

Minutes of the 113th Meeting
Provincial Apprenticeship and Certification Board
November 16th, 2021 9:00am – 2:30pm
November 17th, 2021 9:00am – 12:00pm
Confederation Building West Block
Conference Room A
St. John's, NL

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
- Sandra Bishop – Departmental Representative

Board Member Absent:

- Scott Randell – Employer Representative (Alternate)
- Krista Piercey – Employee Representative
- Chris Hewitt – At-Large Representative (Alternate)

Recording Secretary:

- Paula Dobbin – Administrative Officer

Invitees:

- Angela Abbott, Manager of Standards and Curriculum
- Derrick Barrett, Manager of Labour Market Information

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: COVID 19 requirements to the board

MOTION:

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

4. Approval of Minutes from the 112th PACB Meeting

MOTION:

- A motion was passed by Tyson Hedge and seconded by Steven Downer to adopt the minutes of the 112th meeting as presented.

5. Business Arising from Minutes – Chair

- Review of Action Items in the 112th meeting.

6. Routine Business

a. Tool and Equipment List – Cabinetmaker

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

MOTION:

- A motion was passed by Barry Roberts and seconded by JoJo Greeley to conditionally approve the 3-year initial accreditation for Power Line Pre-Employment and Advance Level, CNA, Seal Cove Campus.

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the Hairstylist 5-year re-accreditation with CNA Bay St. George Campus.

MOTION:

- A motion was passed by Steven Downer and seconded by Tyson Hedge to approve the Mobile Crane Operator 5-year re-accreditation with CNA Bay St. George Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Barry Roberts to approve the Cabinetmaker Entry and Advanced Level 5-year re-accreditation with CNA Port aux Basques Campus.

MOTION:

- A motion was passed by Krista Cox and seconded by Barry Roberts to approve the Refrigeration and Air Conditioning Mechanic Pre-Employment and Advanced Level 5-year re-accreditation with CNA Ridge Road Campus.

MOTION:

- A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve the Instrumentation and Control Technician Pre-Employment and Advanced Level 5-year re-accreditation with CNA Seal Cove Campus.

MOTION:

- A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve the Construction/Industrial Electrician Pre-Employment and Advanced Level 5-year re-accreditation with CNA Seal Cove Campus.

MOTION:

- A motion was passed by Krista Cox and seconded by Barry Roberts to approve the Heavy Equipment Operator 5-year re-accreditation with Operating Engineers College Campus.

MOTION:

- A motion was passed by Steven Downer and seconded by Krista Cox to approve the Instrumentation Control Technician Pre-Employment 5-year re-accreditation with CNA Gander Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Bobby Meade to approve the Welder Pre-Employment and Advanced Level 5-year re-accreditation with CNA Port Aux Basques Campus.

MOTION:

- A motion was passed by Krista Cox and seconded by Barry Roberts to approve the Mobile Crane Operator 5-year re-accreditation with Operating Engineers College, Holyrood Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Bobby Meade to conditionally approve the Carpenter Entry Level 5-year re-accreditation with Academy Canada, Harding Road Campus. Students were not receiving written feedback in all evaluations, including practical work to understand why marks were lost.

MOTION:

- A motion was passed by Steven Downer and seconded by Krista Cox to approve the Automotive Service Technician 5-year re-accreditation with CNA, Bay St. George Campus.

MOTION:

- A motion was passed by Krista Cox and seconded by Marion Isaacs to approve the Cook 5-year re-accreditation with CNA, Bay St. George Campus.

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the Hairstylist 5-year re-accreditation with CNA Gander Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Steven Downer to approve the Machinist Pre-Employment and Advanced Level 5-year re-accreditation with CNA, Placentia Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Krista Cox to approve the Automotive Service Technician Pre-Employment and Advanced Level 5-year re-accreditation with CNA Gander Campus.

MOTION:

- A motion was passed by Barry Roberts and seconded by Marion Isaacs to approve the Cook Pre-Employment 5-year re-accreditation with CNA, Burin Campus.

MOTION:

- A motion was passed by Tyson Hedge and seconded by Steven Downer to conditionally approve the Welder Pre-Employment 5-year re-accreditation with CNA, Burin Campus.

MOTION:

- A motion was passed by Krista Cox and seconded by Steven Downer to defer approval of the Carpenter 5-year re-accreditation Pre-Employment with CNA, Grand Falls-Windsor Campus. The newly hired instructor has not completed any courses towards the Post-Secondary Instructors certificate. There were also two courses that were missed in the POT.

b. Memo for CNA Cook, Bay St. George Campus

MOTION:

- A motion was passed by Tyson Hedge and seconded by Krista Cox to approve a letter be issued to CNA, Bay St. George Campus advising the facility is deemed acceptable for Cook, Advance Level training until May 31, 2026.

c. Memo for CNA Metal Fabricator, Burin Campus

MOTION:

- A motion was passed by Barry Roberts and seconded by Steven Downer to approve the Metal Fabricator, CNA Burin Campus for advanced level training until November 30, 2026.

c. Memo for Welder On-the-Job Training

MOTION:

A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve Memo for Welder OTJT as students cannot find work placement and as a last resort have it done in school.

d. Memo for Extension Request

MOTION:

A motion was passed by Tyson Hedge and seconded by Barry Roberts to have additional time to conduct a site visit for BAC Masonry College, Bricklayer and Operating Engineers College, for Mobile Crane Operator to the end of December 30, 2021.

A motion was passed by Tyson Hedge and seconded by Barry Robert to have additional time to conduct a site visit for CNA, Placentia Campus for HEO and Industrial Mechanic on or before June 30, 2022.

e. Memo for HEO student to instructor ratio for practical training on pieces of equipment

MOTION:

- A motion was passed by Tyson Hedge and seconded by Bobby Meade to approve CNA to use a student to instructor ration of up to 9:1 in the field/pit for the current academic year based on current enrolment numbers.

f. Issue Paper – Heavy Equipment Operator (HEO) Instructor Certification

MOTION:

- A motion was passed by Tyson Hedge and seconded by Krista Cox to approve option one to extend the deadline for HEO certification to December 31, 2022 and permit the hiring of provincially certified instructors on an interim basis.

g. Advisory Committee Listing by Trade – documentation presented

h. Memo –De-Designation of Rig Technician trade

MOTION:

- A motion was passed by Barry Roberts and seconded by Tyson Hedge to approve the de-designation of the Rig Technician trade.

7. New Business

- a. 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.

- b. Apprenticeship review – update provided to Board members
- c. Employer engagement
- d. Continuous Improvement Initiatives – documentation presented
- e. Pass/fail rates – documentation presented
- f. Provincial Trade Advisory Committee recruitment – discussion
- g. Online Learning
- h. Log book review
- i. Skilled Trades Labour Market Information – Presentation by Derrick Barrett
- j. Third Party Contracts
- k. New initiatives under consideration

8. Action Items

- ATCD to send out PTAC Recruitment email
- ATCD to look into clarification on the requirement for photos to support evidence of completion of work
- ATCD to follow up on the Post-secondary Instructors Certificate (PSIC) enrolment through a letter to all training institutions reminding them of the need to complete this training
- ATCD to follow up on WHIMS and why it shows up on re-accreditations as a concern
- ATCD to follow up with Industrial Training division to determine why a Record of Employment is not accepted for verification of hours
- ATCD to check into who eligible for the electric vehicle training program
- ATCD Director to connect with Green Energy project with Canadian Building Trades Union to obtain additional information on the project

9. Date and Location of next meeting

- December 17, 2021 9:00-11:00 virtual call

10. Adjournment

MOTION:

- A motion was passed by Krista Cox and seconded by Tyson Hedge on Day 1 and Day 2 to adjourn the 113^h meeting.