



Minutes

Motive Power

Divisional Board Meeting

March 2, 2015 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, 5th Floor, Room 504
Toronto, ON, M5G 2K4

Divisional Board Members in Attendance

Kate Poultney, Chair
John Arlain, Vice-Chair
Claude Fawcett
Ken Gill
Jody Hitchcock

Divisional Board Members not in Attendance

None

Staff in Attendance

Jason Bennett, Legal Counsel & Manager, Corporate Governance
Aysen Farag, Administrative Assistant, Corporate Governance
Meg Feres, Supervisor, Board Operations
Sherri Haigh, Director, Communications and Marketing
Kevin Rabishaw, Co-manager, Enforcement
Carolyn Schoenfeldt, Manager, Client Services
Franca Silvaggio, Program Coordinator, Standards
Rottena Sparks, Program Coordinator, Standards
Royden Trainor, Director, Policy & Programs
David Tsubouchi, Registrar & CEO

1. 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 advised that the Corporate Governance Update will immediately follow the Vice-Chair Election.

MPDB20150302-01 ON A MOTION MADE by J. Hitchcock, seconded by C. Fawcett and CARRIED, the Agenda for the March 2, 2015 Motive Power Divisional Board meeting was approved as amended.

3. Conflicts of Interest.

No conflicts were declared.

4. Approval of Previous Meeting Minutes

MPDB20150302-02 ON A MOTION MADE by J. Arlain, seconded by C. Fawcett and CARRIED, the minutes of the November 17, 2014 meeting were approved.

5. Vice-Chair Election

J. Bennett noted the requirement in s. 7.3 of the College's General By-law for an annual election of Vice-Chair for the Divisional Boards.

MPDB20150302-03 ON A MOTION CARRIED UNANIMOUSLY, J. Arlain was re-elected Vice-Chair of the Motive Power Divisional Board effective March 2, 2015 to hold office for one (1) year.

6. Corporate Governance Update

J. Bennett provided an overview of the recent activity within the Corporate Governance department, including Trade Board meeting statistics, the new Chair and Vice-Chair of the Board of Governors, and potential changes to certain Complaints and Discipline Committee processes. An overview was also given on the initiatives of the Governance & Nominations Committee, such as the development of an anti-sexual harassment policy, and a number of proposed General By-law amendments.

7. Prioritizing Trade Board Appointments

The Divisional Board reviewed industry statistics for trades in the Motive Power sector for which Trade Board appointments have not yet been made.

MPDB20150302-04 ON A MOTION MADE by J. Hitchcock, seconded by J. Arlain and CARRIED, that whereas at its November 13, 2014 meeting, the Executive Committee of the Board of Governors reviewed the status of Trade Board vacancies and requested that feedback on prioritization should be solicited from the Divisional Boards, the Motive Power Divisional Board hereby recommends that the Tire, Wheel and Rim Trade Board be prioritized for appointments.

8. Trade Board Updates, Minutes, Resolutions and Responses

F. Silvaggio and R. Sparks briefed the Divisional Board on issues such as National Occupational Analysis reviews for certain trades, exam changes, workshops, and curriculum standards. The Divisional Board also reviewed Trade Board resolutions, and considered and developed draft written responses. Staff will work with the Divisional Board Chair to finalize written responses to the Trade Boards that passed resolutions.

The Divisional Board discussed industry-wide experiences with apprenticeship registration practices and procedures.

MPDB20150302-05 ON A MOTION MADE by K. Gill, seconded by C. Fawcett and CARRIED, that whereas industry stakeholders including employers, Trades Boards, Training Delivery Agencies, and

prospective apprentices have expressed concern that the Ministry of Colleges Training and Universities (MTCU) has discontinued its long-standing practice of having Employment Training Consultants (ETCs) engage in direct communication with employers and prospective apprentices to facilitate the signing of Registered Training Agreements (RTAs); and whereas the College believes this change in policy and approach adversely impacts access to new apprenticeship opportunities in Ontario; the Motive Power Divisional Board hereby recommends that the Board of Governors directs College staff to engage with the MTCU to promote and facilitate practices to support the RTA process and the promotion of apprenticeship in Ontario, including direct engagement with employers and prospective apprentices.

9. Communications and Marketing Update

S. Haigh updated the Divisional Board on current initiatives of the Communications and Marketing department, including new marketing initiatives, promotional products, the quarterly Trades Today newsletter, and website enhancements.

10. Member Services Update

C. Schoenfeldt provided an update on the current activities of the Client Services department, including membership statistics, a new Certificate of Qualification design, and changes to the email system designed to create a more efficient response process.

11. Compliance and Enforcement Update

K. Rabishaw briefed the Divisional Board on initiatives within the Compliance and Enforcement department. The Divisional Board was also provided with updates on field visits by Enforcement Officers and other statistics specific to the Motive Power sector.

12. Next Steps/Wrap-up

The next meeting is scheduled for June 15, 2015.

13. Adjournment

The meeting adjourned at 1:00 p.m.

“Kate Poultney”

Signed: Kate Poultney
Chair, Motive Power Divisional Board

June 17, 2015

Date

“Aysen Farag”

Signed: Aysen Farag
Recording Officer

March 12, 2015

Date