

# **ANNUAL REPORT**

## **2016 / 17**

**College of Trades Appointments Council**  
**A Provincial Agency of the Government of Ontario**





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# 1.0 Mandate

## College of Trades Appointments Council

The College of Trades Appointments Council (COTAC or the “Council”) was created by the *Ontario College of Trades and Apprenticeship Act, 2009* (“Act”). Under section 63 of the Act, the Council consists of a chair and eight other members appointed by the Lieutenant Governor in Council.

The Council’s mandate, as outlined in the Act, is to appoint members to the College’s governing structure, including:

- Members of the board of governors;
- Members of divisional and trade boards; and,
- Members of the roster of adjudicators.

When making appointments, the Council must take into account the importance of reflecting diversity across the governing structure of the College. The Council is required to consider the following:

- Ontario’s English and French duality;
- The diversity of Ontario’s population;
- Gender balance;
- Representation from unionized, non-unionized, large, medium and small business environments; and,
- The various geographic areas of Ontario named in a Board regulation.

To implement this mandate, the Council has established its own standards and procedures for recruitment, evaluation and selection of successful candidates for appointments to the governing structure of the Ontario College of Trades.

## 2.0 Interim Chair's Message

On behalf of the College of Trades Appointments Council (the Council), I am pleased to provide the 2016/17 Annual Report. This report details the Council's activities from the April 1, 2016 to March 31, 2017 fiscal year, which was marked by significant change and transition for Council members and secretariat staff.

During this transition, the Council met in April and May to make 25 appointments to the College's governing structure.

Below is a record of the changes for the Council members and secretariat staff in the 2016/17 fiscal year and a brief look ahead to 2017/18.

### ***Transfer to the Ministry of Labour (April 1, 2016 – December 8, 2016)***

In May 2016, the responsibility for the *Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA)*, our enabling statute, was transferred from the Ministry of Advanced Education and Skills Development, formerly the Ministry of Training, Colleges and Universities (TCU), to the Ministry of Labour (MOL). While the legislative responsibility and Council was transferred in May 2016, the secretariat staff did not transfer to MOL until July 2016.

As with any organizational change, there was an adjustment period for the Council members and the Secretariat that was required to ensure the successful knowledge transfer and understanding of the Council and its work ahead at MOL.

In May 2016, the appointment terms for the five remaining inaugural members of the Council expired, with each member having reached the six-year statutory limit of service. This resulted in a loss of quorum for the Council from May to December. During this period, MOL initiated recruitment for the appointment of new Council members and the Secretariat continued to receive applications and prepare for orientation and onboarding of the new Council members.

Finally, on December 8, 2016, as a result of legislative amendments to the OCTAA, the Council was continued as the Appointments Council branch of the new, expanded agency, the College of Trades Appointments Council and Classification Roster (COTACCR).

### ***Appointments Council branch of COTACCR (December 8, 2016 – onwards)***

In February 2017, the Council regained quorum, as three new members were appointed to the Council: Ms. Martha Elaine George, Ms. Moreen Miller and Mr. Michael Gallagher.

In early 2017, the Council continued to make appointments to the Ontario College of Trades' governing structure as a branch of COTACCR and the work of the Council during this period will be reported as part of the first COTACCR Annual Report for 2017/18.

**Conclusion**

I would like to thank the outgoing Council members, Patrick Dillon, Hugh Laird, Gail Smyth, Alan West, and Norman Wolfson, for their outstanding foundational work with the Council; and Ian Howcroft and Teresa (Terry) Weymouth for their continued service to the Council.

I would also like to thank the secretariat that is based in MOL, and formerly at TCU. The Secretariat continues to strengthen the Council's recruitment and selection processes and procedures.

It was my honour and pleasure to perform the duties of the Interim Chair during the 2016/17 fiscal year. Over the course of the mandate of the College of Trades Appointments Council, the Council has made at least 520 appointments and 330 re-appointments to the College's Board of Governors, four divisional boards, over fifty trade boards, and roster of adjudicators.

I look forward to working as part of the College of Trades Appointments Council and Classification Roster to making quality appointments to the governing structure of the College and to embark on the year ahead.

Thank you,

A handwritten signature in black ink that reads "Karyn Brearley". The signature is written in a cursive, flowing style.

Karyn Brearley

### 3.0 Activities by Council for 2016/17

As at December 8, 2016, there are 333 appointments to the College's governing structure. An overview of these appointments is presented in Tables A and B below.

**Table A: Ontario College of Trades Governing Bodies – Maximum, Appointed and Open Positions as at December 8, 2016**

APPOINTMENT GROUP	NUMBER OF POSITIONS		
	MAXIMUM	FILLED	OPEN
<b>Board of Governors</b> <sup>1</sup>	<b>21</b>	<b>19</b>	<b>2</b>
Trade Sector members	16	15	1
Public members	4	3	1
Colleges of Applied Arts and Technology member	1	1	0
<b>Divisional Boards</b> <sup>2</sup>	<b>16</b>	<b>11</b>	<b>5</b>
<b>Trade Boards</b> <sup>3</sup>	<b>474</b>	<b>281</b>	<b>193</b>
<b>Total</b> <sup>1</sup>	<b>511</b>	<b>311</b>	<b>200</b>
<b>Roster of Adjudicators</b> <sup>4</sup>	<b>NA</b>	<b>22</b>	<b>NA</b>

<sup>1</sup> The Board of Governors is composed of four members selected from each of the construction, motive power, industrial and service sectors, four members representing the public and one member representing the colleges of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*. <sup>2</sup> The College has four divisional boards, one for each of the construction, motive power, industrial and service sectors. <sup>3</sup> The Board may establish trade boards for a trade or group of trades in a sector, and shall specify whether the trade board is to have four, six, eight, 10 or 12 members. As at December 8, 2016, the Board had specified 81 trade boards for recruitment and appointment. The breakdown by trade sector is as follows: 24 Construction, 10 Motive Power, 32 Industrial, and 15 Service. <sup>4</sup> The composition of the roster of adjudicators is not specified under the *Ontario College of Trades and Apprenticeship Act, 2009*.

Table B: Summary of All Appointments as at December 8, 2016

Appointment Group	Appointments Positions Filled	Employer Representatives	Employee Representatives	LINGUISTIC DUALITY			Diversity <sup>6</sup>	GENDER BALANCE		BUSINESS ENVIRONMENT			GEOGRAPHIC AREA <sup>5</sup>				TERM OF APPOINTMENT				
				French	English	Bilingual		Male	Female	Unionized	Non-Unionized	Large	Medium	Small	Central	Western	Northern	Eastern	1 year	2 years	3 years
<b>Board of Governors</b>	<b>19</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>16</b>	<b>3</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>13</b>
Trade-Sector members	15	8	7	0	15	0	1	13	2	7	8	9	3	3	7	6	1	1	2	3	10
Public members <sup>1</sup>	3	NA	NA	0	3	0	1	2	1	NA	NA	NA	NA	NA	2	0	0	1	0	0	3
Colleges of Applied Arts and Technology member <sup>2</sup>	1	1	NA	0	1	0	0	1	0	1	0	1	0	0	1	1	1	1	0	1	0
<b>Divisional Boards</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>Trade Boards <sup>3</sup></b>	<b>281</b>	<b>139</b>	<b>142</b>	<b>1</b>	<b>256</b>	<b>24</b>	<b>34</b>	<b>254</b>	<b>27</b>	<b>159</b>	<b>122</b>	<b>122</b>	<b>72</b>	<b>87</b>	<b>143</b>	<b>84</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>49</b>	<b>199</b>
<b>Roster of Adjudicators <sup>4</sup></b>	<b>22</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>16</b>	<b>2</b>	<b>1</b>	<b>19</b>	<b>3</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>3</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>19</b>
<b>TOTAL</b>	<b>333</b>	<b>166</b>	<b>160</b>	<b>1</b>	<b>301</b>	<b>27</b>	<b>40</b>	<b>299</b>	<b>34</b>	<b>183</b>	<b>142</b>	<b>144</b>	<b>83</b>	<b>99</b>	<b>166</b>	<b>97</b>	<b>39</b>	<b>38</b>	<b>35</b>	<b>62</b>	<b>236</b>

<sup>1</sup> Members representing the public are not members of the College and do not have an affiliation with a member of the College or with a compulsory or a voluntary trade or an employer of individuals in a compulsory or a voluntary trade that, in the opinion of the Council, may bias their decisions. These members are not included as part of the data categories for: Employer or Employee Representative or the Business Environment. <sup>2</sup> The member representing the colleges of applied arts and technology is included in the data for Employer Representative, Business Environment (unionized, large) and all four Geographic Areas. <sup>3</sup> Distributed across 50 trade boards. <sup>4</sup> The members of the Roster of Adjudicators from the Ontario Labour Relations Board are excluded from the Business Environment data category. <sup>5</sup> Some members have self-identified as representing more than one geographic area in Ontario. <sup>6</sup> Diversity is a voluntary disclosure category in which applicants may opt to self-identify as a Person of Colour, a Person with a Disability, and/or Aboriginal (First Nation, Indian, Métis, Inuit, or a person of Aboriginal Ancestry).



An overview of the Council's appointments made from April 1, 2016 to December 8, 2016, is presented below

**Table C: Summary of Appointments from April 1, 2016 to December 8, 2016**

Appointment Group	Appointments Made	Employer Representatives	Employee Representatives	LINGUISTIC DUALITY			Diversity <sup>6</sup>	GENDER BALANCE		BUSINESS ENVIRONMENT			GEOGRAPHIC AREA <sup>5</sup>				TERM OF APPOINTMENT				
				French	English	Bilingual		Male	Female	Unionized	Non-Unionized	Large	Medium	Small	Central	Western	Northern	Eastern	1 year	2 years	3 years
<b>Board of Governors</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>
Trade-Sector members	6	2	4	0	6	0	0	6	0	3	3	4	1	1	4	2	0	0	3	0	3
Public members <sup>1</sup>	0	NA	NA	0	0	0	0	0	0	NA	NA	NA	NA	NA	0	0	0	0	0	0	0
Colleges of Applied Arts and Technology member <sup>2</sup>	0	0	NA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Divisional Boards</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Trade Boards <sup>3</sup></b>	<b>19</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>18</b>	<b>1</b>	<b>3</b>	<b>17</b>	<b>2</b>	<b>12</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>16</b>
<b>Roster of Adjudicators <sup>4</sup></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>25</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>24</b>	<b>1</b>	<b>3</b>	<b>23</b>	<b>2</b>	<b>15</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>5</b>	<b>15</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>19</b>

<sup>1</sup> Members representing the public are not members of the College and do not have an affiliation with a member of the College or with a compulsory or a voluntary trade or an employer of individuals in a compulsory or a voluntary trade that, in the opinion of the Council, may bias their decisions. These members are not included as part of the data categories for: Employer or Employee Representative or the Business Environment. <sup>2</sup> The member representing the colleges of applied arts and technology is included in the data for Employer Representative, Business Environment (unionized, large) and all four Geographic Areas. <sup>3</sup> Distributed over 15 trade boards. <sup>4</sup> The members of the Roster of Adjudicators from the Ontario Labour Relations Board are excluded from the Business Environment data category. <sup>5</sup> Some members have self-identified as representing more than one geographic area in Ontario. <sup>6</sup> Diversity is a voluntary disclosure category in which applicants may opt to self-identify as a Person of Colour, a Person with a Disability, and/or Aboriginal (First Nation, Indian, Métis, Inuit, or a person of Aboriginal Ancestry).

## 4.0 Council Member Expenditures

Members of the Council receive per diems and are reimbursed for expenses incurred through meeting preparation and attendance, or other Council business. The Council's administrative needs are provided by the Ministry.

**2016/17 Expenses (\$)\***  
April 1, 2016 to December 8, 2016

Item	Expense
Per diems & services	\$ 3,688
Travel	\$ 946
<b>TOTAL</b>	<b>\$ 4,634</b>

\* While the fiscal year would typically close out on March 31, 2017, the Council ended its operations on December 8, 2016, with the College of Trades Appointments Council and Classification Roster beginning its mandate on that same date.

## 5.0 Council Members

### **Karyn Brearley, Interim Chair of COTAC** (June 1, 2016 to May 31, 2017)

Karyn Brearley is CEO and Executive Director of the Yves Landry Foundation and has more than 15 years' executive level leadership experience within the education environment. Her career has taken her to adult education in the private and public sector and now, not-for-profit. She strongly advocates for life-long learning, choosing careers in the trades, and encouraging young women to consider the skilled trades as viable career options. She has served on the Ministry of Training, Colleges and Universities Apprenticeship Awards Committee, the Canadore College Board of Governors, and is currently serving on the University of Ontario Institute of Technology Board of Governors. A resident of Georgetown Ontario, Ms. Brearley has served on the Council since May 27, 2015.

### **Patrick Dillon** (May 19, 2010 to May 18, 2016)

Patrick Dillon is the business manager and secretary-treasurer of the Provincial Building and Construction Trades Council of Ontario. Mr. Dillon has also served as executive chairman of the International Brotherhood of Electrical Workers and he is a member of the Workplace Safety and Insurance Board. A certified electrician, Mr. Dillon is a director and past president of the Ontario Construction Secretariat and the Construction Safety Association. He is also a director of the DeNovo Treatment Centre and the Corrections Canada Advisory Board. A resident of Hamilton, Mr. Dillon has served on the Council since May 19, 2010.

### **Ian Howcroft** (May 27, 2015 to May 26, 2018)

Ian T. Howcroft is the Vice President (Ontario Division) of Canadian Manufacturers & Exporters (CME). He is responsible for all aspects of the CME Ontario Division, including business development, membership and policy, and is the chief advocate for the Ontario Division. He holds an Honours B.A. from McMaster University, and a law degree from the University of Western Ontario. He is a member of the Law Society of Upper Canada. Mr. Howcroft has also had the pleasure of sitting or serving on numerous boards, steering committees, organizations and other committees.

### **Hugh Laird** (May 19, 2010 to May 18, 2016)

Hugh Laird is Executive Director of the Interior Finishing Systems Training Centre (IFSTC) and the Interior Systems Contractors Association of Ontario (ISCA). Mr. Laird studied engineering at Seneca College and apprenticed as a boilermaker once he completed his studies. He finished his training in 1974 and worked as both a tradesman and business manager until his appointment to the IFSTC and ISCA in 1993. For the past 17 years, Mr. Laird has operated the largest drywall training centre in North America, assisting thousands of young men and women complete their apprenticeships. Mr. Laird has a long history of working with the provincial government to advance trades training in Ontario. Mr. Laird has served on the Council since May 19, 2010.

**Gail Smyth** (May 19, 2010 to May 18, 2016)

As Executive Director of Skills Canada-Ontario, Gail Smyth is a leader in promoting careers in the skilled trades and technologies to young people in Ontario. She has served on the Minister of Education's Curriculum Council, the National Committee for Promotion of Careers in the Skilled Trades, and the Waterloo Business and Education Council. She was an advisor on co-op education to Conestoga College for robotics, woodworking, and food and beverage programs. A resident of Kitchener, Ms. Smyth has served on the Council since May 19, 2010.

**Allan West** (May 19, 2010 to May 18, 2016)

Allan West is a vice-president and director of the K.J. Beamish Group of Companies. Mr. West has been involved in the estimation and project management of road work projects for more than 30 years. He is treasurer and secretary of the Coalition of Concerned Construction Employers and is a member of the Project Management Institute through his company, the Ontario Road Builder's Association, the Ontario Hot Mix Producers Association and the Ontario Stone, Sand & Gravel Association. In 1986, he worked with the Ontario Women's Directorate to introduce a program to encourage women to pursue careers in road building. A resident of Ajax, Mr. West has served on the Council since May 19, 2010.

**Teresa Weymouth** (May 27, 2015 to May 26, 2018)

Teresa (Terry) Weymouth is a Unifor National Skilled Trades Coordinator and certified electrician. Ms. Weymouth promotes opportunities for Canadians to engage in skills training and pre apprenticeship programs utilizing her experience in both the Industrial and Construction sector. Terry has become an advisor to Government, Industry and Academia. An accomplished presenter accustomed to creating and facilitating workshops, possesses excellent interpersonal, communication and negotiating skills, Ms. Weymouth continues to blaze the trail for apprenticeship opportunities and women in particular. Recipient of Ontario's Community Leadership Award 2014, Ms. Weymouth is a board member of the Windsor District Labour council and Welcome Centre Women's Shelter. A resident of Tecumseh Ontario, Ms. Weymouth has served on the Council since May 27, 2015.

**Norman Wolfson** (May 19, 2010 to May 18, 2016)

Norman Wolfson is President of Lecours Wolfson Ltd, a recruitment firm servicing the North American foodservice and hospitality industry. Mr. Wolfson has been active in the industry since 1980. He is a member of the editorial advisory board for Foodservice & Hospitality magazine and has served on the program advisory committee for the hotel management program at George Brown College in Toronto. Mr. Wolfson is also a member of the Canadian Restaurant and Foodservices Association and he served on the selection committee for the Ontario Hostelry Institute's Top 30 Under 30 Award from 2005 to 2009. A resident of Toronto, Mr. Wolfson has served on the Council since May 19, 2010.



# **College of Trades Appointments Council**

## **A Provincial Agency of the Government of Ontario**

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