



# Minutes

## Instrumentation and Control Technician Trade Board Meeting

February 28, 2014 at 9:30 a.m.  
Ontario College of Trades  
Room 601, 655 Bay Street  
Toronto, ON, M5G 2K4

### Trade Board Members in Attendance

Charles Rittner, Chair  
Dan Bryck, Vice-Chair

Harold Gruneberg  
Brian Perreault

### Trade Board Members not in Attendance

Dan Marquez

David Meek

### Resource Persons/Guests in Attendance

John O'Rourke, Manager, Evaluations and Assessments

### 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

It was agreed that "Trade Equivalency Assessment" be moved to number seven on the agenda. The agenda was approved as circulated, subject to the above-noted change.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

The draft minutes of the Trade Board's November 1, 2013 meeting are approved as tabled.

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

The Program Coordinator advised that the presentations and the draft minutes from the September 18, 2013 Industrial Divisional Board were circulated on December 2, 2013, as requested.

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

### **6.1 Member Services**

The Trade Board 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 out 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 is cancelled. The Program Coordinator shared a letter sent out 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 Program Coordinator agreed to forward the letter from MTCU to Trade Board members.

Trade Board members expressed concern over the lack of notice apprentices receive with respect to trade school confirmation.

### **6.2 Ratio Reviews**

The Program Coordinator informed the Trade Board that the College's Board of Governors had recently approved the regulation that will implement the ratio review decisions. The Trade Board members asked about compliance with ratios in industrial plants which are subject to the industrial exemption.

### **6.3 Trade Classification Reviews**

The Program Coordinator showed the Trade Board where the classification review 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 classification review. She advised the Trade Board that a decision is expected at the end of June 2014. The Trade Board also discussed the upcoming classification review for Construction Millwright. The Program Coordinator will include Trade Classification Reviews on the agenda for next meeting.

### **6.4 Enforcement**

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

### **6.5 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.

## **7. Trade Equivalency Assessments**

John O'Rourke, Manager of Evaluations and Assessments, 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. J. O'Rourke discussed the anticipated number of TEA applications and his staffing plans for the Evaluations and Assessment division. He 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. The Trade Board

expressed concerns about unscrupulous employers and communicated that there should be rigour in the assessment process to preserve the integrity of the trades. J. O'Rourke noted their concern and committed to have well-trained staff to evaluate all TEA applications.

## **8. Program Update**

### **8.1 Apprenticeship Trade Statistics**

The Program Coordinator provided College membership statistics for the Instrumentation and Control Technician trade as of February 27, 2014. She also provided the Trade Board members with apprenticeship statistics for the trade for the third quarter of 2013-2014 from the MTCU.

### **8.2 Red Seal Item Bank Workshop Update**

The Program Coordinator informed members that the Item Bank workshop to develop questions for the new Red Seal exams will be taking place in Ottawa in mid-March 2014. These exams will be based on the new National Occupational Analysis for Instrumentation and Control Technician that was released at the end of 2013.

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

**ON A MOTION MADE BY H. GRUNEBERG, SECONDED BY B. PERREAULT AND CARRIED**, the Trade Board members elected C. Rittner as Vice-Chair for a period of one year. The Program Coordinator thanked C. Rittner for his hard work and leadership as Chair.

## **10. Next Scheduled Meeting/Event**

The Trade Board confirmed that the its next meeting is scheduled for May 23, 2014.

## **11. Adjournment**

The meeting was adjourned.

“Charles Rittner”

Charles Rittner, Chair

May 23, 2014

Date