

Minutes of a Meeting
The Apprenticeship and Certification Board
1014-401 York Ave.
Wednesday, December 12, 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
Martin, Dave	Employee Representative
Ratté Kohut, Jacqueline	A/Board Secretary
Senff, Bob	Public Interest Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Ware, Greg	Employer Representative

Regrets/absent:

Schmidt, Mark	Apprentice Representative
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Staff:

Nancy Eller, A/Director, Program Standards
Cordella Friesen, Manager of Policy, Research & Regulatory Development

.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 to include the Carpenter Trade Regulation.

Motion 2012.12.01 moved by Ron Stecy seconded by Anita Campbell
Carried

.3 Approval of past minutes

The Board minutes of September 12, 2012 were approved as written.

Motion 2012.12.02 moved by Ron Stecy seconded by Allan Beach
Carried

.4 Review of previous meeting/ Board meeting schedule

Feedback from the September 12/12 meeting was generally positive. Leonard noted that the issue of documents being presented late will likely always be an issue due to staff workloads and the Board's own process cycle. More frequent meetings were proposed.

Director training was discussed with many feeling that customized training that focused on the unique aspects of the Board is needed. Governance Committee was asked to look into training needs after the new Board member is in place which is anticipated by February, 2013.

The Board had a lengthy discussion about balancing its roles as a policy setting and working Board. Comments brought forward by individual Board members included:

- Members felt that the Board needed to become more strategic in its thinking; that future state possibilities should be examined as well as the value-added of the Board to the apprenticeship system.
- That the Board tends to get into the minutia of an issue which takes up a lot of time at each meeting. It was noted that this is often required as the Board is legislated to approve, in part, program standards and PAC appointments.
- There may be a need for a change in the Annual Strategic Planning process that will build-in time for the Board to work on broader picture ideas.
- The recently announced goal of increasing Manitoba's workforce by 75,000 new workers was discussed as was the intensified focus on Apprenticeship as an avenue for reaching that number.
- The government plans to promote the High School Apprenticeship Program (HSAP) to help encourage youth who are in the foster care system to stay in school and off employment assistance. The Board questioned how this decision was made without any discussion with the Board itself and some members questioned if this use of HSAP would undermine the progress made over the last 5 or 6 years to change the public's attitude of the skilled trades from a career choice of last resort to a viable and satisfying career option for all students.

The Board made the following motion:

Motion 2012.12.03 moved by Allan Beach seconded by Bob Senff

To amend the meeting assessment sheet to a 4 point scale.

Motion carried

2012.12.02

UPDATES: BOARD, DEPARTMENT

.1 Chair's Update

Leonard noted that Apprenticeship's new Executive Director is likely to be in place by the February meeting and so he thanked Jacqueline Ratté Kohut for her excellent work in the role of A/Secretary to the Board. Her unique perspective on the work of both the Board and Branch was appreciated and the Board looks forward to continuing the contact with her when she's back in her original role as Director of Client Services and Operations.

Leonard reported his activity on the following:

- Canadian Council of Directors of Apprenticeship meeting in Ottawa. Nancy Eller and Tanya Jakob represented Manitoba very well.
- The Strengthening the Red Seal initiative work is on-going and looking at alternative forms of assessment
- The Awards of Distinction Gala was very good. Feedback can be provided to Tanya Jakob.
- Joe Black, former Executive Director of MB Apprenticeship and current CEO of Apprenticeship in Saskatchewan is retiring in January 2013.

.2 A/Executive Director's Update

Jacqueline thanked the Board for its support during her term as Acting Secretary and as had Leonard, noted the relationship between the Board's priorities and the work of the Branch. She hopes to keep connected to the Board a bit more closely than she had in the past.

Jacqueline noted the following information items:

- The move to 111 Lombard is an amalgamation of Apprenticeship Manitoba and Employment Manitoba services not just a co-location. To facilitate the transition, the two offices are cross training staff and will pilot new services out of 391 York Avenue. In January 2013, the 401 York Avenue office will be closed to clients who will be redirected to 391 York Avenue. The move to Lombard is expected in March 2013.
- Pilot projects:
 - o With Winnipeg Technical College: to develop a program directed at training the four target groups. More information will be presented at the February Board meeting.
 - o With Manitoba Housing to use BUILD Inc. to train staff to do repairs and get them into formal apprenticeship training. BUILD has the capacity to train for the first level then the trainees would move into apprenticeship with another employer.
- The first annual Recognition Week was a modest success, with a lot of staff out in the public providing information. A more fulsome week of activities is anticipated next year.

.1 Nominating Standing Committee (NSC)

**Motion 2012.12.04 moved by Dave Martin seconded by Ron Stecy
To accept the Nominating Standing Committee's record of proceeding from the
November 13 & December 5, 2012 meetings as information.
Carried**

Provincial Advisory Committee appointments

The following Provincial Advisory Committee membership appointments were approved by electronic vote on November 21, 2012:

- **Esthetician**

Motion 2012.12.05 The Apprenticeship & Certification Board reappoints the following individuals to the Esthetician PAC for 3 years from November 21, 2012 to June 30, 2015.

Janice Colatruglio	ER	Urban	Individual Applicant
Anita Tandon	EE	Urban	Individual Applicant

The Apprenticeship & Certification Board appoints the following individuals to the Esthetician PAC for 3 years from November 21, 2012 to June 30, 2015.

Hilary Lewis-Brandon	Chair	Rural	Individual Applicant
Helen Jessica LoRusso	ER	Urban	Individual Applicant
Shauna Mutter	EE	Urban	Individual Applicant

Motion carried**1. Sprinkler System Installer**

Motion 2012.12.06 The Apprenticeship & Certification Board appoints the following individual to the Sprinkler System Installer PAC for 3 years from November 21, 2012 to June 30, 2015.

Daniel Spurr	EE	Urban	Local 254
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Motion carried**2. Insulator (Heat & Frost)**

Motion 2012.12.07 The Apprenticeship & Certification Board reappoints the following individuals to the Insulator (Heat & Frost) PAC for 3 years from November 21, 2012 to June 30, 2015.

Peter Wightman	Chair	Urban	CLRAM
Robert Gray	ER	Urban	MERIT Contractors
David Willoughby	ER	Rural	Individual
Paul Horishney	EE	Urban	Local 99

The Apprenticeship & Certification Board appoints the following individual to the Insulator (Heat & Frost) PAC for 3 years from November 21, 2012 to June 30, 2015.

Bradley Leach

EE

Rural

Local 99

Motion carried

Provincial Advisory Committee membership numbers

The committee reviewed 5 PACs which have larger membership numbers than the minimum of 5; Agricultural Equipment Technician, Floorcovering Installer, Hairstylist, Truck and Transport Mechanic, Painter and Decorator and Heavy Duty Equipment Operator. All members of the committees were consulted for feedback on the possible impacts of reducing the membership number and all response were in favour of reduction.

Motion 2012.12.08 moved by Ryan Einarson seconded by Doug Lauvstad

To reduce membership from 9 to 5 for the Hairstylist PAC and from 7 to 5 for the Agricultural Equipment Technician, Floorcovering Installer, Heavy Duty Equipment Operator, Truck and Transport Mechanic and Painter and Decorator.

Carried

.2 Program Standards Standing Committee (PSSC)

Bob Senff reviewed the notes from the previous two meetings including information that the Program Standards Unit has reviewed national and international literature on Accreditation programs and put forward the top 9. The committee asked that a survey be developed which will have both multiple choice and long answer question options. The survey will be sent to the training providers for all 130 accredited programs.

**Motion 2012.12.09 moved by Allan Beach seconded by Anita Campbell
To accept the Program Standards Standing Committee's record of proceeding from the October 30 & December 6, 2012 meetings as information.**

Carried

PSSC Recommendations:

1. Apprentice Practical Experience Record Book – Pilot

In July 2012 the Board directed Apprenticeship Manitoba to develop one or two trades using a revised Practical Experience Record Book. However, the Branch has learned that the Canadian Council of Directors of Apprenticeship, via the "Strengthening the Red Seal" initiative, will be working on a similar project. Apprenticeship Manitoba asked for a deferral of the work requested by the Board until the national project is finished and the information is widely available. The CCDA Research Committee is also doing a national project in 2013-2014 on tools developed to monitor practical experience and this research can provide information for the Board's decision making.

Motion 2012.12.10 moved by Rick Ullman seconded by Marc Lafond

To defer Manitoba's development of an enhanced practical experience record book until the information on a similar project by the CCDA is available.

Carried

2. Proposed Regulation(s):

- Carpenter Trade Regulation

Bob reviewed key points of the proposed trade regulation including:

- The existing regulation was registered in 1987 & amended in 2002
- The Carpenter PAC consulted with industry and reviewed all feedback prior to making its recommendation on changes that would reduce rates so an apprentice doesn't make more than a journeyman.
- The substantive change is the standardization of wage rates
- Currently, level four Carpenter apprentices in the Winnipeg residential sector are regulated to be paid 280% of the provincial minimum wage. This means that employers must pay level four apprentices in Carpenter a minimum of \$28.70 per hour in the Winnipeg residential sector.
- Journeyman and apprentice Carpenters working in the Industrial/Commercial/Institutional (ICI) sector abide by the *Construction Industry Wages Act*. Currently, the minimum wage for industrial carpenter journeymen is regulated at \$27.80.

Motion 2012.12.11 moved by Ryan Einarson seconded by Rick Ullman

That the Apprenticeship and Certification Board approves the updated trade regulation for the trade of Carpenter as a response to address discrepancies in the wage rate for apprentices in different sectors

That the Board continue to develop policy on the standardization of trade regulation language which will possibly have effects on the Carpenter trade regulation in the future.

Carried

- Water and Wastewater Technician

Water and Wastewater Technician trade was registered in February, 2011 but to date has had very limited uptake. In February 2012, the Governance and Planning Standing Committee asked the Program Standards committee to meet with stakeholders to discuss issues with the program. On May 1, 2012 the committee met with the Chair of the PAC who noted the concerns including:

- Facilities not able to afford to take on an apprentice
- The difficulty in getting scope of trade as facilities are very limited in the type of work they do and the requirement to pass 8 examinations is therefore extremely difficult to attain
- A lack of qualified trainers

The PAC reconvened to redevelop the trade and was able to increase flexibility in the program that addressed the issues for the majority of facilities. Changes include the separation of the trade into 4 subcomponent parts; Water Treatment Operator, Water Distribution Operator, Wastewater Collection Operator and Wastewater Treatment Operator. A certificate of qualification will be earned after the successful completion of any of the subcomponent trades with a C of Q for "Water and Wastewater Technician" earned after the completion of all four components. This proposed change is based on the model used for Esthetician which has 2 subcomponents; Nail Technician and Skin Care Technician. An Authorized Trainer (people who are licenced by another entity) is included.

The Board members questioned what the facility related barriers were to getting all four component parts, the use of Authorized rather than Designated trainers, the Association of Manitoba Municipalities' understanding and support for the change, and the issue of prospective participation in the program. The Branch will monitor up-take for the trade and will report back at a future meeting.

Motion 2012.12.12 moved by Allan Beach seconded by Greg Ware

That the Apprenticeship and Certification Board approves the amended Water and Wastewater Technician Trade regulation with four subcomponent trades and relevant changes to technical training.
Carried

.3 Community Liaison Standing Committee (CLSC)

Leonard Harapiak reviewed key information items from the October 10 and November 14 meetings including:

- The meeting with Shannon Rudy from the Hairstylist PAC. She was referred to back to the PAC as the appropriate place to address her concerns with the program.
- The committee is in consultation with the Steel Fabricator trade to determine the viability of the trade. The consultation ends on December 31, 2012 and feedback will be considered in the new year.
- As part of the employer engagement action plan, a letter of introduction and invitation to meet will be sent to the Manitoba Employer's Council. A letter will also be sent to the Minister asking him to meet to discuss a future role for him to act as a champion of Apprenticeship.

Motion 2012.12.13 moved by Ron Stecy seconded by Bob Senff

The Apprenticeship and Certification Board accepts for information the October 10 as written and the November 14, 2012 notes as amended.
Carried

.4 Governance and Planning Standing Committee (GSC)

Leonard Harapiak reviewed key information items from the October 10 and November 14 meetings including:

- The committee reviewed and approved the consultation guide which was sent to stakeholders and closed on November 30, 2012. A good number of thoughtful responses were submitted and the results will be brought forward at the next Board meeting
- The committee approved the terms of reference for the Targetted Groups Advisory Committee which Allan Beach will Chair. Names are being collected for possible membership on the committee. The CSC will review the list at its next meeting

Motion 2012.12.14 moved by Allan Beach seconded by Rick Ullman

The Apprenticeship and Certification Board accepts for information the October 10 as written and the November 14, 2012 notes as amended.

Carried

GSC Recommendations:

- Appeals Regulation

The proposed regulation is amended to reflect wording changes in the Apprenticeship and Certification Act. The committee consulted with the Appeals Board Chair who indicated that the current process works well and is therefore not amended.

***Motion 2012.12.15 moved by Doug Lauvstad seconded by Allan Beach
The Apprenticeship and Certification Board approves the Appeals Procedure Regulation in principle.***

Carried

- Policies

As a continuation of the Board decision to formalize its key decisions into policy, the Board reviewed the following:

- i. Hollow Year

The Apprenticeship and Certification Board (Board) will remove the level from any trade's term of apprenticeship that does not contain prescribed technical training. Further, the Board will not approve any additional levels to any trade's term of apprenticeship that do not include prescribed, mandatory technical training.

- ii. Educational Pre-Requisite for Trade Regulations

In reference to apprentice eligibility, the Apprenticeship and Certification Board requests that trades regulations defer to the Apprenticeship and Certification - General Regulation as a minimum standard. Exceptions can be made to this policy on a case by case basis.

- iii. Trade Safety Awareness Policy

Trade Safety Awareness Unit will be taught in all Level One technical training programs for apprentices in all designated trades. Accredited trade programs will also be required to meet these standards. The Program Standards Unit will update the content of the Trade Safety Awareness Unit on an on-going basis to ensure alignment with Workplace Safety and Health Division legislation and regulations.

Exceptions to these policies will be clearly stated as such and not to be taken as a change in direction.

Motion 2012.12.16 moved by Allan Beach seconded by Bob Senff

To approve all three policies with changes as noted.

Carried

2012.12.04 CONTINUING BUSINESS

Translated Regulations:

1. General Regulation – Designated Trainer Provision

On September 12, 2012 the Board discussed and approved in principle extending the Designated Trainer provision as out lined in the General Regulation. An unchanged, translated version was presented for final approval.

Motion 2012.12.17 moved by Anita Campbell seconded by Ron Stecy

The Apprenticeship and Certification Board approves the final, translated regulation extending the Designated Trainer provision until March 1, 2018.

Carried

2. Power Electrician

On May 28, 2012 the Board approved in principle the proposed trade regulation. An unchanged, translated version was presented for final approval.

Motion 2012.12.18 moved by Doug Lauvstad seconded by Ryan Einarson

The Apprenticeship and Certification Board approves the final, translated regulation for Power Electrician.

Carried

2012.12.05

NEW BUSINES

1. Future administration of the Aircraft Maintenance Journeyperson Trade

In anticipation of Apprenticeship Manitoba's upcoming amalgamation of services with Employment Manitoba, the Branch is exploring how to best position the administrative duties for the AMJ trade to ensure compliance with Transport Canada's *Aeronautics Act* and Canadian Aviation Regulations requirements. More information will be brought to the Board in the New Year as progress is made on this file.

2. Pending research

The Apprenticeship Futures Commission outlined a number of recommendations and of those, only the review of supervision ratios is outstanding. The Minister has asked that the item be addressed and a comprehensive study, which will be both qualitative and quantitative, will look at the outcomes of apprentices who work under a ratio adjustment and those who work under the regular 1:1 ratio. The study is expected to last for 2 to 3 years as time is needed to gather the information necessary for accurate comparison. A request for proposals will be posted in February 2013 on the MERX network and the study is expected to start in April 2013.

3. Update on 2012-2013 Strategic Priorities and the status of the 2013-2014 consultation

Cordella Friesen reviewed the progress for each of the 2012-2013 strategic priorities which included:

#1 Employer Engagement

- The Board has approved an Employer Action Plan and is currently working on Stage One as stipulated:
- The Community Liaison Standing Committee will request a meeting with the Manitoba Employer's Council to discuss the needs of industry related to apprenticeship
- The committee will ask the Minister to take on the role of "Champion" of Apprenticeship in public entities

#2 Accreditation

- The Branch is putting together a survey for the consultation of the accreditation program and will present to the PSSC in February 2013.

#3 Target Groups

- For an Advisory Committee, the Governance Committee has established a terms of reference, chosen a chair & is gathering names for potential committee members.

#4 Practical Experience – Scope of Trade

- Manitoba research on hold until after the national information is available from CCDA

#5 Review of regulations and the designated trainer provision

- Designated Trainer provision review completed with the approval of the provision extension to March 1, 2018.

The Appeals Procedure Regulation was approved in principle today

- The Fees Regulation will be reviewed in January 2013.

#6 Updating Program Standards

- A few PACs still have vacancies and have not met
- The CCDA will be developing a definition of “green lens” and the Program Standards Standing Committee is looking at the pillars from and what can be used

#7 Promotion of Apprenticeship to Youth

- The CLC will review an action plan at its next meeting

4. Status of 2013-2014 Strategic Plan consultation

- The stakeholder consultation ended on November 30/12
- 18 responses were received and the questionnaire style of the guide seemed to work well; in particular, good notes were received on trades qualification.
- Feedback will go to the Governance Committee in January and a draft plan will sent to the Board prior to the February meeting

2012.12.07 FUTURE AGENDA ITEMS

1. Draft 2013-2014 Strategic Plan

2012.12.08 CORRESPONDENCE/INFORMATION

1. Letter to Hairstylist PAC Chair
2. Letter to Hydro re: PLT designation
3. Decision letter to Avionics trade requesters
4. Information from the Branch
 - School Call notice bulletins
 - Trade Safety Awareness
 - Apprenticeship Recognition week
5. Ministerial letters of Board member re-appointment
6. Ministerial letter outlining continued Board member training

2012.12.09 NEXT MEETING / EVENTS

February 13, 2013

2012.12.10 ADJOURNMENT

The meeting adjourned at 4:00 p.m.

February 13, 2013

*Date approved by the
Apprenticeship and
Certification Board*

original signed by

*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*

original signed by

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