

**Minutes of a Meeting
The Apprenticeship and Certification Board
913-401 York Ave.
Monday, May 28, 2012
9:00 a.m. – 4:00 p.m.**

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
Senff, Bob	Public Interest Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Jacqueline Ratté Kohut	A/Board Secretary

Regrets/absent:

Schmidt, Mark	Apprentice Representative
McNabb, Jamie	Employer Representative
Ware, Greg	Employer Representative

Guests:

Scott Sinclair	A/Executive Director of Employment Manitoba
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Staff:

Nancy Eller, A/Director, Program Standards

.1 Call to Order

The meeting was called to order at 9:00 a.m. The Chair welcomed Jacqueline Ratté Kohut to the meeting in her new capacity as Acting Executive Director.

.2 Approval of Agenda

The agenda was approved as written.

**Motion 2012.05.01 moved by Ron Stecy seconded by Doug Lauvstad
Carried**

.3 Approval of past minutes

The Board minutes of February 29, 2012 were approved as amended.

**Motion 2012.05.02 moved by Ron Stecy seconded by Marc Lafond
Carried**

.4 Review of previous meeting/ Board meeting schedule

The Board had no specific feedback on the February meeting but had a general discussion on the scheduling of Board & Standing Committees. Both attendance and meeting set up/cancellation were considered and after much deliberation, the members agreed on a set meeting schedule for the full Board for the remainder of the 2012-2013 fiscal year. The approved schedule will be sent to Board members and the meetings will be confirmed. Each Standing Committee will be responsible for setting its own meeting schedule, ensuring that time constraints/deadlines are considered.

.1 Chair's Update

Leonard Harapiak reviewed the Highest Achiever Awards ceremony that was held on May 11, 2012. Receiving a Highest Achiever Award is a significant event for the apprentices and their employers. Along with that of the Minister, other government dignitaries and college officials, he acknowledged Ron Stecy's attendance and encouraged other Board members to consider attending future ceremonies.

Other items noted:

1. The Canadian Council of Directors of Apprenticeship and Canadian Apprenticeship Forum meetings in Saskatoon in June, Apprenticeship Manitoba staff are attending and items of interest will be reported on at a future meeting.

.2 A/Executive Director's Update

Jacqueline Ratté Kohut reviewed the change in responsibilities for herself and Scott Sinclair and noted that as part of Apprenticeship Manitoba's integration with Employment Manitoba, the office will be moved to 111 Lombard in the new year. Some members brought up the operational process of course sitting registration and the Board discussed various aspects of the system.

Jacqueline acknowledged some of the difficulties and assured the Board that Apprenticeship Manitoba will assess the effectiveness of the new system and can report back at a future meeting. Members were encouraged to speak with her directly outside of the meeting if, in their capacity outside of that of Board members; they wished to discuss an issue further.

2012.05.03 COMMITTEE REPORTS

.1 Nominating Standing Committee (NSC)

Anita Campbell thanked Dave Martin for Chairing the April 24, 2012 Nominating Committee meeting and reviewed the notes from the meeting.

**Motion 2012.05.03 moved by Allan Beach seconded by Doug Lauvstad
To accept the Nominating Standing Committee's record of proceeding from the April 24, 2012 meeting as information.
Carried**

The following Provincial Advisory Committee membership appointments were presented for consideration:

- **Cabinetmaker**

The Apprenticeship & Certification Board appoints the following individuals to the Cabinetmaker Provincial Advisory Committee for a term of:

- **One year from July 1, 2012 to June 30, 2013.**

Norm Falk (as Chair)	Employer	Architectural Woodworkers & Manufacturers Assoc. of Canada, MB Chapter
Wayne Koss	Employee	Individual Applicant

- **Three years from July 1, 2012 to June 30, 2015.**

Frank Gibson	Employer	Merit Contractors Association
Scott Wise	Employer	Western Millwork Ltd
Paul Furet	Employee	Individual Applicant

- **Carpenter**

The Apprenticeship & Certification Board appoints the following individuals to the Carpenter Provincial Advisory Committee for a term of:

- **One year from July 1, 2012 to June 30, 2013**

David Schoor	Employee	Individual Applicant
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- **Two years from July 1, 2012 to June 30, 2014**

Lawrence Peters	Employer	Construction Association of Rural Manitoba
Richard Woroniak	Employer	Merit Contractor's Association

- **Three years from July 1, 2012 to June 30, 2015.**

Leonard Letkeman (as Chair)	Employer	Merit Contractors Association
Sean Ramsay	Employee	Prairie Arctic Regional Council of Carpenters

- **Concrete Finisher**

The Nominating Committee recommends to the Apprenticeship & Certification Board that the following individuals are appointed to the Concrete Finisher PAC for a term of:

- **One year from July 1, 2012 to June 30, 2013.**
Jeffery Anders Employee Local 1258
- **Two years from July 1, 2012 to June 30, 2014.**
Victor Da Silva (as Chair) Employee Local 1258
- **Three years from July 1, 2012 to June 30, 2015.**
Domenico Costantini Employer Construction Labour Relations Association of Manitoba
Lorne Naylor Employer CLRAM
Jeffrey Penner Employee Local 1258

- **Gasfitter**

The Apprenticeship & Certification Board appoints the following individuals to the Gasfitter Provincial Advisory Committee for a term of:

- **Three years from July 1, 2012 to June 30, 2015.**
James Kopec (as Chair) Employee Individual Applicant
Neil Atkins Employer Individual Applicant
Alan Bewcyk Employee Individual Applicant
John Harder Employer Individual Applicant

- **Pork Production Technician**

The Apprenticeship & Certification Board appoints the following individuals to the Pork Production Technician Provincial Advisory Committee for a term of:

- **Two years from July 1, 2012 to June 30, 2014.**
Douglas Vinie Employee Individual Applicant
Syndee Thibert (as Chair) Employee Maple Leaf Consumer Foods
- **Three years from July 1, 2012 to June 30, 2015.**
David Wright Employee Individual Applicant
Robert Verrier Employer Individual Applicant
Jeremy Janzen Employer Hylife Ltd.

- **Sprinkler System Installer**

The Apprenticeship & Certification Board appoints the following individuals to the Sprinkler System Installer Provincial Advisory Committee for a term of:

- **Two years from July 1, 2012 to June 30, 2014.**
Trevor Lee Employer Simplex Grinnell
Jason Leronowich Employee Local 254
- **Three years from July 1, 2012 to June 30, 2015.**
Trevor Busch (as Chair) Employee Piping Industry Training Committee of Manitoba
Chris Dudek Employer BDR Services Ltd.
André Richard Employee Local 254

Motion 2012.05.04 moved by Dave Martin seconded by Allan Beach
To approve all recommendations for Provincial Advisory Committee appointment as presented by the Nominating Committee.

Carried

.2 Program Standards Standing Committee (PSSC)

The Committee Chair reviewed the May 1, 2012 record of proceedings and the Board had an in depth discussion on the issues with the Water & Waste Water Technician trade. Apprenticeship Manitoba is working with stakeholders including the Association of Rural Municipalities, the MB Water and Wastewater Association and Conservation to develop a more viable training model for the trade. Board members suggested that CUPE and the Operating Engineers both of which represent industry workers, also be consulted.

Motion 2012.05.05 moved by Anita Campbell seconded by Allan Beach

To accept the Program Standards Standing Committee's record of proceeding from the May 1, 2012 meeting as information.

Carried

PSSC Recommendations:

Proposed Regulation(s):

- Power Electrician

The proposed trade regulation has been through the consultation process and on February 27, 2012 the Power Electrician PAC approved the proposed trade regulation.

The key proposed changes to the trade regulation are:

- Updates to the scope of the trade
- Revisions to technical training based on the 2010 Provincial Occupation Analysis
- Updates to reflect standardized wording
- Deference to the General Regulation where necessary

On May 1, 2012, it was reviewed and accepted by the Program Standard Standing Committee for recommendation to the Board.

Motion 2012.05.06 moved by Ron Stecy seconded by Marc Lafond

That, without making a motion on every section, the Board accepts, without amendment, the Power Electrician trade regulation as recommended by the Program Standards Standing Committee.

Carried

- Refrigeration and Air Conditioning Mechanic.

The translated regulation was presented for final approval and Board Chair signature. Key items regarding the regulation include:

- Gasfitter is recommended as a mandatory component of RACM (Residential)
- A limitation of scope for hydronic radiant flooring systems, solid fuel appliances, geothermal systems and potable water heaters
- The Sheet Metal PAC was consulted on scope overlap

- Industry consultations on the inclusion of gasfitter training took place in February/March 2011 and it was determined that Gasfitter should be mandatory in RACM (Commercial).
- On March 25/11 the PAC approved the proposed regulation and on November 10, 2011 on the recommendation of the Program Standards Standing Committee, the Board approved it in principle.

Motion 2012.05.07 moved by Mark Lafond seconded by Rick Ullman
To approve the translated Refrigeration and Air Conditioning regulation as presented.
Carried

Technical Training:

GTROT technical training was implemented in 2009 as a three-year, three-level program in which levels one and two are delivered consecutively.

The Canadian Council for Aviation and Aerospace (national sector council) curriculum represents the technical training standards for GTROT.

Level 1 is comprised of 420 Hours of training delivered over 12 weeks (35-hour weeks) at Red River College: Level 2 is comprised of 640 hours of training delivered over 16 weeks (40-hour weeks) at StandardAero.

Previously, the Board approved the first two levels of technical training with the understanding that Apprenticeship Manitoba and industry would finalize the training standards for Level 3.

The PAC has proposed a third level, 2 week, 70-hour exam preparation and review unit "Pre-Certification Review".

The Board concluded that approving a level solely comprised of a review unit would essentially be establishing a year in which no technical training takes place and that would violate its over-arching direction to remove such time from all trades.

Jacqueline indicated that if approved, the training would be delivered as soon as practical but no later than the 2013/14 academic year.

Motion 2012.05.08 moved by Ryan Einarson seconded by Allan Beach
The Board directs the GTORT PAC to either; identify content for a third level or, to amend the existing two levels to include the proposed review unit.
Carried

- Aircraft Maintenance Journeyperson

At its February 29, 2012 meeting the Board approved the AMJ PACs recommendation for moving to a two-part Certification Examination with no changes to the AMJ Technical Training program length (9-9-9-9). Upon further consideration and industry consultation on this approach, the PAC now recommends a single certification examination and the creation of a new review unit. The review unit is proposed as 1 week at the end of the fourth level to make the program length 37 weeks (9-9-9-10).

Motion 2012.05.09 moved by Ryan Einarson seconded by Ron Stecy
To approve the amendment to move to one certification examination and to approve the revised Level Chart which includes the Certification Preparation and Exam week as the standard format for the delivery of technical training for the trade of Aircraft Maintenance Journeyperson.
Carried

Information items:

- Quarterly Report
 - National Occupational Analysis Workshops attended- Metal Fabrication Technician, Roofer & Boilermaker
 - Item Bank Workshops for Red Seal Exams attended: Painter/Decorator, Automotive Service Technician, Baker, Tower Crane
 - Quebec Equivalency Assessment – AM staff attended final workshop on the Construction Electrician trade – Quebec examinations were found to not be equivalent to Interprovincial Red Seal Examinations
 - E-Apprenticeship Design and Development Initiative (EADDI) – ongoing development – Classes will be scheduled for the fall of 2012
 - Interprovincial Program Guides – Tower Crane workshop held Feb. 20-24, 2012, updating the trades of Machinist and Motor Vehicle Body Repairer.
- Trades Bridge Program (TBP)

The program's initial assessment was of 7 potential clients. While Assiniboine Community College and University College of the North are anticipated to be project partners, the current focus is on development with Red River College (RRC).

The program is concerned with two main outcomes; measuring the impact the TBP has on a participant's labour market participation and certification and developing the capacity and systems to support post-secondary institutions and government partners in successfully delivering bridge programming.

Of the 7 people who underwent the first assessment, 5 were deemed better suited to trades other than construction electrician and 2 were found suitable for the Trades Bridge Program.

Key findings of the program so far include:

- Capacity to deliver individualized / flexible programming by both RRC and Apprenticeship Manitoba has increased.
 - There is a unique relationship between Apprenticeship Manitoba (in a regulatory role) and the training provider which has had considerable impact on the development of the program.
 - The program assessment model showed that there is a need for better assessment not only for the Trades Bridge Program but also for applicant eligibility to challenge certification exams.
- Roofer/Sloped Roofer

The new Sloped Roofer trade is proposing to have common Level one technical training with the Roofer Trade and is on the Board's 2012/2013 Strategic Plan for Regulatory and Program Standards development.

One meeting has taken place with both industry groups and they will need to complete the technical training units.

The Roofer trade will be placed on the 2013/2014 Strategic Plan for technical training and it may be approved in April 2013. The Roofer and Sloped Roofer PACs will meet to discuss a common level one technical training.

.3 Community Liaison Standing Committee (CLSC)

For information, the April 13, 2012 record of decisions were accepted as presented.

***Motion 2012.05.10 moved by Bob Senff seconded by Rick Ullman
To accept as information the April 13, 2012 Community Liaison Standing Committee records of
decision.
Carried***

- Steel Fabricator

Steel Fabricator was included in the 2011-2012 Strategic Plan for updating its 1987 regulation but there was insufficient interest from industry for Provincial Advisory Committee (PAC) membership so the committee did not meet. Instead, the Program Standards Standing Committee (PSSC) asked that a Labour Market Analysis be undertaken. The resulting analysis was reviewed by the PSSC deferred a decision on the viability of the trade to the CLSC.

Key points from the analysis:

- In 10 years; 7 Steel Fabricators were issued Red Seal Certificates, 3 were issued Trades Qualifications Certificates and there are only 6 current apprentices.
- As a voluntary trade it is likely that the work of the trade is being subsumed into other, larger trades.

The Board reviewed the stakeholder list and discussed some erroneous inclusions and some exclusions. The list will be updated appropriately.

***Motion 2012.05.11 moved by Allan Beach seconded by Ron Stecy
The Board approves the Community Liaison Standing Committee engagement with industry stakeholders in the trade of Steel Fabricator.
Carried.***

.4 Governance and Planning Standing Committee (GSC)

***Motion 2012.05.12 moved by Allan Beach seconded by Ron Koslowsky
To accept as information the April 13, 2012 Governance Standing Committee records of decision.
Carried***

The committee members noted to the Board that the exercise of CLSC/GSC review of the consultation discussion guide and draft Strategic Plan was a useful exercise as both committees share responsibility for the Strategic Plan which was proposed to the Board.

For the 2013-2014 Strategic Consultations, a more effective way of engaging relevant industry stakeholders will be developed. It is hoped that a more prescriptive invitation, one identifying the request to consult with a particular position within an organization, will lead to more effective and productive feedback.

***Motion 2012.05.13 moved by Allan Beach seconded by Ron Koslowsky
To accept as information the May 16, 2012 Governance Standing Committee records of decision.
Carried***

- Annual Report

The Board reviewed the draft report and made recommendation for added information including:

- a reference to Apprenticeship Manitoba's Annual Report
- contextualization information/statistics that may enhance the clarity of Board/Branch responsibilities
- a description of the Apprenticeship system which shows the Board's working relationship with the Branch

Apprenticeship Manitoba will incorporate the recommendations and the final draft will be forwarded electronically to the Board members for their review and approval.

The Annual Report will be submitted to the Minister on or before August 1, 2012.

- Provincial Advisory Committee Candidates Policy and Procedure

The Board reviewed the PAC Policy and Procedure, the intent of which is to provide an approved procedure for the nomination of PAC candidates for membership on trade committees. The procedure lists all of the mandatory requirements that must be met for nomination and the additional considerations that the Nominating Committee may take into account when making recommendations to the Board.

The Policy and Procedure were developed by the Nominating Committee and revised and the Governance Committee approved it for recommendation to the Board.

**Motion 2012.05.14 moved by Allan Beach seconded by Anita Campbell
To approve the Nomination of Provincial Advisory Committee Candidates Policy, Procedure and Guidelines for Endorsement of a PAC application as presented.
Carried**

- 2012-2013 Critical Pathway
The Critical Pathway was reviewed and minor wording changes suggested which will be incorporated into the document by Apprenticeship Manitoba staff.

**Motion 2012.05.15 moved by Allan Beach seconded by Doug Lauvstad
To adopt the 2012-2013 Critical Pathway as amended.
Carried**

- Designated Trainer (DT)

The development of a policy and long term solution on the DT provision in the *Apprenticeship and Certification – General Regulation* (General Regulation) was identified as a priority in the Board's Strategic Plan 2012-2013. Originally, the DT provision was designed as a temporary program element with the intention that over a short amount of time, there would be enough certified journeymen in Manitoba and the DT would no longer be needed. Over the last 10 years, the DT provision has been extended several times, usually for 3 year periods, for example in 2006, 2009 and most recently on January 9, 2012, when it was extended to March 1, 2013.

The DT has been an important element for High School Apprenticeship Program (HSAP), as well as Aboriginal, rural and Northern apprentices. It is believed that the possibility of the DT provision being repealed (or discontinued) creates uncertainty and may result in a lack of participation amongst these stakeholders.

The issue of stakeholders continuing to apply for DT status instead of challenging the exam to become certified was discussed. It was acknowledged that there is a lot of fear surrounding taking a certification exam after what is usually a long time out of formal schooling and that there's no financial benefit to most people in this situation. More work needs to be done to ensure people know about and understand the supports available to them for TQ upgrading.

The Board reviewed the draft consultation guide and asked that option of "other" be added. The guide will be sent to apprentices, journeymen, employers, training providers and industry stakeholders by May 31, 2012.

**Motion 2012.05.16 moved by Ron Koslowsky seconded by Bob Senff
That the Board direct the Governance and Planning Standing Committee (GSC) to undertake consultation on policy options for the extension or discontinuation of the DT provision and that the Community Liaison Standing Committee be engaged in discussion if needed.
Carried**

- Standardization of Wage Rate Language Consultation Guide

The standardization of wage rate language in trade regulations was included in the 2011-2012 Strategic Plan. The Governance and Planning Standing Committee has reviewed the language & type of wage rates in various regulations and has discussed issues caused by inconsistencies. The Board discussed the four options presented:

1. For wages to be based on a percentage of the Provincial Minimum Wage Rate
2. For clarity in the regulation overlap of the difference between trades regulated under the Construction Industry Wages Act and those which are not
3. For wages to defer to the rates specified in the General Regulation
4. To remove Apprentice Minimum Wage Rates from all trade regulations

The Board discussed each item and the suggestion to remove option four as it is un-related to the issue of wage rate language.

Motion 2012.05.16 moved by Allan Beach seconded by Bob Senff
The Board approves removing option #4 which outlined the removal of Apprentice wage rates from all trade regulations.
Carried 7 in favour 3 opposed

As part of its review and in preparation of its developing a policy on language, the GSC recommended to the Board that the trades of Carpenter, Plumber and Auto Service Technician be consulted on the issue and then, based on the feedback; decide if a more broad-based consultation will be required.

Motion 2012.05.17 moved by Allan Beach seconded by Bob Senff
The Board approves engaging the Carpenter, Plumber and Auto Service Technician PACs to inform the policy on standardization and consistent wage rate language.

Carried 7 in favour 2 opposed 1 abstained

2012.05.04 CONTINUING BUSINESS

2012.05.05 NEW BUSINESS

1. Aircraft Maintenance Journeyperson

2012.05.07 FUTURE AGENDA ITEMS

2012.05.08 CORRESPONDENCE/INFORMATION

2012.05.09 NEXT MEETING / EVENTS

AC Board meeting July 11, 2012
 Awards of Distinction ~ November 2, 2012. Delta Hotel, Winnipeg

2012.05.10 ADJOURNMENT

The meeting adjourned at 4:00 p.m.

July 11, 2012

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

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

***Jacqueline Ratté Kohut, A/Secretary
Apprenticeship and
Certification Board***