



Minutes

Service Divisional Board Meeting

April 16, 2014 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, Room 601, Toronto, ON

Divisional Board Members in Attendance

Rob Brewer, Chair*

Cam Anderson, Vice-Chair*

Suzette Cameron*

Lynne Fitzgerald*

David Pyper*

Divisional Board Members not in Attendance

None

Staff Members in Attendance

Risa Abella, Program Coordinator, Standards

Warren Barbour, Director, Member Services

Jason Bennett, Legal Counsel & Manager, Corporate Governance

Aysen Farag, Administrative Assistant, Board Secretariat

Jeffrey Green, Manager, Investigations and Hearings

Sherri Haigh, Director, Communications and Marketing

Julie May Rogers, Policy Analyst

John O'Rourke, Manager, Evaluations & Assessments

John Poirier, Manager, Standards

Alice Power, Program Coordinator, Standards

*Attended by teleconference

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

SDB20140416-01 Moved by D. Pyper, seconded by L. Fitzgerald and CARRIED, that the Agenda for the April 16, 2014 Motive Power Divisional Board meeting be approved.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

SDB20140416-02 Moved by C. Anderson, seconded by S. Cameron and CARRIED, that the minutes of the November 14, 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.

SDB20140416-03 C. Anderson, being the sole nominee, was elected by acclamation as Vice-Chair of the Service Divisional Board effective April 16, 2014 to hold office for one (1) year.

6. Governance Update & Trade Classification Review 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. He 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. He also provided a summary of Trade Classification Reviews in process, and in particular the expected timing of the Sprinkler and Fire Protection Installer decision and the number of submissions received in the Construction Millwright review.

7. Trade Board Updates and Minutes

R. Abella and A. Power briefed the Board on issues and resolutions coming from various Service sector Trade Boards, and the Board was updated on new processes that will improve the information flow between the three tiers of the governance structure.

8. Divisional Board Members' Visit to Trade Board Meetings Update

Members of the Divisional Board reported on their respective visits to Service sector Trade Board meetings, noting that their attendance at the meetings was well received and Trade Board members expressed their appreciation for this outreach method. The Divisional Board members plan to visit more Trade Board meetings in the near future.

9. Child Development Practitioner Additional Hours for In-School Training (Child Protection Module)

R. Abella provided the Divisional Board with a rationale for a recommendation made by the Child Development Practitioner curriculum working group, for the need for additional in-school hours to accommodate a new Child Protection module. This request will be made to the Ministry of Training Colleges and Universities. The Divisional Board supported this recommendation.

10. Request to Populate Trade Boards

The Board was advised that the Child Development Practitioner trade has a high rate of apprenticeship registration but does not currently have an active Trade Board. Following a discussion, the Divisional Board identified two other Service sector trades with high rates of apprenticeship registration that also do not have active Trade Boards.

SDB20140416-04 Moved by D. Pyper, seconded by C. Anderson and CARRIED, that whereas no Trade Boards for the Child Development Practitioner, the Child and Youth Worker, and the Parts Technician trades have been populated by the Appointments Council;

Be it resolved that the Service Divisional Board recommends that the Board of Governors requests the Appointments Council to prioritize the population of Trade Boards for Child Development Practitioner, Child and Youth Worker, and Parts Technician trades; and,

Be it further resolved that this recommendation be forwarded to the Board of Governors as soon as practicable.

11. Federal Government Pilot Projects

J. Poirier briefed the Board on two projects in which the College is taking an active role: 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 Package

R. Abella 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

J. O'Rourke advised that the College assumed responsibility for conducting trade equivalency assessments and credential validations on April 8, 2014. Work continues to manage the transfer of these responsibilities from MTCU.

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. Introduction to Sherri Haigh & Communications 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.

16. 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.

17. Enforcement Update

J. Green 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.

18. In Camera

The Board held an in camera meeting.

19. Adjournment

The meeting was adjourned at 11:30 a.m.

Signed: _____
Chair, Service Divisional Board