticeship Manitoba are partners but do not have control. He proposed that this is still a viable option for students who are not going into apprenticeship and suggested following up with a HSAP advisor.

Since the last meeting, Apprenticeship Manitoba finished the Skills Canada competition, which was recorded as the largest attended. Reiterated Apprenticeship Manitoba's move to the department of Economic Development, Investment, Trade and Natural Resources (EDITNR) and advised that EDITNR is a huge department but that the senior officials accepted invitations to attend the 17<sup>th</sup> annual Awards of Distinction event. Advised that Apprenticeship Manitoba is now outside of the education department, but acknowledged that there are some tie-ins to workforce development.

**2.4 Review of Action Sheet**

**Closed.**

The Chair presented the Action Sheet, with items reviewed and their status reported. The Manager of Policy, Legislation and Board Operations advised the Board that Apprenticeship Manitoba was still waiting for the Annual Report to be tabled with the new Minister for public distribution.

Comments: The Chair reminded the Board that the Mandate Letter from the new government committed the department to create 10,000 new jobs in the skilled trades over the next eight years.

Q: Have we posted the minutes?

A: We were not able to post the minutes before the black-out period but will do so following the Board meeting.

Q: What is the turnaround time for Board minutes to go public?

A: Depending on workload, we should be able to get them up shortly.

**3.1 Transport Trailer Technician Program Standards Update**

**Closed.**

The Manager of Training Standards advised the Board that the last time the Transport Trailer Technician Trade was updated occurred in 2012 and was part of the eight groups of trades to be harmonized. The Training Standards Unit consulted industry representatives and reviewed the changes with the Transport Trailer Technician Industry Working Group. The Transport Trailer Technician technical training standard was redeveloped to maintain a three-level (eight weeks per level) framework and establish a common core Level 1 with Agricultural Equipment Technician, Heavy Duty Equipment Technician and Truck and Transport Mechanic.

The Industry Working Group received one response with ten concerns based on the consultation guide and addressed these concerns with Branch staff. The Industry Working Group made a final recommendation on the proposed training standard, Level Chart and total overall hours. The Transportation Sector Committee approved the Industry Working Group's recommendation and the motion was approved. The Manager of Training Standards advised that the recommendation is that the Board accept the Technical Training as is. The new program standard will improve the transition for training between provinces and territories.

Q: Will this achieve harmonization?

A: This brings Technical Training to two levels, which is the portion that aligns. When we consulted in 2021, Manitoba industry mandated that it remain at three levels. Industry asked if we could maintain the three levels of training and meet harmonization requirements, which is how the training has been redeveloped.

Q: How does it work with only two levels?

A: Apprentices would have to write a level placement test to determine which level they would be placed in. In Manitoba, you must complete three levels but we will honour anyone who has a Red Seal and comes from another jurisdiction where the requirement is two levels.

Comments: A Board member discussed the risk for Manitoba to have one extra year of training over the other provinces. Another Board member advised that other provinces do not produce as skilled workers as Manitoba and that although they support the idea of harmonizing for labour mobility, Manitoba must continue to offer training that meets our needs. The Chair advised that a common core allows young apprentices to branch out and provides a better base when training is harmonized. The Executive Director reminded the Board that apprentices across Canada write the same Red Seal Exam as certification is the same across the country.

Comments:

**Motion 2023.11.03**     ***The Apprenticeship and Certification Board accept the Transportation Sector Committee recommendation to approve the proposed Transport Trailer Technician Technical Training as written.***

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

**3.2 Refrigeration and Air Conditioning Mechanic (RACM)/ Refrigeration and Air Conditioning Mechanic (RACM) (Residential) Program Standards Update** **Closed.**

The Manager of Training Standards advised the Board that the RACM and RACM (Residential) had not been formally updated since 2011 and advised that the Red Seal Occupational Standard (RSOS) was updated in 2019 with the RACM Provincial Occupational Standard (POS) updated in 2023. The Manager of Training Standards reminded the Board that RACM is part of Phase 4 harmonization and listed on the Board's 2022-23 Regulation and Technical Training Development Work Plan. This resulted in the redevelopment of the RACM and RACM (Residential) technical training to reflect a four-level (nine weeks per level) term of apprenticeship for RACM and a three-level (nine weeks per level) term of apprenticeship for RACM (Residential). It was discussed that these programs have a common core Level 1 and Level 2, with no changes made to hours of technical training.

The Manager of Training Standards explained that the joint Industry Working Group approved the proposed changes to the technical training and consultation guide. During the consultation period, only one response with five concerns was received. The joint Industry Working Group met in September 2023 and approved both documents. The Mechanical / Electrical Sector Committee approved the recommendations based on the CCDA's harmonization task force recommendations.

Comments: A Board member complimented the Branch for the engagement and for completing the consultations. The Executive Director advised that this was one of the first trades to be redeveloped by the Sector Committee and Industry Working Groups.

Q: Is one year of Gasfitter still included in the training?

A: Yes, apprentices receive advanced standing for Gasfitter and are given credit for Gasfitter level 1 once they have received their Red Seal.

***Motion 2023.11.04 The Apprenticeship and Certification Board accept the Mechanical / Electrical Sector Committee recommendation to approve the proposed RACM and RACM (Residential) Technical Training as written.***

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

**3.3 Trade of Electrologist Review** **Closed.**

The Manager of Policy, Legislation and Board Operations reviewed the trade of Electrologist. In 2018, the Board reviewed the trade and in 2019, approved a recommendation to the Minister to de-designation following a review of the trade. The Minister placed a moratorium on new Electrologist apprenticeship applications, which has been in effect for four years. The trade has not received approval for de-designation since that time. Therefore, it was determined that the trade should be addressed to consider next steps.

Comments: The Manager of Policy, Legislation and Board Operations advised the Board that the Service Sector Committee recommended that the Board amend the trade regulation to include a supervision exception, which would allow an apprentice to enter into an apprenticeship agreement in the trade without the need to be supervised by a certified journeyman, if minimum requirements are met.

Q: Has it been a challenge to put together an Industry Working Group for Electrologist?

A: There is no Industry Working Group for Electrologist.

Comments: The Manager of Policy, Legislation and Board Operations advised that the Service Sector Committee Chair has requested additional time to reach out to other jurisdictions to see what other provinces were doing with the trade.

Q: If we choose not to accept the Sector Committee recommendation, what happens?

A: We would inform the Service Sector Committee Chair of the Board's decision and that the Committee would need to come to a new recommendation for the Board.

Comments: A Board member advised that they liked the recommendation as an opportunity to see if the industry could be successful with a supervision exemption. Other Board members confirmed that the Service Sector Committee recommendation provided time to see if there is interest, and in two to three years, the Board can review the trade again and recommend de-designation if no additional enrollment is seen over that period. A Board member stated that two years may not be enough time to get the trade back up and running and suggested lifting the moratorium.

**Motion 2023.11.05**     ***The Apprenticeship and Certification Board accept the Service Sector Committee recommendation to amend the Trade of Electrologist Regulation to allow for the administration of a supervision exemption for apprentices in the trade of Electrologist with review for de-regulation of the trade after three years, if there is continued low enrollment in the trade at that time.***

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

**Motion 2023.11.06**     ***The Apprenticeship and Certification Board recommend that the Minister lift the moratorium for apprentice registrations in the trade of Electrologist.***

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

### **3.4 Review of Transportation Sector Committee Member Resignation**

**Closed.**

The Manager of Policy, Legislation and Board Operations advised that Randy Weslak, Transportation Sector Committee Member, has resigned. No call-out was done as there are three individuals with applications from a previous call-out. Members were advised that the applications in the package were submitted about a year and a half ago.

The Board reviewed the Sector Committee applications, selecting to fill the vacancy with Chris Dubyts.

**Motion 2023.11.07**     ***The Apprenticeship and Certification Board motions to approve Chris Dubyts as a new member of the Transportation Sector Committee.***

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

**3.5 Review of Manufacturing Sector Committee Member Resignation**

**Closed.**

The Manager of Policy, Legislation and Board Operations advised that Josef Neufeld, Manufacturing Sector Committee Member, had reached out via email regarding his new role as an instructor. The Acting/Communications and Board Coordinator advised Josef that he was no longer eligible to serve on the Sector Committee and received his resignation by email. The Manager of Policy, Legislation and Board Operations informed the Board that there are no applications available. She advised that AM could conduct another call-out, but that this sector is small and AM was unsuccessful in previous attempts.

Q: Do we currently have enough members?

A: Yes.

Comments: A Board member offered to reach out to their contacts at CME to assist with the recruitment.

**3.6 Industry Working Group Application Form**

**Closed.**

The Manager of Policy, Legislation and Board Operations reviewed the purpose of the Industry Working Groups and some of the challenges that AM is facing with the current application form. Examples were provided such as applications returning unsigned, not completed or the individual nominating themselves. She advised that the updated form was developed to address areas to help with this process and to look for bilingual applicants, which is a requirement from the Red Seal Program. The Manager advised that the addition of a checkmark was added so participants could note if they were willing to travel out-of-province to attend workshops.

Q: Does out-of-province travel for Industry Working Group members happen often?

A: Yes, when we have item bank workshops.

Additional changes were reviewed, including minor changes to page 2 which requests applicants to list all certifications and page 3, as this page is often returned incomplete.

***Motion 2023.11.08 The Apprenticeship and Certification Board motions to approve the changes to the Industry Working Group Application Form.***

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

**2023.11.04**

**DISCUSSIONS/DECISIONS**

**4.1 Trade Designation Application – Powerline Technician**

**Closed.**

The Manager of Policy, Legislation and Board Operations advised the Board that Powerline Technician is not a designated trade in Manitoba. Manitoba is one of two jurisdictions that do not recognize Powerline Technician as a designated trade. In 2016, a request came forward for Red Seal designation, but the designation was not approved at that time. Manitoba Hydro has its training program for Powerline Technicians, and they employ the majority of Powerline Technicians in the province. Over the last four years, AM was asked to hold a Red Seal exam sitting, but the trade must be designated for Manitoba to offer the exam. The Board received a request that Powerline

Technician be designated as a Red Seal trade, with certification available through the trades qualification pathway only, whereas no apprenticeship program would be available. A list of individuals who would like to write the exam was submitted, along with the Powerline Technician Application.

Comments: Discussions were had as to why the trade is not compulsory. The Executive Director reminded the Board that Manitoba Hydro stipulates that they can offer training. He suggested that ideally, Apprenticeship Manitoba could offer a trades qualification pathway to allow individuals to challenge the Red Seal exam.

Q: Has Hydro been consulted?

A: Not at this time, but the Branch will reach out to Manitoba Hydro following direction from the Board.

Q: Can individuals challenge the exam out of province?

A: Yes, they can go to other provinces, but they need to meet the requirements of that province.

The Manager of Policy, Legislation and Board Operations responded to inquiries regarding the process of designating the trade. She advised the Board that Apprenticeship Manitoba will meet with Manitoba Hydro and bring the outcome of the meeting back to the Board, before presenting anything to the Minister. Since this would require a regulatory change, implementation will require several months once it is approved by the Board. She informed the Board that designating the trade as a trades qualification-only trade will be a much quicker process as the training standards for the trade will not need to be developed.

Q: What are the requirements for someone to challenge the exam through trades qualification, is there a threshold and who reports the hours?

A: Applicants must meet one and a half times the term of apprenticeship before they are eligible for trades qualification. We have a Trades Qualification Assessor who is responsible for reviewing applications for trades qualification.

Comments: The Executive Director advised that obtaining letters of support had been a problem and had not been provided. He reminded the Board that industry must initiate these requests and that speaking with Manitoba Hydro would be the next step to ensure that they were supportive of the request. He stated that Manitoba can send individuals to other provinces, but the issue is that these individuals want to write the exam in Manitoba. Additionally, some jurisdictions mandate that applicants reside in that province/territory, so options to challenge the exam outside of Manitoba are limited.

**Motion 2023.11.09**     ***The Board motions to invite the applicant to present a 30-minute proposal on Powerline Technician Designation to the Board to take place during the next Board meeting.***

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

**4.2 Trade Designation Application – EIFS, Stucco and Drywall Finisher**

**Closed.**

The Manager of Policy, Legislation and Board Operations reviewed an application to designate the trade of EIFS, Stucco and Drywall Finisher with the Board. The Branch discussed the designation request with the applicant to determine if there could be alignment with an existing Red Seal trade.



The applicant did not support Red Seal designation and is instead requesting the development of a new trade with provincial designation.

Q: Is this another request for trade designation without apprenticeship training?

A: No, this would become an apprenticeship program.

Comments: Several Board members advised that trades such as stucco are huge, but that labour shortages are a problem. A Board member advised that his company was approached for a support letter, but that it was not clear how much overlap there would be with other trades. It was determined that there is some overlap, but that this is a unique mix of interior and exterior work.

Q: Would Apprenticeship Manitoba develop the curriculum for the trade?

A: Yes, we would form an Industry Working Group to develop the training standard.

Q: Do we need to make it a Red Seal trade? How would journeypersons be available to train apprentices if this is a new trade?

A: No, the applicant is not interested in designating the trade as Red Seal. Experienced tradespeople could apply to be recognized as a designated trainer to train apprentices.

Comments: A Board member stated that with a large amount of support for this trade, the Board should pursue this application further. The Manager of Policy, Legislation and Board Operations suggested inviting the applicant to the next Board meeting to present and answer any questions before the next Sector Committee meeting takes place.

**Motion 2023.11.10**     ***The Board motions to invite the applicant to present a 30-minute proposal on EIFS, Stucco and Drywall Finisher Designation to the Board to take place during the next Board meeting.***

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

**2023.11.05**

**NEW BUSINESS**

**5.1     Marketing and Communications Update**

**Closed.**

The Manager of Business Transformation and the Marketing Specialist updated the Board on the progress of Apprenticeship Manitoba's marketing plan, including the redevelopment of the brand.

The Manager of Business Transformation advised the Board that Apprenticeship Manitoba had hired a Manitoba marketing agency, McKim, to refine the image with Apprenticeship Manitoba staff and the Communications and Engagement Division team. The Marketing Specialist provided a walkthrough of the selected wordmark and noted that the design was intended to demonstrate the mentorship component of the apprenticeship system. The Manager discussed the colour palette selection and noted to the Board that the blue colour family invokes trust and confidence.

A PowerPoint presentation displayed different layouts and brochure examples to provide visual options on how the brand could be used. The Manager and Marketing Specialist stated that the next

steps included continual website development with another vendor, Relish, with hopes that the new website could be launched as early as February 2024. The Manager of Business Transformation asked the Board to provide feedback, impressions or comments on the wordmark.

Comments: Colour selection and design were well received. Website suggestions were brought forward, such as content that targets equity, diversity and inclusion, as well as newcomers and women in the trades. Additionally, Board members discussed adding information to the website about the potential earnings in each trade. The Manager of Business Transformation advised that charts like this existed, developed by the Canadian Apprenticeship Forum and that trade Fact Sheets could be included with earning potentials.

Q: Can the website provide a list of companies that want to hire an apprentice?

A: This will not be included in the first iteration of the website but a Job Matching Tool is something that we want to consider for the next fiscal year.

Comments: Other Board members disagreed with the Job Matching Tool, and instead suggested a contact page with employers willing to sponsor apprentices. The Marketing Specialist advised that British Columbia has a similar model. A Board member stated that the website does not identify a pathway for students to get into an apprenticeship program.

## **5.2 Apprentice Minimum Wage Rates**

**Closed.**

The Manager of Policy, Legislation and Board Operations stated that in April 2023, the Board made a motion to amend minimum wage rates for apprentices. The feedback that came from the industry was that rates have become too high as a result of the recent increases to the provincial minimum wage. The Branch brought forward the motion to the Minister to review, but no action was taken to amend the minimum wage rates for apprentices before the election. The Branch continues to hear from stakeholders that the minimum wage rates for apprentices are too high and employers cannot pay these wages. Employers have said that their apprentices are now entitled to earn more than the journey person, and employers will not hire apprentices as a result. Additionally, the High School Apprenticeship Program (HSAP) – Professional Learning Group (PLG) has advised HSAP apprentices are being adversely affected by the high minimum wage rates.

Comments: The Board discussed the matter and directed the Branch to bring forward the motion once again to the Minister for consideration. In addition, the Board recognized that apprentices would currently registered could face a decrease in wages as a result of its previous motion, which would not be fair for apprentices.

### ***Motion 2023.11.11***

***The Apprenticeship and Certification Board recommends that the Minister adopt the Board's April 20, 2023 motion to amend minimum wage rates for apprentices, with the addition that no apprentice shall earn a lower wage than what they were entitled to earn prior to the coming into force of the regulated wage rate amendments.***

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

2023.11.06

UPDATES

6.1 Ratios

Closed.

A Board member raised concerns with the most recent government campaign commitment to move back to a 1:1 apprentice to journeyperson ratio. He questioned what the role of the Board will have in this discussion and if a conversation could be had about the Board's position on the 1:1 ratio. The Executive Director stated the Board has an advisory role to the Minister, but the decision is ultimately with the Minister.

Comments: A Board member recalled how adamantly opposed their organization was to go from a 1:1 ratio to a 2:1 ratio, but have since changed their opinion on the matter completely, as they had not understood the extent of the labour market shortages at that time, and the 2:1 ratio is required by industry to keep up with labour market needs. Another Board member stated that he was unaware that this commitment had been made during the election, and if the 1:1 ratio is reinstated, it will have detrimental effects on employers in rural and northern areas where access to journeypersons is limited.

A unanimous agreement from the Board was made to advise the new Minister that the Board does not agree with the proposal to return to a 1:1 apprentice to journeyperson ratio, and the 2:1 ratio should be maintained. There was discussion about the comments that were raised in the media about the concerns for worker safety and the Executive Director informed the Board that worker safety falls under the mandate of The Workplace Safety and Health Act Manitoba.

**Motion 2023.11.12**

***The Apprenticeship and Certification Board motions to have the Chair write a letter to the Minister on behalf of the Board stating that the Board opposes changes to the 2:1 apprentice to journeyperson ratio, and uphold the Board's previous decision, which was made based on industry consultation.***

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

2023.11.07

REGULATIONS FOR BOARD APPROVAL AND SIGNATURE

7.1 NIL

Closed.

2023.11.08

RECENTLY REGISTERED REGULATIONS

8.1 NIL

Closed.

2023.11.09

FUTURE AGENDA ITEMS

9.1 NIL

Closed.

**2023.11.10**

**CORRESPONDENCE / INFORMATION**

**10.1 Minimum Wage Rates Inquiry for Hairstyling** **Closed.**

Discussed in 5.2 Apprentice Minimum Wage Rates.

**10.1 Proposed Electrolysis Regulation Amendment** **Closed.**

Discussed in 3.3 Trade of Electrologist Review.

**2023.11.11**

**CALENDAR EVENTS**

**11.1 Awards of Distinction: November 15, 2023** **Closed.**

The Manager of Policy, Legislation and Board Operations reminded the Board about the upcoming Awards of Distinction gala, which will take place on November 15, 2023.

**11.2 Next Board Meeting** **Closed.**

Board members confirmed that they would be available to attend the next meeting during the second week of January 2024 and the branch would seek availability from the two external participants for that time.

**2023.11.12**

**IN CAMERA (IF REQUIRED)**

**12.1 NIL** **Closed.**

**2023.11.13**

**ADJOURNMENT**

**13.1 Meeting adjourned at 2:23 p.m.**

**January 8, 2024**

**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*