

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

OCTOBER 23, 2018

BOARD MEMBERS

Charron, Brent	Employee Representative
Garet, Laura	Public Interest
Harris, Bruce	Employee Representative
Janes, Anne	Acting Secretary and Ex-Officio Member
McInerney, Betty	Employer Representative
Miller, Harvey	Employer Representatives
Sloane, Bruce	Public Interest
Webb, Ken	Chair

REGRETS

Ducharme, Steve	Employee Representative
Sine, Geoff	Employer Representatives

ABSENT

Keeper, Michael	Employee Representative
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GUESTS

STAFF

Lavallee, Cheryl	Manager, Training Standards Unit
Janzen, Sacha	Acting Manager of Policy, Legislation and Board Operations
May, Vanessa	Policy Analyst
Usman, Sara	Policy Analyst
Peters, Janice	Board Coordinator

2018.10.01

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 2018.10.01

The Board motions to approve the October 23, 2018 agenda as amended.

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

1.3 Approval of previous minutes

Closed.

Motion 2018.10.02

The Board motions to approve the June 20, 2018 minutes as written.

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

2018.10.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Advised the committee that he has not met with the new Minister of Education and Training.
- Discussed current Apprenticeship and Certification Board (Board) vacancies and informed the Board that Colleen Munroe has resigned as an employer representative on the Board.
- Advised the Board that the Minister did not approve the Plumber trade compulsory designation request.
- Provided an overview of the "Impact of Digital Technologies, Automation and Technological Change: Apprentice Perspectives Webinar."
- Highlighted the upcoming work for the standing committees.
- Stated that the Awards of Distinction will take place on November 1, 2018.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the June 20, 2018 meeting evaluation results and comments.

2.3 Executive Director's Update

Closed.

The Acting Board Secretary provided the following update:

- Cordella Friesen, the Interim Executive Director is representing Manitoba in Prince Edward Island during the week of October 22-26, 2018 for a priority Apprenticeship Management System meeting.
- The Executive Director and Assistant Deputy Minister competition is still in progress.
- No appointments have been made to the Board.
- The government has re-assigned the responsibility of designating occupations to the Apprenticeship and Certification Board.
- The Minister is reviewing the results of the Governance Review.
- The government is continuing to develop a 'balanced scorecard' to align actions with established priorities, identify key measures of performance and report on progress through a public outcomes dashboard.
- The first of three progress reports regarding actions taken in response to audit recommendations was submitted to the Office of the Auditor General on October 12, 2018.
 - As of September 30, 2018, six recommendations have been fully implemented;
 - 13 recommendations are considered works in progress (two of which are nearly fully implemented); and
 - One recommendation will not be implemented.
- Recruitment efforts for the trade of Baker continue.
- Apprenticeship Manitoba is collaborating with Employment and Social Development Canada (ESDC) to support the December 2018 launch of the new federal Apprenticeship Incentive Grant for Women. The grant will be available to women in male-dominated Red Seal trades (excludes the trades of Hairstylist, Esthetician, Cook, Landscape Horticulturist, Partsperson).

2.4 Review of Action Sheet

Closed.

The Board reviewed the completed action items from the June 20, 2018 Board meeting. Board members asked that the number of accredited programs be added to future Issue Sheets to provide information that will aid in decision making.

2018.10.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed.

Motion 2018.10.03 ***The Nominating Standing Committee recommends that the Board accept the September 18, 2018 Record of Proceedings as written.***

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

PAC Appointments

The Board reviewed the proposed Provincial Advisory Committee (PAC) nominations and ensured that years of experience and an equal balance of rural/urban and union/non-unionized representation were considered when selecting PAC members.

Agriculture Equipment Technician PAC

Closed.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Matthew Styba	Appointed	Employee	Rural	October 23, 2018-June 30, 2021

Motion 2018.10.04 *The Board approves the following the following individual be appointed to the Agriculture Equipment Technician PAC.*

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

Esthetician PAC

Closed.

The Board identified the Esthetician curriculum/trade regulation and Electrologist trade regulation for review due to concerns raised by industry. As such, the PAC was scheduled for review and appointments.

Board initially constituted the Esthetician PAC as a five member committee. As there is one committee to review two related trade regulations, it was recommended that the membership be increased to a seven-member committee to reflect both trades. The Board supported the NSC recommendation and reached consensus to increase the membership to seven.

Motion 2018.10.05 *The Board that the Esthetician PAC be increased to seven members.*

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

Motion 2018.10.06 *The Board approves the following the following individuals be appointed to the Esthetician PAC.*

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

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Janice Colatruglio	Reappointed	Chair	Urban	October 23, 2018-June 30, 2021
Helen Jessica LaRusso	Reappointed	Employer	Urban	October 23, 2018-June 30, 2021
Tricia Fontaine-Unger	New Appointment	Employer	Rural	October 23, 2018-June 30, 2021
Elena Zinchenko	New appointment	Employer	Urban	October 23, 2018-June 30, 2021
Bailey Allen	New appointment	Employee	Urban	October 23, 2018-June 30, 2021
Ashley Berscheid	New appointment	Employee	Rural	October 23, 2018-June 30, 2021
Anita Tandon	Re-appointment	Employee	Urban	October 23, 2018-June 30, 2021

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2018.10.07 ***The Program Standards Standing Committee recommends that the Board accept the September 18, 2018 Record of Proceedings as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Plumber

Closed.

The Board identified Plumber technical training as a carry over for review in its 2017-2018 Strategic Plan. The Canadian Council of Directors of Apprenticeship (CCDA) also marked Plumber technical training for harmonization. The Plumber trade in Manitoba has more hours than Ontario due to the fifth level, which contains Gasfitter technical training. The Plumber technical training was last updated in 2011.

The Plumber PAC distributed its consultation guide to industry from May 11, 2018 to June 01, 2018. During that time, two responses were received and reviewed by the PAC. One response made suggestions regarding Plumber pre-employment programs (which is not part of Apprenticeship Manitoba's mandate). The second response received supported the proposed changes. The Plumber PAC reaffirmed its proposed recommendation. The technical training will be implemented in the colleges by 2019, if approved by the Board.

The Board was in favour of the Program Standards Standing Committee recommendation.

Motion 2018.10.08 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Plumber technical training as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

**Refrigeration Air Conditioning Mechanic – Residential
Provincial Occupational Standards**

Closed.

The Board identified the Refrigeration Air Conditioning Mechanic (RACM) – Residential Provincial Occupational Standards (POS) for review (in union of the RACM- Commercial Red Seal Occupational Standard review done at a national level). The PAC previously revised the RACM - Residential Provincial Occupational Standards in 2006.

The PAC reviewed the Provincial Occupational Standards and conducted a consultation for industry feedback from July 19, 2018 to August 17, 2018. No comments were received. The RACM – Residential PAC decided to maintain its recommendation as is.

The Board was in support of the Program Standards Standing Committee recommendation to accept the proposed Refrigeration Air Conditioning Mechanic – Residential POS.

Motion 2018.10.09 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Refrigeration Air Conditioning Mechanic – Residential Provincial Occupational Standards (POS) as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Refrigeration Air Conditioning Mechanic Trade Regulation

Open.

The Board identified Refrigeration Air Conditioning Mechanic for regulatory review in its 2017 - 2018 Strategic Plan as a carry over trade. After consultation, the PAC presented the proposed trade regulation to the PSSC, who raised concerns with the proposed section three 'tasks excluded from the scope of compulsory trade' of the regulation. PSSC indicated that the proposed section might infringe on other piping scope of trades. The PAC revised the section three to address the PSSC's concerns.

The PSSC also asked that the PAC review its proposed new section to the act 'supervision'. The PAC recommended that a level three apprentice be able to work with no direct on-site supervision. The PSSC indicated that it was not in favour of approving a level three apprentice to work with no direct on-site supervision, but would collaboratively work with the PAC. Therefore, the PSSC advised the Board that the trade regulation is still under review by the PAC and will be brought forward to the Board for review at a later time.

A robust discussion ensued and Board members:

- Raised concerns regarding safety and the quality of training on the new proposed supervision section of the RACM regulation.
- Discussed the Saskatchewan (SK) and Alberta (AB) model regarding ratios and supervision in comparison to the Manitoba (MB) model.
- Asked for additional information on ratio and supervision requirements in MB, AB and SK.

Action:

The Board requests additional information on the ratio and supervision requirements in Saskatchewan, Manitoba and Alberta to be provided to the PSSC and Board for further discussion.

Sheet Metal Worker Technical Training

Closed.

The Board classified the Sheet Metal Worker technical training for review in its 2017-2018 Strategic Plan. In addition, the CCDA identified the Sheet Metal Worker technical training for review at a national level.

The PSSC was informed that the PAC conducted its required consultation process with industry stakeholder from August 02-August 24, 2018. One response was received. The respondent made a suggestion to merge units together in the technical training. The PAC deemed that the units added, provided crucial training for apprentices in the respective levels and that the additional units were inline with the harmonization sequencing efforts across Canada. The PAC agreed with its proposed

technical training and proceeded with the recommendation. If approved by the Board, the technical training will be implemented into the colleges by September 2019.

The Program Standards Standing Committee was in favour of the proposed changes. The Board agreed with the Program Standards Standing Committee recommendation to accept the proposed Sheet Metal Worker Technical Training.

Motion 2018.10.10 *The Board accepts the Program Standards Standing Committee recommendation to approve the Sheet Metal Worker technical training as written.*

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Sheet Metal Worker Trade Regulation **Closed.**

In conjunction with the Sheet Metal Worker Technical Training review, the Board also identified the Sheet Metal trade regulation for review. The Board was informed that there were no major changes made to the regulation. Administrative updates were made to the trade regulation.

Motion 2018.10.11 *The Board accepts the Program Standards Standing Committee recommendation to approve the Sheet Metal Worker trade regulation as written.*

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

3.3 Governance Standing Committee (GSC) **Closed.**

No report

3.4 Community Liaison Standing Committee (CLSC) **Closed.**

No report.

2018.10.04 CONTINUING BUSINESS

4.1 Electrologist **Open.**

The Board was informed that the Electrologist trade is a compulsory provincial trade, the Provincial Occupational Analysis was updated in 2000, and technical training last updated in 2006. Technical training is taken before the on the job/practical experience. Only one accredited school offers the technical training. There are currently three active apprentices.

In February 2017, the Community Liaison Standing Committee (CLC) met with an Electrologist stakeholder to discuss challenges in the trade. The stakeholder told the CLC there are limited Electrologist journeypersons in Manitoba. This poses a significant barrier for Manitobans who have completed training to be able to register as an apprentice, work in the trade and achieve certification. One such person has contacted Apprenticeship Manitoba seeking a supervision exemption to be able to register as apprentice and work in the trade. However, there is no supervision exemption provision in the trade regulation (unlike the related trade Esthetician).

The Board:

- Discussed the history of the Electrologist trade and the circumstances of the person requesting a supervision exemption.
- Determined that the Board would permit a one-time exemption for this individual, allowing supervision to be provided by a journeyperson that is not on-site with the apprentice (by distance/mentorship).
- Recognized challenges in the trade and initiated a broad review of the Electrologist trade through the Community Liaison Standing Committee and involving the Esthetician PAC (which consists of Electrologists).
- Requested that the Branch place a moratorium on accepting Electrologist applications until the review is completed and a decision made.
- Requested that the Branch notify the accredited school regarding the moratorium on Electrologist applications.

Motion 2018.10.12 ***The Board directs the Community Liaison Standing Committee to review the Electrologist trade.***

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

Motion 2018.10.13 ***The Board approves a supervision exemption for the client who has requested an exemption from the branch, with the understanding that this will contravene the trade regulation, but recognizing the barrier to the trade that the regulation presents.***

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

Motion 2018.10.14 ***The Board recommends that Apprenticeship Manitoba not accept additional Electrologist apprenticeship applications until the review of the Electrologist trade is completed.***

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

Apprenticeship Manitoba will seek Minister approval to place a moratorium on accepting Electrologist application and notify the school and stakeholders.

2018.10.05 NEW BUSINESS

5.1 No new business identified.

2018.10.06 BRANCH UPDATES

6.1 No updates

2018.10.07 REGULATIONS FOR BOARD APPROVAL & CHAIR SIGNATURES

7.1 No regulatory updates.

2018.10.08 REGISTERED REGULATIONS / INFORMATION

8.1 No registered regulations

2018.10.09 FUTURE AGENDA ITEMS

9.1 Future Agenda Item

Identified agenda items to be discussed at future Board meetings:

- Measuring apprenticeship completion rates
- Supervision
- By-Law Amendments
- The Status of Women in Manitoba Report
- Standing Committees Terms of Reference
- Automotive Repairer/Motor Vehicle Body Repairer Technical Training
- Esthetician Regulatory and Technical training
- Hairstylist Regulatory and Technical training
- Insulator (Heat and Frost) Regulatory and Technical training
- Sprinkler System Installer Regulatory and Technical training
- Refrigeration Air Conditioning Mechanic Regulatory and Technical training
- Steamfitter-Pipefitter Regulatory and Technical training

2018.10.10 CORRESPONDENCE / INFORMATION

10.1 Correspondence

Plumber Compulsory Designation Request

In June 2018, the Minister of Education and Training notified the Board and the compulsory designation request applicants that after a long in-depth consultation/review with consumers, industry stakeholders, PACs and the Board, the trade of Plumber was not designated as a compulsory trade in Manitoba. A three-year moratorium for future requests for compulsory designation has been placed on the Plumber trade.

The Plumber PAC was updated by the branch regarding this decision, and subsequently requested additional information. As the PAC is under the authority of the Board, the matter was referred to the Board for response. The Board discussed the PAC's request, agreed that the applicants seeking

compulsory designation for the trade must not have met the criteria set out in The Apprenticeship and Certification Act, section 25(2), and prepared a response for the PAC.

2018.10.11 CALENDAR EVENTS

- 11.1 Board Ad-hoc Meeting:** November 2018
Next Board Meeting: December 19, 2018

- 11.2 Upcoming Events:** No upcoming events.

2018.10.12 IN CAMERA (IF REQUIRED)

- 12.1 In Camera**

Board Chair requested in camera session.

2018.10.13 ADJOURN

- 13.1 Meeting adjourned at 12:21 p.m.**

December 19, 2018

***Date approved by the
Apprenticeship and
Certification Board***

Original signed by

***Ken Webb, Chair
Apprenticeship and
Certification Board***

Original signed by

***Cordella Friesen, Secretary
Apprenticeship and
Certification Board***