



Minutes

Board of Governors Meeting

February 23, 2016 at 10:00 a.m.

Ontario College of Trades
655 Bay Street, 6th Floor
Toronto, ON, M5G 2K4

Board Members in Attendance

Pat Blackwood, Chair

Robin Barker

James Barry

Suzette Cameron

Tom Carvin

Piero Cherubini

Howard Deane

Pauline Faubert*

Don Gosen

Irene Harris

Jamie Holmes

Ron Johnson

Louie Leombruni

Kate Poultney

Doug Reynolds

Paul Sousa

David Tsubouchi, Registrar & CEO

Board Members not in Attendance

Rob Brewer, Vice-Chair

Roy Maybery

Staff in Attendance

Jason Bennett, Director, Corporate Governance

Jennifer Cooper, Director, Litigation & Legal Services

Meg Feres, Supervisor, Board Operations

Sherri Haigh, Director, Communications & Marketing

Mary Meffe, Chief Financial Officer

Bob Onychuk, Director, Compliance & Enforcement

Sandeep Tatla, Chief Diversity Officer

Royden Trainor, Director, Policy & Programs

*Attended by teleconference

1. Call to Order/Welcome

The Chair called the meeting to order at 10:10 a.m. and welcomed Board members, College staff, and observers. The Registrar reviewed emergency procedures.

2. Approval of Agenda

The Chair reviewed the draft agenda and proposed a new item titled “*Proposal to Waive Apprentice Membership Fees for Military Veterans*” to be included in the Executive Committee Report.

BG20160223-01 Moved by D. Reynolds, seconded by R. Barker, and CARRIED, the Agenda for the February 23, 2016 Board of Governors meeting was approved as amended.

3. Conflict of Interest

D. Reynolds declared a potential conflict related to the item “*Recommendations re: Committee Appointments*”. After discussion, it was determined that there is no conflict of interest.

4. Business Arising from Prior Meetings

The Board reviewed the items listed in *Business Arising from Prior Meetings*. No discussion of these items took place.

5. Approval of Minutes

BG20160223-02 Moved by T. Carvin, seconded by P. Sousa, and CARRIED, the minutes of the December 15, 2015 meeting of the Board of Governors were approved as tabled.

6. Executive Committee Report

6.1 Trade Standards Management and Renewal Process

The Chair outlined the College’s proposed *Trade Standards Management and Renewal Process*, describing the respective roles and responsibilities involved in developing and maintaining the apprenticeship Training Standards (TS) and Curriculum Standards (CS) for Ontario. The Board reviewed and discussed a proposed implementation workflow for TS and CS, including points at which they are developed, tested, validated and approved. The Board discussed implications of the process being recommended, which proposes that the respective Divisional Board would have final approval authority for TS and CS in its sector. The Board agreed that data related to Divisional Board involvement with TS and CS, such as the number of Standards presented and the number approved, be included in the quarterly Registrar’s Report. It was also agreed that there was support for the recommendation as tabled, provided that the Board review and assess the *Trade Standards Management and Renewal Process* after a period of one year.

BG20160223-03 Moved by K. Poultney, seconded by J. Barry, and CARRIED, the Board of Governors approves the Trade Standards Management and Renewal Process as outlined in the Training Standards and Curriculum Standard Workflow Process shown in Appendix B to the Decision Note titled “*Trade Standards Management and Renewal Process*”, and directs that the process be reviewed and assessed by the Board one year after implementation.

6.2 Proposal to Waive Apprentice Membership Fees for Military Veterans

The Chair reviewed a proposal that the College be permitted to waive certain fees for veterans of the Canadian Armed Forces in the Apprentices class, including the annual membership fee set out in Section 24 of the College’s General By-law and “*Other Fees*” as set out in Section 25. It was noted that waiving the annual membership fee requires a by-law amendment, while other fees may be waived or modified by the Registrar if authorized by Board resolution. Board reviewed 24.15. The Board reviewed the proposed By-law amendment to Section 24 and accepted an amendment to include Armed Forces reservists.

BG20160223-04 Moved by J. Holmes, seconded by D. Reynolds, and CARRIED, that whereas on February 10, 2016 the Executive Committee agreed to propose a mechanism to the Board of Governors by which annual membership fees for veterans of the Canadian Armed Forces in the College’s Apprentices class may be waived for up to five years; and whereas staff was directed to

draft a Decision Note for consideration by the Board of Governors at its February 23, 2016 meeting, including potential By-law amendments that would be required to put the Executive Committee’s proposal into effect; and whereas on February 23, 2016, the Board of Governors approved certain additional revisions to the By-law amendments that would also waive membership and other fees for reservists of the Canadian Forces in the Apprentices class; the Board of Governors hereby approves the Executive Committee’s proposal, including certain amendments to section 24 of the College General By-law set out in the Decision Note dated February 23, 2016 and titled ‘Proposal to Waive Apprentice Membership Fee for Military Veterans’, as further revised by the Board on February 23, 2016, and hereby amends the By-law accordingly; and hereby authorizes the Registrar to waive or modify application fees payable under section 25 of the By-law in respect of veterans and reservists of the Canadian Armed Forces as the Registrar considers appropriate.

6.3 Minutes of Committee Meeting

The Chair advised that the draft minutes of the Executive Committee’s January 20, 2016 meeting were provided as information. No discussion of this item took place.

7. Chair’s Report

The Chair updated the Board on recent meetings with the Alliance of Board Chairs and the City of Toronto, and also reported that the College is sponsoring the Canadian Apprenticeship Forum’s upcoming roundtable session in Toronto on February 25, 2016. The event will include a broad range of industry experts and stakeholders who will participate in panel discussions that focus on helping support higher levels of success for apprentices.

8. Governance & Nominations Committee Report

8.1 Recommendations re: Committee Appointments

The Board considered recommendations regarding appointments to various committees of the Board. R. Barker updated the Board on succession planning activities for the Executive Committee in light of the fact that in August 2017 all five of its current members will have reached their maximum tenure on the Board of six consecutive years.

BG20160223-05 Moved by R. Johnson, seconded by J. Holmes, and CARRIED, that whereas the Governance and Nominations Committee provides recommendations to the Board of Governors regarding appointments to Committees of the Board; and whereas the terms of office of two members of the Discipline Committee of the Board; two members of the Executive Committee; and three members of the Fitness to Practise Committee are scheduled to expire at the February 23, 2016 Board meeting; the Board of Governors hereby appoints **Sherry Darvish** and **Sandra Driesel** to the **Discipline Committee**, each for a two-year term of office commencing February 23, 2016; **Neil Doherty, Raymond Ramdayal, and Hanno Weinberger** to the **Fitness to Practise Committee**, each for a two-year term of office commencing February 23, 2016; and **Irene Harris and Kate Poultney** to the **Executive Committee**, each for a two-year term of office commencing February 23, 2016.

8.2 Minutes of Committee Meetings

R. Barker advised that the final minutes of the Governance and Nominations Committee’s November 23, 2015 meeting and the draft minutes of its January 25, 2016 meeting were provided as information. No discussion of these items took place.

9. Regulations Committee Report

9.1 Administrative Update to OReg 278/11 Related to Child Development Practitioner Trades

I. Harris briefed the Board on the need to make an administrative amendment to replace

references to “Day Nurseries Act” with “Child Care and Early Years Act” in regulations under OCTAA to reflect the changes introduced by the *Child Care Modernization Act, 2014*. Accordingly, the Board considered drafting instructions regarding an administrative amendment to Board regulation 278/11 (Scope of Practice – Trades in the Service Sector) as it relates to the trades of Aboriginal Child Development Practitioner and Child Development Practitioner, to replace references to the now repealed “*Day Nurseries Act*” with references to the newly-proclaimed “*Child Care and Early Years Act, 2014*.”

BG20160223-06 Moved by S. Cameron, seconded by P. Cherubini, and CARRIED, the Board of Governors approved drafting instructions regarding an administrative amendment to sections 1 and 12 of O. Reg. 278/11 (Scope of Practice – Trades in the Service Sector) under the *Ontario College of Trades and Apprenticeship Act, 2009*, as it relates to the trades of Aboriginal Child Development Practitioner and Child Development Practitioner, to replace references to the now repealed “*Day Nurseries Act*” with references to the newly-proclaimed “*Child Care and Early Years Act, 2014*,” to reflect the name change established by the *Child Care Modernization Act, 2014*.

10. Statutory Committees Report

J. Bennett reported on the activities of the Complaints, Discipline, Fitness to Practise and Registration Appeals committees of the Board for Q3 and Q4 2015, including statistics related to panel meetings, committee meetings, and training activities.

11. Divisional Board Reports

11.1 Construction

J. Barry advised that the final minutes of the Construction Divisional Board’s December 7, 2015 meeting were provided as information. No discussion of this item took place.

11.2 Industrial, Motive Power, and Service

There were no Divisional Board updates for Industrial, Motive Power, or Service.

12. Registrar’s Report

D. Tsubouchi presented the Registrar’s Report, consisting of an Executive Summary, Operational Report, and an update on 2015 key deliverables. The Board was also briefed on departmental highlights of Q4-2015.

13. Election of Chair

J. Bennett reported that nominations for the office of Chair, Board of Governors were solicited during the period January 7-19, 2016 in accordance with an election process approved by the Board of Governors on December 15, 2015. As a result, one nomination/expression of interest was received from P. Blackwood and accordingly the sole nominee, P. Blackwood, was elected as Chair of the Board by acclamation.

14. Next Board of Governors Meeting

The Chair confirmed that the next Board meeting is scheduled for April 19, 2016.

15. Motion to Move In Camera

BG20160223-07 Moved by S. Cameron, seconded by D. Reynolds, and CARRIED the Board of Governors approved a motion to move in camera.

16. In Camera Meeting

The Board met in camera.

17. Adjournment

BG20160223-08 Moved by D. Reynolds, seconded by P. Sousa, and CARRIED, the meeting adjourned at 11:15 a.m.

“Pat Blackwood “

Signed: Pat Blackwood
Chair, Board of Governors

“David Tsubouchi”

Signed: David Tsubouchi
Registrar & CEO