

**Minutes of the 92nd  
Provincial Apprenticeship and Certification Board Meeting  
May 27, 2016**

**BOARD MEMBERS PRESENT:**

<b>David Harris</b>	-	<b>Chair</b>
<b>Sandra E. Bishop</b>	-	<b>Director (ATCD)</b>
<b>James Loder</b>	-	<b>Employer Representative</b>
<b>Martin Harty</b>	-	<b>Employee Representative-(Alternate)</b>
<b>James O'Neill</b>	-	<b>At-Large Representative-(Alternate)</b>
<b>Annie Randell</b>	-	<b>At-Large Representative</b>
<b>Karen Rowe</b>	-	<b>At-Large Representative</b>
<b>Gerry Shea</b>	-	<b>Employee Representative</b>
<b>Craig Randell</b>	-	<b>Employer Representative</b>
<b>Karen Walsh</b>	-	<b>At-Large Representative</b>

**BOARD MEMBERS ABSENT:**

<b>Gordon Dunphy</b>	-	<b>At-Large Representative</b>
<b>Travis White</b>	-	<b>Employer Representative-(Alternate)</b>
<b>Mike Goosney</b>	-	<b>Employee Representative</b>
<b>Eil Dean</b>	-	<b>Employee Representative</b>
<b>Mike Lee</b>	-	<b>Employer Representative</b>

**RECORDING SECRETARY:**

**Paula Dobbins**

**INVITEES:**

**Wendy Robinson**

**Call to Order:**

The meeting commenced at 9:05 a.m. on May 27, 2016.  
The Board was welcomed by Sandra Bishop and The Chair

**1. Approval of Agenda:**

**MOTION:**

**A motion was passed to accept the agenda by James O'Neill and seconded by James Loder.**

Sandra would like to add to the agenda under New Business the items of new apprentice fees and wage subsidy program

**2. Quorum/Attendance:**

The Chair confirmed that there was a full quorum.

**3. Approval of PACB Minutes 91<sup>st</sup> Meeting:**

**MOTION:**

**A motion was passed by James Loder and seconded by Karen Rowe to adopt the minutes of the 91<sup>st</sup> meeting as presented.**

**4. Business Arising from Minutes - Director**

Action items from the 91<sup>st</sup> meeting:

- a. Vice Chair when Chair cannot attend – Unofficially James Loder has been identified to be Vice Chair in the absence of The Chair
- b. Presentation by Labour Market Division – Paul Dinn, Director of Skills and Labour Market Research will present a PowerPoint on the Labour Market Outlook.
- c. Completions of course by instructor – There will be more information in the Fall to use as re-accreditation. There will be no penalty until there is more info to present
- d. MUN “On the Move Partnership” for Mobility letter for James Loder.  
A letter has been drafted and sent to MUN for James Loder to be an official member of the “On the Move Partnership”. An article was sent to Nicole and it will be presented in the MUN newsletter.
- e. Policy for Board members that do not attend meetings – Since the last meeting Angela Rowsell has resigned. At the present time we now have 2 vacancies that need to be filled.

**5. Presentation – Skills and Labour Market Research Division- Apprenticeship Labour Market Information – Paul Dinn Director**

Paul Dinn presented a power point on the Labour Marketing and demographic indicators of supply in NL. A booklet was passed out for further information. Paul also had a presentation on the new layout of the job bank.

## **6. PACB Policy Manual**

Sandra presented the updated policy manual. Some new policies were introduced and highlighted key parts. Sandra would like to assign a working group from each representation (3) and work through it. This will be presented in the fall face to face meeting for Board approval.

Some highlighted areas that Sandra presented are:

- PACB 002 - need board input on. What does direct supervision means??
- PACB 003 - this will be determined once we have our stakeholder engagement
- Page 27 – documented as waiting on Laura and Sandra. Journeyperson funding may keep as is.
- Cancelled or inactive - keep it as cancelled; this is a way to get the apprentice to respond.
- Protocols 0039 - page 72 Sandra did a change of wording on the schedules meetings.

Dean, Sandra and The Chair will oversee the project.

The 3 board members that have accepted to be on a committee to review the Policy manual are:

James Loder, Eli Dean, and James O'Neill.

**Motion by Craig Randell and seconded by Annie Randell to approve the review of the policy manual by the committee listed.**

- 7. Designated trainer policy-** A jurisdictional review was completed and presented to the Board. Next step is to conduct an industry stakeholder session for feedback so we can move forward on a decision to either terminate the program or re-instate it. Karen Walsh stated that she would like to see it widely publicized so all industries can be aware.

## **8. Routine Business**

### **Plan of Training**

There were no new POT's to present

## **9. Accreditations:**

- i. 5 year Re-accreditation report**

**Motion by Karen Walsh and seconded by James O'Neill to accept and approve the Entry Level Cook program with CONA, Bay St. George for a 5 year re-accreditation. Expiry date: May 17, 2021. Conditional based upon a clearance letter of OHS for cracked tiles in the kitchen area.**

**Motion by Karen Walsh and seconded by Gerry Shea to accept and approve the Entry Level Hairstylist program with CONA Bay St. George, for a 5 year re-accreditation. Expiry date: February 2, 2021**

**Motion by Karen Walsh and seconded by Gerry Shea to accept and approve the Entry Level and Advanced Level Construction and Industrial Electrical program with CONA, Seal Cove for a 5 re-accreditation. Expiry date: December 9, 2020**

**Motion by Karen Walsh and seconded by Gerry Shea to accept and approve the Entry Level Cook program with Academy Canada, Corner Brook for a 5 year re-accreditation. Expiry date: May 17, 2021. James Loder abstained.**

**Motion by Karen Walsh and seconded by Gerry Shea to accept and approve the Entry Level and Advanced Level Machinist program with CONA, Placentia for a 5 year re-accreditation. Expiry date: February 2, 2021.**

**Motion by Karen Walsh and seconded by Gerry Shea to accept and approve the Mobile Crane Operator program with Operating Engineers College for a 5 year re-accreditation. Expiry date: January 10, 2021.**

- ii. Previously deferred re-accreditation

**Motion by James Loder and seconded by Craig Randell to accept and approve the Entry Level Metal Fabricator program with CONA, Port aux Basques Campus for a 5 year re-accreditation. New expiry date: February 09, 2021. CONA has confirm the Port aux Basques Campus will maintain the student to instructor ratio at 16:1 students**

- iii. **Memos from Wendy Robinson**

As per the memo presented by Wendy Robinson, Program Development Specialist, accreditation staff is asking the PACB to temporarily waive the following mandatory element of accreditation - **all core**

**instructors must have their journeyperson certification in the occupation that they are teaching -** for the **Process Operator** program at the Placentia Campus of CNA. Currently, there aren't any Process Operator Journeypersons in Newfoundland and Labrador. As well, accreditation staff would require PACB's authorization to have two Industrial Mechanic (Millwright) team members help conduct the site visit with the Program Development Specialist.

**Motion by Gerry Shea and seconded by Karen Rowe to approve the temporary waiver of the mandatory element requiring all core instructors to have their journeyperson certification in the occupation they are teaching for the Process Operator program at CNA, Placentia Campus and to allow Industrial Mechanic (Millwright) Journeypersons to participate in the site visit.**

As per the memo presented by Wendy Robinson, accreditation staff is asking the PACB to allow CNA, Seal Cove Campus to re-accredit their Entry-Level Instrumentation and Control Technician program only due to reasons outlined in an email provided.

**Motion by Karen Rowe and seconded by Craig Randell to allow ONLY the Entry-level Instrumentation and Control Technician program with CNA, Seal Cove, to go through the re-accreditation process.**

**10. Report on Advisory Committee Activities**

Sandra provided an update on the Advisory Committee activities held between the months of April - May 2016.

**11. New Business**

**a. Request for Compulsory Certification** – there are 2 that came in recently. Sprinkler System and Refrigeration and Air Conditioning Mechanic. An analysis will be conducted by ATCD and forwarded to the Board for review and discussion at the next face to face meeting in November.

**b. ATCD strategic initiatives**

- Sandra and Jacqueline Power are working together on the compliance report and the maintenance report and they will combine it into one report
- Integrating some aspect of ATCD with the regional offices such as leave management
- Website needs to be worked on. It needs to be more user friendly
- Focusing on Trade Qualifiers

**c. PACB Annual Report** – Every year there is a report that is submitted by the Chair signs off and it goes to the Minister for viewing. This year a plan with the deliverables for the next 3 years is required to be completed.

- d. **Atlantic Harmonization** – Sandra gave an update on the 10 trades and policies. New IT system is taking the most time for completion. About 2 years for development and implementation.
- e. **National Harmonization** – Sandra provided updates.
- f. **National Mobility-** January 1<sup>st</sup> this year it was released, all participating jurisdictions accept apprentices with the hours and training.
- g. **FIATT Proposals Update** – Alternate funding for training. New Brunswick and Nova Scotia was awarded.
- h. **Scaffolding Training** - It was asked should we have this as a pre-employment program. Combination program Rope access (RAM, RAT) is very popular, less time consuming and inexpensive. Training providers are required to submit a request.
- i. **Board Feedback and recommendations** – Sandra discussed the approach of every second meeting being face to face. The Board would like an Apprentice on board, and the Employer representative filled. The Board would like documents sent out earlier to review before the meetings.
- j. **Apprenticeship fees** – Each Board member receive a document for the fee structure effective May 1, 2016.
- k. **Wage subsidies program** – maintain status quo for this year. We will be asking the industry what it should look like. We need to find a way to equalize it. Stakeholders will be involved. The Board mentioned that small companies need to be reached and have their feedback. There were discussions from the Board on a flat rate, or decrease percentages. The Board will be notified once the sessions are scheduled so they can attend.

**12. Action Items:**

- a. Transportation and Works will not take students on the job training. Sandra will check into this.
- b. Work with campus on looking for instructors for advanced level instrumentation and control technicians
- c. Accreditation schedule from Wendy Robinson
- d. Annual plan and report
- e. Review on having an apprentice to sit on the board
- f. Ask Eli Dean to sit on committee for policy manual

**Date and location of next meeting** – September 14, 2016.

November will be face to face meeting

**Meeting was adjourned at 2:25p.m. by Gerry Shea and Karen Walsh.**

