

**Minutes of the 128th Meeting
Provincial Apprenticeship and Certification Board
9:00AM - 3:00PM
September 9, 2024**

Board Members Present:

- Lorna Harnum – Chair
- Cyril Hayden – Employer Representative
- Marion Isaacs – Employee Representative
- Barry Roberts – At-Large Representative
- Krista Cox – At-Large Representative
- Bonnie Steele – Departmental Representative

Board Member Absent:

- John McLellan – Employer Representative
- Bobby Meade – Employee Representative

Recording Secretary:

- Krystyn Kavanagh – Administrative Officer

Invtees:

- Angela Abbott – Manager of Standards and Curriculum
- Erika Harris – Provincial Manager
- Heather Legge – Program and Policy Development Specialist
- Rhonda Neary – Newfoundland and Labrador Construction Association, President/Chief Operating Officer
- Susan Casey – Newfoundland and Labrador Construction Association, Executive Assistant/Member Engagement and Development Coordinator
- Alexis Foster – Canadian Homebuilders Association – NL, Executive Officer

1. Welcome and Call to Order:

Chair, Lorna Harnum called the meeting to order.

2. Quorum/Attendance:

The Recording Secretary confirmed that there was a quorum.

3. Approval of 128th PACB Meeting Agenda:

Members approved the list of agenda topics, however, the order of items varied from the intended schedule due to technical difficulties. Members were advised that the presentation on Gender Based Analysis+ Policy Development would be postponed to a later date.

Additional agenda items were requested:

- A request was made by Cyril Hayden for the addition of an update on the Exam Misconduct Policy.
- A request was made by the Departmental Representative for the addition of a memo on the Access to Confidential Information Policy.

MOTION:

- A motion was passed by Krista Cox and seconded by Cyril Hayden to approve the changes to the 128th meeting agenda.

4. Approval of Minutes:

- a) Minutes from the 126th PACB Meeting
 - The Chair requested approval of the 126th Meeting Minutes.

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve the 126th Meeting Minutes.

- b) Minutes from the 127th PACB Minutes:

- The Chair requested approval of the 127th Meeting Minutes.

MOTION:

- A motion was passed by Krista Cox and seconded by Marion Isaacs to approve the 127th Meeting Minutes.

5. Apprenticeship Review

Members were provided with an update on the status of the Apprenticeship Review and the list of recommendations. Members discussed a number of the recommendations; however, the discussion was paused to allow for outside guests to deliver their presentations at the originally scheduled time.

6. Presentations: Current Labor Market Challenges

- a) Newfoundland and Labrador Construction Association

- Rhonda Neary and Susan Casey joined the meeting and provided an overview of the results of an NLCA membership survey on apprenticeship and workforce shortages. The importance of strengthening youth apprenticeship and collaboration among all stakeholders (including industry) was emphasized.

- b) Canadian Home Builders Association – NL

- Alexis Foster joined the meeting and provided an overview of the results of a CHBA-NL membership survey on current challenges regarding apprenticeship. A summary of recommendations from the membership to improve the system was also discussed. The importance of increased communication among all stakeholders was emphasized to ensure that ATCD and Board members have a clear understanding of industry pressures.

7. Routine Business

- Angela Abbott joined the meeting via telephone to discuss memos and accreditation requests.

- a) Plans of Training (POT)

- None

- b) Memo: Renaming of Advanced-Level Training to Apprenticeship Training

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve the renaming of Advanced-Level Training to Apprenticeship Training.

c) Accreditation

- i. Boilermakers Industrial Training Centre, Boilermaker, Apprenticeship Training three-year initial accreditation

MOTION:

- A motion was passed by Krista Cox and seconded by Marion Isaacs to grant the Boilermaker (Apprenticeship) program at Boilermakers Industrial Training Centre, Holyrood an initial three-year accreditation.

Note: Barry Roberts abstained from voting citing a conflict of interest.

- ii. Carpenter Millwright College, Carpenter, Pre-employment and Apprenticeship Training five-year re-accreditation

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to grant the Carpenter (Pre-Employment and Apprenticeship) program a five-year re-accreditation.

d) Memo: Site Visit Extension Request – CNA Bay St. George, Heavy Equipment Operator

- Members were advised that a site visit had not yet occurred and requested an extension to the site visit deadline to October 31, 2024 to allow for student and instructor feedback to be incorporated into the re-accreditation report. ATCD anticipates a re-accreditation recommendation for the December PACB meeting.

MOTION:

- A motion was passed by Cyril Hayden and seconded by Marion Isaacs to approve an extension to the site visit deadline for the Heavy Equipment Operator program to October 31, 2024.

e) Memo: Site Visit Extension Request – Dietrac Technical Institute, Powerline Technician, Pre-employment

- Members were advised that a site visit had not yet occurred and requested an extension to the site visit deadline to October 31, 2024 to allow for student and instructor feedback to be incorporated into the re-accreditation report. ATCD anticipates a re-accreditation recommendation for the December PACB meeting.

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve an extension to the site visit deadline for the Powerline Technician (Pre-employment) program to October 31, 2024.

f) Memo: Credit Transfer Policy – Request for Level I Theory Credit for Automotive Service Technician (AST) journeypersons registered as Heavy Duty Equipment Technician (HDET) or Truck Transport Mechanic (TTM) apprentices; and for HDET or TTM journeypersons registered as AST apprentices.

- Members were advised that these credit transfer requests are in response to requests from industry and Apprenticeship Program Officers.

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to grant an exemption for AST apprentices with Red Seal certification in HDET or TTM, allowing them to challenge the Level I AST exam without participating in the AST Level I theoretical training, as per Policy No. 0048.

MOTION:

- A motion was passed by Marion Isaacs and seconded by Cyril Hayden to grant an exemption for HDET and TTM apprentices with Red Seal certification in AST, allowing them to challenge the Level I HDET/TTM exam without participating in the HDET/TTM Level I theoretical training, as per Policy 0048

g) Memo: Access to Confidential Information Policy – Request for Revision

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to reject a revision to PACB Policy 0029, which would have permitted training providers the ability to review Atlantic-level exam content and/or exam items (including diagram booklets) for the purposes of verifying curriculum alignment.

h) Update on the Exam Misconduct Policy

- Members were provided with an update on measures taken by ATCD to implement the exam misconduct policy and increase awareness of the policy among exam invigilators and apprentices in an exam setting.

8. Business Arising from the 126th PACB Minutes

- The Departmental Representative provided members with an update regarding the meeting with Department of Education (EDU) related to youth achieving apprenticeship credits in high school and informed that ATCD will be working with EDU and NL Schools on a process to increase ATCD presence in schools. Youth apprenticeship will also be a featured part of ATCD's upcoming marketing campaign.
- The Departmental Representative provided members with an update on processes to advise stakeholders when there is a change to the Apprenticeship Program Officer. Members provided feedback and were informed that ATCD will take feedback for further consideration.
- The Departmental Representative provided members with an overview of a recently completed jurisdictional scan of apprentice to journeyperson ratios across Canada.

9. New Business

- a) Divisional Update
 - i. Staffing update
 - Members were provided with an update on ATCD's new staff.
 - ii. Virtual Learning Strategist (VLS) Program
 - Members were provided with an update on the VLS program.
 - iii. Youth Apprenticeship Summer Program
 - Members were provided a summary of this year's activity and discussed anticipated plans for next year.
- b) Promotional Campaign
 - Members were provided with an update on the m5 promotional campaign and advised of an anticipated launch in October.
- c) Apprenticeship and Certification Management System
 - Members were provided an update on the development of the new administrative Apprenticeship and Certification Management System and advised that Phase One of five planned phases went live on August 22.
- d) Apprenticeship Review
 - Members continued their previous discussion on the report recommendations, focusing on the remaining recommendations not previously discussed. Members requested a stand-alone meeting focused only on the recommendations to allow for further in-depth discussion.

6. Date and Location of Next Meeting

- Anticipated that the next meeting will be held in December 2024.
- The Board Secretary will send out a poll to members to identify a preferred day.

7. Adjournment

MOTION:

- A motion was passed by Krista Cox and seconded by Cyril Hayden to adjourn the 128th meeting.