**103rd Meeting of the Provincial Apprenticeship and**

**Certification Board**

**Confederation Building**

**Wednesday, November 28, 2018**

**MINUTES**

**Board Members Present:**

* David Harris, Chair
* Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
* Karen Walsh, At-Large Representative
* Tyson Stanley Hedge, Employer Representative, Alternate
* Karen Rowe, At-Large Representative
* Jennifer Hillier, Employer Representative, Alternate
* Mona Morrow, At-Large Representative, Alternate

**Board Member Regrets**:

* Craig Randell, Employer Representative
* Joann Greeley, Employer Representative
* Amanda Cull, Employee Representative

**Recording Secretary:**

* Paula Dobbin, Administrative Officer

**Invitees:**

* Angela Abbott, Manager of Standards and Curriculum
* Erika Harris, Program and Policy Development Specialist
* Charmaine Flynn, Project Manager – Atlantic Apprenticeship Harmonization Project
* Grant Jacobs, Director of National Training, Boilermakers
* Jerry Flaherty, Business Manager Boilermakers’ Local 203
* Jason McInnis,Director of Health and Safety
* Kent Oliver, International Representative for Atlantic Canada, Newfoundland and Labrador
* Jeff Griffiths, CEO of Griffiths and Sheppard Consulting
* Barry Roberts, Representative for the Operators
* Eric Davidson, ABM Solutions
* Susan Sparks, Project Executive, Apprenticeship Management Solutions

Minister Davis addressed the Board and met each Board member.

1. **Call to Order:**

Chair, David Harris and Director of Apprenticeship, Sandra Bishop welcomed all members to the meeting

1. **Quorum/Attendance:**

Chair confirmed that there was a quorum

1. **Approval of Agenda:**

Agenda item added to New Business (7i) - Update Online Training

**MOTION:**

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

1. **Approval of Minutes from the 102nd PACB Meeting**

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Jennifer Hillier to adopt the minutes of the 102nd meeting as presented.**

Chair announced that Geordie Walsh has resigned as Employee Representative; Chair requested that a letter be sent to Mr. Walsh thanking him for his service to the Board. The Board agreed that Tyson Stanley Hedge be appointed to the position from that of an Employee Representative (Alternate).

**MOTION:**

**A motion was passed by Mona Morrow and seconded by Karen Walsh to appoint Tyson Stanley Hedge as the Employee Representative.**

1. **Business Arising from Minutes**
2. Action items:

* Process for selecting Advisory Committee members
  + Addressed under New Business
* Cantraq Report
  + To be discussed in the 104th Meeting with presentation from Prism Economic and staff from the Department’s Workforce Development Secretariat
    - * Chair requested that Cantraq provide their report in plain language
* Pass/Fail Interprovincial Exam Rates
  + Addressed under New Business
* Link for announcement on online training
  + Provided to Board via email from Paula Dobbin after the last meeting

1. **Routine Business:**
2. Plans of Training (POT)
   * None to present
3. Divisional Update
   * Sandra Bishop provided an update on the status of applications for Compulsory Certification of Refrigeration and Air Conditioning Mechanic, Sprinkler System Installer and Boilermaker
   * The approved process for assessment, approval and transition plans was outlined and discussed
4. Accreditation Agenda Items
5. Three-Year Re-accreditation – College of the North Atlantic (CNA), Burin – Metal Fabricator

**MOTION:**

**A motion was passed by Mona Morrow and seconded by Karen Walsh to approve the entry level Metal Fabricator program with CNA for a 3-year re-accreditation based on the accreditation report presented. Expiry date: November 30, 2021**

ii. Memo to CNA, Burin – Metal Fabricator

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Jennifer Hillier to approve the facilities for advance level training in the Metal Fabricator trade. A letter will be issued to the CNA, Burin campus.**

1. List of Advisory Committee Activities
   * Documents provided
2. **New Business:**
3. Process for selecting Advisory Committee members
   * Board members reviewed and approved the ATCD proposed process to maintain Provincial Trade Advisory Committees (PTACs)

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Karen Rowe to approve the process for selecting Advisory Committee members.**

1. Presentation: Boilermaker Compulsory Certification
   * Members of the Boilermakers Local 203 presented a follow-up presentation on their application for compulsory certification
   * Sandra Bishop outlined the approved process to assess for compulsory certification; the applicant was advised that it is a lengthy process
   * The applicants was advised that it would be notified on the outcome of their request for consideration
   * Members requested they be sent the executive summary from the applications for compulsory certification

**MOTION:**

**A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the next step to compulsory certification on the Boilermaker trade.**

1. Update: Compulsory Certification – Refrigeration and Air Conditioning Mechanic
   * Status update was presented by Sandra Bishop
   * Board members reviewed the surveys being distributed
   * Members were advised that the surveys will run from Monday December 3, 2018 to December 21, 2018
   * Members were advised they would receive key messages prior to the release of the survey
2. Update: Compulsory Certification – Sprinkler System Installer
   * Status update presented by Sandra Bishop advising this is in the early stages; and update will follow in January 2019
3. Red Seal Exam Pass Rates – top 10 trades
   * Pass rates were presented and discussed
   * Members requested a breakdown of apprentices and trade qualifiers in the next iteration
   * Members were advised that the information would be posted on the website but is confidential until that time
     + Chair requested that disclaimers be noted on the website regarding the pass rates – language to be determined
4. Update: Atlantic Apprenticeship Harmonization Project
   * Charmaine Flynn, Project Manager provided a status update
5. Presentation on the new Apprenticeship Management System
   * ErikDavidson and Susan Sparks provided a progress update on the new IT system
   * Members were advised that five provinces have joined in the development of the new system: Nova Scotia, Newfoundland and Labrador, New Brunswick, Prince Edward Island and Manitoba with Saskatchewan as an observer
   * Members discussed the new system and engaged in an informal Q&A session
   * Members requested the power point presentation used in the discussion
   * It was committed that members will be provided with a demo of the new system in six months
6. Trade Name Changes
   * Angela Abbott advised the Board of recent trade name changes:
     + Automotive Refinishing Technician (formerly Automotive Painter)
     + Auto Body and Collision Technician (formerly Motor Vehicle Body Repairer (Metal and Paint)
   * Members were advised that this change occurs at the national level
7. Online Training (added agenda item)

* Members received a progress update on the implementation of online training and confirmation that both online and traditional training options continue to be provided
* Members requested that online training be a continuous agenda item

1. **Review of Action Items**

* Department to:
  + Draft letter to Geordie Walsh
  + Coordinate the participation of Cantraq and Workforce Development Secretariat to present at the next face to face Board meeting
  + Send letter to CNA noting approval of re-accreditation and approval of facilities
  + Provide members the Executive Summary from the Boilermakers original application
  + Coordinate presentation and demo of the Apprenticeship Management System within six months
  + Provide members with the link to the recent Statistics Canada release of the Registered Apprenticeship Information System (RAIS)
  + Provide members with the presentation on the Apprenticeship Management System
  + Add online training as a recurring agenda item

1. **Date and location of next meeting**

* March 21, 2019 – Location to be determined

1. **Adjournment**

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Mona Morrow to adjourn the 103rd meeting.**