



Minutes

Service Divisional Board Meeting

April 4, 2016 at 9:30 a.m.
Ontario College of Trades
655 Bay Street, 6th Floor, Room 604,
Toronto, ON, M5G 2K4

Divisional Board Members in Attendance

Cam Anderson, Vice-Chair*
Lynne Fitzgerald
Chelsey Hooker**
David Pyper

Divisional Board Members not in Attendance

Rob Brewer, Chair

Resource Persons/Guests in Attendance

None

Staff Members in Attendance

Risa Abella, Program Coordinator
Jason Bennett, Director, Corporate Governance
Tyler Charlebois, Manager, Marketing
Meg Feres, Supervisor, Board Operations, Corporate Governance
Maria Khan, Administrative Assistant, Corporate Governance
John Mania, Manager, Enforcement
John Poirier, Manager, Standards, Evaluations & Assessments
Alice Power, Program Coordinator
Dale Richardson, Manager, Member Records & Data
Elliot Siemiatycki, Policy Analyst
Royden Trainor, Director, Policy & Programs
Dan van der Burg, Manager, Policy & Research

*Chaired the meeting

**Attended by Teleconference

1. Call to Order/Welcome

The Vice-Chair called the meeting to order at 9:30 a.m., welcomed Divisional Board members and College staff, and introduced new Divisional Board member, Chelsey Hooker.

2. Approval of Agenda

The Chair reviewed proposed revisions to the agenda related to changes in presenters.

SDB20160404-01 ON A MOTION MADE by D. Pyper, seconded by L. Fitzgerald and CARRIED, the Agenda for the April 4, 2016 Service Divisional Board meeting was approved as amended.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

SDB20160404-02 ON A MOTION MADE by L. Fitzgerald, seconded by D. Pyper and CARRIED, the minutes of the November 25, 2015 meeting were approved as tabled.

5. Compliance & Enforcement Update

J. Mania briefed the Divisional Board on field visit statistics by membership class, sector, and geographic location, including the outcome of “blitzes” of the Motive Power sector in the Markham and London areas.

J. Mania left the meeting at 9:50 a.m.

6. Communications & Marketing Update

T. Charlebois briefed the Divisional Board on recent Communications & Marketing initiatives, including a recently launched “hire with confidence” job board pilot project and the continuing positive feedback in response to the “*Tune In, Trade Up*” campaign and the “*Earnwhileyoulearn*” website. In addition, it was reported that increased subscriptions to the College’s quarterly newsletter “*Trades Today*”, partnerships with the music industry and the Helmets to Hardhats program, and the continued growth of both the traditional and social media platforms, continue to help the College communicate its message in innovative and effective ways.

T. Charlebois left the meeting at 10:00 am.

7. Membership Update

D. Richardson briefed provided an update on College membership statistics, client services activities, call centre data, and plans for continued service enhancements throughout 2016.

D. Richardson left the meeting at 10:10 am.

8. Business Arising from Previous Meetings

8.1 Hairstylist Practical Exam Update

J. Poirier updated the Service Divisional Board on the development of the Hairstylist practical examination to accompany the Red Seal written examination. The College is currently working to address logistical and technical implementation considerations, and staff will continue to keep the Divisional Board apprised of the implementation status.

8.2 Apprenticeship Training Tax Credit Eligibility for Service Sector Trades

R. Abella updated the Divisional Board on the eligibility exclusion of the majority of Service sector trades for Ontario’s Apprenticeship Training Tax Credit (ATTC) program and noted ongoing College efforts to address the issue with the Ministry of Training, Colleges and Universities (MTCU). The Divisional Board reviewed statistics on the excluded trades, in particular membership data by gender.

8.3 Child Development Practitioner Trade Curriculum Update

R. Abella provided an update on activity related to the request to MTCU for funding additional hours for the child protection module of the Child Development Practitioner (CDP) curriculum. It

was noted that MTCU has recently approved the request and it is anticipated that the implementation date will be January 2017.

8.4 Potential Regulatory Changes to Hairstylist Trade Related to Barbering Components

R. Trainor advised that the College's proposed regulatory changes to the Hairstylist trade related to barbering components is pending MTCU's legal review.

8.5 Regulatory Update to OReg 278/11 Related to Child Development Practitioner Trades

R. Trainor advised that on February 23, 2016 the Board of Governors approved draft language for the regulatory update to OReg 278/11 related to the two Child Development Practitioner trades. Drafting instructions have been delivered to MTCU so that Legislative Counsel may begin the drafting process. The final regulation will be signed by the Board's Chair and Vice-Chair before proceeding for MTCU and Legislation and Regulations Committee (LRC) or LRC Cabinet approvals.

9. Governance Update

J. Bennett reviewed governance activity and statistics for Q4-2015, including recent and planned General By-law changes, the number of governance meetings held in the quarter, and 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.

10. Service Divisional Board's Terms of Reference

The Divisional Board reviewed a revised draft of its new Terms of Reference (ToR) reflecting feedback provided at its meeting of November 25, 2015 and that received from other Divisional Boards and Committees in late-2015.

J. Bennett advised that the feedback provided by the Divisional Boards at their March and April 2016 meetings will be conveyed to the Governance and Nominations Committee at a future meeting for consideration and possible revision. The Executive Committee will then review all ToR before they are tabled at a Board of Governors meeting for final approval

J. Bennett left the meeting at 11:00 a.m.

11. Policy & Programs Update

R. Trainor reviewed Q4-2015 activity and statistics for the Policy and Programs division in the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment, including a re-organization of staffing in the division to achieve maximum impact in service delivery.

E. Siemiatycki and D. van der Burg joined the meeting at 11:10 a.m.

12. Dean Report: Status Update on Recommendations

R. Trainor advised that discussions between College and MTCU officials have continued in recent weeks concerning the Dean Report recommendations and the potential legislative and/or regulatory changes being considered by the government in response to those recommendations.

13. Program Evaluation Process Implementation

R. Trainor, D. van der Burg, and E. Siemiatycki briefed the Divisional Board on initial research completed by staff since the approval of the Program Evaluation Process (PEP) by the Board of Governors in August 2015. Based on inter-jurisdictional research completed by College staff, the Divisional Board reviewed and discussed a set of criteria and thresholds designed to identify potential candidate trades to move into the "Step 2: Validation" stage of the PEP. The nine potential candidate trades were identified as: Wooden Boat Rebuilder/Repairer; Saddlery; Horse Harness Maker; Pool and Hot Tub/Spa Service Technician; Pool/Hot Tub and Spa Installer; Special

Events Coordinator; Hardware, Lumber and Building Materials Retailer; Agriculture – Fruit Grower; and Agriculture – Swine Herdsperson.

SDB20160404-03 ON A MOTION MADE by L. Fitzgerald, seconded by D. Pyper and CARRIED, that whereas on August 11, 2015 the Board of Governors passed resolution BG20150811-09 directing College staff to commence the Program Evaluation Process (PEP) for assessing the performance and viability of trades and apprenticeship programs named under OCTAA; and whereas Step 1 of the PEP, “Evaluation”, has been completed for an initial selection of trades; and whereas it is under the Divisional Boards’ purview, in Step 2 of the PEP, “Validation”, to validate the initial assessment findings and advance the trades for industry consultation; the Service Divisional Board hereby endorses the trades numbered 1-9 set out above and in Table 2 contained in the April 4, 2016 Decision Note titled “*Service Divisional Board decision to endorse a list of trades from its sector to advance to Step 2: Validation of the Program Evaluation Process*” to advance to Step 2 of the PEP.

E. Siemiatycki and D. van der Burg left the meeting at 11:45 a.m.

14. Trade Standards Management and Renewal Process: Divisional Board Role

R. Trainor advised that the College’s *Trade Standards Management and Renewal Process* was approved by the Board of Governors at its February 23, 2016 meeting. It outlines and describes the respective roles and responsibilities involved in developing and maintaining the apprenticeship Training Standards and Curriculum Standards for Ontario.

15. Pipeline Preview for Service Sector Trades: Training Standard, Curriculum Standard, and Red Seal Updates

R. Trainor reviewed a list of trades in the Service sector showing information about Training Standards and Curriculum Standards with respect to the current year of the Standard, anticipated start year for a revised Standard, and the current stage of development.

16. Trade Board Minutes, Statistics, and Updates

The Divisional Board reviewed statistics in the Service sector, including trade totals by membership class, voluntary/compulsory status, and Red Seal status. R. Abella and A. Power provided an update on the main themes and topics discussed at recent Trade Board meetings, including the Dean Report recommendations.

17. Trade Board Resolutions 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.

18. In Camera

The Divisional Board conducted an in camera session.

19. Adjournment

The meeting adjourned at 1:15 p.m.

“Cam Anderson”

Signed: Cam Anderson
Vice-Chair, Service Divisional Board

June 22, 2017

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

April 6, 2016

Date