



# Minutes

## Industrial Divisional Board Meeting

May 26, 2016 at 9:00 a.m.  
Ontario College of Trades  
655 Bay Street, Room 602  
Toronto, ON M5G 2K4

### Board Members in Attendance

Tom Carvin, Chair  
Neil Doherty, Vice-Chair  
Tom Reid  
Zhaoxu (Lee) Tang

### Board Members not in Attendance

T. Carter Hodgins

### Resource Persons/Guests in Attendance

None

### Staff in Attendance

Dev Baichan, Program Coordinator, Standards  
Warren Barbour, Director, Member Services  
Jason Bennett, Director, Corporate Governance  
Meg Feres, Supervisor, Board Operations, Corporate Governance  
Maria Khan, Administrative Assistant, Corporate Governance  
John Mania, Manager, Enforcement  
Craig McCarten, Product Supervisor, Standards  
Jan O'Driscoll, Manager, Media Relations & Communications  
Joseph Pyringer, Program Coordinator, Standards  
Elliot Siemiatycki, Policy Analyst  
Franca Silvaggio, Program Coordinator, Standards  
Royden Trainor, Director, Policy and Programs  
Dan van der Burg, Manager, Policy and Research

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### 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 outlined changes in staff presenters and in the sequence of some agenda items.

**IDB20160526-01 ON A MOTION MADE by N. Doherty, seconded by T. Reid and CARRIED**, the Agenda for the May 26, 2016 meeting was approved as amended.

**3. Conflict of Interest**

No conflicts were declared.

**4. Approval of Minutes**

**IDB20160526-02 ON A MOTION MADE by N. Doherty, seconded by L. Tang and CARRIED**, the Minutes of the March 9, 2016 Industrial Divisional Board meeting were approved as tabled.

**5. Governance Update**

J. Bennett reviewed governance activity and statistics for Q1-2016 including the number of governance meetings held in the quarter and the current priorities of the department with respect to supporting the work of the College's Boards, its standing and statutory Committees, and adjudicative panels derived therefrom.

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

**6. Program Evaluation Process**

E. Siemiatycki provided an update with respect to the trades from the Industrial sector that were approved for Step 2 Validation at the Divisional Board's March 9, 2016 meeting. Since then, College staff has been validating data trends and patterns with members of the industry and consulting with government partners to determine their perspective and priorities with respect to the identified trades.

J. O'Driscoll joined the meeting at 10:00 a.m.

The Divisional Board reviewed draft versions of three Trade Reports, outlining vital statistics and information with respect to areas such as College membership, exam status, training delivery, jurisdictional comparisons, and diversity analysis. Completed Trade Reports for each trade currently undergoing Step 2 of the PEP will be tabled at Divisional Board meetings as supporting documentation at points in the process that require Divisional Board decision. The Divisional Board agreed that once reviewed and endorsed by a Divisional Board, Trade Reports should be shared with the other three Divisional Boards to address cross-sector issues.

The Divisional Board was also informed that College staff is working to prepare the next set of trades for the Divisional Board to consider moving into the PEP pipeline. The Divisional Board agreed that both low and high-volume trades should be considered in the second round and requested that staff conduct preliminary analysis on the core question of "what is a trade?", which is anticipated to be important information for the PEP as well as the New Trade Development Process.

E. Siemiatycki and D. van der Burg left the meeting at 10:25 a.m.

**7. Federal Skilled Worker Program – Update on Consultation with Trade Boards**

In follow up to the Divisional Board's discussion of the Federal Skilled Worker Program (FSWP) at its March 9, 2016 meeting, F. Silvaggio presented a draft version of a survey that will be sent to all Trade Boards seeking their views on the potential effect the FSWP may have on the growth of apprenticeship in Ontario. The Divisional Board will be briefed on the results of the survey at a future meeting.

**8. Communications & Marketing Update**

J. O'Driscoll briefed the Divisional Board on recent Communications & Marketing initiatives, including television and radio segments aimed at increasing public awareness about the work of the College and the launch of the new job board pilot project at "*HireWithConfidence.ca*". In addition, it was

reported that increased subscriptions to the College’s quarterly newsletter “*Trades Today*”, and the continued growth of both the traditional and social media platforms, continue to help the College communicate its message in innovative and effective ways.

J. O’Driscoll left, and W. Barbour, J. Mania, and C. McCarten joined the meeting at 10:50 a.m.

**9. Vice-Chair Election**

**IDB20160526-03 ON A MOTION MADE by T. Reid, seconded by L. Tang and CARRIED**, N. Doherty was re-elected Vice-Chair of the Industrial Divisional Board effective May 26, 2016 to hold office for one (1) year.

**10. Membership Update**

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

W. Barbour left the meeting at 11:05 a.m.

**11. Compliance & Enforcement Update**

J. Mania briefed the Divisional Board on field visit statistics as well as tickets and summonses issued by membership class, sector, and geographic location.

J. Mania left the meeting at 11:20 a.m.

**12. Dean Report: Status Update on Recommendations**

R. Trainor advised that discussions between College and Ministry of Training, Colleges and Universities (MTCU) officials have continued in recent weeks concerning the Dean Report recommendations and the potential legislative and/or regulatory changes being considered by the government in response to those recommendations.

J. Pyringer left the meeting at 11:30 a.m.

**13. Policy & Programs Update**

C. McCarten and R. Trainor presented an overview of the Standards and Programs department’s “Work and Product Management” database. The database houses and tracks the development and implementation of the department’s key products, including Training Standards, Curriculum Standards, the master list of apprenticeship data for all 156 trades, and other projects.

C. McCarten left the meeting at 11:55 a.m.

**14. General Machinist Training Standard**

The Divisional Board reviewed and discussed a summary of proposed changes to the Training Standard for the General Machinist trade, including: skills or skill sets added; skills or skill sets removed; and optional skills that will become mandatory.

**IDB20160526-04 ON A MOTION MADE by N. Doherty, seconded by L. Tang and CARRIED**, the Industrial Divisional Board endorsed the General Machinist Training Standard, as presented in the Decision Note titled “*General Machinist Apprenticeship Training Standard*”, for use in Ontario’s Apprenticeship training for the trade.

**15. Instrumentation and Control Technician Training Standard**

The Divisional Board reviewed and discussed a summary of proposed changes to the Training Standard for the Instrumentation and Control Technician trade, including: skills or skill sets added; skills or skill sets removed; and optional skills that will become mandatory. The Divisional Board

requested that staff seek clarification and additional contextual information from the Working Group or the Trade Board with respect to changes proposed for several skill sets or skill areas. The Divisional Board agreed to defer its decision on the Training Standard, pending the additional information.

**16. Proposed Process to Provide Written Responses to Trade Board Recommendations**

R. Trainor reviewed the College’s “triage” system, a process used to document Trade Board resolutions, actions taken, and final outcomes. The Divisional Board agreed to a process for providing written responses in which Trade Boards will receive a copy of the *Closed Resolutions Log Report* showing the Divisional Board response to Trade Board resolutions, accompanied by a cover letter signed by the Divisional Board Chair.

**17. Analysis of 15 Trades Represented by Precision Machining and Tooling Trade Board**

F. Silvaggio provided an overview of the issues and discussions that resulted in the recent resolution by the Precision Machining and Tooling (PMT) Trade Board (TB) recommending that a workshop be scheduled to conduct a full analysis of the 15 trades represented by this TB. It is anticipated that the outcome of the workshop will serve to meet the goals of Program Evaluation Process (PEP) and contribute to the revision/development of Training Standards and Curriculum Standards. The Divisional Board expressed its support for this initiative.

**18. Trade Board Minutes, Statistics, and Updates**

D. Baichan provided an update on the main themes and topics discussed at seven recent Trade Board meetings. The Divisional Board also reviewed statistics in the Industrial sector trades including trade totals by membership class and voluntary/compulsory status. The Divisional Board requested that, going forward, statistics for all trades be shared among all four of the College’s Divisional Boards as a way to identify common issues across sectors.

**19. Trade Board Recommendations and Divisional Board Written 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 the issues and resolutions, and discussed the nature of responses to be provided by staff.

**20. Harmonization Update**

R. Trainor presented information on the current status of the Red Seal Harmonization project sponsored by the Canadian Council of Directors of Apprenticeship (CCDA), including Ontario’s data for elements such as recommended hours of training, sequencing of training, and levels of training in relation to the CCDA recommendations. There are currently seven Industrial trades between phases 1 and 4 of the Harmonization project. The Divisional Board will be updated regularly.

**21. Adjournment**

**IDB20160526-05 ON A MOTION MADE by L. Tang N, seconded by. Doherty and CARRIED**, the meeting adjourned at 3:10 p.m.

“Tom Carvin”  
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Signed: Tom Carvin  
Chair, Industrial Divisional Board

“Meg Feres”  
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Signed: Meg Feres  
Recording Officer

October 19, 2016  
\_\_\_\_\_  
Date

May 30, 2016  
\_\_\_\_\_  
Date