

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

DECEMBER 19, 2018

BOARD MEMBERS

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Garet, Laura	Public Interest
Harris, Bruce	Employee Representative
Janes, Anne	Acting Secretary and Ex-Officio Member
Friesen, Cordella	Secretary and Ex-Officio Member
McInerney, Betty	Employer Representative
Miller, Harvey	Employer Representatives
Roe, Karen	Employer Representatives
Sine, Geoff	Employer Representatives
Sloane, Bruce	Public Interest
Webb, Ken	Chair

REGRETS

ABSENT

Keeper, Michael	Employee Representative
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GUESTS

STAFF

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

2018.12.01

OPENING

1.1 Call to Order

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

1.2 Approval of Agenda

Closed.

Motion 2018.12.01

The Board motions to approve the December 19, 2018 agenda as written.

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

1.3 Approval of previous minutes

Closed.

Motion 2018.12.02

The Board motions to approve the October 23, 2018 minutes as written.

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

2018.12.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Advised the Apprenticeship and Certification Board (Board) members that he had not met with the new Minister of Education and Training;
- Discussed current Board vacancies and advised the Board that Colleen Munroe has resigned as the employer representative on the Board in September 2018;
- Provided an overview of a webinar on the increasing use of the technology on the worksite;
- Encouraged Board members to participate in webinars pertaining to trades and technology; and
- Noted that the federal Apprenticeship Incentive for Grant for Women launched in December 2018, which will benefit female apprentices in Manitoba.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the October 23, 2018 meeting evaluation results and comments. Members discussed the Board vacancies.

2.3 Executive Director’s Update

Closed.

The Interim Executive Director provided a brief update on the Executive Director competition, noting that the competition was still in progress. It is anticipated that a new Executive Director will be selected in February 2019.

The Interim Director delivered a comprehensive presentation on:

- government priorities;
- red tape (2-1 requirement);
- Transformation Strategy;
- Ministerial Mandate;
- Response to OAG recommendations on apprenticeship;
- Board’s and Branch’s role and responsibilities to the Minister; and
- Apprenticeship Data (clients, training costs, trade reviews).

Like all public servants, Board members were encouraged to support Red Tape reduction and transformation priorities (such as client focus and innovation), by looking for opportunities to streamline and eliminate duplication; questioning whether solutions can impose unnecessary burden on apprentices or employers; finding new ways of doing things/end things that have no impact; and understanding the impact of decisions on the red tape count.

The Chair asked what the Board can do to assist in the transformation/time management. The Interim Executive Director will consult with staff to determine top three areas where the Board can assist in advancing red tape reduction and transformation, while also reducing unnecessary burden on clients and the Branch.

2.4 Review of Action Sheet

Closed.

The Board reviewed the completed action items from the October 23, 2018 Board meeting.

2018.12.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed

No report.

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2018.12.03 The Program Standards Standing Committee recommends that the Board accept the December 06, 2018 Record of Proceedings as amended.

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

Refrigeration Air Conditioning Mechanic Trade Regulation

Open.

The Board revisited the Refrigeration Air Conditioning Mechanic (RACM) trade regulation discussion and determined that further review be conducted by the Program Standards Committee before the Board makes a final decision on the trade regulation.

Insulator (Heat and Frost) Technical Training

Closed.

The Board classified the Insulator (Heat and Frost) technical training for review in its 2017-2018 Strategic Plan. In addition, the Canadian Council of Directors of Apprenticeship (CCDA) identified the Insulator (Heat and Frost) technical training for review at a national level.

The Provincial Advisory Committee (PAC) reviewed and updated the Insulator (Heat and Frost) technical training. It was noted that the PAC increased the number of weeks from 18 weeks to 21 weeks, to provide additional technical training hours to the apprentices.

The PAC conducted its required consultation process with industry stakeholders from September 24 – October 12, 2018. Two responses were received. One respondent supported the recommendation as written. The second respondent, wanted to confirm that certain topics were included in the new training standards (which were confirmed by the PAC and Red River College Instructor). The PAC reaffirmed its support of the proposed technical training. If approved by the Board, the technical training will be implemented into the colleges by September 2019.

The Board agreed with the Program Standards Standing Committee recommendation to accept the proposed Insulator (Heat and Frost) Technical Training.

Motion 2018.12.04 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Insulator (Heat and Frost) technical training as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Insulator (Heat and Frost) Trade Regulation

Closed.

In conjunction with the technical training update, the Board also identified the Insulator (Heat and Frost) trade regulatory for review. The Board was informed that the hours/weeks were increased to address the change of hours in the technical training.

The PAC also consulted with industry regarding the trade regulation from September 24 – October 12, 2018. No comments were received for the trade regulation review. The Board was in favour of the proposed regulation.

Motion 2018.12.05 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Insulator (Heat and Frost) trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Sprinkler System Installer Technical Training

Closed.

The trade of Sprinkler System Installer was documented for review in the Board's 2017-2018 Strategic Plan as a carry over trade. In addition, the CCDA also recognized Sprinkler System Installer trade for harmonization. The PAC reviewed and updated the technical training (increasing the technical training hours from 1700 to 1800 in agreement with the CCDA harmonization initiative).

The PAC conducted the consultation with industry stakeholders from October 19 – November 19, 2018. During that time, the technical training consultation did not receive any responses. The PAC forwarded its recommendation to the Board for approval. The Board was in favour of the proposed technical training.

Motion 2018.12.06 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Sprinkler System Installer technical training as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Sprinkler System Installer Trade Regulation

Closed.

The Sprinkler System Installer trade regulation was also for review in the Board's 2017-2018 Strategic Plan as a carry over trade. The last Sprinkler System Installer regulation review occurred in 2008.

The Board was told that the PAC reviewed and proposed the following revisions to the regulation:

- Revised trade name to Sprinkler-Fitter in support of the harmonization trade name change
- Section three (two) ii 'Limitation re: scope of trade'.
 - Only a Sprinkler System Installer journey person or apprentice may perform routine maintenance tasks on sprinkler and fixed fire protection systems whether it is on in a self-contained, single-detached, semi-detached or row house.
- Section four 'Apprenticeship levels' by increasing the hours from 1700 to 1800 in each level, with the 1800 practical hours in the fourth level hollow year (which means no technical training in the fourth level).

The PAC conducted its consultation with piping trade stakeholders, from October 19 – November 19, 2018. The consultation did not receive any responses. The PAC supported its proposed recommendation for Board review and approval.

Board members:

- Asked if the related piping trades received the consultation guide notification?
- Inquired if the proposed revision to section three (two) ii 'Limitation re: scope of trade' would effect the other piping trades?
- Questioned why the Sprinkler System Installer program has a hollow year?

It was reaffirmed that:

- The consultation guide notification was sent to the piping industry;
- No responses were received during the consultation period;
- The PAC rationalized that tasks currently listed under section three (two) ii 'Limitation re: scope of trade' fell under the scope of the compulsory Sprinkler System Installer definition and should be conducted by a certified Sprinkler System Installer journey person or registered apprentice (whether it is on in a self-contained, single-detached, semi-detached or row house);
- The CCDA rationalized that a hollow year would allow apprentices more practical experience; and
- The current Sprinkler System Installer trade regulation has a hollow year.

It was stated that in 2012, the Board created a policy that did not permit a hollow year in technical training, with a caveat that requests for a hollow year would be reviewed by the Board on a case by case basis. The Sprinkler System Installer PAC was un-constituted 2012, thus the regulation was not updated accordingly. As such, the hollow year remained in the fourth level in the Sprinkler System Installer trade. It was also stated that the current term of apprenticeship would align with the CCDA harmonization initiative.

The Board discussed how the current hollow year would effect apprentices, employers, union, non union employees. In addition, some members discussed how section three (two) ii 'Limitation re: scope of trade' may effect the Plumbing industry. It was reaffirmed that there were no concerns raised by industry during the consultation period.

Motion 2018.12.07 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Sprinkler System Installer trade regulation as written.***

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

3.3 Governance Standing Committee (GSC)

Closed.

Motion 2018.12.08 ***The Governance Standing Committee recommends that the Board accept the November 29, 2018 Record of Proceedings as amended.***

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

Annual Report

Open.

The Board was told that the Branch will begin the preliminary draft Annual Report for the Board to review at the next scheduled meeting.

Governance Terms of Reference

Open.

The Board reviewed the proposed Governance Terms of Reference and accepted the document as prescribed.

Motion 2018.12.09 *The Governance Standing Committee recommends that the Board accept the Governance Standing Committee Term of Reference as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried

3.4 Community Liaison Standing Committee (CLSC)

Closed.

Motion 2018.12.10 *The Community Standing Committee recommends that the Board accept the November 27, 2018 Record of Proceedings as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried

Electrologist Review

Open.

On October 2018, the Board recognized the challenges faced by Manitobans who want to pursue a career as an Electrologist and initiated a trade review. In addition, the Board requested that the Branch place a moratorium on accepting new Electrologist apprenticeship applications until the review is completed.

The Board was informed that the Branch is seeking Ministerial approval to place a moratorium on accepting new Electrologist applications. If approved, the Board will review and consult with industry in the winter of 2018-2019.

Employer Engagement Survey

Open.

Employer Engagement was identified as on the Board's 2018-2021 Strategic Plan. The Community Liaison Standing Committee created an employer engagement survey to gauge current and potential employer's interest of the current apprenticeship and certification system. This survey will be accessible online for industry feedback. Email notification will be sent to employers, associations and

2018.12.10 CORRESPONDENCE / INFORMATION

10.1 Correspondence

The following documents were circulated to the Board for information:

- Board Chair letter to Plumber Provincial Advisory Committee
- Minister of Education – Department Mandate letter

2018.12.11 CALENDAR EVENTS

11.1 Next Board Meeting: March 20, 2019

11.2 Upcoming Events: No upcoming events.

2018.12.12 IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2018.12.13 ADJOURN

13.1 Meeting adjourned at 3:41 p.m.

April 17, 2019

Original signed by

**Original signed by David
McCutcheon on behalf of**

*Date approved by the
Apprenticeship and Certification Board*

*Ken Webb, Chair
Apprenticeship and Certification Board*

*Cordella Friesen, Secretary
Apprenticeship and Certification Board*