

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

APRIL 17, 2019

BOARD MEMBERS

Charron, Brent	Employee Representative
Harris, Bruce	Employee Representative
McCutcheon, David	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

Ducharme, Steve	Employee Representative
Garet, Laura	Public Interest

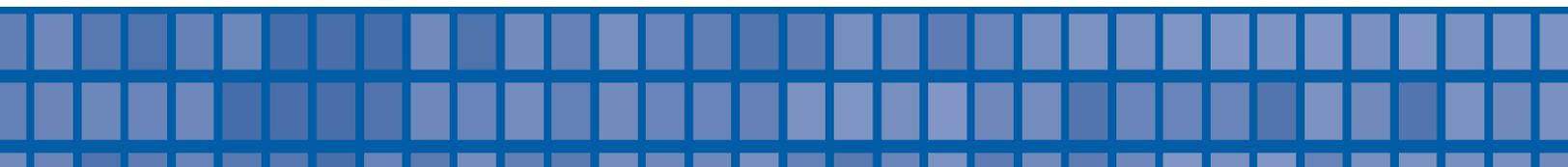
ABSENT

Keeper, Michael	Employee Representative
-----------------	-------------------------

GUESTS

STAFF

Chung, Gabriel	Acting Manager, Training Standards Unit
Harman, Kristal	Acting Manager, Policy, Legislation and Board Operations
May, Vanessa	Policy Analyst
Peters, Janice	Board Coordinator



2019.04.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:06 a.m.

1.2 Approval of Agenda

Closed.

Motion 2019.04.01

The Board motions to approve the April 17, 2019 agenda as written.

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

1.3 Approval of previous minutes

Closed.

Motion 2019.04.02

The Board motions to approve the December 19, 2018 minutes as amended.

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

2019.04.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Welcomed David McCutcheon as the new Executive Director of Apprenticeship Manitoba.
- Informed the Apprenticeship and Certification Board (Board) the passing of Ken Schindle, who served as a dedicated Insulator (Heat and Frost) Provincial Advisory Committee member. A condolence letter was sent to the Schindle Family.
- Reviewed the Interprovincial Alliance of Apprenticeship Board Chairs (IPA) Minutes.
- Encouraged Board members to participate in webinars pertaining to trades and technology.
- Advised the Board that the Skills Manitoba competition took place from April 8-12, 2019 at the new Red River College Trades and Technology facility.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the December 19, 2018 meeting evaluation results and comments. The Chair suggested that each standing committee incorporate a meeting evaluation form component. The matter will be added to the Governance Standing Committee agenda for further discussion.

2.3 Executive Director's Update

Closed.

The Executive Director advised the Board that he looks forward to making a difference in offering exceptional training for Manitoba apprentices. The Executive Director provided the following updates:

- The Training Standards Unit updated the safety orientation unit which was incorporated into the curriculum for all level one apprenticeship programs.
- The new safety orientation unit has been implemented into the colleges.
- The Board can assist in advancing red tape reduction and transformation, while also reducing any unnecessary burden on clients and the Branch, by streamlining its decision making process. Examples of processes that the Board could streamline include:
 - Review ratios under The Apprenticeship and Certification Act.
 - Review accreditation under The Apprenticeship and Certification Act.
- The Apprenticeship Management System work is still underway.
- Manitoba Public Insurance (MPI) is overseeing the development of the Mandatory Entry Level Training (MELT).
 - MELT is not an apprenticeship program. However, as part as a departmental priority, Apprenticeship Manitoba is providing its expertise to MPI and assisting in the development of the MELT training program.
- The Branch successfully continues to address the Office of the Auditor General recommendations.
- Provided a Canadian Apprenticeship Forum update.
- Provided an update on Branch vacancies.

2.4 Review of Action Sheet

Closed.

The Board reviewed the completed action items from the December 19, 2018 Board meeting.

2019.04.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed.

Motion 2019.04.03 The Nominating Standing Committee recommends that the Board accept the March 27, 2019 Record of Proceedings as amended.

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

The Board reviewed the Nominating Standing Committee Provincial Advisory Committee (PAC) recruitment recommendations and made the following motions:

Baker

Motion 2019.04.04 *The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Baker PAC.*

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Simon Riedstra	New Appointment	Chair	Rural	April 17, 2019-June 30, 2022
James Chambers	New Appointment	Employer	Rural	April 17, 2019-June 30, 2022
Josiah Grafe	New Appointment	Employer	Urban	April 17, 2019-June 30, 2022
Aaron Palmquist	New appointment	Employee	Urban	April 17, 2019-June 30, 2022
Ryan Stoesz	New appointment	Employee	Urban	April 17, 2019-June 30, 2022

Board members summarized that in 2018, the majority of the Board supported the Baker Trade designation in principle, within the province of Manitoba. Individuals would obtain the certificate of qualification through the trade qualification designation process (similar to the Atlantic Provinces). The recent designation would allow Manitoba Bakers to access Red Seal certification, which can provide a competitive advantage in the growing the labour market in Manitoba and other jurisdictions.

Truck and Transport Mechanic

Motion 2019.04.05 *The Nominating Standing Committee recommends to the Board that the following individuals be appointed to the Truck and Transport Mechanic PAC.*

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Phil Wilson	Re-Appointment	Chair	Urban	April 17, 2019-June 30, 2022
Vishal Chaudhary	New Appointment	Employer	Urban	April 17, 2019-June 30, 2022
Jason Tucker	New Appointment	Employer	Urban	April 17, 2019-June 30, 2022
Dallas Andrashuk	New appointment	Employee	Urban	April 17, 2019-June 30, 2022
Neil Cooke	New appointment	Employee	Urban	April 17, 2019-June 30, 2022

Provincial Advisory Committee

The Board briefly discussed the potential PACs up for review based on trades identified for harmonization in 2019-2020.

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2019.04.06 ***The Program Standards Standing Committee recommends that the Board accept the March 27, 2019 Record of Proceedings as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Agricultural Equipment Technician, Heavy Duty Equipment Technician and Truck and Transport Mechanic Technical Training

The Board identified Agricultural Equipment Technician (AET), Heavy Duty Equipment Technician (HDET) and the Truck and Transport Mechanic (TTM) for technical training review, in its 2016-17 Strategic Plan as carry over trades. In addition, the Canadian Council of Apprenticeship Directors (CCDA) earmarked the three trades for technical training for review. The Board was advised that the three trades have a shared common-core level one.

The Board was told that the AET technical training was last updated in 2006. The AET PAC updated its technical training based on the 2012 AET National Occupational Analysis (NOA). The AET PAC collaborated with the instructors and reviewed/updated the training standards, while maintaining an 8-8-8-5 (29-week) delivery sequence.

The Board was told that the HDET curriculum was last updated in 2004. The HDET PAC and instructors revised the technical training in accordance of the HDET 2014 NOA. The PAC retained an 8-8-7-5 (28-week) delivery sequence.

In addition, the TTM Industry Working Group and instructors also reviewed and amended the technical training standards (which was based on the 2015 TTM NOA). The TTM PAC kept an 8-8-7-5 (28-week) delivery sequence.

The AET PAC conducted a joint consultation with the HDET PAC and the TTM Industry Working Group. The two PACs and the Industry Working Group reviewed the eight comments that were received through the consultation. After further discussion, the two PACs and the Industry Working Group reviewed the 8 comments that were received and proceeded with the respective recommendation.

The Board reviewed the recommendations and supported the proposed technical training.

Motion 2019.04.07 ***The Program Standards Standing Committee recommends that the Board accept the Agricultural Equipment Technician technical training as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Motion 2019.04.08 ***The Program Standards Standing Committee recommends that the Board accept the Heavy Duty Equipment Technician technical training as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Motion 2019.04.09 ***The Program Standards Standing Committee recommends that the Board accept the Truck and Transport Mechanic Technician technical training as written.***

Consensus of 8 in favour 0 opposed 0 abstained
Carried.

Gasfitter Certification Review

Open.

In 2011, the Board implemented Domestic Gasfitter B training in the Plumber, Refrigeration and Air Conditioning Mechanic, and Steamfitter-Pipefitter trades. The Board made it mandatory for apprentices in the effected trades to successfully obtain Domestic Gasfitter B certification before they are able to receive certification in their respective trade (i.e., Plumber, Refrigeration and Air Conditioning Mechanic, and Steamfitter-Pipefitter).

Apprenticeship Manitoba recognized that the Domestic Gasfitter B requirement causes barriers for apprentices who are unable to receive their respective certificate of qualification until they complete and obtain their Domestic Gasfitter B certificate of qualification. In addition, individuals who want to trades qualify one of the specified trades would be required to meet the Manitoba requirement (obtain a Domestic Gasfitter B certificate of qualification) before they can obtain certification in their trade.

Apprenticeship Manitoba recommended that the Domestic Gasfitter B level two be removed from the fifth level of the respective trades.

Board members inquired:

- If the apprentices will receive any gasfitter training?
- How will individuals working on gas receive appropriate training and/or be monitored?
- What is the recommended future state for the effected trades?
- If the specified trades were identified for harmonization?
- If it would be difficult to remove the Domestic Gasfitter B level two from the effected trades?

The Branch advised the Board that:

- Gasfitter B level one will remain embedded within the first four levels of technical training for the effected trades.
- The Office of the Fire Commission updated the Gas and Oil Burner Regulation and revised section 16 to require the Gasfitter certificate of qualification to be obtained in order to qualify for a Domestic Gasfitter B license.

- In the proposed future state apprentices, in the effected trades, would be given the option to complete their Domestic Gasfitter B level two after they have obtained their respective certificate of qualification, eliminating barriers to apprentices and trades qualifiers.
- Plumber, Refrigeration and Air Conditioning Mechanic and Steamfitter-Pipefitter were identified for harmonization.
- It would not be difficult to remove Gasfitter B level two from the fifth year of each trade. The regulations for each trade would need to be amended to reduce the term of apprenticeship by one level.

The Board also recognized the existing barriers for clients and reached consensus to conduct a piping trade consultation with industry to determine what appropriate steps should be taken to resolve the challenges faced by apprentices and trades qualifiers.

Motion 2019.04.10 ***The Program Standards Standing Committee recommends that the Board the committee conduct the Gasfitter Certification Consultation Guide review with industry.***

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

Steamfitter-Pipefitter Technical Training

Closed.

The Board earmarked the Steamfitter-Pipefitter Technical Training for review in its 2016-2017 Strategic Plan. The CCDA also listed the trade for phase two harmonization. The technical training was last updated in 2011. The Steamfitter-Pipefitter PAC reviewed and updated the technical training based on the 2015 Red Seal Occupational Standards and was in favour of the harmonization efforts. The Board was told that the PAC maintained 9-9-9-8-10 weeks of training (which contains Domestic Gasfitter B level two).

The PAC circulated the consultation guide to stakeholders in the piping industry from February 14 – March 08, 2019. The consultation did not receive any response or comments. The PSSC discussed how Gasfitter would effect the curriculum and determined to recommend the proposed technical training component of the four levels to the Board.

Motion 2019.04.11 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Steamfitter-Pipefitter technical training as written.***

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

3.3 Governance Standing Committee (GSC) Closed.

Motion 2019.04.12 ***The Governance Standing Committee recommends that the Board accept the March 26, 2019 Record of Proceedings as amended.***

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

Annual Report Open.

The Board reviewed the draft annual report outline and provided feedback that will be incorporated into the final document.

Fees Regulation Closed.

The Board members were told that after a lengthy review and consideration, Apprenticeship Manitoba proposed that some fees would be eliminated. Alternatively, the remaining fees would be collected as a one time lump sum payment. Branch staff stated that the elimination of the respective fees would reduce red tape for industry and reduce staff time/stakeholder time dedicated to process the paperwork associated with the respective fees.

The Board was also advised that

- The tuition fee and the trades qualification (TQ) will be increased accordingly, as the TQ fees have not increased in 30 years;
- Even with the increase, Manitoba fees are lower than other jurisdictions fees;
- A one time lump sum fee will be taken instead of processing multiple single transactions; and
- The proposed changes will take place on June 1, 2019.

The Board supported the recommendation to revise the fees.

Motion 2019.04.13 ***The Governance Standing Committee recommends that the Board accept the proposed Apprenticeship and Certification Board Fees Regulation as written.***

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

Community Liaison Standing Committee Terms of Reference Closed.

The Board reviewed the Community Liaison Standing Committee Terms of Reference. Board members were advised that minor revisions were made to the document. The Board accepted the document as written.

Motion 2019.04.14 ***The Governance Standing Committee recommends that the Board accept the proposed Community Liaison Standing Committee Terms of Reference as written.***

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

Program Standards Standing Committee Terms of Reference **Closed.**

The Board reviewed the Program Standards Standing Committee Terms of Reference. The Board supported the document as written.

Motion 2019.04.15 ***The Governance Standing Committee recommends that the Board accept the proposed Program Standards Standing Committee Terms of Reference as written.***

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

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

Motion 2019.04.17 ***The Community Standing Committee recommends that the Board accept the March 26, 2019 Record of Proceedings as written.***

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

Employer Engagement Survey **Closed.**

The Board continuously works to increase industry engagement in the apprenticeship and certification system. As such, the Board conducted an Employer Engagement Survey from January 25 to March 01, 2019.

The Board reviewed the Employer Engagement Survey results. A total of 224 employers responded to the survey, of which 188 are currently engaged in the apprenticeship system. 36 of the 224 respondents are not currently engaged in the apprenticeship program.

The Board discussed:

- The response rates for employers with apprentices and employers without apprentices;
- That respondents raised concerns that school schedules conflict with employer schedules;
- The stakeholder feed back comments regarding trade regulated wages;
- Employee training investment;
- Clarifying the apprenticeship agreement contract;
- Employers seeking information on tax incentives;

- Methods to increase employer engagement;
- A way to provide associations and sector councils with apprenticeship information;
- Respondents inquiries regarding Board and PAC vacancies;
- Ways to offer programming for journeypersons; and
- The possibility of Board activity quarterly updates.

The Board members asked that a thank you letter (highlighting overarching themes) be distributed to the survey participants.

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. A moratorium was placed on accepting new Electrologist apprenticeship applications until the review is completed.

The Board was advised that:

- The trade of Electrologist is a provincial trade;
- The Electrologist trade is a compulsory trade;
- Individuals must be either a registered apprentice or a certified journeyperson to work in the trade;
- The Electrologist Provincial Occupational Analysis was updated in 2000;
- The technical training was last updated in 2006;
- Apprentices have raised concerns that it is difficult for apprentices to find a journeyperson to provide training as there are few journeypersons in the province;
- The Electrologist trade regulation does not have a supervision exemption clause; and
- A lot of staff time is used to monitor the small trade.

The Board discussed the three proposed options outlined in the Electrologist report:

- De-designate and allow industry or another body to self-regulate;
- Revise the trade regulation and include a supervision exemption section which would allow apprentices to complete their practical training without the direct-supervision of a journeyperson, if they meet certain conditions; or
- Maintain the current state, which was not recommended for this trade due to the barriers that clients in the trade face, including low enrolment and completion rates, shortage of journeypersons, and financial resources expended by Apprenticeship Manitoba.

The Branch conducted a jurisdictional scan and concluded that Manitoba was the only province that designated Electrologist as a trade, while other jurisdictions self regulate and meet industry standards governed by the Canadian Organization of Professional Electrologists.

Some Board members indicated that the Electrologist trade should be self regulated through an established association. The Board members were in favour of exploring the options to de-designate Electrologist. If de-designate is determined to be the preferred option, the branch will consult with Manitoba Health, Seniors and Active Living on the future of the trade.

2019.04.10

CORRESPONDENCE / INFORMATION

10.1 Correspondence

The following documents were circulated to the Board for information:

- Letter of Condolences to the Ken Schindle Family

2019.04.11

CALENDAR EVENTS

11.1 Next Board Meeting: June 19, 2019

11.2 Upcoming Events:

Highest Achievement Awards

June 2019

2019.04.12

IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2019.04.13

ADJOURN

13.1 Meeting adjourned at 2:43 p.m.

June 19, 2019

Original signed by

Original signed

*Date approved by the
Apprenticeship and Certification Board*

*Ken Webb, Chair
Apprenticeship and Certification Board*

*David McCutcheon, Secretary
Apprenticeship and Certification Board*