



Minutes

Industrial Divisional Board Meeting

March 9, 2016 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
Tom Reid
Zhaoxu (Lee) Tang

Board Members not in Attendance

T. Carter Hodgins

Resource Persons/Guests in Attendance

Jack Slothhouber, Chair,
Precision Machining and Tooling Trade Board

Staff in Attendance

Dev Baichan, Program Coordinator, Standards
Warren Barbour, Director, Member Services
Meg Feres, Supervisor, Board Operations, Corporate Governance
Sherri Haigh, Director, Communications and Marketing
Maria Khan, Administrative Assistant, Corporate Governance
John Mania, Manager, Enforcement
John Poirier, Manager, Standards
Joseph Pyringer, Program Coordinator, Standards
Elliot Siemiatycki, Policy Analyst
Franca Silvaggio, Program Coordinator, Standards
Royden Trainor, Director, Policy and Programs
Dan van der Burg, Manager, Policy and Programs

1. Call to Order/Welcome

The Chair called the meeting to order at 9:10 a.m.

2. Approval of Agenda

The Chair reviewed the draft agenda and outlined changes in staff presenters and in the sequence of some agenda items.

IDB20160309-01 ON A MOTION MADE by T. Reid, seconded by N. Doherty and CARRIED, the Agenda for the March 9, 2016 meeting was approved as amended.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Minutes

IDB20160309-02 ON A MOTION MADE by L. Tang, seconded by N. Doherty and CARRIED, the Minutes of the November 13, 2015 Industrial Divisional Board meeting were approved as tabled.

J. Mania and S. Haigh joined the meeting at 9:15 am.

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.

W. Barbour and J. Slothhouber joined the meeting at 9:25 am. J. Mania left the meeting at 9:30 am.

6. Communications & Marketing Update

S. Haigh 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.

S. Haigh left the meeting at 9:45 am.

7. Membership Update

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, call centre data, and plans for continued service enhancements throughout 2016. There was a suggestion to add “same period, previous year” comparative statistics to future reporting on membership count and call centre data.

W. Barbour left the meeting at 10:00 am.

8. Foreign Skilled Worker Program: Effect on Apprenticeship and Skilled Trades Training

On behalf of the Precision Machining and Tooling (PMT) Trade Board, J. Slothhouber presented the Trade Board’s position with respect to the Federal Skilled Worker Program (FSWP) and its implications for the apprenticeship system and PMT skilled trades training in Ontario. J. Slothhouber requested that the Divisional Board endorse the PMT Trade Board’s proposal to canvass all of the College’s Trade Boards to seek their feedback and gather information on what other trades are experiencing with respect to the FSWP.

The Divisional Board discussed aspects of the issue related to jurisdictional authority and agreed that, although the FSWP falls under the 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, there is potential value in obtaining the views and opinions of other Trade Boards on this matter. It was agreed that staff will request permission from each Trade Board Chair to

place this issue on Trade Board meeting agendas in order to obtain feedback, advice, and thoughts on the FSWP as it relates to its effect on apprenticeship and skilled trades training in Ontario. The PMT Trade Board, with assistance from staff, will collect and assess the feedback and report back to the Divisional Board to determine next steps. J. Slothouber agreed to update the PMT Trade Board at its next scheduled meeting on March 11, 2016.

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

9. Program Evaluation Process Implementation

E. Siemiatycki and D. van der Burg joined the meeting at 11:15 am.

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 12 potential candidate trades were identified as:

Trade Code	Trade Name
225A	Optics Technician (Lens and Prism Maker)
225F	Thin Film Technician
267G	Composite Structures Technician
297A	Ski Lift Mechanic
600P	Blacksmith
263F	Pump Systems Installer
277Z	Hydraulic/Pneumatic Mechanic
288R	Relay and Instrumentation Technician
602H	Roll Grinder/Turner
617A	Electrical Control (Machine) Builder
661H	Fitter-Assembler (Motor Assembly)
200G	Precision Metal Fabricator

IDB20160309-03 ON A MOTION MADE by T. Reid, seconded by L. Tang 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 Industrial Divisional Board hereby endorses that the 12 trades set out above and in Table 2 of the March 9, 2016 Decision Note entitled “*Industrial Divisional Board decision to endorse a list of trades from its sector to advance to Step 2: Validation of the Program Evaluation Process*” advance to Step 2 of the PEP.

The Divisional Board also discussed the PEP in relation to those Industrial sector trades that would meet criteria suggesting strength and viability. College staff indicated that these types of trades will

be examined at a future date. To assist with that work, the Divisional Board suggested that staff first undertake a gap analysis comparing and contrasting the skills and competencies in the Industrial Electrician and Construction & Maintenance Electrician trades, as well as the Industrial Mechanic Millwright and Construction Millwright trades.

E. Siemiatycki and D. van der Burg left the meeting at 12:30 pm.

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. Industrial 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 13, 2015 and that received from other Divisional Boards and Committees in late 2015 and earlier in March 2016.

In response to the initial feedback, the Divisional Board agreed that, with respect to Section 3.4 (Minutes), the sentence concluding "...following which copies shall be provided to the Board" should be changed to "...following which copies shall be provided to the Board of Governors and the Trade Boards in the relevant sector".

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. Trade Board Minutes, Statistics, and Updates

D. Baichan and J. Pyringer provided an update on the main themes and topics discussed at recent Trade Board meetings. During the discussion of the Cabinetmaker Trade Board minutes under the section "*Promoting the Cabinetmaker Trade*", the Divisional Board agreed that there should be an official College policy with respect to how Trade Board members represent themselves and the College at industry-related events such as trade shows, expos, and seminars and also in contributions to industry publications. The Chair agreed to raise this issue with the Director of Communications & Marketing and report back to the Divisional Board.

During the discussion of the Elevating Devices Mechanic (EDM) Trade Board minutes under the section "*Technical Standards and Safety Authority (TSSA)*", the Divisional Board noted the Trade Board's request to receive the draft Memorandum of Understanding between the College and the TSSA in order to offer comments and feedback prior to finalization, and requested that it too be provided same.

The Divisional Board also reviewed statistics in the Industrial sector trades including trade totals by membership class and voluntary/compulsory status.

13. Trade Board 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 and considered the issues and resolutions, and discussed the nature of responses to be provided by staff.

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. The Divisional Board noted that the appeal process to the Board or Governors or a Committee of the Board, included in the version it recommended for approval at its November 13, 2015 meeting, is omitted from the final version. R. Trainor confirmed that the Board of Governors approved a process authorizing the Divisional Boards to be the final approval authority, but included in its resolution a requirement that the Board of Governors review and assess the process one year after implementation.

15. Pipeline Preview for Industrial Sector Trades

R. Trainor reviewed a list of trades in the Industrial 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. Next Steps/Wrap-up

The Divisional Board agreed to a process going forward whereby it will review and approve its minutes by email, prior to the next scheduled meeting.

17. Adjournment

IDB20160309-04 ON A MOTION MADE by N. Doherty, seconded by L. Tang and CARRIED, the meeting adjourned at 2:50 p.m.

"Tom Carvin"
Signed: Tom Carvin
Chair, Industrial Divisional Board

"Meg Feres"
Signed: Meg Feres
Recording Officer

May 26, 2016
Date

March 15, 2016
Date