

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

June 22, 2021

BOARD MEMBERS

Charron, Brent	Employee Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Paul, Carol	Employer Representative
Sloane, Bruce	Public Interest Representative
Stecy, Ron	Employee Representative
Peelaers, Neil	Apprentice Representative
Roe, Karen	Employer Representative
Sine, Geoff	Employer Representative

REGRETS

Lori Garet	Public Interest Representative
Rick Guilbault	Employer Representative

ABSENT

GUESTS

STAFF

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

2021.06.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:09 a.m.

1.2 Approval of Agenda

Closed.

Motion 2021.06.01

The Board motions to approve the June 22, 2021 agenda as written.

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

1.3 Approval of previous minutes

Closed.

Motion 2021.06.02

The Board motions to approve the March 30, 2021 minutes as written.

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

2021.06.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair informed the Board that:

- There has been some pushback regarding the regulatory changes to the Gasfitter trade and the apprentice to journeyperson ratio. Currently, most of industry is concerned with salaries and the move to update the Construction Industry Wages Act.
- Heads of industry should be engaged with regards to the management of regulatory changes.
- Bruce Harris is retiring and that a thank you letter would be sent to him for the time he served on the Board. A thank you letter will be drafted for the Board Chair to send to Mr. Harris.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the March 30, 2021 Board meeting evaluation results and comments. Board members discussed:

- The importance of staying on track with agenda items.
- The need for greater management of time during meetings to keep within the timeframe.

2.3 Executive Director's Update

Closed.

The Executive Director advised Board members that:

- The branch has been busy with the implementation of Bill 61, which was proclaimed on June 14, 2021.

- There has been increased stakeholder consultation with the introduction of Bill 61 regarding the change of governance structure and implementation of sector-based committees.
- Bill 61 provides increased language surrounding designated occupations. Designated occupations will be more frequent in the next few years. Industries will look to the department to provide credentialing.
- The Canadian Council of Directors of Apprenticeship (CCDA) held a national stakeholder meeting where the transition to a blended delivery system and decrease in registration was discussed. It was reported that:
 - Not all students appreciated the blended online and in-person learning system.
 - Registrations and course completions are seeing a significant decrease in numbers.
 - It is expected Canada will experience a decrease of 170,000 skilled workers.
- On the topic of registration and labour market needs, the Board was informed that in Manitoba, 2,000 apprentices will need to be certified to meet demand, and 13,000 will need to be registered in the next few years. On average, 2,500 people are registered by Apprenticeship Manitoba yearly. It is easier to acquire labourers than apprentices, but the latest regulatory changes to the ratio requirements will help increase apprenticeship opportunities in Manitoba.
 - It is anticipated that there will be an increase in registrations and administrative work when in-person services resume.
- In 2020, Manitoba decided to end its participation in building a new IT system through the Apprenticeship Management System. Apprenticeship Manitoba is now looking at an alternative system that has an analytics tool to provide information in real-time.

2.4 Review of Action Sheet

Closed.

- The Board reviewed the action items from the March 30, 2021 Board meeting.

2021.06.03

COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed.

No report.

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2021.06.03

The Board motions to approve the June 3, 2021 Program Standards Standing Committee Record of Proceedings as written.

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

Establishing Sector Committees under Bill 61

Under Bill 61, four to six sector committees will be developed to work with trade representatives in their designated group, review trade updates and make recommendations to the Board. The Board reviewed the five proposed sector groups and the trade groupings.

- It was recommended that individuals on sector committees should have knowledge of a few different trades as there is a limited number of spots on sector committees.
- The Board discussed how to group the trades to ensure that trades were placed in the right sector, and whether trades could be moved to a different sector grouping if it is determined that there is a better fit for a trade.

Motion 2021.06.04 ***The Board motions to approve the proposed sector committee listing as written.***

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

Hairstylist – New Harmonized Technical Training

The Board reviewed the new Hairstylist technical training, which is based on the Red Seal Occupational Standards (RSOS) that was updated in 2019. The standards were redeveloped but the existing framework was maintained. Staff explained to the Board that:

- The national harmonization initiative will improve movability between provinces and territories.
- The training update now includes training on a variety of ethnic hair types and styles.
- Industry working groups wanted to maintain the singular level of technical training over two years. This differs from other jurisdictions where Hairstylist is two levels of technical training or more.

Motion 2021.06.05 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Hairstylist technical training as written.***

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

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

Motion 2021.06.06 ***The Board approves the Community Liaison Standing Committee May 19, 2021 Record of Proceedings as written.***

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

Telecommunications Tower Technician Designation Request

The Board was informed that:

- The Branch received a request from the Structure, Tower and Antenna Council (STAC) to designate Telecommunications Tower Technician as an occupation in Manitoba. In May 2021, STAC presented their proposal to the Community Liaison Standing Committee.
- Bill 61 provides a clearer definition for designated occupations in Manitoba. This legislation will be relied on to support designation requests.
- The trade request is relevant, as industry has seen an increased demand to connect Northern communities with 5G, especially with during the pandemic.

- Telecommunications Tower Technician would be designated as a voluntary occupation. Additional research could be conducted into compulsory certification after occupation designation, if it is determined that there is a demonstrated need for compulsory certification.
- Under Bill 61, standards would be created by an industry working group through a bylaw instead of a regulation.

The Board discussed:

- A three month work-study period prior to allowing clients to take the exam. Implementing a grandfathering process was also discussed for those already in the occupation.
- Safety concerns of persons starting out as Telecommunications Tower Technicians. Staff confirmed that compulsory certification requests must come from industry.
- There may only be interest from STAC members. Staff suggested that the Board wait five years to assess the demand.
- Whether to call participants of the trade clients or apprentices, as it will be an occupation, not a trade.

The Board agreed in principal to designate Telecommunications Tower Technician as a designated occupation and directed the branch to proceed with developing an industry working group for the occupation.

3.4 Governance Standing Committee (GSC)

Closed.

Motion 2021.06.07

The Board approves the Governance Standing Committee May 19, 2021 Record of Proceedings as written.

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

2020-2021 Annual Report

The Board was informed that:

- The Board is required to submit its annual report on activities completed in the last fiscal year to the Minister by no later than August 1, 2021.
- Once the Minister has approved the Annual Report, the Branch will work with Communication Services Manitoba to provide a print copies of the report for Members of the Legislative Assembly and the public.
- The Branch is projecting to cover all ten of the Strategic Plan priorities by the end of the 2021 fiscal year.
- The work completed through the COVID-19 pandemic is reflected in the report, including the introduction of a flexible training model.

Motion 2021.06.08

The Board approve the 2020-2021 Board Annual Report as written.

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

2021-22 Regulatory and Technical Training Trades Listing

The Board was informed that:

- In 2021-2022 eight trades are identified for regulatory update. Seventeen trades are listed to undergo technical training or Red Seal Occupational Standards development to align with harmonization recommendations.
- Due to Bill 61, the current priority is to repeal the voluntary trade regulations and implement by-laws, but the branch will attempt to fulfill the work for the identified trade regulations while undertaking the implementation of Bill 61 requirements.

The Board questioned what will happen to the nomination process now that the standing committees will be replaced by sector committees. Staff confirmed that sector committees will manage the nomination process and make recommendations to the Board. The Board will create an application form for sector committees, which the branch will distribute to industry and current Provincial Advisory Committee members. Applications will go to Board for review and selection. The branch anticipates a fall meeting to initiate the selection process of the sector committees.

Motion 2021.06.09

The Board review and approve the 2021-2022 Regulatory and Technical Training Trade Listing as written.

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

Program Standards Standing Committee Terms of Reference 2019

The PSSC reviewed its Terms of Reference and made a recommendation that the Board accept the Terms of Reference with no changes, prior to Bill 61 coming into force. The Board was informed that due to the recent passing of Bill 61, finalizing the PSSC terms of reference is no longer essential. Branch staff clarified that the Board can establish any time-limited committees that are necessary to meet its objectives. The Board agreed that approving the PSSC Terms of Reference right now would be beneficial, if they decide a PSSC is required for a limited time in the future.

Motion 2021.06.10

The Board review and approve the 2019 PSSC Terms of Reference as written.

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

2021.06.04

CONTINUING BUSINESS

4.1 NIL report.

2020.06.05

NEW BUSINESS

5.1 NIL report.

Closed.

2021.06.06 UPDATES

6.1 **Bill 61 Project Plan**

Closed.

The Board was informed that:

- The Bill 61 Project Plan was developed to give a greater sense of timelines and the work that needs to be completed to meet the requirements under Bill 61. The document outlines the tasks, subtasks, and anticipated end dates of each work item. It is anticipated that Board meetings that take place over the next year will focus on meeting the requirements that are established through Bill 61. The first task is to establish and implement sector committees. Voluntary trades will move from having regulations into bylaws, which will allow the Board to have more authority over changes to the voluntary trades. Branch staff are working on recommendations to develop bylaws and regulations for early 2022.

The Board raised the following questions, to which staff provided clarification:

- Will the ratio in bylaws differ for each trade?
 - Ratios will continue to be included in the Apprenticeship and Certification – General Regulation, not in the bylaws.
- Does the General Regulation apply to trade regulations?
 - The General Regulation will apply to voluntary and compulsory trades, however, the compulsory trade regulations would supersede the General Regulation.

2021.06.07 REGULATIONS FOR BOARD SIGNATURE

7.1 NIL

2021.06.08 RECENTLY REGISTERED REGULATIONS / INFORMATION

8.1 NIL

2021.06.09 FUTURE AGENDA ITEMS

9.1 **Next Board Meeting**

The next anticipated meeting will take place in Fall 2021 but due to Bill 61, additional meetings may be scheduled in the interim.

9.2 **Future Agenda Items:**

- Discussion on stakeholder engagement process

2020.06.10 CORRESPONDENCE / INFORMATION

10.1 Correspondence

Electrolysis Stakeholder Recommendation

- The Board reviewed a letter from a stakeholder who requested special permission to train a student as an Electrologist. The stakeholder proposed providing a standard curriculum, 1:1 practical experience and possible certification through the Swanson School of Electrolysis in Alberta. Questions were raised regarding the current status of Electrologist, steps to de-designate the trade and how Apprenticeship Manitoba would move forward.
- A discussion regarding the request ensued. Staff informed the Board about the lack of available trainers in the trade, which impacts the ability to train new clients, and the health and safety concerns of the work. Furthermore, staff confirmed that the Minister has already responded to the request.
 - The Board recognized that it would be beneficial to work with Manitoba Health to regulate the trade and oversee operations. However, considerations for the pandemic were also recognized. The Board decided this would be a conversation to bring to the sector committees in the future in order to make recommendations.

2020.06.11 CALENDAR EVENTS

11.2 Nil

2020.06.12 IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2020.06.13 ADJOURNMENT

13.1 Meeting adjourned at 11:48 a.m.

October 13, 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*