



Minutes

Instrumentation and Control Technician Trade Board Meeting

May 23, 2014 at 9:30 a.m.
Ontario College of Trades
Room 601, 655 Bay Street
Toronto, ON, M5G 2K4

Trade Board Members in Attendance

Dan Bryck, Chair

Charles Rittner, Vice-Chair

Harold Gruneberg

Brian Perreault

Trade Board Members not in Attendance

Dan Marquez

Resource Persons/Guests in Attendance

John O'Rourke, Manager, Evaluations and Assessments

Staff in Attendance

Leah Tussman, Program Coordinator

1. Call to Order/Welcome

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

2. Approval of Agenda

The Program Coordinator requested to add "Exam Complaint" to the agenda under Program Update. **ON A MOTION DULY MADE BY C. RITTNER, SECONDED BY H. GRUNEBERG AND CARRIED,** 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

ON A MOTION DULY MADE BY B. PERREAULT, SECONDED BY C. RITTNER AND CARRIED, the draft minutes of the Trade Board's February 28, 2014 meeting were approved as tabled.

5. Update on Trade Board Resolutions & Issues

The Program Coordinator advised that if a person enters into a Registered Training Agreement (RTA) as an apprentice in a trade with a journeyman-to-apprentice ratio, the sponsor must ensure that the apprentice only works in accordance with the ratio. This means that any registered apprentices engaging in the practise of a trade with a regulated ratio in industrial plants would have to be working in accordance with the prescribed ratio for that trade.

As well, the Program Coordinator informed the Trade Board of Cambrian College's conditional Training Delivery Agent (TDA) status to teach the Instrumentation and Control Technician Apprenticeship curriculum. Finally, the Program Coordinator included Trade Classification Review on the agenda for this meeting.

The Trade Board recommended ongoing professional development be implemented as a condition of membership with the College. They maintained their position that the Trade Equivalency Assessment (TEA) process be rigorous and consistent. The Program Coordinator will invite John O'Rourke, Manager of Evaluations and Assessments with the College, to the next Trade Board meeting to discuss the progress of the TEA process.

6. College of Trades Update

6.1 Member Services

The Trade Board reviewed the Member Services update from the April 29, 2014 Registrar's Report. The Program Coordinator updated the Trade Board on the College's efforts to ensure that deemed apprentices have successfully renewed their memberships with the College. These efforts included increased call centre hours, online and automated payment systems and targeted mail-outs and telephone messages to these members.

As well, the Program Coordinator informed the Trade Board members that as the first step in the membership affinity program, the College partnered with Breckles Insurance to offer personal and commercial policies through Novex and Intact at group discounted rates. These plans became available in March 2014 and will see an increased marketing and communication drive throughout the remainder of the year. Additional health and dental, life and group retirement solutions will also soon be available.

6.2 Ratio Reviews

The Program Coordinator advised the Trade Board members that the new ratio regulation, O. Reg 104/14 'Ratios of Journeymen to Apprentices', came into effect on April 14, 2014. All trades with a prescribed ratio are included in this new regulation.

She also showed the Trade Board members where to access the regulation on the College's website as well as where to locate helpful information about ratios on the website and Frequently Asked Questions (FAQs) about ratios.

6.3 Trade Classification Reviews

The Program Coordinator advised that the Review Panel released its decision on the Sprinkler Fire Protection Installer (SFPI) Trade Classification Review on April 23, 2014. The result, in a 2-1 split decision, was that the trade should be re-classified as a compulsory trade. The Program Coordinator showed the Trade Board members where to locate the Review Panel's decision on the College's website.

6.4 Enforcement

College staff shared enforcement statistics from May 2013 to the end of March 2014. The Program Coordinator then showed the Trade Board members where to locate the 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 Academic Entry Requirements

The Program Coordinator updated the Trade Board members on the upcoming consultation on Academic Entry Requirements for the 156 trades under the *Ontario College of Trades and Apprenticeship Act, 2009*. The Trade Board members discussed the academic entry requirement for Instrumentation and Control Technician, which has traditionally been Grade 12.

6.6 Communications Update

The Program Coordinator distributed the Spring 2014 edition of "Trades Today" to the Trade Board members. She advised that the College has been actively promoting its consumer protection role and the value of a career in the skilled trades through radio ads on stations across Ontario and print ads and articles in local and industry publications.

7. Program Update

8.1 Apprenticeship Trade Statistics

The Program Coordinator provided College membership statistics for the Instrumentation and Control Technician trade as of May 21, 2014. She also provided the Trade Board with apprenticeship statistics for the trade for the fourth quarter of 2013-2014 from the Ministry of Training, Colleges and Universities.

8.2 Update on Industrial Divisional Board Meeting

The Program Coordinator distributed the Industrial Divisional Board meeting minutes from February 5, 2014 and April 4, 2014. The Trade Board discussed the Federal Government Pilot Projects and asked to include information on the Trades Harmonization project on the next meeting agenda.

8.3 Red Seal Item Bank Workshop Update

The Program Coordinator advised that the Item Bank workshop to develop questions for the new Red Seal exams took 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. D. Bryck attended the Item Bank workshop and provided a summary of workshop to the Trade Board.

The Program Coordinator advised that the next step in the development of the Red Seal exams would be a translation workshop to validate the French translation of the questions developed at the Item Bank workshop.

8. Next Scheduled Meeting/Event

The Trade Board confirmed that its next meeting is scheduled for September 19, 2014.

9. Adjournment

ON A MOTION DULY MADE BY C. RITTNER, SECONDED BY H. GRUNEBERG AND CARRIED, the

meeting was adjourned.

“Dan Bryck”

Dan Bryck, Chair

September 12, 2014

Date