

## APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

Virtual Meeting

February 4, 2022

### BOARD MEMBERS

Garet, Laura	Public Interest Representative
Harrison, Darryl	Employer Representative
Henry, Shawn	Employee Representative
Korving, Richard	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

MacKenzie, Don	Employer Representative
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### ABSENT

### GUESTS

### STAFF

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



**2022.02.01**

**OPENING**

**1.1 Call to Order**

The Chair called the meeting to order at 9:03 a.m.

**1.2 Approval of Agenda**

**Closed.**

**Motion 2022.02.01**

***The Board motions to approve the February 4, 2022 agenda as written.***

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**1.3 Approval of Previous Minutes**

**Closed.**

**Motion 2022.02.02**

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

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**1.4 Approval of the online motions conducted on October 22, 2021**

**Closed.**

**Motion 2022.02.03**

***The Board motions to approve the online motions conducted on October 22, 2021 as written.***

- A member inquired what the Task Based Ratio policy was and why it was rescinded. The Chair provided a brief history on what led to the Task Based Ratio policy being created and that as Powerline Technician was not designated as a trade the Board decreed that the policy should be rescinded at the present time but would be re-examined in the future if needed. No further discussions proceeded.

***Consensus of 8 in favour      0 opposed      0 abstained  
Carried.***

**2022.02.02**

**UPDATES: BOARD AND EXECUTIVE DIRECTOR**

**2.1 Chair's Update**

**Closed.**

The Chair:

- Welcomed all new and returning members. Invited all members to introduce themselves.
- Provided a preliminary overview of the work the Board would be tasked with overseeing; such as reviewing applications and approving the members to the Sector Committees. The Chair went on to inform the Board that the Sector Committees would be beneficial to the work of the Board as the Sector Committees would be tasked with maintaining close engagement with industry. Furthermore, Apprenticeship Manitoba has committed to work with the other Canadian jurisdictions to harmonize the program standards for the Red Seal trades. Part of the work of the

Board would be to assist in meeting those objectives. Finally, the Board would be looking to develop certification programs for non-designated occupations such as Telecommunication Tower Technician.

- Advised the Board of the working relationship between itself and the Department. The Department assists the Board in conducting research and providing strong expertise in policy analysis which will be critical for the Board to formulate its decisions.
- Informed the Board that he had been copied on a letter from the Manitoba Aviation Council regarding Red River College Polytech's decision to consolidate the delivery of training for the Aircraft Maintenance Engineer certificate and apprenticeship programs at their Winnipeg location. The Chair pointed out that this was an example of the type of correspondence the Board could anticipate receiving. In the future, if the Board were to receive communication that it needs to respond to, the Chair and or the Secretary would respond on behalf of the Board.
- Concluded in inviting members to speak up at all meetings, provide their input and complete the post-Board Evaluation forms to help guide the Board to construct effective meetings.

**2.2 Review of previous Board Meeting Evaluation** **Closed.**

- The Chair invited all members to review the October 13, 2021 Board Meeting Evaluation summary.

**2.3 Executive Director's Update** **Closed.**

The Executive Director advised Board members:

- Of the type of work the Department conducts and how it supports the work of the Board.
- An overview of Apprenticeship Manitoba, the educational institutions that deliver training on behalf of Apprenticeship Manitoba and the different type of training provided by private vocational institutions and in accredited programs within the K-12 system.
- The Board will need to balance the interest of industry with the operational commitments of the Department and Government priorities when making its decisions.
- How the Department and the training providers responded, and continue to respond, during COVID-19. Outlined how training moved to a hybrid system: both online and in-person.
- The impact COVID-19 has had on apprentices: 30% decrease in registrations and 50% decrease in completion rates. However, these statistics were not universal. Trades in the construction industry have done well while the hospitality and aircraft maintenance industries have seen significant reductions.
- The difference in responsibilities and roles of the Sector Committees and the Industry Working Groups and how both groups would contribute to the effective and efficient delivery of the apprenticeship system in Manitoba.

**2.4 Review of Action Sheet** **Closed.**

- There were no action items presented at the Board meeting. The Chair provided a description of the purpose of the Action Sheet for new Board members.

**3.1 NIL Reports** **Closed.**

**4.1 New Board Orientation Presentation.**

**Closed.**

The Manager of Policy, Legislation and Board Operations presented a PowerPoint presentation on the roles and responsibilities of the Board and work it will be conducting. Several questions were raised and responded to:

- *Q: How does the Board Advise the Minister?* A: The Chair has met with the Minister to discuss issues. However, predominantly, the Minister's office coordinates inquiries through the Department channels. The approach can vary depending on the issue and Ministers themselves.
- *Q: Will the Committees receive administrative support?* A: The Committees will receive administrative support from the Department such as setting up meetings, recording minutes, and conducting surveys.
- *Q: Will the implementation of Board By-laws assist in reducing regulations?* A: It is the position of the Department that By-laws will assist in officially reducing regulations; although our Department is awaiting official confirmation on the extent of the regulatory reduction. However, By-laws will help to expedite the process to update curriculum as it will not need Ministerial or Cabinet approval to enact changes.
- *Q: Are travel allowances for apprentices budgeted through Apprenticeship Manitoba?* A: Apprenticeship Manitoba provides a series of training supports to Manitoba apprentices; such as travel allowances and daycare subsidies. However, if a Canadian from another province is receiving training in Manitoba, they are not eligible to the training supports from the Department.
- *Q: Does the Department have the ability to track new registrants and ensure they meet our completion goals?* A: Manitoba receives statistical evidence and reports on the number of registrants in apprenticeship trades from a series of national organizations such as Revenue Canada or the Canadian Apprenticeship Forum. The data they provide does assist the province in understanding the progress of apprentices within the provinces and how many complete their programs. It was noted that Manitoba has the 5<sup>th</sup> largest apprenticeship training system in the country – 50% larger than Saskatchewan even though our population sizes are relatively the same.
- *Q: How is the Department addressing the connection between promotion of the apprenticeship system and employment?* A: The Department is looking at options to increase the number of persons applying to the trades. The Department recognizes that the Red Seal program has limitations to meeting the needs of all Canadians. For example, the program is not flexible for Indigenous communities. In addition, the curriculum in many of the trades does not address the type of work pertinent to Indigenous communities. A way to address this could be to design a provincial certification program outside of the Red Seal program. The department is also looking at how it can promote the trades more within the high school system. The high school system provides opportunities to speak directly to women and other under-represented groups. However, it was raised that a special promotional campaign for parents was needed as a large percentage of parents influence or help make key career decisions for their children.
- *Q: Are the pre-employment programs regulated by the same registration and completion rates as the trades programs themselves?* A: Colleges do look at their graduation and employment rates as key indicators to self-regulate. These numbers are important to them in promoting the benefits of their schools.

**4.2 Review Board Orientation Documents.**

**Closed.**

The Communications and Board Coordinator reviewed the orientation documents with the Board. The following points of interest were addressed:

- Returning Board Members do not need to complete the Board Orientation documents; however, they do need to submit a photo and bio.
- If Board Members have someone in their office who is an official Commissioner of Oaths/Notary Public, then that person could sign the Oath of Office form for them. If not, the Member(s) would need to make arrangements to come into the Apprenticeship Manitoba office for the form to be signed.
- Members cannot be entered into the payroll system until they submit their complete Board Orientation documents.
- Members need to complete an online accessible customer service training in the near future. Once the office has obtained the necessary information, it will be forwarded electronically to the members to complete.

**2022.02.05**

**NEW BUSINESS**

**5.1 NIL**

**Closed.**

**2022.02.06**

**UPDATES**

**6.1 NIL**

**Closed.**

**2022.02.07**

**REGULATIONS FOR BOARD SIGNATURE**

**7.1 NIL report.**

**Closed.**

**2022.02.08**

**RECENTLY REGISTERED REGULATIONS / INFORMATION**

**8.1 NIL report.**

**Closed.**

**2022.02.09**

**FUTURE AGENDA ITEMS**

**9.1 Review of proposed dates for the next Board Meeting**

**Closed.**

**The Communications and Board Coordinator:**

- Put forward February 23 – March 4, 2022 as proposed dates.
- Recorded that majority of Members indicated that they would prefer to have the meeting at the end of February.
- Instructed that a doodle poll with February dates would be circulated to the Board. Invited all to register their availability.

- Advised that a decision on whether the next meeting would be in-person or virtual had not been determined. Members would be notified in advance of the meeting.

**2022.02.10 CORRESPONDENCE / INFORMATION**

**10.1** NIL report. **Closed.**

**2022.02.11 CALENDAR EVENTS**

**11.1** Oral report provided to recap the 15<sup>th</sup> Annual Apprenticeship Awards of Distinction event. **Closed.**

**2022.02.12 IN CAMERA (IF REQUIRED)**

**12.1** NIL report. **Closed.**

**2022.02.13 ADJOURNMENT**

**13.1** Meeting adjourned at 11:56 am.

**February 24, 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*