



Minutes

Motive Power

Divisional Board Meeting

October 26, 2016 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, 6th Floor, Room 604
Toronto, ON, M5G 2K4

Divisional Board Members in Attendance

Kate Poultney, Chair
John Arlain
Trevor Cox
Ken Gill

Divisional Board Members not in Attendance

Michael Hickey, Vice-Chair

Resource Persons/Guests

None

Staff in Attendance

Javed Akhtar, Policy Analyst
Warren Barbour, Director, Member Services
Jason Bennett, Director, Corporate Governance
Meg Feres, Supervisor, Board Operations
Maria Khan, Administrative Assistant, Corporate Governance
Bruce Matthews, Deputy Registrar
Jan O'Driscoll, Manager, Media Relations and Communications
Bob Onyschuk, Director, Compliance and Enforcement
John Poirier, Manager, Standards, Evaluations and Assessments
Franca Silvaggio, Program Coordinator, Standards
Royden Trainor, Director, Policy and Programs
David Tsubouchi, Registrar and CEO

1. Welcome

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 draft agenda.

MPDB20161026-01 ON A MOTION MADE BY K. Gill, SECONDED BY T. Cox AND CARRIED, the Agenda for the October 26, 2016 Motive Power Divisional Board meeting was approved as presented.

3. Conflicts of Interest.

No conflicts were declared.

4. Approval of Previous Meeting Minutes

MPDB20161026-02 ON A MOTION MADE BY T. Cox, SECONDED BY K. Gill AND CARRIED, the minutes of the June 8, 2016 meeting were approved as tabled.

5. Program Evaluation Process (PEP) – Update on Step 2 (Validation) in Progress

R. Trainor presented a proposal to engage stakeholders for feedback on the program evaluation pilot finding of four Motive Power sector trades that have met the threshold for potential de-prescription under the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA). The engagement activities are intended to provide the Divisional Board with additional trade and sector-specific evidence to inform its deliberations in *Step 3: Determination* of the evaluation process, and to support the recommendations to the Board of Governors, and ultimately to the Ministry regarding next steps for these trades.

The Divisional Board reviewed four updated draft Trade Reports, outlining vital statistics and information with respect to College membership, exam status, training delivery, jurisdictional comparisons, and diversity analysis for each trade. There were discussions related to effective stakeholder consultation strategies. Completed Trade Reports for each trade currently undergoing the steps of the PEP will be tabled at Divisional Board meetings as supporting documentation at points in the process that require a Divisional Board decision.

MPDB20161026-03 ON A MOTION MADE by T. Cox, seconded by K. Gill 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: Evaluation has been completed for an initial selection of trades; and whereas it is under the Divisional Boards' purview, in Step 2: Validation, to validate the initial assessment findings and advance the trades for industry consultation; the Motive Power Divisional Board endorsed stakeholder engagement activities to be undertaken by College staff to finalize Step 2 of PEP and provide necessary information to move to Step 3: Determination for the four (4) Motive Power trades listed in Appendix C of the October 26, 2016 Decision Note titled "Program Evaluation Process: Proposal to Seek Industry Feedback on Trade and Apprenticeship Program Evaluation Pilot Findings".

6. Auto Body and Collision Damage Repairer (ABCDR) Issues

The Chair reported that discussions are continuing with industry and government officials aimed at addressing several communications and enforcement matters impacting the ABCDR trade, including meetings with insurance industry officials.

J. Arlain joined the meeting at 9:20 a.m.

7. Ministry of Transportation Initiatives: Three-Wheeled Vehicle Pilot Project

The Divisional Board was updated on the Ministry of Transportation's three-wheeled vehicle pilot project, which could potentially impact the work of some compulsory trades in the Motive Power sector. College staff will monitor developments on this issue and update the Divisional Board as needed.

B. Onyschuk and J. O’Driscoll joined the meeting at 9:25 a.m.

B. Matthews and D. Tsubouchi left the meeting at 9:30 a.m.

8. Compliance & Enforcement Update

B. Onyschuk provided an update on field visit statistics as well as tickets and summonses issued by membership class, sector, and geographic location. Results of a recent school bus “blitz” in August 2016 were also reported.

B. Onyschuk left and W. Barbour joined the meeting at 9:50 a.m.

9. Communications & Marketing Update

J. O’Driscoll provided an update on recent Communications & Marketing initiatives, including radio segments aimed at increasing public awareness about the work of the College and the continued success of the job board pilot project at “*HireWithConfidence.ca*” and the “*earnwhileyoulearn*” website. 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.

J. O’Driscoll left the meeting at 10:10 a.m.

10. Membership Update

W. Barbour provided an update on College membership statistics, client services activities, and call centre data. The most recent weekly results of the Customer Service Survey launched in late September 2016 were also reported.

W. Barbour left and J. Bennett joined the meeting at 10:30 a.m.

11. Governance Update

J. Bennett reviewed governance activity and statistics for Q3-2016, 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; as well as the Trade Board Chair and Vice-Chair training session held on September 22, 2016.

In addition, the “*Notice to the Divisional Board of Intent to Request a Trade Classification Review for Heavy Duty Equipment Technician*”, received October 13, 2016, was tabled for information. The Divisional Board will be updated when the Trade Board submits its official request for a Trade Classification Review to the Board of Governors. The Divisional Board agreed to acknowledge the letter of intent from the Heavy Duty Equipment Trade Board while acknowledging that the November 2015 Dean Report contained recommendations about potential legislative and/or regulatory changes to the Trade Classification Review process, currently with the provincial government. As such, it is not practicable for the Board of Governors to establish a review panel under s. 21(1) of OCTAA at this time. Nevertheless, the Board of Governors will be made aware of the Trade Board’s intent to request a Trade Classification Review.

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

12. Policy & Programs Update

R. Trainor reviewed Q3-2016 activity and statistics for the Policy and Programs division, including updates related to staffing changes and fundamental infrastructural work to support evidence-based

decision-making at the College in the areas of programs, standards, policy, research, and trade equivalency assessment.

13. Premier’s Highly Skilled Workforce Expert Panel Report

The Divisional Board reviewed information related to the Premier’s Highly Skilled Workforce Expert Panel’s Report dated June 2016, titled “*Building the Workforce of Tomorrow*”, and its relevance for the Ontario College of Trades. There was a discussion concerning the impact of certain conclusions in the Report, particularly in the areas of apprenticeship modernization, registration processes, experiential learning, and employer engagement.

MPDB20161026-04 ON A MOTION MADE by J. Arlain, seconded by K. Gill and CARRIED, the Motive Power Divisional Board expressed its concern with respect to the proposed changes to Ontario’s apprenticeship model as referenced in Recommendation 3-3 of the Premier’s Highly Skilled Workforce Expert Panel Report titled “*Building the Workforce of Tomorrow*”.

The Divisional Board supported the proposal for the College to engage directly with the recently appointed government Secretariat overseeing implementation of the Report’s recommendations. There was agreement that in the engagement with the Secretariat, the College should consider issues such as promoting the merits of the apprenticeship model while also exploring improved apprenticeship management tools; realigning resources to in-class training based on demand; and developing a robust employer engagement strategy to encourage and streamline the ability of employers (or groups of employers) to register and retain apprentices.

J. Poirier left the meeting at 11:30 a.m.

14. Trade Equivalency Assessment Update

R. Trainor provided an update on the College’s Trade Equivalency Assessment work, including the number of applications received, processing time, approval rate, as well as system and business enhancements.

15. Training Standards Production Chart

The Divisional Board reviewed the College’s *Training Standards Production Chart* showing the number of Training Standards produced by implementation year since 2001. It was noted that the College has made it a priority to retool, redevelop and renew Training Standards and has experienced significant progress in advancing this priority.

J. Poirier re-joined the meeting at 1:00 p.m.

16. Trade Board Minutes, Statistics and Updates

The Chair reported that she attended the latest round of Motive Power Trade Board meetings and, together with F. Silvaggio, provided an update on the main themes and topics discussed, including insurance industry matters as they relate to the ABCDR trades; interest from various Trade Boards in the Trade Classification Review process; updating written and practical exams; the upcoming release of the Powered Lift Truck Technician exam; and enforcement matters as they relate to modular programs offered by the Ministry of Advanced Education and Skills Development.

The Divisional Board also reviewed statistics in the Motive Power sector, including trade totals by membership class, voluntary/compulsory status, Red Seal status, gender, and average age.

17. Proposed Process to Provide Written Responses to Trade Boards

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 Trade Boards will receive a report on the Divisional Board responses to Trade Board resolutions, accompanied by a cover letter signed by the Divisional Board Chair.

18. Trade Board Recommendations and Divisional Board Written Responses

F. Silvaggio 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, and discussed the nature of responses to be reported to the Trade Boards.

19. Adjournment

MPDB20161026-05 ON A MOTION MADE BY J. Arlain, SECONDED BY T. Cox and CARRIED,
the meeting adjourned at 2:25 p.m.

“Kate Poultney”

Signed: Kate Poultney
Chair, Motive Power Divisional Board

March 3, 2017

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

November 4, 2016

Date