

**Minutes of a Meeting  
The Apprenticeship and Certification Board  
1010-401 York Ave.  
Friday, July 22, 2011  
9:00 a.m. – 12:00 p.m.**

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## **BOARD MEMBERS**

### **In attendance:**

Beach, Allan	Employee Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Lauvstad, Doug	Employer Representative
McNabb, Jamie	Employer Representative
Senff, Bob	Public Interest Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Ware, Greg	Employer Representative
Scott Sinclair	Ex-Officio Member, Board Secretary

### **Regrets/absent:**

Campbell, Anita	Public Interest Representative
Martin, Dave	Employee Representative
Lengyel, Les	Employer Representative
Vacant	Employee Representative
Vacant	Apprentices Representative

## **APPRENTICESHIP MANITOBA STAFF**

Cordella Friesen, Policy Analyst

## **2011.07.01            OPENING**

### **.1        Call to Order**

The meeting was called to order at 830 a.m.

### **.2        Approval of Agenda**

The agenda was approved as amended.

**Motion 2011.07.23    moved by Allan Beach        seconded by Bob Senff**  
**Motion carried        6 in favour    0 opposed    0 abstained.**

### **.3        Approval of past minutes**

The Board minutes of April 27, 2011 approved as written.

**Motion 2011.07.24    moved by Allan Beach        seconded by Rick Ullman**  
**Motion carried        6 in favour    0 opposed    0 abstained.**

### **.4        Review of previous meeting**

The Chair noted that many of the evaluations of the April meeting indicated concern for a lack of adequate time to deal with issues properly. This will be kept in mind when preparing agendas for future meetings.

## **2011.07.02            UPDATES: BOARD, DEPARTMENT**

### **.1        Chair's Update**

Leonard Harapiak noted the reduction in federal funding for the Canadian Apprenticeship Forum in 2013.

### **.2        Executive Director's Update**

N/A

## **2011.07.03            COMMITTEE REPORTS**

### **.1        Nominating Committee**

The record of decision from May 10, 2011 was accepted as presented.

**Motion 2011.07.25    moved by Ron Stecy        Seconded by Bob Senff**  
**Motion carried        6 in favour    0 opposed    0 abstained**

Provincial Advisory Committee appointments

- Ironworker

**Motion 2011.07.26 moved by Ron Stecy seconded by Doug Lauvstad**

**That the following individuals be appointed to the Ironworker PAC for a term of three years from July 01, 2011 to June 30, 2014.**

<b>Laurier Trudeau (Chair)</b>	<b>EE Rep/Organized</b>	<b>Manager of Field Operations</b>	<b>CLRAM</b>
<b>Mervyn Anderson</b>	<b>ER Rep/Organized</b>	<b>Manager, Central Region</b>	<b>CLRAM</b>

**Motion carried 6 in favour 0 opposed 0 abstained**

- Motor Vehicle Body Repairer (Painter)

**Motion 2011.07.27 moved by Ron Stecy seconded by Bob Senff**

**That the following individual be re-appointed to the Motor Vehicle Body Repairer (Painter)PAC for a term of three years from July 01, 2010 to June 30, 2013.**

<b>Steven Hudey</b>	<b>Employee rep</b>	<b>Automotive Trade Association of MB</b>
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**That the following individual be re-appointed to the Motor Vehicle Body Repairer (Painter)PAC for a term of three years from July 01, 2011 to June 30, 2014.**

<b>Andrzej Galka</b>	<b>Employer rep</b>	<b>Automotive Trade Association of MB</b>
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**Motion carried 6 in favour 0 opposed 0 abstained**

**.2 Governance Committee (GC) and Community Liaison Committee (CLC)**

**Motion 2011.07.28 moved by Allan Beach seconded by Rick Ullman**

**The records of decision from May 13 and June 10, 2011 were accepted as presented.**

**Motion carried 6 in favour 0 opposed 0 abstained**

Electronic voting

**Motion 2011.07.29 moved by Allan Beach seconded by Bob Senff**

**The electronic voting procedures were accepted as presented.**

**Motion carried 6 in favour 0 opposed 0 abstained**

## Award Committee

The Board accepted the roles and responsibilities of the Award Committee as presented and decided to establish a formal committee. A call for volunteers to form the membership will be sent out electronically to all members.

**Motion 2011.07.30 moved by Allan Beach seconded by Greg Ware**

**The roles and responsibilities of the Award Committee were accepted as presented.**

**Motion carried 7 in favour 0 opposed 0 abstained**

### **.3 Community Liaison Committee (CLC)**

Leonard Harapiak reviewed the notes from the previous two meetings. There were no questions and the records were accepted.

**Motion 2011.07.31 moved by Rick Ullman seconded by Doug Lauvstad**

**The records of decision from May 13 and June 10, 2011 were accepted as presented.**

**Motion carried 7 in favour 0 opposed 0 abstained**

#### Meetings

Leonard reviewed recent meetings; one with the Mechanical Contractors Association and one with Construction Electrician Industry representatives. Both meetings were open and constructive and led to a better understanding of all the issues. With MCAM, the committee reviewed the changes to the piping trades and this exchange of information resulted in a very positive discussion and more clear understanding of the issues for both groups.

The Construction Electrician meetings were to discuss two issues 1) the new authority of the Executive Director to register an unemployed apprentice for the sole purpose of allowing an apprentice, who is eligible, continue for a level of technical training and 2) supervision ratios. For both issues clarity was achieved.

#### Designated Trainer

In 2009, the Government of Manitoba registered an amendment to the Apprenticeship and Trades Qualifications General Regulation - 154/2001, extending the designated trainer provision to March 1, 2012.

The following are trades which are set to expire on March 1, 2012:

- Trade of Bricklayer (expires on January 18, 2011)
  - Trade of Insulator (Heat and Frost) (expires on January 18, 2012)
  - Trade of Cook (no expiry date)
  - Trade of Lather (no expiry date)
  - Pork Production (only applies to apprentices registered prior to January 1, 2007)
  - Roofer (expires on February 9, 2012)
- The Community Liaison Standing Committee (CLC) recommends that the provision be extended to June 30, 2012 and that the Board consider doing extensive consultations on this matter as part of its strategic planning process.

Negative impacts of not extending the provision could affect: on Aboriginal and northern communities and newer trades that have yet to develop a qualified pool of certified journeypersons in their trades; the High School Apprenticeship Program and an exacerbation of the problems associated with ratio requirements of 1 journeyperson to 1 apprentice.

**Motion: 2012.07.32 moved by Allan Beach seconded by Bob Senff**  
**To accept the recommendation to extend the designated trainer provision to June 30, 2012 with the understanding this issue will be considered in the strategic planning for 2012/2013.**  
**Motion carried 7 in favour 0 opposed 0 abstained**

#### **.4 Program Standards Committee**

The Board accepted the records of decision from the June 21, 2011 meeting.

**Motion 2011.07.33 moved by Bob Senff seconded by Greg Ware**  
**To accept the records of decision as presented.**  
**Motion carried: 7 in favour 0 opposed 0 abstained**

Recommendations approved on June 8, 2011 via electronic voting.

- Rail Car Technician – Program Standards, Regulation & Establishing a PAC

**Motion 2011.07.34 moved by Ron Stecy seconded by Greg Ware**  
**That the program form and content represented by the Level and Profile Charts be adopted as the Program Standard for initiating Rail Car Technician apprenticeship technical training in Manitoba.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

**Motion 2011.07.35 moved by Ron Stecy seconded by Greg Ware**  
**That, without making a motion on every section, the Board accepts without amendment the Rail Car Technician trade regulation as recommended by the PAC.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

**Motion 2011.07.36 moved by Ron Stecy seconded by Greg Ware**  
**That a Rail Car Technician PAC be appointed immediately to provide recommendations to the Program Standards Standing Committee.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

- Diesel Engine Mechanic - Program Standards, Regulation & Establishing a PAC

**Motion 2011.07.37 moved by Ron Stecy seconded by Greg Ware**  
**That the program form and content represented by the Level and Profile Charts be adopted as the Program Standard for initiating Diesel Engine Mechanic apprenticeship technical training in Manitoba.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

**Motion 2011.07.38 moved by Ron Stecy seconded by Greg Ware**  
**That, without making a motion on every section, the Board accepts without amendment the Diesel Engine Mechanic trade regulation as recommended by the PAC.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

**Motion 2011.07.39** moved by Ron Stecy seconded by Greg Ware  
**That a Diesel Engine Mechanic PAC be appointed immediately to provide recommendations to the Program Standards Standing Committee.**  
**Motion carried 10 in favour 0 opposed 1 abstained**

- Failed Unit re-writes

**Motion 2011.07.40** moved by Allan Beach seconded by Doug Lauvstad

**That the Unit re-write policy be accepted as presented.**

**Motion carried 10 in favour 0 opposed 1 abstained**

- Provincial Advisory Appointment Focus

**Motion 2011.07.41** moved by Doug Lauvstad seconded by Allan Beach

**That the trades listed in the 2011/2012 Strategic Direction be the current focus of the Nominating Committee's appointment process.**

**Motion carried 10 in favour 0 opposed 1 abstained**

- Bursary Recipients

**Motion 2011.07.42** moved by Allan Beach seconded by Bob Senff

**The Apprenticeship and Certification Board approves Michael Crassweller as the recipient of the Apprenticeship Bursary and Warren McIvor as the recipient of the Tim McLean Memorial Bursary.**

**Motion carried 11 in favour 0 opposed 0 abstained**

## **2011.07.04 CONTINUING BUSINESS**

### 1. Strategic Direction work plan

Cordella Friesen reviewed the draft critical pathway. The Board agreed to engage the PACs to identify the 10 trades to go forward in the strategic direction for 2012/2013. The Board also made amendments and or motions to accept the recommendation presented at the end of each section:

#### #1. Updating Program Standards

##### Technical Training

- Request the Program Standards Unit prepare a work plan with dates and milestones for each program to be completed by March 31, 2012.
- Request the Program Standards Unit to provide quarterly progress reports to Program Standards Standing Committee regarding technical training development

## Regulatory Development

- Request the Policy Unit to present a plan and timeline to Program Standards Standing Committee regarding trades identified for regulatory development.
- Request the Policy Unit report back quarterly to the Program Standards Standing Committee regarding progress and risks related to the plan and timelines.

## PSC to meet with PACs

- Direct Program Standards Standing Committee to develop and recommend a plan to the Board regarding engaging PAC's.

## Board commitment to green technology

- Direct Program Standards Standing Committee to recommend to the Board a plan to consider 'green' technologies and processes within program standards.
- Develop a "green lens" to review all technical training standards through.
- Develop a definition of "green".

**Motion 2001.07.43 moved by Bob Senff seconded by Ron Stecy**

**To accept all recommendations in section 1 as amended.**

**Motion carried 8 in favour 0 opposed 0 abstained**

## #2 Increasing participation and completion of target groups

As a priority for 2011-2012, the Board is committed to increasing the representation and completion rates of Aboriginal people, women, new Canadians and people with disabilities in the trades

- the Board may establish a committee to advise the Board.
  - A committee on target groups can be directed by the Board to recommend strategic policies and processes to improve participation and completion rates of targeted groups.
- Hold a summit to increase understanding of targeted groups with industry, educational and government stakeholders such as was administered in Saskatchewan in May 2011.

**Motion 2001.07.44 moved by Allan Beach seconded by Bob Senff**

**To direct the Branch to do exploratory work on how best to engage the identified target groups and bring that information back to the Board.**

**Motion carried 8 in favour 0 opposed 0 abstained**

## #3 Promotion of apprenticeship to youth

- Direct Apprenticeship Manitoba to implement a research project studying the transition for youth as they leave high school in order to understand possible entrance barriers to apprenticeship.
- Direct the Community Liaison Standing Committee to being making contacts with the broader education system in order to create pathways to increase awareness and interest at junior and senior high school levels.

A number of Board members felt transition into a full time apprenticeship program should be more of a priority than raising awareness.

**Motion 2001.07.45 moved by Allan Beach seconded by Bob Senff**

**The Board approves both recommendations.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#4 Employer Engagement

- Direct Community Liaison Standing Committee to continue engaging employers with apprenticeship through various means including the letter and fact sheet.
- Plan additional meetings and events hosted by the Board to engage employers.

**Motion 2001.07.46 moved by Allan Beach seconded by Bob Senff**

**To ask the Branch to develop a list, for Board approval, of specific employers to be engaged in discussion.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#5 Review designation of new trades

- Continue to meet with businesses, employers, associations and organizations regarding the possible designation of trades and occupations.
- Direct the Community Liaison Standing Committee to continue expediting designation requests and that requests will be responded to quickly.

**Motion 2001.07.47 moved by Doug Lauvstad seconded by Bob Senff**

**To accept the recommendations as presented.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#6 Review of the General Regulation and Trade Regulations

- Request the Policy Unit to propose a process and timeline for standardizing trade regulations and reviewing the General Regulation.

**Motion 2001.07.48 moved by Allan Beach seconded by Rick Ullman**

**To accept the recommendation as presented.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#7 Clarification of Board processes

- Direct the Nominating Standing Committee to continue the nomination and orientation processes for PAC's and report progress to the Board.
- Direct the Governance Standing Committee and Community Liaison Standing Committee to review the Strategic Plan 2011-2012 process and recommend improvements for communication to stakeholders for the Strategic Plan 2012-2013 process.

**Motion 2001.07.49 moved by Bob Senff seconded by Greg Ware**

**To accept the recommendations as presented.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#8 Exploration of Multiple Assessment Pathways (MAP) / Occupational Performance Standards (OPS)

- Request the Program Standards Unit to provide quarterly status reports to the Program Standards Standing Committee regarding CCDA MAP and OPS initiatives.
- Request the Program Standards Unit to continue to participate with CCDA in possibly including the Quebec Equivalency Assessment as a part of Red Seal.

**Motion 2001.07.50 moved by Ron Stecy seconded by Allan Beach**

**To accept the recommendations as presented.**

**Motion carried 8 in favour 0 opposed 0 abstained**

#9 Exploring Pilot Projects

- Continue working on projects currently in progress related to on-line delivery and co-op apprenticeship training.
- Request Apprenticeship Manitoba to inform the Apprenticeship and Certification Board of additional pilot projects on an as needed basis.
- To promote a culture of innovation.

**Motion 2001.07.51 moved by Allan Beach seconded by Bob Senff**

**To accept the recommendations as amended.**

**Motion carried 8 in favour 0 opposed 0 abstained**

**2011.07.05 NEW BUSINES**

**2011.07.06 BOARD ASSESSMENT ON MEETING EFFECTIVENESS**

Attached and discussed under the Governance Committee report.

**2011.07.07 RECENTLY GAZZETTED REGULATIONS (information only)**

**2011.07.08 FUTURE AGENDA ITEMS**

**2010.07.09 CORRESPONDENCE/INFORMATION**

**2011.07.10 NEXT MEETING / EVENTS**

MEETING: **September 14, 2011**

EVENTS: **Awards of Distinction – Friday, November 4, 2011**

**2011.07.11 ADJOURNMENT**

September 14, 2011

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*Date approved by the  
Apprenticeship and  
Certification Board*

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*Leonard Harapiak, Chair  
Apprenticeship and  
Certification Board*

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*Scott Sinclair, Secretary  
Apprenticeship and  
Certification Board*