107th Meeting of the Provincial Apprenticeship and Certification Board
September 26, 2019
Unofficial

MINUTES

Board Members Present:
- David Harris, Chair
- Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
- Tyson Stanley Hedge, Employer Representative
- Karen Rowe, At-Large Representative
- Joann Greeley, Employer Representative
- Karen Walsh, At-Large Representative

Board Member Regrets:
- Craig Randell, Employer Representative
- Mona Morrow, At-Large Representative, Alternate
- Jennifer Hillier, Employer Representative, Alternate

Recording Secretary:
- Amanda Whitty – Recording Secretary

Invitees:
- Angela Abbott, Manager of Standards and Curriculum

- **Call to Order:**
  Chair, David Harris welcomed all members and called the meeting to order

- **Quorum/Attendance:**
  Chair confirmed that there was not a quorum

- **Approval of Agenda: N/A**

- **Approval of Minutes from the 106th PACB Meeting : N/A**

- **Business Arising from Minutes**

  a. Action items:
     - Past minutes posted on website.
       - Minutes are up to date

     - CNA instructor's certificate

- Director is working with CNA to give support to have instructors certified
- Karen Walsh would like to have inclusion diversity to be a part of instructor training.

- Vacancies of Board members
  - Looking for new members.
  - Link was sent to Board members.

- Members will be provided with a list of pre-employment programs that do not have a work-term.
  - This was sent to the members.

- **Routine Business:**

a. Plans of Training (POT)

- Power Systems Operator – No quorum. Motion will be October 10, 2019 meeting.

b. Accreditation Agenda Items

- Three year initial – College of the North Atlantic, St. Anthony (CNA), Powerline Technician Entry Level – No quorum. Motion will be October 10, 2019 Conference Call.

- Five-Year Reaccreditation – DieTrac Technical Institute, Lewisporte, Powerline Technician Entry Level. – No quorum. Motion will be October 10, 2019 Conference Call.

c. List of Advisory Committee Activities

Documents provided

d. Divisional Update

- Director announced the new Industrial Training Manager, Jason Higgins.

e. Online Training

- Currently 5 trades with online training and new trades to be added.

- **New Business**

a. Update on Sprinkler Fitter stakeholder consultation

b. Boilermaker Compulsory certification application update

- Survey running from September 23, 2019 - October 11, 2019.

c. RACM Compulsory certification application

- Received Ministerial approval to proceed to next step in assessment process. This includes Cabinet approval. Significate work underway to develop an implementation/transition plan and to work with Service NL on the required legislation changes.

d. Letter of intent for Compulsory certification request for Sheet Metal Workers

- It is anticipated that a formal application will be received within the coming weeks.

e. Supporting Sheet Metal Workers Labour Market Demand

- Director provided an indication that a project was initiated whereby unemployed apprentices and journeypersons were provided with information on the job opportunities in sheet metal workers. Trades NL assisted in the promotion of work opportunity.
- PACB recommended that Cahill also solicit unemployed Sheet Metal workers.

f. Training Providers Rate Increase Proposal (further discussion and approval on October 10, 2019 conference call.)

- Director provided an overview of training rates proposal submitted by all skilled trades training providers. PACB approved rates to remain the same until Post-Secondary review is completed. In the interim, a minimum pay band will be approved for class size of three to four students.

g. Employment Plan Template & Pomerleau Employment Plan (further discussion and approval on October 10, 2019 conference call.)

- Board members discussed the need for an Employment Plan for Skilled Trades to be included in all public works tending applications.
- It was agreed that a template will need to be drafted for both an Employment Plan and a monitoring for skilled trades to be included in all public works tendering applications. Both documents would require sign-off by Board Chair.
- Minimum requirements for number of apprentices were discussed, along with number of female apprentices and journeypersons. The current employment Plan from Pomerleau would be reviewed for the minimum required.

h. New Aircraft Maintenance Engineer – new trade update

- Kevin Warren, from the Standards & Curriculum Unit, has created an Advisory Committee. First meeting scheduled October 2019. Transport Canada is involved and will be attending the meeting. Anticipating trade to be operational September 2020.

i. Atlantic Apprenticeship Harmonization Phase Three

- Phase two finished in August and a total of 16 trades have been harmonized. Phase three office commenced in September and will align an additional seven trades. The office remains in NL**.**

j. Apprenticeship Management System Update

- Director provided an update on the development of new information management system.

k. Inclusive approaches for harmonized products

- AAHP office to identify options for inclusive approaches in the creation of curriculum standards and exams.

I. Women in Construction Trades Project

- Funding approved for an initiative to address unconscious bias in skilled trades.

8. Review of Action Items

- ATCD:
  - Vacancies for PACB members.
  - Check to see if a two week work term can be added to other trades.

9. Date and location of next meeting

- October 10th, 2019 for conference call
- December 4th, 2019 face – face in St. John's

10. Adjournment

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