October 15, 2015

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: AES/030/2015]

On September 21, 2015 the Department of Advanced Education and Skills received your request for access to the following records/information:


I am pleased to inform you that your request for access to this information has been granted in part and the responsive records are attached. Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act, 2015 (act):

Section 40.1 The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of third party personal privacy.

As required by subsection 8.2 of the act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

Please note that these records contain both unofficial (1-51) and official (52-81) meeting minutes. Unofficial meeting minutes resulted from the expiration of the Provincial Apprenticeship and Certification Board membership’s official term of appointment. To ensure continuity of service, the members continued to meet unofficially. However, once the board was again officially appointed, all motions made during the unofficial meetings were ratified at the meeting held on October 2 and 3, 2014 to confirm the decisions. Please note unofficial minutes are not included in the numbering of minutes.

Section 42 of the act provides that you may ask the Information and Privacy Commissioner to review this partial refusal of access or you may appeal the refusal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.
The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event you wish to appeal to the Supreme Court, you must do so within 15 business days of the date of this letter. Section 52 of the act sets out the process to be followed when filing such an appeal.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement’s website within one day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned at (709) 729-4276 or SharonSeaward@gov.nl.ca.

Sincerely,

[Signature]

SHARON SEAWARD
ATIPP Coordinator

Attachment
Minutes of the
85th Provincial Apprenticeship and Certification Board Meeting
December 13, 2011
Murray Premises Hotel & Suites, St. John’s, NL

BOARD MEMBERS PRESENT:

Paula Flood - Chair
Cliff Mercer - Director, Apprenticeship and Trades Certification
Richard Kelly - Employee Representative (Alternate)
James Loder - At-large Representative (Alternate)
Mike Lee - Employer Representative
Ann Geehan - Employee Representative
Gerry Shea - Employee Representative

BOARD MEMBERS ABSENT:

David Murphy - Employer Representative
Rhonda Neary - Employer Representative
Gus Doyle - Employee Representative
Ellen Picco - At-large Representative
Gordon Dunphy - (on temporary leave from Board)
Robin Bartlett - (resigned from Board effective December 12, 2011)

RECORDING SECRETARY:

Cathy Dalton - Apprenticeship and Trades Certification

INVITEES:

Laura Cowan - Manager, Standards & Curriculum

1. Call to Order:

The meeting was called to order by the Chair of the Board on December 13, 2011 at 9:15 am.

2. Approval of Agenda:

MOTION:
Motion by all Board Members to approve the Agenda as amended, effective December 13, 2011. Motion carried.
3. Adoption of Minutes:

MOTION:
Motion by Ann Gooch, seconded by Mike Lee to approve the Minutes of the 84th meeting held on September 26, 2011. Motion carried.

4. Business Arising:
4.1) Mass Consulting - Change in ratio for Mushuau Innu First Nation - Cliff Mercer

Cliff spoke with Lloyd MacDougall and indicated concerns with respect to ratio and clarification of how one Journeyperson can supervise four apprentices at the same time. No response had been received to time of meeting, as it stands; there is no change in their request of 4:1 ratio. Ratio will stand as the normal 2:1 pilot project ratio as approved by the Board at the 81st meeting.

TAB 5 Routine Businesses – Plans of Training (Laura Cowan)

5.1 Plans of Training

MOTION:
Motion by Gerry Shea, seconded by Richard Kelly to approve Plan of Training for Residential Electrician, effective December 13, 2011. Motion carried.

Motion by Ann Gooch, seconded by Mike Lee to approve Plan of Training for Instrumentation and Control Technician, effective December 13, 2011. Motion carried.

Motion by Richard Kelly, seconded by Mike Lee to approve Plan of Training for Motor Vehicle Body Repairer (Metal and Paint), effective December 13, 2011. Motion carried.

5.2 Accreditations-Re-accreditations

MOTION:
Motion by Mike Lee, seconded by Richard Kelly to approve Entry-Level Welder for Academy Canada, Harding Road Campus for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by Gerry Shea, seconded by Ann Gooch to approve Entry-Level Carpenter for Academy Canada, Harding Road Campus, for a five-year re-accreditation, effective December 13, 2011. Motion carried.
Motion by Richard Kelly, seconded by Gerry Shea to approve Entry/Advanced-Level Industrial Mechanic (Millwright), Carpenters Millwrights College for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by Ann Geehan, seconded by Mike Lee to approve Entry-Level Construction/Industrial Electrician, College of the North Atlantic, Bay St. George Campus, for a three-year initial accreditation, effective December 13, 2011. Motion carried.

Motion by Mike Lee, seconded by Gerry Shea to approve Entry/Advanced-Level Truck and Transport Mechanic, College of the North Atlantic, Bay St. George Campus, for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by James Loder, seconded by Mike Lee to approve Entry/Advanced-Level Automotive Service Technician, College of the North Atlantic, Bay St. George Campus, for a 5-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by Mike Lee, seconded by Richard Kelly to approve Entry-Level Industrial Mechanic, College of the North Atlantic, Baie Verte Campus, for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by Mike Lee, seconded by Richard Kelly to approve Entry Level Mechanic, College of the North Atlantic Campus, Baie Verte Campus for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by Ann Geehan, seconded by Mike Lee, to approve Entry Level Plumber, UA Local Training, for a three-year initial accreditation, effective December 13, 2011. Motion carried.

Motion by James Loder, seconded by Richard Kelly to approve Entry Level Construction/Industrial Electrical, College of the North Atlantic, Bonavista Campus, for a five-year re-accreditation, effective December 13, 2011, Motion carried.

Motion by James Loder, seconded by Richard Kelly, to approve Entry/Advanced Level Cook, College of the North Atlantic, Bay St. George Campus, for a five-year re-accreditation, effective December 13, 2011. Motion carried.

Motion by James Loder, seconded by Richard Kelly, to approve Entry/Advanced Level Welder, College of the North Atlantic, Prince Philip Drive campus, for a five-year re-accreditation, effective December 13, 2011. Motion carried.
5.3 Advisory Committee Update (Laura)

Nineteen advisory committee meetings have taken place since September 26, 2011. There was some discussion by the Board concerning Advisory Committee members. The committee members are being used for block exams, peer reviews and Standards and Curriculum Division are always actively seeking new members for appointments on a regular basis. A suggestion to attract new members was to take out an ad in the local newspapers to see if there are any individuals interested. Board sees advisory committee members as a functional part of all trades. At this time a Motion was made to write the Minister for remuneration to board members.

MOTION:
Motion by Mike Lee, seconded by Gerry Shea that the Chair of the Provincial Apprenticeship and Certification Board and the Director of Apprenticeship and Trades Certification meet with the Minister of Advanced Education and Skills to discuss remuneration for Board Members, effective December 13, 2011. Motion carried.

ACTION ITEM

Invite board members to upcoming advisory meetings.

5.4 Update on Ratio Change – Cliff Mercer

Comments on the change in ratio has been positive.
- Change is benefitting employers especially when they are having a difficult time finding 4th year apprentices
- Ratio provides flexibility in hiring, provides the opportunity to hire apprentices who are early in their apprenticeship

5.5 Update on CCDA and AAC – Cliff Mercer

Cliff gave an update on the CCDA meetings held in Ottawa on October 20-21, 2011.

- ICEMS interprovincial computerized management exam will be replaced
- Contract about to expire on ICEMS 1
- CCDA made up of 13 jurisdictions plus Federal Government and because of legislation in different provinces – ownership of ICEMS becomes a problem
- NL’s portion of ICEMS is approximately $56,000 per year for ICEMS 1
- Research project over last year to determine equivalencies – Quebec to issue red deal
- Alberta requires everyone to write a provincial exam before writing a red seal exam
- Another concern – Agreement of Internal trade in an individual holds a provincial certification in Quebec and goes to another jurisdiction we have to issue a provincial certification unless a legitimate concern is outstanding.

**ACTION ITEM**

Add to agenda for next meeting for further discussion on CCDA

AAC – Moncton – November 23-24, 2011

- Increase mobility of apprentices in Atlantic Canada
- Align courses, develop common logbooks and format for Atlantic Canada
- Consolidation could take place down the road training for trades in low numbers in Atlantic Canada

**TAB 6 NEW BUSINESSES**

6.1 Academy Canada – Canada’s Flooring Installer and Renovation Technician Program – Cliff Mercer

Letter written to the Chair of the PACB from Ms. Lynette Hann with respect to the above trades, the department requests the board’s position whether it is acceptable to include in a Red Seal occupation designated for training and certification in a proprietary program.

There was discussion by the board and it was decided an action item was necessary for further information by the board.

**ACTION ITEM**

Board to ask for recommendation to an advisory committee for whatever trades are affected for their opinion as to whether a decision to include a red seal occupation designated for training and certification for Renovation Technician. Report should be brought to board at the March, 2012 meeting.
Flooring Installer and Tilesetter

The Department requests the board's position on whether it is acceptable for a proprietary program to contain skill sets from occupations which are designated for certification only in Newfoundland and Labrador, specifically Floor Covering Installer and Tilesetter.

The following motion was made:

MOTION

MOTION:
Motion by Richard Kelly seconded by Mike Lee to respond to Private Training that the position of the Board, going forward, that industry groups contact the PACB in trade areas that have been designated for certification as an apprenticeship occupation, effective December 13, 2011. Motion carried.

6.2 Power Systems Operator – Laura Cowan

At the last meeting on September 28, 2011 a Plan of Training was presented, which has since been revised and there were a few issues. It has since been sent back to Nalcor and to date of this meeting, no discussions have taken place.

6.3 Mobile Crane Operator – not meeting re-accreditation

Letter was received dated October 18, 2011 from Lorna Hamun concerning their re-accreditation. There seems to be a misunderstanding with respect to the expiry date and the six months leading up to the expiry date. The board considered this as a new accreditation versus a re-accreditation and the cost would be $4,000 versus $1,000. Standards and Curriculum provided all the information including reminders for 6 months prior to expiry.

MOTION

MOTION:
Motion by Ann Gaveham seconded by Gerry Shea that Operating Engineers College comply with the existing policy by the Board, therefore the extension is denied, effective December 13, 2011. Motion carried.
6.4 Employment-related Geographical Mobility Project – Cliff Mercer

This is a 5-8 year project by MUN to develop a series of linked applications including one to the Partnership program of the Social science and Humanities Research Council, one to the NL Research Development Corporation and a third to the Canadian Foundation for Innovation to support the development of a multi-million dollar national research program, with a strong Newfoundland and Labrador component, focused on these different kinds of employment-related geographical mobility.

Cliff asked if the board sees any value as being part of this project, and if so, would any board members like to volunteer. At this time James Loder did volunteer.

MOTION

MOTION:
Motion by Richard Kelly seconded by Mike Lee to be part of the Employment-related Geographical Project that James Loder, board member will be the volunteer on behalf of the PACEB, effective December 13, 2011. Motion carried.

6.5 Blaster – Cliff Mercer

Discussions have been ongoing for some time with respect to this trade.

- Cannot attract individuals interested in this program
- Course was for 25 weeks – now down to 12 weeks
- Have individuals placed on job site and work for 300 hours and then write certification exam
- Industry representative met with Manager of Industrial training and Program Development Officers
- Can we have a parallel program
- 6th Class Power Engineer – approved program for studies plus practical at training institution – used as an example.
- Board will not de-designate this occupation until such time as there is something reasonable to replace it
- After discussion, Board agreed that existing Plan of Training would stay in place until an alternate plan was submitted and agreed upon by the Board.

TAB 7 Review of Actions Items

Discussed in Tab 4

TAB 8 Date and Location of Next Meeting

March 14, 2012 at the Sheraton Hotel in St. John's
TAB 9  

Adjournment

The meeting adjourned at 3:40 pm

Cathy Dalton
Recording Secretary

March 13, 2012

These minutes have been approved by:

March 13, 2012

PAULA FLOOD
Board Chair
Minutes of the
86th Provincial Apprenticeship and Certification Board Meeting
March 13, 2012
Sheraton Hotel, St. John’s, NL

BOARD MEMBERS PRESENT:

Paula Flood - Chair
Cliff Mercer - Director, Apprenticeship and Trades Certification
Richard Kelly - Employee Representative (Alternate)
Mike Lee - Employer Representative
Gerry Shea - Employee Representative
Gordon Dunphy - At-large Representative

BOARD MEMBERS ABSENT:

Rhonda Neary - Employer Representative
Gus Doyle - Employee Representative
James Loder - At-large Representative (Alternate)
Ann Geethan - Employee Representative
David Murphy - Employer Representative
Ellen Picco - At-large Representative

RECORDING SECRETARY:

Cathy Dalton - Apprenticeship and Trades Certification

INVITEES:

Laura Cowan - Manager, Standards & Curriculum

1. Call to Order:

The meeting was called to order by the Chair of the Board on March 13, 2012 at 9:00 am.

2. Approval of Agenda:

MOTION:
Motion by Richard Kelly, seconded by Gerry Shea to approve the Agenda as amended, effective March 13, 2012. Cliff Mercer noted that under TAB 5 – Routine Business, point 5.6 and 5.7 are the same topic and that they would be combined. Motion carried.
3. Adoption of Minutes:

**MOTION:**
Motion by Richard Kelly, seconded by Mike Lee to approve the Minutes of the 85th meeting held on December 13, 2011. Motion carried.

4. Business Arising:

4.1) Letter to Barbara Nesis (Ph.D) Memorial University – Cliff Mercer

Letter sent nominating James Loder, Board Member to be a Volunteer representing the Board on the SafetyNet Centre for Occupational Health and Safety Research at MUN. Will follow up with James Loder to see if he has been contacted by Ms. Nesis.

**TAB 5 Routine Businesses – Plans of Training (Laura Cowan)**

5.1 Plans of Training

**MOTION:**
Motion by Mike Lee, seconded by Richard Kelly to approve Plan of Training for Cabinetmaker, effective March 13, 2012. Motion carried.

Motion by Mike Lee, seconded by Richard Kelly to approve Plan of Training for Ironworker (Generalist), effective March 13, 2012. Motion carried.

Motion by Richard Kelly, seconded by Mike Lee to approve Plan of Training for Machinist, effective March 13, 2012. Motion carried.

Motion by Gordon Dunphy, seconded by Mike Lee to approve Plan of Training for Mobile Crane Operator, effective March 13, 2012. Motion carried.

5.2 Accreditations-Re-accreditations

**MOTION:**
Motion by Gerry Shea, seconded by Richard Kelly to approve Entry-Level Construction/Industrial Electrician, Academy Canada, Harding Road Campus for a five-year re-accreditation effective March 13, 2012. Motion carried. (See note at the end for discussion).

Motion by Richard Kelly, seconded by Mike Lee to approve Entry-Level Welder for College of the North Atlantic, Baie Verte Campus, for a five-year re-accreditation, effective March 13, 2012. Motion carried.
Motion by Gordon Dunphy, seconded by Mike Lee to approve Entry-Level Construction/Industrial Electrician, College of the North Atlantic, Burin Campus, for a three-year re-accreditation, effective March 13, 2012. Motion carried.

Motion by Richard Kelly, seconded by Mike Lee to approve Entry-Level Metal Fabricator (Fitter), College of the North Atlantic, Burin Campus, for a five-year initial accreditation, effective March 13, 2011. Motion carried.

Motion by Richard Kelly, seconded by Gordon Dunphy to approve Advanced-Level Industrial Electrician, College of the North Atlantic, Seal Cove Campus, for a five-year re-accreditation, with an expiry date of December 8, 2015, effective March 13, 2012. Motion carried.

ACTION ITEM

Laura Cowan to meet with accreditation team and review process on time on task and linking block exam statistics to overall results for impact on accreditation. Report back to the board at June, 2012 meeting. Time on task - agreed upon with the Plans of Training.

5.3 Advisory Committee Update (Laura)

Seventeen meetings were held since the last board meeting in December, 2011.

5.4 Update on CCDA and AAC - Cliff Mercer

Cliff gave an update on the last CCDA and AAC meetings:
- Business Competency Endorsement Supervisory Manager position will conclude soon - survey work completed
- CCDA one challenge being faced labour mobility on what the red seal means on internal trade
- Agreement on internal trade - if you have a provincial certificate, you can present your certificate to another jurisdiction and they have to accept, unless there is a legitimate concern filed by the regulatory in that Province.
- Standards for writing exams are not the same across provinces
- Less that 1% in Quebec write Red Seal exam
- Under AIT we have to accept
5.5 Update on Ratio Change – Cliff Mercer

- Some concerns that occurred at the beginning somewhat abused hiring apprentices at the expense of JP’s no evidence of that occurring
- Lots of companies have not maximized the apprenticeship opportunities in their place of employment
- Good move on government’s part
- Employers 1st and 2nd year apprentices struggle to gain employment
- 3rd & 4th year will look at them if they cannot get a JP

ACTION ITEM

Add to Agenda for June, 2012 meeting as it will be one year since the inception of the Pilot Project change in ratio. Do we adopt this as the actual ratio going forward?

5.6 Essential Skills Academic Course – Laura Cowan

Discussion took place regarding the Essential Skills Academic Course. It was discussed that advisory committees get together to review related program course, with a view of updating them. Math programs are a problem in schools. All board members were in agreement.

MOTION:
Motion by Richard Kelly, seconded by Gordon Dunphy to accept the package on Essential Skills Academic Course as presented, effective March 13, 2012. Motion carried.

MOTION:
Motion by Gerry Shea, seconded by Gordon Dunphy to approve Math Essential course be mandatory for all trades and Math Fundamentals – Trade Specific – as determined by recommendations from the Advisory Committee, upon approval by the Board, effective March 13, 2012.

5.7 Board Policy 6: Recognition of Prior Learning

MOTION:
Motion by Mike Lee, seconded by Gordon Dunphy to accept Board Policy 6: Recognition of Prior Learning as presented, effective March 13, 2012. Motion carried.
TAB 6 New Business

6.1 Certificate Exchange – Other Jurisdictions – Cliff Mercer

Cliff gave an overview on this topic, some points were:

- If an individual is from other jurisdictions we will print a new certificate with NL on it, and record them in our database.
- Certified in Province of NL as well as other jurisdiction
- Lot of other jurisdictions do not follow this process, they review the certificate, and recognize it as being equivalent to certification for this Province
- Prefix number identifies province certificate was issued in
- Becoming a work load issue for staff, more people moving to NL

6.2 Update on Board Appointments – Cliff Mercer

Letter was sent by Minister Burke to all her Colleagues requesting resumes be submitted for new appointments to the PACB, four have been received to date.

Remuneration issue was discussed again, and recommended that the Chair and Director of the Division meet with the Minister to discuss.

6.3 Power Systems Operator – Laura Cowan

Laura noted that she has had discussions with Nalcor, they did indicate that they were interested in moving ahead with the Plan of Training but has not heard back from the company yet.

TAB 7 Review of Actions Items

No action needed, as all items were discussed during the meeting.

TAB 8 Date and Location of Next Meeting

Board decided that next meeting will take place in Goose Bay on June 27, 2012. Alternative would be Grand Falls-Windsor.
TAB 9  Adjournment

The meeting adjourned at 3:10 pm

Cathy Dalton
Recording Secretary

These minutes have been approved by:

PAULA FLOOD
Board Chair
Minutes of the
87th Provincial Apprenticeship and Certification Board Meeting
July 4, 2012
Capital Hotel, St. John’s, NL

BOARD MEMBERS:

Paula Flood - Chair
Cliff Mercer - Director, Apprenticeship and Trades Certification Division
James Loder - At-Large Representative
Rhonda Neary - Employer Representative
Mike Lee - Employer Representative
Gus Doyle - Employee Representative - Absent
Ann Geehan - Employee Representative - Absent
Gerry Shea - Employee Representative
Richard Kelly - Employee Representative (Alternate)

INVITED GUESTS:

Gerard Ronayne, Manager – Industrial Training Section
Laura Cowan, Manager – Standards and Curriculum Section

EXECUTIVE SECRETARY:

Madonna Nolan - Apprenticeship and Trades Certification Division
1. The meeting convened at 9:00 a.m.

2. Approval of Agenda:

MOTION:
A motion was moved by James Loder and seconded by Mike Lee to approve the 87th Agenda, with Blaster Update added under New Business. Motion carried.

3. Adoption of Minutes:

MOTION:
A motion was moved by James Loder and seconded by Richard Kelly to adopt the minutes of the 86th meeting and extended conference call meeting, as presented. Motion carried.

4. Business Arising:
   i) Ratio Change – Update on Pilot Project (Cliff Mercer)
   Mr. Mercer advised the Board that it has been one year since the Board approved a 2 Apprentice – 1 Journeyperson ratio, which was expanded across all trades. At that time, there was some concern that industry would terminate employment of Journeypersons and would maintain Apprentices. Mr. Mercer was happy to advise the Board that this did not happen, however, less than 25% of employers are utilizing the 2 Apprentice to 1 Journeyperson ratio. Mr. Mercer recommended that the 2-1 ratio should now be taken from its pilot phase and approved for implementation into standard policy.

   MOTION:
   A motion was moved by James Loder and seconded by Gerry Shea to change the 2-1 ratio pilot project into standard policy across all trades, effective July 4, 2012. Motion carried.

   Mr. Mercer advised the Board that the trades, student population is only half of what it was years ago, and large businesses and major projects are finding it difficult to obtain Journeypersons. Ms. Neary advised that the commercial industry is losing its Journeypersons to major projects such as Long Harbour, and as a result, they are in desperate need for workers and may have to lay off apprentices due to there not being enough Journeypersons. The conclusion of the Board was that if businesses cannot obtain enough Journeypersons, apprentices will suffer, as there will be no one to sign off on their work. It was agreed that some employers could use 3 Apprentices to 1 Journeyperson, depending on the trade. Mr. Shea felt that each trade could be looked at individually because of the safety factor being more prevalent in some trades than others.

   MOTION
   A motion was moved by Rhonda Neary and seconded by James Loder to grant authority to the Director of Apprenticeship and Trades Certification, in consultation with the Manager of Industrial Training, to implement a ratio of 3 Apprentices to 1 Journeyperson, provided that one of the apprentices is a senior apprentice, i.e. in senior year of program, upon request from the employer, effective July 4, 2012. Motion carried.
ACTION – Mr. Mercer will draft a briefing note/information letter to all industry stakeholders to notify them about the ratio change.

ii) Journeyperson Mentorship Program – Update (Cliff Mercer)
Mr. Mercer updated the Board on the Journeyperson Mentorship Program, informing the Board that 2M has been earmarked for the program. He advised that all skills need to be taught, and therefore, there should be a balance of labour market and quality training in the workplace. To date, a concept paper has been drafted and is awaiting approval from the Minister to move forward.

The proposed Journeyperson Mentorship Program essentially would consist of the following steps:
- the employer would employ 5 apprentices;
- a third party such as an association, i.e. government, chamber of commerce, or a training institution would provide a journeyperson to the employer;
- the journeyperson would not be an employee of the company, thus, providing him the opportunity to work independently to ensure that each apprentice is receiving the proper balance of labour market and quality training which is essential to move the apprentice along in his blocks of training;
- the employer will receive a government wage subsidy upon agreement and signing of the contract.
- the journeyperson salary will be negotiated in the contract.

Eligibility for this program is as follows:
- the employer is not permitted to hire the journeyperson;
- evidence must be provided that the journeyperson can supervise 5 apprentices during the same period of time;
- the apprentice must have completed the entry level program;
- this program cannot be applied across all trades.

MOTION:
After thorough discussion, James Loder moved and Mike Lee seconded to approve the pilot Journeyperson Mentorship Program, up to a ratio of 5 apprentices to 1 journeyperson, effective July 4, 2012. The Director of Apprenticeship and Trades Certification will use his discretion regarding the trade. The Director must report back to the Board regarding the status of the pilot project on a quarterly basis. Motion carried.
5. Routine Business
   i) Accreditation – Re-Accreditation Reports

MOTIONS:
The following motions were moved, seconded and carried to accredit the following programs for a three year period, effective July 4, 2012:
   (a) Automotive Service Technician (Entry-Level), College of the North Atlantic, Gander Campus;
   (b) Instrumentation and Control Technician (Entry-Level), College of the North Atlantic, Gander Campus;
   (c) Instrumentation and Control Technician (Entry-Level), College of the North Atlantic, Seal Cove Campus.

MOTION:
The following motion was moved, seconded and carried to re-accredit the following program for a five year period, effective July 4, 2012:
   (a) Welder (Entry-Level), College of the North Atlantic, Placentia Campus.

Student-Instructor Ratio Issue – College of the North Atlantic (Attached)
The issue regarding the student-instructor ratio was discussed and the Board decided that the Director of Apprenticeship and Trades Certification would do a cross jurisdictional review before a decision will be made on this issue.

ACTION:
The Chair will draft an acknowledgement letter to Wendy Johnson, the Program Development Officer responsible for accreditation.

Non-Accredited Advanced Level Apprenticeship Training (Attached)
The issue regarding non-accredited advanced level apprenticeship training was discussed and the Board decided that the Manager of Standards and Curriculum should check the accreditation manual to review the relative wording.

ACTION:
If the manual does not specify the correct wording, the wording will be changed. If the accreditation manual does stipulate the correct wording, a letter will be forwarded to all delivering training institutions, from the Director of Apprenticeship and Trades Certification, advising them to adhere to the manual.
(ii) Plans of Training

MOTIONS:
A motion was moved and seconded to approve the Plan of Training for the Power Systems Operator, effective July 4, 2012. Motion carried.

A motion was moved and seconded to approve the Plan of Training for the Small Equipment Service Technician, effective July 4, 2012. Motion carried.

Advisory Committee Meetings:
Laura Cowan advised the Board that a number of Carpenter, Industrial Mechanic (Millwright), Welder, Power Systems Operator, Tower Crane Operator, and Construction Electrical advisory committee meetings have taken place since March, 2012. She reiterated that the advisory committee members and staff are continually working together to update related programs.

6. New Business
   (i) Report on the Atlantic Apprenticeship Council (AAC) – (Cliff Mercer)
Mr. Mercer advised the Board that he attended an AAC meeting in Charlottetown, PEI, May, 2012. Provincial Directors of Apprenticeship and Board Chairs in attendance discussed various common core issues, including the following:
   - labour mobility for apprentices, especially in Atlantic Canada
   - challenges associated with providing in-school training for low volume trades, i.e. sheet metal, refrigeration and air conditioning, oil and heat technician;
   - less than 100 registered apprentices in low volume trades, making it problematic for training institutions because of there not being enough to deliver a class, as it is not economically feasible.

The AAC was advised that the Canadian Association of Ministers of Education and Training (CAMEC) had previously met to discuss better mobility across the Atlantic Provinces with respect to offering training. A possible solution may be to align courses and curriculum in various trades. The Standards and Curriculum Section is currently using Inter-Provincial Guides (IPG’s) to line up curriculum in some trades. The province is also looking at increasing the development in distance learning.

Mr. Mercer advised the Board that 35 recommendations came from the review of the Nova Scotia apprenticeship system, all of which are already in place in Newfoundland and Labrador.

Mr. Mercer also apprised the Board about a “business competency endorsement,” modular in nature, which would provide journeypersons with different modules to study to assist them in how to run their own business or prepare them for a supervisory role.

Ms. Neary informed the Board that the Newfoundland and Labrador Construction Association (NLCA) has grown from 320 companies to almost 600 companies.
(ii) Report on the Canadian Council of Directors of Apprenticeship (CCDA) Meeting
    - (Cliff Mercer)
Mr. Mercer advised the Board that he did not receive executive authorization to attend the recent CCDA Meeting.

MOTION:
Rhonda Neary moved and James Loder seconded to draft a letter from the Chair, on behalf of the Board, regarding the importance of the Director of Apprenticeship and Trades Certification to travel to all CCDA meetings. Motion carried.

ACTION:
Mr. Loder will draft a letter from the Chair, on behalf of the Board, regarding the importance of the Director of Apprenticeship and Trades Certification to travel to all CCDA meetings.

ACTION:
Mr. Loder will draft a letter from the Chair, on behalf of the Board, inviting the Minister of Advanced Education and Skills, to a Provincial Apprenticeship and Certification Board meeting.

Mr. Mercer provided the Board with feedback, as follows, in relation to the CCDA meeting:
- the CCDA designated one new occupation, painter-plaster, for red seal certification, and the National Occupational Analysis (NOA) is currently being worked on;
- the CCDA’s strategic planning for the next 3 years is in place.

Mr. Mercer advised the Board that an Apprenticeship Forum was held simultaneously at Grand Falls/Windsor, Stephenville, and Labrador City, which included 85 participants, not including staff. The same three topic areas used at the March 14, 2012, St. John’s Forum were used, however, some feedback from the St. John’s forum was used for regional discussion. An analysis report has been compiled and forwarded to the Minister of Advanced Education and Skills for feedback. Once the report is finalized, it will be distributed to the Board.

Rhonda Neary congratulated the Apprenticeship and Trades Certification Division for doing such a good job with very limited resources.

Selected and Approved Issues for Industrial Training
Mr. Mercer advised the Board that from 35 programs, the following 3 issues were selected and approved by the Minister of Advanced Education and Skills:
- industry involvement in training apprentices to certification;
- tracking of registered apprentices;
- in-school (theoretical) and on-the-job (practical) aspects of skills training.

6.4 Blaster Update – (Gerard Ronayne)
Gerard advised the Board that he previously met with the Blaster Advisory Committee which consists of members from the Heavy Civil Association of NL, College of the North Atlantic
and Employer Representatives regarding the ongoing issue of the association not being able to get qualified Blasters. Gerard reminded the Board that it had previously proposed a 12 week program of in-school and practical training, enabling the individual to then write the examination and receive a Class I Certificate. This proposal was not acceptable to the advisory committee and the department is now seeking direction from the Board. The advisory committee is proposing 4 weeks of in-school training with the remainder of time working with the employer, and verification from the employer should make the individual eligible to write the certification exam.

**MOTION**

After thorough discussion, Mike Lee moved and Gerry Shea seconded to propose again to the Blaster Advisory Committee, the initial 12 week program, and if the 12 week program is agreed upon, the Board will de-designate the Blaster occupation. Motion carried.

**ACTION:**

Mr. Ronayne will present again, for the Blaster occupation, the 12 week program of in-school and practical training, enabling the individual to then write the examination, to the advisory committee, and will report back to the board at its next meeting.

The Board congratulated James Loder on his recognition in national magazines, as President of the National Association of Career Colleges (NACC).

7. There was no review of meeting action items.

8. The next meeting will be held on Tuesday, September 18, 2012, Gander, NL.

9. Meeting adjourned at 2:30 p.m.

These minutes have been recorded by:

Madonna Nolan

**MADONNA NOLAN**

Executive Secretary

These minutes have been approved by:

Paula Flood

Chair

Date

July 4, 2012
Minutes of the
88th Provincial Apprenticeship and Certification Board Meeting
October 23, 2012
Advanced Education and Skills
Apprenticeship and Trades Certification Division – Clarenville Office

BOARD MEMBERS:

Paula Flood - Chair - Absent
Cliff Mercer - Director, Apprenticeship and Trades Certification Division
James Loder - At-Large Representative – (Chair - Acting)
Rhonda Neary - Employer Representative - Absent
Mike Lee - Employer Representative
Gus Doyle - Employee Representative
Ann Geehan - Employee Representative
Gerry Shea - Employee Representative
Richard Kelly - Employee Representative (Alternate) - Absent

INVITED GUESTS: - Laura Cowan, Manager – Standards and Curriculum Section

EXECUTIVE SECRETARY:

Madonna Nolan - Apprenticeship and Trades Certification Division
The meeting convened at 9:00 a.m.

In the absence of Paula Flood, Chair of the PACB, the participating PACB members nominated James Loder as Chair for the 88th meeting.

1. Approval of Agenda:

MOTION:
A motion was moved by Gus Doyle and seconded by Mike Lee to approve the 88th Agenda, with Journeyperson Mentorship added under Business Arising from Minutes, and Advanced Rates, and Compulsory Certification added under New Business. Motion carried.

2. Adoption of Minutes:

MOTION:
A motion was moved by Mike Lee and seconded by Gerry Shea to adopt the minutes of the 87th meeting as presented. Motion carried.

3. Business Arising:
   i) Non-Accredited Advanced Level Apprenticeship Training (Update from Laura Cowan)

As follow up to the Accreditation Team proposal presented at the July 4, 2012 meeting, Laura reported, for information purposes, to the PACB, that a review of the Accreditation Manual was now complete. Post-secondary institutions are deferring having advanced level training re-accredited, and the issue is not fully addressed in the Accreditation Manual. To address this issue, the Accreditation Team has proposed a change which has been approved by the Director. The following new statement will now be included in the Accreditation Manual:

1.7a Accreditation Renewal Process: At the end of the three or five year term, all accredited programs will need to apply for re-accreditation. During this time it is required that any educational agency that has accredited entry-level programs and offer advanced-level training must have both levels of training accredited. Non-compliance with this requirement will result in apprentices no longer being sent to these non-accredited advanced-level training programs.

MOTION:
A motion was moved by Gus Doyle and seconded by Gerry Shea, to accept the above new statement, 1.7a Accreditation Renewal Process, for inclusion into the Accreditation Manual, effective October 23, 2012. Motion carried.

   ii) Letters to Minister Re: Director’s Attendance at CCDA Meetings, and Invitation to Attend a Provincial Apprenticeship and Certification Board (PACB) Meeting (Updates from James Loder)
James Loder advised that the letters have been drafted; however, to date they have not been forwarded to the Minister.

**ACTION:** James Loder will edit the dates on the letters to reflect the current date, and will include in the letter regarding the Director’s attendance at Canadian Council of Directors of Apprenticeship (CCDA) Meetings, and other National meetings, a sentence to reflect that the letter is being sent on behalf of the PACB members, indicating that the Director of Apprenticeship and Trades Certification abstained from any discussion or Motion.

iii) **Blaster Occupation (Update from Cliff Mercer)**
Cliff reiterated that the Blaster occupation is still a 12-week program and the existing Plan of Training is still effective. A meeting will take place next week with the Heavy Civil Association of Newfoundland and Labrador, wherein Jim Organ will raise the issue at the meeting. The Department of Advanced Education and Skills articulated that the 12-week program will remain as is, until a reasonable model is in place that the PACB is comfortable with.

Cliff also apprised the PACB that another Blaster program was scheduled to be offered at the College of the North Atlantic (CNA), Triton Campus, in early October, however, out of nine individuals, only one agreed to attend in-school training. The other eight were too busy to leave work. Cliff advised that without employers’ cooperation, there is very little that the Department can do.

**ACTION:** Cliff will provide another update on the Blaster 12-week program situation to the PACB at its next meeting scheduled to take place on December 11, 2012.

iv) **Journeyperson Mentorship**
Cliff updated the PACB on the Journeyperson Mentorship Program, indicating that the Department is getting ready to roll out the pilot project, laying out possibilities on how it will work. Cliff advised that the designated person, i.e. Journeyperson, will be solely a mentor up to a maximum of five Apprentices on a specific site. The Journeyperson will not be a productive worker, but will be there only to mentor Apprentices, and will be paid by the provincial government through a wage subsidy. The first three Apprentices will be paid by the employer, with a possible government subsidy for the fourth and fifth Apprentices. A contract will also be signed with the Journeyperson. Funding will be available for three years.

A Press Release should take place during the week of October 29, 2012, advising the public that the Journeyperson Mentorship will be available. There will be preliminary discussions with various groups to discuss what the Journeyperson Mentorship program will look like, thus providing an opportunity for feedback. Information on the Journeyperson Mentorship program will be posted throughout regions in Newfoundland and Labrador for interest.
4. Routine Business
   i) Accreditation – Re-Accreditation Reports

   MOTIONS:
   The following motions were moved, seconded and carried to re-accredit the following programs for a five year period, effective October 23, 2012:
   (a) Welder (Entry Level) Re-Accreditation, Academy Canada, Corner Brook Campus;
   (b) Automotive Service Technician, Re-Accreditation, Academy Canada, St. John’s Campus;
   (c) Ironworker (Generalist) Re-Accreditation, Ironworkers Education and Training Co. Inc., Mount Pearl Campus.

   ii) Plans of Training
   Laura apprised the PACB that the Tower Crane Operator occupation has a new Plan of Training, and the Mobile Crane Operator Advisory Committee also participated in the Tower Crane Operator Plan of Training. The Mobile Crane Operator apprentices could advance to the Tower Crane Operator program and receive in-school credits that are articulated between the two programs. To receive certification in Tower Crane, the apprentice must have the appropriate work experience on Tower Cranes. Cliff advised the PACB that the Operating Engineers School will be delivering the Tower Crane Operator program in the very near future.

   MOTION:
   A motion was moved by Gus Doyle and seconded by Gerry Shea to approve the Plan of Training for the Tower Crane Operator occupation, effective October 23, 2012. Motion carried.

   Mobile Crane Operator (Hydraulic) was also discussed by the PACB.

   MOTION:
   A motion was moved by Gus Doyle and seconded by Mike Lee to designate the Mobile Crane Operator (Hydraulic) occupation for certification only, effective October 23, 2012. Motion carried.

   iii) Advisory Committee Meetings
   Laura advised the PACB that the Instrument Control Technician, Automotive Service Technician, Hairstylist, Tower Crane Operator, Bricklayer, Welder, Boilermaker, Construction Electrician, Metal Fabricator and Painter Decorator Advisory Committee Meetings have taken place since June 7, 2012. The Heavy Equipment Operator Plan of Training is currently being reviewed to match the National Occupational Analysis, and will be ready for the next PACB meeting.
5. **New Business**

(i) **Report on the Atlantic Apprenticeship Council (AAC) – (Cliff Mercer)**

Cliff advised the PACB that the AAC is currently working on the Business Competency Endorsement Project, which is being accommodated through funding from the Atlantic Canada Opportunity Agency (ACOA) and a Grant. The intention of the project is to make available an opportunity for Journeypersons to do a suite of courses for endorsement on their Journeyperson Certificate. This endorsement will indicate that the Journeyperson did other courses, such as Business and Supervisory courses, making the Journeyperson more attractive to the employer. There will be five different courses included in this suite, and there will be an appetite for cross-referencing of courses to prevent the repetition of courses. This project will be facilitated in Atlantic Canada, and the endorsement is voluntary, not mandatory. Outlines will be created by the AAC, and will be determined by each college how they want to deliver the courses. Each provincial jurisdiction will determine how the project will be rolled out and managed. Discussions are currently taking place with some colleges to see if interest is there to deliver the courses. Only individuals with a Journeyperson Certificate will be eligible to enroll in these courses.

Cliff advised the PACB that preliminary work is also being carried out on logbooks. The Interprovincial Program Guide (IPG) for the Bricklayer occupation, and common curriculum is also being looked at.

Cliff circulated a Request for Proposals (RFP’s) – Apprenticeship Program Diagnostic: Atlantic Provinces, for the Council of Atlantic Premiers. The proponent will conduct the necessary work in order to meet the objectives of conducting a diagnostic (high level overview) of the apprenticeship training programs within the Atlantic Provinces.

(ii) **Report on the Canadian Council of Directors of Apprenticeship (CCDA) Meeting – (Cliff Mercer)**

Cliff advised the PACB that he will be attending a CCDA meeting, October 24-25, 2012, Ottawa, Ontario. He apprised the PACB that a current topic of conversation is foreign qualified workers and certification recognition. The foreign qualified workers and certification recognition is more predominant in Alberta, Saskatchewan, and more recently in Newfoundland Labrador. Since June 2012, the Advanced Education and Skills Department has had approximately nine sessions with individuals, companies, and groups that are looking at bringing in foreign workers and were seeking information on the process to get red seal certified. The main trade areas discussed were crane operator, steamfitter/pipemitter, welder, electrician, and to some degree, industrial mechanic (millwright). On one occasion, the carpenter occupation was discussed. The Apprenticeship and Trades Certification Division will be responsible for certification only, and the process used will be to make sure that there are no individuals available at home before bringing in immigrants.

Laura advised that she is taking the lead on the welder occupation for the practical examination. There should be minimum benchmarks that every jurisdiction should have on their testing. Research has shown that not every province has been using CCDA standards for practical examinations. All 13 jurisdictions want a practical examination for welding,
and they will work together to identify benchmarks, ensuring that components of the National Occupational Analysis (NOA) are included. A working group has been struck, consisting of 4 provinces, i.e. BC, AB, SK and NL, including some Interprovincial Standard Examination Committee (ISEC) members.

iii) Letters from Operating Engineers, ALL Canada Crane Rental Corporation, and Hebron, RE: Mobile Crane Operator Hours
Letters were submitted from the Operating Engineers, ALL Canada Crane Rental Corporation, and Hebron, seeking special permission to mobile crane operator apprentices' who have 1000 hours or less left, to write the Interprovincial Red Seal exam, provided they are confident with their skills and ability to operate. The companies feel that this would greatly alleviate the problem that industry is currently experiencing when acquiring skilled journeyman mobile crane operators in NL.

MOTION:
After thorough discussion and agreement that all PACB members are supportive of getting people employed as quickly as possible, a motion was moved by Mile Lee and seconded by Gus Doyle that a decision will be made when the following items are addressed:
- 1000 hours is reduced to 500 hours;
- Names and details of each potential apprentice are provided;
- A letter of support, speaking to each apprentice's competency, from the apprentice's supervisor, on company letterhead, is provided.

Once these items are addressed, the Board will have a follow-up discussion and make a decision. Motion carried.

ACTION:
Cliff will draft a letter to the companies advising them of the PACB's decision regarding mobile crane operator hours.

iv) Compulsory Certification
Cliff advised the PACB that the Apprenticeship and Trades Certification Division recently compiled an internal document on apprenticeship review. The division is currently in discussions on how to get more engagement by employers to hire apprentices. Most employers will hire Journeypersons, and will only hire Apprentices as a reactive measure, not as a proactive measure. Hiring Apprentices is totally voluntary on the part of the employer, and Government cannot dictate to employers. Cliff reiterated that there are a small number of trades that are compulsory certified, however, it is within the mandate of the PACB, to make trades compulsory certified. Every compulsory certified trade in NL is also under the Public Safety Act. Cliff felt that trades should be compulsory certified, not only for safety, but for consumer protection as well.

Gus Doyle advised that the province of NS is also seeking compulsory certification for more trades.
ACTION:
PACB members will follow-up with Associations regarding compulsory certification and will provide feedback to the PACB for further discussion.

ACTION:
Cliff will get a sense of what other jurisdictions are doing with respect to compulsory certification and will provide feedback to the PACB at its next meeting, December 11, 2012.

6. There was no review of meeting action items.

The next meeting will be held on Tuesday, December 11, 2012, St. John’s, NL.

Meeting adjourned at 2:30 p.m.

These minutes have been recorded by:

[Signature]

MADONNA NOLAN
Executive Secretary

These minutes have been approved by:

[Signature]

JAMES LODER
Chair (Acting)
Minutes of the
89th Provincial Apprenticeship and Certification Board Meeting
December 11, 2012
Guv’Nor Inn, St. John’s

BOARD MEMBERS:

Paula Flood - Chair - Absent
Cliff Mercer - Director, Apprenticeship and Trades Certification Division
Gus Doyle - Employee Representative - (Chair, Acting – 8:45 – 11:55 a.m.)
James Loder - At-Large Representative – (Chair, Acting – 1:00 – 1:45 p.m.)
Rhonda Neary - Employer Representative - Absent
Mike Lee - Employer Representative
Ann Geehan - Employee Representative
Gerry Shea - Employee Representative
Richard Kelly - Employee Representative (Alternate)

INVITED GUESTS: - Laura Cowan, Manager – Standards and Curriculum Section

EXECUTIVE SECRETARY:

Madonna Nolan - Apprenticeship and Trades Certification Division

PRESENTERS: - Lorna Hamum, Operating Engineers College
- Jacques Simard, Kiewit
The meeting convened at 8:45 a.m.

In the absence of Paula Flood, Chair of the PACB, the participating PACB members nominated Gus Doyle as Chair for the 89th meeting.

1. Approval of Agenda:

MOTION:
A motion was moved by James Loder and seconded by Richard Kelly to approve the 89th Agenda, with Journeyperson Mentorship added under Business Arising from Minutes. Motion carried.

2. Adoption of Minutes:

MOTION:
A motion was moved by Mike Lee and seconded by Gerry Shea to adopt the minutes of the 88th meeting as presented. Motion carried.

3. Business Arising:
   i) Letters to Minister Re: Director’s Attendance at CCDA Meetings and Invitation to Attend a PACB Meeting

A letter to the Minister of Advanced Education and Skills regarding the Director’s attendance at CCDA meetings was forwarded to her on October 23, 2012. The letter of invitation to the Minister of Advanced Education and Skills to attend a future PACB meeting has not yet been forwarded, as per the Chair’s decision to review further before forwarding to the Minister.

   ii) Mobile Crane Operator Hours – (Update from Cliff Mercer)

Cliff reiterated to the PACB that Operating Engineers College has identified a need for tower crane operators for the Hebron Project. Currently, there are approximately four certified tower crane operators available, and many more are required to fill the demand. Recently, Operating Engineers College received funding from the provincial government to put in a simulator tower crane to train individuals to become certified. Currently, Ontario is the only province that train tower crane operators for certification. Hebron is getting ready to commence construction, with one tower crane already constructed on-site and more to be constructed soon, and the company is finding itself in a dilemma of not having qualified tower crane operators available in Newfoundland and Labrador. If training is not provided in the near future, Hebron will have to look at bringing in qualified foreign tower crane operators to fill the jobs.

   iii) Presentation from Operating Engineers and Kiewit Re: Mobile Crane Operators

Lorna Harnum, Operating Engineers, advised the PACB that the proposed 12-week program will allow a certified competent mobile crane operator, with the required credentials, to write the tower crane operator certification exam, thus making the individual certified in both trades; however, the certified mobile crane operators will have to be seasoned and experienced employees. Jacques Simard, Kiewit, advised that he has been in consultation with industry and he and his team will be part of the training program and will be on-site at
the training institution whenever required. Jacques' training team will be on hand to assess each individual once the 12-week program is completed. If further training is required at the end of the 12-week program, it will be given to ensure that all points have been addressed before an individual is approved to write the tower crane operator exam. This 12-week program will be a one shot deal because of the shortage of certified tower crane operators. Hebron is currently looking to employ 21 tower crane operators.

Lorna also apprised the PACB that the tower crane operator training is similar to the training that was used for Hibernia, and that 42 of the 48 individuals who were trained for Hibernia, were eventually employed at the site.

Lorna apprised the PACB that there are currently 9 mobile crane operators looking to write the Mobile Crane Operator exam. For this one time only, the individuals who have 4900 or more hours will have to be competent, and their employer will have to validate their competency in order for them to be given special permission to challenge the Mobile Crane Operator IP exam. Lorna will provide the list of names to the division in the coming days. Any further requests for lower credit hours will be assessed on a case by case basis by the Director of Apprenticeship and Trades Certification.

Gerry advised the PACB that there are several similarities in the mobile crane and tower crane operator programs.

MOTION:
A motion was moved by James Loder and seconded by Gerry Shea to accept the 12-week program for certified Mobile Crane Operators, with two years work experience after certification, enabling them to challenge the Tower Crane Operator certification exam, contingent upon the Department of Advanced Education and Skills receiving applications and the proper documentation from the individuals. Motion carried.

ACTION: Cliff will draft a letter to Lorna Harnum, Operating Engineers College, to advise her that the request to have the certified Mobile Crane Operators, with two years work experience after certification, enabling them to challenge the Tower Crane Operator certification exam, upon completion of the 12-week program, was approved by the PACB, effective December 11, 2012.

After further discussion, the PACB agreed that if a 10th or 11th individual qualifies for the 12-week program before the next PACB meeting in March 2013, and proper documentation is received by the department, the Director of Apprenticeship and Trades Certification can make the decision to approve or reject the individual/s.

MOTION:
After continued discussion, a motion was moved by Mike Lee and seconded by Richard Kelly to have the process of the reduction of hours to 4900 approved for the nine mobile crane operator apprentices, to enable them to challenge the mobile crane operator certification exam, for this one time only. Motion carried.
iv) Blaster Occupation – (Update from Cliff Mercer)
Cliff advised the PACB that he met with Gerard Ronayne - Department of Advanced Education and Skills, Reginald Bennett - Services NL, and Jim Organ - Heavy Civil Association of NL, on at least eight occasions to discuss the blaster occupation. At the second last meeting, the department presented the following three options:
1) to keep the blaster occupation status quo;
2) revert to a 12-week parallel program where individuals can do training at an institution, using a fairly comprehensive component, i.e. blasting in a pit, and at the end of this 12-week program, the individual would be eligible to challenge the exam for a Level 1 Blaster certification; or
3) 160 hours of in-school training, and 500 hours on-the-job work experience, which would be the bare minimum to challenge the examination for a Level 1 Blaster certification.

Cliff apprised the PACB that there are too many issues for the department to deal with if they gear the blaster program the way the Heavy Civil Association of NL is requesting. The change would entail a tracking system, such as registering and monitoring individuals, maintenance of a database and tracking of any and all issues. Also, the individual would not be qualified to apply for student aid, as the course would have to be longer than 12-week duration. Who would pay for the student to attend in-school training....how consistent would the instructor be if only needed for 4-week interims....or would the department be able to get an instructor?

Cliff checked with the Office of the Chief Information Officer (OCIO) for feedback on the monitoring/database system and was advised that it would be a very expensive system to take on.

Cliff advised the PACB that the blaster occupation program will remain as status quo until further discussion has taken place with Reginald Bennett and Jim Organ. At that time, Cliff will bring feedback to the PACB for further discussion.

(v) Compulsory Certification – (Feedback from Cliff Mercer)
Cliff reiterated to the PACB that there are pros and cons in relation to compulsory certification; however, most of the cons are initial parts, such as how it is received from individuals who are not certified. There is usually an 18 – 24 month transition period for uncertified individuals to write the exam. With so many mega projects ongoing in Newfoundland, employers are currently seeking certified individuals to fill the positions, and there is a strong possibility that employers will hire foreign workers rather than Newfoundlanders who are not certified.

Nova Scotia and New Brunswick are working to align and harmonize their compulsory certified trades which will bring them up to 12 – 14 compulsory certified trades.
After thorough discussion, the PACB decided that they would like to see several trades become compulsory certified for public safety, public interest, and worker safety.

**MOTION:** A motion was moved by Gus Doyle and seconded by Gerry Shea to draft a letter to the Minister of Advanced Education and Skills, outlining perspective and needs to have several, if not all trades, compulsory certified. The letter will ask her to recognize the concept of making several, if not all trades, a priority in 2013 for compulsory certification. The letter will also ask the Minister to set up a meeting with industry, and PACB involvement, for feedback on the benefits of compulsory certification for several, if not all trades. Motion carried.

**ACTION:** Gus will draft a letter to the Minister of Advanced Education and Skills, on behalf of the Chair, asking her to recognize the concept of making several, if not all trades, a priority in 2013 for compulsory certification, suggesting that she set up a meeting with industry, and the PACB, for feedback on the benefits of compulsory certification.

(vi) Journeyperson Mentorship Program – Update from Cliff Mercer
Cliff advised the PACB that the Journeyperson Mentorship Program launch took place in early November, 2012, and that PACB members Mike Lee and Rhonda Neary attended the launch. Cliff apprised the PACB that he felt it was aimed more towards female mentorship than journeyperson mentorship, and that there was very little media coverage carried on the program. Information sessions for employers and journeypersons, on the Journeyperson Mentorship Program, are currently being scheduled to take place early in the New Year, in several locations across the province of NL, and some advertisements will also be distributed within the next week or two, advising all stakeholders to refer to the website and the 1-800 number.

4. Routine Business
   (i) Accreditation – Re-Accreditation Reports (Attached)

The following motion was moved, seconded and carried to accredit the specified program for a three-year period, effective December 11, 2012:

- Steamfitter/Pipefitter (Entry-Level) Accreditation, Academy Canada, Corner Brook Campus.

The following motions were moved, seconded and carried to re-accredit the specific programs for a five-year period, effective December 11, 2012:

- Construction/Industrial Electrical (Entry-Level), College of the North Atlantic, Corner Brook Campus;
- Sheet Metal (Entry-Level), College of the North Atlantic, Burin Campus;
- Bricklayer, College of the North Atlantic, Carbonar Campus;
- Steamfitter/Pipefitter (Entry Level), DiTrac Technical Institute, Lewisporte Campus.
(ii) Plans of Training (Attached)

**Boom Truck Operator:** Laura apprised the PACB that some changes were made in courses to allow for decrease and increase of course content. There is also some articulation between boom truck, mobile crane operator and tower crane operator programs, allowing the individual to move on and obtain transfer credits for course work.

**Process Operator:** Laura apprised the PACB that there was major content changes made to one course in Block I and a new course was added to Block I. There was also an advanced training course developed. Laura also advised the PACB that 150 Process Operators will be needed for Vale Inco, in the near future.

**Hair stylist:** Laura apprised the PACB that the plan of training for the Hair stylist occupation was based on the 2011 National Occupation Analysis (NOA) and the plan of training has now been updated to reflect those benchmarks. The delivery method for the hairstylist program has always been, and continues to be completing all 46 courses up front, and as a result, many individuals are not coming back to the department to become certified. The department has decided to seek approval to make it a block course program, taking some up-front courses, working as an apprentice, and then being forwarded a class call for in-school training, making the individual eligible to write the certification exam. There has been a slight name change to one of the courses and two new courses have been added. This will result in the number of weeks in the entry level program being reduced and a 7-week advanced block added. Laura also advised that the National committee is looking to have a National hairstylist practical exam, and the province of Saskatchewan is currently looking at benchmarks for all provinces to use.

**Powerline Technician (Operating) Logbook update:** Laura apprised the PACB that the powerline technician (operating) plan of training was updated in 2010. A group of apprentices were working towards challenging the red seal certification exam, however, Nalcor and Hydro had not been providing training on live line work, and therefore, the opportunity was not provided for the experience, and therefore, the sign off of skills in the logbook. The department then revisited the most current version of the NOA to ensure that benchmarks were being covered, such as the use of live line methods on an energized line to ensure that the apprentice will get the training required to challenge the certification exam. The department will advise the PACB at some future point, on how this new training is working out.

**MOTION:**
A motion was moved by Mike Lee and seconded by Gerry Shea to approve the following Plans of Training, effective December 11, 2012. Motion carried.
- Boom Truck Operator
- Process Operator
- Hairstylist
- Logbook Update - Powerline Technician (Operating)
5. New Business
   (i) Report on the Atlantic Apprenticeship Council (AAC) – (Cliff Mercer)
   Cliff advised the PACB that there has not been any AAC meetings since the October 23rd PACB meeting. There is still some continuation on the Business Competency Endorsement Project which has not been 100% sanctioned at this current time.

   Cliff apprised the PACB that the Apprenticeship Diagnostic proposal that went out to the Atlantic Provinces was awarded to Jacques Peynter, who will interview Atlantic province directors and board chairs with a series of questions regarding how the apprenticeship system is working and/or not working and why. Cliff’s interview will take place on December 17, 2012, and if the PACB Chair is unavailable at that time, a board member will be appointed to participate in the interview. The first report is due mid January 2013, and the Atlantic Review Summary will be forwarded to the Council of Atlantic Premiers.

   (ii) Report on the Canadian Council of Directors of Apprenticeship (CCDA) Meeting – (Cliff Mercer)
   Cliff advised the PACB that he attended the October 24-25, 2012, CCDA meeting in Ottawa, Ontario. He apprised the PACB that the foreign qualified workers and certification recognition seems to remain as the current topic of conversation. The welder and hairstylist practical exams are also a topic of discussion, with concern being that there is no continuity across the provinces regarding these practical exams. Currently, Newfoundland is the lead province in the welder occupation, and Saskatchewan is the lead province in the hairstylist occupation, and it is anticipated that a common practical welder exam and a common practical hairstylist exam, ensuring that components of the NOA are included, will be ready for implementation in the near future.

   (iii) Update on Advisory Committee Meetings (Attached)
   Laura advised the PACB that the Hairstylist, Machinist (2), Power Systems Operator, Tower Crane Operator, Process Operator, Heavy Equipment Operator, Welder, Automotive Service Technician (2), Powerline Technician (Operating), Plumber, Sheet Metal Worker (2), and Cook (2), advisory committee meetings have taken place during the period of October 13 – December 6, 2012.

Gus Doyle, the appointed Chair for the PACB meeting left at 11:55 a.m. to attend a meeting in Halifax, Nova Scotia. James Loder was then nominated to act as Chair for the remainder of the PACB meeting.

iv) Third Writing of Journeyperson Examination
   Conditions for Third Writing of Certification Exams, and an Agreement for Third Writing of Inter-Provincial Examinations were distributed to the PACB. Although it is CCDA policy to allow for only 2 attempts prior to an individual attending prescribed training, past practice has been that jurisdictions may, under extenuating circumstances, allow for a 3rd attempt. Cliff apprised the PACB that currently there is a 60-65% success rate across all occupations on the first writing of interprovincial exams. Cliff advised the PACB that the process and Agreement form has been developed to ensure that all such requests are responded to consistently and that it would not be made known widely, but used only in extenuating circumstances. The Agreement must be signed by the individual and the departmental representative.
MOTION:
A motion was moved by Ann Geehan and seconded by Mike Lee to approve the Agreement for Third Writing of Inter-Provincial Examinations as proposed by the Department of Advanced Education and Skills, effective December 11, 2012. Motion carried.

v) Statement of Supervision of Registered Apprentices
Cliff circulated an Information Note on the Supervision of Registered Apprentices wherein it explains that there have been increased requests from Program Development Officers, Service NL, and industry stakeholders, for clarification on the level of supervision required for registered apprentices working under a journeyperson, particularly in the compulsory certified trades. The department proposed that a statement should be included in the General Conditions Governing Apprenticeship to deal with this very sensitive issue.

MOTION:
After thorough discussion, a motion was moved by Richard Kelly and seconded by Gerry Shea to approve the following statement and to have it included in the “General Conditions Governing Apprenticeship:”
An employer shall ensure that each apprentice is under the direct supervision of an approved journeyperson supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journeyperson with respect to the task, activity or function that is being supervised, effective December 11, 2012. Motion carried.

vi) Block Exam Policies/Procedures (Attached)
Laura presented Block Exam Policy/Procedure 5 to the PACB for review and approval. She advised the PACB that the implementation of block 2 exams commenced in June 2011, and there were some minor changes, including, certification examination now being called certification and block examination.

MOTION:
After some discussion, a motion was moved by Mike Lee and seconded by Gerry Shea to approve the changes to the Block Exam Policy/Procedure 5, effective December 11, 2012. Motion carried.

Laura presented the Examination Security Policy/Procedure to the PACB for review and approval. She elaborated on the purpose and scope of the policy and also discussed the examination compromise section.

MOTION:
After some discussion, a motion was moved by Ann Geehan and seconded by James Loder to approve the changes to the Examination Security Policy/Procedure 10, effective December 11, 2012. Motion carried.

Laura presented a further update on the Power Systems Operator, private plan of training to the PACB again. She is currently working on the plan of training with Nalcor and is
optimistic that it will get into the Apprenticeship Information Management System (AIMS) very soon in order to put people through. Nalcor is looking to have some people certified using the old exam which was finalized in October 2012. Laura explained that the power systems operator was a 5400 hour course that has now been changed to a 4000 hour course, upon Nalcor’s request. Nalcor already has some people working with their company and are also hiring externally. Internal employees will be given some credits; however, external applicants will have to complete the 4000 hour program. Wherever individuals are placed is where they will be working, as it will be too difficult for Nalcor to make individual transitions. The exam will be based on a core set of skills and the location that the individual is working at. A logbook has now been sent out to the individuals for updating of work specifics for return to the PDO.

6. Review of Action Items
All action items stipulated in the 88th PACB meeting minutes were addressed.

The next meeting will be held on Tuesday, March 26, 2013, St. John’s, NL.

Meeting adjourned at 1:45 p.m.

These minutes have been recorded by:

______________________________
MADONNA NOLAN
Executive Secretary

These minutes have been approved by:

______________________________
GUS DOYLE
Chair (Acting)

______________________________
JAMES LODER
Chair (Acting)
Minutes of the
90th Provincial Apprenticeship and Certification Board Meeting
March 26, 2013
Ramada St. John’s

BOARD MEMBERS:

Paula Flood  -  Chair
Cliff Mercer  -  Director, Apprenticeship and Trades Certification Division
Gus Doyle  -  Employee Representative
James Loder  -  At-Large Representative
Rhonda Neary  -  Employer Representative - Absent
Mike Lee  -  Employer Representative
Ann Geehan  -  Employee Representative - Absent
Gerry Shea  -  Employee Representative
Richard Kelly  -  Employee Representative (Alternate) - Absent

EXECUTIVE SECRETARY:

Madonna Nolan  -  Apprenticeship and Trades Certification Division
The meeting convened at 9:00 a.m.

1. Approval of Agenda:

   **MOTION:**
   A motion was moved by Gus Doyle and seconded by James Loder to approve the 90th Agenda. Motion carried.

2. Adoption of Minutes:

   **MOTION:**
   A motion was moved by James Loder and seconded by Mike Lee to adopt the minutes of the 89th meeting as presented. Motion carried.

3. Business Arising:
   i) Response Letter from Minister Re: Director’s Attendance at CCDA Meetings
   A letter to the Minister of Advanced Education and Skills regarding the Director’s attendance at CCDA meetings was forwarded to her on October 23, 2012. In her response letter to the Chair, she advised that the projected budget deficit for 2012-2013 is expected to be $725.8 million as compared to the projected deficit of $258.4 million at the release of Budget 2012, and in anticipation of lower revenues, the government has reduced discretionary spending, but government continues to look for new ways to advance apprenticeship and consider other means by which they can participate in a more efficient and effective manner.

   ii) Letter to Minister Re: Invitation to Attend a PACB Meeting
   The letter of invitation to the Minister of Advanced Education and Skills to attend a future PACB meeting was forwarded to her on March 25, 2013.

   iii) Mobile Crane Operator Hours – (Update from Cliff Mercer)
   Cliff advised the PACB that while nine individuals were approved to write the examination, to date, only one individual has written, however, two more that were approved, may write as early as next week. Cliff reiterated that Kiewit-Kvaerner Contractors donated a tower crane to the Operating Engineers College and that the tower crane training course was due to start in January 2013, however, training only got underway recently, with only five individuals enrolled. There has been a challenge to find 36 qualified individuals. Mobile Crane Operators with two years or more of working experience subsequent to receiving their Journeyperson certification are permitted to challenge the Tower Crane Operator certification exam. Kiewit-Kvaerner Contractors and Operating Engineers are working together to obtain Tower Crane Operators. Operating Engineers College will seek an agreement extension from Advanced Education and Skills (AES) to find certified individuals. If qualified individuals are Employment Insurance (EI) eligible, AES will assist with some of the cost, such as, travel and allowance. Even if an individual terminates employment in
another province, i.e. Alberta, to enroll in the Tower Crane Operator training course, the individual will still be EI eligible for allowance because the individual will be going back to work.

iv) Machinist Occupation (Information from Cliff Mercer)
Cliff advised the Board that the only trades under the Interprovincial Red Seal Policy wherein a practical examination is mandatory are the Welding and Hairstylist trades, however, the Machinist and Cook trades still have a practical examination at the apprenticeship level. The Machinist Advisory Committee recommended to the Board that the practical examination should be part of both the Trade Qualifier (TQ) process and the apprenticeship process. The Advisory Committee recommends reinstatement of the practical exam to the apprenticeship term to be a mandatory component.

v) Compulsory Certification – (Feedback from Gus Doyle)
Gus advised the Board that the letter regarding Compulsory Certification that was drafted by him for the Chair’s signature was forwarded to Minister Shea on March 25, 2013. The Chair will advise the PACB as soon as she receives a response. Gus reiterated to the PACB that he continues to receive support for compulsory certification from employers, especially employers on mega job sites.

vi) Journeyperson Mentorship Program (JMP) – Feedback from Cliff Mercer
Cliff advised the PACB that to date, nine sessions have taken place across the province of NL, and AES is ready to sign their first agreement with a company within the next week or so. To date, there has been positive remarks regarding the JMP, and AES is hopeful that many more companies will sign up in the near future. Cliff informed the PACB that Dan Crummell, Parliamentary Secretary to Minister Shea attended all sessions. It was suggested that Dan Crummell be invited to a future PACB meeting.

ACTION: The Chair will draft a letter of invitation to Dan Crummell to participate in a future PACB Meeting.

4. Routine Business
(i) Accreditation – Re-Accreditation Reports (Attached)

The following motions were moved by Mike Lee, seconded by Gus Doyle, and carried to re-accredit the following programs for a five-year period, effective March 26, 2013:

- Entry-Level Industrial Mechanic (Millwright), College of the North Atlantic, Labrador West Campus;
- Entry/Advanced-Level Motor Vehicle Body Repairer (Metal and Paint), College of the North Atlantic, Prince Philip Drive Campus;
- Entry/Advanced-Level Heavy Duty Equipment Technician, DieTrac Technical Institute, n/a Campus.
(ii) Plans of Training (Attached)
Cliff apprised the PACB that the theoretical component of the industrial electrical and construction electrical are much the same, however, the practical component differs, and it is essential for the individual to identify which trade they will enroll in. The Electrical Advisory Committee suggested that the separation be made in block training to align the industrial electrical program with the National Occupational Analysis (NOA).

**MOTION:**
After thorough discussion, a motion was moved by Mike Lee and seconded by Gerry Shea to approve the following Plans of Training, effective March 26, 2013. Motion carried.
- Industrial Electrical
- Construction Electrical
- Welder
- Sheet Metal

Gus queried if there was any uptake for the Sheet Metal Worker trade. Cliff advised that this past year, for the first time, there are individuals on the wait list. The College of the North Atlantic, Burin Campus is the only training institution currently offering this trade.

5. New Business
(i) Report on the Atlantic Apprenticeship Council (AAC) – (Cliff Mercer)
Cliff advised the PACB that NL hosted an AAC meeting on March 5 – 7, 2013 and Jeff Conrad, Associate Deputy Minister, NS attended the meeting to discuss and receive feedback on the Atlantic Workforce Partnership (AWP).

Cliff apprised the PACB about the Atlantic Business Competency in which the four Atlantic Provinces entered into an agreement with the Atlantic Canada Opportunities Agency (ACOA) from a business side of journeyperson training. The funding from ACOA was for research and to put a plan in place. Subsequent to thorough consultations with industry, journeypersons, public colleges and other stakeholders, the plan is to now offer five courses to journeypersons, available at five public college systems in the Atlantic Provinces. There will be one college in each Atlantic Province, with two colleges in NB, due to bilingualism. All five colleges will teach the same courses making the endorsement transferrable across the Atlantic Provinces. Once the five courses are completed, an endorsement will be added to the Journeyperson’s certificate, enabling them to move into a supervisory/management role. Many businesses see this endorsement as potential in having the Journeypersons work as project managers in their businesses. The Atlantic Premiers will make this announcement in the near future.

Cliff apprised the PACB about the AWP that was structured through the Atlantic Premiers. The research was carried out by Acre Consulting, NB, who met with the Atlantic Directors of Apprenticeship and Board Chairs and consolidated some items to help with mobility and to see where the provinces want to be regarding common curriculum, a common logbook, etc, for a greater consolidation at the Atlantic level. Many things will hinge on curriculum, and there will be a minimum of two
representatives on the Atlantic group from each province. It will mean that individuals will not be stagnated, as they could travel from one Atlantic province to the other, wherever a course is being offered. Currently, NL has 40 trades with 40 Plans of Training. This AWP would avoid duplication and would cut down on one province having to be responsible for doing all Plans of Training. For example, NS could do 12 programs and the other 3 Atlantic Provinces would adopt the 12 Plans of Training, and so on. NS and NB are currently sharing block exams with NL and sorting through the block exams is essential in order to consolidate. It is the same concept as Interprovincial examinations. The key to making this work is to hire two people to lead, i.e. Atlantic Province Coordinators for development and maintenance of Atlantic Curriculum. Start with four programs, having each province responsible for one trade, and hopefully expand in the near future. The driving force behind the AWP is to have mobility of apprentices across the Atlantic Provinces. In order for this agreement to work, senior executives from the Atlantic Province departments have to buy in to the concept, and a long term agreement, such as a Memorandum of Understanding (MOU) will need to be signed by the four Atlantic Premiers. The Atlantic Premiers will meet in late April to launch the AWP.

ACTION – Cliff will check with Jeff Conrad to see if the AWP Report can be circulated to the PACB.

(ii) Report on the Canadian Council of Directors of Apprenticeship (CCDA) Meeting – (Cliff Mercer)

Cliff advised the PACB that webinar meetings are more predominant lately. Paula signed on to a few, however, because of the number of participants, found the meeting to lack of proper discussion as it was difficult to be dedicated to specific points through a telephone and computer screen.

Cliff apprised the PACB about a Survey of Consumers for the Red Seal Program, Final Findings, March 19, 2013. A national survey was carried out in January – February 2013 on 1,521 Canadian consumers to find out how consumers perceive Red Seal. Overall, results were generally positive – top of mind awareness of Red Seal endorsement moderately high at baseline. Many see the value in Red Seal endorsement as a hiring tool. Awareness is moderately high at 3 in 10 aware of endorsement at baseline. 4 in 10 of those aware say that they would recognize the Red Seal symbol. These are good performance indicators by which to assess success of any communications campaigns aimed at consumers. Increasing awareness and recognition of the symbol will ensure that more consumers are using the tool in making hiring decisions. Red Seal endorsement is seen as a sign of basic competence and quality of work.

Red Seal Promotion

Cliff advised the PACB that a new look for Red Seal products is on the horizon. A variety of products have been sanctioned for Red Seal production. Cliff also suggested that overall, the average consumer is unsure of what Red Seal really is and that individuals 55 years and older are more apt to look for people with their Red Seal
Certification in doing work for them than some of the younger people. Many consumers assume that people are certified.

Cliff suggested that from Manitoba and West, there are a higher percentage of people with an understanding of the Red Seal, perhaps due to the fact that the Red Seal certification is tied to wages, and there is a much bigger volume of compulsory certified trades in Western Canada.

The next CCDA meeting is scheduled to take place in June, 2013, Vancouver, BC.

iii) Update on Advisory Committee Meetings (Attached)
Cliff advised the PACB that the Boom Truck Operator, Construction Electrician (2), Welder (3), Automotive Service Technician, Machinist (2), Plumber, Mobile Crane Operator (2), Sheet Metal Worker (3), Steamfitter/Pipefitter, Lather, Bricklayer, Powerline Technician (Operating), Process Operator, and Cook Advisory Committee Meetings have taken place during the period of December 2012 – March 2013.

iv) Budget:
Cliff apprised the PACB that NL is the host province for the Welder NOA, and Laura Cowan and a PDO in her section has requested to go to Ottawa in April 2013 to participate, at no cost to the province, and to date, approval has not been granted.

Cliff apprised the PACB that out of 40 trades, 5 are not Red Seal, with an attached cost of over $10 Million just to access the Red Seal exams. It would cost much more to develop the Red Seal exams on a provincial basis, and Government does not understand the importance of participation in these National meetings.

At the end of December 2012, the number of registered apprentices was 5,865, an increase of 40 from the month of November 2012. There were 402 Trade Qualifiers. The biggest amount of registrations was in the construction electrical trade.

At the end of February 2013, new registrations increased by 100, with construction electrical being the most at 26, 17 steamfitter/pipefitters, 14 welders, and 25 new Trade Qualifiers which included Heavy Duty Equipment Technician, Automotive Service Technician and Carpenter. There were a total of 5,912 registrations at the end of February 2013, with 422 being Trade Qualifiers, all having to be served by 8 Program Development Officers.

Due to the implications of cutback to staff, there is a possibility that Standards and Curriculum PDO’s will have to move to Client Services, which will result in less advisory committee meetings resulting in less plans of training.

Cliff acknowledged and sent a bouquet of roses to all of his staff who has been working above and beyond their hours of work to ensure that clients are served and all necessary work is completed.
Cliff will meet with the AES Deputy Minister, Darrin Pike, to raise again, the importance of appointing new PACB members, as most terms are expired with only three members eligible for re-appointment to a second term.

6. **Review of Action Items**  
   All action items stipulated in the 89th PACB meeting minutes were addressed.

The next meeting will be held on Monday, June 3, 2013, St. John’s, NL.

Meeting adjourned at 1:45 p.m.

These minutes have been recorded by:

Madonna Nolan

MADONNA NOLAN  
Executive Secretary

These minutes have been approved by:

[Signature]

PAULA FLOOD  
Chair
Minutes of the
91st Provincial Apprenticeship and Certification Board Meeting
June 11, 2013
Quality Hotel, St. John’s

BOARD MEMBERS:

Paula Flood - Chair - Absent
Cliff Mercer - Director, Apprenticeship and Trades Certification Division
Gus Doyle - Employee Representative
James Loder - At-Large Representative
Rhonda Neary - Employer Representative - Absent
Mike Lee - Employer Representative
Ann Geehan - Employee Representative
Gerry Shea - Employee Representative - Absent
Richard Kelly - Employee Representative (Alternate)

EXECUTIVE SECRETARY:

Madonna Nolan - Apprenticeship and Trades Certification Division
The meeting convened at 8:30 a.m.

In the absence of Paula Flood, Chair of the PACB, the participating PACB members nominated James Loder as Chair for the 91st meeting.

1. Approval of Agenda:

MOTION:
A motion was moved by Gus Doyle and seconded by Richard Kelly to approve the 91st Agenda. Motion carried.

2. Adoption of Minutes:

MOTION:
A motion was moved by Gus Doyle and seconded by Richard Kelly to adopt the minutes of the 90th meeting as presented. Motion carried.

3. Business Arising:
   i) Invitation Letter to Minister to Attend a PACB Meeting (Update from Cliff Mercer) – see attached note

A letter to Deputy Minister Darren Pike from Paula Flood, dated June 3, 2013 was circulated to the PACB outlining items that were previously collected from the PACB for discussion with the Minister. To date, a response from Minister Shea has not been received, however, Cliff apprised the PACB that Minister Shea is currently on leave, with no known date of return. Minister Kevin O’Brien is now Acting Minister. Cliff will engage in another discussion with the Deputy Minister to encourage the Minister’s attendance at a future PACB meeting.

   ii) Invitation Letter to Dan Crummell to Attend a PACB Meeting – letter attached

A letter of invitation to Dan Crummell, Parliamentary Secretary to Minister Shea was forwarded to him on June 3, 2013. To date, a response has not been received. The PACB decided to renag on their invitation to Dan Crummell as they felt that it would be more beneficial to meet with the Minister.

ACTION – Gus will seek an alternative method to invite Minister Shea to a future PACB meeting and will advise the PACB accordingly.

   iii) Atlantic Workforce Partnership (AWP) Report Distribution (Update from Cliff Mercer)

Cliff reminded the PACB that he had forwarded an email to them regarding the announcement date of the AWP by Atlantic Premiers. All provinces agreed that the AWP is doable. Cliff apprised the PACB that the Atlantic Provinces will do a brainstorming session to map out a plan to get all four provinces on the same playing field, e.g. all block training will be the same across the Atlantic Provinces. Cliff
suggested that looking at trades that have small numbers should also be reviewed, as it is
difficult to provide training for three to four people, resulting in having to pay an
instructor, thus losing money. As a result of harmonization across the Atlantic Provinces,
small numbered trades can be facilitated in one of the Atlantic Provinces, thus saving
money in the long term. Flexibility is very important. Some Premiers would like to see
harmonization of trades across Canada. If Atlantic harmonization is successful, the door
will be opened for harmonization across Canada. Cliff suggested going to Atlantic
Canada Opportunities Agency (ACOA) for funding for resources to make AWP
successful, such as, the hiring of individuals to lead the AWP. Human Resources Skills
Development Canada – Red Seal Secretariat may also provide some funding.

Cliff Mercer, Paula Flood and Laura Cowan will participate in an AWP meeting in PEI
for three days in June 2013 to map out the AWP. Paula will represent the PACB from an
industry perspective. Cliff reiterated that the AWP has to be a long term commitment
from all Atlantic Provinces, commencing with four trades and expanding to all trades. A
Memorandum of Understanding would be very beneficial for the Atlantic Premiers to
sign to ensure long-term commitment.

NL would be responsible to be the lead province on 12 – 15 trades. Subject matter
experts will have to travel to other Atlantic provinces; however, overall cost should not
be any more than what is already currently being spent with NL having to do 40 trades.

iv) Accreditation Resource Manual, PACB Policy 1.7 – Accreditation Renewal
Process, Letter Attached, as per Motion Passed at October 23, 2012 PACB
Meeting
A memo regarding PACB Policy 1.7 Accreditation Renewal Process was circulated to the
PACB for information purpose. The letter was forwarded to training institutions
regarding accreditation of advanced level training. This came to light as a result of not
all checks and balances being done on advanced level training. In future, through
accreditation, advanced level training will be checked in the same manner that entry level
training is checked.

4. Routine Business
   (i) Accreditation – Re-Accreditation Reports (Attached)
   The following motions were moved by Mike Lee, seconded by Gus Doyle, and carried, to
   re-accredit the following programs for a five-year period, effective June 11, 2013:
   - Entry-Level Plumber, Academy Canada, St John’s Campus;
   - Hairstylist, College of the North Atlantic, Gander Campus.
   (ii) Plans of Training (Attached)
   Cliff apprised the PACB that the major change to the Insulator (Heat and Frost) plan of
training was to change the program from 5400 hours to 7200 hours.
Cliff apprised the PACB that the major change to the Painter-Decorator plan of training was more of a maintenance issue.

The following motions were moved by Gus Doyle and seconded by Mike Lee, and carried, to approve the following plans of training, effective June 11, 2013:

- Insulator (Heat and Frost)
- Painter-Decorator

5. New Business
(i) De-designation of Underground Miner Trade:
Cliff advised the PACB that the last record of any activity for the Underground Miner trade was six certificate renewals in 1998. There is no record of a plan of training, no logbook or tool and equipment list developed, and no record of a provincial journeyperson exam for this trade. It is the recommendation of the Standards and Curriculum Section to de-designate the Underground Miner trade.

MOTION:
After some discussion, Mike moved and Richard seconded to accept the recommendation of the Standards and Curriculum Section to de-designate the Underground Miner trade. Motion carried. However, it was noted that individuals who are certified in the Underground Miner trade will be permitted to renew their certificates when required. The trade will remain available for certification only. The trade can be re-activated for apprenticeship training, in the future, if demand warrants it.

(ii) Violation of Memorandum of Understanding (MOU)
Cliff circulated a letter from [Redacted] regarding [Redacted] being in violation of their MOU. The appropriate Program Development Officer will investigate the complaint, and the findings will be brought back to the board for discussion and recommendation. A letter will be drafted to [Redacted] to suit the outcome of the investigation. If warranted, the PACB will engage the services of the department's own legal counsel.

(iii) Letter to the Chair of PACB from [Redacted] Re: Mobile Crane Operator Graduates
A letter to the Chair of the PACB from [Redacted] was circulated. The letter had concerns about two issues: (i) his son unable to get into the appropriate trade union, and (ii) unable to have access to a logbook before being indentured. Cliff advised the PACB that he is unable to provide information to this individual regarding his son without written consent because of the Privacy Act. Union representative PACB members advised that while supply and demand is sometimes a factor when trying to join a union, there is no discrimination whatsoever regarding what school you attend. Supply and demand, in this case, meaning that you can join, however, you may be on a waitlist for as long as a year before being called for work. With respect to logbook access, in essence, there is no logbook issued because the individual is not a registered apprentice.
MOTION:
After further discussion, Mike moved and Gus seconded to give some latitude to do a temporary registration piece under the auspices of the PACB. Effective, June 11, 2013, Cliff will use the pre-apprenticeship tracking program to provide temporary registration numbers to entry-level completers who successfully completed all entry-level courses, which will be valid for one year from the date of issue. Motion Carried. The majority of individuals will not be eligible to receive temporary registrations until April – May 2014, which are the next entry-level graduating classes.

ACTION – Cliff will look at some type of temporary registration for individuals upon successful completion of their 9-month entry level program, such as a number with a prefix attached, with T meaning temporary, followed by a number and an expiry date. An electronic file only will be set up through the department’s Apprenticeship Information Management System (AIMS). The temporary file would remain inactive until the individual becomes employed and registers as an apprentice. Once registered, a hard file will be set up, a Memorandum of Understanding and a Letter of Understanding will be signed, and a logbook will be issued to the individual. The individual must be made aware that it is “vitaly important” to contact the department once employment is found to have the status changed from inactive to active.

ACTION – James will draft a letter to [Redacted] on behalf of the PACB advising him that the PACB has no authority to dictate to unions, such as union membership and that the issue raised in his letter pertaining to a logbook being issued before being indentured is not policy, however, some new options are being explored to better serve the entry-level graduates.

(iv) De-designation of Roofer Trade from “Apprenticeship Training to Certification.”
It is the recommendation of the Standards and Curriculum Section to have the Roofer trade de-designated as an apprenticable trade. To date, there are no registered apprentices or certified journeypersons in the province of NL. The plan of training is dated May 2000, there is no logbook developed and no tool and equipment list developed.

MOTION:
After further discussion, Gus moved and Richard seconded to accept the recommendation of the Standards and Curriculum Section to have the Roofer trade de-designated from Apprenticeship Training to Certification only. Motion carried.

(v) Advanced Specialty Rates
James requested an update from Cliff on the Advanced Specialty Rates. Cliff advised the PACB that he previously had discussion with two Assistant Deputy Ministers (ADMs)
regarding this issue. He explained to them why funding for this initiative is so important and needed to be moved along. The ADMs will meet with the Deputy Minister as soon as possible for final approval to move forward, retroactive to April 1, 2013. Cliff is optimistic that training institutions will be notified no later than the week of June 17, 2013.

(vi) **Report on the Atlantic Apprenticeship Council (AAC) – (Cliff Mercer)**
See 3.(iii) Atlantic Workforce Partnership (AWP) feedback above.

(vi) **Report on the Canadian Council of Directors of Apprenticeship (CCDA) Meeting – (Cliff Mercer)**
Cliff advised the PACB that he was not approved to attend the June 6 – 8, 2013, CCDA meeting that was held in Vancouver, BC due to budget constraints. He advised that he has had numerous discussions with the ADM and DM on the importance of NL being at the national table, as NL is also attached to the CCDA Executive, which is a part of setting the Agenda for the face to face meetings. For example, NL placed the issue of practical exams on the Agenda, due to the NL having the most rigorous welding practical exam in the country. NL felt that there should be a set standard for consistency on practical exams, or practical exams should be removed. CCDA works on a consensus means, and if you are not at the meeting, you have no say. Cliff reiterated that his absence at the CCDA meetings is an embarrassment to the province of NL. Cliff advised that because he is not being approved to attend CCDA meetings, he contacted Dan Mills, Chair of the CCDA and resigned. However, the next CCDA meeting is scheduled to take place in October 2013 and he will seek approval to attend again.

Cliff circulated a Quarterly Performance Report Apprenticeship Incentive Grant to the PACB for information. People are doing progressively well and are availing of it. It has proven to be a great incentive.

(vii) **Update on Advisory Committee Meetings (Attached)**
Cliff advised the PACB that the Industrial Mechanic (Millwright) (3), Sheet Metal Worker, Insulator (Heat and Frost) (3), Heavy Duty Equipment Technician/Truck Transport Mechanic (2), Boom Truck Operator, Powerline Technician (Operating), Painter/Decorator (2) Drywall Finisher and Plasterer, Carpenter, Welder, Powerline Technician (Operating), Small Equipment Service Technician, and Construction Electrician Meetings have taken place during the period of March 2013 – June 2013.

Cliff advised that Block exams are still being worked on and are being looked at with Atlantic provinces for harmonization, however, at a slower pace, due to lack of resources.

(viii) **Foreign Workers**
Gus queried the department’s policy regarding certification for foreign workers from Ireland. Cliff advised that a foreign worker’s certificate is not taken at face value unless it is known that it is comparable to certification in NL, all things being equal. Evidence must be provided, through employers, that the individual worked in the trade, and the individual must be assessed through a Prior Learning Assessment and Recognition
(PLAR), the same PLAR that an individual from NL has to do, which is carried out by a qualified instructor, before being eligible to challenge the certification examination. Foreign workers have to follow the Trade Qualifier process through the same means as an individual from NL. The NL Government does not pay for international individuals to attend training if needed, subsequent to being assessed through PLAR.

(ix) Individuals Writing Certification Exams
Ann apprised the PACB that individuals have been expressing concern regarding the level of noise while trying to concentrate on their exam. She gave an example of an individual who previously wrote at the Industrial Training Section, Confederation Building, and failed, however, when he was placed in the proper environment to re-write, he was successful. Ann felt that this is a good example of all individuals, including learning disability individuals, being accommodated in the proper setting when challenging their certification exam. Cliff apprised the PACB that he has advised Industrial Training staff to be more aware of noise and to foster a quieter work environment. He has also posted signs advising that exams are in progress.

6. Review of Action Items
All action items stipulated in the 90th PACB meeting minutes were addressed.

The next meeting will be held on Tuesday, September 10, 2013 St. John’s, NL.

Meeting adjourned at 1:00 p.m.

These minutes have been recorded by:

______________________________
MADONNA NOLAN
Executive Secretary

These minutes have been approved by:

______________________________
JAMES LODER
Chair - Acting
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

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 post 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 I 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 journeyperson to apprentices 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 journeyperson to apprentice’s ratio for mentorship role activities (apprentices can be at any level).
Option 3: Designated Trainer (DT) with 1:1 journeyperson 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) Journeyperson certification for mentors where Interprovincial (Red Seal) Journeypersons 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 journeypersons, operating cranes as a journeyperson 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 15\textsuperscript{th}, 2014. Labrador City. (TBA)

8. Review of action items.

Send out agenda a month before.

Adjournment

84\textsuperscript{th} PACB meeting was adjourned at 12pm on October 3, 2014.
Minutes of the 86th PACB meeting.
Provincial Apprenticeship and Certification Board Meeting
December 10, 2014
Confederation Building, 3rd Floor Boardroom, West Block
St. John’s

BOARD MEMBERS PRESENT:

Harry Bartlett - Chair
Cliff Mercer - Director, Apprenticeship and Trades Certification
Karen Walsh - At-Large Representative
Gordon Dunphy - At-Large Representative
Gerry Shea - Employee Representative
Eli Dean - Employee Representative
David Harris - Employer Representative
Travis White - Employer Representative – (Alternate)
Karen Rowe - At-Large Representative
Craig Randell - Employer Representative
Annie Randell - At-Large Representative

BOARD MEMBERS ABSENT:

Mike Lee - Employer Representative
James O’Neill - At-Large Representative – (Alternate)
Angela Rowsell - Employee Representative
Mike Goosney - Employee Representative
Martin Harty - Employee Representative - (Alternate)
James Loder - Employer Representative

RECORDING SECRETARY:

Paula Dobbin - Institutional and Industrial Education

INVITEES:

Sandra E. Bishop - Manager - Industrial Training
Arthur Leung - Manager – Special Projects
Call to Order:

The Meeting commenced at 10:00 A.M. on December 10, 2014.

1. Approval of Agenda:

**MOTION:**
A motion was passed 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 85th Meeting:

**MOTION:**
A motion was passed to adopt the minutes of the 85th meeting as presented.

4. Business Arising from Minutes

4.a Update on PTAC/ATAC remuneration/recognition

Cliff had discussed the updates on the PTAC/ATAC and how it is moving forward and the positive feedback he is receiving. The first ATAC meeting for Bricklayer started yesterday, December 9th and so far it is going well and people are totally engaged. It is a historic moment and all feedback and involvement have been positive.

Cliff also discussed the remuneration rate change to $25.00 an hour to a maximum $200.00 a day for time attending meetings, plus a provincial per diem for expenses based on treasury board guidelines.

4.b Iron Workers and Cement Finisher-Hebron Requirements – Ratios - Update

An information memo by Arthur Leung detailing the numbers of apprentices and the ratio for the Hebron Project was presented to the board.

5. Routine Business

5.a Plans of Training(POT)

No new Plan of Training up for discussion in this meeting.
5.b Accreditations

5.b.i One-3 year initial and three – 5 year re-accreditations

Accreditation reports were presented to the board by Cliff Mercer. Gord Dunphy raised concern about the number of students in some classes. Gerry Shea had asked when the first annual maintenance report is due. The response was it will be on the first anniversary when the accreditation was granted.

**MOTION:**
Motion by Annie Randell seconded by Eli Dean to approve Entry Level Construction/Industrial Electrical program, College of North Atlantic Carbonear for a 5 year re-accreditation expiring November 18, 2019. Motion Passed

**MOTION**
Motion by Gerry Shea and seconded by Dave Harris to approve Entry Level Hairstylist program, Woodford Training Centre, Conception Bay South for a 5 year re-accreditation expiring October 6, 2019. Motion Passed

**MOTION:**
Motion by Karen Walsh and seconded by Gordon Dunphy to approve Entry Level Construction/Industrial Electrical program, College of the North Atlantic, Labrador West for a 3 year accreditation expiring November 24, 2017. Motion Passed

**MOTION:**
Motion by Eli Dean and seconded by Karen Walsh to approve Entry level Carpentry, College of the North Atlantic, Carbonear for a five year re-accreditation. Expiring October 7, 2019. Motion Passed

5.c Block Exam – Stats info

A chart on the statistics was provided as an update on the 10 High Use Trades. For information purpose only.

5.d Report on Advisory Committee Activities

A list of Advisory Committee Activities that were held from May 29-November 24, 2014 was presented to the Board by Cliff Mercer.

5.e Transfer Guide

Work has been completed to compare courses in the Electrical Engineering Technology (Power & Controls) and Industrial Electrician programs. The matrix is available on our AES website where individuals can view credit transfer for each course.
This transfer of credits process will replace the need for individuals to attend and be assessed via the Prior Learning Assessment (PLA) process at a college. Cliff mentioned that the transfer guide is all inclusive, stay within the bounds of any occupation from college to university to set guidelines.

6. New Business

6.a AWP/AAHP
Cliff presented information on the AWP which was set up 3 years ago and is funded by Nova Scotia 100% until the end of term which is March 2015. As of April 1st, 2015 New Brunswick has agreed to take the lead role.

6.b CCDA and AAC
Update
Cliff and Harry had discussions on their meetings and gave updates and discussions on their input and views of how progress is going.

7. Date and Location of next meeting
The next meeting is scheduled to take place on March 10, 2015, in St. John’s.

8. Action
The minutes for the 85th Meeting, Section 5a.vii, Direct Entry needs to be added to clarify the level for the apprentice.

9. Adjournment at 11:45am.
Minutes of the 87th PACB Meeting
Provincial Apprenticeship and Certification Board Meeting
March 10, 2015
Confederation Building, 3rd Floor Boardroom, West Block
St. John’s

BOARD MEMBERS PRESENT:

Harry Bartlett  
Karen Walsh  
Gordon Dunphy  
Karen Rowe  
James O’Neill  
Gerry Shea  
David Harris  
Craig Randell  
James Loder  
Travis White  
Mike Lee  
Annie Randell

Chair
At-Large Representative
At-Large Representative
At-Large Representative
At-Large Representative – (Alternate)
Employee Representative
Employer Representative
Employer Representative
Employer Representative
Employer Representative – (Alternate)
Employer Representative
At-Large Representative

BOARD MEMBERS ABSENT:

Eli Dean  
Martin Harty  
Angela Rowsell  
Mike Goosney

Employee Representative
Employee Representative – (Alternate)
Employee Representative
Employee Representative

RECORDING SECRETARY:

Paula Dobbin

INVITEES:

Sandra Bishop  
Arthur Leung  
Dean Byrne

Manager - Industrial Training (ATCD)
Manager – Special Projects (ATCD)
Program Development Specialist Standards & Curriculum
Call to Order:

The Meeting commenced at 10:05 A.M. on March 10, 2015

On behalf of the Board, the Chair sent his condolences to Laura and her family on the passing of her husband, Doug Cowan.

The Chair updated the Board on Cliff Mercer’s retirement celebration and he will be missed and looking forward to the new director being a part of the meetings.

1. Approval of Agenda:

**MOTION:**
A motion was passed to approve the agenda as presented.

The following agenda items were added:
- Karen Walsh: Discussion on incorporating safety courses in the Plan of Training (POT) and the cost associated with doing so.
- Gord Dunphy: Length of the current refresher course from an 8 week program down to a 6 week program.

2. Quorum/Attendance:

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

3. Approval of PACB Minutes 86th Meeting: no admission or changes

**MOTION:**
A motion was passed to adopt the minutes of the 86th meeting as presented. Motion by Mike Lee and seconded by Gord Dunphy

4. Business Arising from Minutes
N/A

5. Routine Business

   a) Plans of Training

      i. AAHP-Bricklayer
Dean Byrne presented the new harmonized Atlantic Apprenticeship Curriculum Standard for Bricklayer. The changes for NL include:
- A reduction in the required hours from 7200 to 6000 for apprentices;
- Trade Qualifier 9000 hours to 8000 hours;
- New Apprenticeship Block 1

The required hours may change again pending the results of the CCDA National Harmonized Apprenticeship project.

**MOTION:**
Motion by Karen Walsh and seconded by Mike Lee to accept the new Atlantic Apprenticeship Curriculum Standard for Bricklayer.

i.i. AAHP - Cook
Dean Byrne presented the new Harmonized Atlantic Apprenticeship Curriculum Standard for Cook. The changes for NL include:
- New Apprenticeship Block 1

The first meeting on block exam development is scheduled for May.

Jim O'Neill expressed concerns that Direct Entry apprentices may be able to receive higher marks in the trade as a result of experience in the trade.

**MOTION:**
Motion by Karen Walsh and seconded by Mike Lee to accept the new Atlantic Apprenticeship Curriculum Standard for Cook.

5.b. Refrigeration and Air Conditioning Mechanic (RACM)

NL was following the 1999 curriculum. A revision of the POT was completed in 2006. In 2014 a new National Occupational Analysis and Interprovincial Guide was completed. The new 2014 Plan of Training is based upon the new national documents.

**MOTION:**
Motion by Annie Randell and seconded by Karen Walsh to accept the POT for RACM.

5.c. Accreditations

5.c.i One-3 year initial and six Accreditation reports:

3 Year Initial:
Heavy Equipment Operator – Central Training Academy
There were discussions and concerns with respect to instructors completing courses in a timely fashion. Currently there is no PACEB policy in place requiring instructors to complete the courses. The Board agreed that a letter will be forwarded from the Board Chair to the Department’s Literacy and Institutional Services division requesting additional information on training requirements for instructors.

**MOTION:**
Motion by Mike Lee and seconded by Karen Walsh to accept and approve the Entry Level Heavy Equipment Operator program with Central Training Academy, Badger for a 3 year accreditation expiry date November 28, 2017

5.c.ii 5 year re-accreditations
Haired Cut - Academy Canada
Welder - College of the North Atlantic
Industrial Mechanic - Industrial Mechanic
Steamfitter/Pipefitter - Steamfitter/Pipefitter
Plumber - U.A. Local 740 Training Centre
Haired Cut - Keyin College

Jim O’Neill sustained from voting on Industrial Mechanic (Millwright) and Welder.

James Loder sustained from voting on hairstylist.

**MOTION:**
Motion by Jim O’Neill and seconded by Karen Walsh to approve Entry Level Hairstylist program, Academy Canada, Kenmount Road for a 5 year re-accreditation.
Date to expire January 26, 2020

**MOTION:**
Motion by Travis White and seconded by Mike Lee to approve Entry Level Welder program, College of the North Atlantic, Corner Brook for a 5 year re-accreditation.
Date to expire: December 11, 2019

**MOTION:**
Motion by Mike Lee and seconded by Gord Dunphy to approve Entry level Industrial Mechanic, College of the North Atlantic, Corner Brook for a 5 year re-accreditation.
Date to expire: February 13, 2020

**MOTION:**
Motion by Jim Loder and seconded by James O’Neill to approve Entry/Advanced Level Steamfitter/Pipefitter, U.A. Local 740 Training Centre, Mount Pearl for a 5 year re-accreditation.
Date to expire: January 27, 2020
MOTION:
Motion by Karen Rowe and seconded by Gord Dunphy to approve Entry Level Plumber, U.A. Local 740 Training Centre, Mount Pearl for a 5 year re-accreditation.
Date to expire January 27, 2020

MOTION:
Motion by Karen Rowe and seconded by Mike Lee to approve Entry Level Hairstylist, Keyin College St. John's for a 5 year re-accreditation.
Date to expire January 27, 2020

5.c.iii

Request for re-accreditation extensions:
- Cook (CNA)
- Powerline Technician (Dietrac)

Re-accreditations must be approved within 6 months of the expiry date of the previous certificate, otherwise the application will be considered as a new application and subsequent approval will be for a three-year (3Y) period.

The Cook re-accreditation report was due in August 2014. CNA requested that the Board extend this date due to the staffing issues at the Campus with another update to be provided at the Board meeting in June.

The Powerline Technician re-accreditation report was September 2014. Dietrac requested that the Board extend this date due to the staffing issues at the Campus with another update to be provided at the Board meeting in June.

MOTION:
Motion by James Loder and seconded by Travis White to accept the extensions of Cook and Powerline Technician for a 5 year re-accreditation with an update at the June Board meeting.

The Board Chair inquired about the past history of both colleges and emphasized the need to take responsibility for not complying to policy.

5.d. Report on Advisory Committee Activities
A list of Advisory Committee Activities that were held from December 15, 2014-February 13, 2015 was presented to the Board by Dean Byrne.

6. New Business

6.a AWP/AAHP Update
   i. Registration Requirements
      The only change in registration requirements is September 1, 2015 the age has to be of 18 years old in the calendar year.

   ii. Completion Requirements
      Sandra brought forward that there are no changes in NL and there is positive feedback on the harmonization.

   iii. Curriculum Standards Model
      The Atlantic Apprenticeship Curriculum Standard model will be used as the standard for NL when formatting and editing its Provincial Plans of Training. The AACS consists of a new design and will impact some of the language and terminology NL uses and how we edit and format our POT’s. The new model will be used throughout Atlantic Canada.

MOTION:
Motion by Karen Walsh and seconded by Mike Lee to accept the harmonization registration requirements change.

6.b Canadian Council of Directors of Apprenticeship (CCDA) and Atlantic Apprenticeship Council (AAC) Update

CCDA- working on a national harmonization of ten trades over four years and progress is being with the four trades selected for this year.

AAC- An Atlantic Apprenticeship Mobility M.O.U. is being developed to enhance the mobility of apprentices within Atlantic Canada. Documents are being reviewed and will be brought to the DM’s and Premier to sign at the June Council of Atlantic Premiers (CAP) in June, 2015.

6.c Safety Courses
Karen Walsh stated that she had a concern over safety courses required to work in the skilled trades. A two-day course costs students $350.00. Karen stated that some students are not getting a job because they did not have the safety courses completed. Some Board members indicated that it should be considered for inclusion as part of the pre-apprenticeship training. Dean will check with other jurisdictions to determine if safety courses are part of their pre-employment curriculum.

6.d Refresher Program
Gord Dunphy had a concern with the 8 week refresher IP program being lowered to a 6 week program and would like to know when and why this was done. He feels that the apprentices are not successful with the 2 weeks being taken away.
This will be looked into and The Board will be informed.

7. Date and Location of next meeting

The next meeting is scheduled to take place on June 10, Corner Brook. Board members will be advised on whether we will continue with conference calls to conduct the next meeting.

8. Action Items
   1. Refresher course used to be 8 week program and now it is 6 week program.
   2. Dean to check out the other jurisdictions to find out if safety certification courses are offered in pre-employment curriculums.
   3. 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.
   4. Sandra will generate a letter for The Chair to sign for instructors for completing courses in a timely fashion.
   5. Sandra will check into the location and of the next meeting which will be held on June 10, 2015

9. Meeting adjourned by Karen Walsh and seconded by Mike Lee at 12:30 pm.
Minutes of the 88th
Provincial Apprenticeship and Certification Board Meeting
June 17, 2015
Confederation Building, 4th 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

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 87th 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 87th 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.
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 87th 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.