



Minutes

Service Divisional Board Meeting

November 14, 2014 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, Room 604, Toronto, ON

Divisional Board Members in Attendance

Rob Brewer, Chair
Cam Anderson, Vice-Chair
Suzette Cameron
Lynne Fitzgerald

Divisional Board Members not in Attendance

David Pyper

Staff Members in Attendance

Risa Abella, Program Coordinator, Standards
Warren Barbour, Director, Member Services
Jason Bennett, Legal Counsel & Manager, Corporate Governance
Aysen Farag, Administrative Assistant, Board Secretariat
Meg Feres, Supervisor, Board Operations
Sherri Haigh, Director, Communications and Marketing
John Mania, Manager, Enforcement
Julie May Rogers, Policy Analyst
John Poirier, Manager, Standards
Alice Power, Program Coordinator, Standards

1. Call to Order/Welcome

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

2. Approval of Agenda

SDB20141114-01 Moved by C. Anderson, seconded by S. Cameron and CARRIED, the Agenda for the November 14, 2014 Service Divisional Board meeting was approved.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

SDB20141114-02 Moved by L. Fitzgerald, seconded by C. Anderson and CARRIED, the minutes of the April 16, 2014 meeting were approved.

5. Appliance Service Technician Trade Board Expansion

The Divisional Board was advised that the Appliance Service Technician Trade Board passed a recommendation to expand its membership to include representation from the Pool, Hot Tub and Spa Service Technician (237S) and Pool, Hot Tub and Spa Installer (237T) trades, as these trades currently have no Trade Board representation. The Divisional Board recommended that staff first contact organizations in the pool and hot tub industry to gauge their interest in the possibility of expanding the Appliance Service Technician Trade Board to include representatives from the pool and hot tub trades. Subject to indications of industry support, the Divisional Board will make a formal recommendation to the Board of Governors to expand the Appliance Service Technician Trade Board.

6. Population of Trade Board for Information Technology (IT) and Apprenticeship Training Tax Credit (ATTC)

R. Abella and A. Power updated the Board on the status of the IT Trades. Before the Divisional Board makes any recommendation to the Appointments Council to populate the IT Trade Boards, College staff was instructed to continue to monitor the number of apprentices in the IT trades to assess how the withdrawal of ATTC eligibility has affected, and continues to affect, those trades. The Board was advised that currently only two IT trades are eligible for the ATTC, and their levels of apprenticeship participation have remained fairly consistent. For the three trades without the ATTC, apprenticeship registration numbers continue to remain at a higher level than many trades under OCTAA. It was suggested that it may be beneficial for all five trades to be represented at the Trade Board level.

The Divisional Board was advised by staff that the Appointments Council has recently asked the College to make recommendations with respect to Trade Board appointment priorities. Accordingly, the Divisional Board is suggesting the following Trade Board be prioritized for appointments:

- 1/ Child Development Practitioner
- 2/ Child & Youth Worker
- 3/ Information Technology Trades
- 4/ Parts Technician

7. Population of Trade Boards - Child Development Practitioner, Child and Youth Worker, and Parts Technician Status Update

The Divisional Board inquired about the status of the request to populate these Trade Boards. It was confirmed that the Appointments Council has received the request, and continues to work on populating the Trade Boards.

8. Child Development Practitioner (CDP) Curriculum – Request for Hours Update

The Divisional Board was briefed on the status of the request for funding for additional hours for the child protection module in the CDP curriculum. The CDP working group has made a request to the Ministry of Training, Colleges and Universities (MTCU), and await a response on whether funding will be provided. If funding is not provided, the working group intends to allocate hours from other subjects within the curriculum to integrate the child protection module.

9. Institutional Cook Certificate of Qualification (CofQ) Exam

The Divisional Board was notified that the first Institutional Cook CofQ exam has been developed and is currently undergoing peer review.

10. Update on Hairstylist Practical Examination

J. Poirier provided an update on the Hairstylist Trade Board's resolution to adopt the Red Seal practical exam. Many colleges and educational institutions are in favour of offering the Red Seal practical exam. Currently, Ontario practitioners who wish to challenge the Red Seal exam must do so in another jurisdiction. Efforts are underway to determine the optimal exam process given the large number of hair salons in Ontario.

11. Interprovincial Standards Examination Committee (ISEC) and Canadian Council of Directors of Apprenticeship (CCDA) Update

J. Poirier provided an overview of the ISEC/CCDA work plan over the next couple of years. Topics of discussion at the ISEC and CCDA level include reviews of various National Occupational Analysis (NOAs), the Interprovincial Program Guide, and exam question item banks.

12. Trade Related Updates and Statistics

R. Abella and A. Power provided an update on issues and resolutions being generated by various Trade Boards in the sector, such as training standards, scopes of practice, exams, curriculum revisions, and new trade development.

13. Policy Updates

J. May-Rogers provided an update on recent activities involving the Policy department. She advised that all but seven Service sector trades have been excluded from the ATTC. The College has made an inquiry to the Ministry of Finance (MOF) with regards to the 2014 Ontario Budget initiative to undertake a review of business tax expenditures, specifically the review of the ATTC. The College requested that the MOF keep it informed of the progress of this initiative, and any potential stakeholder consultations during this review. She also advised that there are no new updates to provide on the Barber exemption, which will remain in effect until April 2015. She then provided an update on the implementation of the Sprinkler and Fire Protection Installer trade classification change. The regulation reflecting this change will be in effect two years after the date of filing, which is expected to take place in early 2015. In addition, the Academic Entry Requirements consultation and other initiatives related to scopes of practice and the classification/reclassification of trades, is on hold pending the outcome of the College's Technical Review which commenced at the end of October 2014.

14. Governance Update

J. Bennett provided an update on recent Corporate Governance-related activities at the College. He advised that a training session for Trade Board Chairs and Vice-Chairs held on September 11, 2014 has been well received and the College plans to host similar sessions in the future. Staff is also working with the Governance and Nominations Committee to update the Terms of Reference of a number of Committees of the Board and the Divisional Boards. He also advised that the Complaints Committee and Registration Appeals Committee are now in full operation and have dealt with a number of cases to date. In addition, the Discipline and Fitness to Practise committees will receive a training session in early December and are expected to become active in 2015.

15. Communications & Marketing Update

S. Haigh provided an update on the recent activities of the Communications & Marketing department, including new marketing initiatives, promotional products, and the newly created

youth microsite for prospective apprentices in the trades called www.earnwhileyoulearn.ca.

16. Member Services Update

W. Barbour briefed the Divisional Board on College membership statistics, Client Services activities, and provided updates on the Journeyman Candidates class and apprentices who were deemed into College membership in April 2013.

17. Enforcement Update

J. Mania provided an update on Compliance and Enforcement activities at the College.

18. Next Steps/Wrap-Up

The Divisional Board agreed to meet on March 5, 2015 and June 23, 2015.

19. Adjournment

The meeting adjourned at 12:30 p.m.

Signed: “Rob Brewer”
Chair, Service Divisional Board

Signed: “Aysen Farag”
Recording Officer