



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Minutes

Motive Power

Divisional Board Meeting

March 24, 2014 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, 6th Floor, Room 604
Toronto, ON, M5G 2K4

Divisional Board Members in Attendance

Kate Poultney, Chair
John Arlain, Vice-Chair
Claude Fawcett
Ken Gill
Jody Hitchcock

Divisional Board Members not in Attendance

None

Staff in Attendance

Warren Barbour, Director, Member Services
Jason Bennett, Legal Counsel & Manager, Corporate Governance
Tony Brenders, Executive Director & COO
Aysen Farag, Administrative Assistant, Board Secretariat
Meg Feres, Supervisor, Board Operations
Sherri Haigh, Director, Communications and Marketing
Julie May-Rogers, Policy Analyst
Bob Onyschuk, Director, Compliance and Enforcement
John Poirier, Manager, Standards
Franca Silvaggio, Program Coordinator
Rottena Sparks, Program Coordinator
Sandeep Tatla, Chief Diversity Officer
Royden Trainor, Director, Policy and Programs

1. Call to Order/Welcome

The Chair called the meeting to order at 9:00 a.m. and welcomed Board members and College staff.

2. Approval of Agenda

MPDB20140324-01 Moved by J. Arlain, seconded by J. Hitchcock and CARRIED, that the Agenda for the March 24, 2014 Motive Power Divisional Board meeting be approved.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Meeting Minutes

MPDB20140324-02 Moved by J. Hitchcock, seconded by C. Fawcett and CARRIED, that the minutes of the September 16, 2013 meeting be approved.

5. Vice-Chair Election

The Chair noted the requirement for a Divisional Board Vice-Chair in s. 7.3 of the College's General By-law.

MPDB20140324-03 Moved by J. Hitchcock, seconded by C. Fawcett and CARRIED, that John Arlain is hereby elected Vice-Chair of the Motive Power Divisional Board effective March 24, 2014 to hold office for one (1) year.

6. Process to Review Exemptions Under OCTAA

R. Trainor described the proposed process for reviewing exemptions/exclusions under OCTAA.

MPD20140324-04 Moved by J. Hitchcock, seconded by J. Arlain, and CARRIED, that the Motive Power Divisional Board recommends that the Executive Committee of the Board of Governors approves a proposed plan for reviewing the Motive Power exclusions in section 2 of O. Reg. 277/11, as generally set out in the Decision Note of March 24, 2014 entitled "Proposed Plan for Reviewing Exemptions under OCTAA".

7. Governance Update

The Board was introduced to J. Bennett and was briefed on his roles and responsibilities at the College, including new initiatives within the Corporate Governance department. J. Bennett described plans to post Trade Board and Divisional Board meeting minutes to the College's website so as to be more open and transparent about decision-making processes at the College.

8. Trade Board Minutes and Updates

F. Silvaggio and R. Sparks briefed the Board on resolutions and issues coming from the Trade Boards, and the Board was updated on new processes that will improve the information flow among the three tiers of the governance structure.

9. Communications and Marketing Update

S. Haigh joined the meeting and was introduced to the Board. She provided an overview of her mandate and an update on current activities within the department, including the launch of a new quarterly newsletter called Trades Today.

10. MP Stakeholder Dialogue Session on January 27, 2014

S. Haigh updated the Board on the dialogue session the College held with stakeholders from trades in the Motive Power sector on January 27, 2014. The College plans to organize future dialogue sessions across all sectors.

11. Federal Government Pilot Projects

J. Poirier briefed the Board on two projects that the College is taking an active role in: the Trades Harmonization project developed by the CCDA (Canadian Council of Directors of Apprenticeship), a voluntary partnership of the federal, provincial, and territorial governments, as well as a new initiative called *Strengthening the Red Seal*. The Ontario CCDA representative is R. Trainor, Director of Policy & Programs at the College.

12. Exam Guidance Manual

J. Poirier advised that the College has developed a manual to provide exam support to apprentices and challengers who are preparing to write their Certificate of Qualification exam or who had unsuccessful attempts at writing the exam. It is available to download on the College website.

13. Trade Equivalency Assessment Process

R. Trainer advised that the College will assume responsibility for conducting trade equivalency assessments and credential validations on April 8, 2014. Work is underway to manage the transfer of these responsibilities from the Ministry of Training Colleges and Universities.

14. Academic Entry Requirements

J. May-Rogers joined the meeting and advised that College staff are currently developing a process to consult with Trade Boards and Divisional Boards on Academic Entry Requirements (AER) for each trade with a view to creating a single AER-related Board regulation. In the meantime, a transitional Minister's regulation to maintain the status quo is expected to be in effect until a Board regulation has been created.

15. Membership Update and Affinity Programs

W. Barbour joined the meeting and briefed the Board on College membership statistics to date and client services activities at the College in general.

16. Enforcement Update

B. Onyschuk joined the meeting and briefed the Board on the progress of Compliance and Enforcement activities at the College, including various issues being encountered by Enforcement Officers in the field.

17. Other Business

The Chair noted that a letter was sent to the Director of Drive Clean on August 15, 2013 with regards to the implementation of the new Drive Clean program. The Chair will follow up on this matter.

18. In Camera

The Board held an in camera meeting.

19. Adjournment

The meeting was adjourned at 1:30 p.m.

Signed: "Kate Poultney"
Chair, Motive Power Divisional Board