

**APPRENTICESHIP AND CERTIFICATION BOARD MINUTES**

**100 - 111 LOMBARD AVENUE**

**June 14, 2022**

**BOARD MEMBERS**

|                   |                                  |
|-------------------|----------------------------------|
| Harrison, Darryl  | Employer Representative          |
| Henry, Shawn      | Employee Representative          |
| MacKenzie, Donald | Employer Representative          |
| McCutcheon, David | Secretary and Ex-Officio Member  |
| Miller, Harvey    | Chair                            |
| Morin, Adam       | Employee Representative          |
| Novo, Davide      | Employee Representative          |
| Paul, Carol       | Employer Representative          |
| Poirier, Kevin    | Training Provider Representative |
| Weber, Ashley     | Employee Representative          |

**REGRETS**

|                  |                                |
|------------------|--------------------------------|
| Garet, Laura     | Public Interest Representative |
| Korving, Richard | Employer Representative        |

**ABSENT**

**GUESTS**

**STAFF**

|                  |   |
|------------------|---|
| May, Vanessa     | Manager, Policy, Legislation and Board Operations |
| Buccini, Antonio | Communications and Board Coordinator              |
| Davis, Neil      | Program and Policy Analyst                        |



**2022.06.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:11 a.m.

**1.2 Approval of Agenda**

**Closed.**

**Motion 2022.06.01**

***The Board motions to approve the June 14, 2022 agenda as written.***

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

**1.3 Approval of Previous Minutes**

**Closed.**

**Motion 2022.06.02**

***The Board motions to approve the February 24, 2022 minutes as written.***

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

**2022.06.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Welcomed back two Board members who were reappointed: Shawn Henry and Darryl Harrison.
- Advised the Board that the Highest Achievement Awards event had occurred on June 9, 2022. The event was well attended and the Minister was happy with how the event was delivered.

**2.2 Review of previous Board Meeting Evaluation**

**Closed.**

- The Chair invited all members to review the February 24, 2022 Board Meeting Evaluation summary.
- The Evaluation reflected that there was a concern from a Board member that Board meeting documents were not received well in advanced of the meeting itself. The department responded that it endeavours to have meeting documentation emailed to the Board approximately seven days prior to the meeting date. However, depending on what is being presented and staff workloads, that timeframe is not always attainable. The department will continue to work to meet that timeframe so that Board members have enough time to prepare for each meeting.

## 2.3 Executive Director's Update

Closed.

The Executive Director advised Board members:

- He went to the Canadian Apprenticeship Forum in Halifax; which was well attended. The focus of the forum was: Resilience, Recovery and Readiness. During the forum, Executive Directors from across Canada discussed the status of their jurisdiction in meeting the harmonization targets for the Red Seal program.
- Sector Committee meetings have been established and a few of them taken place. All five of the Sector Committees will have met by the middle of July 2022.
- The department recently hired Neil Davis as the Program and Policy Analyst and he is a welcome addition to the team.
- Educational institutions are transitioning back to in-class learning. A few hurdles have presented, which have resulted in a few letters being sent to the Minister. The focus of the concerns were that those individuals wanted to continue to receive all of their training from home. The department continues to work with the institutions to address these concerns.
- Minister Reyes transitioned from the department of Economic Development and Jobs to Advanced Education, Skills and Immigration, and the branch made this same transition to the new department. Now that the branch is under a new department, the branch is currently working to inform the ADM and DM of Apprenticeship Manitoba's roles and responsibilities.
- Winnipeg will host the Skills Canada National Competition in May 2023. The department is currently working on the logistics for the competition and a request for funding has been submitted to the Minister.

Q: \$47 million was announced at the Canadian Apprenticeship Forum to incentivize employers to participate in the apprenticeship system and hire level 1 apprentices. For each hire, the employer will receive \$5,000, which will double to \$10,000 if the employer hires an individual from an under-represented group. How are the funds being distributed?

A: The Canadian Apprenticeship Forum was selected as an organization to help administer the funds. In Manitoba, the Christian Labour Association of Canada was selected as a provincial partner. However, no further information has been shared at this time on how the funds will be disbursed. It was noted that through this program, employers can receive a one time up front payment of up to \$5,000. This is in addition to the regular program that allows employers to claim 15% of each apprentice's salary up to \$5,000 at tax time for a period that covers up to two years after the apprentice completes their Red Seal program.

- The Executive Director advised the Board that the challenge the majority of provinces are facing is how to retain apprentices within the system. Currently, 50% of apprentices who start the program do not complete – they drop out. Provinces can promote the apprenticeship system as a viable educational/training option, but if employers do not create workplace cultures that foster growth and retention, the apprentices will leave. Consequently, in the future, Manitoba will have to address with employers how to improve workplace culture in order to retain apprentices. However, this does not change the need for Apprenticeship Manitoba to increase its outreach into secondary school systems to ensure that the trades are presented as viable training and career options. Furthermore, the apprenticeship and certification system should be presented as a viable career option for high achievers in the secondary schools.

## 2.4 Review of Action Sheet

**Closed.**

Action items presented in the report were reviewed and their status was reported.

- The department reported that work with the Telecommunication Tower Technician industry is ongoing. Currently the department has only received two applications from industry to participate in an Industry Working Group. The preference is to have five applicants. The department will continue to work on establishing an Industry Working Group. However, this will only be achievable if the industry is able to demonstrate there is a need to establish this committee. The department will provide an update at the next Board meeting.

2022.06.03

## COMMITTEE REPORTS: DISCUSSION & DECISION ITEMS

### 3.1 **Review and Approval Mechanical/Electrical Sector Committee Transition from Trade Regulations to By-Laws** **Closed.**

The Manager of Policy, Legislation and Board Operations advised that under Bill 61, the Sector Committees will make recommendations to the Board on changes to the By-Laws. Once the Board approves the By-Laws, they will be implemented following the repeal of the corresponding trade regulations. Not all the components of the regulations will be transitioned to a By-Laws. Some sections will be required to remain in regulations, such as minimum wage rates for apprentices. The department is working with Manitoba Justice to determine which sections need to stay is regulations and which ones could be transitioned to By-Laws.

In addition, the Manager of Policy, Legislation and Board Operations advised that the Mechanical/Electrical Sector Committee held its first meeting. In addition to reviewing the transition of regulations to By-Laws for the sector, the committee discussed the trades that require an Industry Working Groups. Consequently, the Sector Committee will need to reach out to industry and solicit experts to submit Industry Working Group applications. This will enable industry to take the lead in making changes to their trades. The Sector Committee will do the call out for the trades they are working on and they will be responsible to liaise with all members/groups within their fields and seek their input.

#### 3.1a **Gasfitter Trade Regulation** **Closed.**

The Manager of Policy, Legislation and Board Operations advised that Section 6(1) Supervision of the proposed By-Law changes applies to those who have a Gasfitter license but certification in the trade. On January 1, 2026, the requirement that only a certified journeyman can supervise an apprentice will come into effect. The Board could make a motion to extend the provision before that requirement comes into effect. The provision has already been extended twice in the past.

Before placing the motion to adopt the Trade of Gasfitter By-Law, the Manager of Policy, Legislation and Board Operations informed the Board that the By-Law changes are subject to approval by Manitoba Justice. It was recommended to amend all relevant motions to reflect this requirement.

**Motion 2022.06.03**

***The Apprenticeship and Certification Board motions to approve the Mechanical/Electrical Sector Committee recommendation to adopt the proposed changes to the trade of Gasfitter subject to review and alteration by Manitoba Justice.***

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

**3.1b Industrial Mechanic (Millwright) Trade Regulation**

**Closed.**

The Manager of Policy, Legislation and Board Operations advised that under Harmonization, the total number of technical and practical hours is 1,800. In Manitoba, the trade only has 1,600 hours. If Manitoba is to fully align this trade with the national Red Seal program, it would need to adopt 1,800 hours in the By-Law. However, to implement that By-Law change, the department would need to conduct public consultations. The process to fully implement that change could take up to two years. Consequently, Manitoba will transition the regulation to By-Law as written. In the future, the Sector Committee could explore if it wants to pursue full alignment and amend the total technical and practical hours from 1,600 to 1,800 hours. The Board agree with that approach.

**Motion 2022.06.04**

***The Apprenticeship and Certification Board motions to approve the Mechanical/Electrical Sector Committee recommendation to adopt the proposed changes to the trade of Industrial Mechanic (Millwright) subject to review and alteration by Manitoba Justice.***

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

**3.1c Plumber Trade Regulation**

**Closed.**

**Motion 2022.06.05**

***The Apprenticeship and Certification Board motions to approve the Mechanical/Electrical Sector Committee recommendation to adopt the proposed changes to the trade of Plumber subject to review and alteration by Manitoba Justice.***

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

**3.1d Power Electrician Trade Regulation**

**Closed.**

**Motion 2022.06.06**

***The Apprenticeship and Certification Board motions to approve the Mechanical/Electrical Sector Committee recommendation to adopt the proposed changes to the trade of Power Electrician subject to review and alteration by Manitoba Justice.***

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

**3.1e Sheet Metal Worker Trade Regulation**

**Closed.**

**Motion 2022.06.07**      **The Apprenticeship and Certification Board motions to approve the Mechanical/Electrical Sector Committee recommendation to adopt the proposed changes to the trade of Sheet Metal Worker subject to review and alteration by Manitoba Justice.**

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

Q: Manitoba has both compulsory and voluntary trades. How can a trade be classified as a voluntary trade?

A: Manitoba has 9 compulsory trades. The trades that are classified as compulsory differs across Canada. Under compulsory trades, only apprentices or journeypersons can work within that trade, whereas, within voluntary trades, individuals do not need to be certified to work within the trade. One of the benefits of compulsory trades is that you can control the quality of the workforce and set a minimum wage rate for all individuals working in the trade. However, it can also mean that people within that trade might be over qualified for the work they performing given that only the certified tradespersons can perform the work at any level. If industry wants to pursue the compulsory certification of a trade there is an application process that they can follow.

**2022.06.04**

**DISCUSSIONS/DECISIONS**

**4.1 2022-2023 Regulatory and Technical Training Work Plan**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the 2022-2023 Regulatory and Technical Training Work Plan to the Board. The Board was advised that Manitoba is currently under phase 7 of the national harmonization initiative. Within three years, it is expected that all the trades will have gone through harmonization. It was indicated to the Board that if no number is listed in the Harmonization Phase column, it most likely means that that trade is provincial and is not subject to harmonization. A suggestion was made that in future, the term sequence be used instead of Phase as some Board members found the term Phase confusing.

**Motion 2022.06.08**      **The Apprenticeship and Certification Board motions to approve the 2022-2023 Regulatory and Technical Training Work Plan submitted by the Branch.**

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

**4.2 Review and Approval of 2021-2022 Annual Report**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the draft version of the 2021-2022 Annual Report for the Board to review and approve. Under The Apprenticeship and Certification Act, the Board needs to approve and submit the report to the Minister by August 1, 2022. Therefore, the Board needed to review and approve the content of the Report at the Board meeting. The Board reviewed the Report and requested a summary of the statistics be included; including recognition that 2021-2022 saw the highest number of the women registered in trades.

Q: Are the statistics for under-represented groups collected on a voluntary basis?

A: Yes. Consequently, they do not fully reflect the reality of industry.

Q: How long has Manitoba been tracking the number of women in non-traditional trades and when will Manitoba just classify it as “women in the trades”?

A: Nationally, women only make up 6% of the trades that are traditionally dominated by men. The goal is to raise that level to 15% within 10 years. However, that 6% level has held for the past 25 years. So moving forward, the strategy will need to focus on improving the work place culture so that women remain in their trades and feel comfortable moving into the other trades.

Q: At what levels do we see most apprentices dropping out of the program?

A: The highest percentage of dropouts occurs between Levels 1 and 2. As such, there needs to be a better focus on educating apprentices on the trades they are wanting to pursue before they register in order to retain them.

Q: Is there a difference in the drop out rates between the voluntary and compulsory trades?

A: There is a small difference but it is statistically nominal.

**Motion 2022.06.08**      ***The Apprenticeship and Certification Board motions to approve the 2021-2022 Annual Report with the addition of a summary of statistics included in the report.***

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

#### **4.3 Review and Approval of Conflict of Interest Policy**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the proposed Conflict of Interest Policy for the Board to review and approve. The proposed Conflict of Interest Policy would apply to the Board, Sector Committee members and Industry Working Group members. The purpose of the Conflict of Interest Policy is to ensure Board, Sector Committee and Industry Working Group Members do not profit from their involvement with their respective Boards or Committees before the work has entered the public domain.

The Board reviewed the Policy and requested additional language be added to clarify the review process if someone is found to be in conflict. Once the Policy has been finalized it will be distributed to all members of the Board, Sector Committees and Industry Working Groups.

**Motion 2022.06.09**      ***The Apprenticeship and Certification Board motions to approve the Conflict of Interest Policy with the inclusion of clarity on the review process.***

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

**4.4 Review and Approval of Strategic Plan Engagement Plan**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented the proposed engagement plan for the 2023-2028 Strategic Plan. According to the Act, the Board is required to develop a 5-year strategic plan. Before the Strategic Plan can be adopted, the department will need to launch a public consultation process. The department will engage the services of the Communications and Engagement Division, to develop and launch an online survey. In addition, the department will conduct public consultations throughout the province in: Winnipeg, Brandon, Thompson and Winkler. Virtual sessions will also be offered. These public consultations will occur in September 2022. Included in these public consultations, the Sector Committees will also be approached; either in their own session or as part one of the in-person sessions. Once the consultations have been completed, the department will create a report to the Board that outlines the themes and take-aways from the consultation. This report, will be presented to the Board in November 2022 in order to provide the Board with time to develop its new Strategic Plan prior to April 2023. As part of the Board's August meeting, the department will present the dates and a deck for the public consultations, along with the questions for the online survey, for the Board's review and approval.

Q: What were the cities that the department held public consultations in as part of the last strategic plan?

A: The department and the Board travelled to Brandon, Winkler, Steinbach, Portage La Prairie, Thompson, The Pas, Flin Flon and Winnipeg. The department is recommending that the Board reduce the number of consultations outside Winnipeg, as these consultations were not well attended in 2017, and a virtual option will be offered instead.

***Motion 2022.06.10      The Apprenticeship and Certification Board motions to approve the proposed engagement plan for the 2023-2028 Strategic Plan.***

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

**4.5 Presentation of Manitoba Trade Statistics**

**Closed.**

The Manager of Policy, Legislation and Board Operations and the Executive Director advised the Board that the department has a 20 plus year old computerized system that it utilizes to contain and track data. The system is limited in the analysis it can provide. It can track: new registrants, apprentice completion rates, the number of female apprentices and the number of Indigenous apprentices. The department is currently scoping for a new IT system, but it is only in the initial scoping phase. Based on a review of the statistics, Manitoba has rebounded in all categories from the last fiscal year. The department predicts that the number of trade qualifiers should rise as the number of certification exams that are offered increases. Finally, the apprenticeship and certification system has seen the highest number of females enrolled in the trades than ever before; while the number of Indigenous apprentices has held steady at 10%. Unfortunately, there has been a nationwide decrease in the number of registered apprentices of up to 40% during the pandemic, which is now seeing a rebound.



2022.06.05

NEW BUSINESS

- 5.1 **Review of Manufacturing Sector Committee Membership and Construction Sector Committee Membership (walk on)** **Closed.**

The Manager of Policy, Legislation and Board Operations advised the Board that the membership status of a member of the Manufacturing Sector Committee and the Construction Sector Committee had changed. In regards to the membership of the Manufacturing Sector Committee, a member had recently left the industry. However, he is still interested in remaining part of the Sector Committee as he feels his expertise is still relevant and is still able to constructively contribute to the work of the Committee. As for the Construction Sector Committee, the department received an email indicating a Committee member was no longer employed with the employer listed on their application. However, that email did not come from the member themselves and the department has yet to receive confirmation from the member as to the veracity of the contents of the email. The department raised both membership statuses with the Board to seek direction if they wanted the members to be replaced. The Board felt that if a member of a Sector Committee were to change employers, but remain within their sector, during the tenure of their Sector Committee membership, the member would not be asked to step down from their Committee. Furthermore, if a Member were to retire during the tenure of their Sector Committee membership, but stayed actively involved in the work of their Sector, they would also not be required to step down from their Committee.

**The Board directed the department to:**

- 1. Draft a policy on Sector Committee Membership and present it at the August 2022 Board meeting for review and approval;**
- 2. Provide a list of available Manufacturing Sector Committee and Construction Sector Committee applications for the Board to review and appoint replacement committee members; and**
- 3. Place a hold on the membership of the two Committee Members in question until after the August Board meeting.**

2022.06.06

UPDATES

- 6.1 NIL **Closed.**

2022.06.07

REGULATIONS FOR BOARD SIGNATURE

- 7.1 NIL report. **Closed.**

2022.06.08

RECENTLY REGISTERED REGULATIONS / INFORMATION

- 8.1 NIL report. **Closed.**

**2022.06.09 FUTURE AGENDA ITEMS**

- 9.1 Bricklayer Program Standard Review
- Sloped Roofer Program Standard Review
- Roofer Program Standard Review

**2022.06.10 CORRESPONDENCE / INFORMATION**

- 10.1 NIL report Closed.

**2022.06.11 CALENDAR EVENTS**

- 11.1 Review of proposed dates for the next Board Meeting Closed.

The Communications and Board Coordinator advised the Board that the proposed timeline for the next Board meeting would be between August 1-8, 2022. Details will be confirmed at a later date.

**2022.06.12 IN CAMERA (IF REQUIRED)**

- 12.1 NIL report. Closed.

**2022.06.13 ADJOURNMENT**

- 13.1 Meeting adjourned at 1:41 pm

**August 8, 2022**

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

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*Date approved by the  
Apprenticeship and Certification Board*

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*Harvey Miller, Chair  
Apprenticeship and Certification Board*

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*David McCutcheon, Secretary  
Apprenticeship and Certification Board*