



# Minutes

## Motive Power

### Divisional Board Meeting

December 2, 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

Kate Poultney, Chair  
John Arlain, Vice-Chair  
Trevor Cox  
Ken Gill  
Michael Hickey

#### Divisional Board Members not in Attendance

None

#### Resource Persons/Guests

Pat Blackwood, Chair, Board of Governors

#### Staff in Attendance

Warren Barbour, Director, Member Services  
Jason Bennett, Legal Counsel & Manager, Corporate Governance  
Meg Feres, Supervisor, Board Operations  
Sherri Haigh, Director, Communications & Marketing  
Maria Khan, Administrative Assistant, Corporate Governance  
John Mania, Manager, Enforcement  
Franca Silvaggio, Program Coordinator, Standards  
Rottena Sparks, Program Coordinator, Standards  
Royden Trainor, Director, Policy & Programs  
David Tsubouchi, Registrar & CEO  
Kalia Turdueva, Executive Assistant, Policy & Programs  
Dan van der Burg, Manager, Policy & Research

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#### 1. Welcome

The Chair called the meeting to order at 9:00 a.m., welcomed P. Blackwood, Divisional Board members and College staff, and introduced new Divisional Board member Trevor Cox.

#### 2. Approval of Agenda

**MPDB20151202-01 ON A MOTION MADE by K. Gill, seconded by J. Arlain and CARRIED**, the Agenda for the December 2, 2015 Motive Power Divisional Board meeting was approved as tabled.

**3. Conflicts of Interest.**

No conflicts were declared.

**4. Approval of Previous Meeting Minutes**

**MPDB20151202-02 ON A MOTION MADE by J. Arlain, seconded by K. Gill and CARRIED**, the minutes of the September 15, 2014 meeting were approved as tabled.

**MPDB20151202-03 ON A MOTION MADE by M. Hickey, seconded by K. Gill and CARRIED**, the minutes of the June 17, 2015 meeting were approved as tabled.

**5. 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 both the traditional and social media platforms, have helped the College communicate its message in innovative and effective ways.

S. Haigh left the meeting at 9:25 am.

**6. Compliance & Enforcement Update**

J. Mania briefed the Divisional Board on field visit statistics; activity by membership class, sector and geographic location; and ongoing training and development undertaken by staff in the division.

J. Mania left the meeting at 9:40 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 9:55 am.

**8. Corporate Governance Update**

J. Bennett reviewed governance activity and statistics for Q3-2015 and provided an update on the number of governance meetings held in the quarter and described the current priorities of the department with respect to supporting the work of the College’s Boards, its standing and statutory Committees, and adjudicative panels derived therefrom.

D. Tsubouchi left the meeting at 10:00 am.

**9. Terms of Reference for Motive Power Divisional Board**

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

In response to feedback provided in J. Bennett’s overview, the Divisional Board agreed that, with respect to Section 3.1 (Notice, Quorum, Chair), the sentence *“The Divisional Board shall meet as required by the Registrar”* should remain as written. The Divisional Board also suggested that, with respect to Section 4.4 (Apprenticeship), a reference should be made that Divisional Board oversight is made *“in accordance with the Trade Standards Management and Renewal Process”*. Also, in Section 6.0 (Annual Review), the Divisional Board suggested that questionnaires be provided to

guide both Divisional Board member self-assessments and Divisional Board assessments in future.

J. Bennett 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.

J. Bennett left the meeting at 10:15 am.

#### **10. Policy & Programs Update**

R. Trainor reviewed Q3-2015 activity and statistics for the Policy and Programs division in the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment (TEA), including work on the Interprovincial Standards Examination Committee, trade fact sheets, Training Standard log books, and an enhanced TEA application form.

#### **11. Dean Review Update**

P. Blackwood 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 December 15, 2015 meeting. In addition, it is anticipated that a Board planning session will be held to discuss matters related to priority-setting and implementation.

#### **12. Program Evaluation Process: Overview of Implementation Steps**

D. van der Burg provided an update 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 to ensure development of a process that is transparent, fair and rigorous. Consultations have taken place 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 the PEP in respect of Motive Power sector trades.

#### **13. Trade Board Minutes, Statistics and Updates**

F. Silvaggio and R. Sparks provided an update on the main themes and topics discussed at recent Trade Board meetings, including the importance of maintaining the professional authority and decision-making discretion of journeypersons as it relates to issues involving customers and other stakeholders, as well as scopes of practice issues related to exemptions and overlaps. The Divisional Board also reviewed trade Fact Sheets, as well as statistics in the Motive Power sector trades by categories including membership class, gender and average age.

#### **14. Trade Board Resolutions and Responses**

F. Silvaggio and R. Sparks briefed the Divisional Board on current issues and resolutions raised by a number of Motive Power 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.

#### **15. Trade Standards Management & Renewal Process**

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.

**MPDB20151202-04 ON A MOTION MADE by K. Gill, seconded by M. Hickey and CARRIED**, the Motive Power 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.

**16. Training Standards for Truck & Coach Technician and Truck Trailer Service Technician**

R. Sparks reviewed a summary of proposed changes to the TSs for both the Truck and Coach Technician and the Truck Trailer Service Technician trades, and requested Divisional Board endorsement of the revised TSs. The Divisional Board agreed to defer decisions at this time pending a review of the full TS document for each trade, showing both original and changed text. The Divisional Board directed staff to distribute both the Decision Notes and the TSs by email and agreed to vote on the two motions by email.

**17. Training Standard for Recreational Vehicle Technician**

R. Sparks reviewed a summary of proposed changes to the Training Standards for the Recreational Vehicle Technician trade, and requested Divisional Board endorsement of the revised TS. As above, the Divisional Board agreed to defer a decision at this time pending a review of the full TS, showing both original and changed text. The Divisional Board directed staff to distribute both the Decision Note and the TS by email and agreed to vote on the motion by email.

**18. Update on Apprenticeship Disconnect – Auto Body and Collision Damage Repairer**

F. Silvaggio provided an update on efforts to address the issue of low completion rates for Auto Body and Collision Damage Repairer (ABC DR) apprentices in comparison to other programs. She advised that two stakeholder consultations have been held over the past 18 months which have resulted in suggestions for initiatives in various program areas to assist in improving completion rates. College staff will continue to provide updates on this issue.

**19. Practical Exam Pilot – Truck & Coach Technician**

R. Sparks described the development of a Truck and Coach Technician practical examination for Ontario, including background information, implementation criteria and considerations, candidate eligibility, and trade statistics. This exam will be used for the purpose of an accommodation towards obtaining a provincial CofQ.

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

The Divisional Board discussed the invitation from the Heavy Duty Equipment Technician Trade Board for a member of the Divisional Board to attend its next meeting. It was agreed that M. Hickey will attend the meeting, pending confirmation of the date. It was also agreed that over the next few weeks staff will circulate date options for the Board to hold at least three meetings in 2016.

**21. Adjournment**

**MPDB20151202-05 ON A MOTION MADE by K. Gill, seconded by J. Arlain and CARRIED**, the meeting adjourned at 1:55 p.m.

“Kate Poultney”  
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Signed: Kate Poultney  
Chair, Motive Power Divisional Board

“Meg Feres”  
\_\_\_\_\_  
Signed: Meg Feres  
Recording Officer

March 8, 2016  
\_\_\_\_\_  
Date

December 3, 2015  
\_\_\_\_\_  
Date