

PAC mandate:

- To determine the qualifications and experience required for certification in the designated trades
- To recommend upgrading standards and the endorsement of qualification for people who meet the required standards and
- To provide input into the content of regulations made or proposed to the trades.

<p>Entrepreneurship, Training &amp; Trade</p> <p><a href="http://www.manitoba.ca/tradecareers">www.manitoba.ca/tradecareers</a></p>	<p><b>RECORD OF DECISIONS</b></p> <p><b>Sloped Roofer</b></p> <p><b>Provincial Advisory Committee</b></p>
<p>Date:</p> <p>Time:</p> <p>Place:</p>	<p>October 29, 2012</p> <p>9:00 am – 4:00 pm</p> <p>1014-401 York Ave Winnipeg Manitoba</p>

**Sloped Roofer Provincial Advisory Committee (PAC)**

<b>PAC Members in Attendance</b>	<b>Representation</b>
Andrew Herrod	Chair
David Bain	ER
Jerry Carriere	ER
Etienne Lansard	EE
Gregory Graham	EE

<b>Regrets or Absent</b>	<b>Representation</b>

**Apprenticeship Manitoba Staff:**

Kristal Hurrell, Policy Analyst

John Hample, Program Development Coordinator

Tracy Coontz, Board Operations Administrative Assistant

**Guests**

Agenda Item #	Notes/ Actions/ Motions
<p><b>Standing Items</b></p> <p><b>2012.10.01</b></p> <ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Approval of Agenda</li> </ol>	<p>The Chair called the meeting to order at 9:15 am.</p> <p><b>Motion #1:</b></p> <p>To approve the agenda as written.</p> <p><b>M:</b> Etienne Lansard <b>S:</b> David Bain</p> <p><b>Carried.</b></p>
<p><b>Program Standards</b></p> <p><b>2012.10.02</b></p> <ol style="list-style-type: none"> <li>1. Regulation             <ul style="list-style-type: none"> <li>– Kristal Hurrell, Policy Analyst</li> <li>• Orientation to updating a trade regulation</li> </ul> </li> </ol>	<p>Kristal explained to the PAC that the new Apprenticeship &amp; Certification Act was registered on April 01, 2010. The Apprenticeship &amp; Certification Board (ACB) has four Standing Committees comprised of Board members:</p> <ul style="list-style-type: none"> <li>• The Governance Standing Committee</li> <li>• The Community Liaison Standing Committee</li> <li>• The Program Standards Standing Committee</li> <li>• The Nominating Standing Committee</li> </ul> <p>The Policy Analyst is the liaison between the PAC and the ACB and assists and advises the PAC regarding the following:</p> <ul style="list-style-type: none"> <li>• discuss the policy decisions made by the Board</li> <li>• ensure trade regulation updates</li> <li>• develop trade regulations</li> </ul>

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<ul style="list-style-type: none"> <li>Update the trade regulation</li> </ul>	<p>She explained the following documents to the PAC:</p> <ul style="list-style-type: none"> <li>The Act provides the legislative framework for the Apprenticeship system.</li> <li>The General Regulation applies to all trades.</li> <li>The Trade Regulation defines the scope of the trade, term of apprenticeship, qualifications for certification and may vary from provisions in the General Regulation and over rules the General Regulation when it refers to a specific matter.</li> </ul> <p>The PAC makes recommendations to the ACB on the:</p> <ul style="list-style-type: none"> <li>scope of the trade</li> <li>term of apprenticeship</li> <li>wages</li> <li>ratios</li> <li>Certification of Qualification requirements for their trade</li> <li>Level exams and certification exams</li> </ul> <p>According to the new Apprenticeship &amp; Certification Act, the PAC must consult with industry regarding the proposed changes to the trade regulation.</p> <p>The PAC reviewed the proposed trade regulation and made revisions that will be incorporated into the document.</p> <p>Kristal reviewed the scope of the sloped roofer trade and proposed regulation.</p> <p>A discussion ensued on the Scope of the Trade.</p> <p>Kristal explained that the total hours, includes technical and practical hours.</p> <p>The PAC agreed to 1400 hours in 2 levels.</p>

Agenda Item #	Notes/ Actions/ Motions
	<p><b>Motion #2:</b></p> <p>To approve section one of the proposed regulation as worded.</p> <p><b>M:</b> Jerry Carriere <b>S:</b> Gregory Graham</p> <p><b>Carried.</b></p> <p><b>Motion #3:</b></p> <p>To approve section two of the proposed regulation as worded.</p> <p><b>M:</b> Gregory Graham <b>S:</b> Etienne Lansard</p> <p><b>Carried.</b></p> <p><b>Motion #4:</b></p> <p>To approve section three of the proposed regulation as worded.</p> <p><b>M:</b> Gregory Graham <b>S:</b> Etienne Lansard</p> <p><b>Carried.</b></p> <p><b>Motion #5:</b></p> <p>To approve section four of the proposed regulation as worded.</p> <p><b>M:</b> Gregory Graham</p>

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	<p><b>S:</b> Etienne Lansard</p> <p><b>Carried.</b></p> <p>The PAC discussed section five, Transition: designated trainers and agreed that the transition time for this clause will be in effect for 5 years.</p> <p><b>Motion #6:</b></p> <p>To approve section five of the proposed regulation with revisions.</p> <p><b>M:</b> Jerry Carriere <b>S:</b> Gregory Graham</p> <p><b>Carried.</b></p> <p><b>Motion #7:</b></p> <p>The PAC discussed section six, Transition: ratios , and agreed that, this section is repealed five years after it come into force .</p> <p>To approve section six of the proposed regulation with revisions.</p> <p><b>M:</b> David Bain <b>S:</b> Gregory Graham</p> <p><b>Carried.</b></p> <p>Kristal explained the following to the PAC:</p> <ul style="list-style-type: none"><li>• The Consultation Discussion Guide will be sent to industry stakeholders and current employers of the Sloped Roofer trade.</li><li>• The feedback will be provided to the PAC in a Consultation Summary Report to review</li></ul>

Agenda Item #	Notes/ Actions/ Motions
<p>2. Technical Training</p> <ul style="list-style-type: none"> <li>– John Hample, Program Development Coordinator               <ul style="list-style-type: none"> <li>• Technical Training Orientation</li> </ul> </li> </ul>	<p>Once the consultation process is completed</p> <ul style="list-style-type: none"> <li>• The proposed trade regulation will be brought forward to the Program Standards Committee (PSC) for review</li> <li>• If accepted by the PSC, the trade regulation will be forwarded to the Apprenticeship &amp; Certification Board (ACB) for consideration for approval in principle.</li> <li>• If approved, the trade regulation will then be directed to Manitoba Justice to be drafted and translated</li> <li>• Once translated, the document will be returned to the ACB to be approved and then directed to the Minister for final approval</li> </ul> <p>The PAC reviewed the stakeholder list and made additions.</p> <p>John explained that the Program Standards Unit facilitates the development of the form and content of the in-school technical training for instructors and apprentices.</p> <p>He explained that the PAC members assist with:</p> <ul style="list-style-type: none"> <li>– National Occupational Analysis (NOA) or Provincial Occupational Analysis (POA) initial draft reviews, workshop, validation and weighting</li> <li>– Technical Training documents (Profile chart, Level chart, Units, NOA/POA Subtask to Unit Comparison)</li> <li>– Interprovincial Program Guide initial draft reviews, workshop and validation</li> <li>– Table of Specifications workshops for Examination development</li> <li>– Level Placement Examinations</li> </ul> <p>John and the PAC reviewed the following:</p> <ul style="list-style-type: none"> <li>• The National Occupational Analysis (NOA)</li> <li>• The Profile chart</li> <li>• The Level chart</li> </ul> <p>Sloped Roofer will have a 2 level program.</p>

# Apprenticeship Manitoba

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<ul style="list-style-type: none"> <li>• Technical Training Development</li> </ul>	<p>A discussion ensued in regards to the common core with Roofer.</p> <p>John and the PAC reviewed the level one handout and made recommendations on the hours.</p>
<p><b>New Business</b></p> <p><b>2012.10.03</b></p> <p>1. Discussion of role and possible election of a vice-chair</p>	<p><b>Motion #8:</b> To elect Jerry Carriere as the vice-chair.</p> <p><b>M:</b> Gregory Graham <b>S:</b> Etienne Lansard</p> <p><b>Carried.</b></p>
<p><b>Future Agenda Items</b></p> <p><b>2012.10.04</b></p>	<p>.Discussion on the industry feedback on the Consultation Guide.</p>
<p><b>Adjournment</b></p> <p><b>2012.10.05</b></p>	<p>Meeting adjourned at 4:00 pm.</p> <p><b>Motion #9:</b> To adjourn the meeting.</p> <p><b>M: Gregory Graham</b> <b>S: Etienne Lansard</b></p> <p><b>Carried.</b></p>

# **Apprenticeship Manitoba**

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*Record of Decisions written by Tracy Coontz, Board Operations Administrative Assistant*