

**Minutes of the 112th Meeting  
Provincial Apprenticeship and Certification Board  
Virtual Call  
April 27 & 28<sup>th</sup>, 2021**

**Board Members Present:**

- Lorna Harnum – Chair
- Jennifer Hillier – Employer Representative
- Joann Greeley – Employer Representative
- Tyson Hedge – Employee Representative
- Bobby Meade – Employee Representative
- Marion Isaacs – Employee Representative (Alternate)
- Barry Roberts – At-Large Representative
- Krista Cox – At-Large Representative
- Steven Downer – At-Large Representative
- Chris Hewitt – At-Large Representative (Alternate)
- Sandra Bishop – Departmental Representative

**Board Member Absent:**

- Scott Randell – Employer Representative (Alternate)
- Krista Piercey – Employee Representative

**Recording Secretary:**

- Paula Dobbin – Administrative Officer

**Invitees:**

- Angela Abbott, Manager of Standards and Curriculum
- Erika Harris, Provincial Manager – Apprenticeship Management System (Day 2)
- Brian Bickford, Atlantic Regional Manager Sprinkler Fitter (Day 2)
- Derek Simmons, Director of Fire Services/Fire Commissioner (Day 2)

**1. Call to Order:**

Chair, Lorna Harnum welcomed all members and called the meeting to order.

**2. Quorum/Attendance:**

Chair confirmed that there was a quorum.

**3. Approval of Agenda:**

Added discussion regarding resignation of Barry Thompson.  
Added discussion on Post-Secondary Instructor Certificate.

**MOTION:**

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the agenda as presented.

#### **4. Approval of Minutes from the 111<sup>th</sup> PACB Meeting**

**MOTION:**

- A motion was passed by Tyson Hedge and seconded by Krista Cox to adopt the minutes of the 111<sup>th</sup> meeting as presented.

#### **5. Business Arising from Minutes – Chair**

- Review of Action Items in the 111<sup>th</sup> meeting.

#### **6. Routine Business**

**a. Plans of Training (POT)**

- **Insulator AACS and Insulator Pre-Employment**

**MOTION:**

A motion was passed by Joann Greeley and seconded by Tyson Hedge to approve the POT for Insulator AACS and Insulator Pre-Employment.

**b. Accreditations - Angela Abbott – Manager of Standards and Curriculum**

**MOTION:**

- A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the Cook 5-year re-accreditation with Academy Canada.

**MOTION:**

- A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the Steamfitter/Pipefitter Pre-Employment 5-year re-accreditation with Academy Canada.

**MOTION:**

- A motion was passed by Joann Greeley and seconded by Krista Cox to approve the Heavy Equipment Operator 5-year re-accreditation with CNA Stephenville.

**MOTION:**

- A motion was passed by Joann Greeley and seconded by Krista Cox to approve the Plumber Pre-Employment 5-year re-accreditation with CNA Bonavista.

**MOTION:**

- A motion was passed by Joann Greeley and seconded by Marion Isaacs to approve the Construction/Industrial Electrician Pre-Employment 5-year re-accreditation with CNA Burin.

**MOTION:**

- A motion was passed by Barry Roberts and seconded by Steven Downer to approve the Carpenter Pre-Employment & Advanced Level 5-year re-accreditation with CNA Clarenville.

**MOTION:**

- A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve the Steamfitter/Pipefitter Pre-Employment & Advanced Level 5-year re-accreditation with CNA Clarenville.

**MOTION:**

- A motion was passed by Joann Greeley and seconded by Tyson Hedge to approve the Metal Fabricator Pre-Employment 5-year re-accreditation with CNA Port Aux Basque.

**MOTION:**

- A motion to approve the Powerline Technician Pre-Employment & Advanced Level 5-year re-accreditation with CNA Seal Cove Campus was deferred for 3 months. The Board will need to see concrete evidence of instructors registration in the prost-secondary instructors certificate. The motion was passed by Joanne Greeley and seconded by Steven Downer.  
Opposed by Tyson Hedge.

- c. Memo for Trade Name Change – No motion needed.
- d. Memo for Simulators to be added to Heavy Equipment Operators and Crane trades Plan of Training was approved by Joann Greeley and seconded by Barry Roberts.
- e. Memo for Heavy Equipment Operator/Mobile Crane Operator- Student to Instructor Ratio was approved by Joann Greeley and seconded by Marion Isaacs. Opposed by Bob Mead.
- f. **List of Advisory Committee Activities** – documentation presented
- g. **Request for Compulsory Certification:**

**MOTION:**

- A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve the Designated Trainer Policy and the Employer-Specific Work Permit Policy.
- The option to introduce a sub-trade for the residential component of the RACM trade was reviewed by the PACB. The Board did not approve this

option and requested that there be additional supports provided during training to support exposure to full scope of trade.

- Refrigeration and Air Conditioning Mechanic to be kept on agenda for regular updates.
- Boilermaker – update by Sandra Bishop.
- Sprinkler Fitter - Brian Bickford (applicant) and Derek Simmons (Fire Commissioner with Digital Government, Service Newfoundland and Labrador) attended by phone call. Both individuals were asked to present to the PACB on the gap to be addressed through increased/new regulation as a result of compulsory certification.

**MOTION:**

- A motion was passed by Jennifer Hillier and seconded by Marion Isaacs to not move forward with the application for compulsory certification for Sprinkler Fitter as the current regulations and oversight processes within DGSNL are adequately meeting the requirements to support worker safety, public safety, and environmental safety.

**h. Divisional Update**

- Client inquiries – please direct to Sandra Bishop, Director of ATCD.
- Development work for the new Apprenticeship Management System (AMS) continues. A demonstration of the new system will be provided to Board members once the system testing is completed.
- Online Training – update provided to Board members
- New divisional website link is <https://www.gov.nl.ca/atcd/>.
- Support to Apprentices with helping the apprentices to pass exams
  - Quality of Block exams
  - Instructors professional development
  - Learning strategies as in tutoring and support for test anxiety
  - Sample exam questions as part of preparation
  - NL to participate in a pilot project titled Virtual Learning Strategist to help apprentices pass exam

**7. Action Items**

- ATCD to reach out to Scott Randell and ask if he would be interested as a Regular Board member
- ATCD to reach out to Shawn Skinner and Lisa Lovelady to review options for instructor training. Also reach out to Atlantic team on their approach
- ATCD to update the Compulsory Certification Overview document from Industrial Electrician to Residential Electrician and resend to Board members
- ATCD to provide data on pass/fail rates to Board members
- ATCD to follow up on the Atlantic Curriculum Standards

- ATCD to check on the legislation outlining approved training for instructor certification
- Director of ATCD to ask Manager, Angela Abbot to reach out to Krista Cox on the policy for students with disabilities to write exams
- Powerline Technician accreditation has been deferred for 3 months and need to see evidence of instructors demonstrating and registering to be a student for approval. Follow-up every 6 month after it has been approved.

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

- June 15, 2020 9:00-4:30 virtual call

**9. Adjournment**

**MOTION:**

- A motion was passed by Krista Cox and seconded by Joann Greeley to adjourn the 112<sup>h</sup> meeting.