



Minutes

Industrial Mechanic Millwright Trade Board Meeting

May 29, 2015 at 9:30 a.m.
Tri-Mach Group Inc.
23 Donway, Court - Boardroom
Elmira, Ontario, N3B 0B1

Trade Board Members in Attendance

Dave Rampersad, Chair	David Kavanagh
Leon Feng	Randy Lee
Michael Hahn	Shawn Brellisford

Trade Board Members not in Attendance

Garwin Pitman
Michael Robson

Resource Persons/Guests in Attendance

Bob Lowe, Director, Field Development and Deployment, The Matcom Group
Tony Dean, Reviewer, Dean Review
Samantha Anderson, Project Director, Dean Review

Staff in Attendance

Rottena Sparks, Program Coordinatorⁱ

1. Call to Order/Welcome

The Chair called the meeting to order at 9:33 a.m., and provided a special welcome to T. Dean and S. Anderson.

2. Approval of Agenda

ON A MOTION MADE BY D. Kavanagh, SECONDED BY S. Brellisford AND CARRIED, the agenda was approved, subject to certain changes.

3. Dean Review

Tony Dean provided an update on the Dean Review. The Terms of Reference of the Review were outlined: Scopes of Practice and Trade Classification Review Process. T. Dean indicated that he is near completion of his stakeholder visits and has found them all very informative. Following a discussion period, D. Rampersad thanked T. Dean and S. Anderson for attending this portion of the

meeting. T. Dean and S. Anderson then left the meeting.

4. Conflict of Interest

No conflicts of interest were declared.

5. Previous Minutes

ON A MOTION DULY MADE BY D. Kavanagh, SECONDED BY R. Lee AND CARRIED, the draft minutes of the Trade Board's February 13, 2015 meeting were approved as tabled.

6. Update on Trade Board Resolutions & Issues

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

7. College of Trades Update

7.1 Registrar's Report – Fourth Quarter of 2014

The Trade Board reviewed and briefly discussed the Registrar's Report recently sent to them. Staff also reminded the Trade Board of the upcoming OCOT Annual Meeting of Members scheduled for June 16, 2015.

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.

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. They continue to focus daily on improving answer times, processing times and email response times.

Staff provided an update on Compliance and Enforcement Division statistics for the Industrial sector.

8. Program Update

8.1 Apprenticeship Trade Statistics

Staff provided College membership statistics for the Industrial Mechanic Millwright, Bearings Mechanic, and Packaging Machine Mechanic trades as of April 30, 2015.

8.2 Exam Complaint

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

8.3 Industrial Mechanic Millwright (IMM) Fact Sheet

A new trade fact sheet template is now available. Staff provided this to the Trade Board for review and input. It was agreed that D. Kavanagh will take the lead on gathering the Trade Board's input and submitting it to the Program Coordinator.

9. Industry Update

9.1 Maximum Voltage

The Trade Board had previously discussed the maximum voltage on an electrical panel that a

Millwright is permitted to open before contacting an Electrician. As a result of this discussion, the Trade Board agreed that the electrical portion of the Millwright trade is not adequately captured in its current Curriculum Standard. **ON A MOTION DULY MADE BY M. Hahn, SECONDED BY S. Brellisford AND CARRIED**, the Trade Board recommends that a workshop be held to review the Industrial Mechanic Millwright Curriculum Standard. It was further agreed the tentative dates for the workshop be set for November 23-27, 2015.

10. Next Scheduled Meeting/Event

The Trade Board confirmed that its next meeting is scheduled for September 18, 2015.

11. Adjournment

ON A MOTION DULY MADE BY S. Brellisford, SECONDED BY M. Hahn AND CARRIED, the meeting was adjourned.

"Dave Rampersad"

Dave Rampersad, Chair

September 18, 2015

Date

ⁱ Recording Officer