

**Minutes of a Meeting
The Apprenticeship and Certification Board
1010-401 York Ave.
Wednesday, March 23, 2011
9:00 a.m. – 4:00 p.m.**

BOARD MEMBERS

In attendance:

Beach, Allan	Employee Representative
Campbell, Anita	Public Interest Representative
Harapiak, Leonard	Chair
Lauvstad, Doug	Employer Representative
Lengyel, Les	Employer Representative
Martin, Dave	Employee Representative
McNabb, Jamie	Employer Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Ware, Greg	Employer Representative
Vacant	Employee Representative
Scott Sinclair	Ex-Officio Member, Board Secretary

Regrets/absent:

Braun, Tim	Apprentice Representative
Einarson, Ryan	Employer Representative
Senff, Bob	Public Interest Representative

APPRENTICESHIP MANITOBA STAFF

Karine Levasseur, Policy Analyst
Cordella Friesen, Policy Analyst

.1 Call to Order

The meeting was called to order at 9:00 a.m.

.2 Approval of Agenda

The agenda was approved as presented .

Motion 2010.07.71 moved by Les Lengyel seconded by Rick Ullman
Motion carried 8 in favour 0 opposed 0 abstained.

.3 Approval of past minutes

The Board minutes of January 12, 2011 approved as written.

Motion 2010.07.72 moved by Ron Stecy seconded by Dave Martin
Motion carried 8 in favour 0 opposed 0 abstained.

.4 Review of previous meeting

N/A

.1 Chair's Update

Leonard Harapiak noted that he has attended the following since the January Board meeting:

- A meeting with Minister Bjornson to present the 2011-2012 Strategic Priorities. The Minister will send a letter to the Board advising of his decision to revise or approve the document.
- CCDA's Stakeholder Relations Committee meeting which is tasked with exploring ways to engage stakeholders more effectively.
- The Crown Corporation Counsel Leadership series which is focused on developing the skills of new and existing Board Chairs, Directors and members. This is a valuable series of meetings and Board members are encouraged to attend when invited.

.2 Executive Director's Update

Scott Sinclair discussed with the Board that the stay in school legislation is in development and at this point it is still just a policy statement; nothing formal is in place. There will be some role for Apprenticeship, probably via expansion of the HSA Program and Education representative will likely meet with the Board to discuss.

Board members brought forward the following:

- The culture among educators that tends toward streaming the students who may struggle academically into the trades instead of encouraging all students to consider them viable post-secondary options needs to change. Perhaps a greater role for the Board Chair is to reach out to the upper level of School Trustees & Principals to enhance their awareness of the benefits of apprenticeship training.

- There is no single source from which the Board can gather general feedback/pass on information/flag issues and barriers with the education community. The Board could develop an Education Advisory Committee which would include various education representatives.
- Via the Strategic Priorities and the work plan that will be developed from it, the issue of consulting with educators will be considered.

2010.07.03

COMMITTEE REPORTS

.1 Nominating Committee

Anita Campbell reported that the committee is reviewing:

- the nominating process and how the new legislation affects it
- Nominating criteria and language
- The application forms
- Term endings
- Awards of Distinction process for recognizing PAC members
- PAC member terms will be included on the website

Recommendations:

- PAC nominations

Landscape Technician

Motion 2010.07.73 moved by Allan Beach seconded by Doug Lauvstad

That the following individuals be appointed to the Landscape PAC for a term of three years from July 1, 2011 to June 30, 2014.

James Houldsworth Employer rep City of Winnipeg

Danielle Schroeder Employee rep Individual Application

Motion carried 9 in favour 0 opposed 0 abstained

Industrial Mechanic (Millwright)

Motion 2010.07.74 moved by Ron Stecy seconded by Greg Ware

That the following individuals be re-appointed to the Industrial Mechanic (Millwright) PAC for a term of three years from July 1, 2011 to June 30, 2014.

Paul Berard Employer rep CLRAM

Ian Kacpanski Employer rep Merit Contractors Association of MB

Ted Salamandyk Employee rep Local 6166

Motion carried 9 in favour 0 opposed 0 abstained

RACM (Residential)

Motion 2010.07.75 moved by Ron Stecy seconded by Greg Ware

That the following individuals be appointed to the Residential Heating, Ventilation and Air Conditioning PAC for a term of three years from July 1, 2011 to June 30, 2014.

<i>Grant Hein</i>	<i>Employer rep</i>	<i>HRAI / Manitoba Chapter</i>
<i>James Wall</i>	<i>Employer rep</i>	<i>HRAI / Manitoba Chapter</i>
<i>Greg Smith</i>	<i>Employee rep</i>	<i>Individual Application</i>

That the following individual be appointed to the Residential Heating, Ventilation and Air Conditioning PAC for a term of one year from July 1, 2011 to June 30, 2012

<i>Terry Goodson</i>	<i>Employee rep</i>	<i>Individual Application</i>
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Motion carried 9 in favour 0 opposed 0 abstained

Crane and Hoisting Equipment Operator

Motion 2010.07.76 moved by Greg Ware seconded by Allan Beach

That the following individuals be appointed to the Crane and Hoisting Equipment Operator PAC for a term of three years from July 1, 2011 to June 30, 2014.

<i>Jay Hrominchuk</i>	<i>Employee</i>	<i>Local 987</i>
<i>Carmen Kostenuk</i>	<i>Employee</i>	<i>Individual Applicant</i>
<i>Alan Neumann</i>	<i>Employer</i>	<i>C.L.R.A.M</i>
<i>Andrew Coulombe</i>	<i>Employer</i>	<i>C.L.R.A.M</i>

That the following individual be appointed as the Chair to the Crane and Hoisting Equipment Operator PAC for a term of three years from July 1, 2011 to June 30, 2014.

<i>Terry Gramiak</i>	<i>Employee</i>	<i>Individual Applicant</i>
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Motion carried 9 in favour 0 opposed 0 abstained

Water & Waste Water Technician

Motion 2010.07.77 moved by Greg Ware seconded by Allan Beach

That the following individuals be re-appointed to the Water and Wastewater Technician PAC for a term of three years from July 1, 2011 to June 30, 2014.

<i>Ralph Groening</i>	<i>Employer rep</i>	<i>Association of Manitoba Municipalities</i>
<i>Alan Turner</i>	<i>Employer rep</i>	<i>City of Portage La Prairie</i>

Motion carried 9 in favour 0 opposed 0 abstained

.2 Governance Committee (GC)

Leonard Harapiak noted that due to the timing of the GC meeting, the records of decision from the March 22, 2011 meeting will be presented at the April Board. He reviewed the Committee's discussion on the following:

1. Practical Exam fees
 - The issue of the Canadian Welding Bureau exam becoming mandatory for Welder certification brought forward the issue of who should assume the cost of an external, third-party examination
 - The current practical exam fee structure is inequitable. For some trades the consumables used during exams are paid for by the Branch and for others consumables are paid by the examinee.

Motion 2010.07.78 moved by Dave Martin seconded by Jamie McNabb

To support the recommendation that the individual is responsible for 3rd party certification fees and that the Branch bring forward a revised fee structure for consideration.

Motion carried 8 in favour 1 opposed 0 abstained

2. Board Policy Manual
 - The Board currently does not have a formal listing of its policies that can be used to provide direction and consistency for its decisions.
 - The Branch scanned all records of decisions from the past 5 years and compiled a list that could be interpreted to be policies of the Board and made a recommendation that a record of decisions that are direction setting and that will be referred to in future work of the Board be developed. The Branch also recommended that at the time decisions are made, the Board expressly note if it is a policy decision or not.

The Board agreed that a policy manual was needed and that the format presented by the Branch was acceptable. At a future meeting, the Board will discuss what kinds of decisions constitute Board policies.

3. Process for Branch staff identifying Provincial Advisory Committee (PAC) issues.
 - Apprenticeship Manitoba does not want to appear to be directing the work of the PACs.
 - At times, important issues arise that a committee may decide not to deal with even with the suggestion from the Branch.
 - In these situations, the Branch recommends that the Program Standards Standing Committee, as the body directly responsible for the PACs, route issue information and give direction to relevant PACs.

The Board agreed by consensus that the process for issue identification and direction to the PACs would be:

- staff may identify and explain an issue to the Executive Director
- if he/she agrees it is a PAC issue, the Executive Director will present the information to the Program Standards Committee
- the PSC in turn may direct the PAC to address it at a future meeting.

4. Review of meeting evaluation forms

The Board reviewed evaluations of the meetings from 2009 to present and discussed whether or not there is merit in continuing with them. Questions included:

- are the evaluations meaningful?
- are the right questions asked?
- what should be done with the information gathered?
- do the Board members understand how the feedback can be used?

Approximately half of the Board members do not submit a form at the end of every meeting and many were unsure of how the information was used. The Chair explained that the questions were

meant as a mode of self-reflection and could be used by individuals to improve their participation at the meetings. It is a way of keeping collective ownership for the effectiveness of each meeting. Some members felt the Board Chair is responsible for the work of the group and that he/she would be the one most likely to use comments received.

The Board agreed to continue using the current evaluation sheet.

5. Process for meeting arrangements/email voting

The Governance Committee discussed the need for Board members to responses to meeting arrangements and email response requests and reiterated that electronic meetings/voting is a legitimate method of conducting business.

The Board agreed that:

- a service standard of a 1 week response time is appropriate.
- approval emails will be separate from those requesting written feedback
- a list of electronic votes will be added to the next Board meeting's information package
- votes taken electronically need a mover and seconder just as those done in person do

The Governance Committee was asked to bring back to the Board, parameters for electronic voting and the procedures associated.

6. Clarification on who speaks to/receives information from industry on behalf of the Board

The Governance Committee noted that the Community Liaison is meant to be the first point of access for industry. The CLC may meet with industry and doing so does not undermine the work of the PAC. If such a meeting may impact a PAC, the relevant advisory committee will be informed and the Chair may be invited to attend.

The Board agreed with the GC on this issue and noted that in general PAC Chairs need to have more fulsome information on how to address issues.

7. Board member attendance at Provincial Advisory Committee meetings

The Governance Committee recommended that Board members, with invitation from a PAC Chair, may attend PAC meetings if:

- There is a bon a fide reason for attending and the Board member ensures that there is no conflict of interest in his/her attendance.
- The PAC Chair is given a clear explanation of the reason for the attendance request and then extends the invitation.

If the PAC Chair chooses not to invite the Board member or the issues appears contentious, the Board Chair will be notified by the Manager, Board Operations and Relations and asked for direction. The Board agreed with the Governance Committee's recommendation.

.3 Community Liaison Committee (CLC)

Leonard Harapiak noted that due to the timing of the GC meeting, the records of decision from the March 22, 2011 meeting will be presented at the April Board. He reviewed the Committee's discussion on the following:

1. Avionics

The Community Liaison Committee presented a recommendation that a feasibility study of the employment demand for the trade of Aircraft Maintenance Engineers in Avionics be approved.

Key factors considered:

- No Avionics training programs are currently available in Manitoba and an apprenticeship model would be the first in Canada.
- Training in Manitoba will help local industry retain qualified workers.

- There is precedent of federally regulated aerospace related trade being designated and trained in Manitoba via the Aircraft Maintenance Journey person program.
- There is strong industry support for designation of the trade.

Motion 2010.07.79 moved by Allan Beach seconded by Jamie McNabb

To approve a feasibility study indicating the employment demand for the trade of Aircraft Maintenance Engineers in Avionics.

Motion carried 9 in favour 0 opposed 0 abstained

2. Railway Car Technician and Diesel Engine Mechanic

The CLC recommended that the Board designate in-principle the trade of Railway Car Technician and Diesel Engine Mechanic.

- Canadian National (CN), Canadian Pacific (CP) and the Canadian Auto Workers Local 100 (CAW) requested designation.
- Serious skills shortages are expected in the industries over the next 5 years
- The industry is heavily regulated and an apprenticeship training model would help ensure adequate training is offered.
- The proposed trades have strong industry support (including from Via Rail) and will have positive impact on and from the CentrePort project.
- Training will be in partnership with Red River College. Practical training will be done at the CN yard and technical training at the college.

Motion 2010.07.80 moved by Allan Beach seconded by Anita Campbell

To designate in-principle the trade of Railway Car Technician.

Motion carried 9 in favour 0 opposed 0 abstained

Motion 2010.07.81 moved by Doug Lauvstad seconded by Dave Martin

To designate in-principle the trade of Diesel Engine Mechanic.

Motion carried 9 in favour 0 opposed 0 abstained

.4 Program Standards Committee

Committee member Greg Ware reviewed the record of decision from the March 1, 2011 meeting and it was accepted by the Board.

Recommendations from the PSC:

Trade Regulations

1. Rig Technician

- The Canadian Association of Oilwell Drilling Contractors (CAODC) requested designation in 2006 and in January 2007 Rig Technician was designated.
- Because the majority of the industry resides in Alberta where the trade is compulsory, it is a de-facto compulsory trade in other jurisdictions
- The PSC consulted industry on the proposed trade regulation in January 2011

Motion 2010.07.81 moved by **Dave Martin** seconded by **Allan Beach**

To approve the proposed trade regulation for Rig Technician.

Motion carried 9 in favour 0 opposed 0 abstained

2. Sloped Roofer
 - The Shingler trade was designated in-principle in 2007 and the Branch was directed by the Board to look at common core options with Roofer and other trades.
 - In 2010 the name Sloped Roofer name was adopted with the newly developed Provincial Occupational Analysis.
 - Also in 2010, the Roofer PAC expressed support for a common Level 1 with Sloped Roofer.

Motion 2010.07.82 moved by **Allan Beach** seconded by **Doug Lauvstad**

That the trade of Sloped Roofer is designated in-principle.

Motion carried 9 in favour 0 opposed 0 abstained

3. Auto Service Technician (hybrid systems)
 - Industry has requested the inclusion of additional technical training for hybrid systems.
 - The National Occupational Analysis has a specific block on hybrid and alternative systems.
 - A new 7-hour introduction block and a 35-hour systems unit in Level 4 will be added.

Motion 2010.07.83 moved by **Rick Ullman** seconded by **Les Lengyel**

To approve the Profile and Level Charts as the standard form and content for delivery of the trade of Automotive Service Technician.

Motion carried 9 in favour 0 opposed 0 abstained

2010.07.04 CONTINUING BUSINESS

1. Strategic Priorities

The strategic Priorities plan was presented to the Minister on March 21, 2011. The Chair does not anticipate any issues arising from the document but the official approval will come via letter from the Minister.

2. Translated Regulations

Gasfitter

Motion 2010.07.84 moved by **Dave Martin** seconded by **Les Lengyel**

To approved the translated Trade of Gasfitter Regulation as presented.

Motion carried 9 in favour 0 opposed 0 abstained

Motion 2010.07.85 moved by **Les Lengyel** seconded by **Rick Ullman**

To approve the Regulation Update as presented.

Motion carried 9 in favour 0 opposed 0 abstained

Miner

- The trade is not apprenticeable in Manitoba as there is no training program for it.
- There is no NOA or POA for the trade.
- In 2009 the Board directed the Apprenticeship Branch to consult with industry on the proposed de-designation. 2 out of 3 respondents supported de-designation and one respondent supported keeping the trade in order to have an opportunity to petition the government for wage subsidies for employees.

Motion 2010.07.86 moved by Doug Lauvstad seconded by Dave Martin

To de-designate the trade of Miner and send an official notice to stakeholders with a coming into-force date of 90 days from the date of signing. The notice will invite concerns be sent to the Board.

Motion carried 9 in favour 0 opposed 0 abstained

2010.07.05 NEW BUSINES

1. CCDA Research on assessment of Quebec's exam equivalence with Red Seal - information

The CCDA's 2009-2012 Strategic Plan identified the need to explore alternative assessment methods for Red Seal endorsement. There is concern from Quebec that Red Seal exams are drafted in English then translated into French which may distort the material and so QC would prefer that exams are also written in French originally.

In 2009, a working group was formed to determine if Quebec's provincial exams can be used as Red Seal equivalent. Guiding principles and criteria were established for Industrial Electrician and Bricklayer trades.

The 4 sets of conditions that must be met to be considered equivalent to Red Seal are:

- Applicant organization's eligibility
- Eligibility of the trades in the application
- Evaluation approach used by applicant organization – validity, reliability, credibility and rigour
- Conditions pertaining to administration of evaluations and issuing of RS endorsement

This alternate assessment pathway should address the barriers to accessing work in Quebec.

2. Apprenticeship Co-op model

At the request of the Northern Manitoba Sector Council, Apprenticeship Manitoba is seeking approval of a pilot project which would explore an alternate model of apprenticeship training for northerners for northern jobs. Key aspects of the model would be:

- Modular format for greater flexibility
- Comprehensive and flexible assessments of potential employees
- A pool agreement between NMSC (apprentice indentured to) and individual employers (apprentice assigned to work for) would be established to ensure the scope of the trade would be attained.
- The model will have 3 phases: 1) Recruitment and Assessment 2) Apprenticeship Co-op Training and 3) Full time Apprenticeship Training.
- Distance training with mobile trailers and a cohort of 12 people will be needed.

Motion 2010.07.87 moved by Allan Beach seconded by Jamie McNabb

To endorse further development of the Apprenticeship Co-op model pilot project as part of the 2011-2012 Strategic Priorities.

Motion carried 8 in favour 0 opposed 1 abstained

3. Ratio changes

An overview of ratios across jurisdictions along with more specific detail from Alberta & Saskatchewan was received by the Board as information.

2010.07.06 BOARD ASSESSMENT ON MEETING EFFECTIVENESS

Attached and discussed under the Governance Committee report

2010.07.07 RECENTLY GAZZETTED REGULATIONS (information only)

- Water and Waste Water Technician
- Automotive Service Technician
- General Regulation (amendment)

2010.07.08 CORRESPONDENCE/INFORMATION

2010.07.09 FUTURE AGENDA ITEMS

2010.07.10 NEXT MEETING / EVENTS

MEETINGS:

- April 27, 2011
- No meeting in May

EVENTS:

- Highest Achiever Awards – Friday, April 29, 2011
- Awards of Distinction – Friday, November 4, 2011

2010.07.11 ADJOURNMENT

Adjourned at 3:30 p.m.

April 27, 2011

***Date approved by the
Apprenticeship and
Certification Board***

***Leonard Harapiak, Chair
Apprenticeship and
Certification Board***

***Scott Sinclair, Secretary
Apprenticeship and
Certification Board***