



Minutes

Construction Divisional Board Meeting

December 7, 2015 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

James Barry, Chair
Denis Bigioni, Vice-Chair
Michael Battye
Kevin Bryenton
Joe Dowdall

Divisional Board Members not in Attendance

None

Resource Persons/Guests

Geoff Kinney, Chair, Cement (Concrete) Finisher Trade Board*

Staff in Attendance

Warren Barbour, Director, Member Services
Meg Feres, Supervisor, Board Operations
Sherri Haigh, Director, Communications & Marketing
Maria Khan, Administrative Assistant, Corporate Governance
Craig McCarten, Program Coordinator, Standards
Bob Onyschuk, Director, Compliance & Enforcement
John Poirier, Manager, Standards
Gay Saunders, Program Coordinator, Standards
Royden Trainor, Director, Policy & Programs
Dan van der Burg, Manager, Policy & Research

*Participated by telephone

1. Call to Order/Welcome

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

2. Approval of Agenda

The Chair reviewed the draft agenda.

CDB20151207-01 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the Agenda for the December 7, 2015 Construction Divisional Board meeting was approved as tabled.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

CDB20151207-02 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the minutes of the June 22, 2015 meeting were approved as tabled.

5. Concrete Finisher Trade Board: Interest in Red Seal Certification for the Trade

G. Kinney joined the meeting at 9:10 am.

G. Kinney briefed the Divisional Board on the Cement (Concrete) Finisher (CCF) Trade Board's recommendation for the trade to participate in the National Red Seal Concrete Finisher Program and asked for the Divisional Board's endorsement to proceed. There was discussion related to updating the Training Standards, challenging the Red Seal exam, and creating opportunities to grow and develop the trade by adding rigour and form to the trade's program development cycle.

G. Kinney signed off at 9:20 am.

The Divisional Board discussed its general support of the Trade Board's efforts to further improve and enhance development of the trade. The Divisional Board also considered the extent of consultation undertaken to date and agreed that all Construction sector Trade Boards should be informed of the CCF Trade Board's interest in participating in the National Red Seal Concrete Finisher Program. At its next meeting, the Divisional Board will review any feedback received from the Trade Boards to develop a sector-wide perspective of the issue in its consideration of making the specific endorsement related to the Red Seal program.

6. 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. She reported that partnerships with the music industry and the Helmets to Hardhats program, as well as the continued growth of both the traditional and social media platforms, have helped the College communicate its message in innovative and effective ways.

S. Haigh left the meeting at 9:40 a.m.

7. Compliance & Enforcement Update

B. Onyschuk briefed the Divisional Board on field visit statistics; activity by membership class, sector and geographic location; and participation in industry conferences and panels to highlight the work of the division.

B. Onyschuk left the meeting at 9:55 a.m.

8. Membership Update

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, call centre data, and plans for service enhancements in 2016.

D. van der Burg joined the meeting at 10:00 am. W. Barbour left the meeting at 10:05 am.

9. Dean Review Update

R. Trainor advised that the final report of the Dean Review was released on November 20, 2015 and that the Board of Governors will discuss next steps with respect to the report's recommendations at its December 15, 2015 meeting. In addition, it is anticipated that a Board planning session will be held to discuss matters related to priority-setting and implementation.

10. Policy and Programs Update

R. Trainor briefed the Divisional Board about ongoing work and initiatives in the Policy & Programs division, including work on the Interprovincial Standards Examination Committee and the College's participation in the Canadian Council of Directors of Apprenticeship's Harmonization Project. There was a discussion with respect to additional statistics that the Divisional Board would like to receive regularly, including Canada-wide exam data.

11. Program Evaluation Process: Overview of Implementation Steps

D. van der Burg provided an update 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 to ensure development of a process that is transparent, fair and rigorous. Consultations have taken place with other organizations and jurisdictions on topics such as the 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 the PEP in respect of Construction sector trades.

D. van der Burg left the meeting at 10:45 am.

12. Governance Update

M. Feres reviewed governance activity and statistics for Q3-2015 and provided an update on the number of governance meetings held in the quarter and described 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.

13. Draft Terms of Reference for Construction Divisional Board

The Divisional Board reviewed a draft of its new Terms of Reference (ToR). M. Feres reviewed areas of the ToR for which feedback has already been received from certain Committees and other Divisional Boards, and invited additional comments, questions, and suggested changes.

In response to feedback provided in the overview, the Divisional Board agreed that, with respect to Section 4.4 (Apprenticeship), the sentence *"The Divisional Board shall provide oversight of changes to apprenticeship Training Standards and Curriculum Standards, including the opportunity to seek clarification from a Trade Board on non-regulatory changes to a Training Standard or Curriculum Standard"* should be changed to *"The Divisional Board shall **approve all changes** to apprenticeship Training Standards and Curriculum Standards, including the opportunity to seek clarification from a Trade Board on non-regulatory changes to a Training Standard or Curriculum Standard"*.

M. Feres 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.

14. Training Standards & Curriculum Standards in Construction Trades – Overview and Changes Made by the College

R. Trainor reviewed a summary of the Construction sector Training Standards and Curriculum Standards completed or under development between 2013 and 2015. The Divisional Board agreed that this and future information of this type should be distributed to all Construction sector Trade Boards for information and comment prior to review by the Divisional Board.

15. Trade Standards Management and Renewal Process

R. Trainor outlined the College's proposed *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 agreed to endorse the process subject to the removal of the step in both TS and CS workflows described as *"In the event the Divisional Board and Trade Board are unable to reach an agreement on the approval of changes, final approval will be made by the Board of Governors or a Committee of the Board"*.

CDB20151207-03 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED, the Construction Divisional Board approved the Trade Standards Management and Renewal Process as outlined in Appendix B to the Decision Note titled *"Trade Standards Management and Renewal Process"*, subject to the aforementioned amendment to workflows for both Training Standards and Curriculum Standards; and further resolved that the Process, subject to approval by each Divisional Board, be tabled as soon as possible for consideration and approval by the Board of Governors.

16. Training Standard Update for Hazardous Materials Worker

C. McCarten reviewed the proposed updated Training Standard for Hazardous Material Worker to correct instances of the word "some" to "all" to clearly indicate that all of the learning outcomes (and more) are taught in the apprenticeship classroom training. The Divisional Board agreed to defer endorsement of the updated Training Standard pending governance approval of the Construction Divisional Board's Terms of Reference as well as the Trade Standards Management and Renewal Process. In the meantime, the Divisional Board asked to review the full Training Standard.

17. Training Standard Updates for Roofer and Sheet Metal Worker

C. McCarten briefed the Divisional Board on proposed changes to the Training Standard log books for the Roofer and Sheet Metal Worker trades. Discussion took place with respect to areas on the TS related to overlaps with other trades, rationale, and mandatory and optional skills or skill sets added, moved or removed. The Divisional Board requested that the proposed changes be distributed to all Construction sector Trade Boards for comment. The Divisional Board agreed to defer its decisions on motions to endorse the updated Training Standards pending assessment of any feedback received from other Trade Boards.

R. Trainor left the meeting at 1:00 pm.

18. Trade Board Resolutions and Responses

C. McCarten briefed the Divisional Board on issues and resolutions raised by a number of Construction sector Trade Boards covering a range of topics including updates to Training Standards and Curriculum Standards, apprenticeship funding, academic entry requirements, eligibility to write

or challenge an exam, development of practical exams, scopes of practice, overlapping skill sets, classes of membership, Trade Board vacancies, Trade Classification Reviews, and ministerial exemptions related to College membership and the Agreement on Internal Trade. The Divisional Board discussed and considered the issues and resolutions, drafted responses to the Trade Boards, and directed staff to prepare letters. The Divisional Board will review and approve the completed letters which will be signed by the Chair.

19. In Camera

The Divisional Board met in camera.

20. Adjournment

CDB20151207-04 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the meeting adjourned at 4:30 p.m.

“James Barry”

Signed: James Barry
Chair, Construction Divisional Board

April 26, 2016

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

December 8, 2015

Date