



Minutes

Construction Divisional Board Meeting

June 22, 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

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

Divisional Board Members not in Attendance

None

Resource Persons/Guests

Pat Blackwood, Chair, Board of Governors
Tom Carvin, Chair, Industrial Divisional Board

Staff in Attendance

Warren Barbour, Director, Member Services
Kevin Broughton, Acting Manager, Hearings & Investigations
Jason Bennett, Legal Counsel & Manager, Corporate Governance
Tyler Charlebois, Manager, Communications & Marketing
Meg Feres, Supervisor, Board Operations
Maria Khan, Administrative Assistant, Corporate Governance
Craig McCarten, Program Coordinator, Standards
John Poirier, Manager, Standards
Gay Saunders, Program Coordinator, Standards
Royden Trainor, Director, Policy & Programs

1. Call to Order/Welcome

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

2. Approval of Agenda

The Chair reviewed the draft agenda.

CDB20150622-01 ON A MOTION MADE by K. Bryenton, seconded by D. Bigioni and CARRIED, the Agenda for the June 22, 2015 Construction Divisional Board meeting was approved as tabled.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Previous Minutes

CDB20150622-02 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the minutes of the March 4, 2015 meeting were approved as tabled.

M. Battye joined the meeting at 9:15 a.m.

5. Dean Review Update

R. Trainor advised that the Dean Review is currently concluding the stakeholder consultation portion of the Review and will be commencing its analysis phase shortly.

6. Governance Update

J. Bennett reviewed governance activity and statistics for Q1-2015 and updated the Divisional Board on the current priorities of the Corporate Governance department with respect to supporting the work of the College's Boards as well and the standing and statutory Committees.

J. Bennett left the meeting at 9:30 a.m.

7. Communications and Marketing Update

T. Charlebois provided an update on the recent activities of the Communications and Marketing department, including stakeholder outreach efforts, a new consumer protection video, and website enhancements.

T. Charlebois left the meeting at 9:45 a.m.

8. Compliance and Enforcement Update

K. Broughton provided updates on the hiring of new Enforcement Officers, field visit statistics, and activity related to the complaints process. The Divisional Board raised questions related to the different rates of Provincial Offences Act (POA) tickets issued to uncertified workers in the residential sector compared to the ICI sector. There was also discussion with respect to the type of worker ticketed (i.e. employees, employers, or apprentices). College staff advised that additional information with respect to POA tickets issued will be considered for future reports.

K. Broughton left the meeting at 10:15 a.m.

9. Membership Update

W. Barbour provided an update on College membership statistics, client services activities, and call volumes. The Divisional Board was also briefed on proposed changes to membership credentials as they relate to the inclusion/re-introduction of the notion of "expiry dates". Effective January 1, 2016, expiry stickers will be included on wallet cards and wall certificates. In addition, the new wall certificate will also include enhanced security features, including an embossed corporate seal, print date, issue number, unique security code, and copy-proof paper.

There was a discussion with respect to apprentices in compulsory trades who defer their last session of in-school training, thereby delaying issuance of their Certificate of Apprenticeship and

movement into the Journeyperson Candidates class of membership. College staff advised that the Ministry of Training, Colleges and Universities (MTCU) is currently reviewing the matter to determine which apprentices in compulsory trades have remained for an unusually long period of time at the final stage of training and to assist as appropriate in guiding apprentices through the process to earn their Certificates of Qualification.

With respect to the issuance of new Registered Training Agreements (RTA) by MTCU, College staff will verify with MTCU that the same identification number is issued to the apprentice, thus ensuring that all relevant legacy information from previous RTAs, including the start date of the apprenticeship, are captured in the data for the new RTA.

W. Barbour left the meeting at 10:30 a.m.

10. Policy and Programs Update

R. Trainor reviewed Q1-2015 activity and statistics for the Policy and Programs division, including the areas of Policy & Research, Trade Standards, and Trade Equivalency Assessment. The Divisional Board was introduced to recently released Apprenticeship Training Log Books which are now in use in certain competency-based trades in non-construction sectors at the College.

11. Resource for Prospective Apprentices – HEQCO Partnership Project

R. Trainor described a partnership project between the College and the Higher Education Quality Council of Ontario (HEQCO) to develop and release an online and/or print resource for prospective apprentices. This project will provide detailed information and guidance about the apprenticeship pathway from beginning to end. The primary audience for the resource is youth aged 18-30. The resource would reflect the diverse entry points into apprenticeship and clarify the apprenticeship process regardless of prospective applicants' professional or educational background.

12. CCDA Update

R. Trainor provided an update on the Canadian Council of Directors of Apprenticeship's (CCDA) annual National Stakeholder Meeting in Ottawa on March 19, 2015. The purpose of the meeting was to hold interactive discussions with national apprenticeship stakeholders on key CCDA initiatives and strategic priorities including Employer Engagement, Harmonization, and Red Seal Standards. Participants included a cross-section of about 30 stakeholders representing employers and labour in a variety of industries and trades, including national organizations representing training providers.

13. Concrete Finisher Trade Board: Interest in Red Seal Certification for the Trade

J. Poirier briefed the Divisional Board on the Cement (Concrete) Finisher Trade Board's recommendation for the trade to participate in the National Red Seal Concrete Finisher Program. The Divisional Board discussed the level of industry support for the trade and what College resources would be required if this request was approved. The Divisional Board requested that College staff present more information on journeyperson statistics and evidence of industry support. Further, the Divisional Board asked that the Chair of the Cement (Concrete) Finisher Trade Board be invited to the next meeting of the Divisional Board.

14. Network Cabling Specialist: Interest in Sector Change from Service to Construction

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 further research and an initial business case would be required from the Trade Board for analysis by College Programs and Policy staff. Further, the Divisional Board was

advised 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.

15. Trade Board Updates, Resolutions, and Responses

C. McCarten and G. Saunders presented a comprehensive list of Trade Board resolutions to date and the status of each with respect to official Divisional Board response. College staff was asked to categorize the items in a fashion for efficient and effective review. The Divisional Board agreed to a meeting on July 27, 2015 to be focused on drafting responses to Trade Boards and otherwise closing out the matters raised in the resolutions.

16. Trade Standards Management and Renewal Process

R. Trainor reviewed the *Trade Standards Management and Renewal Process*, describing the respective roles and responsibilities involved in the development of establishing and maintaining the apprenticeship Training Standards and Curriculum Standards for the Province of Ontario. The Divisional Board also reviewed the program development cycle, the current College Standards revision/development and implementation flow, and a summary of revised Training Standards and Curriculum Standards that are complete or near completion.

The Divisional Board discussed current approval and implementation practices for revisions to Standards, which primarily relies on Trade Boards as the vetting and approval body, but also affords a potential role for the Divisional Boards to formally approve non-regulatory changes to Standards. The Divisional Board agreed that functioning as an oversight body for the sector and having the opportunity to seek further clarification from a Trade Board on changes to its Training Standard or Curriculum Standard would be beneficial to the program development cycle and the sector as a whole.

Until an official approval process is in place, the Divisional Board requested that it be alerted to potential changes to any Training Standards or curricula in the construction sector at the front end of the process and that they come before the Divisional Board for approval towards the end of the process. Further, the Divisional Board directed staff to develop options with respect to the details of a formal approval process to be tabled as a decision item at a future meeting of the Divisional Board.

M. Battye left the meeting at 12:15 p.m.

17. Program Evaluation Process

T. Carvin joined the meeting at 12:30 p.m.

T. Carvin presented the revised draft Program Evaluation Process (PEP) and proposed next steps agreed to by the Industrial Divisional Board, beginning with its presentation to the Construction, Motive Power, and Service Divisional Boards for feedback between June 17 and June 23, 2015. An update was provided on the May 22, 2015 meeting attended by all four Chairs of the Divisional Boards, the Chair of the Board of Governors, and staff to review the PEP approved by the Industrial Divisional Board on March 18, 2015. At the May 22, 2015 meeting, a few amendments were suggested in the “Determination” step of the process. These included re-naming the “Suspension” option “Under Review” and providing for a period of review longer than one year.

At its meeting of June 10, 2015, the Industrial Divisional Board examined the revised draft PEP and directed College staff to make further refinements to the process flow chart to reflect that all four

options remain available for consideration at the conclusion of “Renewal” and “Under Review” steps.

CDB20150622-03 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the Construction Divisional Board hereby approves the Program Evaluation Process as outlined in Appendices B & C to the Decision Note titled “*Program Evaluation Process – Presentation to all Divisional Boards, June 2015*”; and hereby recommends that the Program Evaluation Process, subject to approval by each Divisional Board, be tabled as soon as possible for consideration and approval by the Board of Governors.

T. Carvin left the meeting at 12:45 p.m.

18. In Camera

The Divisional Board met in camera.

19. Next Meeting

The next meeting of the Construction Divisional Board is scheduled for July 27, 2015.

20. Adjournment

CDB20150622-04 ON A MOTION MADE by K. Bryenton, seconded by J. Dowdall and CARRIED, the meeting adjourned at 1:10 p.m.

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

December 7, 2015 _____
Date

“Meg Feres” _____
Signed: Meg Feres
Recording Officer

July 6, 2015 _____
Date