

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**FEBRUARY 07, 2020**

**BOARD MEMBERS**

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Garet, Laura	Public Interest
Guilbault, Rick	Employer Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Paul, Carol	Employer Representative
Roe, Karen	Employer Representative
Sine, Geoff	Employer Representative
Sloane, Bruce	Public Interest
Stark, Ted	Employee Representative
Stecy, Ron	Employee Representative

**REGRETS**

**ABSENT**

**GUESTS**

**STAFF**

Chauca-Sabroso, Ada	Acting Manager, Policy, Legislation and Board Operations
Chung, Gabriel	Acting Manager, Training Standards Unit
May, Vanessa	Policy Analyst
Peters, Janice	Board Coordinator

**2020.02.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:07 a.m. and welcomed the new appointed members.

**1.2 Approval of Agenda**

**Closed.**

**Motion 2020.02.01**

***The Board motions to approve the February 07, 2020 agenda as written.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

**1.3 Approval of previous minutes**

**Closed.**

**Motion 2020.02.02**

***The Board motions to approve the October 25, 2019 minutes as written.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

**2020.02.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Informed the members of the recent appointments to the Apprenticeship and Certification Board (Board);
- Thanked the departing members for their hard work, dedication and contribution to the apprenticeship and certification system;
- Advised the Board that new members received an orientation on December 18, 2019; and
- Stated that membership for each committee will be reviewed.

**2.2 Review of previous Board Meeting Evaluation**

**Closed.**

The Board reviewed the October 25, 2019 meeting evaluation results and comments.

**2.3 Executive Director's Update**

**Closed.**

The Executive Director advised:

- The Board members that Apprenticeship Manitoba looks forward to working with the Board;
- Members of departmental staffing changes;

- That Apprenticeship Manitoba continues to work on the Red Tape Reduction Initiative by streamlining services for clients and industry stakeholders;
- That the Branch continues its efforts to increase enrollment in the High School Apprenticeship Program (HSAP) and discussed how HSAP apprentices obtain hours and credits;
- That Apprenticeship Manitoba and Skills Canada Manitoba have entered into an expanded partnership. Skills Canada Manitoba will be delivering school presentations, attend career fairs, and plan events on behalf of Apprenticeship Manitoba; and
- That he attended a Mechanical Contractors Association of Manitoba event to discuss the apprenticeship and certification system.

**2.4 Review of Action Sheet Closed.**

The Board reviewed the completed action items from the October 25, 2019 Board meeting.

**2020.02.03 COMMITTEE REPORTS**

**3.1 Nominating Standing Committee (NSC) Closed**

***Motion 2020.02.03 The Nominating Standing Committee recommends that the Board accept the January 30, 2020 Record of Proceedings written.***

***Consensus of 10 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:

**Ironworker Closed.**

***Motion 2020.02.04 The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Ironworker PAC.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
David Cwiak	New Appointment	Employer	Urban	February 7, 2020-June 30, 2023

**3.2 Program Standards Standing Committee (PSSC) Closed.**

***Motion 2020.02.05 The Program Standards Standing Committee recommends that the Board accept the January 15, 2020 Record of Proceedings.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

**Ironworker**

**Closed.**

The Branch informed the PSSC that the Ironworker technical training was last updated in 2012. In addition, the Board was also advised that the National Occupational Analysis was last updated in 2015. The Ironworker technical training was identified for review in the Board's 2015-2016 Strategic Plan. Due to PAC recruitment challenges, the review of the trade was deferred. An Industry Working Group (IWG) was established to review and revise the technical training standards.

The Ironworker IWG met in October 2019 and used the National Occupational Analysis to revise the technical training standards, to meet the harmonization sequencing efforts and Manitoba industry requirements. The Ironworker IWG revised the technical training weeks from 9-6-9 weeks to a 9-7-9 weeks to provide sufficient training content coverage.

The IWG conducted the consultation from November 8, 2019 to November 29, 2019. No responses were received during the consultation period. The Ironworker (Generalist) IWG reached consensus on its final recommendation on the proposed training standards.

The Board reviewed and supported the proposed technical training.

**Motion 2020.02.06**      ***The Board motions to accept the proposed Ironworker technical training as written.***

***Consensus of 10 in favour      0 opposed      0 abstained***  
***Carried.***

**Gasfitter Trade Regulation**

**Closed.**

The Branch advised the Board that the Gasfitter trade regulation was last updated in 2017. It was noted that the regulation has a supervision sunset clause set for January 2021. The PAC requested that the committee reconvene to review the Gasfitter supervision sunset clause, prior to the date it is intended to come into force.

The Gasfitter PAC met in October 2020 and reviewed the regulation. The PAC reached consensus and determined that the regulation should be amended to extend the sunset clause to January 1, 2026.

The PAC conducted the consultation from October 28 to November 18, 2019. Two responses were received. The PAC determined that it would proceed with its proposed recommendation. Additionally, the PAC recommended that a provision be included in the Gasfitter trade regulation to recognize Plumber, Refrigeration Air-Conditioning Mechanic, and Steamfitter-Pipefitter apprentices Gasfitter level one (considered as advance standing) upon the completion of training in those respective trades.

The Board reviewed the proposed Gasfitter trade regulation and discussed:

- How individuals with advanced standing in the Gasfitter trade would be affected.
- The proposed sunset clause prescribed in the regulation.
- The Trade Qualification process pertaining to the trade of Gasfitter.

- The number of journeypersons designated in the trade of Gasfitter.
- That the Office of the Fire Commissioner oversees the Gasfitter license and how it pertains to the Gasfitter designation in Manitoba.
- The difference before the Gasfitter B and Gasfitter A designation.
- That the Gasfitter trade was harmonized in 2017.
  - Ontario did not participate in the harmonization.

Following discussion, the Board determined that it would accept the proposed Gasfitter trade regulation.

**Motion 2020.02.07**      ***The Board motions to accept the proposed Gasfitter trade regulation as written.***

***Consensus of 10 in favour      0 opposed      0 abstained***  
***Carried.***

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

**Motion 2020.02.08**      ***The Community Liaison Standing Committee recommends that the Board accept the January 08, 2020 Record of Proceedings as written.***

***Consensus of 10 in favour      0 opposed      0 abstained***  
***Carried.***

### **Electrologist Update**

The Board was advised that Apprenticeship Manitoba continues to explore options for the de-designation of the trade and will provide more information to the Board when it is available.

### **Low Volume Trades Review**

The Board and Apprenticeship Manitoba continue to participate in the Red Tape Reduction initiative as part of the broader government initiative. The Board and Apprenticeship Manitoba also continue to seek ways to reduce red tape for Manitobans engaged in the apprentice and certification system.

After careful consideration, 21 low volume trades were considered for review as part of the Red Tape Reduction Initiative. Low volume trades were identified for review, based on low enrollment/completions, government financial obligations, regulatory requirements and staff hours dedicated to the identified trades. The Board was told that during the review process, three recommendations are being proposed. The Board discussed the following recommendations:

Low volume trades for certification through trade qualifications

- Concrete Finisher
- Construction Craft Worker
- Pre-Engineered Building Erector

- Recreation Vehicle Service Technician

Low volume trades for de-designation

- Computer Numerical Control Machinist
- Electric Motor Systems Technician
- Electrologist
- Glazier
- Floorcovering Installer
- Rig Technician
- Steel Fabricator

Trades identified to remain status quo

- Automotive Painter
- Gasfitter A
- Gas Turbine Repair and Overhaul Technician
- Instrumentation and Control Technician
- Partsperson
- Power Electrician
- Sloped Roofer
- Tool and Die Maker
- Transport Trailer Technician
- Water and Wastewater Technician

The Board members discussed the proposed recommendations regarding the low volume trades. The members inquired:

- How many apprentices are in each trade?
- Can the apprentices take the remaining courses to complete their program?
- If Power Electrician maintains a common core with Industrial Electrician and Construction Electrician.
- If the Pre-Engineered Building Erector trade has any registered apprentices.
- If there is construction activity in the trade of Glazier?

The Branch advised the Board that:

- There is less than 50 registered apprentices in each low volume trade;
- Individuals who are registered in the trade may trades qualify to obtain their certification in the trades that have been identified for transition to trades qualification only;
- Classes can not be administered if there are few registered apprentices;
- The Pre-Engineered Building Erector trade has not had any apprentices who have gained certification in the trade since it was designated; and
- Currently there are various construction projects that require Glazier skills sets. However, industry has used other means to train employees outside of the apprenticeship and certification system, therefore, industries needs are being met.

A fulsome discussion ensued amongst the Board members regarding the proposed trades for de-designations and certification through trade qualifications. The members requested that the Branch engage with the Pre-Engineered Building Erector industry and the Recreation Vehicle Service Technician industry to inquire how the certification through trades qualification proposal would

affect industry. Branch staff informed the Board members that the Branch will engage the identified stakeholders regarding the proposal.

Board members discussed the possibility of maintaining certification through trades qualification for the trade of Glazier.

**Motion 2020.02.09**      ***The Board approves the trades of Concrete Finisher, Construction Craft Worker, and Glazier to transition to certification through Trades Qualification only, eliminating the option to gain certification through apprenticeship.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

The Board reviewed and discussed the trades listed for de-designation. Board members inquired if the trade of Computer Numerical Control (CNC) Machinist would be considered for certification through trades qualification. The Board members were told that the trade of CNC Machinist is a one level program. Technical training for CNC Machinist was incorporated into the Machinist technical training, therefore, the trade would be considered for de-designation.

**Motion 2020.02.10**      ***The Board approves the trade of Computer Numerical Control Machinist, Electric Motor Systems Technician, Electrologist, Floorcovering Installer, Rig Technician, and Steel Fabricator be de-designated in the province of Manitoba.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

### **Employer Engagement Strategy**

The Board discussed strategic methods on how to engage and meet employers involved in the apprenticeship training programs.

### **Designation Guide and Form**

The Board reviewed and supported the proposed guide and form.

**Motion 2020.02.11**      ***The Board approves the Designation Guide and Designation form as written.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

**3.4 Governance Standing Committee (GSC)**

**Closed.**

**Motion 2020.02.12**      ***The Governance Standing Committee recommends that the Board accept the January 08, 2020 Record of Proceedings.***

***Consensus of 10 in favour      0 opposed      0 abstained  
Carried.***

**Ratio, Supervision and Wages Survey Results**

**Closed.**

The Board identified a review of Ratios, Supervision and Wages on its 2018-2023 Strategic Plan Work Plan. As such, the Board conducted a survey from October 25 to November 18, 2019. The online survey was sent to approximately 25,000 stakeholders (including apprentices, associations, employers and journeypersons, unions and community organizations).

Through the consultation, the Board sought feedback on the following regulatory amendments:

- Expand the apprentice to journeyperson ratio from 1:1 to 2:1;
- Provide flexibility in the supervision definition to allow supervision to be related to an apprentice's level of progression; and
- Remove the minimum wage rates from the individual trade regulations to allow the labour market to determine the wage rates of apprentices.

The Board was informed that 1,650 responses were received. 38 per cent of respondents identified as journeypersons, 35 per cent identified as an apprentice. The results reflected that:

- 66 per cent of the responses favoured the an expanded ratio of 2:1 or higher, while 34 per cent of respondents recommended that the ratio remain as written; and
- 76 per cent of the respondents supported an expanded supervision definition to allow apprentices to work without direct supervision.
  - 35 per cent agreed with the expanded supervision definition in general, while 40 per cent also agreed, but only during the apprentice's final level of training.
  - The majority of journeypersons, employers, apprentices, industry members, technical training providers and union members were all in favour of an expanded supervision definition.

A robust round table discussion ensued amongst the Board members pertaining to the proposed recommendations. Brent Charron was not in favour of the proposed recommendations, as the member stated that the 2:1 ratio would negatively effect the quality of apprenticeship program(s), and raised safety concerns, particularly in compulsory trades. Other members stated that:

- The apprenticeship system must evolve to meet industry's needs.
- The results from the survey reflected that industry was in favour of the proposed changes.



- That the proposed changes would also allow employer, particularly in rural and northern communities flexibility to hire more apprentices and expand their businesses.
- The proposed recommendations would allow more Manitobans the opportunity to become registered apprentices.
- Health and safety training is embedded in the first level of technical training across all the apprenticeship programs. In addition, employers must still comply with health and safety standards that are set out by Workplace Health and Safety.

**Motion 2020.02.13**      ***The Board approves the expansion of the apprentice to journeyperson ratio from 1:1 to 2:1 across the trades, with final level apprentices exempt from the ratio count.***

***Consensus of 5 in favour      3 opposed      0 abstained***  
***Carried.***

**Motion 2020.02.14**      ***The Board approves to expand the supervision definition across all trades to allow final level apprentices to work without the direct, on-site, supervision from a journeyperson. This would only be permitted following a risk assessment of the task by the journeyperson and apprentice, and with the requirement that the supervising journeyperson must be available to the apprentice by phone or other electronic communications at all times.***

***Consensus of 6 in favour      3 opposed      0 abstained***  
***Carried.***

One member departed the meeting due to prior commitments.

The Board discussed wages and the Construction Industry Wages Act (CIWA). One member asked how HSAP wages would be affected. Branch staff advised the member that the HSAP wages would be prescribed within the Apprenticeship and Certification – General Regulation.

**Motion 2020.02.15**      ***The Board approves to eliminate the minimum wage rates in each of the trade regulations to allow industry employers and unions to determine apprentice wages. The minimum wage rates of apprentices will be maintained throughout the trades in the Apprenticeship and Certification – General Regulation.***

***Consensus of 5 in favour      3 opposed      1 abstained***  
***Carried.***

**Board Annual Assessment**

**Forward.**

Deferred to a next scheduled meeting.

**2020.02.04 CONTINUING BUSINESS**

**4.1** No updates **Closed.**

**2020.02.05 NEW BUSINESS**

**5.1** No updates **Closed.**

**2020.02.06 BRANCH UPDATES**

**6.1** No updates **Closed.**

**2020.02.08 REGISTERED REGULATIONS / INFORMATION**

**8.1** No recently registered regulations.

**2020.02.09 FUTURE AGENDA ITEMS**

**9.1 Future Agenda Item**

Identified agenda items to be discussed at future Board meetings:

- Agriculture Equipment Technician Regulatory Review
- Automotive Repairer/Motor Vehicle Body Repairer Technical Training
- By-Law Amendments
- Esthetician Technical Training
- Esthetician Regulatory Review
- Electrologist Review
- Heavy Duty Equipment Technician Regulatory Review
- Hairstylist Technical Training
- Hairstylist Regulatory Review
- RACM Technical Training
- Standing Committees Terms of Reference
- The Status of Women in Manitoba Report
- Supervision and Ratio Review
- Truck and Transport Mechanic Regulatory Review
- Wage Rates Review

**2020.02.10 CORRESPONDENCE / INFORMATION**

**10.1 Correspondence**

No correspondence.

**2020.02.11 CALENDAR EVENTS**

**11.1 Next Board Meeting**

The next anticipated meeting is April 2020

**11.2 Upcoming Events:**

- Highest Achievement Awards – Postponed until further notice
- Apprenticeship Appreciate Week  
November 2-6, 2020
- Awards of Distinction  
November 10, 2020  
RBC Convention Centre

**2020.02.12 IN CAMERA (IF REQUIRED)**

**12.1 In Camera (NIL)**

**2020.02.13 ADJOURN**

**13.1 Meeting adjourned at 2:13 p.m.**

**April 17, 2020**

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*Date approved by the  
Apprenticeship and Certification Board*

**Original signed by**

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*Harvey Miller, Chair  
Apprenticeship and Certification Board*

**Original signed by**

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*David McCutcheon, Secretary  
Apprenticeship and Certification Board*