



# Minutes

## Heat and Frost Insulator Trade Board Meeting

February 4, 2014 at 10:00 a.m.  
The Master Insulators' Association of Ontario  
2600 Skymark Avenue, Suite 1-101  
Mississauga, ON

### Trade Board Members in Attendance

Adam Melnick, Chair

Randy Sloane, Vice-Chair

Walter Keating

### Trade Board Members not in Attendance

Ken Walsh

### Resource Persons/Guests in Attendance

Dev Baichan, Program Coordinator

### Staff in Attendance

Leah Tussman, Program Coordinator

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#### 1. Call to Order/Welcome

Acting as the Interim Chair until the Trade Board Members held an election, the Program Coordinator called the meeting to order at 10:00 a.m.

#### 2. Approval of Agenda

The agenda was approved as circulated.

#### 3. Conflict of Interest

The Trade Board members reviewed the conflict of interest guidelines as outlined in the *Trade Board Orientation Manual*. No conflicts of interest were declared.

#### 4. Trade Board Member Orientation

College staff presented a slide deck to orient Trade Board members to the Ontario College of Trades (College). The presentation gave an overview of the evolution of the College, the related legislation and regulations, the membership classes and the College's governance structure. The Program Coordinator agreed to send the Trade Board members a copy of the National Occupational

Analysis (NOA) for Insulator (Heat and Frost).

## **5. Trade Board Member Orientation**

### **5.1. Overview of the Development of the College**

College staff directed Trade Board members to the College's website to inform them on the Armstrong and Whitaker reports and the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA) and related regulations. The Trade Board members also reviewed the structure of the various boards in the governance structure.

### **5.2. Introduction to the Trade Board Member Role**

College staff referred to the *Trade Board Orientation Manual* to clarify the role of the Trade Board, its members and the Program Coordinator.

### **5.3. Trade Board Communication**

The Trade Board members agreed that email is the preferred method of communication.

### **5.4. Meeting Expectations and Quorum**

As the size of the Trade Board is four members, three members must attend the meetings to have quorum. If possible, the Trade Board members agreed that face-to-face meetings are preferable.

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

### **6.1. Legislation, Regulations and Scope of Practice**

College staff directed the Trade Board members to the website to review OCTAA and the related regulations, specifically O. Reg 275/11 Scope of Practice – Trades in the Construction Sector. The Trade Board members reviewed the scope of practice for the trade of Heat and Frost Insulator.

### **6.2. Member Services**

College staff informed the Trade Board members of the various classes of membership at the College and resources such as forms and membership guides.

College staff also mentioned that quite a few apprentices are having their Registered Training Agreements (RTAs) cancelled because they did not join the College within 90 days. Trade Board members were encouraged to communicate to apprentices the importance of maintaining a College membership in good standing and the impact on grants, initiatives and trade school waiting list placement when a RTA is cancelled. The College is working with the Ministry of Training, Colleges and Universities (MTCU) to communicate effectively and ensure that apprentices are made aware of the requirement to be members of the College when they sign up. There is also a bulk registration process for those who would like to register many apprentices at one time. The Program Coordinator agreed to send information on the bulk registration process to the Trade Board members.

The Trade Board members were also shown the Public Register on the College's website and College staff shared membership statistics from the October/November 2013 Registrar's Report. These included membership numbers, active trade qualifications and revenue.

### **6.3. Enforcement**

College staff shared enforcement statistics that were made available in December 2013.

#### **6.4. Communications and Marketing**

Trade Board members received copies of the College's various promotional brochures to distribute to their networks. They were also informed of the College's upcoming radio campaign. As well, Trade Board members were informed that the College recently welcomed a new Director of Communications and Marketing, Sherri Haigh.

#### **6.5. Ratio Reviews**

College staff reviewed the information on ratio reviews on the College website including the ratio review process and the ratios for various trades. The Trade Board members were shown where to access the ratio review panel decision resulting from the ratio review for Heat and Frost Insulator.

### **7. Trade Classification Reviews**

#### **7.1. Sprinkler Fire Protection Installer and Construction Millwright Reviews**

Staff showed the Trade Board where the classification review information for the Sprinkler Fire Protection Installer (SPFI) classification review is located on the website and described the various steps completed to date in the SPFI classification review.

College staff also showed the Trade Board members the process for trade classification reviews on the College's website.

### **8. Program Update**

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

The Program Coordinator provided College membership statistics for the Heat and Frost Insulator trade as of February 4, 2014. She also provided the Trade Board members with apprenticeship statistics for the trade for the third quarter of 2013-2014 from the Ministry of Training, Colleges and Universities.

#### **8.2. Program Standards Update**

The Trade Board members received a copy of the Schedule of Training for Heat and Frost Insulator and were shown where to access the document on the College's website. The Trade Board members agreed to review and discuss the document at the next meeting.

#### **8.3. Implementation of Certificate of Qualification Exam**

The Trade Board members were informed that a workshop was held in summer 2013 with Ontario Insulators to map the NOA for Insulator (Heat and Frost) to the Schedule of Training for Heat and Frost Insulator. The participants confirmed that upon completion of the Ontario apprenticeship program, an individual should have the skills and knowledge necessary to successfully complete the Red Seal exam. The next step in the process to implement the Red Seal exam is for Ontario Insulators to validate and provide weightings to the NOA.

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

**ON A MOTION MADE BY W. KEATING, SECONDED BY R. SLOANE AND CARRIED**, the Trade Board members elected Adam Melnick as Chair for a period of one year. **ON A MOTION MADE BY W. KEATING, SECONDED BY A. MELNICK AND CARRIED**, the Trade Board Members elected Randy Sloane as Vice-Chair for a period of one year.

**10. Next Scheduled Meeting/Event**

The Chair confirmed that the next meeting of the Trade Board is scheduled for April 24, 2014.

**11. Adjournment**

“Adam Melnick” \_\_\_\_\_  
Adam Melnick, Chair

April 24, 2014 \_\_\_\_\_  
Date