

**Minutes of a Meeting
The Apprenticeship and Certification Board
111 Lombard Ave.
Thursday, June 20, 2013
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 |
| Lafond, Marc | Employee Representative |
| Lauvstad, Doug | Employer Representative |
| Senff, Bob | Public Interest Representative |
| Siemens, Trent | Employer Representative |
| Stecy, Ron | Employee Representative |
| Ullman, Rick | Employee Representative |
| Ware, Greg | Employer Representative |
| Vacant | Employee Representative |

Regrets/absent:

| | |
|----------------|---------------------------|
| Koslowsky, Ron | Employer Representative |
| Schmidt, Mark | Apprentice Representative |

Staff:

Paul Holden, Senior Executive Director
Alisa Ramrattan, Executive Director
Jacqueline Ratté Kohut, Director, Apprenticeship Services
Nancy Eller, A/Director, Program Standards
Cordella Friesen, Manager of Policy, Research & Regulatory Development
Julie Kennedy, Manager, Board Operations and Relations

.1 Call to Order

The meeting was called to order at 9:00 a.m. and the Chair led the welcome and round table introductions to the newest Board member, Trent Siemens. Trent is the Director of Maintenance TransX Group of Companies and was appointed as an Employer Representative.

.2 Approval of Agenda

The agenda was approved with the addition of Auto Service Technician and Tool and Die Maker under Program Standards Standing Committee recommendations.

**Motion 2013.06.01 moved by Marc Lafond seconded by Anita Campbell
Carried**

.3 Approval of past minutes

The Board minutes of April 17, 2013 were approved as written.

**Motion 2013.06.02 moved by Rick Ullman seconded by Ron Stecy
Carried**

.4 Review of previous meeting

Leonard noted that the number of responses was good and that no serious issues have been identified.

.1 Chair's Update

Leonard reported on key items from the Canadian Council of Directors of Apprenticeship (CCDA) meeting including:

- Discussion on the increasing need to have inter-jurisdictional collaboration for easier movement of apprentices across the country.
- That the Canadian Apprenticeship Forum (CAF), which has a mandate to promote apprenticeship and conduct research (much of which overlaps with that of the CCDA) but does not have any responsibility for the program, is losing some financial support from the federal government and is asking the provinces to become members and provide funding. Leonard suggested that because of CAF's struggle to align its mandate with the CCDA's, the Board commits first and foremost to the CCDA and then to CAF if and when possible. This will keep the Board from supporting work overlap between the two groups.
- Also noted was Manitoba's excellent showing at the recent National Skills Competition.

.2 Executive Director's Update

Alisa Ramrattan who also attended the CCDA meeting noted that the Atlantic Provinces are working toward harmonization of their apprenticeship programs and have support from each jurisdiction's Premier. The harmonization will be phased in over a number of years and the success of the project will be monitored carefully by the CCDA.

Alisa also reported on the Strengthening the Red Seal initiative which is on track with its pilot project for replacing the National Occupational Analysis and Interprovincial Program Guide with a more interactive, multi-assessment based tool.

2013.06.03 COMMITTEE REPORTS

.1 Nominating Standing Committee (NSC)

2013.06.03 moved by Allan Beach seconded by Ron Stecy
To accept the notes from May 24, 2013.
Carried

Anita Campbell reviewed the appointment recommendations and the Board made motions for each.

- **Boilermaker**

The Nominating Committee recommends the Apprenticeship & Certification Board appoint the following individuals to the Boilermaker PAC for three years effective immediately to June 30, 2016.

| | | | | |
|-----------------|----------|--------------------------------------|-------|-----------|
| James Beauchamp | Chair | Boilermaker National Training Centre | rural | organized |
| Ted Hryhoruk | Employer | Hudbay Minerals | rural | organized |

The Nominating Committee recommends the Apprenticeship & Certification Board reappoint the following individuals to the Boilermaker PAC for a term of three years effective immediately to June 30, 2016.

| | | | | |
|---------------|----------|-------------------------------------|-------|-----------|
| Karl Thiessen | Employer | Boilermaker Contractors Association | rural | organized |
| Ted Stark | Employee | Local 555 | urban | organized |
| Grant Jacobs | Employee | Local 555 | urban | organized |

2013.06.04 moved by Allan Beach seconded by Rick Ullman
To accept the recommendation as presented.
Carried

- **Crane and Hoisting Equipment Operator**

The Nominating Committee recommends the Apprenticeship & Certification Board appoint the following individual to the Crane and Hoisting Equipment Operator PAC for a term of three years effective immediately to June 30, 2016.

| | | | | |
|------------|----------|-------------------------|-------|-----------|
| Adam Morin | Employee | Operating Engineers 987 | urban | organized |
|------------|----------|-------------------------|-------|-----------|

2013.06.05 moved by Bob Senff seconded by Ron Stecy
To accept the recommendation as presented.
Carried

- **Gas Turbine Repair and Overhaul Technician**

The Nominating Committee recommends the Apprenticeship & Certification Board reappoint the following individuals to the Gas Turbine Repair and Overhaul Technician PAC for three years effective immediately to June 30, 2016.

| | | | | |
|---------------------|----------|---------------|-------|---------------|
| John Leroux (Chair) | Employer | Standard Aero | urban | non-organized |
| Dale Ferguson | Employer | Standard Aero | urban | non-organized |
| Neil Gilley | Employee | Standard Aero | urban | non-organized |
| Richard Poherbniuk | Employee | Standard Aero | urban | non-organized |

The Nominating Committee recommends the Apprenticeship & Certification Board appoint the following individual to the Gas Turbine Repair and Overhaul Technician PAC for three years effective immediately to June 30, 2016.

| | | | | |
|-----------------|----------|---------------|-------|-----------|
| Beverley Picton | Employer | Standard Aero | urban | organized |
|-----------------|----------|---------------|-------|-----------|

2013.06.06 moved by Bob Senff seconded by Marc Lafond
To accept the recommendation as presented.
Carried

- **Hairstylist**

The Nominating Committee recommends the Apprenticeship & Certification Board appoint the following individual to the Hairstylist PAC for three years effective immediately to June 30, 2016.

| | | | | |
|-----------------|----------|----------------------|-------|---------------|
| Amber Timmerman | Employee | Individual applicant | rural | non-organized |
|-----------------|----------|----------------------|-------|---------------|

2013.06.07 moved by Ryan Einarson seconded by Rick Ullman
To accept the recommendation as presented.
Carried

- **Truck and Transport Technician**

The Nominating Committee recommends the Apprenticeship & Certification Board reappoint the following individuals to the Truck and Transport Technician PAC for three years effective immediately to June 30, 2016.

| | | | | |
|-------------------|----------|--------------------------|-------|---------------|
| Phil Wilson | Chair | Ramwinn Diesel Inc. | urban | non-organized |
| Howard Holigroski | Employer | Individual Applicant | urban | non-organized |
| Glen Kuhl | Employer | City of Winnipeg Transit | urban | organized |
| Gene Fraser | Employee | Individual applicant | urban | non-organized |
| Derek Quinn | Employee | Individual applicant | urban | non-organized |

2013.06.08 moved by Bob Senff seconded by Marc Lafond
To accept the recommendation as presented.
Carried

- **Welder**

The Nominating Committee recommends the Apprenticeship & Certification Board reappoint the following individuals to the Welder PAC for three years effective immediately to June 30, 2016.

| | | | | |
|------------------|----------|-------------------------|-------|-----------|
| Norman Cetkovski | Chair | Canadian Welding Bureau | urban | organized |
| Ted Stark | Employee | Local 555 | urban | organized |
| Kerry McNabb | Employer | Vale Inco | rural | organized |

The Nominating Committee recommends the Apprenticeship & Certification Board appoint the following individuals to the Welder PAC for three years effective immediately to June 30, 2016.

| | | | | |
|-----------------|----------|----------------------|-------|---------------|
| Joseph Thompson | Employer | Tommy's Welding | urban | non-organized |
| John Fraser | Employee | Individual applicant | urban | organized |

2013.06.09 moved by Allan Beach seconded by Ryan Einarson
To accept the recommendation as presented.
Carried

.2 Program Standards Standing Committee (PSSC)

Bob Senff reviewed the notes from the June 14, 2013 meeting and the Board accepted it as information.

2013.06.10 moved by Ron Stecy seconded by Anita Campbell
To accept as information the Program Standards Standing Committee's record of proceeding from the June 14, 2013 meeting.
Carried

Committee recommendations:

-Floorcovering Installer

Floorcovering Installer has not been updated since 2006 and though included in the Board's 2012-2013 Strategic Plan due to a lack of interest from industry, membership on the Provincial Advisory Committee (PAC) couldn't be completed so the committee remains unconstituted. On behalf of industry, Apprenticeship Manitoba undertook a Labour Market Analysis and has determined that:

- There have been no Red Seals issued since 2006
- There are only 9 active apprentices in the trade
- Only 2 Trades Qualifiers were issued Red Seals since 2006
- Employment in the sector which includes Roofers, Insulators, Painters and Decorators and Glaziers is expected to remain high.

The PSSC recommends that the CLC engage with industry stakeholders to explore the viability of the trade as well as if there are promotional issues or other factors that are barriers to participation in the program which might be addressed.

2013.06.11 moved by Rick Ullman seconded by Allan Beach

To direct the Community Liaison Committee to engage with the Floorcovering industry to better determine its needs and/or viability.
Carried

Proposed Regulation(s):

- Industrial Instrument Mechanic

On advice from the Program Standards Standing Committee and with approval from the Board, the regulation was taken back to the PAC for a second review of its proposed wages. The PAC considered whether the rates ought to be amended to bring the trade into alignment with similar trades and industry was consulted on the new proposed rates. The PAC reviewed feedback and made a recommendation on increasing wage rates.

The committee also recommended including a section granting calendar time to apprentices who complete four levels of technical training from an accredited training institution. This has been happening on an ad hoc basis for many years and has led to some confusion about how much calendar time should be recognized, considering that Manitoba does not offer training for this program. Adding a section to the regulation would standardize the process already in place. The PAC recommended that the Executive Director will grant a credit of 18 months and 2400 hours of calendar time to any apprentice in the trade who has attended an accredited program for all four levels and received at least 70%.

The IIM PAC met with the PSSC on June 14, 2013 to present the following recommendations which were accepted by the PSSC:

- Change the trade name to “instrumentation and control technician” according to the Red Seal trade name.
- Update the scope statement.
- Increase minimum wage rates.
- Add a section to the regulation that states that the Executive Director will grant a credit of 18 months and 2400 hours of calendar time to any apprentice in the trade who attended an accredited program for all four levels and received at least 70%.

The PSSC recommended that the Board approve the regulation as presented.

Motion 2013.06.12 moved by Doug Lauvstad seconded by Allan Beach

To accept in principal the proposed trade regulation for Industrial Instrument Mechanic with the inclusion of a 90 day coming into force provision.

Carried

- Esthetician

The trade regulation for Esthetician was registered in March 1998 and last updated in 2007. The current review of the regulation was included in the Apprenticeship and Certification Board's Strategic Plan for 2012-2013 and carried over into 2013-2014.

On April 24, 2013, the Esthetician Provincial Advisory Committee (PAC) developed recommendations for the trade regulation, including updates to the scope statements for Nail Technician and Skin Care Technician to reflect changes to the Provincial Occupational Analysis (POA); and an increase in the ratio of apprentices to journeypersons, which is in keeping with the other beauty trades. The rationale for the increase is two-fold; that, unlike on construction sites, journeypersons are in very close proximity to apprentices and the increase would allow more people, especially in rural areas to come into the trade legally.

Consultation with industry was held until June 7, 2013. On June 12, 2013 the Esthetician PAC met to discuss the consultation responses. The two respondents had concerns, one about the ratio change and one about the number of hours (there was no change to the number of hours). The

PAC discussed these concerns but upheld the original decisions and met with the PSSC to present the following recommendations:

- Increase the ratio of apprentices to journeypersons from 1:1 to 2:1
- Update the scope statements for nail care technician and skin care technician to reflect changes to the POA.

The PSSC accepted the recommendations from the PAC and made the same recommendations to the Board for approval in principle.

Some Board members however, expressed concern about permanently increasing the ratio and requested that a sunset clause be added until there are enough journeyperson's available to supervise.

The Board made the following motion:

2013.06.13 moved by Ron Stecy seconded by Rick Ullman
That the Board approves in principle, the proposed trade regulation for Esthetician regarding all recommended changes and adds a 90 day coming into force provision and a 5 year sunset clause for the ratio amendment.
Carried

Technical Training:

- Esthetician

In collaboration with a trade instructor, Esthetician Provincial Advisory Committee (PAC) members updated the Provincial Occupational Analysis (POA) and the technical training documents for the trade. Key areas of enhancement are: anatomy and physiology and skin diseases and disorders. The PAC formally accepted the recommendations and went through industry consultation on the POA and the technical training program in June 2013. The PAC reviewed feedback and recommended the technical training as presented.

Motion 2013.06.14 moved by Marc Lafond seconded by Anita Campbell
To approve the Esthetician technical training Profile Chart and Level Chart as presented.
Carried

- Automotive Service Technician

The new Interprovincial Program Guide will be completed in 2013 and all enhancements have been included in Manitoba's technical training. The PAC and staff worked closely with instructors and consulted industry on the recommendations. All feedback was considered before the program was presented to the Program Standard Standing Committee for review. The updated program will not include MOPIA training which is an apprentice/employer responsibility and will retain four levels with the addition of the Manitoba units: Orientation 1 & 2 and Trade Safety Awareness.

Motion 2013.06.15 moved by Rick Ullman seconded by Greg Ware
To approve the Automotive Service Technician technical training Profile and Level Charts as presented.
Carried

- Tool and Die Maker

The Machinist and Tool and Die Maker PACs met to review the Tool and Die Maker technical training program, the IPG and the draft profile and level charts; levels 1 & 2 are common core for these trades. Industry was consulted on the proposed program and all feedback was considered.

Motion 2013.06.16 moved by Allan Beach seconded by Rick Ullman
To approve the Tool and Die Maker technical training Profile and Level Charts as presented.
Carried

.3 Community Liaison Standing Committee (CLSC)

Leonard Harapiak presented the notes from the May 30 & June 14, 2013 meetings for acceptance.

Motion 2013.06.17 moved by Anita Campbell seconded by Bob Senff
To accept the Community Liaison Standing Committee notes as information.
Carried

Information items from the notes:

1. Youth Action Plan

On June 14, the CLC had a very positive meeting with the Professional Learning Group (PLG) regional representatives. PLG members are very supportive of the program and provided robust feedback to the High School Apprenticeship Program Survey some of which will be incorporated into the Youth Action Plan.

A common note from participants at the meeting is the importance of the engagement of parents, School Boards and Superintendents in successfully building the program.

2. Gasfitter

In 2008 Gasfitter was designated and amended in 2010 after issues were identified and addressed.

On May 30, the CLC met with an individual gasfitter who expressed concerns about:

- The TQ process
- Exam preparatory courses
- Previous consultations with industry
- The authorized trainer provision.

The trade has some issues previously identified by the Branch including; an error in the BTU limit and a review of the TQ provision. The committee recommended that the trade be included in the current strategic plan.

Motion 2013.06.18 moved by Bob Senff seconded by Anita Campbell
To include the trade of Gasfitter to the 2013.2014 Strategic plan for trade regulation review and amendment.
Carried

.4 Governance and Planning Standing Committee (GSC)

Leonard Harapiak presented the notes from the May 17 & 27, 2013 meetings for acceptance.

Motion 2013.06.19 moved by Bob Senff seconded by Greg Ware
To accept the Governance Committee notes as information.
Carried

Information items from the notes:

1. Skills Matrix

Leonard asked that Board members think about items that can be addressed at a future meeting. Some of the issues brought forward were; a lack of a policy and procedure binder, no formal orientation for new Board members, no peer mentors for new members and that there is the need for an enhanced relationship with the Branch which would help to clarify decisions and outcomes for people in both areas.

There may be more formalized Board member training in the future and an orientation for new Board members will be put in place as soon as possible.

2. Targeted Groups Advisory Committee

The committee is still in the information gathering stage and is developing a guest list for future presentations on the four targeted groups. At the committee's next meeting, Apprenticeship Manitoba staff will make presentations on the Trades Qualifications process and the role and responsibilities of the Aboriginal Training Liaison.

Recommendations:

1. 2012-2013 Annual Report

A draft annual report was presented for review but because the members did not have a chance to read the report prior to the meeting, the draft will be sent via email to all Board members with the request for feedback / approval in two weeks; at end of day July 5, 2013. A final version will be sent to all Board members and will be presented to the Minister on or before the August 1, 2013 deadline. Hardcopies will be distributed as soon as they are received at the Branch.

***Motion 2013.06.20 moved by Greg Ware seconded by Marc Lafond
To approve the 2 amendments to the vision and missions statements as presented.
Carried***

Addendum:

***Motion 2013.07.01 moved by Rick Ullman seconded by Bob Senff
To approve the 2012.2013 Annual Report as amended.
Carried***

2. Proposal for the 2014.2015 Strategic Plan

Cordella Friesen presented an "evergreen" strategic plan format that would build flexibility into each plan while maintaining the requirement of an annual plan. The proposed process would have the Board develop multi-year priorities with annual addendums related to trade program updates/development and trade or occupation designation. Key benefits of an evergreen plan include:

- The proposed plan would clearly show Board objectives over the next 3 years; both multi-year and single-year.
- Moving to a 3 year major-consultation cycle would eliminate the reduced month long consultation block. Instead, consultations with stakeholder and PACs would be on-going throughout the year.
- Annual priority consultations (i.e. regulation and technical training updating) would still be used and each of these "annual plans" would be an addendum to the 3-year plan.

Communication will be key to ensure stakeholders understand that moving to a 3-year consultation cycle will not cause unnecessary delay for items that come up and need immediate attention. As is current practice, stakeholders will be encouraged to meet with the CLC if unanticipated issues/changes arise and a request to amend the plan will be presented to the Minister if needed. It was suggested that the CLC membership may be increased to better manage the anticipated higher community profile that is anticipated.

Motion 2013.06.21 moved by Bob Senff seconded by Doug Lauvstad
To approve further development of an evergreen strategic plan model for the 2014-2015 Strategic Plan.
Carried

3. Amendment to the Terms of Reference for the Governance Standing Committee

The Governance Committee reviewed the requirement that the Board Chair also be the Chair of the GSC. The committee concluded that while it was helpful during the initial development and early work of the committee, it's no longer essential and to giving the responsibilities to another Board member could be a good development opportunity.

Motion 2013.06.22 moved by Allan Beach seconded by Greg Ware
To approve removing from the GSC terms of reference, the requirement that the Board Chair must also be the Chair Governance Standing Committee.
Carried

2013.06.04 CONTINUING BUSINESS

Translated Regulations:

1. Transport Trailer Technician
2. Sloped Roofer

Motion 2013.06.23 moved by Allan Beach seconded by Bob Senff
To approve in principle the Transport Trailer Technician and Sloped Roofer Regulations as presented.
Carried

2013.06.05 NEW BUSINESS

N/A

2013.06.06 FUTURE AGENDA ITEMS

2013.06.07 CORRESPONDENCE/INFORMATION

N/A

2013.06.08 NEXT MEETING / EVENTS

Next Board meeting: September 11, 2013

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

2013.06.09 ADJOURNMENT

The meeting adjourned at 3:00 p.m.

September 11, 2013

*Date approved by the
Apprenticeship and
Certification Board*

original signed by

*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*

original signed by

*Alisa Ramrattan, Secretary
Apprenticeship and
Certification Board*