



Minutes

Motive Power

Divisional Board Meeting

June 17, 2015 at 9:00 a.m.
Ontario College of Trades
655 Bay Street, 5th Floor, Room 504
Toronto, ON, M5G 2K4

Divisional Board Members in Attendance

Kate Poultney, Chair
John Arlain, Vice-Chair
Claude Fawcett
Ken Gill
Michael Hickey

Divisional Board Members not in Attendance

None

Resource Persons/Guests

Samantha Anderson, Project Director, Dean Review
Pat Blackwood, Chair, Board of Governors
Tom Carvin, Chair, Industrial Divisional Board
Tony Dean, Reviewer, Dean Review

Staff in Attendance

Warren Barbour, Director, Member Services
Jason Bennett, Legal Counsel & Manager, Corporate Governance
Tyler Charlebois, Manager, Communications & Marketing
Meg Feres, Supervisor, Board Operations
Maria Khan, Administrative Assistant, Corporate Governance
Bob Onyshuk, Director, Compliance & Enforcement
John Poirier, Manager, Standards
Franca Silvaggio, Program Coordinator, Standards
Rottena Sparks, Program Coordinator, Standards
Royden Trainor, Director, Policy & Programs

1. 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 advised of changes in leads for the *Program Evaluation Process* item and the *Ministry of Training, Colleges and Universities (MTCU) Apprenticeship Completion Strategy* item.

MPDB20150617-01 ON A MOTION MADE by K. Gill, seconded by M. Hickey and CARRIED, the Agenda for the June 17, 2015 Motive Power Divisional Board meeting was approved as amended.

3. Conflicts of Interest.

No conflicts were declared.

4. Approval of Previous Meeting Minutes

MPDB20150617-02 ON A MOTION MADE by J. Arlain, seconded by C. Fawcett and CARRIED, the minutes of the March 2, 2015 meeting were approved.

5. Dean Review Update

S. Anderson and T. Dean joined the meeting at 9:05 a.m.

T. Dean reviewed general themes and topics raised during stakeholder consultations over the past several weeks and advised that the Review will be commencing its analysis phase shortly.

S. Anderson and T. Dean left the meeting at 9:55 a.m.

6. 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.

7. Communications & 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 10:20 a.m. J. Bennett left the meeting at 10:25 a.m.

8. Membership Update

W. Barbour briefed the Divisional Board on College membership statistics, client services activities, and call volumes. W. Barbour also 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 left the meeting at 10:45 a.m.

9. 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.

10. 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.

11. 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.

12. MTCU Apprenticeship Completion Strategy

R. Trainor advised that the Ministry of Training, Colleges and Universities (MTCU) is currently developing a strategy to address issues related to apprenticeship completion and will be reporting to the College in the next several weeks.

13. Update on Correspondence to Industry Pilot Project – Powered Lift Truck Technician Trade Board

F. Silvaggio provided an update on the Correspondence to Industry Pilot Project undertaken earlier in the spring by the Powered Lift Truck Technician (PLTT) Trade Board. Correspondence was sent to 75 industry employers about the benefits of apprenticeship, the role of the College, and the role of the Trade Board. To date, 12 responses have been received with expressions of interest noted in Trade Board involvement, information on apprenticeship, and general information about the College and the trade itself. The PLTT Trade Board has expressed satisfaction with the outcome of this pilot project and plans to follow-up with the Industry members in early 2016.

P. Blackwood left the meeting at 12:25 p.m.

14. 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.

MPDB20150617-03 ON A MOTION MADE by J. Arlain, seconded by C. Fawcett and CARRIED, the Motive Power 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.

15. Trade Standards Management & 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.

MPDB20150617-04 ON A MOTION MADE by K. Gill, seconded by C. Fawcett and CARRIED, the Motive Power Divisional Board hereby recommends that the Divisional Board level of governance exercise an approval role in the process of Training Standard and Curriculum Standard updates; and hereby directs 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.

16. Trade Board Updates, Resolutions, and Responses

F. Silvaggio and R. Sparks briefed the Divisional Board on current issues and resolutions raised by a number of Motive Power sector Trade Boards, including the development of initiatives that focus on apprenticeship sustainability and employer engagement. There was also discussion with respect to concerns that the in-class portion of apprenticeship training for some trades is not being offered by Training Delivery Agents while Registered Training Agreements continue to be signed. College staff will address this matter with MTCU and recommend that steps be developed to forge a more effective synergy as it relates to in-school training. 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.

17. Compliance and Enforcement Update

B. Onyschuk joined the meeting at 2:30 p.m. and provided updates on the hiring of new Enforcement Officers, field visit statistics, and activity related to the complaints process. B. Onyschuk left the meeting at 2:50 p.m.

18. Next Steps/Wrap-up

The next meeting is scheduled for November 9, 2015.

19. Adjournment

MPDB20150617-05 ON A MOTION MADE by C. Fawcett, seconded by K. Gill and CARRIED,
the meeting adjourned at 3:10 p.m.

“Kate Poultney”

Signed: Kate Poultney
Chair, Motive Power Divisional Board

December 2, 2015

Date

“Meg Feres”

Signed: Meg Feres
Recording Officer

July 2, 2015

Date