

**Minutes of a Meeting
The Apprenticeship and Certification Board
814-401 York Ave.
Thursday, November 10, 2011
9:00 a.m. – 2:30 p.m.**

BOARD MEMBERS

In attendance:

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

Vacant

Employee Representative

.1 Call to Order

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

.2 Approval of Agenda

The agenda was approved as amended.

Motion 2011.11.63 moved by Greg Ware seconded by Allan Beach
Motion carried 8 in favour 0 opposed 0 abstained.

.3 Approval of past minutes

The Board minutes of September 14, 2011 approved as amended.

Motion 2011.11.64 moved by Rick Ullman seconded by Ron Stecy
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.

.1 Chair's Update

Leonard Harapiak reviewed the Canadian Apprenticeship Forum's (CAF) 2013 budget cut and restructuring. The Board members discussed the relevance / value of CAF noting that:

- There is value in having Provincial Board Chairs meet (to have a venue for Labour, Education and Employer representatives meet) but perhaps with no ties to Federal funding/a national agenda
- The Interprovincial Alliance of Board Chairs (IPA) will continue to meet as well as be invited to the Council Canadian Directors of Apprenticeship (CCDA) meetings and are now part of CCDA committees.
- The CCDA will continue to develop quality research and while currently it is mostly an operational body, the inclusion of influence from Board Chairs may provide opportunity for the Council to become proactive in strategic/policy setting discussions.

Leonard also acknowledged the Awards of Distinction gala and thanked Branch staff for their hard work in putting together an excellent event.

.2 Executive Director's Update

Scott Sinclair reviewed the following:

Access Manitoba's second phase (Deployment 2 (D2))

1. Deployment 1 provided clients the ability to, in part, register and pay for classes. D2 brings more functionality including renewal of authorization to practice and reporting of hours.
2. Universal Exam Scheduling – To date 98 examinations in a wide range of trades have been written under the new scheduling format and only 2 failures have been recorded. Some Board members expressed concerns raised from their constituents including that; the new system is problematic logistically (covering time away) and financially and that although high school and universities have this type of exam schedule, people in the skilled trades shouldn't be expected to follow the same system as those in academia.

Scott explained the issues the Branch was facing directly related to the invigilation of thousands of exams per year. Key issues include:

- the loss of classroom/instructional time for the apprentices when exams are written on the last day of class
- triple the number of exams in the last few years
- a finite number of staff to invigilate so there was extremely high cost for low value; the restructure has freed up the equivalent of a full time ATC position "in-the-field" for direct contact with apprentices and employers.
- the vast majority of apprentices are not eligible for a promotion immediately after writing an exam as they generally still need to meet the time requirement.
- communication with stakeholders was not as effective as it could have been and a FAQ sheet is being prepared for distribution
- the Branch will continue to monitor the exam results

3. The Apprenticeship Co-op model for apprenticeship will begin piloting on November 24/11 in Thompson in co-operation with the Northern Manitoba Sector Council.

4. The Quebec Initiative to have their training program recognized as equivalent to the Red Seal program has been evaluated by CCDA. The program was found to be less than 1% equivalent and therefore did not receive CCDA support. The Federal Labour Market Ministers were notified and in turn that group directed the CCDA to re-look at the Quebec program. There are financial implications for Quebec as it does not qualify for completion grants because they are not part of the Red Seal system.

2011.11.03 COMMITTEE REPORTS

.1 Nominating Committee (NC)

There was no report from the committee. The Board made the following PAC appointments in order that work related to the 2011-2012 Strategic Plan can go forward;

- Transport Trailer Technician

Motion 2011.11.65 moved by Greg Ware Seconded by Bob Senff

That the following individual be appointed to the Provincial Advisory Committee for the trade of Transport Trailer Technician for a term of three years from November 10 1, 2011 to June 30, 2014.

Derek Quinn EE rep urban Individual Applicant

Motion carried 9 in favour 0 opposed 0 abstained

- Power Electrician

Motion 2011.11.66 moved by Ron Stecy Seconded by Dave Martin

That the following individuals be appointed to the Provincial Advisory Committee for the trade of Power Electrician for a term of two years from November 10, 2011 to June 30, 2013.

Donald Malchuk	Employer rep	urban	Manitoba Hydro
Kevin McLennan	Employee rep	rural	Manitoba Hydro

That the following individuals be appointed to the Provincial Advisory Committee for the trade of Power Electrician for a term of three years from November 10, 2011 to June 30, 2014.

Kim Gibson (Chair)	Employer rep	rural	Manitoba Hydro
Richard Etsell	Employee rep	rural	Manitoba Hydro
Brian Fortney	Employer rep	rural	Manitoba Hydro

Motion carried 9 in favour 0 opposed 0 abstained

.2 Governance Committee (GC)

The records of decision from October 14, 2011 as accepted as presented. The Chair noted the letter from the Minister encouraging all Board members to attend Crown Corporation Council workshops on various board governance topics and that the Council has been asked to make a presentation at the December 14, 2011 Board meeting.

Motion 2011.011.67 moved by Allan Beach Seconded by Doug Lauvstad
Motion carried 9 in favour 0 opposed 0 abstained

.3 Community Liaison Committee (CLC)

The record of decisions from October 14, 2011 was received as information. Clarification that, at a future date, the agenda item on the Memorandum of Understanding with training providers will be brought to the committee and then to the Board as information.

Motion 2011.11. 68 moved by Ron Koslowsky seconded by Dave Martin
Motion carried 9 in favour 0 opposed 0 abstained

.4 Program Standards Committee

The Board received the records of decision from the October 7 & November 8, 2011 meetings.

Motion 2011.11.69 moved by Ron Stecy seconded by Greg Ware
Motion carried: 9 in favour 0 opposed 0 abstained

The Board discussed various items including:

- Critical Pathway

Part of the Critical Pathway for the 2011-2012 Strategic Plan is engagement with the Provincial Advisory Committees. The following items address that requirement:

- The PSSC sent out a letter to all PAC members advising them of the 2012/2013 Strategic Plan Discussion Guide and requesting feedback regarding the priorities for the Board identified in the Plan.
- The Nominating Standing Committee is developing an orientation guide for PAC members to clarify the role of PAC members.
- The Community Liaison Standing Committee and Governance and Planning Standing Committee are meeting with PAC Chairs to discuss the role of PACs on November 18, 2011.

Motion 2011.11.70 moved by Ron Stecy seconded by Greg Ware

The Board accepts the activities of the standing committees as meeting the directive regarding a plan to engage PACs.

Motion carried: 9 in favour 0 opposed 0 abstained

- Gasfitter – TQ process

Gasfitter is the name of the trade and the sub-component of the trade is Domestic Gasfitter. The current regulation has an authorized trainer provision that stipulates that apprentices must be supervised by a journey person in the trade or a holder of a domestic gasfitter's license or a commercial and industrial gasfitter's license. This provision is expected to expire on January 1, 2021.

The Gasfitter PAC has requested that a grandparenting clause be added to the trade regulation of Gasfitter for the purposes of training apprentices in the future. They are concerned that license holders are not able to train apprentices after January 1, 2021.

Apprenticeship Manitoba has confirmed with the *Apprenticeship and Certification – General Regulation* which provides the conditions in which grandparenting is possible in Section 23. As stipulated in the General Regulation, only trades that are compulsory are eligible for a grandparenting provision.

Since Gasfitter is a voluntary trade, and not a compulsory trade, a grandparenting provision within the trade regulation does not meet the requirements of the General Regulation.

The Board made the following motion:

Motion 2011.11.71 moved by Allan Beach seconded by Greg Ware

To direct the Program Standards Committee to meet with the Gasfitter PAC to discuss the issue and possible options and make a recommendation based on the feedback received.

Motion carried 9 in favour 0 opposed 0 abstained

- TQ process for Plumbers and Steamfitters

The following was presented as information:

Since the apprenticeship program requires apprentices to complete Domestic Gasfitter within the trades of Plumber and Steamfitter/Pipefitter, there is the potential to impact the TQ process for these trades.

Presently, the trades qualification process, if mimicked similar to the apprenticeship program, would require additional components for TQ applicants in Plumber and Steamfitter/Pipefitter trades.

The following additions would have to be made to the TQ process for Plumbers and Steamfitter/Pipefitters in order to be certified as a Plumber or Steamfitter/Pipefitter:

- TQ applicants in Plumber and Steamfitter/Pipefitter will need to submit their Domestic Gasfitter license;
- TQ applicants in Plumber and Steamfitter/Pipefitter will need to write the inter-provincial exam in their respective trade as well as the provincial exam in Domestic Gasfitter.
- Upon successful completion of the process, the applicant will receive a Certification of Qualification in the respective trade and then through Prior Learning and Recognition assessment, successful applicants will also receive the Certificate of Qualification in Domestic Gasfitter.

An alternate consideration is to keep the TQ process for Plumbers and Steamfitter/Pipefitters as prescribed in the General Regulation. A key consideration is that the scope of the trade in Plumber and Steamfitter/Pipefitter did not change to include the scope of Domestic Gasfitter. Also, gas is not universally practiced in Manitoba and other jurisdictions. As such, (in particular) Plumbers and Steamfitter/Pipefitters who do not work with gas will be categorically excluded from qualifying to challenge the exam. In this option, TQ applicants in Plumber or Steamfitter/Pipefitter will meet the requirements of the trade without the addition of Domestic Gasfitter.

- TQ applicants will then be required to write one certification exam which is the inter-provincial exam in their respective trade.
- Successful TQ applicants will then only receive one Certificate of Qualification in their respective trade.

Since the General Regulation and therefore trades qualification pre-requisites, is the responsibility of the Apprenticeship and Certification Board, the Program Standards Standing Committee can make a decision regarding the TQ process for Plumber and Steamfitter/Pipefitter.

On October 7, 2011, the Program Standards Standing Committee recommended that the TQ process for Plumber and Steamfitter/Pipefitter remain the same, as prescribed in the General Regulation, which includes one certification exam and the successful TQ applicant will receive one Certificate of Qualification in their respective trade.

Recommendations from the Committee:

- Refrigeration and Air Conditioning Mechanic (Residential)

On April 27, 2011, the Apprenticeship and Certification Board requested that the Sheet Metal Workers PAC meet to discuss the scope of the trade and limitation of scope as proposed by the RACM (Residential) PAC.

On July 25, 2011, the Sheet Metal Worker PAC was consulted regarding concerns of an overlapping scope of trade between RACM (Residential) and Sheet Metal Worker. The Sheet Metal Worker PAC recommends that the scope should stipulate 'excluding duct work' on RHVAC systems and geothermal systems.

The Sheet Metal Worker PAC recommends that the Board consult with Plumbers and Steamfitters/Pipefitters regarding geothermal systems because there is likely an overlap of scope. On October 7, 2011, the PSSC met regarding the recommendations of the Sheet Metal Worker's PAC. The PSSC came to a consensus that work related to Geothermal should be a limitation of scope for RACM (Residential).

Geo-thermal is an emerging technology, and the Board has also received a request from industry to designate geo-thermal as an apprenticeable trade. Adding a limitation of scope to geothermal heating systems will provide the time necessary to determine the scope of this emerging technology and its applicability to the various trades.

The trade regulation also requires additional trade regulation amendments:

- Transition Clause: to stipulate that levels 2, 3 & 4 apprentices proceed through the 'former' program and level one apprentices proceed through the 'new' program which includes domestic gasfitter training.
- The certification examination section needs to be updated to stipulate the need for two provincial certification examinations – one for Refrigeration and Air Conditioning Mechanic Residential and a second exam for Domestic Gasfitter.
- A coming into force provision of 60 days also should be added. A coming into force provision is supposed to be used to help notify industry of upcoming changes in specific trades related to changes in the number of levels, minimum wage rates and scope of the trade. In this case, the coming into force provision would be used to notify apprentices of the upcoming changes and its affect on their program as determined by the transition clause.

Motion 2011.11.72 moved by Greg Ware seconded by Rick Ullman

That the Board accepts the proposed trade regulation amendments and the recommendation to have geothermal heating systems as a limitation of scope in the trade of RACM (Residential).

Motion carried 9 in favour 0 opposed 0 abstained

- Ironworker

A new National Occupational Analysis (NOA) for Ironworker (Generalist) was issued in 2010. The updating of the regulation for Ironworker is included in the Apprenticeship and Certification Board's Strategic Plan for 2011-2012. On April 5, 2011 the Program Standards Standing Committee directed the Ironworker PAC to update the trade regulation for Ironworker. The proposed trade regulation was approved by the Ironworker PAC on July 20, 2011. The proposed trade regulation then proceeded through the consultation process. On September 12, 2011 the Ironworker PAC met to discuss the outcomes of the consultation process and the Ironworker PAC approved the proposed trade regulation.

Motion 2011.11.73 moved by Greg Ware seconded by Rick Ullman

That the Board approves in principle the proposed trade regulation for Ironworker (Generalist).

Motion carried 9 in favour 0 opposed 0 abstained

- Bricklayer

The latest trade regulation for Bricklayer was registered on January 18, 2006. A new National Occupational Analysis (NOA) for Bricklayer was issued in 2007. The updating of the regulation for Bricklayer is included in the Apprenticeship and Certification Board's Strategic Plan for 2011-2012. On July 20, 2011 the Board approved the critical pathway for the Strategic Plan which directed that the Bricklayer PAC to update the trade regulation for Bricklayer. The proposed trade regulation was approved by the Bricklayer PAC on August 19, 2011. The proposed trade regulation then proceeded through the consultation process.

On October 19, 2011 the Bricklayer PAC met to discuss the outcomes of the consultation process and the Bricklayer PAC approved the proposed trade regulation.

The Bricklayer PAC changed the level requirements from 4 to 3 levels while increasing the hours in each level from 1200 to 1600 hours of technical training and practical experience. This removes the ``hollow year`` but still maintains the number of hours.

The Program Standards Standing Committee recommends acceptance the proposed trade regulation for Bricklayer, including a transition for decreasing the number of levels and including a coming into force provision of sixty days.

Motion 2011.11.74 moved by Greg Ware seconded by Rick Ullman

That , without making a motion on every section, the Board accepts, without amendment, the trade regulation as recommended by the PSC.

Motion carried 9 in favour 0 opposed 0 abstained

- Cook – Regulation

A new National Occupational Analysis (NOA) for Cook was issued in 2008 and the updating of the regulation for Cook is included in the Apprenticeship and Certification Board's Strategic Plan for 2011-2012.

The proposed trade regulation was approved by the Cook PAC on July 13, 2011 and proceeded through the consultation process.

On November 8, 2011 the Cook PAC met to discuss the outcomes of the consultation process and the Cook PAC approved the proposed trade regulation.

The Cook PAC changed the scope of the trade to conform with the National Occupational Analysis. The Cook PAC changed the designated trainer provisions to fit with standard wording.

Motion 2011.11.75 moved by Greg Ware seconded by Rick Ullman

To accept the proposed Trade of Cook Regulation as presented.

Motion carried 9 in favour 0 opposed 0 abstained

- Cook – Technical Training

Manitoba's technical training is based on the 2009 Interprovincial Program Guide (IPG) for Cook. The updated National Occupational Analysis was published in 2008.

The trade consists of two levels of technical training (theory and practical) with 420 hours per level in Levels 1-2.

Technical training is broken down as follows: two levels of 12 weeks each, 24 weeks in total. Upon completion of Levels 1-2, apprentices are eligible to write the Cook Interprovincial Certification (Red Seal) Examination. A minimum pass grade of 70% is required and technical training is delivered at Red River College.

PAC-appointed Industry Working Group members met to develop Manitoba standards. A Cook instructor from each of Red River College and Winnipeg Technical College also participated in this effort. The PAC's recommendations are based on a series of Industry Working Group (IWG) discussions regarding appropriate content and levels for the trade.

An Industry Consultation Guide was distributed to stakeholders to solicit feedback by Oct. 24, 2011 on the proposed Cook technical training standards. The Cook PAC took the feedback from this consultation into consideration before making their final motions on the proposed standards.

Motion 2011.11.76 moved by Ron Stecy seconded by Rick Ullman

That the Board approves the Cook Technical Training Profile Chart as a standard “form” of Technical Training and the Level Chart as the standard format for the delivery for the trade of Cook.

Motion carried 9 in favour 0 opposed 0 abstained

- Carpenter

The Carpenter trade regulation is being proposed in the Board’s Strategic Plan – 2012 – 2013. In 2012 - 2013, the trade regulation as a whole can be revised based on the recommendations of the PAC and the recommendations and approval of the Board.

Also, the standardization of wage rates is on the Board’s Critical Pathway – 2011 – 2012 and a proposal will be submitted to the Governance Standing Committee in December 2011.

On October 1, 2011, the provincial minimum wage increased to \$10.00 per hour. The provincial minimum wage rates have an impact on trade regulations that attach apprenticeship wage rates to the provincial minimum wages. Due to the increase of provincial minimum wage rates, level four apprentices in the Winnipeg residential sector in Carpenter are currently regulated to be paid 280% of the provincial minimum wage. This means that employers must pay level four apprentices in Carpenter a minimum of \$28.00 per hour in the Winnipeg residential sector.

Industrial carpenters (journeypersons and apprentices) abide by the Construction Industry Wages Act. Currently, the minimum wage for industrial carpenter journeypersons is regulated at \$27.00.

This means that the minimum wage rates for a journeyperson carpenter (industrial) is less than a level four apprentice carpenter (residential).

The Board had some discussion on why it sets wage rates. Scott Sinclair clarified that it the historical practice for recognizing progression through the program. The wage rates are set only for apprentices. Journeyperson rates are not regulated.

Motion 2011.11.77 moved by Dave Martin seconded by Doug Lauvstad

That the Apprenticeship and Certification Board recommend adding Carpenter Level Four (Winnipeg Residential) wage rates to the Board’s Strategic Plan – 2011 – 2012. If approved by the Minister, the issue is referred back to the Program Standards Standing Committee for review and recommendation.

Motion carried 9 in favour 0 opposed 0 abstained

2011.11.04 CONTINUING BUSINESS

2011.11.05 NEW BUSINES

2011.11.06 RECENTLY GAZETTED REGULATIONS (information only)

1. Motor Vehicle Body Repairer (Metal & Paint)
2. Automotive Painter
3. Bricklayer
4. Tool and Die Maker
5. Machinist
6. Carpenter

2011.11.07 FUTURE AGENDA ITEMS

2010.11.08 CORRESPONDENCE/INFORMATION

1. Letter to/from UCN re: Universal Examination scheduling
2. Letter from the Canadian Association of Oilwell Drilling Contractors re: Rig Technician
3. Memo to all PAC re: 2012-2013 Strategic Direction Consultation
4. Ministerial letter re: Board Director training

2011.08.9 NEXT MEETING / EVENTS

Next Board Meeting: December 14, 2011

2011.11.10 ADJOURNMENT

December 14, 2011

*Date approved by the
Apprenticeship and
Certification Board*

*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*

*Scott Sinclair, Secretary
Apprenticeship and
Certification Board*