



# Minutes

## Industrial Mechanic Millwright Trade Board Meeting

March 14, 2014 at 9:30 a.m.  
Matcom Industrial Installations Inc.  
1531 Creditstone Road  
Vaughan, ON, L4K 5V6

### Trade Board Members in Attendance

Michael Robson, Chair

Dave Rampersad, Vice-Chair

Shawn Brellisford

Leon Feng

David Kavanagh

Randy Lee

Garwin Pitman

### Trade Board Members not in Attendance

Michael Hahn

### Resource Persons/Guests in Attendance

Bob Low

### Staff in Attendance

Leah Tussman, Program Coordinator

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m.

#### 2. Approval of Agenda

A request was made to add Trade Equivalency Assessments to the Program Update. **ON A MOTION MADE BY D. KAVANAGH, SECONDED BY D. RAMPERSAD AND CARRIED**, the agenda was approved as circulated, subject to the above-noted amendment.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

The Program Coordinator updated the previous minutes to reflect the location of the meeting. **ON A MOTION DULY MADE BY D. KAVANAGH, SECONDED BY R. LEE AND CARRIED**, the draft minutes

of the Trade Board's October 25, 2013 meeting were approved as tabled, subject to the above-noted amendment.

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

The Program Coordinator clarified that anyone performing work set out in the scope of practice of a compulsory trade must be a registered apprentice and a member of the College's Apprentices class or a member of the Journeypersons or Journeypersons Candidate class in that trade. This includes pre-apprentices.

As a follow-up to the discussion around reassessing trade equivalency between the Construction Millwright and Industrial Mechanic Millwright trades to be eligible to write the each other's Certificate of Qualification (C of Q) exam, the Program Coordinator indicated that the College has hired John O'Rourke as Manager of Evaluations and Assessments and he will be included in any decisions that are made.

Finally, the Program Coordinator confirmed that she sent the Trade Board members the draft Industrial Divisional Board meeting minutes from September 2013 meeting on November 29, 2013.

## **6. Trade Classification Reviews**

### **6.1 Construction Millwright Trade Classification Review**

The Trade Board discussed the invitation for submissions for the Construction Millwright Classification review. The Program Coordinator showed the Trade Board members the guidelines, dates and criteria for submissions on the College's website. The Trade Board members then reviewed the scopes of practice for Construction Millwright and Industrial Mechanic Millwright and **ON A MOTION DULY MADE BY G. PITMAN, SECONDED BY S. BRELLISFORD AND CARRIED**, the Trade Board agreed to file a written submission on behalf of the Trade Board in the Construction Millwright trade classification review. The Trade Board agreed to hold a teleconference to discuss the submission on March 28, 2014.

### **6.2 Sprinkler and Fire Protection Installer Trade Classification Review**

The Program Coordinator showed the Trade Board where information for the Sprinkler and Fire Protection Installer (SFPI) classification review is located on the website and described the various steps completed to date in the SFPI review. She advised the Trade Board that a decision is expected at the end of June 2014.

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

### **7.1 Membership 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 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 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 Trade Board members wanted more clarification about the transition from the Apprentices Class to the Journeyperson Candidates Class. The Program Coordinator agreed to provide more information.

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 has approved the regulation that will implement the ratio review decisions.

## **7.3 Enforcement**

The Program Coordinator shared Enforcement statistics that were gathered up to the end of February 2014.

## **7.4 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 Industrial Mechanic Millwright, Bearings Mechanic and Packaging Machine Mechanic trades as of March 12, 2014. She also provided the Trade Board members with apprenticeship statistics for the trades for the third quarter of 2013-2014 from MTCU.

## **8.2 Trade Equivalency Assessments (TEA)**

The Program Coordinator updated the Trade Board on the College's transition plan for Trade Equivalency Assessments (TEA) for the province of Ontario. As of April 8, 2014, the College will assume responsibility for conducting all TEAs for every trade. The Program Coordinator discussed the anticipated number of TEA applications and outlined the process of applying for and processing TEA applications, as well as the fee that will be charged by the College for this evaluation service. She directed the Trade Board members to the TEA information on the College's website and agreed to send the process out once it is finalized.

## **8.3 Hours for Construction Millwright Challengers to the IMM C of Q Exam**

The Trade Board members discussed the various options for equivalency between the Industrial Mechanic Millwright and Construction Millwright trades to determine eligibility to write each other's C of Q exams. **ON A MOTION DULY MADE BY G. PITMAN, SECONDED BY R. LEE AND CARRIED**, the Trade Board agreed that proof of 2,000 hours is adequate to allow a 433A/426A C of Q holder to challenge the alternate C of Q exam. However, the language outlining the criteria for construction or industrial work must be mutually agreed upon by the Industrial Mechanic Millwrights and the Construction Millwrights.

## **8.4 Update on Red Seal Item Bank Workshop**

S. Brellisford and R. Low provided an update on the Red Seal Item Bank workshop to develop new exam questions for the Red Seal exams. The workshop was held in early March 2014 in Ottawa and

there were IMMs and instructors from across the country present at the workshop. The Program Coordinator advised that the next step in the development of the new exams is the Editing Workshop in Manitoba and then a Translation Workshop.

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

The Program Coordinator informed the Trade Board that the Industrial Divisional Board met on February 5, 2014. The Program Coordinator shared with the Trade Board a draft copy of the minutes of that meeting.

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

**ON A MOTION MADE BY G. PITMAN, SECONDED BY D. RAMPERSAD AND CARRIED**, the Trade Board members elected M. Robson as Vice-Chair for a period of one year. The Program Coordinator thanked M. Robson 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 16, 2014.

#### **11. Adjournment**

**ON A MOTION DULY MADE BY G. PITMAN, SECONDED BY S. BRELLISFORD AND CARRIED**, the meeting was adjourned.

“Dave Rampersad” per  
Michael Robson, Chair

June 16, 2014  
Date