

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

DECEMBER 16, 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
Peelaers, Neil	Apprentice Representative
Roe, Karen	Employer Representative
Sine, Geoff	Employer Representative
Sloane, Bruce	Public Interest
Stecy, Ron	Employee Representative

REGRETS

ABSENT

GUESTS

STAFF

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

2020.12.1

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:26 a.m.

1.2 Approval of Agenda

Closed.

Motion 2020.12.01

The Board motions to approve the December 16, 2020 agenda as written.

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

1.3 Approval of previous minutes

Closed.

Motion 2020.12.02

The Board motions to approve the June 17, 2020 minutes as written.

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

2020.12.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Informed the Board that he participated in the virtual Canadian Council of Directors of Apprenticeship (CCDA) Chair meeting.
- The Chairs received a presentation from Skills Canada regarding its youth initiative, the upcoming virtual Skills Competition to be held in Vancouver and the pending Skills Canada competitions to be held in 2023 in Winnipeg. The meeting discussions also focused on:
 - Program delivery during the pandemic
 - New ways to deliver training during the pandemic
 - Response to economic renewal during the pandemic
 - Diversity and inclusion initiatives in the trades

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the June 17, 2020 meeting evaluation results and comments.

2.3 Executive Director's Update

Closed.

The Executive Director advised Board members that:

- During the summer the Branch and the colleges worked together to re-establish exam sittings. The Branch was able to schedule and bring the exams sittings up to date and collectively work with the college to schedule exams beginning in July 2020, in accordance of the health authority directives.
- Bill 61: The Apprenticeship and Certification Amendment Act had its first reading and is scheduled for second reading in February 2021.
- The Branch is currently experiencing staffing challenges.

2.4 Review of Action Sheet

Closed.

The Board reviewed the action items from the June 17, 2020 Board meeting.

2020.12.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed.

No report.

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2020.12.03 The Board approves the Program Standing Committee November 24, 2020 Record of Proceedings as amended.

Consensus of 9 in favour 0 opposed 0 abstained Carried.

Micro-credentials

Bring Fwd.

Branch staff advised the Board that a trade micro-credentialing (supported/verified by some industry employers and associations in Manitoba other jurisdictions) is a certificate program that an individual completes demonstrating that he/she has accomplished a specific skill or area of knowledge.

Micro-credentialing can promote innovative learning methods, with a focus on meeting the needs of clients by providing shorter and more specified learning experiences.

It was recommended that further review and survey regarding the micro-credentialing be conducted to determine the possibility of offering such a program through Apprenticeship Manitoba.

Board members inquired if the occupational model would be applicable. The Board members were informed that the occupational model is considered as a traditional model.

Board members discussed:

- Some sectors in Manitoba offer a form of micro-credentialing through their respective organizations.
- How the proposed micro-credential program would be monitored if it was implemented.
- The established national micro-credential standards PANS Canadian work.
- If there would be a micro-credential wage structure.
- How the proposed micro-credential program may effect industry.

Board members were in favour of further exploration of micro-credentials and an industry-wide consultation on the matter. Further exploration information and future consultation results will be brought forward to the PSSC to review and report to the Board.

Hybrid Technical Training Model (online method)

Bring Fwd.

The development of a flexible technical training model was earmarked as an action on the Board’s 2018-2023 Strategic Plan. The apprenticeship programs are traditionally offered in person by specified service providers. However, COVID-19 has brought this particular objective to the forefront, causing Apprenticeship Manitoba to offer hybrid technical training (online and in person training) over the last six months while adhering to the health orders that were put in place to protect the general public.

The Hybrid Technical Training Model was successfully implemented to meet training needs during the pandemic. A jurisdictional scan was conducted and it was determined that Alberta used the Hybrid Technical Training Model prior to the pandemic. The Branch would like to conduct a survey with apprentices/service providers and gather feedback and explore the possibility of offering Hybrid Technical Training on a regular basis in the apprenticeship and certification system.

Board members were in favour of conducting a survey that would gather feedback from the apprentices and service providers who were enrolled in hybrid delivery since March 2020 and explore next steps.

Low-Volume Trades Transition to Trades Qualification

Closed.

In February 2020, the Board reviewed the Low Volume Trades Policy Paper and agreed to transition the trades of Concrete Finisher, Construction Craft Worker, Glazier, Pre-Engineered Building Erector, and Recreation Vehicle Service Technician to a certification programs through trades qualification only. Further review and consultation was conducted on the trade of Glazier. The proposed trade regulations were presented to the Board to review proposed trade regulations and motioned to transition the identified trade regulations to a certification through trades qualification only.

Motion 2020.12.04 ***The Board approves the Concret Finisher trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2020.12.05 ***The Board approves the Construction Craft Worker trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2020.12.06 ***The Board approves the Pre-Engineered Building Erector trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2020.12.07 ***The Board approves the Recreation Vehicle Service Technician trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Glazier

In February 2020, the Board approved in principle the transition of the Glazier trade to certification through trades qualification only. The Board was informed that the Glazier trade regulation was last updated in 1987. In the absence of the Provincial Advisory Committee, an Industry Working Group was established to review and consult with industry on the proposed trade regulation.

It was noted that during the regulatory review, the Canadian Council of Directors of Apprenticeship (CCDA) proposed to change the trade name to “Architectural Glass and Metal Technician (Glazier)”. The Board was advised that not all the jurisdictions supported the the CCDA recommendation. The Board was also informed that:

- The CCDA approved three levels of apprenticeship training and 2,400 hours per level, yet, some of the jurisdictions did not agree with the harmonized training levels.
- To align with the CCDA recommendation, Manitoba would need to amend the regulation to require four and a half years of experience in the trade to be eligible for certification through trades qualification, instead of six years.

The Industry Working Group consulted with stakeholders from October 28 to November 20, 2020. Only one response was received. The one response was not in favour of the proposed recommendations, as it felt that there would be a lack of training opportunities for Manitoba residents if there is no longer an apprenticeship training pathway. It was re-affirmed that a robust review was conducted and confirmed that there was a low to no registration/low completion rates in the trade. As such, the Board (in February 2020) approved the removal of the apprenticeship program for the trade. No additional concerns were identified, and the Board proceeded to approve the proposed regulation.

Motion 2020.12.08 ***The Board approves the Glazier trade regulation as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Automotive Painter

The trade of Automotive Painter was identified for technical training review. The IWG reviewed and amended the training standards. As required, a consultation was conducted from October 28, 2020 to November 20, 2020. The consultation guide did not receive any responses to the proposed technical training.

The Board reviewed the proposed technical training standards and supported the recommendation to approve the standards as written.

Motion 2020.12.09 *The Board approves the Automotive Painter training standards as written.*

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

Motor Vehicle Body Repairer Technical Training

The Board was informed that the CCDA conducted a review of the Motor Vehicle Body Repairer trade, in conjunction with the Automotive Body Painter, as the two trades share a common core.

In the absence of a PAC, an IWG was established to review the training standards. The IWG reviewed the training standards and consulted with stakeholders from October 28, 2020 to November 20, 2020. Zero responses were received.

The Board reviewed the training standards and accepted the document.

Motion 2020.12.10 *The Board approves the Motor Vehicle Body Repairer training standards as written.*

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

3.3 Community Liaison Standing Committee (CLC)

Closed.

Motion 2020.12.11 *The Board approves the Community Liaison Standing Committee November 23, 2020 Record of Proceedings as written.*

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

Employer Engagement

During the June 17, 2020 Board meeting, the Board determined that it would develop a living calendar that would capture industry events that Board members may attend to present and engage stakeholders and conduct a virtual session with Board members. Through ongoing discussion, the CLC proposed a “Coffee with the Chair” virtual session where the Board Chair and/or designates would hold information/town hall discussions with industry.

Board members were in favour of the concept and recommended that the CLC continue to develop discussions items for the virtual sessions.

Motion 2020.12.12 ***The Board approves the Employer Engagement Strategy and the development of virtual content for employer engagement.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Swan Valley Region Mechanical Trades Initiative

The Board identified “increase the participation of underrepresented groups in the apprenticeship system” and “increase apprenticeship participation in rural and northern areas” as part of its 2018-2023 Strategic Plan.

Branch staff advised the Board that Apprenticeship Manitoba is collaborating with the Northern Manitoba Sector Council to implement the Swan Valley Region Mechanical Trades Initiative, which will train 12 program participants as level one Heavy Duty Equipment Technicians and will be administered by Assiniboine Community College and University College of the North. This initiative will lead to viable employment opportunities for participants and will help meet the labour market needs in the northern region.

Motion 2020.12.13 ***The Board approves the branch’s plan to work with the Northern Manitoba Sector Council to implement the program and delivery model for the initiative and explore opportunities to expand the initiative to other rural and remote regions.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

3.4 Governance Standing Committee (GSC)

Closed.

Motion 2020.12.14 ***The Board approves the Governance Standing Committee November 20, 2020 Record of Proceedings as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

KPI follow up discussion/Board Work Plan

Branch staff briefly revisited the approved Board Work Plan and the Key Performance Indicator (KPI) presentation that was provided to the Governance Standing Committee and the Board in spring 2020.

Branch staff informed the GSC that six of the ten KPIs that were identified in the presentation could be met and monitored, to meet the goals and objectives that were identified in the Board’s 2018-2023 Strategic Plan. The Board reviewed its progress on its Work Plan commitments.

A Board member asked if Micro-Credentialing is currently implemented. Branch staff advised that the Board is exploring Micro-Credential at this time and that the Board will receive updates as the exploration continues.

Motion 2020.12.15 ***That the Board proceed with the 2018-2023 Work Plan and utilize the Key Performance Indicators to measure the success of the Board's initiatives.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Community Liaison Standing Committee Term of Reference

The Board reviewed the proposed Community Liaison Standing Committee Terms of Reference and raised no concerns or revisions to the document.

Motion 2020.12.16 ***The Board approves the the Community Liaison Standing Committee Terms of Reference as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Governance Standing Committee Term of Reference

The Board reviewed the proposed Governance Standing Committee Term of Reference and raised no concerns or revisions to the document.

Motion 2020.12.17 ***The Board approves the the Governance Standing Committee Terms of Reference as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

2020.12.04 CONTINUING BUSINESS

4.1 NIL report.

2020.12.05 NEW BUSINESS

5.1 NIL report. **Closed.**

2020.12.06 BRANCH UPDATES

6.1 NIL report. **Closed.**

2020.12.07

REGULATIONS FOR BOARD SIGNATURE

7.1

The Apprenticeship and Certification – General Regulation Translated Certificates

Motion 2020.12.18 *The Board approves the signing of the Apprenticeship and Certification – General Regulation as written.*

*Consensus of 7 in favour 2 opposed 0 abstained
Carried.*

Electrologist Trade Regulation Translated Certificates

Motion 2020.12.19 *The Board approves the signing of the Trade of Electrologist Regulation as written.*

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

Esthetician Trade Regulation Translated Certificates

Motion 2020.12.20 *The Board approves the signing of the Trade of Esthetician Regulation as written.*

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

Hairstylist Trade Regulation Translated Certificates

Motion 2020.12.21 *The Board approves the signing of the Trade of Hairstylist Regulation as written.*

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

Gasfitter Trade Regulation Translated Certificates

The Board was reminded that the Gasfitter Trade Regulation was amended to address the expired sunset clause.

Motion 2020.12.22 *The Board approves the signing of the Trade of Gasfitter Regulation as written.*

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

The Executive Director informed the Board that he met with Mechanical Contractors Association of Manitoba (MCAM) on multiple occasions to discuss the proposed changes to the piping trade regulations. MCAM expressed concern that there would be challenges recognizing different levels of pay for journeypersons who hold dual certification and those who do not.

The Executive Director also advised the Board that Manitoba is the only province that requires apprentices in the three piping trades to obtain the Gasfitter certificate of qualification before they receive their certificate

of qualification in their registered trade. By removing this barrier to certification, apprentices would receive certification in their chosen trade in an equitable manner. Furthermore, the proposed changes to the effected regulations would promote labour mobility, which is a government priority.

A few Board members indicated they maintained their vote and opposed the proposed changes to the effected piping trade regulations. One Board member questioned if apprentices in the three piping trades would be restricted from gaining Gasfitter certification after they completed their registered program. The Board was advised that these apprentices would be encouraged by the branch to complete their training and certification in the trade of Gasfitter.

Plumber Trade Regulation Translated Certificates

Motion 2020.12.23 *The Board approves the signing of the Trade of Plumber Regulation as written.*

*Consensus of 4 in favour 3 opposed 2 abstained
Carried.*

Refrigeration and Air-Conditioning Mechanic Trade Regulation Translated Certificates

Motion 2020.12.24 *The Board approves the signing of the Trade of Refrigeration and Air-Conditioning Mechanic Regulation as written.*

*Consensus of 4 in favour 3 opposed 2 abstained
Carried.*

Steamfitter-Pipefitter Trade Regulation Translated Certificates

Motion 2020.12.24 *The Board approves the signing of the Trade of Steamfitter-Pipefitter Regulation as written.*

*Consensus of 4 in favour 3 opposed 2 abstained
Carried.*

2020.12.08 REGISTERED REGULATIONS / INFORMATION

8.1 No recently registered regulations.

2020.12.09 FUTURE AGENDA ITEMS

9.1 **Future Agenda Item**

Identified agenda items to be discussed at future Board meetings:

- Employer Engagement
- Standing Committees' Terms of Reference

2020.12.10 CORRESPONDENCE / INFORMATION

10.1 **Correspondence**

- HSAP-PLG Letter
- Electrologist Letter
- MCAM Letter

2020.12.11 CALENDAR EVENTS

11.1 Next Board Meeting

The next anticipated meeting is March 2021

11.2 Upcoming Events:

- Awards of Distinction – January 21, 2021
- Highest Achievement Awards – to be determined

2020.12.12 IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2020.12.13 ADJOURN

13.1 Meeting adjourned at 2:37 p.m.

March 30, 2021

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*