



# Minutes

## Motive Power

### Divisional Board Meeting

March 3, 2017 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  
Mike Hickey, Vice-Chair  
Trevor Cox

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

None

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

Pat Blackwood, Chair, Board of Governors

#### **Staff in Attendance**

Javed Akhtar, Policy Analyst  
Warren Barbour, Director, Registration Services  
Tyler Charlebois, Manager, Marketing  
Jennifer Cooper, Director, Legal and Regulatory Affairs  
Meg Feres, Supervisor, Board Operations  
Hugo Leal-Neri, Policy Counsel  
Alex McWilliam, Manager, Hearings and Investigations  
John Poirier, Manager, Standards  
Daniel Scown, Governance Analyst  
Franca Silvaggio, Program Development Specialist, Standards  
Rottena Sparks, Program Development Specialist, Standards

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#### **1. Welcome**

The Chair called the meeting to order at 9:25 a.m., and welcomed Divisional Board members, Mr. Blackwood, and College staff.

#### **2. Approval of Agenda**

The Chair reviewed the draft agenda.

**MPDB20170303-01 ON A MOTION MADE BY M. Hickey, SECONDED BY T. Cox AND CARRIED**, the Agenda for the March 3, 2017 Motive Power Divisional Board meeting was approved as tabled.

**3. Conflicts of Interest.**

No conflicts were declared.

**4. Approval of Previous Minutes**

**MPDB20170303-02 ON A MOTION MADE BY T. Cox, SECONDED BY M. Hickey AND CARRIED**, the minutes of the October 26, 2016 meeting were approved as tabled.

**5. Code of Ethics for Members of the College**

J. Cooper reviewed a draft Code of Ethics for Members of the College, including background and contextual information, the role of a Code of Ethics in professional regulation, the purpose of the Code of Ethics, an overview of the extensive research of 41 other regulators that went into drafting the Code, matters related to enforceability, benefits to members, and a proposed communications plan to roll out the Code. It was noted that, rather than prescribing every possible action that may constitute a breach of the Code, the Code is a principles-based document that can be applied by the Complaints Committee to a broad array of member conduct according to a reasonable standard. The Divisional Board was invited to provide feedback on the Code by March 13, 2017.

J. Cooper and H. Leal-Neri left the meeting at 9:50 a.m.

**6. Program Evaluation Process (PEP): Status Update**

J. Akhtar provided an update on the status of the Program Evaluation Processes (PEP) in follow-up to the October 26, 2016 meeting in which the Divisional Board endorsed stakeholder engagement activities to finalize the validation step of the process. Given recent legislative amendments to the College's enabling legislation, plans to engage stakeholders through a PEP-focused online survey between December 2016 and January 2017 were revised. Instead, an omnibus consultation covering four areas (including PEP) was implemented and included a one-day in-person consultation (on January 27, 2017) as well as an online survey which was conducted from January 30 to February 28, 2017.

The Divisional Board was informed that College staff is currently reviewing stakeholders' feedback as it relates to the PEP. At the next Divisional Board meeting, College staff will present final trade reports incorporating feedback from all the stakeholder submissions to assist with the Divisional Board's recommendations on which of the four pathways each of the four trades should take. Based on this information, College staff will finalize the recommendations to the Board of Governors on the future of the identified trades from this sector.

A preliminary overview of selected responses from the PEP online survey on the four trades from the Motive Power sector was also provided. The Divisional Board discussed the feedback received to date. There was agreement that the feedback may not be sufficiently representative of the trades being evaluated and that another consultation may be required before a formal recommendation is made to the Board of Governors, and ultimately the Minister, on the future of these four trades.

D. Scown joined the meeting at 10:10 a.m.

**7. Governance Update**

D. Scown reviewed governance activity and statistics for Q4-2016, 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 governance succession planning initiatives currently underway.

D. Scown left and A. McWilliam joined the meeting at 10:25 a.m.

## **8. Communications & Marketing Update**

T. Charlebois provided an update on recent Communications & Marketing initiatives, including recent marketing campaigns 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.

The Divisional Board was also informed about the launch and rollout of the 2017 *Chair’s Award of Excellence*, including the nominations process and the composition of the Awards Committee.

Finally, T. Charlebois provided an update on the public consultations seeking feedback related to recent legislative amendments to the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA) and other College initiatives, including in-person hearings on six dates in the period January 27, 2017 to February 23, 2017; three in-person town halls in Sudbury, Ottawa and London in the period February 13-15, 2017; and an online survey that was conducted throughout the month of February 2017.

J. Akhtar and T. Charlebois left the meeting at 10:45 a.m.

## **9. Compliance & Enforcement Update**

A. McWilliam provided an update on field visit statistics as well as tickets and summonses issued by membership class, sector and geographic location. Results of recent “blitzes” in Belleville and communities in Northern Ontario, as well as an overview of outreach activities in Community Colleges, were also reported.

A. McWilliam left and W. Barbour joined the meeting at 11:05 a.m.

## **10. Membership Update**

W. Barbour provided an update on College membership statistics, client services activities, and call centre data. In addition, the Divisional Board was advised that the Trade Equivalency Assessment (TEA) business line moved into the Registration Services (formerly Member Services) division in December 2016. Q4-2016 activity and statistics, as well as proposed business improvements in this area were reviewed.

W. Barbour left the meeting at 11:20 a.m.

## **11. Policy & Programs Update**

J. Poirier reviewed Q4-2016 activity and statistics for the Policy and Programs division, including updates related to the areas of programs, standards, policy, research and exam counselling.

In addition, the Divisional Board discussed concerns related to Training Delivery Agencies increasingly offering “techniques-based” pre-apprenticeship programs rather than traditional apprenticeship programs. It was noted that this issue has been raised with provincial officials at the Ministry of Labour, the Ministry of Advanced Education and Skills Development, and the Heads of Apprenticeship. The matter is also being monitored by the Executive Committee of the Board of Governors with an aim to maintain the integrity of the traditional apprenticeship system.

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

The Divisional Board was updated on the main themes and topics discussed at recent meetings of Motive Power sector Trade Boards, including interest in the Trade Classification Review process, scopes of practice, and updating written and practical exams. In addition, there was a discussion concerning a suggestion made by the Truck and Coach Technician Trade Board to mitigate the delay in filling existing and impending vacancies on some Trade Boards.

**MPDB20170303-03 ON A MOTION MADE BY M. Hickey, SECONDED BY T. Cox AND CARRIED**, that whereas it is recognized that there is value in regular Trade Board meetings with participation of the full complement of members, the Motive Power Divisional Board endorsed the Truck and Coach Technician Trade Board’s suggestion that the Board of Governors recommend to the Appointments Council that it give consideration to extending the terms of Trade Board members whose term expirations would result in loss of quorum on the Trade Board and thus full participation of all members.

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.

**13. Trade Board Recommendations and Divisional Board Written 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, and discussed the nature of responses to be provided to the Trade Boards.

**14. Adjournment**

**MPDB20170303-04 ON A MOTION MADE BY T. Cox, SECONDED BY M. Hickey and CARRIED**, the meeting adjourned at 1:00 p.m.

“Kate Poultney”  
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Signed: Kate Poultney  
Chair, Motive Power Divisional Board

May 25, 2017  
\_\_\_\_\_  
Date

“Meg Feres”  
\_\_\_\_\_  
Signed: Meg Feres  
Recording Officer

March 20, 2017  
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Date