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**Minutes of the 88th  
Provincial Apprenticeship and Certification Board Meeting  
June 17, 2015  
Confederation Building, 4<sup>th</sup> Floor Boardroom, West Block  
St. John's**

**BOARD MEMBERS PRESENT:**

Harry Bartlett	-	Chair
Sandra E. Bishop	-	Director - ATCD
Karen Walsh	-	At-Large Representative
Karen Rowe	-	At-Large Representative
James O'Neill	-	At-Large Representative – (Alternate)
David Harris	-	Employer Representative
James Loder	-	Employer Representative
Travis White	-	Employer Representative – (Alternate)
Mike Lee	-	Employer Representative
Eli Dean	-	Employee Representative
Martin Harty	-	Employee Representative- (Alternate)

**BOARD MEMBERS ABSENT:**

Angela Rowsell	-	Employee Representative
Mike Goosney	-	Employee Representative
Craig Randell	-	Employer Representative
Annie Randell	-	At-Large Representative
Gordon Dunphy	-	At-Large Representative
Gerry Shea	-	Employee Representative

**RECORDING SECRETARY:**

Paula Dobbin	-	ATCD
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**INVITEES:**

Arthur Leung	-	Manager – Special Projects (ATCD)
Wendy Robinson	-	Program Development Specialist (ATCD)
Marilyn McCarthy	-	Departmental Program Coordinator (ATCD)

**Call to Order:**

The Meeting commenced at 10:20 a.m. on June 17, 2015

On behalf of the Board members, the Chair welcomed the new Director of the Apprenticeship and Trades Certification Division, Sandra Bishop, to the meeting

**1. Approval of Agenda:**

**Jim O'Neill requested to add 2 items to the New Business section, 6F and 6G.**

**MOTION:**

**A motion was passed by Mike Lee and seconded by Karen Walsh to approve the agenda as presented.**

**2. Quorum/Attendance:**

**The Chair confirmed that there was a full quorum for this meeting.**

**3. Approval of PACB Minutes 87<sup>th</sup> Meeting:**

**Section 5.c.iii Powerline Technician was noted that it was Die-Trac requested that the Board extend the date but it was actually CNA, Seal Cove that was requesting the extension**

**MOTION:**

**A motion was passed by James Loder to adopt the minutes of the 87<sup>th</sup> meeting as presented and seconded by Karen Walsh**

**4. Business Arising from Minutes****Action Items**

- i. Refresher course used to be 8 week program and now it is 6 week program.
- ii. Dean to check out the other jurisdictions to find out if safety certification courses are offered in pre-employment curriculums.
- iii. The accreditation report for Plumber and Steamfitter/Pipefitter received a marginal rating regarding Safety and Lock down procedures from the accreditation team. Since safety is very important, The Board would like this to be followed up and be advised during the next meeting.

Wendy Robinson clarified this action. UA (with the Carpenters Millwright College) hired a consultant to develop a Lockdown Procedure. A large document was drafted by the consultant. UA is now fine-tuning the document to make it more concise and operational (i.e., easier to communicate and implement). UA presented me this information verbally and will follow-up with written correspondence on June 30, 2015. UA is = going to include the information with the Annual Maintenance Report for the Sprinkler System Installer since the Lockdown Procedures is an institutional item (applies to all programs they offer).

- iv. Sandra will generate a letter for The Chair to sign for instructors for completing courses in a timely fashion.
- v. Sandra will check into the location and of the next meeting which will be held on June 10, 2015

## 5. Routine Business

### 5.a Plans of Training(POT) N/A

### 5.b Accreditations: One-3 year initial accreditation and thirteen re-accreditation reports

#### 5.b.i 3 Year Initial: Entry-Level Welder: Die-Trac Technical Institute, Lewisporte

#### **MOTION:**

**Motion by James Loder and seconded by Mike Lee to accept and approve the Entry Level Welder program accreditation with Die-Trac Institute, Lewisporte, for a 3 year accreditation expiry date June 17, 2018**

#### 5.b.ii 5-year re-accreditations:

**Entry/Advanced-Level Construction Electrician; Entry-Level Industrial Electrician: Academy Canada, Corner Brook**

**Entry-Level Hairstylist: Academy Canada, Corner Brook**

**Entry-Level Construction/Industrial Electrician: CNA, Bay St. George**

**Heavy Equipment Operator: CNA, Bay St. George**

**Mobile Crane Operator: CNA, Bay St. George**

**Entry-Level Construction/Industrial Electrician: CNA, Burin**

**Entry/Advanced-Level Carpenter: CNA, Clarenville**

**Entry/Advanced-Level Steamfitter/Pipefitter: CNA, Clarenville**

**Entry/Advanced-Level Automotive Service Technician: CNA, Prince Philip Drive**

**Entry/Advanced-Level Cook: CNA, Prince Philip Drive**

**Entry/Advanced-Level Refrigeration & Air Conditioning: CNA, Ridge Road**

**Entry-Level Cook: CNA, Seal Cove**

**Entry/Advanced-Level Powerline Technician: CNA, Seal Cove**

- **Jim O’Neill sustained from voting on CNA programs**
- **James Loder sustained from voting on Academy Canada programs**

**MOTION:**

Motion by Mike Lee and seconded by Karen Walsh to approve the Entry/Advanced Level Construction Electrician Entry-Level Industrial Electrician program re-accreditations with Academy Canada, Corner Brook for a 5 year term. Expiry date: March 29, 2020

**MOTION:**

Motion by Karen Walsh and seconded by Martin Harty to approve the Entry-Level Hairstylist program re-accreditation with Academy Canada, Corner Brook, for a 5-year term. Expiry date: February 15, 2020.

**MOTION:**

Motion by Travis White and seconded by Karen Rowe to approve the Entry-Level Construction/Industrial Electrician program re-accreditation with CNA, Bay St. George, for a 5-year term. Expiry date: December 14, 2019.

**MOTION:**

Motion by James Loder and seconded by Travis White to approve the Heavy Equipment Operator program re-accreditation with CNA, Bay St. George, for a 5-year term. Expiry date: December 10, 2019.

**MOTION:**

Motion by Karen Walsh and seconded by Mike Lee to approve the Mobile Crane Operator program re-accreditation with CNA, Bay St. George, for a 5-year term. Expiry date: December 10, 2019.

**MOTION:**

Motion by James Loder and seconded by Travis White to approve the Entry-Level Construction/Industrial Electrician program re-accreditation with CNA, Burin, for a 5-year term. Expiry date: March 14, 2020.

**MOTION:**

Motion by Martin Harty and seconded by Mike Lee to approve the Entry/Advanced-Level Carpenter program re-accreditation with CNA, Clarenville, for a 5-year term. Expiry date: December 17, 2019.

**MOTION:**

Motion by Travis White and seconded by Karen Walsh to approve the Entry/Advanced-Level Steamfitter/Pipefitter program re-accreditation with CNA, Clarenville, for a 5-year term. Expiry date: December 17, 2019.

**MOTION:**

Motion by Travis White and seconded by Karen Walsh to approve the Entry/Advanced-Level Automotive Service Technician program re-accreditation with CAN, Prince Philip Drive, for a 5 year term. Expiry date: December 10, 2019.

**MOTION:**

Motion by Karen Walsh and seconded by Mike Lee to approve the Entry/Advanced-Level Cook program re-accreditation with CNA, Prince Philip Drive, for a 5-year term. Expiry date: December 10, 2019.

**MOTION:**

Motion by Karen Rowe and seconded by Travis White to approve the Entry/Advanced-Level Refrigeration & Air Conditioning program re-accreditation with CNA, Ridge Road, for a 5-year term. Expiry date: December 16, 2019.

**MOTION:**

Motion by Martin Harty and seconded by Karen Walsh to approve the Entry-Level Cook program re-accreditation with CNA, Seal Cove, for a 5-year term. Expiry date: August 26, 2019

**MOTION:**

Motion by James Loder and seconded by Travis White to approve the Entry/Advanced-Level Powerline Technician program re-accreditation with CNA, Seal Cove, for a 5-year term. Expiry date: August 25, 2019

During the presentation of the site visit accreditation reports, Wendy Robinson pointed out that some of the CNA campuses may be exceeding the laboratory/shop student and instructor ratio of 16:1. Since this information cannot be substantiated during a team site visit, the Chair suggested that a memo be prepared by the Board for distribution to CNA Campuses reiterating the student and instructor ratio of 16:1.

**5.c Report on Advisory Committee Activities**

A list of Advisory Committee Activities that were held from March 2015-June 2015 was presented to the Board by Sandra Bishop.

**6. New Business**

Sandra had discussed the importance of keeping the Board updated with respect to communications. Both Sandra and the Chair would like to have Communication as an agenda item and developing new documents so that it is sent out to each member when available.

**6.a Apprenticeship Renewal Initiatives:**

Sandra provided an overview of the upcoming Train Here document outlining the eight initiatives identified in the document.

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**6.b AWP/AAHP Update**

- i. Carpenter: Implementation 2016-17 training year
- ii. Welder/Metal Fabricator: Implementation 2016/17 training year
- iii. Cook: Implementation September 2015
- iv. Bricklayer: Implementation September 2015

**6.c CCDA and AAC Update**

- i. Atlantic & National Harmonization initiatives
- ii. Atlantic & National Mobility Initiatives

6b and 6c were combined in the discussion by Sandra. 10 trades that will be harmonized in Atlantic Canada will have a common curriculum while the National Harmonization on a national level will not have a common curriculum.

**6.d Red Seal Endorsement**

The Canadian Council of Directors of Apprenticeship (CCDA) is pleased to announce the official recognition of the “RSE” acronym (Red Seal Endorsement) for qualified skilled journeypersons. Journeypersons that have received their certificate in the past can also use this acronym. It can be use after their name on business cards and other areas requiring signature.

**6.e Request from MUN – On The Move Partnership – Chair**

James Loder is interested in being involved. The Chair has agreed to have James represent PACB for the On The Move Partnership initiative through MUN. A letter will be generated and submitted.

**6.f Appropriate wage percentages for Apprentices:**

Jim O’Neill was concerned that employers are not paying the appropriate wages per PACB regulations. The Board explained that employers have their own policies with respect to wage rates. ATCD provides a guideline but it is not regulated.

**6.g Block exams being compromised.**

Jim O’Neill had some concerns that the Construction Electrical exam for block 3 was compromised. Students are more concerned with what is on the exam instead of knowing the materials which could result in lack of safety and knowledge in the workforce. Policy needs to be adjusted and students need to be held accountable with their actions. ATCD agreed to work with the training institutions to ensure processes for exam invigilation are being adhered to.

**7. Date and Location of next meeting**

The next meeting is scheduled to take place on September 15, 2015.

There were some discussions on how the Board felt about having conference calls instead of face to face meetings. Most were in favor of this; however some members would feel more involved with video conference.

**8. Action Items**

There were 3 action items that have not been addressed from the 87<sup>th</sup> meeting and they are section 4 items i., ii. and iv.. These are listed on the top of the page.

For action items for this meeting are:

- i.** The Board will prepare a memo to be emailed to Robin Walters and Catherine Moss with a request to Catherine to send the memo to the various CNA Campuses on the reiterating the student and instructors ratio 16:1
- ii.** A letter will be submitted to MUN for James Loder to represent the Board with On The Move Partnership committee for Mobility.
- iii.** Receive policy letter from Administrative for feedback on the Entry and Advanced Instructor evaluation.

**9.** Meeting adjourned by Mike Lee and seconded by Karen Walsh at 12:04 pm.