

**Minutes of a Meeting
The Apprenticeship and Certification Board
1010-401 York Ave.
Wednesday, September 14, 2011
9:00 a.m. – 4:00 p.m.**

BOARD MEMBERS

In attendance:

Beach, Allan	Employee Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Koslowsky, Ron	Employer Representative
Lauvstad, Doug	Employer Representative
Martin, Dave	Employee 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
McNabb, Jamie	Employer Representative
Schmidt, Mark	Apprentice Representative
Vacant	Employee Representative

APPRENTICESHIP MANITOBA STAFF

Cordella Friesen, Policy Analyst

2011.08.01**OPENING****.1 Call to Order**

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

.2 Approval of Agenda

The agenda was approved as written.

Motion 2011.08.52 moved by Allan Beach seconded by Doug Lauvstad

Motion carried 8 in favour 0 opposed 0 abstained.

.3 Approval of past minutes

The Board minutes of July 22, 2011 approved as written.

Motion 2011.08.53 moved by Allan Beach seconded by Rick Ullman

Motion carried 8 in favour 0 opposed 0 abstained.

.4 Review of previous meeting

The Chair noted the one review submitted from the previous meeting and asked that members provide feedback at the end of the current meeting.

2011.08.02**UPDATES: BOARD, DEPARTMENT****.1 Chair's Update**

No report available.

.2 Executive Director's Update

Scott Sinclair reviewed the following:

- Accreditation of Quebec's exams: The Canadian Council of Directors of Apprenticeship continues to explore if Quebec's exams are equivalent to the Red Seal exams. The council is comparing exams from the Electrical and Bricklayer trades and it appears that Quebec is 90% equivalent. Some explanations for regulation restrictions are still required and the question of the need for two exams which are so much the same has been raised. Further information will be brought to the Board when available.
- Deployment of on-line Apprenticeship services: Apprentices and Employers now have the ability to register and pay for agreements & technical training on line. The next phase will include on-line application for Trades Qualification, submission of apprentice's hours, renewals of the beauty trades' authorization to practice. The Branch can make staff available to employers for instruction on how to use the system. Ryan Einarson suggested that the large Associations may be willing to provide a "Lunch and Learn" opportunity for their members.

.1 Nominating Committee (NC)

The record of decisions from August 9, 2011 was received as information.

Motion 2011.08.54 moved by Allan Beach Seconded by Bob Senff
Motion carried 8 in favour 0 opposed 0 abstained

Communication Strategy

The Board reviewed the communication strategy presented by the Nominating Committee. Some of the key questions discussed were the need for a point of contact for non-unionized apprentices and that while who the PAC applicants represent is very important so are other attributes. As part of its review of the appointment criteria, the NC has made the membership criteria more robust to ensure the best applicants are selected.

Motion 2011.08.55 moved by Ron Stecy Seconded by Bob Senff

To approve the strategy as amended to include a focus on getting information to final level apprentices, Sector Councils, trade journals and large association web sites and possibly having Apprenticeship information included in the mail-outs from various licensing bodies.

Motion carried 8 in favour 0 opposed 0 abstained

.2 Governance Committee (GC)

The records of decision from September 9, 2011 as accepted as presented.

Motion 2011.08.56 moved by Dave Martin Seconded by Rick Ullman
Motion carried 8 in favour 0 opposed 0 abstained

Electronic voting

The Chair noted the continuing issues with e-voting and the Board agreed that until a more efficient process is established, electronic votes will only be conducted in an emergency situation and will have a very clear motion for decision rather than a request for dialogue/feedback before the vote.

Standing Committee membership

On January 20, 2010 the Board approved the terms of reference for each of the 4 standing committees. The terms of reference specify that the membership and composition of the Committees will be done on an annual basis. Formal committee meetings began in the late summer early fall of 2010.

When membership was established, the Board strove to have a balance of employee and employer representatives on each committee. The workload each committee would have and the optimal number of people needed to carry out that work was unknown at the time and therefore not a factor in the decision.

Of all the committees it is anticipated that the PSC will continue to have the most substantial workload/meeting schedule. A small, 3-person membership can create quorum issues and undermine the decision making process if a member is absent and the committee must make recommendations with only 1 member and the Chair present. Reorganizing the membership means the Committee workload would be equalized and quorum issues mitigated.

The CLC and Nominating committees will likely continue to meet infrequently/on an as needed basis and membership cross-over between these two groups could be a work equalizer. If 2 members of the CLC also assumed membership on the NC, 2 current NC members could be moved to enhance the PSC membership.

The Governance committee reviewed committee work load and membership balance and recommended that:

Governance remains at 3 members;
1 Chair (Board Chair) – Leonard Harapiak
1 EE rep – Allan Beach
1 ER rep – Doug Lauvstad

Community Liaison remains at 4 members.
1 Chair (Board Chair) – Leonard Harapiak
1 EE rep – Dave Martin
1 ER rep – Ron Koslowsky
1 Apprentice rep – Mark Schmidt

Nominating Committee remains at 5 members. 2 members added from the CLC
Chair (PIR) – Anita Campbell
2 EE reps– vacant & Dave Martin (from CLC)
2 ER reps – Ryan Einarson & Ron Koslowsky (from CLC)

Program Standards: increases to 5 members
Chair (PIR) – Bob Senff
2 EE reps – Ron Stecy & Rick Ullman (from NC)
2 ER reps – Greg Ware & Jamie McNabb (from NC)

Motion 2011.08.57 moved by *Allan Beach* seconded by *Greg Ware*

That the Board approves the amended Standing Committee membership as presented.

Motion Carried 8 in favour 0 opposed 0 abstained

.3 Community Liaison Committee (CLC)

The record of decisions from September 9, 2011 was received as information.

Motion 2011.08.58 moved by *Dave Martin* seconded by *Allan Beach*
Motion carried 9 in favour 0 opposed 0 abstained

Draft 12/13 consultation guide

The Board discussed the committee's recommendation that Educator and Labour panels be developed to facilitate more direct contact with these key groups. Board members requested that in addition, Aboriginal and employer groups such as Canadian Manufacturing and Exporters, Construction Association of Rural MB, the trucking association and the automotive and IT sectors should be specifically engaged.

.4 Program Standards Committee

The Board received the records of decision from the August 2 and September 6, 2011 meetings.

Motion 2011.08.59 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

2011-2012 Strategic Direction – amended list of trades

The committee reviewed the original list of trades in the 2011-2012 Strategic Direction. Nancy Eller explained that Insulator (Heat & Frost) was inadvertently added to the list when in fact both its regulation and technical training are current, and that the Trade of Power Electrician should have been included for technical training updating. A request to amend the 2011-2012 Strategic Direction will be sent to the Minister for approval.

Motion 2011.08.60 moved by Allan Beach seconded by Rick Ullman

The Board approves amending the 2011-2012 Strategic Direction to reflect the removal of Insulator (Heat & Frost) and the addition of Power Electrician.

Motion carried 9 in favour 0 opposed 0 abstained

Apprentice Practical Training Log Book

As part of Apprenticeship Manitoba's Service Transformation, a committee was established to explore learning plans for apprentices. The committee developed a Log Book to record of apprentice information and to help with case administration including the Apprenticeship Training Coordinators tracking and monitoring of an apprentice's technical training registration.

- Content will include:
 - Trade regulation
 - Scope of trade
 - Level chart
 - On-the-job training information
 - Essential skills information
 - Employer information
 - Apprenticeship requirements

The Board discussed whether all journeypersons have the skills and abilities needed to be good trainers and if this tool will give the Branch information on the quality of employer-based training. The Board made changes to the responsibilities of Journeyperson and Employer.

Motion 2011.08.61 moved by Allan Beach seconded by Ron Stecy

With the requested amendments, the Board approves implementing an Apprentice Practical Training Log Book for four trades under the 2011 - 2012 pilot projects, reviewing the results and making recommendations for the 2012 – 2013 Apprenticeship and Certification Board's Strategic Plan.

Motion carried 9 in favour 0 opposed 0 abstained

High School Apprenticeship Program "Orientation to the Trades" course

The committee recommended the implementation of a "HSAP: Orientation to the Trades" course as part of the Board's HSAP action plan. Apprenticeship MB conducted a pilot with MB Education (Vocational Education) to review the proposed course content, delivery and implementation. Based on the pilot results, the most feasible implementation option would be for Apprenticeship MB to post the course as an educational resource on its website with links to related programs such as the Technical Vocational Initiative, Vocational Education (MB Education), Adult Learning Centres (Advanced Education and Literacy (AEL)). Further, High School could be allowed to issue a course credit for up to 35 hours of one HSAP school credit (110 hours) with provision for Prior Learning Assessment Recognition.

Apprenticeship MB will develop a communications strategy to promote the course among the following stakeholders: Technical Vocational Initiative, MB Education (Vocational Education), MB Entrepreneurship Training and Trade (Employment MB), MB Healthy Child and Youth, Adult Learning Centres (AEL) and school divisions.

The Program Standards Committee recommended to the Board that:

That Apprenticeship MB to post the course as an educational resource on its website with links to related programs before June 2012 for use in the 2012/13 school year and;

That Apprenticeship MB to develop a protocol by June 2012 with MB Education (Vocational Education) to promote, use and monitor the course. High Schools would be allowed to issue a course credit for up to 35 hours of one HSAP high school credit (110 hours) with provision for Prior Learning Assessment Recognition (PLAR).

Motion 2011.08.62 moved by Doug Lauvstad seconded by Greg Ware

To approve the recommendation as presented.

Motion carried 8 in favour 0 opposed 0 abstained

2011.08.04 CONTINUING BUSINESS

1. 11/12 Critical Pathway

The Board discussed the critical pathway document to determine its value in monitoring the progress of work done on the priorities laid out in the 11/12 Strategic Direction. The Board noted that, according to the terms of reference, each Standing Committees must provide quarterly reports on its work. This reporting will keep the Board up to date on progress or issues encountered.

2. Trades Bridge Program

Presented in the package as information only.

2011.08.05 NEW BUSINESS

1. Draft Guide for the 2012-2013 Strategic Direction consultations.

The Board reviewed and revised the draft guide. The consultations will begin in October 2011 and stakeholder feedback will be brought to the Board meeting in December 2011.

2011.08.06 RECENTLY GAZETTED REGULATIONS (information only)

1. Trade of Diesel Engine Mechanic
2. Trade of Rail Car Technician
3. Trade of Rig Technician
4. Trade of Plumber (amendment)
5. Trade of Steamfitter (amendment)

2011.08.07 FUTURE AGENDA ITEMS

2010.08.08 CORRESPONDENCE/INFORMATION

1. Ministerial letter re: Board Director training
2. Ministerial letter to Cliff Cullen, MLA re: Designated Trainer
3. Ministerial letters of (re)appointment & thanks for service to AC Board members
4. PAC appointment memos

2011.08.9 NEXT MEETING / EVENTS

MEETING: **October 12, 2011**

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

2011.08.10 ADJOURNMENT

October 12, 2011

*Date approved by the
Apprenticeship and
Certification Board*

*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*

*Scott Sinclair, Secretary
Apprenticeship and
Certification Board*