

**Minutes of a Meeting**  
**The Apprenticeship and Certification Board**  
**1010-401 York Ave.**  
**Wednesday, February 29, 2012**  
**9:00 a.m. – 4:00 p.m.**

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## **BOARD MEMBERS**

### **In attendance:**

Beach, Allan	Employee Representative
Campbell, Anita	Public Interest Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Koslowsky, Ron	Employer Representative
Lafond, Marc	Employee Representative
Lauvstad, Doug	Employer Representative
Schmidt, Mark	Apprentice Representative
Senff, Bob	Public Interest Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Ware, Greg	Employer Representative
Julie Kennedy	A/Board Secretary

### **Regrets/absent:**

Martin, Dave	Employee Representative
McNabb, Jamie	Employer Representative

### **Staff:**

Nancy Eller, A/Director, Program Standards  
Cordella Friesen, Manager, Policy and Research Development

## **2012.02.01            OPENING**

### **.1        Call to Order**

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

Scott Sinclair, Executive Director of Apprenticeship was unable to attend the meeting so as per S. 15(3) of the Apprenticeship and Certification Act he delegated his responsibilities as Secretary to the Apprenticeship and Certification Board for the February 29, 2012 meeting to Julie Kennedy.

### **.2        Approval of Agenda**

The agenda was approved as written.

**Motion 2012.02.01    moved by Allan Beach        seconded by Ron Stecy**  
**Carried                    10 in favour   0 opposed        0 abstained.**

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

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

**Motion 2012.02.02    moved by Ron Stecy        seconded by Rick Ullman**  
**Carried                    10 in favour   0 opposed        0 abstained.**

### **.4        Review of previous meeting** N/A

## **2012.02.02            UPDATES: BOARD, DEPARTMENT**

### **.1        Chair's Update**

Leonard discussed the workshop on applied learning that he will lead at on March 17, 2012 at the Manitoba School Board Convention. The panellists invited include; a Superintendent, a Trustee, a high school Principal & Guidance Counsellor, an employer, a High School Apprenticeship Program Coordinator and a current apprentice or journeyperson who had participated in the HSAP program. The Board discussed opportunities it has within its Strategic Plan to strengthen current and develop new avenues for applied learning.

### **.2        Executive Director's Update** Not available.

## **2012.02.03            COMMITTEE REPORTS**

### **.1        Nominating Standing Committee (NSC)**

Anita Campbell reviewed the notes from the January 18, 2012 meeting including;  
- The proposed Nomination Guidelines and the recommendation to change some of the wording related to union and open shop.

- The proposed PAC member orientation. The committee has begun planning an orientation for all current PAC members but prior to the invitation going out, will meet with the Governance Committee to confirm the scope.
- The committee looked at the membership numbers for the Esthetician and Gasfitter PACs. In consultation with the Apprenticeship Training Coordinator for each trade, they determined that the Esthetician trade would be adequately served by a five member committee and quorum for meetings would be more easily met and that because of the complexity and scope of the Gasfitter trade, the PAC should be enhanced by 2 members from five to seven. The changes will be brought forward as soon as the necessary applications are received.

**Motion 2012.02.03 moved by Anita Campbell seconded by Allan Beach**  
**To accept the record of proceeding from the January 18, 2012 Nominating Standing Committee meeting as information.**

**Carried 10 in favour 0 opposed 0 abstained**

**Motion 2012.02.04 moved by Bob Senff seconded by Greg Ware**  
**The Board approves the recommendation to change the Esthetician from seven to five members and to increase the Gasfitter PAC from five to seven members.**

**Carried 10 in favour 0 opposed 0 abstained**

## **.2 Program Standards Standing Committee (PSSC)**

The Board reviewed the February 7, 2012 record of proceedings and made the following motion:

**Motion 2012.02.05 moved by Bob Senff seconded by Ron Stecy**  
**To accept the record of proceeding as information.**

**Carried 10 in favour 0 opposed 0 abstained.**

**The Board made the following motions on notes in the committee minutes:**

**Motion 2012.02.06 moved by Allan Beach seconded by Rick Ullman**  
**To accept the PSC decision that an Industry Working Group be established for the Boilermaker trade regulation review and recommendation on upgrading.**

**Carried 10 in favour 0 opposed 0 abstained**

**Motion 2012.02.07 moved by Allan Beach seconded by Rick Ullman**  
**To accept the PSC's decision that Glazier be referred to the Community Liaison Committee as part of the work on employer engagement.**

**Carried 10 in favour 0 opposed 0 abstained**

### PSSC Recommendations:

Proposed Regulation(s):

- Aircraft Maintenance Journeyperson.  
 The translated regulation was presented for final approval and Board Chair signature.



**Motion 2012.02.08 moved by Mark Lafond seconded by Rick Ullman**  
**To approve the translated regulation as presented.**  
**Carried 10 in favour 0 opposed 0 abstained**

#### Technical Training

- Pre-Engineered Building Erector

The PEBE PAC consulted with industry and considered all input received. 2 levels of technical training with level 1 common core with Ironworker (Generalist) is recommended.

**Motion 2012.02.09 moved by Allan Beach seconded by Ryan Einarson**  
**To approve the proposed Pre-Engineered Building Erector profile and level charts as the standard form and format for the delivery of technical training.**

**Carried 10 in favour 0 opposed 0 abstained**

- Power Electrician

The Power Electrician PAC based the standards on the Provincial Occupational Analysis and consulted with industry for feedback. Instructor comments were taken into consideration and the PSC recommends the 4 level program be approved as presented.

**Motion 2012.02.10 moved by Ron Stecy seconded by Rick Ullman**  
**To approve the proposed Power Electrician profile and level charts as the standard form and format for the delivery of technical training.**

**Carried 10 in favour 0 opposed 0 abstained**

- Transport Trailer Technician

The Transport Trailer Technician PAC has redeveloped technical training based on the 2008 National Occupational Analysis. It consulted with industry for feedback regarding the proposed technical training and has taken comments received into consideration. Apprenticeship Manitoba further consulted industry (consisting of over 10 Transport Trailer Technician employers plus the Manitoba Trucking Association) with regards to including Wheel-off Certification training. The technical training will include a unit called C3 Wheel-off Certification to be delivered in Level 1. The unit is devoted to training the apprentice with the skills and knowledge, and safety training for wheel-off certification (Tire Industry Association Basic CTS Program, 200-level). Those who successfully pass earn a TIA Certificate of Completion which is good for life. The new Transport Trailer Technician program will retain its three-level program structure.

**Motion 2012.02.11 moved by Ron Stecy seconded by Doug Lauvstad**  
**To approve the proposed Transport Trailer Technician profile and level charts as the standard form and format for the delivery of technical training.**  
**Carried 10 in favour 0 opposed 0 abstained**

- Trade Safety Awareness Instructor Resource Manual and Apprentice Workbook 2007

In 2007, the Board approved the manual for incorporation into all technical training for level one apprentices. Accredited programs are also required to meet these same standards. The Manual consists of nine lesson plans that include resource materials for instructors and an apprentice workbook on trade safety and health awareness.

Workplace Safety and Health Division legislation and regulations continue to change and evolve however, during the last 5 years, the content of this unit has not been updated with these changes. The Manual is not available in electronic format which poses a problem with accessibility for training providers.

The PSSC recommends that the Board's 2012/13 Strategic Plan include updating the content of the Trade Safety Awareness Instructor Resource Manual and Apprentice Workbook 2007 and once approved, this unit would be available on Apprenticeship Manitoba's website. That the Board direct the Program Standards Unit to update the document and keep it current going forward.

**Motion 2012.02.12 moved by Allan Beach seconded by Doug Lauvstad**  
**That the Board express, through its Strategic Plan, support for trade safety awareness in all programs and work that flows through the 2012-2013 work plan.**  
**Carried 10 in favour 0 opposed 0 against**

- Additions to the draft 2012-2013 Strategic Plan

#### 1. Green Technologies

In the Board's 2011/12 Strategic Plan the commitment was made to review "green" technologies and processes in technical training standards and to review changes in training standards through this lens.

Some of the National Occupational Analysis have green technologies and processes in the trends section under applicable Blocks in the trades of: Roofer, Automotive Service Technician, Cabinetmaker, Landscape Horticulturist, and Carpenter. To date they have not been generally included in sub-tasks and are therefore not included as questions on the Interprovincial examinations.

A cross-jurisdictional survey was conducted for future information.

Apprenticeship Manitoba's technical training has included green technologies and processes in the following trades: Automotive Service Technician, Machinist, Tool and Die Maker, Pork Production, Refrigeration and Air Conditioning Mechanic (Residential and Commercial), Painter/Decorator and Landscape Horticulturist.

**Motion 2012.02.13 moved by Ron Stecy seconded by Ron Koslowsky**  
**That the Board direct the Program Standards Standing Committee to develop a "green lens" through which to review all technical training standards and for the Board's proposed 2012/2013 Strategic Plan to prioritize development of curriculum partnerships with associations or organizations that have an understanding of green technologies and processes to existing trades.**

**Carried 10 in favour 0 opposed 0 abstained**



## 2. Automotive Service Technician

The current technical training is based on the 2001 National Occupational Analysis with the exception of the hybrid technologies units (2011 National Occupational Analysis).

Currently apprentices must complete self-study modules on Safety and Tools, Shop Equipment and Fasteners. As these modules are copyrighted by Red River College they were not assessable to the other colleges. This module would be eliminated with the revised technical training.

**Motion 2012.02.14** moved by Ron Stecy seconded by Doug Lauvstad  
**That the Apprenticeship and Certification Board add Automotive Service Technician to the 2012/2013 Strategic Plan for revision of Program Standards.**

**Carried**

### .3 Community Liaison Committee (CLC)

For information, the February 17, 2012 record of decisions were accepted as amended.

**Motion 2012.02.15** moved by Allan Beach seconded by Bob Senff

**Carried 10 in favour 0 abstained 0 opposed**

### .4 Governance Committee (GC)

The Governance Committee discussed the MNP report and the question of whether the Governance and Community Liaison Committees ought to be jointly responsible for the Strategic Plan. This will be discussed further at future meetings.

**Motion 2012.02.16** moved by Allan Beach seconded by Rick Ullman

**The February 8 & 17, 2012 records of decision were accepted as amended.**

**Carried 10 in favour 0 opposed 0 abstained**

- Standardization of wages

The Board discussed the issues around inconsistent wording and wage reference points between trade regulations and other legislation such as the Employment Standards Code and Regulation, the Construction Industry Wages Act,

**Motion 2012.02.17** moved by Allan Beach seconded by Rick Ullman

**That the Board direct the Governance Standing Committee to review options and present a draft policy to the Board that expresses the apprentice minimum wage rate language in a standard format across all trade regulations and is transparent, consistent and easily understood by apprentices, employers, Apprenticeship Manitoba staff and industry at large.**

**Carried 10 in favour 0 opposed 0 abstained**

- By-laws and PAC policy

The Board reviewed the final version of the by-laws and PAC policy and made minor wording amendments.

**Motion 2012.02.18** moved by Allan Beach seconded by Bob Senff

**To adopt the By-Law and PAC Policy as amended.**

**Carried 10 in favour 0 opposed 0 against**

- Strategic Plan 2012-2013

**Motion 2012.02.19** moved by Allan Beach seconded by Ryan Einarson

**That the Board approve the final draft of the Strategic Plan for 2012/2013 with the addition of the trade of Auto Service Technician and the amendment of the Trade Safety Awareness Instructor Manual and Apprentice Workbook 2007 as specified in Motion 2012.02.11.**

**Carried 10 in favour 0 opposes 0 abstained.**

**2012.02.04 CONTINUING BUSINESS**

**2012.02.05 NEW BUSINES**

**2012.02.06 RECENTLY GAZZETTED REGULATIONS (information only)**

**2012.02.07 FUTURE AGENDA ITEMS**

**2012.02.08 CORRESPONDENCE/INFORMATION**

**2012.02.09 NEXT MEETING / EVENTS**


Highest Achiever Awards, May 11, 2012  
AC Board meeting May 16, 2012

**2012.02.10 ADJOURNMENT**

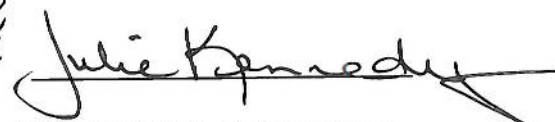
The meeting adjourned at 3:30 p.m.

May 28, 2012

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



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



**Julie Kennedy, A/Secretary  
Apprenticeship and  
Certification Board**