
Minutes of the 85th Meeting
Provincial Apprenticeship and Certification Board Meeting
October 2nd & 3rd, 2014
Marriott Hotel, Duckworth Street
St. John's

BOARD MEMBERS PRESENT:

Harry Bartlett	-	Chair
Cliff Mercer	-	Director, Apprenticeship and Trades Certification
Karen Walsh	-	At-Large Representative
James O'Neill	-	At-Large Representative (Alternate)
Gerald Shea	-	Employee Representative
Eli Dean	-	Employee Representative
James Loder	-	Employer Representative
David Harris	-	Employer Representative
Craig Randell	-	Employer Representative
Annie Randell	-	At-Large Representative
Martin Harty	-	Employee Representative - (Alternate)

BOARD MEMBERS ABSENT:

Gordon Dunphy	-	At-Large Representative
Mike Lee	-	Employer Representative
Angela Rowsell	-	Employee Representative
Michael Goosney	-	Employee Representative
Karen Rowe	-	At-Large Representative
Travis White	-	Employer Representative (Alternate)

RECORDING CLERK:

Paula Dobbin	-	Apprenticeship & Trades Certification
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INVITEES:

Minister Kevin O'Brien		
Lisa Lindhal		
Bob Gardiner	-	Assistant Deputy Minister
Laura Cowan	-	Manager, Standards & Curriculum
Sandra Bishop	-	Manager, Industrial Training
Arthur Leung	-	Manager, Special Projects

Welcome:

Director Cliff Mercer welcomed all Board members to their new appointments and thanked Harry Bartlett for accepting the role of Board Chair. The director also thanked the members for attending the orientation session provided previous to the board meeting. Board members were asked to consider the Confidentiality and Conflict of Interest aspects of their roles at all times.

Bob Gardiner, Assistant Deputy Minister introduced Minister, Kevin O'Brien.

Minister O'Brien addressed the Board acknowledging their appointments and affirming the roles of Government and the Board to ensure that the Apprenticeship System in Newfoundland continues to operate in support of industry and apprentices themselves.

Call to Order:

The meeting was called to order at 1:26 pm on October 2, 2014 by the Chair, Harry Bartlett.

1. **Approval of Agenda:** one amendment was made to remove agenda item 5.a.vii as the information will be covered under 5.a.v.

Motion by James Loder and seconded by Gerry Shea to approve the agenda as amended. Motion carried.

2. Quorum/Attendance

The Director provided information about the decision making process for the Board. Roberts Rules of Order will guide the work of the board. A discussion was held on the need to set a quorum for holding meetings. It was agreed that the quorum would remain as is, being a minimum of 6 members present with at least 1 member present from each of the 3 representative groups (employer, employee, and at-large). Total voting members on the board is 14 including the Chair and the Director of Apprenticeship Trades Certification Division, plus alternates, one for each group Employer, Employee and At-Large. Alternates will vote when at least one regular member from the designated group is absent from the meeting. All members were provided with a copy of an information sheet explaining the Consensus Model approach for Board decision making. The director explained that this approach is used at the Canadian Council of Directors of Apprenticeship (CCDA).

Motion by Annie Randell and seconded by Eli Dean to set the quorum for board meetings at 6 including at least 1 representative from each of the 3 representative groups and that the consensus model be adopted for decision making. Motion carried.

3. Approval of Minutes:

The 84th Meeting of the PACB held September 26, 2011 was the last official meeting prior to this meeting. Only five of the existing board members were also members at the time of the previous meeting. Three members James Loder and Gerald Shea and Cliff Mercer confirmed there were no errors that they could identify in the minutes.

Members were advised that a number of unofficial meetings had taken place to deal with regular business such as Accreditations and Plans of Training along with a number of related apprenticeship matters. Further review of the motions included in the un-official meetings would be reviewed as a next item on the agenda.

Motion by James Loder, second by Gerald Shea to approve the Minutes of the 84th meeting. Motion carried.

4. Business Arising from Minutes:

4.a Review of Past Motions - post September 26, 2011

A discussion was held on the necessity to continue the work of the board with past board members whose terms were expired. The director advised the board that to ensure all motions approved during meetings post September 26, 2011 are acceptable, a full list of the motions have been provided for review by the current board.

All Motions related to Accreditations were compiled and included in the agenda package to the board. All past accreditation were reviewed and a motion was requested to ratify all post accreditation motions.

Motion by James O'Neill and seconded by Eli Dean that the past motions for Accreditations as presented for review be accepted, with expiry terms being as stated for each program. Motion passed.

Further discussion and review on the past motions related to designating and de-designating apprenticeship trades. All past motions were reviewed and a motion was requested to ratify all post designation and de-designation motions.

Motion by James Loder and seconded by Karen Walsh that the past motions for Designated and De-designated apprenticeship trades as presented for review be accepted. Motion carried.

Further discussion and review of past motions related to Plans of Training updates. All past motions were reviewed and a motion was requested to ratify all post Plans of Training motions.

Motion by Gerald Shea and seconded by Dave Harris that the past motions for Plans of Training as presented for review be accepted. Motion carried.

Further discussion and review of past motions related to Other Apprenticeship Issues. All past motions were reviewed and a motion was requested to ratify all past Other Apprenticeship Issues motions.

Motion by Annie Randell and seconded by Craig Randell that the past motions referenced “Other Apprenticeship Issues” as presented for review be accepted. Motion carried.

5. Routine Business

5a.i. New/Revised POT

The manager for Standards and Curriculum presented 3 new Plans of training for approval by the Board.

Powerline Technician

David Harris expressed concern about the impact this change in the Plan of Training (POT) would have on the existing apprentices in this trade. An explanation on the implementation plan was provided. All existing apprentices registered and past the 2nd block advanced level will be trained out on the old POT. The new POT for Powerline Technician will be available on ATCD website when all QA processes are complete.

Motion by James O’Neill and seconded by David Harris that the new POT for Powerline Technician be approved as presented. Motion carried.

Cook

The Cook POT update was presented. Board members inquired as to the changes that will occur under the harmonization project. Because NL already adopted the IPG in this latest POT update there is an expectation that changes will be minimal. New changes will be made only if absolutely necessary.

Motion by Karen Walsh and seconded by James Loder that the revised POT for Cook be approved as presented. Motion carried.

Automotive Service Technician

The Automotive Service Technician POT was presented.

Motion by Eli Dean and seconded Annie Randell that the new POT for Automotive Service Technician be approved as presented. Motion carried.

5.a.ii De-designated Powerline Technician (Construction)

The PTAC's for Powerline Technician (Construction) and Powerline Technician (Operating) met and reviewed both POT. Both PTACs recommend to de-designate the Provincial Trade of Powerline Technician (Construction). All apprentices currently registered PLT (Construction) will be transferred over to the Red Seal program for PLT. Journeypersons certified with Provincial qualification will be offered an opportunity to attempt the Red Seal examination.

Motion by Gerard Shea and seconded by Craig Randell that the Powerline Technician (Construction) trade be "de-designated" as a provincial trade. Motion carried.

5.a.iii Request to rename Powerline Technician (Operating)

The PLT PTAC recommended to submit a request to the board rename Powerline Technician (Operating) to the Red Seal name: Powerline Technician.

Motion by Karen Walsh and seconded by Eli Dean to change the name the trade known as Powerline Technician (Operating) to Powerline Technician. Motion carried.

5.a.iv De-designation of Blaster

A memo detailing background information including industry recommendations, addressed to the board was included in the board agenda package. Information on industry's request to de-designate as an apprenticeship trade was included. Concerns raised by board members on opportunities for blasting for level 1 certification were tabled. The Director provided additional clarification related to how an individual would obtain Blaster certification under a new program which would be outside of the apprenticeship system, but still administered by ATCD. A recognized approved college will follow a defined program that will include both theory and practical blasting components over the span of a 12 week course in the college system. Blaster is a compulsory occupation in the province with Service NL regulating the occupation and the workplace. They have been involved in all discussions and recommendations therefore, are comfortable with this recommendation and decision.

Motion by Annie Randell and seconded by Martin Harty that based on the recommendation of the Blaster Provincial Trade Advisory Committee that the Blaster trade to be de-designated as a provincial apprenticeship trade. Motion carried.

5.a.v New Designation Red Seal Trades – adoption Heavy Equipment Operator (HEO)

In June 2014 the Canadian Council of Directors of Apprenticeship (CCDA) approved three new Heavy Equipment Operator (HEO) trades for Red Seal endorsement and subsequent product development. A recommendation to designate the 3 new trades of HEO (Dozer); HEO (Excavator); and HEO (Tractor-Loader-Backhoe) for certification only. Under the same recommendation these three trades will be removed from provincial apprenticeship designation to become Inter-provincial (Red Seal) apprenticeship designated trades once the full suite of products are available including the Provincial Trade Advisory Committees approved Plans of Training.

**Motion by James Loder and seconded by Eli Dean to accept the designation for certification only the following Red Seal trades:
Heavy Equipment Operator (Dozer)
Heavy Equipment Operator (Excavator)
Heavy Equipment Operator (Tractor-Loader-Backhoe) Motion carried.**

5.a.vi New Designation Red Seal Trades – adoption (Drywall Finisher and Plasterer)

Three new national Red Seal designated trades (Drywall Finisher and Plasterer; Gasfitter A; and Gasfitter B) are presented to the board for consideration as designated trades for Certification Only.

Motion by Annie Randell and seconded by Karen Walsh to adopt the Drywall Finisher and Plasterer trade for ‘Certification Only’. Motion carried.

Motion by David Harris and seconded by Craig Randell to adopt the Gasfitter A for ‘Certification Only’. Motion carried.

Motion by Eli Dean and seconded by James O’Neill to adopt the Gasfitter B for ‘Certification Only’. Motion carried.

5.a.vii**Block I Apprenticeship – Construction Electrical Pilot**

An information memo detailing the introduction of an apprenticeship Block I option for the Construction Electrician trade including next step, was presented to the Board. After some discussion the recommendation is to move from the pilot stage and to implement the Apprenticeship Block 1 in the Construction Electrician trade, once ratified by the Assistant Deputy Minister and Deputy Minister. Gerry Shea recommended having Industrial Electrician included along with Construction Electrician in this area.

Motion by James O'Neill and seconded by Craig Randell to support the recommendation for development of Block I Apprenticeship block training option for ten high use trades including – Construction Electrician and Industrial Electrical . Motion carried.

5.b i Two – 3 year initial and four – 5 year Re-accreditations

Accreditation reports were presented by Laura Cowan, Manager of Standards and Curriculum.

ACCREDITATION MOTIONS:

Motion by Dave Harris and seconded by Martin Harty to approve Entry Level Insulator (Heat and Frost) program, Academy Canada, Harding Road for a 3 year initial accreditation with an expiry date of October 3rd 2017. Motion carried.

Motion by Martin Harty seconded by Eli Dean to approve Entry / Advanced Level Carpentry program, Carpenter Millwright College for a 5 year reaccreditation with an expiry date of December 9, 2018. Motion carried.

Motion by Annie Randell and seconded by James Loder to approve Entry Level Welder program CNA Labrador West for a 3 year initial accreditation with an expiry date of October 3 2017. Motion carried. James O'Neill was abstained from voting.

Motion by Karen Walsh seconded by Eli Dean to approve Entry Level Steamfitter/Pipefitter program, Keyin College, Burin Campus for a 5 year reaccreditation with an expiry date of December 21, 2018. Motion carried.

Motion by David Harris seconded by Eli Dean to approve Entry Level Hairstylist program, Keyin College Grand Falls Windsor for a 5 year reaccreditation with an expiry date of October 31, 2018. Motion carried.

Motion by Annie Randell seconded by Gerard Shea to approve Entry /Advanced Level Sprinkler System Installation program U.A. Training Centre for a 5 year reaccreditation with an expiry date of March 16, 2019. Motion carried. Martin Harty abstained to vote.

5.c Block Exam Development Schedule

The Block Exam development schedule was provided as an Update (10 High Use Trades) for information purposes. A request to have grade results information provided at next meeting of the board was tabled.

5.d. Report on Advisory Committee Activities

A list of Advisory Committee meetings held for the past year was presented for information purpose only.

Day 1 meeting concluded for the day at 4:55 pm on October 2, 2014, and will continue at 9am on October 3, 2014. Day 2 of the meeting was called to order at 9am on October 3, 2014 by the Chair, Harry Bartlett.

6. New Businesses

6.a Atlantic Workforce Partnership/Atlantic Apprenticeship harmonization Project (AWP/AAHP)

The project coordinator Melissa Young presented on the background and current status of the AWP/AAHP. The PowerPoint presentation that Melissa Young had prepared for the board will be distributed to each member by email.

6.b Provincial Trade Advisory Committee (PTAC) and Atlantic Trade Advisory Committee (ATAC) remuneration/recognition

A memo titled "*Strengthen participation in the Apprenticeship Advisory, Block Exam and Practical Examination Committees*", was included in the agenda package. A discussion was held and agreed that all PTAC members should receive compensation at a rate equivalent to the agreement under the AAHP. This rate is \$25.00 per hour to a maximum of \$200 per day plus a provincial per diem based on treasury board guidelines.

Recognition and rewards activities also encourage participation and involvement from qualified industry representatives. It is recommended that industry representative be recognized for their contribution through activities such as:

- Press releases announcing member appointments
- Inviting members to attend special industrial trade and special education events
- Certificates of service

Motion by Annie Randell seconded James O'Neill to support the recognition recommendations indicated above for PTACs and ATACs and to request that the ATCD move forward immediately once ratified by the ADM/DM. Motion carried.

6.c CCDA and AAC-update

The director provided a verbal update on the activities of CCDA and the Atlantic Apprenticeship Council. This was for information purpose for the Board and no further action required.

6.d Iron Worker and Cement Finisher-Hebron Requirements-Ratio

A memo was tabled that provided details on the Hebron site requirements specific to the slip form operations currently ongoing. Four options to allow the registration of eligible apprentices to log hours include:

Option 1: Using a 1:3 journeyman to apprentice ratio for supervisory activities (the third apprentice must be a 3rd year senior apprentice with more than 3600 hours).

Option 2: Using a 1:5 journeyman to apprentice's ratio for mentorship role activities (apprentices can be at any level).

Option 3: Designated Trainer (DT) with 1:1 journeyman to Apprentice ratio and possibly move up to 1:2 ratio depending on the available number of qualified individuals.

Option 4: Verification of Provincial (Blue Seal) Journeyman certification for mentors where Interprovincial (Red Seal) Journeymen from other provinces, are not available.

Discussion main points captured include:

- Try to maximize the work opportunities for Newfoundland and Labrador residents and minimize the number of people brought into the province to complete the work.
- Have worked very closely on the Hebron project with the main contractor Kiewit Kvaerner Contractors (KKC)
- Similar to previous work for Tower Crane Operators identified as being needed for the Hebron project. Worked with KKC and the Operating Engineers College to train certified Mobile Crane Operators to become certified as Tower Crane Operators upon completion of a 12 week program.
- KKC had indicated that they would need 34-36 Tower Crane Operators for the Hebron construction site. Prior to start of construction it was identified that there were only about 2-3 certified Tower Crane Operators in province. A proposal was submitted to allow eligible individuals to participate in a 12 week program. In cooperation with ExxonMobil who donated a Tower Crane, KKC and the college it allowed Certified Mobile Crane Operator journeymen, operating cranes as a journeyman for more than two years to take a 12 week program, after which they were permitted to write Tower Crane Operator certification exam. The idea was to maximize the provincial workforce first before having to go outside of province to look for Tower Crane Operators. The program also allowed certified Mobile Crane Operators with less than two years operating experience an avenue to obtain Tower Crane Operator certification by completing the 12 week program and registering as an apprentice to participate in this program. These apprentices would be also eligible to write the certification exam after working for a minimum of 1500 hours as a Tower Crane Operator apprentice.
- This also helps prepare for the identified needs for the Muskrat Falls project. Noting that there is massive amounts of concrete associated with Tower Crane work that will be required on that site, will hopefully provide individuals with the opportunity to transfer between the two project sites.

7. Date and Location of Next Meetings

December 10th, 2014. St. John's NL. (TBA)

March 10th, 2014. St. John's NL. (TBA)

June 9th, 2014 Corner brook. (TBA)

September 15th, 2014. Labrador City. (TBA)

8. Review of action items.

Send out agenda a month before.

Adjournment

84th PACB meeting was adjourned at 12pm on October 3, 2014.