



# Minutes

## Construction Divisional Board Meeting

April 26, 2016 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

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

### Divisional Board Members not in Attendance

Michael Battye

### Resource Persons/Guests

None

### Staff in Attendance

Warren Barbour, Director, Member Services  
Jason Bennett, Director, Corporate Governance  
Tyler Charlebois, Manager, Communications & Marketing  
Meg Feres, Supervisor, Board Operations  
Maria Khan, Administrative Assistant, Corporate Governance  
Craig McCarten, Product Supervisor, Standards  
Bob Onyschuk, Director, Compliance & Enforcement  
John Poirier, Manager, Standards  
Gay Saunders, Program Coordinator, Standards  
Royden Trainor, Director, Policy & Programs

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### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:10 a.m. and welcomed members and College staff.

### 2. Approval of Agenda

The Chair reviewed the draft agenda.

**CDB20160426-01 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED**, the Agenda for the April 26, 2016 Construction Divisional Board meeting was approved as tabled.

**3. Conflict of Interest**

No conflicts were declared.

**4. Approval of Previous Minutes**

**CDB20160426-02 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED**, the minutes of the December 7, 2015 meeting were approved as tabled.

**5. Communications & Marketing Update**

T. Charlebois briefed the Divisional Board on recent Communications & Marketing initiatives, including television and radio segments aimed at increasing public awareness about the work of the College and the launch of the new job board pilot project at *"HireWithConfidence.ca"*. 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.

D. Bigioni joined and T. Charlebois left the meeting at 9:20 a.m.

**6. Membership Update**

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, and call centre data. The Divisional Board requested more detailed statistics related to the quarter-to-quarter increase in members in the Ontario Youth Apprenticeship Program within the Apprentices class of membership. In addition, the Divisional Board asked that provisional certificates be reported separately going forward. This information will be provided by email over the next few days.

W. Barbour left the meeting at 9:30 a.m.

**7. Governance Update**

J. Bennett reviewed governance activity and statistics for Q1-2016, including the number of governance meetings held in the quarter; 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; and recent by-law amendments. There was a discussion with respect to enhancing communication with Trade Boards using alternative methods of reporting. Staff briefed the Divisional Board on the development of administrative tools and resources to assist the Trade Boards in continuing to make effective resolutions and recommendations that are within their legislative scope as prescribed by *the Ontario College of Trades and Apprenticeship Act, 2009*.

**8. Construction 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 December 7, 2015 and that received from other Divisional Boards and Committees in late-2015 and in March and April 2016.

J. Bennett 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 ToRs before they are tabled at a future Board of Governors meeting for final approval.

**9. Policy and Programs Update**

R. Trainor reviewed Q1-2016 activity and statistics for the Policy and Programs division in the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment, including a re-organization of staffing in the division to achieve maximum impact in service delivery.

**10. Dean Report: Status Update on Recommendations**

R. Trainor advised that discussions between College and Ministry of Training, Colleges and Universities (MTCU) officials have continued in recent weeks concerning the Dean Report recommendations and the potential legislative and/or regulatory changes being considered by the government in response to those recommendations.

**11. Compliance & Enforcement Update**

B. Onyschuk briefed the Divisional Board on field visit statistics as well as tickets and summonses issued by membership class, sector, and geographic location.

**12. Concrete Finisher Trade Board: Interest in Red Seal Certification**

In follow up to the Divisional Board's December 7, 2015 discussion regarding the Concrete Finisher Trade Board's recommendation that the trade participate in the national Red Seal Concrete Finisher program, J. Poirier advised that all Construction sector Trade Boards were informed of the CCF Trade Board's interest in participating in the Red Seal program and the Divisional Board reviewed and discussed the feedback received from the Trade Boards.

**CDB20160426-03 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED**, that whereas 23 Construction sector Trade Boards were canvassed during the period January-March 2016 about the Cement (Concrete) Finisher Trade Board's recommendation that the trade should participate in the national Red Seal Concrete Finisher program; and whereas 21 Trade Boards indicated unconditional support for the recommendation, one indicated conditional support, and one Trade Board elected not to respond; the Construction Divisional Board hereby endorses the Cement (Concrete) Finisher Trade Board recommendation to participate in the national Red Seal Concrete Finisher program.

**13. Hazardous Materials Worker Training Standard Update**

In follow up to its December 7, 2015 meeting, the Divisional Board reviewed the full Training Standard for Hazardous Material Worker as well as proposed changes which clearly state that all Learning Outcomes and hours of the 253W Asbestos Abatement Worker Modular Training Program (managed by MTCU) are covered in the 253H Hazardous Materials Worker Schedule of Training, and that Certification in 253W is a requirement prior to commencing the on-the-job training portion of the 253H apprenticeship program. The Divisional Board discussed the nature and scope of MTCU modular programs in relation to the degree of alignment with other College Training Standards, requested that staff provide a list of all such modular programs, and agreed to defer endorsement of the updated Training Standard pending a review of the list.

**14. Validation of Training and Curriculum Standards**

In follow up to its December 7, 2015 meeting at which the Divisional Board directed that proposed changes to Training and Curriculum Standards should be distributed to all Construction sector Trade Boards for information and comment prior to review and approval by the Divisional Board, College staff briefed the Divisional Board on some Trade Boards' requests for clarification about the direction. The Divisional Board noted that assessing Trade Boards' feedback will help it take a sector-wide view in carrying out its governance obligation to approve Training and Curriculum standards in accordance with the Trade Standards Management and Renewal Process. In light of this objective, the Divisional Board:

- discussed the type of information it would find useful, including comments related to skills overlaps and Red Seal program requirements;
- agreed that Trade Boards should be invited, but not required, to offer feedback and comments on changes to Training and Curriculum Standards of other trades, and not the entire standard;
- reviewed a draft *Training and Curriculum Standards Feedback Form* to be used by Trade Boards; and
- directed College staff to prepare a Decision Note to formally document the specifics of the feedback model discussed at this meeting, to be tabled at the next scheduled meeting of the Divisional Board on June 21, 2016.

**15. Proposed Process to Provide Written Responses to Trade Board Recommendations**

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 copy of the *Closed Resolutions Log Report* showing the Divisional Board response to Trade Board resolutions, accompanied by a cover letter signed by the Divisional Board Chair.

J. Dowdall left the meeting at 11:55 a.m.

**16. Trade Board Minutes**

The Divisional Board reviewed highlights of recent Construction sector Trade Board minutes, and discussed resolutions made by four Trade Boards related to the process the Divisional Board will follow when it considers approval of Training and Curriculum Standards. The Divisional Board agreed that invitations should be sent to the Chair and Vice-Chair of each of the four Trade Boards to attend one of its meetings, at which time the Divisional Board will be pleased to hear and discuss the views and concerns of the Trade Boards with respect to the Divisional Board’s role in approving standards.

**17. Adjournment**

**CDB20160426-04 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED**, the meeting adjourned at 12:10 p.m.

“James Barry”  
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Signed: James Barry  
Chair, Construction Divisional Board

June 21, 2016  
\_\_\_\_\_  
Date

“Meg Feres”  
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Signed: Meg Feres  
Recording Officer

April 28, 2016  
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Date