



Minutes

Construction Divisional Board Meeting

March 2, 2017 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

None

Staff in Attendance

Warren Barbour, Director, Registration Services
Tyler Charlebois, Manager, Marketing
Jennifer Cooper, Director, Legal & Regulatory Affairs
Meg Feres, Supervisor, Board Operations
Hugo Leal-Neri, Policy Counsel
Craig McCarten, Product Supervisor, Standards
Bob Onyschuk, Director, Compliance & Enforcement
John Poirier, Manager, Standards
Gay Saunders, Program Development Specialist, Standards
Daniel Scown, Governance Analyst
Kalia Turdueva, Executive Assistant, Legal & Regulatory Affairs

1. Call to Order/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.

CDB20170302-01 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the Agenda for the March 2, 2017 Construction Divisional Board meeting was approved as tabled.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

CDB20170302-02 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED, the minutes of the November 8, 2016 meeting were approved as tabled.

D. Bigioni joined the meeting at 9:30 a.m.

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 9:25 a.m.

6. Enhancing Apprenticeship Training Standards with OHS Requirements

C. McCarten briefed the Divisional Board about the Ministry of Labour's (MOL) proposal to partner with the Ontario College of Trades (OCOT) to enhance Apprenticeship Training Standards by incorporating health and safety content. The Construction and Maintenance Electrician Apprenticeship Training Standard is being used as a "pilot". The MOL has indicated that it would like to continue to offer its support by providing occupational health and safety subject matter expertise during OCOT's regular program review cycle. College staff will update the Divisional Board on this matter, as developments take place.

7. Training Standards Update: Proposed Process Improvement and Direction on Next Steps

C. McCarten updated the Divisional Board on proposed survey process improvements related to obtaining Trade Boards' feedback on Training Standard changes for a particular trade. The Divisional Board reviewed three new steps in the process, namely: a requirement for a responding Trade Board to provide suggested alternate wording in areas where there are objections; a requirement for the initiating Trade Board to review and respond to the suggested change(s); and the opportunity for the Divisional Board to either prescribe a different path forward or direct the affected Trade Boards to meet in order to reach an agreement.

CDB20170302-03 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED, the Divisional Board endorsed the amended Trade Board Feedback Survey Process as outlined in nine steps in the document titled "*Construction Sector Standards Validation Process (Amended)*"; and further approved that the amended process be used as part of the validation of the Sheet Metal Worker Training Standard, already in progress, as well as initiated for other Training Standards now ready for the feedback process.

In addition, a letter from the Roofer Trade Board, dated December 12, 2016, was tabled for information. The letter outlined a request for an update on the next steps to be taken by the Divisional Board in the Training Standards approval process. College staff will update all Trade Boards with respect to the decision made by Divisional Board set out in Motion CDB20170302-03.

8. Curriculum Standard Reviews

The Divisional Board was advised that the Curriculum Standard for the Plumber trade is ready for validation of new content.

CDB20170302-04 ON A MOTION MADE by J. Dowdall, seconded by K. Bryenton and CARRIED, the Divisional Board approved that the same process used to collect feedback from Trade Boards regarding a Training Standard of a particular trade also be used for validating Curriculum Standards, subject to a more restricted response timeline to take into account the involvement of other stakeholders outside of the College.

The Divisional Board also discussed work elements or skill sets in Ontario scopes of practice vis-à-vis the corresponding Red Seal trade at the federal level. It was agreed that where there are training elements in a Red Seal trade that do not align with Ontario's scope of practice for the same trade, those elements will be addressed in the in-school Curriculum Standard instead of the on-the-job Training Standard.

Finally, the Divisional Board acknowledged that the expansion of a Training Standard requires more teaching time in-school and agreed that the resulting impact on funding requirements for a Curriculum Standard needs to be addressed with affected stakeholders. The Divisional Board asked College staff to table an Information Note on this matter at the next meeting, scheduled for June 6, 2017.

9. Trade Name Change: Sprinkler and Fire Protection Installer to Sprinkler Fitter

J. Poirier advised the Divisional Board that in September 2016, industry participants at a Sprinkler Systems Installer Red Seal Occupational Standard Employment workshop agreed to change the trade name from *Sprinkler Systems Installer* to *Sprinkler Fitter*. The Sprinkler and Fire Protection Installer ("SFPI") Trade Board discussed this matter at its meeting on October 31, 2016 and was supportive of the Red Seal name change. In addition, the Trade Board agreed that the provincial trade name, *Sprinkler and Fire Protection Installer*, should also be changed to *Sprinkler Fitter* to maintain consistency.

The Divisional Board was advised that the next step in the process is to table the SFPI's request for a name change at a future meeting of the Board of Governors to determine if the Regulations Committee of the Board will be directed to address the matter. It was noted that part of the process of officially changing the provincial trade name will involve amendments to Ontario Regulation 175/11 ("Prescribed Trades and Related Matters") and Ontario Regulation 275/11 ("Scope of Practice – Trades in the Construction Sector").

Finally, the Divisional Board directed staff to advise all affected Trade Boards of the SFPI Trade Board's decision to request a provincial trade name change, including Plumber/Steamfitter and Refrigeration and Air Conditioning System Mechanic, provided that the Board of Governors supports this change and directs the Regulations Committee to work on the matter.

10. Sprinkler and Fire Protection Installer Trade Update

J. Poirier advised the Divisional Board that on February 2, 2017 the SFPI trade completed a 2-year phase-in process and officially became a compulsory trade under the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA). A discussion followed with respect to the College's Trade Equivalency Assessment process through which a number of applicants were granted equivalency in the SFPI trade.

The Divisional Board agreed to defer further discussion of the matter until W. Barbour (Director, Registration Services) joined the meeting.

W. Barbour joined the meeting at 10:45 a.m.

11. Membership Update

The Divisional Board resumed its discussion about the issuance of CofQs to roughly 150 SFPI trade challengers during the initial phase of the TEA process. W. Barbour advised that he assumed responsibility for the TEA business line in December 2016 at which time the current threshold of equivalency assessment was already in place. He informed the Divisional Board that he will investigate the full history of the issue at hand and report back to the Chair, and ultimately the full Divisional Board, by March 13, 2017.

W. Barbour continued the Membership (“Registration Services” effective March 1, 2017) Update and provided an update on College membership statistics, client services activities, and call centre data. For future reports, the Divisional Board requested a break out of the data to show provisional CofQs by trade.

W. Barbour left and D. Scown joined the meeting at 11:05 a.m.

12. 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 that are underway.

In addition, a letter from the Roofer Trade Board, dated December 13, 2016, was tabled for information. The letter outlined concerns with the delay in filling existing and impending vacancies on the Trade Board. D. Scown advised that in February 2017 the Appointments Council membership reached quorum and the College expects that the appointments process will resume in the coming weeks.

D. Scown left and T. Charlebois joined the meeting at 11:20 a.m.

13. Communications and Marketing Update

T. Charlebois provided an update on recent Communications and 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*”, as well as 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.

In addition to the Divisional Board’s outreach to Construction sector Trade Board delegations during its consultations on February 7, 8 and 16, T. Charlebois provided an update on the public consultations seeking feedback related to recent legislative amendments to 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.

T. Charlebois left and B. Onyschuk joined the meeting at 11:35 a.m.

14. Compliance and 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 recent “blitzes” in Belleville and communities in Northern Ontario, as well as an overview of outreach activities in Community Colleges, were also reported.

B. Onyschuk left the meeting at 12:00 noon.

15. Trade Board Recommendations and Divisional Board Written Responses

Staff reviewed several recommendations made by Construction sector Trade Boards. The Divisional Board considered the issues and discussed the nature of the responses to be provided in the reports back to the Trade Boards.

16. Trade Board Minutes, Statistics and Updates

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

17. Policy and 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 and research.

18. Adjournment

CDB20170302-05 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni, and CARRIED, the meeting adjourned at 1:05 p.m.

“James Barry”

Signed: James Barry
Chair, Construction Divisional Board

June 6, 2017

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

March 20, 2017

Date