



Minutes

Refrigeration and Air Conditioning Systems Mechanic Trade Board Meeting

May 11, 2016 at 9:00 a.m.

SW (Sandman Signature) Hotel, Muskoka Room
5400 Dixie Road
Mississauga, Ontario
L4W 4T4

Trade Board Members in Attendance

Ishtiaq Ahmed, Vice-Chair
Scott Hardman
Shane McCarthy
Mike Mindorff

Trade Board Members not in Attendance

Chris Burns, Chair
David Steel

Resource Persons/Guests in Attendance

None

Staff in Attendance

Risa Abella, Program Coordinator

1. Call to Order/Welcome

As a result of the Chair not being present, the Trade Board elected a temporary Vice-Chair to run the meeting.

ON A MOTION MADE BY S. McCarthy, SECONDED BY S. Hardman, AND CARRIED, the Trade Board elected I. Ahmed as temporary Vice-Chair for the purpose of this meeting.

The Vice-Chair called the meeting to order.

2. Approval of Agenda

The following items were added to the agenda: (a) election of temporary Vice-Chair; and (b) update on revisions to the provincial Certificate of Qualification exams for Residential Air Conditioning Systems Mechanic (313D). **ON A MOTION MADE BY S. McCarthy, SECONDED BY S. Hardman, AND CARRIED**, the agenda was approved as amended.

3. Conflict of Interest

No conflicts of interest were declared.

4. Previous Minutes

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY S. Hardman, AND CARRIED, the draft minutes of the Trade Board's January 20, 2016 meeting were approved as tabled.

5. Trade Board Resolutions and Issues Update

5.1 Apprenticeship Completion

As per an enhancement of information request from the Ministry of Training, Colleges and Universities (MTCU), the Trade Board clarified details in regards to the previous resolution detailing recommended requirements for completion of the log book in conjunction with hours requirements for both the Residential Air Conditioning Systems Mechanic (313D) and Refrigeration and Air Conditioning Systems Mechanic (313A) apprenticeships. Specifically, the Trade Board agreed that, for the purpose of both trades, it should be required that apprentices complete 80% of the skills listed in each skill set. The Program Coordinator will provide this information to MTCU.

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY I. Ahmed, AND CARRIED, the Trade Board recommends that, along with achieving the required hours as set out in regulation, 80% of the skills within each skill set in the Training Standard log book should be required to be completed by apprentices in the Residential Air Conditioning Systems Mechanic (313D) and Refrigeration and Air Conditioning Systems Mechanic (313A) trades to validate apprentice completion requirements for the purpose of receiving the Certificate of Apprenticeship.

5.2 Exam Pass rate/Eligible Readers/Interpreters

The Trade Board continued its conversation on issues faced by apprentices and exam challengers in finding eligible readers/interpreters. The Program Coordinator provided some information on the use of an electronic reader as a pilot in another trade. The concern is that the current reader/interpreter list for the Residential Air Conditioning Systems Mechanic (313D) and Refrigeration and Air Conditioning Systems Mechanic (313A) trades includes a very long and broad list of individuals in occupations and other trades who are excluded from acting as readers/interpreters. The Trade Board also indicated the concern that the current list was somewhat random as it does not include other occupation/professionals that may have relevant knowledge equal to or greater than those on the current list. The Trade Board recommends the re-development of the reader/interpreter list to exclude only those directly involved in the related trade from acting as a reader/interpreter.

ON A MOTION DULY MADE BY M. Mindorff, SECONDED BY S. Hardman, AND CARRIED, the Trade Board recommends that the Ontario College of Trades should update the TIR (Translator/Interpreter/Reader) List developed by the Ministry of Training, Colleges and Universities.

5.3 New Issues

The Trade Board raised some new issues for discussion at future meetings including: (a) the development of a clearer definition of 'refrigerant'; (b) request for clarification from the Truck Trailer Service Technician Trade Board as to its comments regarding the development of a 'mobile refrigeration technician' trade and its potential overlap with the Refrigeration and Air Conditioning System Mechanic (313A) trade (the Program Coordinator will inquire with her counterpart for

clarification); and (c) enforcement of scope infringement by uncertified individuals working in commercial settings.

6. 313D Provincial Certificate of Qualification Examination – Review and Validation

The Program Coordinator provided an update on the March 2016 session held to review the existing provincial Certificate of Qualification examinations for Residential Air Conditioning Systems Mechanic (313D). New draft examinations are being prepared for release, including French translations.

7. Practical Examination

Further to previous conversations and the resolution in the January 2016 minutes recommending the development of practical accommodation exams for the Refrigeration and Air Conditioning trades, the Trade Board continued its conversations on potential parameters and protocols for these practical exams, including suggesting a 2-day (12-hour) exam option for 313A and a 1-day (6-hour) exam option for 313D. The Program Coordinator also presented some assessment and testing tools from other jurisdictions for discussion that she received through the Interprovincial Examinations and Standards Committee (ISEC). The Trade Board also suggested pulling together existing resources from within the sector in Ontario for review and discussion. There are multiple elements that need to be discussed including length, benchmarks, costs, logistics, set up and equipment requirements. S. McCarthy will provide some sector documents. The Program Coordinator will set up a meeting with an initial working group for discussion of a possible model.

8. Trade Board Vacancy

The Program Coordinator confirmed that an employer vacancy exists on this Trade Board due to the recent resignation of D. Steele.

9. New Training Standard Log Books

The new draft Training Standard log books are in final editing. The Program Coordinator projects to have them ready for the next Trade Board meeting for final review prior to being sent out for industry validation.

10. Curriculum Development Advisory Committee (CDAC)

The Program Coordinator provided an update on the recent development of a Curriculum Development Advisory Committee (CDAC) under the Heads of Apprenticeship Training (HAT) Committee for the Refrigeration and Air Conditioning trades. This Committee includes the participation of instructors from the designated College of Applied Arts and Technology (CAAT) who hold Training Delivery Agency (TDA) status for these trades. The Program Coordinator will provide further information as she receives it. Prior to this, there was no CDAC for these trades. The Trade Board also discussed the need to update the Curriculum Standard now that the Training Standard log book updates have been made and are in draft.

11. TSSA and Gas Technician designation

Further to previous conversations concerning the creation of a gas technician/gasfitter apprenticeship program under the Ontario College of Trades, the Trade Board discussed the recommendations from the Dean Report related to scope of practice and their impact on new trade development under the College post-Dean Report. The Trade Board understands that the new trade development protocols and criteria are still being discussed. However, in anticipation of new trade development procedures being released, the Trade Board recommends the designation of a Gas Technician trade under the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA).

ON A MOTION DULY MADE BY M. Mindorff, SECONDED BY I. Ahmed, AND CARRIED, the Trade Board recommends that, when the new trade development protocols are ready, an apprenticeship program for the trade of Gas Technician/Gas Fitter be developed and named under OCTAA and harmonized with the Red Seal Interprovincial endorsements (Gasfitter A and Gasfitter B). Further to this, the Trade Board recommends that should this program be developed and named under OCTAA, it should be clustered, from a governance perspective, with the Refrigeration and Air Conditioning Systems Mechanic/Residential Air Conditioning Systems Mechanic Trade Board.

The Trade Board also inquired as to the current assessment requirements under the Technical Standards and Safety Authority (TSSA) for an interprovincial Red Seal Gasfitter A or B holder coming from a jurisdiction outside of Ontario. Are they required to write the TSSA exam or complete additional training? Does the Labour Mobility Act apply to the TSSA? The Program Coordinator will inquire further.

12. Hydronics

Further to previous discussions, the Trade Board requested further conversations with the policy and enforcement departments of the Ontario College of Trades on decisions related to hydronics' work to ensure the involvement of the trades under this Trade Board. The Program Coordinator will convey this information to the managers of Compliance and Enforcement and Policy.

13. College of Trades Update

The Program Coordinator provided a variety of updates on the College including the addition of an examination support analyst to the Standards department team, as well as the posting of exam counselling sheets for provincial Certificate of Qualification trades on the College website. This includes the posting of an up-to-date counselling sheet for the Residential Air Conditioning Systems Mechanic (313D) examination.

14. Program Update – Trade Statistics

Trade counts and exam attempt statistics were summarized for the Trade Board. The Trade Board inquired as to whether trade counts could be posted quarterly on the website. The Program Coordinator will inquire with the Communications and Marketing department.

15. Next Scheduled Meeting/Event

The next Trade Board meeting was tentatively scheduled for September 21, 2016.

16. Adjournment

The meeting was adjourned.

“Ishtiaq Ahmed”

Ishtiaq Ahmed, Vice-Chair

September 21, 2016

Date

¹ Recording Officer