



# Minutes

## Service Divisional Board Meeting

June 16, 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

Rob Brewer, Chair  
Cam Anderson, Vice-Chair  
David Pyper\*

### Divisional Board Members not in Attendance

Lynne Fitzgerald  
Chelsey Hooker

### Resource Persons/Guests in Attendance

None

### Staff Members in Attendance

Warren Barbour, Director, Member Services  
Perry Chao, Supervisor, Stakeholder Relations & Outreach  
Meg Feres, Supervisor, Board Operations, Corporate Governance  
Bob Onyschuk, Director, Compliance & Enforcement\*  
Alice Power, Program Coordinator  
Gay Saunders, Program Coordinator  
Elliot Siemiatycki, Policy Analyst  
Royden Trainor, Director, Policy & Programs

\*Attended by Teleconference

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### 1. Call to Order/Welcomes

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

### 2. Approval of Agenda

The Chair reviewed the agenda.

**SDB20160616-01 ON A MOTION MADE by C. Anderson, seconded by D. Pyper and CARRIED**, the Agenda for the June 16, 2016 Service Divisional Board meeting was approved as tabled.

### 3. Conflict of Interest

No conflicts were declared.

#### **4. Compliance & Enforcement Update**

B. Onyschuk 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 and expanded compliance efforts in the Service sector.

P. Chao joined the meeting at 9:10 a.m. B. Onyschuk signed off at 9:20 a.m.

#### **5. Communications & Marketing Update**

P. Chao briefed the Divisional Board on recent Communications & Marketing initiatives and outreach to stakeholders, including television and radio segments aimed at increasing public awareness about the work of the College and the launch of the new job board pilot project at “*HireWithConfidence.ca*”. In addition, it was reported that increased subscriptions to the College’s quarterly newsletter “*Trades Today*”, 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.

W. Barbour joined the meeting at 9:40 a.m.

#### **6. Membership Update**

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, and call centre data, and discussed plans and ideas aimed at streamlining the registration process for apprentices.

W. Barbour left the meeting at 10:00 a.m.

#### **7. Governance Update**

M. Feres reviewed governance activity and statistics for Q1-2016, including the number of Board, Divisional Board, Committee and panel meetings held in the quarter and the current priorities of the department. In particular, it was noted that information about the Discipline Hearing process and current cases are now posted on the College’s website under ‘Public’ and ‘Complaints and Discipline’.

#### **8. Policy & Programs Update**

R. Trainor reviewed Q1-2016 activity and statistics for the Policy and Programs division in the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment, including an overview of business process improvements in the division to achieve maximum impact in service delivery.

P. Chao left the meeting at 10:25 a.m. G. Saunders joined the meeting at 10:40 a.m.

#### **9. Business Arising from Previous Meetings**

##### **9.1 Apprenticeship Training Tax Credit Eligibility for Service Sector Trades**

R. Trainor 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 Advanced Education and Skills Development (MAESD) (formerly known as the Ministry of Training, Colleges and Universities (MTCU)). In particular, the College has reviewed statistics on the excluded trades with MAESD officials, in particular membership data by gender. It is anticipated that later this year there will be new rules and guidelines announced for the ATTC program.

## **9.2 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 legal review by government staff. In addition, given the announcement in early May 2016 that the College is now under the ministerial purview of the Ministry of Labour (MoL), officials from that Ministry have been briefed on the proposal and the College's view that the issue is a priority.

## **9.3 Hairstylist Practical Exam Update**

G. Saunders updated the Service Divisional Board on the development of the Hairstylist practical examination to accompany the Red Seal written examination which will then allow for Red Seal endorsement. The College is currently working to address logistical and technical implementation considerations such as cost, test center locations, and demand. The Divisional Board expressed support for a cost recovery model in which the amount charged for a practical exam would be the same or close to the amount for the written exam. Staff will continue to keep the Divisional Board apprised of the implementation status.

## **9.4 Regulatory Update to OReg 278/11 Related to Child Development Practitioner Trades**

R. Trainor advised that drafting instructions for the regulatory update to OReg 278/11 related to the two Child Development Practitioner trades have been delivered to MAESD 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 MAESD and Legislation and Regulations Committee (LRC) or LRC Cabinet approvals.

## **9.5 Child Development Practitioner Trade Curriculum Update**

A. Power updated the Divisional Board that the request to MAESD for funding additional hours for the child protection module of the Child Development Practitioner (CDP) curriculum has been approved. Notifications have been sent to Training Delivery Agents and it is anticipated that the implementation date will be September 2017. The Divisional Board acknowledged the important role of the CDP Working Group in making this improvement to the trade's curriculum and requested that staff draft a letter of appreciation to be signed by the Chair on behalf of the Divisional Board.

E. Siemiatycki joined the meeting at 11:00 a.m.

## **9.6 Program Evaluation Process – Update on Step 2 (Validation) in Progress**

E. Siemiatycki provided an update with respect to the trades from the Service sector that were approved for Step 2 Validation at the Divisional Board's April 4, 2016 meeting. Since then, College staff has been validating data trends and patterns with members of the industry and consulting with government partners to determine their perspective and priorities with respect to the identified trades.

The Divisional Board reviewed draft versions of Trade Reports for each of the four trades in question, outlining vital statistics and information with respect to areas such as College membership, exam status, training delivery, training program history, jurisdictional comparisons, and diversity analysis. Going forward, Trade Reports for each trade undergoing Step 2 of the PEP will be tabled at Divisional Board meetings as supporting documentation at points in the process that require a Divisional Board decision.

The Divisional Board was also informed that College staff is working to prepare the next set of trades for the Divisional Board to consider moving into the PEP pipeline. The Divisional Board agreed that both low and high-volume trades should be considered in the second round.

E. Siemiatycki and G. Saunders left the meeting at 11:30 a.m.

**10. Recent Presentation to Stakeholders**

The Divisional Board received a presentation about the College that was recently made to the Heads of Apprenticeship Training and the Curriculum Development Advisory Committee, covering areas such as the Curriculum Standards pipeline; membership statistics; and enforcement, communication, and marketing activities.

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

R. Trainor advised that discussions between College and MAESD 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.

**12. Baker and Baker-Pâtissier Training Standard**

The Divisional Board reviewed and discussed a summary of proposed changes to the Baker and Baker-Pâtissier Training Standard, including: skills or skill sets added; skills or skill sets removed; optional skills that will become mandatory; and general notes and rationale.

**SDB20160616-02 ON A MOTION MADE by C. Anderson, seconded by D. Pyper and CARRIED**, the Service Divisional Board endorsed the Baker and Baker-Pâtissier Training Standard, as presented in the Decision Note titled *“Baker and Baker-Pâtissier Training Standard”*, for use in Ontario’s Apprenticeship training for the trade; and agreed to send letters of congratulations to the Trade Board and the Working Group.

**13. Update on Training Standards for Cook, Assistant Cook, and Child Development Practitioner Trades**

A. Power advised that Training Standards for the Cook, Assistant Cook, and Child Development Practitioner trades are currently in development.

**14. Update on Curriculum Standard for Cook Trade**

A. Power advised that the Curriculum Standard for the Cook trade is currently in development.

**15. Proposed Process to Provide Written Responses to Trade Board Recommendations**

R. Trainor reviewed the College’s “triage” system, a process used to document Trade Board resolutions, actions taken, and final outcomes. The Divisional Board agreed to a process for providing written responses in which each Trade Board will receive a report showing the Divisional Board’s responses to Trade Board resolutions, accompanied by a cover letter signed by the Divisional Board Chair.

D. Pyper signed off at 12:00 p.m.

**16. Trade Board Minutes, Statistics, and Updates**

The Divisional Board reviewed statistics in the Service sector, including exam attempts, trade totals by membership class, voluntary/compulsory status, gender, and average age. The Divisional Board requested that future data compare statistics from previous periods. A. Power provided an update on the main themes and topics discussed at recent Trade Board meetings for Appliance Service Technician, Arborist, Baker-Pâtissier, Chef-Cook, Hairstylist, Horticultural Technician, and Network Cabling Specialist.

**17. Trade Board Recommendations**

A. Power briefed the Divisional Board on a communications issue raised by the Network Cabling Specialist Trade Board. The Divisional Board considered the issue and discussed the nature of the response to be provided in the report back to the Trade Board.

**18. Harmonization Overview**

R. Trainor presented information on the current status of the Red Seal Harmonization project sponsored by the Canadian Council of Directors of Apprenticeship (CCDA), including Ontario’s data for elements such as recommended hours of training, sequencing of training, and levels of training in relation to the CCDA recommendations. There are currently four Service trades between phases 3 and 5 of the Harmonization project. The Divisional Board will be updated regularly.

**19. Adjournment**

The meeting adjourned at 1:20 p.m.

“Rob Brewer”

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Signed: Rob Brewer  
Chair, Service Divisional Board

June 22, 2017

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Date

“Meg Feres”

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Signed: Meg Feres  
Recording Officer

June 23, 2016

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Date