

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

October 13, 2021

BOARD MEMBERS

Garet, Laura	Public Interest
Guilbault, Rick	Employer Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Paul, Carol	Employer Representative
Stecy, Ron	Employee Representative
Sine, Geoff	Employer Representative

REGRETS

Charron, Brent	Employee Representative
Pellaers, Neil	Apprentice Representative
Roe, Karen	Employer Representative

ABSENT

GUESTS

STAFF

May, Vanessa	Manager, Policy, Legislation and Board Operations
Enns, Alexandra	Policy Analyst
Buccini, Antonio	Communications and Board Coordinator

2021.10.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:06 a.m. The Board did not achieve quorum. As such, the meeting was converted to a working group meeting. The agenda items that require the Apprenticeship and Certification Board (Board) approval will take place through electronic means.

1.2 Approval of Agenda

Closed.

Motion 2021.10.01

The Board motions to approve the October 13, 2021 agenda as written.

The working group used the agenda for reference purposes.

1.3 Approval of Previous Minutes

Open.

Motion 2021.10.02

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

Final decision deferred to electronic approval.

2021.10.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Informed the Board that all appointment terms of Board members have still not been confirmed by the Minister's office.
- Acknowledged the passing of Board member Bruce Sloane and his outstanding contributions to the Board and the apprenticeship system.
- Advised that he will be participating in an upcoming Canadian Council of Directors of Apprenticeship (CCDA) National Stakeholders Meeting to discuss where the apprenticeship system in Canada is heading.
- Outlined the importance of the October 13, 2021 Board meeting to discuss, review and approve the Board General By-law in order to bring life to the updated legislation.

2.2 Executive Director's Update

Closed.

The Executive Director advised Board members that:

- Some colleges were returning to in person training and while others were maintaining a blended-learning style. As of November 1, 2021, Assiniboine Community College will return to in person training, while Red River College will maintain the blended learning.
- Apprenticeship Manitoba has started to work with the colleges to schedule courses for the April 2022 – March 2023 fiscal year, and plans to hold apprentice registration in November 2021. Information on how to register will be posted to the Apprenticeship Manitoba website within the following week.

- All training partners moved to mandatory vaccination. A few apprentices had withdrawn from training due to this policy; however, the numbers were less than a couple of dozen.
- There have been CCDA meetings in the Spring and Fall to discuss different initiatives. One type of initiative from New Brunswick is identifying the barriers the apprentices are facing in completing their exams, providing them with supports in order to retake and pass those exams.
- The department has a new Minister: Jon Reyes. A meeting with the Minister has been requested but a date has yet to be established.
- Registration of apprentices has been steady. The current database does not track new registrants well, so it is difficult to provide an accurate picture of how many new registrants there are each month. However, it is anticipated that there will be approximately 2,000 new registrants this year, which is on par with previous years.
- Overall there are approximately 10,000 apprentices moving through the system; which is consistent with previous years. COVID-19 does not appear to have diminished the number of apprentices, although it may have effected the number of apprentices completing their training. Some apprentices have stopped their training to obtain work, sign up for the Canada Emergency Response Benefit (CERB), or are waiting for in person training to resume. However, not all sectors were effected equally. Some sectors, such as Aircraft Maintenance Journeyperson was effected more strongly than those in the construction sectors. Overall, Canada has seen a reduction in the number of apprentices completing training, in Red Seal trades.
- Apprenticeship Manitoba has directed staff to look at exam results. If apprentices have not been successful in passing there exams repeatedly, the staff can review the areas they are having the most issues with, work with them on how to identify their weaknesses and develop a plan to overcome those barriers.
- The previous resistance some industry members had voiced prior to June regarding changes to the apprenticeship system does not appear to have carried forward.

2.3 Review of previous Board Meeting Evaluation

Closed.

The Chair thanked the Board members for their continued participation in completing the Board Meeting Evaluations and advised them that the Board will strive to maintain a high ranking evaluation.

2.4 Review of Action Sheet

Closed.

- The Board reviewed the action items from the June 22, 2021 Board meeting.

2021.10.03

COMMITTEE REPORTS

3.1 NIL Reports

Closed.

2021.10.04

DISCUSSIONS/DECISIONS

4.1

Open.

ACB General By-law.

The Board was informed that the General By-law had not been updated since 2012. Under the recent amendments to the Act, the Standing Committees and Provincial Advisory Committees (PACs) had been disbanded and replaced with Sector Committees and Industry Working Group Committees. Five

Sector Committees were established by the Board in June 2021 and now the Board needs to update the General By-law in order to establish the Committees themselves.

Under the recent changes, the Terms of Reference for the Sector Committees and the Industry Working Groups have been added to the By-law. In review of the updated By-law, the Board was apprised of the following:

- The definition of the Sector Committees and the Industry Working Groups;
- The Mandate for the Board has not changed;
- The Board will now have responsibility for the appointment of members to the Sector Committees and will be able to establish Ad Hoc Committees for terms deemed appropriate by the Board to address specific issues for a time-limited period;
- The Board will solicit membership to the Sector Committees, which will consist of five to 11 members for each;
- The Sector Committees will solicit and appoint members to sit on Industry Working Groups. The Industry Working Groups will be appointed for short periods of time and only formed to address specific issues within their mandated trades as needs arise.

Discussion arose as to whether it would be difficult to recruit members to sit on Sector Committees and Industry Working Groups given the current difficulties the department has faced trying to recruit members to sit on PACs. It was determined that as more than one trade will form the basis of a Sector Committee, the pool of membership will be larger to draw from. In addition, as the Sector Committees would be comprised of experts in their fields, they would have more contacts than department staff that can be used to recruit Industry Working Group members. In the end, under the new governance model, industry will have more ownership over the stewardship of the apprenticeship system and will have more direct say.

Discussions arose as to whether Industry Working Groups would be able to make changes to trade regulations. The Board was advised that Industry Working Groups were there to provide input on curriculum and exam standards along with program standards. They could make recommendations to the Sector Committees on trade regulations who would then present them to the Board. The Board would then make a recommendation to the Minister on matters related to regulatory changes.

The Board was advised that the current strategic plan will end in 2023. After that, the Board would need to publish a new strategic plan. However, under the new Act, it will present a five-year plan, instead of an annual plan.

The definition of teleconference was updated along with the membership of the Board; the Board membership was reduced by three under the Act.

The definition of quorum was discussed. Under the new Act, 12 members would constitute the totality of the new Board. Quorum would be seven persons present; regardless if there are vacancies on the Board.

The Board was advised that Board Member terms now consist of 10 consecutive years. In addition, it was pointed out, under the new By-law, if the Board Chair attends a Sector Committee meeting, he /she would be in attendance as a Board Member and not as Chair. The Sector Committee Chair would have charge of the meeting of the Sector Committee and could object to the Board Chair being present. This section was put in place to ensure clarity of who presides over a Sector Committee meeting.

It was clarified for the Board that although a Sector Committee member needs five signatures of endorsement to be considered for the Committee, if the individual represents more than one trade under that Sector, they do not need five signatures per trade but five signatures in total from across the Sector.

The maximum term for a Sector Committee member is six years. Should that member no longer represent the trade they were appointed to represent, they must notify the Board, as outlined in Section 2.24. However, the member does not need to have a Red Seal or be employed directly in the trade, but can represent employees or employers in the trade. The Board also discussed whether there was a conflict of interest in allowing family members to join the Board, Sector Committees and Industry Working Groups, and determined that there was not.

Discussions arose as to whether the Sector Committees would predominantly select employers to sit as members of the Industry Working Groups. The Board was advised that this is unlikely to occur as the By-law states that Industry Working Group members should be selected to represent employers and employees. In addition, as the Sector Committees represent numerous trades, and members will be able to reach out to a wide array of contacts to select Industry Working Groups members.

The Board inquired as to how the Sector Committees and the Industry Working Groups would be advised of their roles and responsibilities. The Board was ensured that orientation meetings would occur for each membership.

The Board raised a concern that the By-law stipulates that a member of the Sector Committee that misses three consecutive meetings could be asked to step down. It was felt that this is too long of a period. It was recommended to amend to two consecutive meetings.

The Board was advised that instructors could attend meetings but could not make direct decisions on curriculum as that is a conflict of interest.

Motion 2021.10.03

The Board motions to approve the Apprenticeship and Certification By-law with the following changes:

Section 2.15: Clarify that the five signatures comes from the Sector and not for each trade;

Section 2.27: Change the number of meetings a Sector Committee member fails to attend from three to two.

Final decision deferred to electronic approval.

Sector Committees Application Review.

The Board reviewed the draft Sector Committee Application Form. An initial question arose as to why there was a question on union vs non-union membership. The Board was advised that the question was listed to ensure there was input from both groups and that membership was not automatically geared towards one over the other.

The Board was advised that if an employer did not employ apprentices, they would not be excluded from sitting on the Committees.

A discussion arose as to whether an employee needs to have their employer sign their application. It was determined that instead of having the employer sign the application, the employee should check a box that informs them that meetings will occur during the day and they have received approval from their employer to attend meetings.

The Board was advised that the application would be made fillable and would be emailed to department stakeholders, including former Provincial Advisory Committee members. The timeframe to submit the application will be four weeks. Applications will also be available on the department's website and if requested, applications could be mailed.

Motion 2021.10.04

The Board motions to approve the Sector Committees Application Form with the following changes:

Under the question that asks the applicant to select their Role in Industry, add a box for Industry Association;
Expand the area of Chair Experience to allow the applicant to provide more information;
Add a declaration box that the applicant is aware meetings will take place during the day and the employer has approved their absence; Provide a section for the applicant to add their experience in the trades.

Final decision deferred to electronic approval.

Industry Working Group Application Review.

The Board reviewed the draft Industry Working Group Application Form. It was determined that changes that were discussed for the Sector Committee Application Form would also be applied to the Industry Working Group Application Form.

Motion 2021.10.05

The Board motions to approve the Industry Working Group Application Form with the following changes:

Add a declaration box that the applicant is aware meetings will take place during the day and the employer has approved their absence;
Expand the section for applicant to write down their experience in the trades.

Final decision deferred to electronic approval.

Task Based Ratio Policy

The Board was reminded that the Task Based Ratio Policy was approved by the Board in 2015, to allow for a broadened ratio for the trade of Powerline Technician. However, the Powerline Technician trade has yet to be designated in Manitoba. The Policy is now out of date due to the recent regulatory and legislative changes that have occurred. Consequently, the department informed the Board that it must either amend or repeal the policy. It was determined that as the trade has not been designated, the policy should be repealed at this time and a motion brought forward to the Board in the future to implement the policy if there is a need. If rescinded then it will be removed from the department's website.

Motion 2021.10.06

The Board motions to rescind the Task Based Ratio Policy and look at it in the future, if needed.

Final decision deferred to electronic approval.

Hybrid Technical Training Surveys

The Board was advised that in 2020 the Board agreed to conduct a Hybrid Technical Training survey and would repeat the survey in a year's time to determine if there is any changes in the survey responses. The department proposed that the Board now conduct the survey again with employers and apprentices to see if their positions on the training model had changed. Then, based on the feedback, the department and the training institutions could adapt the systems, if required. The Board was advised that there would be one survey for apprentices and one survey for employers. The surveys will be emailed by the department to its active apprentice and employer stakeholder lists. The Board reviewed the draft surveys and agreed to their distribution.

Motion 2021.10.07

The Board motions to approve the Hybrid Technical Training Surveys and distribute them to the stakeholder lists by email.

Final decision deferred to electronic approval.

2020.10.05

NEW BUSINESS

5.1 Reminder: Online Training on Accessible Customer Service

Closed.

The Board was reminded that they needed to complete their online training on Accessible Customer Service by October 22, 2021 and submit their certificate of completion to the Board email account. Staff was asked to email a reminder to the Board.

2021.10.06

UPDATES

6.1

Closed.

Bill 61 Project Plan: Implementation

It was reviewed with the Board that Bill 61 was passed in June 2021. Currently, the By-law has been drafted and presented to the Board for their review. Once approved, the Sector Committee applications will sent out to solicit membership. It is the intent for the Board to appoint membership to the Sector Committees at the December Board meeting. Furthermore, the By-laws that will be developed to replace the voluntary trade regulations will be presented to the Board and approved at the February 2022 Board meeting.

The department was asked to confirm which trades the Board members represent in order to brief the Minister. Members who were present identified themselves as follows:

Harvey Miller:	Construction Trades
Ron Stecy:	Red Seal Construction Electricians, Manitoba Building Trades
Geoff Sine:	Transportation – Heavy truck, Automotive Skilled Trades
Carol Paul:	Construction Trades, Manitoba Heavy Construction (Heavy, ICI, Residential)
Rick Guilbault:	Piping, Red Seal Plumber, Gasfitter, Steamfitter-Pipefitter
Lori Garet:	Construction Trades, Steel Erection

Telecommunication Tower Technician Update

The Board was updated on the status of designating the occupation of Telecommunication Tower Technicians. The department has emailed the contact list that was provided to the Board by the Structure, Tower and Antenna Council (STAC) in addition to companies the department was able to uncover. To date, only two applications have been submitted to form an Industry Working Group. The department is concerned by this level of response and whether there is a need to revisit the trade designation request. The department will continue to reach out to seek membership and will update the Board in the future.

2021.10.07 REGULATIONS FOR BOARD SIGNATURE

7.1 NIL report. **Closed.**

2021.10.08 RECENTLY REGISTERED REGULATIONS / INFORMATION

8.1 NIL report. **Closed.**

2021.10.09 FUTURE AGENDA ITEMS

9.1 NIL report. **Closed.**

2020.10.10 CORRESPONDENCE / INFORMATION

10.1 NIL report. **Closed.**

2020.10.11 CALENDAR EVENTS

11.2 Awards of Distinction – Tentative: January 27, 2022.

2020.10.12 IN CAMERA (IF REQUIRED)

12.1 NIL report. **Closed.**

2020.10.13

ADJOURNMENT

13.1 Meeting adjourned at 1:06 p.m.

February 4, 2022

*Date approved by the
Apprenticeship and Certification Board*

Original Signed By

*Harvey Miller, Chair
Apprenticeship and Certification Board*

Original Signed By

*David McCutcheon, Secretary
Apprenticeship and Certification Board*