

Minutes of a Meeting
The Apprenticeship and Certification Board
111 Lombard Ave.
Wednesday, April 17, 2013
9:00 a.m. – 4:00 p.m.

BOARD MEMBERS

In attendance:

| | |
|-------------------|--------------------------------|
| Einarson, Ryan | Employer Representative |
| Harapiak, Leonard | Chair |
| Koslowsky, Ron | Employer Representative |
| Lafond, Marc | Employee Representative |
| Senff, Bob | Public Interest Representative |
| Stecy, Ron | Employee Representative |
| Ullman, Rick | Employee Representative |
| Vacant | Employee Representative |
| Vacant | Employer Representative |

Regrets/absent:

| | |
|-----------------|--------------------------------|
| Beach, Allan | Employee Representative |
| Campbell, Anita | Public Interest Representative |
| Lauvstad, Doug | Employer Representative |
| Ware, Greg | Employer Representative |

Staff:

Paul Holden, A/Board Secretary
Jacqueline Ratté Kohut, Director, Apprenticeship Services
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 with the addition of discussion on Gasfitter, Plumber & Steamfitter-Pipefitter common core under the Community Liaison report and apprenticeship engagement with specialty industries under New Business.

**Motion 2013.04.01 moved by Ron Koslowsky seconded by Rick Ullman
Carried**

.3 Approval of past minutes

The Board minutes of February 13, 2013 were approved as written.

**Motion 2013.04.02 moved by Bob Senff seconded by Ron Stecy
Carried**

.4 Review of previous meeting

Leonard noted that the response scale on the new assessment form appears to work well and there are no major concerns with the last meeting. Some members suggested the focus of the assessment could be changed to include fewer questions on how the members felt about the meeting and more on the quality of the work achieved. Revisions will be considered at a future meeting of the Governance Committee.

.1 Chair's Update

Leonard noted the resignation of Dave Martin since the February meeting and received the Board's endorsement to send a letter of thanks on behalf of the Board in recognition of his many years of support for Apprenticeship both on the Board and through his work in industry. Leonard also reported on the Skills Summit and noted that the Premier's Economic Advisory Council report will have recommendations on 5 specific areas. There was a lot of focus on trades and trades training, some which included discussion on:

- Ratios and the extent to which it's an issue
- The need for different training delivery models which may better suit the changing economic landscape
- That employers are increasingly willing to be more actively engaged in the apprenticeship system
- That the Apprenticeship system is not solely responsible for reaching the target of increasing the Manitoba workforce by 75,000 people

One of the challenges coming from the summit will be to effectively use key information to inform decisions moving forward.

.2 Executive Director's Update

Paul Holden noted the following:

- The integration of Apprenticeship Manitoba and Employment Manitoba (EM) means the focus of the office is expanded to include apprentices, employers and traditional EM clients.
- There are nearly 10,000 registered apprentices in Manitoba; the most ever recorded.
- The Federal Budget: Canada Jobs Grant. The Federal budget included a diversion of funds to form a 3-party process meant to ensure employers are contributing properly to skills training. The division will be 1/3 each from employers, the Province and the Federal government. Large industries may not lose much financially. However, it may be difficult financially for small and medium sized companies to participate and in Manitoba, 70% of all business is one of those two groups. It is anticipated that there will be increase bureaucracy and there may be difficulty finding suitable people who are unemployed to put into the system in order to access the money.
- The Provincial Budget: Apprenticeship received an increase of \$800,000 allocated mainly for increased seat costs for existing training.
- Training for Railway Car Technician and Diesel Engine Mechanic will take place at CN's National Training Center. CP and VIA are also partners but are much less involved than CN.
- Discussion with Hydro about the Powerline Technician program will take place the week of April 22. It is anticipated that a Provincial Advisory Committee will be formed shortly after and the program standards development work will begin.
- The pilot project at Winnipeg Technical College which will focus on training single mother Employment Insurance Assistance clients in the Auto Service Technician and Welder trades is scheduled to begin in September 2013.
- The ratio study is still pending. It will be a cross-jurisdictional study and will include information from international sources.

2013.04.03 COMMITTEE REPORTS

.1 Nominating Standing Committee (NSC)

2013.04.04 moved by Bob Senff seconded by Rick Ullman
To accept the notes from April 9, 2013.
Carried

Marc Lafond reviewed the appointment recommendations and the Board made an omnibus motion.

• Agricultural Equipment Technician

The Apprenticeship & Certification Board reappoints the following individual to the Agricultural Equipment Technician PAC for a second term of three years effective immediately to June 30, 2016.

Roger Vermette (Chair) Employee Agwest Equipment rural non-organized

The Apprenticeship & Certification Board appoints the following individuals to the Agricultural Equipment Technician PAC for a term of three years effective immediately to June 30, 2016.

| | | | | |
|---------------|----------|--------------------------|-------|---------------|
| Trisha Evans | Employee | Mazergroup Ltd. | rural | non-organized |
| Scott Unrau | Employee | Individual Applicant | rural | non-organized |
| Alex Gerrard | Employer | Enns Brothers | rural | non-organized |
| David Todoruk | Employer | Rocky Mountain Equipment | rural | organized |

- **Hairstylist**

The Apprenticeship & Certification Board reappoints the following individuals to the Hairstylist PAC for a second term of three years effective immediately to June 30, 2016.

| | | | | |
|----------------------|----------|----------------------|-------|---------------|
| Shannon Rudy (Chair) | Employer | Individual applicant | urban | non-organized |
| Eileen Wall | Employer | Individual applicant | rural | non-organized |
| Lee Ann Gibbs | Employee | Individual applicant | urban | non-organized |

The Apprenticeship & Certification Board appoints the following individuals to the Hairstylist PAC for a term of three years effective immediately to June 30, 2016:

| | | | | |
|-------------------|----------|----------------------------|-------|---------------|
| John Unger | Employer | MB Hairstylist Association | urban | non-organized |
| Donna Gail Geekie | Employee | Individual applicant | urban | non-organized |

- **Industrial Mechanic (Millwright)**

The Apprenticeship & Certification Board reappoints the following individual to the Industrial Mechanic (Millwright) PAC for a term of three years effective immediately to June 30, 2016.

| | | | | |
|-----------------------|----------|-----------------------|-------|-----------|
| Alan Szmerski (Chair) | Employee | Council of Carpenters | urban | organized |
|-----------------------|----------|-----------------------|-------|-----------|

2013.04.04 moved by Bob Senff seconded by Rick Ullman

***The Apprenticeship and Certification Board accepts all recommendations for appointment to the; Agricultural Equipment Technician, Hairstylist, and Industrial Instrument Mechanic Provincial Advisory Committees.
Carried***

.2 Program Standards Standing Committee (PSSC)

Bob Senff reviewed the notes from the March 22, 2013 meeting and the Board accepted it as information.

**2013.04.05 moved by Ron Stecy seconded by Ron Koslowsky
To accept the Program Standards Standing Committee's record of proceeding from the March 22, 2013 meeting as information.
Carried**

Committee recommendations:

-Accreditation

Nancy Eller reviewed the accreditation survey results and the Board discussed the merit of extending accreditation beyond level 1. Key information and questions included:

- Concerns about the potential time lag that could happen if a student goes through 2 levels; there could be 4 or 5 years that separate technical training.
- Increasing the number of accredited levels could lead to a dual/competitive training system (pre-employment/apprenticeship). In the Carpenter example, a new apprentice may be given up to 1 level (1,800 hours). A new apprentice that has taken an accredited program will receive 900 hours time credit without any practical work hours. An apprentice also with no experience receives no time credit hours and is required to attend all levels of technical training and

accumulate all required on the job work hours. There is a lot of misunderstanding of the difference between taking a pre-employment course and being registered in the apprenticeship program. Some confusion about the requirement for registration as an apprentice following gaining employment after completing an accredited program comes from the way pre-employment is marketed to potential students and some comes from having Apprenticeship Manitoba accredit programs.

- Some employers don't hire workers from accredited programs because they come in with at least level 1 already and are more expensive.
- The numbers of accredited program graduates entering the apprenticeship program is negligible.
- Why do accredited program graduates have trouble finding work in the trades? Some Board members feel it's because of the higher wages for a level 1 and if they're a new employee, employers don't want to risk the money on someone whose work they're unfamiliar with.
- The need for practical examinations was noted as the practical experience element of apprenticeship is not well monitored and though it is supposed to be fully 80% of the apprentices training, it's not clear that employers are assessing and training as expected. The Canadian Council of Directors of Apprenticeship is looking into this issue on a national level.

The Board made the recommendation to not change current practice which is that Apprenticeship Manitoba staff reviews a submission for a program for each level. If the program standards, instructor qualifications and tools and equipment are met, the program receives accreditation for three years with an option for renewal.

2013.04.06 moved by Ron Stecy seconded by Marc Lafond
The Board affirms that it accepts the Branch's existing accreditation practice.
Carried

Proposed Regulation(s):

Glazier

Glazier was identified in the 2011-2012 Strategic Plan but a PAC could not be formed so it was carried over to 2012-2013. Despite the additional time and effort to find PAC members, proper representation could not be found and the Program Standards Committee (PSC) assumed responsibility for reviewing the labour market analysis for the trade and recommended that the Community Liaison Committee (CLC) consult stakeholders on the trade's viability. Consultation, however was deferred because the trade of Steel Fabricator was already consulting on its viability and possible technical training in Manitoba was under review.

On March 22, 2013 the PSC again reviewed the labour market information including:

- From March 31, 2001 to March 31, 2012 only 1 Glazier apprentice and 6 Trades Qualifiers were granted a Red Seal Certificate
- Currently there are only 9 active Glazier apprentices
- The unemployment rate is expected to remain high and it is assumed that other trades in Manitoba have taken over many of the traditional glazier tasks.

The Board made the following motion:

2013.04.07 moved by Ron Stecy seconded by Rick Ullman

That Glazier regulation review be referred to the Community Liaison Committee to engage and consult with industry stakeholders regarding the viability of the trade.
That the CLC ensures the consultation reaches stakeholders whose work overlaps with that done by Glaziers.

Carried

Sprinkler System Installer

The PAC met in January 2013 to review the regulation including the removal of the “hollow year”. At that time, it was determined that it would be best to postpone the regulatory review until the new National Occupational Analysis (NOA) is reviewed in May 2013. Information coming from the NOA review will be considered before the PAC makes a recommendation to the Board.

Motion 2013.04.08 moved by Ron Stecy seconded by Rick Ullman
That the review of Sprinkler System Installer trade regulation be deferred and included in the 2013-2014 strategic plan in order to first review technical training.
Carried

Transport Trailer Technician

The regulation was last updated in 2003; the latest NOA was completed in 2008. There are currently 36 active apprentices in the trade and a PAC could not be constituted. During the last review of the regulation, the requirement for a certification examination was overlooked and technically, apprentices could have been asking for and receiving a certificate without having to write an exam. The trade regulation only requires the inclusion of the section on the examination requirement to conform to the requirement that all trades have a certification examination.

Motion 2013.04.09 moved by Rick Ullman seconded by Ron Koslowsky
The Board approves the addition of a certification examination requirement to the regulation for Transport Trailer Technician.
Carried

Pork Production Technician

In November and December 2012 the PAC updated the Provincial Occupational Analysis and in January 2013 industry working group consultations were held with instructors from Assiniboine Community College. Updates and revisions to the program were made and in March 2013, the PAC consulted with industry on the proposed changes and it received no feedback.

Motion 2013.04.12 moved by Bob Senff seconded by Ron Stecy
The Board approves both the Pork Production Technician Profile Chart and Level Chart as presented by the PAC.
Carried

Machinist

In October 2012 the Machinist PAC reviewed and amended its Level 3 & 4 technical training and in November 2012 the Machinist/Tool and Die Maker PAC met and completed its review and updates to Levels 1 & 2 (common core). The PAC considered updating the standards in accordance with the 2010 NOA and the 2012 Interprovincial Program Guide but after careful review it was decided that no changes were necessary.

Motion 2013.04.11 moved by Ron Koslowsky seconded by Ryan Einarson
The Board approves the Machinist Profile Chart and Level Chart as presented by the PAC.

Carried.

Discussion items

As requested by Ryan Einarson discussion was held on two items:

1. Gasfitter success rates

Ryan asked for clarification on the pass rates for the new Gasfitter program. Branch staff will provide him with the statistics from the only class to date. It was noted that this trade will have the Red Seal trade products ready in September 2015.

2. Plumber / Steamfitter common core

Ryan noted that the PACs had previously tried to develop common core but had failed to reach agreement on it. However, as a minimal number of tasks are different between the two trades, it appears to be inefficient not to have common core. He asked if the PACs had been required to provide a rationale for their decision to refuse common core and if not, noted that the Board could itself consult with industry to determine support for it. The issue will be taken to the PSC for further discussion and possible action.

.3 Community Liaison Standing Committee (CLSC)

Leonard Harapiak presented the notes from the April 10, 2013 meeting for acceptance.

Motion 2013.04.12 moved by Bob Senff seconded by Ryan Einarson
To accept the Community Liaison Standing Committee notes as information.
Carried

Information items from the notes:

1. Employer Engagement Action Plan – meeting with the Manitoba Employers Council (MEC)

Members of the committee met with the MEC on February 21, 2013 and a major focus of the discussion was training ratios. The council members expressed the view that ratios create a barrier to employment and that one model for all employers may not address substantive differences between trade groups. The Minister of Entrepreneurship, Training and Trade has proposed a province-wide study which will evaluate ratio adjustments on competitiveness, labour market and training outcomes for selected trades.

It was further acknowledged that employers play a key role in the quality of training that apprentices receive and that a better way of monitoring and assessing that training is needed. To develop a strong working relationship with the MEC, the CLC will establish regular contact/discussion with the council.

Recommendation items arising from the notes:

1. Steel Fabricator

The Board reviewed key findings including :

- The Steel Fabricator Regulation was registered in 1987; the National Occupational Analysis was updated in 2008.

- The trade has been included in the Board's 2011-2012 Strategic Plan but was deferred as a PAC could not be constituted.
- In the absence of a PAC the Program Standards Standing Committee reviewed labour market information including:
 - o To date, 5 Steel Fabricator apprentices and 3 Trades Qualifiers have been issued Red Seal certificates.
 - o There are currently 15 active Steel Fabricator apprentices. There is reluctance from the group to attend training outside of Manitoba.
 - o Steel Fabricator is classified under the National Occupational Code (NOC) of 726: Metal Forming, Shaping and Erecting Occupations rather than as a stand alone trade.

The Community Liaison Committee conducted a stakeholder consultation which was completed in February 2013. No responses were received and after careful consideration, the CLC recommended deregulation.

Motion 2013.04.13 **moved by Ron Stecy** **seconded by Bob Senff**
To approve the deregulation of the Trade of Steel Fabricator and to ensure the Board is responsive to industry in the future if there is interest in again making it an apprenticeable trade.
Carried

.4 Governance and Planning Standing Committee (GSC)

Leonard Harapiak presented the notes from the April 10, 2013 meeting for acceptance.

Motion 2013.04.14 **moved by Ron Koslowsky** **seconded by Ron Stecy**
To accept the Governance Committee notes as information.
Carried

Information items from the notes:

1. Strategic Plan discussion with the Minister

The plan was received very well by the Minister and was approved by him without amendment. The Minister also indicated that he's very open to becoming a "champion of apprenticeship" and a proposal for that role will go forward to Cabinet for consideration.

2. Targeted Groups Advisory Committee

The committee held its inaugural meeting on March 19, 2013 at which the members provided overviews of their experience and expertise related to the targeted groups. The April meeting will focus on a review of available research on women and apprenticeship and persons with disabilities and apprenticeship.

Recommendations arising from the notes:

1. Standardization of Wage Rate Language

Consultation on the standardization of wages ended on February 15, 2013. Key points of the 23 submissions received are:

- 15 responses were from employers, 5 from apprentices & 3 from trade associations.
- The majority of respondents, (at least 12 out of 23) support the first option presented to base minimum wage rates for apprentices on a percentage of provincial minimum wage.

- Both employers and apprentices agree that the provincial minimum wage may be the easiest and most accessible way to calculate wage rates for both employers and apprentices.
- At least 5 out of 23 respondents support option 2 Construction Industry Wages Act (CIWA) versus the non-CIWA distinction for the construction trades.
- One employer supports the third option to defer to the minimum wage rates in the General Regulation.
- At least 5 out of 23 respondents did not endorse any of the three options presented.
- The Manitoba Home Builders Association (MHBA) and Merit Contractors Association of Manitoba (MCAM) support the second option recommended by Apprenticeship Manitoba to develop a dual wage rate system for the construction trades.
- Apprentice respondents stressed the importance of not lowering minimum wage rates and making stronger efforts to enforce minimum wage rates.
- Three major associations (MHBA, MCAM and Mechanical Contractors Association of Manitoba) argue that a one wage rate policy will not work for all trades.

Note: Construction trades that fall under CIWA but do not currently adhere to the dual minimum wage rate in their trade regulations include Bricklayer, Construction Electrician, Plumber, Roofer, Sheet Metal Worker and Steamfitter-Pipefitter, Insulator (Heat and Frost), Sprinkler System Installer (SSI), Boilermaker, Concrete Finisher, Floorcovering Installer, Crane and Hoisting Equipment Operator, Industrial Mechanic (Millwright), Ironworker, Carpenter, Glazier and Refrigeration and Air Conditioning Mechanic (RACM) and Industrial Electrician.

Recommendations:

1. That the Board implement two different wage structures with the following components:
 - i. That the service, transportation, manufacturing and industrial trades set their minimum wage rate standards as a percentage of the provincial minimum wage or defer to the General Regulation.
 - ii. That the construction trades use a dual wage system as follows:
 - Industrial Commercial and Institutional (ICI) sector apprentices would set their minimum wage rates as a percentage of the CIWA journeyman wage rate, and
 - Residential sector apprentices would set their minimum wage rates as a percentage of the provincial wage rate.
2. That when a Provincial Advisory Committee (PAC) meets to update their regulation and set wages, that they use a five (5) year forecast to set their wage percentages. As part of this process, PACs will work in partnership with Apprenticeship Manitoba to ensure alignment between the dual wage rates for the residential and commercial sectors.
3. That the Board implements this policy on a case-by-case when trade regulations are already being reviewed as part of their Annual Strategic Plan.

2013.04.15 ***moved by Ron Koslowsky*** ***seconded by Bob Senff***
To approve the standardization of wage rate language recommendations of the Governance Standing Committee as presented.
Carried

4. Review of the Governance and Community Liaison Standing Committee's composition

The committee is mandated to annually review each committees composition and membership. The question of whether the Board Chair should continue as the Chair of both the Community Liaison and Governance committees was discussed. There was general agreement that the Board

Chair, as the “face” of Apprenticeship ought to remain Chair of the community focused CLC. However, the Board members agreed that there is merit in allowing other members the opportunity to fulfil the Governance Committee Chair position. This feedback will be considered by the GSC in its future committee review.

2013.04.04 CONTINUING BUSINESS

Translated Regulations:

1. Pork Production Technician
2. Concrete Finisher
3. Carpenter

Motion 2013.04.16 moved by **Ron Koslowsky** seconded by **Bob Senff**
To approve in principle the Pork Production Technician, Concrete Finisher and Carpenter Regulations as presented. Carried

2013.04.05 NEW BUSINESS

N/A

2013.04.06 FUTURE AGENDA ITEMS

1. 2013-2014 Critical Pathway
2. 2012-2013 Annual Report

2013.04.07 CORRESPONDENCE/INFORMATION

N/A

2013.04.08 NEXT MEETING / EVENTS

Next Board meeting: June 20, 2013

Awards of Distinction: November 1, 2013 at the Fairmont Hotel in Winnipeg.

2013.04.09 ADJOURNMENT

The meeting adjourned at 3:00 p.m.

June 20, 2013

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

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

***Alisa Ramrattan, Secretary
Apprenticeship and
Certification Board***