



ONTARIO COLLEGE OF TRADES  
ORDRE DES MÉTIERS DE L'ONTARIO

# Minutes

## Agricultural Equipment Technician Trade Board Meeting

July 23, 2014 at 9:00 a.m.  
Fanshawe College, Motive Power Division,  
1764 Oxford Street East, Room Z1029  
London, ON, N5V 2Z5

### Trade Board Members in Attendance

Robert Brown, Chair  
Bryan Long, Vice Chair  
Harvey Fraser  
Byron Lindner

### Trade Board Members not in Attendance

Todd Rudavsky

### Resource Persons/Guests in Attendance

Anson Bailey, Fanshawe College  
Catherine Poultney, Chair, Motive Power Divisional Board

### Staff in Attendance

Alice Power, Program Coordinator

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### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. and welcomed Trade Board members and guests, A. Bailey and C. Poultney.

### 2. Approval of Agenda

**ON A MOTION MADE BY B. Long SECONDED BY B. Lindner AND CARRIED**, the agenda was approved as presented.

### 3. Conflict of Interest

No conflicts of interest were declared.

**4. Previous Minutes**

**ON A MOTION DULY MADE BY H. Fraser and SECONDED BY B. Long AND CARRIED**, the Minutes of the Trade Board’s April 9, 2014 meeting were approved as tabled.

**5. Agricultural Equipment Technician Apprenticeship Training Standard - Update on Revision**

The revised English version of the Agricultural Equipment Technician (“AET”) Apprenticeship Training Standard was released May 15, 2014. The new introduction section of the AET Apprenticeship Training Standard was translated into French and is on the College website. AET apprentices registered prior to May 15, 2014, have until May 14, 2017, to complete training to the 2002 training standard. Beyond that date, they must meet all requirements according to the 2014 version.

**6. Fact Sheet Revision**

The revised Fact Sheet for the AET trade was presented to the Board for final review. Minor revisions were suggested. The Board recommended that the Fact Sheet indicate that the AET trade is part of the Interprovincial Red Seal Program.

**ON A MOTION DULY MADE BY B. Long and SECONDED BY H. Fraser AND CARRIED**, the Trade Board agreed that the draft Fact Sheet as amended be sent to the College’s Communications and Marketing department for formatting and publication.

**7. College of Trades Update**

**7.1 Annual Meeting of Members**

The Motive Power Divisional Board Chair presented the highlights from the Registrar’s Report to the Trade Board. It was noted that the Annual Meeting of Members (AMM) was held on June 17, 2014. The Program Coordinator indicated that the agenda and recording of the meeting is available on the College’s website.

**7.2 Membership**

An update was provided on the status of deemed apprentices. While there is a significant number of deemed journeypersons and apprentice class members, there are a number that have not yet renewed their membership with the College.

It was mentioned that the process for registering apprentices was cumbersome in that the apprentice is required to complete applications. The concern expressed was that a delay with the application and payment to the College may result in the cancellation of the apprentice’s Registered Training Agreement (RTA).

An update on the affinity programs and current College member benefits was provided. Home, Auto and Business insurance is being offered through Breckles Insurance and Group Registered Retirement Saving Plans are being offered to members through Manulife Financial.

The Board mentioned the need to have strong affinity programs to demonstrate the value of membership, particularly for the voluntary trades. It was suggested that a discount on the cost of tools that would offset the cost of membership in the College would be a significant incentive for voluntary trades in the Motive Power sector to join the College. It was stated that this idea is being explored by the College.

Members made a few suggestions, these included: 1) providing an option to pay for multiple years upon renewal of membership; 2) to have an OCOT badge designed that would have their membership number so they could wear it, for example, on their overalls; and 3) that the OCOT membership cards have the year the individual received their Certificate of Qualification (C of Q) and not the year that they became a member of the College. It was reported that the later suggestion was being considered and that the year in which the individual received their C of Q would be to be put on the new membership cards going forward.

### **7.3 Enforcement Update**

The Motive Power Divisional Board Chair provided the current enforcement statistics, for the period of May 2013 to June 30, 2014. There have been 4,844 field visits conducted by Enforcement Officers in the Motive Power sector; 37% of the calls regarding complaints and incidents received by the College's Enforcement Call Centre were about the Motive Power sector; and 109 Provincial Offence notices (tickets) were issued within this sector. A link to the enforcement statistics on the College website (home page), as well as the public advisories section of the website was referenced.

### **7.4 Communications & Marketing Update**

An overview of the College's communications and marketing activities was presented. The summer edition of the Trades Today magazine is available on the website. The changes to the website (June 2-June 17, 2014) were highlighted. It was noted that the News page has been redesigned and now contains sections on Featured News, Latest News, Public Advisories, a live Twitter feed and links to the Trades Today magazine. The section on "Road to Apprenticeship" College website was also reviewed.

Members were informed that the College has engaged in a number of activities focusing on increasing awareness among young people about a career in the trades. The College sponsored and attended the annual Ontario Technological Skills competition in Waterloo in May; the College was featured in the Toronto Sun's "Your Future Choice" special supplementary as well as Metro newspapers "Trades and Apprenticeships" pull out career section were cited as examples. The concept for a new web microsite "Earn while you learn" is being developed. This website will be youth focused.

### **7.5 Exam Guidance Manual**

The exam guidance manual was presented to the Board as an example of a product produced by the College to support apprenticeship programs that have C of Q exams. It was noted that there is also a new Exam Guide for Red Seal Programs: "Getting Ready For Your Red Seal Exam" available on the Red Seal website.

### **7.6 Academic Eligibility Requirements**

It was reported that the Board of Governors approved a motion to consult publicly on the academic entry requirements (AER) of each trade prescribed under the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA). Once launched, there will be a 120-day public consultation. Trade Board members will be informed of additional details and outreach strategy when the information is available. The Program Coordinator indicated that the College is seeking suggestions from Trade Boards on stakeholders, important partners and other organizations or individuals who might have useful feedback to submit during the consultation. The Trade Board will be given the results of the consultation for their consideration and will have an opportunity to decide, whether,

based on feedback received during the consultation, they wish to maintain their trade's current AER or suggest a change.

Members discussed the need for potential apprentices to have essential skills, particularly grade 12 academic math. A. Bailey advised that academic upgrading is offered at Fanshawe College if it is identified as a need for an apprentice.

#### **7.7 Apprenticeship Training Guide for Sponsors**

The Ministry of Training, Colleges and Universities is revising the Apprenticeship Training Guide for Sponsors. The guide will include an overview of the apprenticeship process, registering and managing apprentices, completion of training, benefits to the sponsors, the role of the College, etc.

#### **7.8 Trade Board Chair and Vice-Chair Training**

The College has scheduled a half-day training and development session for Chairs and Vice-Chairs of Trade Boards on September 11, 2014 (1:30-4:30). The agenda will focus on various governance topics.

#### **7.9 Scope of Practice**

The process of how to review and amend Scopes of Practice is still being considered.

#### **7.10 Sprinkler and Fire Protection Installer – Classification Review Update**

The Decision Report for the Trade Classification Review for the Sprinkler and Fire Protection Installer trade is posted on the College website.

### **8. Divisional Board Update**

#### **8.1 Update**

The draft Minutes of the March 24, 2014 Motive Power Divisional Board meeting were reviewed. The next meeting is to be scheduled in September 2014.

#### **8.2 Diversity Strategy**

The Chair of the Motive Power Divisional Board provided the business case for diversity with the presentation of the Diversity, Equity and Inclusion (DEI) Strategy.

It was emphasised that the College is taking a leadership role in promoting the trades and increasing the number of individuals in the trades from underrepresented groups. The College is also focusing on having a diverse, equitable and inclusive culture within the organization.

Trade Board members expressed their various perspectives on the issue of diversity. As the majority of foreign-trained workers settle in urban centres, the Board felt these individuals will not alleviate the shortage of technicians needed in rural areas. It was noted that in rural communities there are diverse populations such as Mennonite and Amish populations that need to be considered as part of the strategy.

### **9. Program Update**

#### **9.1 Apprentice and Member Statistics**

The Program Coordinator provided members with apprentice statistics from the Ministry of Training, Colleges and Universities for the period April 1, 2013 to March 31, 2014 and OCOT

membership statistics from April 8, 2013-July 2, 2014.

Noting the difference between the number of apprentices that Fanshawe College provides training to on all three levels of the AET program annually and the total number of apprentices, it was questioned whether there are apprentices that are not going to school or being offered a space. The Program Coordinator agreed to determine whether Kemptville College is running a program this year.

### **9.2 Common-Core Commercial Vehicle and Equipment Curriculum for level 1 and level 2**

The rationale for the Trade Board's recommendation that the AET have a separate curriculum for all three levels of the in-school program was explained to the Chair of the Motive Power Divisional Board. It was emphasized that agricultural equipment implements and harvesting equipment are not covered in any portion of the in-school training and that the range and diversity of agricultural equipment is extensive.

It was reported that the Board's recommendation was conveyed to the College's Director of Policy and Programs and was discussed at the April 2014 meeting of the Motive Power Curriculum Development Advisory Committee. The current Common-Core Commercial Vehicle and Equipment curriculum for level 1 and level 2 was released in 2010 and will potentially be due for a revision in 2015-2016.

### **10. Colleges of Applied Arts and Technology (CAAT) Update**

It was reported there were a few staffing changes at Fanshawe College in the AET program due to retirements. To accommodate the number of students and facilities and equipment required, Fanshawe College has made some changes to the scheduling of students into the various AET programs. The John Deere program runs for 16 weeks, starting in September. Common Core starts at the end of end of November 2014 and is expected to be a full class; level 3 starts in January 2015 and level 2 starts in March 2015.

### **11. Industry Update**

The Trade Board discussed various issues and trends in the industry.

### **12. Next Scheduled Meeting and Location**

The next meeting was set for October 9, 2014 at Fanshawe College, 1764 Oxford Street East London, Ontario.

### **13. Adjournment**

**ON A MOTION DULY MADE BY, H. Fraser and SECONDED BY B. Lindner AND CARRIED**, the meeting was adjourned.

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"Robert Brown"

Robert Brown, Chair

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October 9, 2014

Date