



# Minutes

## Industrial Divisional Board Meeting

October 8, 2014 at 9:00 a.m.  
Ontario College of Trades  
655 Bay Street, Room 602  
Toronto, ON M4S 1C2

### Board Members in Attendance

Tom Carvin, Chair  
Neil Doherty, Vice-Chair  
T. Carter Hodgins  
Tom Reid  
Zhaoxu (Lee) Tang

### Board Members not in Attendance

None

### Guest

Pat Blackwood, Vice-Chair, Board of Governors\*

### Staff in Attendance

Loreen Barbour, Program Coordinator, Standards Department  
Jason Bennett, Legal Counsel and Manager, Corporate Governance  
Aysen Farag, Administrative Assistant, Corporate Governance  
Meg Feres, Supervisor, Board Operations  
Leah Tussman, Program Coordinator, Standards Department

\*Attended via teleconference

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### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:00 a.m.

### 2. Approval of Agenda

**IDB20141008-01** Moved by T. Reid, seconded by T.C. Hodgins and CARRIED, the Agenda for the October 8, 2014 Industrial Divisional Board meeting was approved as tabled.

### 3. Conflict of Interest

No conflicts were declared.

**4. Approval of Minutes**

**IDB20141008-02** Moved by N. Doherty, seconded by L. Tang and CARRIED, the Minutes of the August 29, 2014 Industrial Divisional Board meeting were approved as tabled.

**5. Program Evaluation Process (PEP)**

L. Barbour and L. Tussman presented the updated PEP. The Board provided feedback and suggestions for further changes and refinements which will be presented at the next meeting.

[P. Blackwood left the meeting. J. Bennett joined the meeting at 10:20 a.m.]

**6. Trade Board Updates**

L. Barbour and L. Tussman briefed the Board on current issues and resolutions raised by the Industrial sector Trade Boards. The Divisional Board will work with staff to provide Trade Boards with written responses to resolutions considered by the Divisional Board.

**7. Corporate Governance Update**

J. Bennett updated the Board on the activities of Corporate Governance staff. He advised that a training session for Trade Board Chairs and Vice-Chairs on September 11, 2014 was well received, and the College plans to host similar sessions in the future. Staff is also working with the Governance and Nominations Committee to update the Terms of Reference of a number of Committees of the Board and the Divisional Boards. He advised that the Complaints Committee and Registration Appeals Committee are also in operation and have dealt with a number of cases to date.

J. Bennett left the meeting at 10:45 am.

**8. Apprenticeship Grants**

L. Barbour and L. Tussman presented a new financial resource list for apprentices and employers, outlining available grants for apprentices in the trades.

**9. Harmonization**

C. McCarten briefed the Board on the status of the harmonization project sponsored by the Canadian Council of Directors of Apprenticeship. The goal is to improve apprentice mobility across provinces, which would include changes to apprenticeship hours, curriculum analysis, and the development of a National Demonstration of Skills Test (DOST). General Carpenter and Mobile Crane Operator are the current pilot trades for this project, and seven other trades will undergo a similar process. Stakeholders have been involved at this level and have provided positive feedback to date.

**10. Technical Safety & Standards Authority (TSSA) Update**

L. Tussman presented an Elevating Devices Mechanic (EDM) Apprenticeship Process flowchart available for new apprentices and employers in the EDM trade. The flowchart outlines the roles and responsibilities of the Ministry of Training, Colleges and Universities, the College, and the TSSA.

**11. Membership Update**

W. Barbour briefed the Board on College membership statistics, client services activities, and updates on the Journeyman Candidates class and apprentices who were deemed into College membership in April 2013.

**12. Communications & Marketing Update**

T. Charlebois provided an update on the recent activities of the Communications and Marketing department, including new marketing initiatives, promotional products, and the newly created youth microsite for prospective apprentices in the trades called [www.earnwhileyoulearn.ca](http://www.earnwhileyoulearn.ca).

**13. Enforcement Update**

J. Mania briefed the Board on the progress of Compliance and Enforcement activities at the College.

**14. Next Steps/Wrap-up**

Staff will make the required amendments to the draft PEP, and will present it to the Divisional Board at a later date for review and approval. The meeting will be held via teleconference.

**15. Adjournment**

**IDB20141008-03** Moved by N. Doherty, seconded by L. Tang and CARRIED, the meeting adjourned at 12:30 p.m.

Signed: "Tom Carvin"  
Chair, Industrial Divisional Board

Signed: "Aysen Farag"  
Recording Officer