



# Minutes

## Service Divisional Board Meeting

November 25, 2015 at 9:00 a.m.  
Ontario College of Trades  
655 Bay Street, 6<sup>th</sup> Floor, Room 604,  
Toronto, ON, M5G 2K4

### Divisional Board Members in Attendance

Rob Brewer, Chair  
Cam Anderson, Vice-Chair  
Lynne Fitzgerald

### Divisional Board Members not in Attendance

David Pyper

### Resource Persons/Guests in Attendance

None

### Staff Members in Attendance

Risa Abella, Program Coordinator  
Warren Barbour, Director, Member Services  
Meg Feres, Supervisor, Board Operations, Corporate Governance  
Sherri Haigh, Director, Communications and Marketing  
John Mania, Manager, Enforcement  
John O'Rourke, Manager, Evaluations and Assessments  
Alice Power, Program Coordinator  
Gay Saunders, Program Coordinator  
Elliot Siemiatycki, Policy Analyst  
Royden Trainor, Director, Policy & Programs\*  
David Tsubouchi, Registrar & CEO  
Kalia Turdueva, Executive Assistant, Policy & Programs

\*Attended by Teleconference

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### 1. Call to Order/Welcome

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

### 2. Approval of Agenda

The Chair reviewed proposed revisions to the agenda related to changes in presenters and/or sequence and additional material provided in the Trade Board minutes section.

**SDB20151125-01** Moved by C. Anderson, seconded by L. Fitzgerald and CARRIED, the Agenda for the November 25, 2015 Service Divisional Board meeting was approved as amended.

**3. Conflict of Interest**

No conflicts were declared.

**4. Approval of Previous Minutes**

**SDB20151125-02 ON A MOTION MADE by L. Fitzgerald, seconded by C. Anderson and CARRIED,** the minutes of the July 30, 2015 meeting were approved as tabled.

**5. Dean Review Update**

The Chair advised that the final report of the Dean Review was released on November 20, 2015 and that the Board of Governors will discuss next steps with respect to the report's recommendations at its next scheduled meeting on December 15, 2015.

**6. Communications & Marketing Update**

S. Haigh briefed the Divisional Board on the successful launch of "*Tune In, Trade Up*" and "*Trading Helmets for Hardhats*", two new multi-faceted campaigns. She reported that partnerships with the music industry and the Helmets to Hardhats program, as well as the continued growth of the social media platform, have helped the College communicate its message in innovative and effective ways.

S. Haigh left the meeting at 9:30 am.

**7. Membership Update**

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, call centre data, and plans for service enhancements in 2016. The Divisional Board also received an update on potential changes to the College's Affinity Program.

W. Barbour left the meeting at 9:50 am.

**8. Compliance & Enforcement Update**

J. Mania provided January-October 2015 updates on field visit statistics and activity by membership class, sector, and geographic location.

J. Mania left the meeting at 10:05 am.

**9. Policy & Programs Update**

J. O'Rourke reviewed Q3-2015 activity and statistics for the Policy and Programs division in the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment, including work on the Interprovincial Standards Examination Committee and trade fact sheets.

J. O'Rourke left the meeting at 10:25 am.

**10. Corporate Governance Update**

M. Feres reviewed governance activity and statistics for Q3-2015 and updated the Divisional Board on the number of governance meetings held and the current priorities of the Corporate Governance department with respect to supporting the work of the College's Boards, as well as the standing and statutory Committees.

**11. Draft Terms of Reference for Service Divisional Board**

The Divisional Board reviewed a draft of its new Terms of Reference (ToR). M. Feres reviewed areas of the ToR for which feedback has already been received from certain Committees of the Board, and invited additional comments, questions and suggested changes.

The Divisional Board suggested that, with respect to Section 3.1 (Notice, Quorum, Chair), the sentence “*The Divisional Board shall meet as required by the Registrar*” should be changed to “*The Divisional Board shall meet as required*”.

M. Feres advised that the Divisional Board’s feedback will be shared with other Committees and the Divisional Boards as they conduct reviews of their respective ToR. In January 2016, the Governance and Nominations Committee will review all Terms of Reference in light of the feedback, followed by Executive Committee review. The Board of Governors will have final approval authority for this round of updates and revisions, after which final approval will reside with the Executive Committee.

## **12. Trade Board Statistics and Updates**

The Divisional Board reviewed Apprentice, Journeyman, and Journeyman Candidate trade statistics for trades with active Trade Boards, those for which Trade Boards have not yet been populated, and those for which the Divisional Board currently functions as the de facto Trade Board.

## **13. Trade Board Minutes, Resolutions, Issues and Responses**

R. Abella and A. Power briefed the Divisional Board on current issues and resolutions raised by a number of Service sector Trade Boards. The Divisional Board reviewed and considered the issues and resolutions, discussed and drafted responses to the Trade Boards, and directed staff to prepare letters for the Chair to review and approve.

In particular, the Divisional Board discussed a letter received from the Chair of the Network Cabling Specialist (NCS) Trade Board and agreed to draft two response letters to address the matters raised. The Divisional Board agreed that the first letter will indicate that it supports and encourages the efforts of the Trade Board to develop a communications strategy to promote and further develop the NCS trade. The second letter will advise that the Divisional Board has directed staff to share the examination update schedule being followed and also that it recommends that the Trade Board be involved in discussions about criteria used to prioritize and sequence examination updates to ensure that factors are appropriately assessed and considered.

## **14. Trade Standards Management and Renewal Process**

R. Trainor joined the meeting by telephone at 12:05 pm.

R. Trainor outlined the College’s proposed *Trade Standards Management and Renewal Process*, describing the respective roles and responsibilities involved in the development of establishing and maintaining the apprenticeship Training Standards (TS) and Curriculum Standards (CS) for Ontario. The Divisional Board reviewed and discussed a proposed implementation workflow for TS and CS, including points at which they are developed, tested, validated and approved.

**SDB20151125-03 ON A MOTION MADE by C. Anderson, seconded by L. Fitzgerald and CARRIED**, the Service Divisional Board approved the Trade Standards Management and Renewal Process as outlined in Appendix B to the Decision Note titled “*Trade Standards Management and Renewal Process*” and further resolved that the Process, subject to approval by each Divisional Board, be tabled as soon as possible for consideration and approval by the Board of Governors.

R. Trainor signed off at 12:15 pm.

## **15. Apprenticeship Training Tax Credit Eligibility for Service Sector Trades**

R. Abella updated the Divisional Board on efforts undertaken by the College since September 2014 to address the issue of the eligibility exclusion of the majority of service sector trades for Ontario’s Apprenticeship Training Tax Credit (ATTC) program. The Divisional Board reviewed statistics on the

excluded trades, in particular membership data by gender. Within this context, the Divisional Board discussed the importance of supporting the values of diversity and fairness.

**SDB20151125-04 ON A MOTION MADE by L. Fitzgerald, seconded by C. Anderson and CARRIED,** the Service Divisional Board recommends that the Divisional Board Chair and the Registrar develop a strategy to promote the interests of the trades affected by the Apprenticeship Training Tax Credit (ATTC) eligibility exclusion; and further resolved that a meeting take place as soon as practicable with the Minister of Training, Colleges and Universities to discuss the matter and to request Ministry support for a change in policy that would include the affected Service sector trades in ATTC eligibility.

**16. Hairstylist Practical Exam Update**

G. Saunders and E. Siemiatycki joined the meeting at 1:00 p.m.

G. Saunders updated the Service Divisional Board regarding the development of the Hairstylist practical examination to accompany the Red Seal written examination. By early 2016, the Ontario College of Trades (the College) will be implementing the Hairstylist practical examination as per the Red Seal policy for the trade of Hairstylist. The Divisional Board received an overview of implementation criteria and considerations, as well as planning that is underway with respect to securing testing venues, determining costs to contract examiners, costs for candidates, and costs for developing marking processes and materials.

G. Saunders and D. Tsubouchi left the meeting at 1:20 pm.

**17. Program Evaluation Process: Overview of Implementation Steps**

E. Siemiatycki updated the Divisional Board on the status of the Program Evaluation Process (PEP). Since the PEP was approved by the Board of Governors in August 2015, staff has undertaken research on best practices in the field of program evaluation and has engaged in consultations with other organizations and jurisdictions on topics such as the public interest and diversity perspectives, size of trades, evaluating individual trades or groups/families of trades, and overlapping skill sets. As the College continues this work, staff will consult with the Divisional Board and seek advice on implementing PEP in the Service sector trades.

E. Siemiatycki left the meeting at 1:30 pm.

**18. Child Development Practitioner Trade Curriculum Update**

R. Abella updated the Divisional Board on activity related to the request to the Ministry of Training, Colleges and Universities (MTCU) for funding for additional hours for the child protection module in the Child Development Practitioner (CDP) curriculum. Communications with MTCU staff are ongoing and there has been recent suggestion of a possible implementation date of September 2016. Staff will continue to update the Divisional Board on developments.

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

It was agreed that over the next few weeks staff will canvass the Divisional Board for dates to hold at least three meetings in 2016.

**20. In Camera**

The Divisional Board conducted an in camera session.

**21. Adjournment**

The meeting adjourned at 2:10 p.m.

“Rob Brewer”

Signed: Rob Brewer

Chair, Service Divisional Board

April 4, 2016

Date

“Meg Feres”

Signed: Meg Feres

Recording Officer

November 30, 2015

Date