

COLLEGE OF TRADES APPOINTMENTS COUNCIL AND CLASSIFICATION ROSTER

2018-2021 Multi-Year Business Plan

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EXECUTIVE SUMMARY

The College of Trades Appointments Council and Classification Roster (COTACCR) was established on December 8, 2016 as part of the legislative amendments to the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA). The COTACCR consists of two branches: the Appointments Council branch (the former College of Trades Appointments Council) and a new Classification Roster branch.

The Appointments Council (Council) branch is comprised of nine members, including an Associate Chair and eight other members. The current Associate Chair is Ms. Karyn Brearley and the members are: Mr. Ian Cunningham; Mr. Michael Gallagher; Ms. Martha George; Mr. Ian Howcroft; Mr. Steven Mahoney; Mr. Joseph Maloney; Mr. Jim Vlahos; and, Ms. Teresa Weymouth. The Council is responsible for making appointments to the Ontario College of Trades' governing structure. This includes appointments to the College's Board of Governors, trade sector divisional boards, trade boards and the roster of adjudicators.

The Classification Roster (CR) will be comprised of at least eleven members, including an Associate Chair and at least ten other members. The current Associate Chair is Mr. Brian O'Byrne, and the current members are: Grant Fournier; Christine Johnson; Robert Nairn; and, Christopher Stanek. The Associate Chair of the CR will be responsible for establishing five-person classification panels that will make determinations about the classification of trades referred to it by the Minister, in the case of new trades, or the Board of Governors of the Ontario College of Trades, in the case of existing trades seeking re-classification.

The 2018-21 Business Plan outlines the strategic directions, activities and performance measures for COTACCR.

In the 2018-21 fiscal years, the Council will focus on enhancing and improving the process for making appointments and the volume of applicants. The CR will focus on the initial set-up of the branch functions, including onboarding of its members and establishing classification review panels. The establishment of classification review panels is dependent on the proclamation of relevant legislative provisions and regulations under OCTAA.

Upon appointment, it is anticipated that the Chair will engage the Associate Chairs and members to confirm its strategic directions and may revise and resubmit the 2018-21 Business Plan.

AGENCY MANDATE

The College of Trades Appointments Council and Classification Roster (COTACCR) is established by the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA).

COTACCR is a provincial regulatory agency made up two branches: the Appointments Council branch and the Classification Roster branch.

The Appointments Council branch was previously known as the College of Trades Appointments Council and is responsible for appointing individuals to the Ontario College of Trades' governance structure. The Ontario College of Trades (College) is a regulatory college responsible for promoting apprenticeship training and certification in the skilled trades and regulating its members in the public interest.

The College's governance structure consists of a Board of Governors (Board), divisional boards for the construction, industrial, motive power and service trade sectors, trade boards and a roster of adjudicators. Members of the roster of adjudicators representing employees or representing employers may be appointed to the Classification Roster by Order-in-Council.

The Classification Roster branch is a new function of the agency and would, pending proclamation of legislative provisions and approval of regulations, conduct trade classification reviews.

Classification panels, which would consist of members of the Classification Roster, would undertake trade classification or reclassification reviews to determine whether a trade is compulsory or voluntary for the purpose of apprenticeship training and certification and, for a compulsory trade, the practices within a trade's scope of practice considered as engaging in the practice of a compulsory trade. Immediately preceding the new Classification Roster branch's mandate, the classification of trades was the responsibility of review panels established by the College's Board. COTACCR may perform other duties assigned to it from time to time by the Lieutenant Governor in Council.

Ministry of Labour employees, who are public servants, provide administrative support to the agency. The agency does not have full-time equivalent staff.

As a provincial regulatory agency in the Province of Ontario, COTACCR is independent of the Ministry of Labour, the Ministry of Advanced Education and Skills Development, the Ontario College of Trades, and any other provincial ministry, organization or association.

VISION

The College of Trades Appointments Council and Classification Roster will serve the public interest in the fulfillment of its legislated mandate.

PRIORITIES

Memorandum of Understanding

The Chair, upon appointment, would review and sign a Memorandum of Understanding (MOU) with the Minister of Labour. It is anticipated that a Chair would review and sign the MOU within two months of appointment.

PROGRAM ACTIVITIES & PERFORMANCE MEASURES

The key program activities for the appointments and classification functions are described below.

Appointments

The College is currently experiencing a number of vacancies across its governance structure, due to terms that cannot be re-considered for appointment without a year's absence from the position. The Appointments Council branch is currently making every effort to attract and appoint qualified individuals to fill the vacancies across the College's governance structure. The Appointments Council is also seeking to stagger appointments to support the long-term stability of the College's governance structure.

The Appointments Council branch identified the following key program activities to support its mandate to make appointments to the College's governance structure, which are described below:

- **Appointment process** – The Appointments Council is committed to making improvements to the appointments process to ensure it is fair, accessible and inclusive, merit based, and demonstrative of the agency's mission to serve the public interest and uphold the public's trust.
- **College engagement** – The Appointments Council recognizes that the College's Board is an essential partner to the sustainability and success of the agency's mandate to appoint individuals to the College's governance structure. This includes the appointment of individuals that bring the right competencies, skills and experience to the College's governance structure.
- **Recruitment and outreach** – The Appointments Council will continue to identify opportunities to raise awareness and attract an ample supply of qualified

and diverse candidates to the College’s governance structure.

- **Operational procedures** – The Appointments Council will develop an operational policy manual that outlines the procedures and protocols to support knowledge management for current and future members of the Appointments Council branch.

The Appointments Council branch will undertake activities to support each of the key program activities outlined above. The table below outlines how these activities will be measured for effectiveness and efficiency over the next three years.

Priority	Activity	Measure	Target(s)		
			2018-19	2019-20	2020-21
Appointment process	Ensure timely appointment decisions.	Appointments made to current and upcoming vacancies.	Appointments are made to more than 50% of the Board of Governors positions (i.e. maintaining quorum on the Board).	Establish additional quantifiable targets and report back.	Report on progress.
		Eligible candidates for reappointment receive an “Expression of Interest” package for reappointment prior to term expiration	100% of eligible candidates receive an “Expression of Interest” package prior to their term expiration date		
Recruitment and outreach	Identify and undertake opportunities for targeted recruitment and outreach.	Increased number of applications to the College’s governance structure.	Establish a baseline of applications to vacant positions.	10% increase in applications for vacant positions and positions with upcoming vacancies in next six months.	
		Number of opportunities identified for targeted outreach.	Implement activities to support recruitment and outreach.	Establish measure to evaluate effectiveness of activities.	Baseline for measure established.
College engagement	Improved engagement with College.	Number of opportunities to improve the College’s engagement identified.	Implement opportunities and measures to evaluate effectiveness.	Establish measure to evaluate effectiveness of activities.	Baseline for measure established.

Classification Roster

It is anticipated that additional appointments will be made to the Classification Roster and that at least one classification review will commence in 2018-19, followed by up to three classification reviews in each of fiscal years 2019-20 and 2020-21. Ministry

employees that provide administrative support to the agency continue to prepare for the implementation of the agency's Classification Roster branch.

The program activities to support the successful implementation of the Classification Roster branch include:

- Orientation and training for members appointed to the Classification Roster.
- The development of operational procedures to support the members of the Classification Roster.
- The establishment of program guidelines and forms to support trade classification reviews made publicly available.
- Technical briefings for various stakeholders in advance of trade classification reviews.

Website

The agency recognizes the value to providing a website as an accessible and efficient service to the public.

In 2018-19, Ministry employees will ensure that the website is updated to reflect changes to the agency, and that additional content is developed to support this. The latter is subject to the proclamation of relevant legislative provisions and regulations regarding additional criteria and the process for classification reviews and referrals.

Ministry employees have designed and continue to maintain a record of applications, appointments and other information to support the Appointments Council branch activities. These records are currently housed in MS Excel format and staff will explore the feasibility and cost of other data records software that could permit candidates to apply online via the website, improve the accessibility of the application process, protect personal information, reduce manual entry errors and enhance efficiencies.

The website domain is anticipated to continue as cot-appointments.ca in 2018-19; however, Ministry employees will continue to explore the acquisition of a new domain for the website.

The Ministry will ensure the agency's website is compliant with accessibility standards by 2020, as required by the *Accessibility for Ontarians with Disabilities Act, 2009*, and the agency's website content will continue to be available in English and French.

Potential Risks and Mitigation Strategies for 2018-19

Potential Risk	Assessment	Strategy
The MOU is not finalized due to absence of a Chair.	Medium	The Assistant Deputy Minister of the Ministry's Policy Division will continue to provide administrative support to the agency to ensure it can fulfil its legislated mandate.
The Council continues to face a shortage of applicants for appointments to the College's governing structure.	High	The Council will continue to engage in outreach activities to encourage qualified applicants for appointments across the College's governing structure.
The CR is unable to establish classification panels pending the implementation of the legislative framework for trade classification reviews.	Low	Staff providing administrative support to the agency will continue to prepare for proclamation of legislative provisions and regulations supporting trade classification reviews.

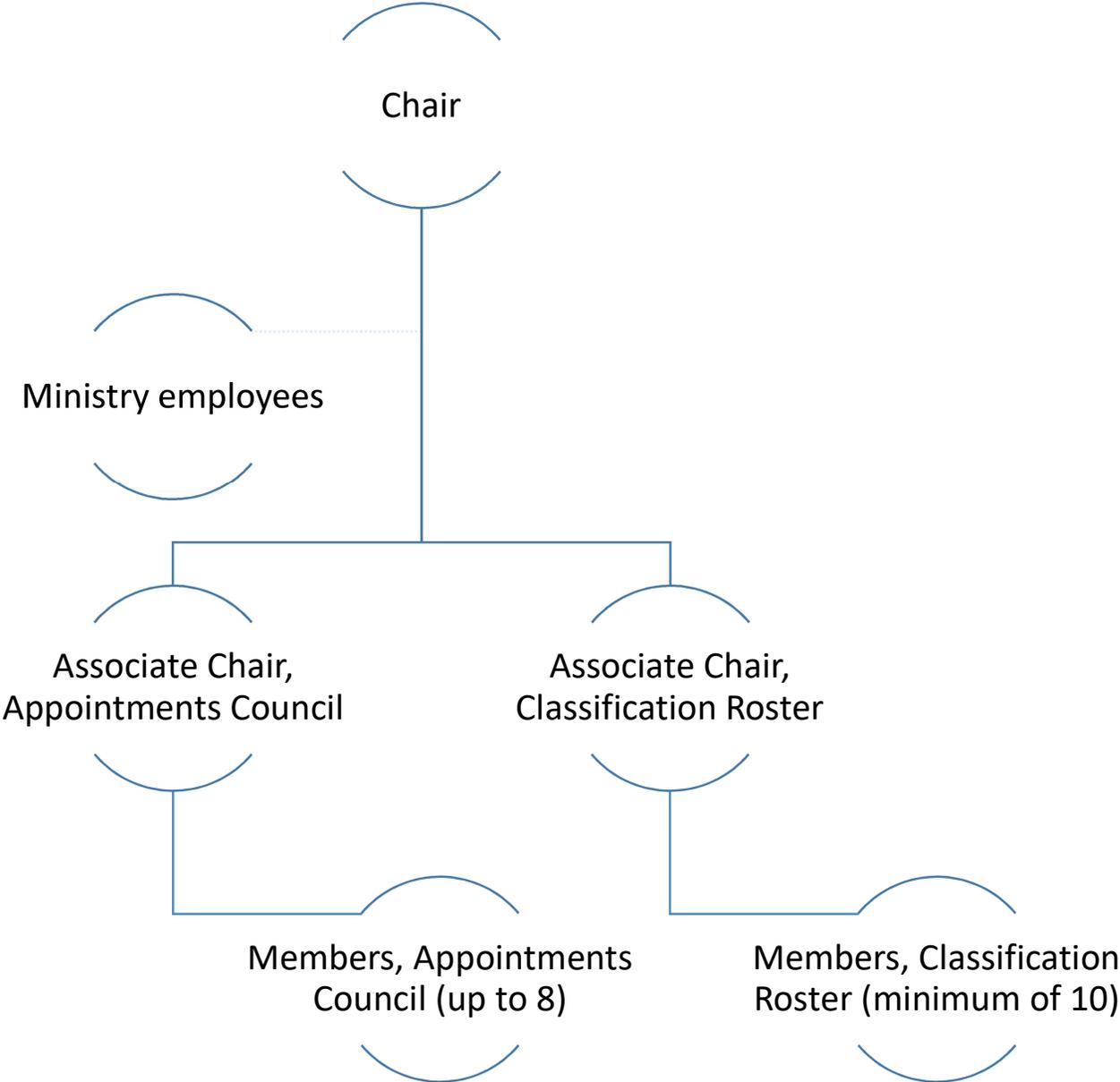
PROPOSED BUDGET

Subject to the approval of the Ministry of Labour, the proposed 3-year budget reflects the program activities described in the business plan above.

	2018-19	2019-20	2020-21
Agency Chair¹	\$10,449	\$20,898	\$20,898
Appointments Council²	\$109,169	\$85,584	\$85,584
Classification Roster³	\$76,323	\$151,603	\$194,664
Marketing and Outreach⁴	\$100,000	TBD	TBD
Website⁴	\$5,170	\$170	\$170
Hospitality/Venue⁵	\$2,850	\$8,550	\$11,400
Procurement⁶	\$28,000	\$84,000	\$112,000
Total	\$331,961	\$350,805	\$424,716

1. It is anticipated that the Chair will be appointed in the second half of 2018-19 and would work up to 18 days per year at maturity in 2019-20 and ongoing.
2. It is anticipated that the Appointments Council branch will meet monthly and hold trade sector committees to make a substantial number of appointments in 2018-19. This activity will taper off in 2019-20 and 2020-21.
3. It is anticipated that there will be additional appointments to the Classification Roster and 1 panel in 2018-19, followed by up to 3 panels in each of 2019-20 and 2020-21.
4. The website and marketing and outreach budget estimates are subject to approval by the Ministry of Labour.
5. The hospitality and venue estimate reflects potential costs for stakeholder consultations pertaining to classification reviews.
6. The estimate for procurement is for translation, report writing, and website content, as may be required.

ORGANIZATIONAL CHART



APPENDIX A: CURRENT COTACCR MEMBER PROFILES (as of April 13^h, 2018)

Member Name	Appointment Term
<i>APPOINTMENTS COUNCIL BRANCH</i>	
Karyn Brearley, Associate Chair	May 27, 2015 – May 31, 2019
Ian Cunningham	May 10, 2017 – May 9, 2020
Ian Thomas Howcroft	May 27, 2015 – May 26, 2018
Steven Mahoney	April 11, 2018 – April 10, 2020
Joseph Maloney	November 15, 2017 – November 14, 2019
Martha Elaine George	February 2, 2017 – February 1, 2019
Michael Gallagher	February 2, 2017 – February 1, 2020
Teresa Weymouth	May 27, 2015 – May 26, 2018
Jim Vlahos	April 11, 2018 – April 10, 2020
<i>CLASSIFICATION ROSTER BRANCH</i>	
Brian O’Byrne, Associate Chair	April 11, 2018 – April 10, 2020
Grant Fournier	April 11, 2018 – April 10, 2020
Christine Johnson	April 11, 2018 – April 10, 2020
Robert Nairn	April 11, 2018 – April 10, 2020
Christopher Stanek	April 11, 2018 – April 10, 2020