



# Minutes

## Industrial Mechanic Millwright Trade Board Meeting

January 15, 2016 at 9:00 a.m.  
Ontario College of Trades  
655 Bay Street, Boardroom 601  
Toronto, ON M5G 2K4

### Trade Board Members in Attendance

Dave Rampersad, Chair  
Leon Feng  
Michael Hahn

David Kavanagh  
Garwin Pitman

### Trade Board Members not in Attendance

Shawn Brellisford  
Randy Lee

### Resource Persons/Guests in Attendance

Beatrice Clark, Higher Education Council of Ontario (HECO)

### Staff in Attendance

Elliot Siemiatycki, Policy Analyst  
Rottena Sparks, Program Coordinator<sup>1</sup>

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### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:38 a.m.

### 2. Approval of Agenda

**ON A MOTION MADE BY G. Pitman, SECONDED BY M. Hahn AND CARRIED,** the agenda was approved, subject to adding a discussion of the Dean Report.

### 3. Conflict of Interest

No conflicts of interest were declared.

### 4. Previous Minutes

**ON A MOTION DULY MADE BY D. Kavanagh, SECONDED BY G. Pitman AND CARRIED,** the draft minutes of the Trade Board's September 18, 2015 meeting were approved as tabled.

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

The Trade Board is awaiting formal responses from the Industrial Divisional Board regarding its resolutions.

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

### **6.1 Registrar’s Report – Fourth Quarter of 2015 (Q4)**

Staff summarized the updates from the Registrar’s Report for the fourth quarter of 2015. Staff also reminded the Trade Board of the OCOT Annual Meeting of Members scheduled for June 14, 2016.

Communications and Marketing continues its outreach efforts with a strong focus on connecting with youth, Aboriginal peoples, new immigrants and women. In the fourth quarter, the College participated in 71 stakeholder events.

Communications, IT and Member Services have been working together to create a job board that would be available at [www.collegeoftrades.ca](http://www.collegeoftrades.ca) where businesses could advertise for positions available within the skilled trades for both apprentices and journeypersons. A business will be required to be a member of the College in order to post to the site.

Member Services reported that at the end of Q4, there were 237,008 active members. The College continues to receive significant call and email volume: approximately 60,000 calls and 5,000 emails were received in the fourth quarter of 2015. They continue to focus daily on improving answer times, processing times and email response time.

Staff provided an update on Compliance and Enforcement Division statistics for the Industrial sector. It was noted that the highest number of site visits conducted by the College Enforcement Officers take place in the Motive Power sector.

### **6.2 Program Evaluation Project (PEP)**

E. Siemiatycki joined the meeting and provided an update on the Program Evaluation Project that has been approved by the Board of Governors.

He advised that a jurisdictional scan has been completed which gives the PEP team a better idea of the criteria being used in this project. There are between 50 to 60 trades that do not meet the threshold. There will be a Trade Board/stakeholder consultation process at which further discussions will take place. The Trade Board asked to be updated periodically.

### **6.3 Dean Report**

The Trade Board reviewed the recommendations from the Dean Report and unanimously agreed to submit an official response to the recommendations.

## **7. Program Update**

### **7.1 Apprenticeship Trade Statistics**

Staff provided College membership statistics for the Industrial Mechanic Millwright, Bearings Mechanic, and Packaging Machine Mechanic trades from April 2013 to December 2015.

### **7.2 Exam Complaint**

Staff presented an exam complaint for Trade Board review and feedback.

### **7.3 Curriculum Standard Workshop**

Staff updated the Trade Board on the recent Curriculum Standards Workshop which took place in November 2015. Due to the harmonization project, the workshop could not be finalized at this time, therefore; another workshop will take place at a later date. The workshop will continue to

include the Construction Millwrights as we share common core with levels one and two.

## 8. Industry Update

### 8.1 Pathways to Apprenticeship Project – Higher Education Quality Council of Ontario

B. Clark joined the meeting at 10:30 a.m.

Literacy Network of Durham Region is working in partnership with HEQCO and the College to develop the content for an apprenticeship resource whose primary audience will be youth aged 10-30 who are seeking to start or have already started an apprenticeship. 16 of the largest trades have been selected (representing 86% of College membership) including Industrial Mechanic Millwright.

B. Clark advised that the purpose of meeting with the Trade Board is to engage with stakeholders and subject matter experts for the selected trades on three main topic areas:

- (1) apprentice hiring practices in the trade;
- (2) expectations regarding expected attitudes and behaviours;
- (3) supports and success factors on the job.

Information gathered will be used to inform development of the final content, currently envisioned as an online portal or tool. A questionnaire was provided to the Trade Board to complete in relation to the three main topic areas. A follow-up to the questionnaire will be done with the Trade Board.

B. Clark thanked the Trade Board and she left the meeting.

### 8.2 Round Table

D. Kavanagh advised that he participated in the General Machinist training standard in July 2015. The Trade Board would like to know if it is possible to obtain an item analysis for the Industrial Mechanic Millwright trade. The Program Coordinator will look into the matter.

## 9. Election of Chair and Vice-Chair

**ON A MOTION DULY MADE BY M. Hahn, SECONDED BY D. Kavanagh** the Trade Board elected G. Pitman as the new Chair of the Trade Board.

## 10. Next Scheduled Meeting/Event

The Trade Board confirmed that its next meeting is scheduled for May 13, 2016.

## 11. Adjournment

**ON A MOTION DULY MADE BY G. Pitman, SECONDED BY M. Hahn AND CARRIED**, the meeting adjourned at 3:30 p.m.

“Dave Rampersad”

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Dave Rampersad, Chair

May 13, 2016

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Date

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<sup>1</sup> Recording Officer