



Minutes

Industrial Divisional Board Meeting

November 13, 2015 at 9:00 a.m.

Ontario College of Trades
655 Bay Street, Room 604
Toronto, ON M5G 2K4

Board Members in Attendance

Tom Carvin, Chair
Neil Doherty, Vice-Chair
T. Carter Hodgins
Tom Reid
Zhaoxu (Lee) Tang

Board Members not in Attendance

None

Resource Persons/Guests in Attendance

Pat Blackwood, Chair, Board of Governors

Staff in Attendance

Dev Baichan, Program Coordinator, Standards
Warren Barbour, Director, Member Services
Jason Bennett, Legal Counsel and Manager, Corporate Governance
Meg Feres, Supervisor, Board Operations, Corporate Governance
Sherri Haigh, Director, Communications and Marketing
Maria Khan, Administrative Assistant, Corporate Governance
Hugo Leal-Neri, Senior Policy Advisor
John Mania, Manager, Enforcement
John Poirier, Manager, Standards
Joseph Pyringer, Program Coordinator, Standards
Elliot Siemiatycki, Policy Analyst
Royden Trainor, Director, Policy and Programs

1. Call to Order/Welcome

The Chair called the meeting to order at 9:00 a.m.

2. Approval of Agenda

The Chair reviewed the draft agenda and outlined certain changes, including the change in date for the meeting from November 5, 2015 to November 13, 2015, and the change in sequence of some agenda items.

IDB20151113-01 ON A MOTION MADE by N. Doherty, seconded by L. Tang and CARRIED, the Agenda for the November 13, 2015 meeting was approved as amended.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Minutes

IDB20151113-02 ON A MOTION MADE by N. Doherty, seconded by T. Reid and CARRIED, the Minutes of the June 10, 2015 Industrial Divisional Board meeting were approved as tabled.

5. Governance Update

J. Bennett 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.

6. Draft Terms of Reference for Industrial 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 of the Board, and invited additional comments, questions and suggested changes.

The Divisional Board suggested that, with respect to Section 4.3 (Review Panels), references to the sector (i.e. Construction, Industrial, Motive Power, Service) be removed and replaced with "sector" alone.

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.

7. Dean Review Update

T. Carter Hodgins joined the meeting at 9:45 am; J. Bennett left the meeting at 9:55 am.

R. Trainor advised that the final report of the Dean Review is expected to be released sometime in November 2015. Once released, the Board of Governors will meet to discuss next steps with respect to the report's recommendations.

8. Program Evaluation Process: Overview of Implementation Steps

R. Trainor and 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 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 Industrial sector trades

The Divisional Board agreed to strike a sub-committee of interested members of the Divisional Board, as well as Policy staff, to examine the data for trades in the Industrial sector and recommend which trade(s) the Divisional Board should select to begin the PEP. The sub-committee will meet in

November 2015 and report back to the Divisional Board at its next meeting to be scheduled in early 2016.

W. Barbour, S. Haigh and J. Mania joined the meeting at 10:45 a.m.

9. 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. 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.

10. Membership Update

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, and call volumes. The Divisional Board also received an update on potential changes to the College’s Affinity Program.

11. Compliance & Enforcement Update

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

W. Barbour, S. Haigh, and J. Mania left the meeting at 11:30 a.m.

12. Policy & Programs Update

R. Trainor reviewed Q3-2015 activity and statistics for the Policy and Programs division, including the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment.

P. Blackwood left the meeting at 11:45 am.

13. Trade Standards Management and Renewal Process

R. Trainor outlined the College’s *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 a proposed implementation workflow for TS and CS, including points at which they are developed, tested, validated, and approved. The Divisional Board requested that the following changes be made to the workflow for each Standard:

- Inform all Divisional Boards at the outset of the process, rather than only the Divisional Board for the respective sector;
- Provide an opportunity for a Divisional Board member from the respective sector to be part of the Steering Committee and/or Working Group;
- Re-position validation and testing with Training Delivery Agents to occur before the work of the Trade Analyst; and
- Re-position the work of the Trade Analyst to occur before the status update is provided to the Divisional Board.

The Divisional Board agreed vote on the draft resolution by email, once the changes are made to the TS and CS workflows.

14. Release of Updated Training Standard Log Book for Facilities Technician Trade

J. Pyringer briefed the Divisional Board on proposed changes to the Training Standard log book for

the Facilities Technician trade. Discussion took place with respect areas on the TS related to rationale and to mandatory and optional skills or skill sets added, moved or removed.

IDB20151113-03 ON A MOTION MADE by N. Doherty, seconded by T.C. Hodgins and CARRIED, the Industrial Divisional Board hereby recommends that the Facilities Technician Training Standard Log Book be used in Ontario’s Apprenticeship program for the Facilities Technician trade.

15. Trade Name Change Process

J. Pyringer updated the Divisional Board that, at its May 29, 2015 meeting, the Facilities Technician Trade Board requested that the regulatory process should move forward to change the trade’s name from “Facilities Technician” to “Building Operator”. The Divisional Board expressed support and agreed that the regulatory process should proceed on this matter, as soon as practicable.

16. Trade Board Statistics, Updates, Resolutions, and Responses

D. Baichan and J. Pyringer briefed the Divisional Board on current issues and resolutions raised by a number of Industrial sector Trade Boards. The Divisional Board reviewed Trade Board minutes and resolutions, identified areas requiring further staff research, considered responses to the Trade Boards, and directed staff to prepare letters for the Chair to review and approve.

17. Foreign-Trained Workers in the Skilled Trades – Information from Alberta

R. Trainor updated the Divisional Board on his discussions with officials in Alberta and other Canadian jurisdictions with respect to the relationship between the federal *foreign trained worker (FTW)* program and provincial or territorial apprenticeship rules. The Divisional Board was advised that the FTW program falls under jurisdiction of the Federal government and the Ontario College of Trades, which is under provincial jurisdiction, has no authority or jurisdiction with respect to this program. College staff has raised the issue with other Canadian jurisdictions, including Alberta, and has learned that they do not and are unable to legally prevent industry, employer or others from using a foreign trained worker or require them to hire apprentices in lieu of foreign trained workers. The College understands the FTW program will be undergoing a full review by the Federal government and staff will continue to monitor the status of any such review.

18. Comparative Data Points – OCOT and Other Regulatory Bodies

The Divisional Board reviewed a table containing comparative data points of various regulatory bodies in Ontario, including OCOT. Areas reviewed included number of members, membership and exam fees, compulsory or voluntary requirement for membership, and the year the College’s enabling legislation was passed by the Ontario Legislature. Based on the data, the College is the second largest regulatory College in Ontario and is the only College with an option for voluntary membership.

19. In Camera

The Divisional Board conducted an in camera meeting.

20. 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.

21. Adjournment

IDB20151113-04 ON A MOTION MADE by T.C. Hodgins, seconded by L. Tang and CARRIED, the meeting adjourned at 4:20 p.m.

“Tom Carvin”

Signed: Tom Carvin
Chair, Industrial Divisional Board

Signed: Meg Feres
Recording Officer

March 9, 2016

Date

November 24, 2015

Date