

Minutes of the 133rd Meeting
Provincial Apprenticeship and Certification Board
December 15th, 2025
9:00 am – 12:00 pm (via Teams)

Board Members Present:

- Lorna Harnum – Chair
- Cyril Hayden – Employer Representative
- John McLellan – Employer Representative
- Bobby Meade – Employee Representative
- Krista Cox – At-Large Representative
- Barry Roberts – At-Large Representative
- Mark Lush – Employer Representative (Alternate)
- Steven Downer – At-Large Representative (Alternate)
- Bonnie Steele – Departmental Representative

Board Member Absent:

- Marion Isaacs – Employee Representative

Recording Secretary:

- Lauralee Gillingham – Administrative Officer I

Invitees:

- Angela Abbott – Manager, Standards and Curriculum
- Dean Byrne – Manager, Industrial Training
- Clifford Smith – Assistant Deputy Minister, Apprenticeship and Trades
- Erika Harris – Provincial Manager
- Heather Legge – Program and Policy Development Specialist

1. Welcome and Call to Order

- Chair, Lorna Harnum called the meeting to order and led a land acknowledgement.

2. Quorum/Attendance

- Departmental Representative, Bonnie Steele, confirmed that there was a quorum.

3. Approval of 133rd PACB Meeting Agenda

MOTION:

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

4. Approval of Minutes

- a) Minutes from the 132nd PACB Meeting

MOTION:

- A motion was passed by Cyril Hayden and seconded by John McLellan to approve the 132nd meeting minutes.

5. Business Arising from the 132nd PACB Meeting

- a) Certification of Apprenticeship Training Instructors
 - Members were advised that an update was not available and agreed to defer the item to the March 2026 meeting.
- b) Expanding Certification
 - Members were advised that analysis is still ongoing. A further update will be available at a later meeting.

6. Routine Business

- a) Plans of Training (POT)
 - I. Automotive Service Technician – 2025 AACS and Pre-Employment Plans of Training

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve the Automotive Service Technician 2025 AACS and Pre-Employment Plans of Training.

- II. Plumber – 2025 AACS and Pre-Employment Plans of Training

MOTION:

- A motion was passed by Bobby Meade and seconded by Mark Lush to approve the Plumber 2025 AACS and Pre-Employment Plans of Training.

- III. Sprinkler Fitter – 2025 AACS and Pre-Employment Plans of Training

MOTION:

- A motion was passed by Cyril Hayden and seconded by John McLellan to approve the Sprinkler Fitter 2025 AACS and Pre-Employment Plans of Training.

- b) Accreditations

- i. Refrigeration and Air Conditioning Mechanic (Pre-Employment and Apprenticeship), College of the North Atlantic, Ridge Road – Re-accreditation
 - A 60-day deferral was requested by the accreditation team.

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to approve a 60-day re-accreditation deferral for the Refrigeration and Air Conditioning Mechanic (Pre-Employment and Apprenticeship) program at College of the North Atlantic, Ridge Road.

- ii. Construction/Industrial Electrician (Pre-Employment), College of the North Atlantic, Burin – Re-accreditation

MOTION:

- A motion was passed by Cyril Hayden and seconded by Barry Roberts to grant the Construction/Industrial Electrician (Pre-Employment) program at College of the North Atlantic, Burin a five-year re-accreditation.

- iii. Mobile Crane Operator (Pre-Employment and Apprenticeship), Operating Engineers College – Re-accreditation

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to grant the Mobile Crane Operator (Pre-Employment and Apprenticeship) program at Operating Engineers College a five-year re-accreditation.

- iv. Instrumentation and Control Technician (Pre-Employment and Apprenticeship), College of the North Atlantic, Seal Cove – Re-accreditation

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to grant the Instrumentation and Control Technician (Pre-Employment and Apprenticeship) program at CNA, Seal Cove a five-year re-accreditation.

- v. Automotive Service Technician (Pre-Employment and Apprenticeship), College of the North Atlantic, Gander – Re-accreditation

- Members requested an amended motion for re-accreditation approval once College of the North Atlantic provides additional information demonstrating that all identified safety issues have been addressed.

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to grant the Automotive Service Technician (Pre-Employment and Apprenticeship) program at College of the North Atlantic, Gander a five-year re-accreditation once additional information is provided demonstrating that all identified safety issues have been addressed.

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

- Members were advised of the facilities check that occurred in November 2025 for the Oil Heat System Technician program at College of the North Atlantic, Seal Cove. A recommendation will be brought to the Board once equipment and safety issues have been addressed.

- d) Memo: Power Sport Technician, College of the North Atlantic, Bay St. George – Accreditation Extension Request

MOTION:

- A motion was passed by Krista Cox and seconded by Cyril Hayden to approve an extension to the accreditation deadline for the Power Sport Technician program at College of the North Atlantic, Bay St. George to June 30, 2026.

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

7. Introduction of New Assistant Deputy Minister

- Departmental Representative, Bonnie Steele, introduced the new Assistant Deputy Minister, Clifford Smith, for the newly created branch of Apprenticeship and Trades. Board members provided roundtable introductions.

8. New Business

a. Divisional Update

i. Staffing

- Members received an update regarding ATCD staffing.

ii. Essential Skills for Success Assessment

- Members received an update regarding the phased-in implementation of the Essential Skills for Success Assessment for apprentices.

b. Apprenticeship Review

- Members received an update on the implementation of review recommendations, including:

i. Apprentice/Employer Survey

ii. Exam Invigilation

iii. Expansion of Training Locations

iv. Apprenticeship and Certification Management System (ACMS)

v. Promotional Campaign

c. Expiration of Board Positions

- A number of Board positions will be expiring in 2026. The process has started with the PSC seeking members. All eligible individuals, including current members seeking a second term, are encouraged to apply.

d. Expansion of Certification

- Members were advised that an update will be provided at a later meeting.

e. Certification Fraud Issue

- Members were provided with an update on a recent fraud case related to certification and a summary of actions taken in collaboration with multiple entities.

f. Keep in View

- De-designation of Low Volume Trades – A review will be completed on a number of trades and information will be brought forward to the Board.
- Accreditation Recommendations – Information will be provided at the next meeting on the report received from training institutions containing feedback and recommendations on the accreditation process.

g. Other

i. Level Exam Pass Rate

- Members were advised that analysis and review is ongoing on the level exam pass rate and discussion will occur at a later meeting.

9. Date and Location of Next Meeting

- It is anticipated that the next meetings will be held on March 24, 2026, and June 23, 2026.
- ATCD will send out an invite to members.

10. Adjournment

MOTION

- A motion was passed by Cyril Hayden and seconded by Krista Cox to adjourn the 133rd meeting.