



Minutes

Industrial Mechanic Millwright Trade Board Meeting

October 3, 2014 at 9:30 a.m.
Ontario College of Trades
Room 601, 655 Bay Street
Toronto, ON, M5G 2K4

Trade Board Members in Attendance

Dave Rampersad, Chair	Michael Hahn
Michael Robson, Vice-Chair	David Kavanagh
Shawn Brellisford	Garwin Pitman
Leon Feng	

Trade Board Members not in Attendance

Randy Lee

Resource Persons/Guests in Attendance

Bob Low, Director of Human Resources, Matcom Industrial Installations, Inc.

Staff in Attendance

Leah Tussman, Program Coordinator¹
John Mania, Manager, Compliance and Enforcement Division

1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. He then described his attendance at the Trade Board Chair and Vice-Chair Training session that was held at the College on September 11, 2014.

2. Approval of Agenda

A request was made to add “apprenticeship delivery models” and “Trade Board Chair voting” to the agenda. **ON A MOTION MADE BY G. PITMAN, SECONDED BY M. HAHN AND CARRIED**, the agenda was approved as circulated, subject to the above-noted amendment.

3. Conflict of Interest

No conflicts of interest were declared.

¹ Recording Officer.

4. Previous Minutes

ON A MOTION DULY MADE BY D. KAVANAGH, SECONDED BY M. HAHN AND CARRIED, the draft minutes of the Trade Board's June 16, 2014 meeting were approved as tabled.

5. Update on Trade Board Resolutions & Issues

The Program Coordinator advised that J. Mania would be attending the meeting as Bob Onyschuk, Director of Compliance and Enforcement, was unavailable. She also provided an update on the status of a review of the common core curriculum for Industrial Mechanic Millwright and Construction Millwright. The Construction Millwright Trade Board was also supportive of a review and it is likely that the review will take place in 2015.

6. College of Trades Update

6.1 Member Services

The Program Coordinator advised that in March 2014, the College informed those in the Journeyman Candidates class set to expire on April 8, 2014 and shortly thereafter that they would be offered a one-time extension until July 4, 2014 to write and pass their Certificate of Qualification (C of Q) exam.

All those who have not yet passed their C of Q exam and moved into the Journeymen class will have their status in the Journeymen Candidates class marked as expired. The College has reached out to these individuals via letter, email and automated voice messages to remind them of their requirement to write and pass their C of Q exam by the deadline. She showed the Trade Board where to locate the Exam Preparation Guide, a helpful resource for individuals preparing to write their C of Q exam, on the College's website.

As well, the Program Coordinator shared a letter from the College that was sent to all 'deemed' apprentices. It informed them that they had until September 19, 2014 to renew their membership with the College or it would expire and their Registered Training Agreement (RTA) with the Ministry of Training, Colleges and Universities (MTCU) and employer/sponsor would be suspended. If the apprentice's RTA is cancelled, a new agreement will have to be signed with MTCU and the employer/sponsor and the apprentice's College membership fee will need to be reinstated and a reinstatement fee will be charged. She explained that the College has reached out to these individuals through various reminder letters.

Finally, the Program Coordinator showed the Trade Board the Member Benefits tab on the College's website and described new additions to the College's affinity program and distributed a new resource – a list of grants and financial incentives for employers and apprentices.

6.2 Strategic Plan/Annual Report

The Program Coordinator advised that the College's Strategic Plan had been approved by the Board of Governors (BoG) at its August 2014 meeting. She showed the Trade Board where to access the Strategic Plan on the College's website. She also showed the Trade Board where to access the College's Annual Report on the website and they discussed the June 17, 2014 Annual Meeting of Members.

6.3 Trade Classification Reviews

The Program Coordinator advised that the BoG has approved the development of a regulation that, if passed, would allow for a two-year implementation plan for the reclassification of the Sprinkler and Fire Protection Installer trade from voluntary to compulsory membership in the College. It has

also approved a ‘grandparenting’ provision — an exemption from the C of Q exam for the trade will be available to qualified candidates during the first year of the two-year implementation period. The exam exemption would apply to individuals who are engaging in the work of the Sprinkler and Fire Protection Installer trade who do not have a C of Q in the trade, but who have a Certificate of Apprenticeship (C of A) in the trade or who have qualifications and experience that are equivalent to a C of A in the trade.

6.4 Enforcement Update

J. Mania spoke to the Trade Board about the College’s enforcement activities, including statistics and approach. He also discussed the College’s application of the industrial exemption.

The Program Coordinator showed the Trade Board the latest Public Advisories on the College’s website. The Public Advisories provide information on violations of the *Ontario College of Trades and Apprenticeship Act, 2009*.

6.5 Communications Update

The Program Coordinator described the College’s new apprenticeship brochure and youth microsite that came out this Fall. The new brochure provides easy-to-follow guidance on exploring careers in the skilled trades. The youth microsite focusses on those exploring careers in the skilled trades, not for those who have already registered as apprentices, and will be both a tool for youth as well as the service providers who serve youth. Frequently Asked Questions have been specifically drafted to respond to youth-specific issues. The Trade Board commented that increased outreach is needed in the northern part of the province to ensure that the region is properly informed on the College’s initiatives and activities.

The Program Coordinator also distributed the Summer 2014 edition of the “Trades Today” magazine to the Trade Board.

7. Program Update

7.1 Apprenticeship Trade Statistics

The Program Coordinator provided College membership statistics for the Industrial Mechanic Millwright, Bearings Mechanic and Packaging Machine Mechanic trades as of October 1, 2014. She also provided the Trade Board with apprenticeship statistics for the trades for the first quarter of 2014-2015 from MTCU.

7.2 IMM Apprenticeship Training Standard

The Program Coordinator presented the Trade Board with the new format of the Apprenticeship Training Standard that will be available for apprentices. The Trade Board is supportive of the idea of sending the Apprenticeship Training Standard to apprentices registering in the IMM apprenticeship program.

7.3 Apprenticeship Delivery Models

The Trade Board discussed the various apprenticeship delivery models offered across the province, including block release, day release and evening classes. The Co-op Diploma Apprenticeship program was also discussed.

7.4 Update on Industrial Divisional Board Meeting

The Program Coordinator shared the approved minutes of the May 7, 2014 Industrial Divisional Board meeting with the Trade Board and provided a summary of the meeting.

7.5 IMM Fact Sheet

The Program Coordinator presented the Trade Board with the fact sheet for IMM. She explained that the College is now responsible for the fact sheets and requested input from the Trade Board on the accuracy and clarity of the draft content. The Trade Board agreed that the Program Coordinator would distribute the fact sheet by email and the Trade Board would respond with feedback by the end of October 2014.

8. Trade Board Chair Voting

The Trade Board members discussed the role of the Chair in Trade Board voting. **ON A MOTION DULY MADE BY D. KAVANAGH, SECONDED BY S. BRELISFORD, AND CARRIED**, the Trade Board agreed that when voting, the Chair has an equal vote to be cast at the same time as the other members of the Trade Board.

9. Next Scheduled Meeting/Event

The Trade Board confirmed that its next meeting is scheduled for February 6, 2015.

10. Adjournment

ON A MOTION DULY MADE BY G. PITMAN, SECONDED BY M. ROBSON AND CARRIED, the meeting was adjourned.

“Dave Rampersad”

Dave Rampersad, Chair

February 13, 2015

Date