



Minutes

Industrial Divisional Board Meeting

June 10, 2015 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, Room 604
Toronto, ON M5G 2K4

Board Members in Attendance

Tom Carvin, Chair
Neil Doherty, Vice-Chair
T. Carter Hodgins
Tom Reid
Zhaoxu (Lee) Tang

Board Members not in Attendance

None

Resource Persons/Guests in Attendance

None

Staff in Attendance

Dev Baichan, Program Coordinator, Standards
Warren Barbour, Director, Member Services
Jason Bennett, Legal Counsel and Manager, Corporate Governance
Meg Feres, Supervisor, Board Operations, Corporate Governance
Sherri Haigh, Director, Communications and Marketing
Maria Khan, Administrative Assistant, Corporate Governance
Bob Onyschuk, Director, Compliance & Enforcement
John Poirier, Manager, Standards
Joseph Pyringer, Program Coordinator, Standards
Royden Trainor, Director, Policy and Programs

1. Call to Order/Welcome

The Chair called the meeting to order at 9:00 a.m.

2. Approval of Agenda

The Chair reviewed the draft agenda and proposed the addition of an information item outlining data with respect to the trades named under the *Ontario College of Trades and Apprenticeship Act*.

IDB20150610-01 ON A MOTION MADE by N. Doherty, seconded by L. Tang and CARRIED, the Agenda for the June 10, 2015 meeting was approved as amended.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Minutes

IDB20150610-02 ON A MOTION MADE by T. Reid, seconded by T.C. Hodgins and CARRIED, the Minutes of the March 18, 2015 Industrial Divisional Board meeting were approved as tabled.

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. Policy & 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.

7. Corporate 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.

8. Communications & Marketing Update

S. Haigh 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.

S. Haigh left the meeting at 9:40 a.m.

9. Compliance & Enforcement Update

B. Onyshuk provided updates on the hiring of new Enforcement Officers, field visit statistics, and activity related to the complaints process.

B. Onyshuk left the meeting at 9:55 a.m.

10. Membership Update

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, and call volumes.

11. Classes of Membership

The Divisional Board discussed the classes of membership currently available and the circumstances under which individuals are issued either a Certificate of Qualification (CofQ) or Statement of Membership in the College. There was also discussion with respect to trades which have the CofQ as the highest standard of qualification in the trade and those for which the Certificate of Apprenticeship is the highest standard.

W. Barbour described 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.

W. Barbour and J. Bennett left the meeting at 10:45 a.m.

12. Resource for Prospective Apprentices – HEQCO Partnership Update

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.

13. 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.

14. Trade Board Statistics, Updates, Resolutions, and Responses

D. Baichan and J. Pyringer briefed the Divisional Board on current issues and resolutions raised by a number of Industrial sector Trade Boards. The Divisional Board reviewed and considered resolutions from the Trade Boards, identified areas requiring further staff research, drafted responses to the Trade Boards, and directed staff to prepare letters for the Chair to review and approve.

15. Program Evaluation Process – Update on May 22, 2015 Meeting with Divisional Board Chairs

J. Poirier presented the revised draft Program Evaluation Process (PEP) and proposed next steps, beginning with its presentation to the Construction, Motive Power, and Service Divisional Boards for feedback later in June 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.

The 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. There was also discussion with respect to the proposed Manitoba Bill/Legislation "*Certified Occupations Act*" announced on May 6, 2015. The Divisional Board asked staff to monitor the status of legislation to determine how this work, and perhaps that of other jurisdictions, could align or assist with the options outlined in the PEP.

IDB20150610-03 ON A MOTION FOR AMENDMENT MADE by T. Reid, seconded by T.C. Carter and CARRIED, the Industrial Divisional Board hereby approves 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.

IDB20150610-04 ON A MOTION MADE by L. Tang, seconded by N. Doherty and CARRIED, the Industrial Divisional Board hereby approves the revised 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 recommends that it be tabled for approval at the meetings of the other three Divisional Boards, scheduled for the period June 17-23, 2015, subject to the amendment outlined in Motion #IDB20150610-03; and hereby approves 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.

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 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 and curriculum standards that are complete or near completion.

The Divisional Board discussed the current practice for standards revisions approval and implementation which currently relies on Trade Boards as the vetting and approval body as well as a potential role for the Divisional Boards to formally approve non-regulatory changes to College 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. The Divisional Board directed staff to develop options with respect to the details of an official approval process to be tabled at a future meeting of the Divisional Board.

17. Data Concerning Trades Named Under OCTAA

T. Reid provided an overview of data for the trades named under the *Ontario College of Trades and Apprenticeship Act* and the status of each with respect to the number of apprentices, availability of Certificate of Apprenticeship, availability of Certificate of Qualification, Red Seal involvement, and compulsory/voluntary classification. There was discussion with respect to how the data can be utilized to assist the Divisional Board in any PEP deliberations it undertakes, at the appropriate time and pending approval of the PEP by the Board of Governors.

18. Adjournment

The meeting adjourned at 2:30 p.m.

“Tom Carvin”

Signed: Tom Carvin
Chair, Industrial Divisional Board

November 13, 2015

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

June 26, 2015

Date