

**Minutes of a Meeting
The Apprenticeship and Certification Board
111 Lombard Ave.
September 24, 2014
9:00 a.m. – 4:00 p.m.**

BOARD MEMBERS

In attendance:

Blaikie, Daniel	Apprentice Representative
Charron, Brent	Employee Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Harris, Bruce	Employee Representative
Koslowsky, Ron	Employer Representative
Lauvstad, Doug	Employer Representative
Lafond, Marc	Employee Representative
McInerney, Betty	Employer Representative
Senff, Bob	Public Interest Representative
Siemens, Trent	Employer Representative
Stecy, Ron	Employee Representative

Regrets:

Beach, Allan	Employee Representative (on a leave-of-absence)
Campbell, Anita	Public Interest Representative

Staff:

Cordella Friesen, Executive Director
Nancy Eller, Director, Training Standards
Julia Wiebe, Manager, Policy, Legislation and Board Operations
Benicia Campbell-Acevedo, Board Administrative Assistant

Guests:

2014.09.01 OPENING

.1 Call to Order

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

.2 Approval of Agenda

The agenda was approved with an additional discussion topic: Review of Red Seal Statistics.

Motion 2014.09.01 *Moved by Ron Stecy*
Seconded by Marc Lafond

Carried.

.3 Approval of past minutes

The Board minutes of May 28, 2014 were approved with one minor edit on page 5.

Motion 2014.09.02 *Moved by Bruce Harris*
Seconded by Bob Senff

Carried.

.4 Review of previous meeting

N/A

2014.09.02 UPDATES: BOARD, DEPARTMENT

.1 Chair's Update

Leonard Harapiak welcomed new Board member Brent Charron, and provided an update on the Premier Skills Tour.

.2 Executive Director's Update

Cordella Friesen provided an update on her involvement with the Premier's Skills Tour and announced the upcoming Women in Trades Forum, which will be held October 2, 2014. The forum will feature a number of female apprentices and journeypersons who will be speaking about their experiences in the trades.

2014.09.03 COMMITTEE REPORTS

.1 Nominating Standing Committee (NSC)

Ron Koslowsky presented the notes from the September 5, 2014 meeting for acceptance.

Motion 2014.09.03 *To accept the Nominating Standing Committee notes as information.*

**Moved by Brent Charron
Seconded by Betty McInerney
Carried.**

Discussion:

The Board was updated on a committee initiative to simplify the application process and once a draft application is completed it will be brought forward to the Board for approval. There was discussion surrounding the diversity and eligibility of PAC applicants who do not hold their certification. The by-law states that one is not required to be a certified journeyperson, but it is a desirable attribute. The committee will appoint individuals they feel can adequately represent the trade.

Roofer

The Nominating Standing Committee recommends the following individual to the Roofer PAC for a three year term effective immediately till June 30, 2017.

Larry Boyko	Chair
Daniel Nostay	Employer Rep/Urban
Adam Gallos	Employer Rep/Urban
Kelly Borsboom	Employee Rep/Urban
Carlos Ribeiro	Employee Rep/Urban

The Board made the following motion:

Motion 2014.09.04 The Board accepts all appointments to the Roofer PAC.

**Moved by Marc Lafond
Seconded by Doug Lauvstad
Carried.**

.2 Program Standards Standing Committee (PSSC)

Bob Senff presented the notes from the September 5, 2014 meeting for acceptance.

Motion 2014.09.05 To accept the Program Standards Standing Committee notes as information.

**Moved by Ron Stecy
Seconded by Ryan Einarson
Carried.**

Discussion:

Hairstylist and Training Providers

An accredited training provider in the trade of Hairstylist has requested the ability to register an apprentice. The understanding is that the salon where apprentices would be working is separated from the classroom setting. The PSSC informed the Board that the training provider in question will be invited to present the proposal to the PSSC and answer outstanding questions.

Practical Exams

The PSSC reviewed the governance structure regarding practical exams and discussed some concerns arising from current practice. The PSSC recommends that a review of the governance structure of practical exams be undertaken as part of the Board's Strategic Plan for 2015-2016.

The Board made the following motion:

Motion 2014.09.06 *The Board accepts the Program Standards Standing Committee's recommendation to review the governance of practical exams as part of the Board's Strategic Plan for 2015-2016.*

*Moved by Ron Stecy
Seconded by Marc Lafond
Carried.*

Disabilities and Respectful Workplace

The PSSC discussed including an objective on disabilities and respectful workplace policies in each trade's technical training curriculum. A Board member recommended that these be included within the Workplace Safety Unit and be reinforced during the last unit regarding the role of the journey person.

The Board made the following motion:

Motion 2014.09.07 *The Board accepts the Program Standards Standing Committee's recommendation to include an objective on Disabilities in the Trades and Respectful Workplace Policies within the technical training for each trade.*

*Moved by Ron Stecy
Seconded by Betty McInerney
Carried.*

CCDA Harmonization Project

For information only, the PSSC provided information about the work that has been done thus far by a committee of representatives from seven jurisdictions to harmonize technical training across Canada. Many meetings were held over the summer to outline the recommendations being made by the Canadian Council of Directors of Apprenticeship (CCDA), including those related to standardizing trade names, technical training curriculum and the number of hours.

Welder - National Exam Options

The PSSC provided information about an update on the Welder practical exam benchmarks. A draft Welder Practical Exam Benchmark Document was received in April 2014 and to meet the national benchmark, changes must be made to Manitoba's exam. Once the final benchmarks are approved by the Interprovincial Standards and Examinations Committee (ISEC), Manitoba will undertake consultations with industry regarding the options for the new exam.

The PSSC recommends that once ISEC approves the national benchmarks, the Welder PAC should conduct a consultation with industry regarding the options for the implementation of the new exams.

The Board made the following motion:

Motion 2014.09.08 *The Board accepts the Program Standards Standing Committee's recommendation to conduct consultation with industry regarding the options for the implementation of the new national exam.*

Moved by Ron Stecy
Seconded by Ryan Einarson
Carried.

Esthetician Regulation

The PSSC recommends that the wording in the Esthetician Regulation in section 15(1)(b) be amended to include the word "and" to ensure there is no confusion regarding the supervision exemption requirements that are outlined in this section.

The Board made the following motion:

Motion 2014.09.09 *The Board accepts the Program Standards Standing Committee's recommendation to amend the Esthetician Regulation by including the word "and" after Section 15(1) (b).*

Moved by Marc Lafond
Seconded by Doug Lauvstad
Carried.

Agriculture Equipment Technician

The PSSC recommends to the Board the acceptance of the both the profile and level chart as standard for the trade of Agriculture Equipment Technician. The number of weeks in training will increase from 26 weeks to 29 weeks.

The Board made the following motion:

Motion 2014.09.10 *The Board accepts the Program Standards Standing Committee's recommendation to approve both the profile and level chart as standard for the trade of Agriculture Equipment Technician.*

Moved by Marc Lafond
Seconded by Brent Charron
Carried.

Automotive Service Technician

The PSSC recommends to the Board the acceptance of the changes made to both ASEP and ASSET technical training.

The Board made the following motion:

Motion 2014.09.11 *The Board accepts the Program Standards Standing Committee's recommendation to accept changes made to the technical training for both ASEP and ASSET.*

Moved by Trent Siemens
Seconded by Bruce Harris
Carried.

.3 Community Liaison Standing Committee (CLSC)

Leonard Harapiak presented the notes from the September 3, 2014 meeting for acceptance.

Motion 2014.09.12 *To accept the Community Liaison Standing Committee notes as information.*

*Moved by Bob Senff
Seconded by Ron Stecy
Carried.*

Discussion:

Designation of Locksmith

The CLC advised the Board that there is not sufficient industry support for Locksmith to become a designated trade at this time and recommends to the Board that no further action be taken until more comprehensive industry support is indicated.

The Board made the following motion:

Motion 2014.09.13 *The Board accepts the Community Liaison Standing Committee's recommendation to not proceed with the designation of Locksmith at this time.*

*Moved by Betty McInerney
Seconded by Trent Siemens
Carried.*

Time Credit in Accredited Programs Policy

The CLC informed the Board that the time credit provided to individuals who enter apprenticeship from a pre-employment program is not consistent with what is given to apprentices, including the fact that practical hours are granted but not calendar time.

The Executive Director made a recommendation to add a review of accredited programs to the Board's Strategic Plan for 2015-2016, including a review of time credit policies. This recommendation was made because of the need to devote an appropriate amount of time to discuss the issues and consult with industry stakeholders.

The Board made the following motion:

Motion 2014.09.14 *A review of accreditation, including a review of time credit, will be placed on the Board's Strategic Plan for 2015-2016.*

*Moved by Bob Senff
Seconded by Doug Lavstad
Carried.*

.4 Governance Standing Committee (GSC)

Doug Lavstad presented the notes from the September 3, 2014 meeting for acceptance.

Motion 2014.09.15 *To accept the Governance Standing Committee notes as information.*

Moved by Marc Lafond
Seconded by Betty McInerney
Carried.

Discussion:

Military Recognition Regulation

The GSC introduced to the Board a regulation in principle that will create a pathway for the recognition of military credentials. The regulation will provide the opportunity for qualified military personnel to challenge the Red Seal examination in their trade without needing to go through the trades qualification process. The GSC recommends the acceptance of this regulation in principle. The Board made the following motion:

Motion 2014.09.16 *The Board approves in principle the Military Trades Recognition Regulation.*

Moved by Bob Senff
Seconded by Betty McInerney
Carried.

General Regulation Review

The GSC recommended a number of amendments to the General Regulation, many of which are minor. However, there are two substantive changes being recommended, with respect to section 22 (Certification through Trades Qualification) and section 14 (Cancellation for other reasons). After some discussion it was decided that this agenda item will be deferred to the next Board meeting to ensure enough time is devoted to the discussion.

On –the-Job Training

The GSC updated the Board on the topic of on-the-job training, which was a past Board strategic priority and was taken back to the GSC to provide recommendations for next steps. Based on the feedback from the Board Policy Cafe, the GSC recommended that a Pilot Logbook Project be launched to track the tasks that an apprentice learns in the workplace. It was discussed that in the past, logbooks have not always been favoured by industry.

The Board made the following motion:

Motion 2014.09.17 *To accept the Governance Standing Committee’s recommendation to launch a Pilot Logbook project.*

Moved by Doug Lavstaud
Seconded by Trent Siemens
Carried.

Mandate Review

The GSC reviewed its Terms of Reference, and recommended revising the first bullet under the “Board Development” section to read as follows: “Be responsible for the review and approval of orientation sessions to new Board members.”

The GSC also recommended that the other standing committees conduct a review of their roles and responsibilities and inform the GSC of any concerns or recommendations.

The Board made the following motion:

Motion 2014.09.18 *The Board accepts the Governance Standing Committee's recommendation to revise the Terms of Reference under the Governance Standing Committee mandate and that each standing committee with conduct a mandate review and bring forward any recommendations to the Governance Standing Committee.*

*Moved by Marc Lafond
Seconded by Betty McInerney
Carried.*

TGAC Report

The GSC recommended that the Target Groups Advisory Committee Final Report be made available to the public, through Apprenticeship Manitoba's website and through a limited number of printed copies.

Motion 2014.09.19 *The Board accepts the Governance Standing Committee's recommendation to publish the Target Groups Advisory Committee Final Report.*

*Moved by Marc Lafond
Seconded by Doug Lauvstad
Carried.*

2014.09.04 CONTINUING BUSINESS

2014.09.05 NEW BUSINESS

Policy Café – Target Groups Advisory Committee Final Report on Activities

In the afternoon Apprenticeship Manitoba Staff held a Policy Cafe for the Board to discuss the recommendations made by the Target Groups Advisory Committee. These recommendations are separated by target groups: Women in Non-Traditional Trades, Aboriginal persons, new Canadians (Internationally Experienced Tradespeople), and Persons with Disabilities. A report of the Board's discussion will be drafted and used as guidance for an action plan.

2014.09.06 RECENTLY REGISTERED REGULATIONS (information only)

2014.09.07 FUTURE AGENDA ITEMS

Apprenticeship Futures Commission – status report
Organizational Chart - WDIS
Presentation on Labour Market Information
Update on the MOU with Labour
Update on Foreign Qualification Recognition task force

2014.09.08

CORRESPONDENCE/INFORMATION

Regulations for Board Chair Signature:

1. Boilermaker Regulation
2. Hairstylist Regulation
3. Military Recognition Regulation (pending approval)

2014.09.09

NEXT MEETING / EVENTS

Next Board meeting: December 10, 2014

2014.09.10

ADJOURNMENT

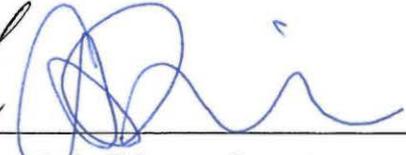
The meeting adjourned at 3:30 p.m.

December 10, 2014

*Date approved by the
Apprenticeship and
Certification Board*



*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*



*Cordella Friesen, Secretary
Apprenticeship and
Certification Board*