

Minutes of the 134th Meeting
Provincial Apprenticeship and Certification Board
April 15th, 2026
9:00 am – 12:00 pm (via Teams)

Board Members Present:

- Cyril Hayden – Employer Representative (Acting Chair)
- Marion Isaacs – Employee Representative
- Mark Lush – Employer Representative (Alternate)
- Krista Cox – At-Large Representative
- Barry Roberts – At-Large Representative
- Clifford Smith – Departmental Representative (Assistant Deputy Minister, Apprenticeship and Trades)

Board Members Absent:

- Steven Downer – At-Large Representative (Alternate)
- Lorna Harnum – Chairperson
- Bobby Meade – Employee Representative
- John McLellan – Employer Representative

Recording Secretary:

- Lauralee Gillingham – Administrative Officer I

Invitees:

- Angela Abbott – Manager, Standards and Curriculum
- Dean Byrne – Manager, Industrial Training
- Heather Legge – Program and Policy Development Specialist

Note: It was acknowledged that a confirmed Board member had not yet joined the meeting. The remaining Board members in attendance agreed to discuss non-quorum discussion items until the Board member joined and a quorum was achieved.

1. Appointment of Acting Chair

- a) In the absence of the appointed Chair, as per Section 5(4) of the **Apprenticeship and Certification Act**, members in attendance appointed Cyril Hayden as Acting Chair.

2. Welcome and Call to Order

- Acting Chair, Cyril Hayden, called the meeting to order and led a land acknowledgement.

3. New Business

- a) Divisional Update
 - I. Staffing Update
 - Members were informed that Bonnie Steele had accepted another position and a new Director was being hired. Members also received an update regarding staffing for other AT positions.

II. Essential Skills for Success Assessment (ESSA)

- Members received an update on the launch and rollout of the phased-in ESSA for apprentices.

b) Apprenticeship Review

- Members were provided with updates on the implementation of the following review recommendations:
 - Exam Invigilation
 - Expansion of Training Locations
 - Apprenticeship and Certification Management System (ACMS)
 - Promotional Campaign

c) PACB Positions Expiring

- Members were reminded that all existing Board positions expire in July 2026 and the posting for PACB Members is available on the Public Service Commission (PSC) website. Members eligible to serve a second term are encouraged to apply to be considered for reappointment.

d) Apprenticeship Wage Subsidy (AWS)

- Members were provided with an update on the status of the AWS review.

e) Keep In View

I. De-designation of Trades – Red Seal

- Members were informed on five trades that are under review by the Red Seal Secretariat for de-designation (Heavy Equipment Operator – three trades, Appliance Service Technician and Tilesetter) and will be provided with updates as available.

II. Proposal to Remove Practical Exams – Red Seal

- Members were informed about a proposal from the Red Seal Secretariat to remove the Red Seal practical exams for Welder and Hairstylist. Members advised they would like to discuss further and will be provided with updates as available.

III. Artificial Intelligence (AI) Use in P/Ts

- Members were advised of discussions at the most recent Council of Canadian Directors of Apprenticeship (CCDA) regarding the use of AI in jurisdictions. It was noted that this will be a standing agenda item for future CCDA meetings.

Note: The remaining Board member joined the meeting during the discussion on AI, at which point a quorum was established.

4. Quorum/Attendance

- Acting Chair, Cyril Hayden, confirmed that there was a quorum.

5. Approval of 134th PACB Meeting Agenda

MOTION:

- A motion was passed by Krista Cox and seconded by Mark Lush to approve the 134th meeting agenda as presented.

6. Approval of Minutes from the 133rd PACB Meeting

MOTION:

- A motion was passed by Krista Cox and seconded by Barry Roberts to approve the 133rd meeting minutes.

7. Business Arising from the 133rd PACB Meeting

- a) Certification of Apprenticeship Training Instructors
 - Members were advised that the CNA President was unavailable to attend, therefore members agreed to defer discussion to a later meeting.
- b) Analysis on Expanding Certification
 - Members were advised that this item would be discussed under New Business.

8. Routine Business

- a) Plans of Training (POT)
 - I. Ironworker (Reinforcing) – 2026 NL Curriculum Standard, 2026 Trade Logbook, 2026 Trade Qualifier Record of Work Experiences, 2026 Tool and Equipment List

MOTION:

- A motion was passed by Krista Cox and seconded by Mark Lush to approve the 2026 Ironworker (Reinforcing) Plan of Training documentation, including the NL Curriculum Standard, Logbook, Trade Qualifier Record of Work Experiences and Tool and Equipment List
- II. Ironworker (Structural/Ornamental) – 2026 NL Curriculum Standard, 2026 Trade Logbook, 2026 Trade Qualifier Record of Work Experiences, 2026 Tool and Equipment List

MOTION:

- A motion was passed by Mark Lush and seconded by Krista Cox to approve the 2026 Ironworker (Structural/Ornamental) Plan of Training documentation, including the NL Curriculum Standard, Logbook, Trade Qualifier Record of Work Experiences and Tool and Equipment List
- b) Accreditations
 - I. Refrigeration and Air Conditioning Mechanic (Pre-Employment), Academy Canada, Harding Road – Re-accreditation

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to grant the Refrigeration and Air Conditioning Mechanic (Pre-Employment) program at Academy Canada, Harding Road a five-year re-accreditation.

- II. Welder (Pre-Employment and Apprenticeship), College of the North Atlantic, Prince Philip Drive – Re-accreditation

MOTION:

- A motion was passed by Mark Lush and seconded by Marion Isaacs to grant the Welder (Pre-Employment and Apprenticeship) program at College of the North Atlantic, Prince Philip Drive a five-year re-accreditation.

- c) Memo: Refrigeration and Air Conditioning Mechanic (Pre-Employment and Apprenticeship), College of the North Atlantic, Ridge Road – Re-accreditation

- Members were provided with an update on the 60-day deferral approved at the December 2025 meeting and advised that all conditions required for re-accreditation have been met.

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to grant the Refrigeration and Air Conditioning Mechanic (Pre-Employment and Apprenticeship) program at College of the North Atlantic, Ridge Road a five-year re-accreditation.

- d) Memo: Oil Heat System Technician, College of the North Atlantic, Seal Cove – Facilities Check

- Members were advised that all equipment and safety conditions identified in the November 2025 Facilities Check have been addressed. It was recommended that the Board issue a letter to the Campus advising that the facility is approved for apprenticeship training and eligible to apply for initial program accreditation.

MOTION:

- A motion was passed by Krista Cox and seconded by Mark Lush to approve the Oil Heat System Technician program at College of the North Atlantic, Seal Cove for apprenticeship training and eligibility to apply for initial program accreditation.

- e) Memo: Additions to Accreditation Guidelines

- Members were reminded of the report received from training institutions regarding potential improvements to the accreditation process stemming from the Apprenticeship Review.
- Members were advised that three of the potential improvements can be implemented immediately through revisions to the Accreditation Resource Manual and Accreditation Application:
 - Tool and Equipment Requirements – Addition of new statements that tools and equipment are not required on-site during visits; a rental agreement will be required for verification of any tools not present.
 - Communication and Record Keeping Consistency – Addition of a statement that training institutions must establish a general accreditation email account for all accreditation-related communication.

- Campus Administration Engagement – Campus administration will be added to the list of individuals to be interviewed as part of accreditation reviews.

MOTION:

- A motion was passed by Barry Roberts and seconded by Marion Isaacs to approve the three identified revisions to the Accreditation Resource Manual and Accreditation Application.

f) List of Provincial Trade Advisory Committee (PTAC) Meetings – FYI only

9. New Business

a) Updates to the Memorandum of Understanding (MOU)

- Members were informed of a recent review of the MOU by the Department of Justice and Public Safety (JPS). The review was triggered by clarification from Apprenticeship and Trades (AT) on how to interpret and respond to wage-related language.
- JPS provided a legal opinion to AT that the wage-related statements in the MOU could be interpreted as legally binding and enforceable. However, the PACB and AT staff do not have the legislative authority to collect or inquire on wage-related information from employers or apprentices.
- Members were advised of JPS' recommended wage language for Part B of the MOU to provide clarity and consistency to AT, ensure consistent messaging with Plans of Training and the AT website, and accurately reflect the legal authority of AT and the PACB. The following revised language from JPS for Part B – The Employer was provided to the PACB for approval:
 - “pay apprentices a wage as set out in the Apprenticeship Progression Schedules, or where an apprentice is subject to a collective agreement, as per the terms of that agreement, or as otherwise mutually agreed upon by the apprentice and the employer.”

MOTION:

- A motion was passed by Mark Lush and seconded by Krista Cox to approve the recommended revisions to wage-statement in Part B of the MOU.

b) Expansion of Certification

- Members engaged in discussions on the potential of providing an alternate certification for NL apprentices. Members requested additional analysis regarding the position of industry as well as consideration of potential alternatives.
- It was agreed that discussion will continue as part of another meeting.

Note: Quorum was lost when a Board member was called away from the meeting during the discussion on Expansion of Certification. Members identified the need for an additional meeting to address remaining quorum-related agenda items.

10. Date and Location of Next Meeting

- AT will send out an invitation to members for an additional meeting to discuss remaining items.

11. Conclusion

- Acting Chair, Cyril Hayden, concluded the meeting.