



# Minutes

## Motive Power

### Divisional Board Meeting

March 8, 2016 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                      Ken Gill  
John Arlain, Vice-Chair                 Michael Hickey  
Trevor Cox

#### **Divisional Board Members not in Attendance**

None

#### **Resource Persons/Guests**

John Norris, Executive Director,  
Collision Industry Information Assistance (CIIA)

#### **Staff in Attendance**

Tyler Charlebois, Manager, Marketing  
Meg Feres, Supervisor, Board Operations  
John Mania, Manager, Enforcement  
Collette Mingo, Manager, Client Services  
Jan O'Driscoll, Manager, Media Relations & Communications  
John Poirier, Manager, Standards  
Dale Richardson, Manager, Member Records & Data  
Elliot Siemiatycki, Policy Analyst  
Franca Silvaggio, Program Coordinator, Standards  
Rottena Sparks, Program Coordinator, Standards  
Royden Trainor, Director, Policy & Programs  
Dan van der Burg, Manager, Policy & Research

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#### **1. Welcome**

The Chair called the meeting to order at 9:10 a.m., and welcomed J. Norris, Divisional Board members, and College staff.

**2. Approval of Agenda**

The Chair announced several changes to items with respect to staff presenters.

**MPDB20160308-01 ON A MOTION MADE by M. Hickey, seconded by K. Gill and CARRIED**, the Agenda for the March 8, 2016 Motive Power Divisional Board meeting was approved as amended.

**3. Conflicts of Interest.**

No conflicts were declared.

**4. Approval of Previous Meeting Minutes**

**MPDB20160308-02 ON A MOTION MADE by J. Arlain, seconded by K. Gill and CARRIED**, the minutes of the December 2, 2015 meeting were approved as tabled.

**5. Effects of College Enforcement on ABCDR Trades and the Collision Industry**

J. Norris briefed the Divisional Board on CIIA's work with respect to apprenticeship trends in the Collision industry. In addition, he reported on initiatives undertaken by the organization to support apprentices and their relationship with their employers and the Training Delivery Agents (TDAs).

He outlined CIIA's work to offer Red Seal Certificate of Qualification (CofQ) exam preparation courses to apprentices who have completed their C of A. J. Norris noted that the Ontario College of Trades compliance and enforcement efforts are having a measureable and valuable impact on the Auto Body and Collision Damage Repairer (ABCDR) Industry and the 310B trade. He also presented data to support the positive impact College enforcement activities are having on the industry. He noted the significance of the increased numbers of certified ABCDR 310B technicians and registered apprentices during the period August to November 2015, and increased numbers successful challengers writing the C of Q exam.

**6. Update on ABCDR Issues**

The Chair reported on several industry initiative meetings she has participated in since the last Divisional Board meeting aimed at addressing several issues impacting the ABCDR trade, including meetings with Insurance Industry officials. As well as meeting with top-level ministry officials to discuss the continuing efforts to address the issue of low completion rates for ABCDR apprentices.

T. Charlebois, J. Mania, C. Mingo, J. O'Driscoll and D. Richardson joined the meeting at 9:55 a.m.

J. Norris left the meeting at 10:00 a.m.

**7. 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 10:10 a.m.

**8. Communications & Marketing Update**

T. Charlebois and J. O'Driscoll briefed the Divisional Board on recent Communications & Marketing initiatives, including the continuing positive feedback from a wide range of stakeholders 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 and J. O’Driscoll left the meeting at 10:20 a.m.

**9. Membership Update**

D. Richardson and C. Mingo briefed the Divisional Board on College membership statistics, client services activities, call centre data, and plans for continued service enhancements throughout 2016.

D. Richardson and C. Mingo left the meeting at 10:30 a.m.

**10. Governance Update**

M. Feres reviewed governance activity and statistics for Q4-2015, including 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.

**11. Motive Power 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 December 2, 2015 and that received from other Divisional Boards and Committees in late-2015.

In response to the initial feedback, 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 be changed to *“The Divisional Board shall meet as required by the Registrar, in consultation with the Chair of the Divisional Board”*.

M. Feres 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 Terms of Reference before they are tabled at a future Board of Governors meeting for final approval.

**12. 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 (TEA), including exam and standards development, and enhanced TEA application forms and guides.

**13. Dean Report: Status Update on Recommendations**

R. Trainor advised that discussions with College and Ministry 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.

**14. Apprentice Wage Rates in Motive Power Sector Trades: Regulatory Considerations**

The Chair reviewed information on what the process might be for establishing wage rates for apprentices in a trade not currently subject to wage rates under the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA). The Divisional Board agreed no further action is required at this time.

**15. 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 roll out of Training Standard log books, discussions about the Program Evaluation Process (PEP), and the implementation of the practical exam in the Truck and Coach Technician trade. The Divisional Board also reviewed statistics in the Motive Power sector including trade totals by membership class, voluntary/compulsory status, and Red Seal status. The Divisional Board requested that future data also include categories such as gender and average age.

**16. Trade Board Resolutions & 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.

**17. Trade Standards Management & 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.

**18. Pipeline Preview for Motive Power Sector Trades**

R. Trainor reviewed a list of trades in the Motive Power 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.

E. Siemiatycki and D. van der Burg joined the meeting at 1:30 p.m.

**19. 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 four potential candidate trades were identified as: Tire Wheel and Rim Mechanic; Motive Power Machinist; Alignment and Brakes Technician; and Automotive Electronic Accessory Technician.

**MPDB20160308-03 ON A MOTION MADE by K. Gill, seconded by M. Hickey 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 Motive Power Divisional Board hereby endorses the trades numbered 1-4 set out above and in Table 2 contained in the March 8, 2016 Decision Note entitled "*Motive Power 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, with the potential for de-prescription.

**20. Adjournment**

**MPDB20160308-04 ON A MOTION MADE by J. Arlain, seconded by K. Gill and CARRIED**, the meeting adjourned at 2:30 p.m.

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"Kate Poultney"  
Signed: Kate Poultney  
Chair, Motive Power Divisional Board

\_\_\_\_\_  
June 8, 2016  
Date

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"Meg Feres"  
Signed: Meg Feres  
Recording Officer

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March 15, 2016  
Date