

**Minutes of the 95<sup>th</sup>  
Provincial Apprenticeship and Certification Board Meeting  
March 23-24, 2017**

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

<b>Gordon Dunphy</b>	-	<b>At-Large Representative</b>
<b>Gerry Shea</b>	-	<b>Employee Representative</b>
<b>Travis White</b>	-	<b>Employer Representative-(Alternate)</b>

**RECORDING SECRETARY:**

**Paula Dobbins**

**INVITEES:**

**Laura Cowan**

**Call to Order:**

The meeting commenced at 9:00 a.m. on March 23, 2017. The Board Chair and Director of Apprenticeship welcomed all members to the meeting.

**Approval of Agenda:**

**MOTION:**

A motion was passed by Mike Lee and seconded by Craig Randell to approve the agenda as presented.

**Quorum/Attendance:**

The Chair, David Harris confirmed that there was a full quorum.

**Approval of PACB Minutes 94th Meeting:**

**MOTION:**

A motion was passed by Karen Walsh and seconded by Karen Rowe to adopt the minutes of the 94th meeting as presented.

**Business Arising from Minutes-Director**

1. New Board Members – Update was provided on the recruitment for new members.
2. PACB Three year Strategic Plan update was provided by the Director.
3. Self-Study Link - The Self-Study Plan Program (SSPP) was developed in October 2015. If an apprentice had 2 unsuccessful attempts at either a Block, Provincial or Red Seal endorsement examination, s/he is no longer required to attend in-school training before s/he is granted a third writing. Apprentices are now eligible to apply for a third writing after they successfully complete SSPP
4. Transportation & Works not taking apprentices – There has been no update on this. An email was sent out and still waiting on a reply
5. List of non-accredited programs- document in binder.

**Routine Business**

**Plans of Training (POT) – Manager, Standards and Curriculum**

**MOTION:** A motion was passed by Mike Lee and seconded by Karen Rowe to approve the AAHP-Instrumentation and Control Technician pre-employment and advanced level plan of training

**MOTION:** A motion was passed by Craig Randell and seconded by James O’Neill to approve the AAHP-Construction Electrician advanced level plan of training

**MOTION:** A motion was passed by Karen Walsh and seconded by James Loder approve the AAHP-Industrial Electrician advanced level plan of training

**MOTION:** A motion was passed by Martin Hardy and seconded by Mike Lee to approve the AAHP-Steamfitter/Pipefitter advanced level plan of training

**MOTION:** A motion was passed by Annie Randell and seconded by Craig Randell to approve the advanced level plan of training for AAHP-Plumber

- **National Harmonization curriculum:**
  - ◆ **Heavy Duty Equipment**
  - ◆ **Truck and Transport Mechanic**
  - ◆ **Industrial Mechanic ( Millwright)**

**MOTION: A motion was passed by Karen Walsh and seconded by James Loder to accept and approve all 3 National Harmonization trades above**

**Accreditations – Manager, Standards and Curriculum**

- **3- year initial**
  - **CNA Entry/Advanced Level Plumber**

**MOTION: A motion was passed by Mike Lee and seconded by Annie Randell to approve the Entry/Advanced Level Plumber program with CNA Bonavista for a 3 year initial accreditation based on the accreditation report presented. Expiry date: March 23, 2020.**

- **CNA Entry Level Cook**

**MOTION: A motion was passed by Karen Walsh and seconded by Karen Rowe to approve the Entry Level Cook program with CNA Bonavista for a 3 year initial accreditation based on the accreditation report presented. Expiry date: March 23, 2020.**

- **5 year Re-accreditations**
  - **Academy Canada Entry Level & Advanced Level Construction Electrician and Entry Level Industrial Electrician**

**MOTION: A motion was passed by Mike Lee and seconded by Craig Randell to approve the Entry Level & Advanced Level Construction Electrician program and Entry Level Industrial Electrician program with Academy Canada, Harding Road for a 5 year re-accreditation based on the accreditation report presented. Expiry date: October 31, 2021.**

**James Loder abstained**

- **AC Entry Level Welder**

**MOTION: A motion was passed by Annie Randell and seconded by Martin Hardy to approve the Entry Level Welder program with Academy Canada Harding Road for a 5 year re-accreditation based on the accreditation report presented. Expiry date: September 26, 2021**

**James Loder abstained**

- **CNA Entry & Advanced Level Heavy Duty Equipment Technician**

**MOTION: A motion was passed by Annie Randell and seconded by Mike Lee to approve the Entry Level/Advanced Level Heavy Duty Equipment Technician program with CNA Bay St. George for a 5 year re-accreditation based on the accreditation report presented. Expiry date: July 12, 2021**

- **CNA Entry Level & Advanced Level Truck and Transport Mechanic**

**MOTION: A motion was passed by Mike Lee and seconded by Karen Rowe to approve the Entry Level & Advanced Level Truck and Transport Mechanic program with CNA Bay St. George for a 5 year re-accreditation based on the accreditation report presented. Expiry date: October 31, 2021**

**Letter from The Board to explain the accreditation was approved for Heavy Duty Equipment Technician and Truck and Transport Mechanic, however there will be a maintenance site visit on or before July 2018 due to the items that are a concern in the safety and equipment available.**

- **CNA Entry Level Construction Electrician /Industrial Electrician**

**MOTION: A motion was passed by Craig Randell and seconded by Karen Rowe to approve the Entry Level Construction Electrician /Industrial Electrician program with CNA Bonavista for a 5 year accreditation based on the accreditation report presented. Expiry date: July 5, 2021**

- **CNA Entry Level/Advanced Level Welder**

**MOTION: A motion was passed by Martin Hardy and seconded by James Loder to approve the Entry Level/Advanced Level Welder with CNA Prince Philip Drive for a 5 year re-accreditation based on the accreditation report presented. Expiry date: June 30, 2021**

- **CNA Entry Level Welder**

**MOTION: A motion was passed by Karen Rowe and seconded by Martin Hardy to approve the Entry Level Welder with CNA Baie Verte for a 5 year re-accreditation based on the accreditation report presented. Expiry date: October 31, 2021**

Letter from The Board to explain the accreditation requirements was approved for the Welder program, however there will be a maintenance site visit on or before October 2018 due to the items that are a concern in the safety and equipment available.

**New Business – Director**

- **Designated Trainer**

**MOTION: A motion was passed by James O'Neill and seconded by Craig Randell to approve to move forward on the Designated Trainer Program with Option 2 which is to Direct ATCD to draft a new Designated Trainer Program with clear policies, procedures and guidelines for staff administration after which a formal decision will be made by the PACB on possibility of re-instating the program.**

- **PACB Three Year Activity Plan**

**MOTION: A motion was passed by James O'Neill and seconded by Annie Randell to accept and approve The Three Year Activity Plan**

- **Specialty training for apprentices and journey persons:**  
The training budget may provide additional opportunity for apprenticeship and journeyperson specialty training this year due to decline in demand for block training.  
A formal process will be developed to solicit proposals for specialty training and will be shared with Board members at next meeting.
- **Gap training – Requirements for addressing gap training to align with new Atlantic Harmonization curriculum was discussed.** The Manager of Standards and Curriculum explained that this was a onetime training requirement to assist with the transition.
- **What We Heard-Apprenticeship Wage Subsidy (AWS) Consultations**  
As a result of the AWS stakeholder consultations, the program will be adjusted to 75% for all levels, with an average of 500 apprentices to be served each year in NL. Apprentices will be entitled to a maximum of two contracts.

Meeting adjourned at 3:15pm

**Minutes of the 95<sup>th</sup>  
Provincial Apprenticeship and Certification Board Meeting  
Day 2, March 24<sup>th</sup>, 2017**

**Call to Order:**

The meeting commenced at 8:45 a.m. on March 24, 2017. The Board Chair and Director of Apprenticeship welcomed all members to the meeting

- **Presentation from the Refrigeration & Air Conditioning Mechanic(RACM) Compulsory Certification**

**MOTION: A motion was passed by Mike Lee and seconded by Craig Randell to accept the application to move forward to compulsory certification request**

**New Business – Director**

- **Report on Advisory Committee - Laura provided an overview of Advisory Committee conducted since the last Board meeting.**
- **Trade name change - Sprinkler System Installer is now changed to Sprinkler Fitter as per request from industry stakeholders.**
- **Atlantic harmonization update- July 2017 there will be 10 trades harmonized and 21 Policies/Process. The office is in New Brunswick and they have 4 staff which will be transferred to NL for a trial period of 18 months, subject to treasury board approval.**
- **Atlantic harmonization – trade qualifier hours**
- **National harmonization update – All deliverables for phase two are on track for implementation for fall of 2017.**
- **National mobility update- Currently the National Mobility Agreement only requires jurisdictions to recognize advanced level training. Phase two of this agreement is underway which will expand to pre-employment training.**
- **Related Suite review- change made to all pre-employment plans of training.**

**MOTION: A motion was passed by James O'Neill and seconded by Mike Goosney to accept The Related Suite review changes**

- **Shared IT system –All five provinces are in the process of working with AWP to finalize a contract with the vendor after which project will commence.**

**Review of Action Items:**

- Accreditation Letter
- Letter from the board to send to CNA for a maintenance and site visit for TTM, HDET and Baie Verte Welder.
- Instructor certificate update Post-Secondary Instructor Certificate (PSIC) continues to waive the requirement until a review is made by department for an alternative direction of apprentices to work with director of institute. Update for June's meeting.
  - Motion to accept update by James Loder and seconded by Craig Randell
- One page overview of labor market demand for Skilled Trades.
- Sandra will talk to Dean and Laura about time allocated to do gap training. Millwright increases in hours another 90 hours entry level.
- Sandra to make a call to OHS about regulating the Heating Ventilation and Controls and Refrigeration Air Conditioning Mechanic. What we can do about OHS compliance?
- Sandra to follow up with Todd Barrett re: approval to proceed with next step in assessment for compulsory certification for RACM

**Date and location of next meeting –  
June 14<sup>th</sup>, 2017 – Conference Call**

**Meeting was adjourned at 11:25 a.m by Karen Walsh and seconded by James Loder**