



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Minutes

Service Divisional Board Meeting

March 5, 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

Rob Brewer, Chair
Cam Anderson, Vice-Chair
Suzette Cameron
David Pyper

Divisional Board Members not in Attendance

Lynne Fitzgerald

Staff Members in Attendance

Risa Abella, Program Coordinator
Jason Bennett, Legal Counsel & Manager, Corporate Governance
Aysen Farag, Administrative Assistant, Board Secretariat
Meg Feres, Supervisor, Board Operations
Sherri Haigh, Director, Communications and Marketing
Eric Hamilton-Smith, Policy Analyst
John Poirier, Manager, Standards
Alice Power, Program Coordinator
Kevin Rabishaw, Co-manager, Enforcement
Dale Richardson, Manager, Member Records and Data
Royden Trainor, Director, Policy & Programs

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 proposed revisions to the agenda related to changes in presenters and/or sequence.

SDB20150305-01 Moved by C. Anderson, seconded by D. Pyper and CARRIED, the Agenda for the March 5, 2015 Service Divisional Board meeting was approved as amended.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

SDB20150305-02 ON A MOTION MADE by D. Pyper, seconded by C. Anderson and CARRIED, the minutes of the November 14, 2014 meeting were approved.

5. Vice-Chair Election

SDB20150305-03 ON A MOTION MADE by R. Brewer and seconded by D. Pyper and CARRIED, Cam Anderson was re-elected Vice-Chair of the Service Divisional Board effective March 5, 2015 to hold office for one (1) year.

6. Compliance & Enforcement Update

K. Rabishaw provided an update on Compliance and Enforcement department activity. The Divisional Board was also given updates on field visits, and other statistics specific to the Service sector.

S. Cameron joined the meeting at 9:25 a.m.

7. Update on Hairstylist Practical

J. Poirier presented this item for information. The College is in the process of ensuring that the new exam is in compliance with the Red Seal national standard. A pilot project is underway, with a target release date in early Fall 2015.

8. Networking Cabling Specialist – Sector Change Request Update

J. Poirier advised that the Network Cabling Specialist Trade Board has recommended a change in sectors, from Service to Construction, and passed a motion to that effect at its meeting of February 17, 2015. It was noted that such a change would require a number of regulatory amendments, including changes to one Board regulation and one Minister's regulation, and would be subject to the full regulatory review and approvals process.

9. Bill 10 - Child Care Modernization Act

R. Abella and E. Hamilton-Smith described how the proposed Child Care Modernization Act may impact certain trades, in particular the Child Development Practitioner (CDP) trade. They advised that the *Day Nurseries Act* and its regulations will continue to be in effect while the Ministry engages with stakeholders and the public in the drafting of regulations to implement and clarify the requirements under the new Act. The College would like to ensure that it participates in this consultation process. As the CDP trade does not currently have an active Trade Board, industry stakeholders and subject matter experts will be contacted to provide input on submissions made by the College.

10. Child Development Practitioner (CDP) - Training Equivalency Assessment Applications

R. Abella provided an update for the Service Divisional Board related to messaging being developed by the College for those applying for trades equivalency assessment for the trade of Child Development Practitioner. Trade specific messaging is critical for these applicants because of

specific nuances in this sector for Child Development Practitioners who may eventually want to bridge towards their Early Childhood Educator (ECE) designation. Applicants to the Ontario College of Trades need to be aware of these requirements because of the external requirements of the College of ECEs, a separate governing body.

11. Barbers' Exemption Update

E. Hamilton-Smith summarized the status of the 2-year exemption from paying College membership fees that MTCU granted to Barbers in April 2013. The exemption is set to expire on April 8, 2015. To date, the Ministry has not given any indication as to whether the Barber trade will become a named trade distinct from the trade of Hairstylist.

The Divisional Board also reviewed the four-point framework which was part of the Hairstylist Trade Board's December 24, 2013 submission to the Ministry's public consultation on the Barber trade, and asked that staff continue to develop a more formal review of the Hairstylist training standard and curriculum standard to identify whether barbering components are adequately represented, and to involve barbers in validating the results. The Divisional Board also requested that staff prepare an information update to be reviewed as part of an update to the Board of Governors at its meeting on April 21, 2015.

12. Institutional Cook Certificate of Qualification (CofQ) Exam Update

A. Power provided an update on the development of the Institutional Cook CofQ exam, now being translated into French. Currently, individuals who have completed a Certification of Apprenticeship in the trade can apply and pay for membership in the College to receive their CofQ. Once the examination is available, individuals wishing to obtain a CofQ will be required to write and pass the certification examination.

13. Apprenticeship Training Tax Credit Update

R. Abella briefed the Divisional Board on the letter that was sent to the Minister of Finance (i) requesting that the College continues to receive updates on the Ministry's review of the provincial Apprenticeship Training Tax Credit and (ii) recommending that the Ministry consider providing tax credits to Service sector trades. She advised that there has been no response from the Minister yet. The Divisional Board will follow up with another letter to the Minister of Finance on this matter.

14. 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, including various recommendations with respect to training standards, scopes of practice, exams, curriculum revisions, and new trade development. The Divisional Board also reviewed the log of Trade Board resolutions and discussed appropriate written responses to be provided to the respective Trade Board.

15. Special Advisor Review Update

The Chair welcomed T. Dean to the meeting and thanked him for taking time to speak to the Service Divisional Board.

T. Dean updated the Board on the status of his Technical Review of the College's ratio review and trade classification review processes. It was noted that written submissions from interested stakeholders will be reviewed after the submission deadline of March 13, 2015.

16. Governance Update

J. Bennett gave an overview of recent activities 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 a number of recent initiatives of the Governance & Nominations Committee.

17. Communications & Marketing Update

S. Haigh updated the Board on current initiatives of the Communications and Marketing department, including new marketing initiatives, promotional products, and the quarterly Trades Today newsletter. A new section on the College website has been dedicated to diversity within the trades, and will showcase mentors and trades workers discussing their experiences in the workplace.

18. Member Services Update

D. Richardson 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.

19. In Camera

The Divisional Board held an in camera session.

20. Adjournment

The meeting adjourned at 2:00 p.m.

“Rob Brewer”

Signed: Rob Brewer
Chair, Service Divisional Board

June 23, 2015

Date

“Aysen Farag”

Signed: Aysen Farag
Recording Officer

March 19, 2015

Date