



# Minutes

## Architectural Glass & Metal Technician Trade Board Meeting

October 24, 2014 at 8:30 a.m.  
SW Hotel, 5400 Dixie Road  
Mississauga, ON, L4W 4T4

### Trade Board Members in Attendance

John Bastedo, Chair  
Steve Laird, Vice-Chair  
Marc-Andre Leclair  
Tony Menecola

### Trade Board Members not in Attendance

None

### Resource Persons/Guests in Attendance

Chair, Mike Carter, Ontario Glazier Apprenticeship and Training Committee

### Staff in Attendance

Joseph Pyringer, Program Coordinator<sup>i</sup>

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 8:30 a.m. and welcomed Trade Board members and M. Carter to the meeting.

#### 2. Approval of Agenda

**ON A MOTION BY S. Laird, SECONDED BY T. Menecola AND CARRIED**, the October 24, 2014 agenda was approved as circulated.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

**ON A MOTION DULY MADE BY S. Laird, SECONDED BY T. Menecola AND CARRIED**, the draft minutes of the Trade Board's June 6, 2014 meeting were approved as tabled.

## **5. Update on Trade Board Resolutions & Issues**

- 5.1** The Trade Board discussed the definition of ferrous and non-ferrous metals that was recently defined by the College.
- 5.2** The Trade Board discussed section 5.6 of the previous minutes regarding the delay in Apprentices receiving their Employment Insurance (EI) benefits when attending their in-school training. S. Laird conducted a survey on the EI timelines for Apprentices in the Toronto and Ottawa areas. Several issues were identified and the Trade Board requested the College bring them forward at the College-Ministry of Training, Colleges and Universities (MTCU) co-delivery meeting.

Staff suggested the information sent to the Trade Board on August 19, 2014, which indicates that Apprentices should apply for EI two weeks before their last day of work in order to set up the initial (skeleton) claim, submit their Reference Number once received, and request their employer submit their ROE electronically, should be communicated to Apprentices. The initial claim will then be activated and they should receive their benefits more quickly. M. Carter will bring this to the attention of the Local Apprenticeship Committee (LAC) so that this information is sent to the Apprentices when they send out the invitation for training. The Trade Board agreed that this should be helpful, but the survey still suggests some Apprentices are not receiving their EI benefits until four or five weeks after the start of school even though their claim was submitted fairly early.

## **6. College of Trades Update**

### **6.1 Member Services Update**

Staff provided the Trade Board with recent information on Member Services. The Trade Board would like to have clear messaging on how Certificates of Qualification (CofQs) issued by MTCU in voluntary trades would become invalid if they decide to join the College for one year, and then cease to be a member. The Trade Board suggested ways to make membership in the College more appealing for MTCU-issued CofQ holders in voluntary trades.

### **6.2 Enforcement Update**

Staff provided the Trade Board with the latest statistical information on Compliance and Enforcement activities.

### **6.3 Communications Update**

Staff presented the latest information on marketing and communications, including certain YouTube videos. The Trade Board had a discussion regarding the MTCU announcement of the review of the trade classification process at the College. The Trade Board also discussed the merits of requesting compulsory certification for the Architectural Glass and Metal Technician Trade, and the importance of discussing these benefits with other trades who do related work.

Staff distributed the new brochures called the “The Apprenticeship Advantage” and promotional fridge magnets to Trade Board members who will hand them out to stakeholders.

The Trade Board suggested that a telephone directory of College staff should be made available on the College website.

#### **6.4 Annual Report/Strategic Plan**

The Trade Board reviewed the College's Annual Report and Strategic Plan and agreed that the one-page Strategic Plan is a great marketing tool for the College, but is lacking the College logo and website URL. It was also noted that all active Trade Boards should be listed on the back of the Annual Report so they are next to the sector emails.

#### **6.5 Fact Sheets**

The Trade Board will review the Fact Sheet for this trade and respond to staff with their suggestions.

### **7. Program Update**

#### **7.1 AG&MT Trade Statistics**

The Trade Board was briefed by staff on trade statistics as of October 1, 2014 and discussed deemed Apprentices under suspension. Messaging was again sent out to the Sponsors of the Apprentices and Sponsors are now notifying suspended Apprentices to pay their fees to the College. The Trade Board requested information on the average mark for each section (block) of the exam to identify areas in need of improvement.

#### **7.2 Sector Divisional Board Meeting**

Staff reviewed the draft minutes of the May 13, 2014 and the May 26, 2014 Construction Divisional Board meeting. Staff clarified that the recent classification review of the Sprinkler and Fire Protection Installer trade will not be affected by the recently announced review of the College's trade classification review process and criteria.

#### **7.3 Printing Training Standards**

The Trade Board would like to see a virtual Training Standard that can be signed off electronically in the future. The Trade Board advised they will check with the MTCU to see how many hard copy Training Standards they have left because the trade will require approximately 200 Training Standards in hard copy to fulfill upcoming needs.

### **8. Industry Update**

#### **8.1 Green Advantage – Curtainwall Installation Certification**

The Program Coordinator advised that he was contacted by Grady O'Rear, who is managing the Green Advantage – Curtainwall Installation Certification process from Washington D.C., and is looking for Expert Glazier nominations to the panel from Canada. They have names from contractors, architects, engineering, environmental and the Occupational Safety and Health Association (OSHA). They are also hoping to get FEMA and the military involved. They are looking for expert glazier Curtainwall installers and people knowledgeable on various Canadian Occupational Health and Safety (OH+S) regulations. The Trade Board will look into recommending persons for nominations to this expert panel.

### **10. Other Business**

#### **10.1 Chair and Vice-Chair Training**

The Trade Board discussed the Chair and Vice-Chair training session on September 11, 2014. Those in attendance felt it was a good update on the workings of the College of Trades and a great opportunity to meet the College staff.

**10.2 Process for Registered Training Agreements**

The Trade Board discussed the turnaround time for completing Registered Training Agreements (RTA) and agreed that the topic should be addressed by the College and MTCU at the Co-delivery meeting.

**11. Next Scheduled Meeting/Event**

The Chair confirmed that the next meeting of the Trade Board is scheduled for February 20, 2015 at 8:30 a.m.

**12. Adjournment**

**ON A MOTION DULY MADE BY T. Menecola, SECONDED BY M. Leclair AND CARRIED**, the meeting was adjourned.

“John Bastedo”

John Bastedo, Chair

June 26, 2015

Date

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<sup>i</sup> Recording Officer