



# Minutes

## Elevating Devices Mechanic Trade Board Meeting

March 12, 2014 at 9:30 a.m.  
International Union of Elevator Contractors, Local 50  
400 Westney Road South, Ajax, ON, L1S 7K0

### Trade Board Members in Attendance

Ben McIntyre, Chair

Jeff Righton, Vice-Chair\*

Hao Lu Guang

Greg Huffman

Joe Kerr

Phil Staite

### Trade Board Members not in Attendance

None

### Resource Persons/Guests in Attendance

None

### Staff in Attendance

Leah Tussman, Program Coordinator

\*Attended by teleconference

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. The Trade Board members took a moment to introduce themselves to the newest member of the Trade Board, H. Guang.

#### 2. Approval of Agenda

The agenda was approved as circulated.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

**ON A MOTION DULY MADE BY P. STAITE, SECONDED BY G. HUFFMAN AND CARRIED,** the draft minutes of the Trade Board's September 17, 2013 meeting were approved as tabled.

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

The Trade Board Chair shared the response to his September 25, 2013 letter to the College

regarding the Trade Board's suggestions to address the concern of duplicate certificates. The Program Coordinator confirmed that she sent a link to the College of Trades Appointments Council website to the Trade Board members in September 2013, as well as information with respect to the group registration process and the Apprenticeship Training Standard and advised that she received some valuable feedback from some Trade Board members.

## **6. TSSA/OCOT Working Group Update**

The Program Coordinator provided the Trade Board members with an Information Note summarizing the joint College and Technical Standards and Safety Authority (TSSA) meetings with Elevating Devices Mechanic and Gas Technician stakeholders.

## **7. College of Trades Update**

### **7.1 Member Services**

The Trade Board members reviewed membership statistics from the February 18, 2014 Registrar's Report. These included membership numbers, active trade qualifications and revenue.

The Program Coordinator emphasized that apprentices who were deemed into the College on April 8, 2013 will need to renew their memberships this year. The College has been mailing out renewal notices and Trade Board members were encouraged to communicate to apprentices the importance of maintaining a College membership in good standing and the impact on grants, incentives and trade school waiting list placement when a Registered Training Agreement (RTA) is cancelled. The Program Coordinator shared a letter sent out by the Ministry of Training, Colleges and Universities (MTCU) to Employer/Sponsors reminding them of the importance of having their apprentices renew their memberships with the College. The Program Coordinator agreed to forward the letter from MTCU to Trade Board members, along with the link to the "Become a Member" page of the College's website.

Trade Board members discussed how apprentices are notified that their RTA has been cancelled. As well, they expressed concern that apprentices are not being advised of their trade school placements early enough by MTCU. They discussed the importance of educating Sponsors and recommended that the College create a Sponsor information package that includes a flow chart outlining the registration process. The Trade Board offered to support the College on this recommendation.

Lastly, the Trade Board members were shown how to access the Public Register to verify the membership status of their apprentices.

### **7.2 Ratio Reviews**

The Program Coordinator informed the Trade Board that the College's Board of Governors approved the regulation that will implement the ratio review decisions.

### **7.3 Trade Classification Reviews**

The Program Coordinator showed the Trade Board where the classification review information for the Sprinkler Fire Protection Installer (SFPI) classification review is located on the website and described the various steps completed to date in the SFPI classification review. She advised the Trade Board that a decision is expected at the end of June 2014. The Trade Board also discussed the upcoming classification review for Construction Millwright and other requests for classification reviews being considered by other Trade Boards.

#### **7.4 Enforcement**

The Program Coordinator informed the Trade Board members that 20 new Enforcement Officers were hired in October 2013. She then reviewed enforcement statistics that were made available in December 2013.

#### **7.5 Scope of Practice Framework Project**

The Program Coordinator informed the Trade Board that, effective November 13, 2013, the Scope of Practice Framework Review project was put on hold and instead a work plan was being designed that refocuses efforts on regulatory exemptions across the trades.

### **8. Program Update**

#### **8.1 Apprenticeship Trade Statistics**

The Program Coordinator provided College membership statistics for the Elevating Devices Mechanic trade as of March 11, 2014. She also provided apprenticeship statistics for the trade for the third quarter of 2013-2014 from MTCU. The Trade Board members queried if the names of those with cancelled memberships will appear on the Register. The Program Coordinator will look into the issue.

#### **8.2 Apprenticeship Training Standard/Skills Passport Format**

The Trade Board members reviewed the format of the Apprenticeship Training Standard (ATS) for Elevating Devices Mechanic and the Program Coordinator explained the development process for the ATS. The Trade Board members agreed that it is important to involve TSSA and advocated for individual sign-offs on each Performance Objective.

#### **8.3 Update on Industrial Divisional Board Meeting**

The Program Coordinator shared the draft minutes of the February 5, 2014 Industrial Divisional Board meeting with the Trade Board members. The Program Coordinator undertook to invite David Tsubouchi to the next Trade Board meeting.

### **9. Election of Vice-Chair**

**ON A MOTION MADE BY P. STAITE, SECONDED BY J. KERR AND CARRIED**, the Trade Board members elected G. Huffman as Vice-Chair for a period of one year. The Program Coordinator thanked B. McIntyre for his hard work and leadership as Chair.

### **10. Next Scheduled Meeting/Event**

The Trade Board confirmed that its next meeting is scheduled for June 6, 2014.

### **11. Adjournment**

The meeting was adjourned.

“Ben McIntyre”

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Ben McIntyre, Chair

June 6, 2014

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Date