



# Minutes

## Auto Body & Collision Damage Repairer Trade Board Meeting

December 11, 2014 at 9:30 a.m.  
CARSTAR Automotive Canada  
1460 Stone Church Road East  
Hamilton, ON, L8W 3V3

### Trade Board Members in Attendance

Robert Hicks, Chair	Don Deane
Alex Leith, Vice-Chair	Peter Topetto
Greg Breadman	

### Trade Board Members not in Attendance

Henning Hansen

### Resource Persons/Guests in Attendance

John Norris, Executive Director, Collision Industry  
Information Assistance (CIIA)  
Catherine Poultney, Chair, Motive Power Divisional Board

### Staff in Attendance

Franca Silvaggio, Program Coordinator<sup>1</sup>

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. and welcomed everyone.

#### 2. Approval of Agenda

**ON A MOTION MADE BY P. Topetto, SECONDED BY D. Deane AND CARRIED,** the agenda was approved as circulated.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

**ON A MOTION MADE BY P. Topetto, SECONDED BY A. Leith AND CARRIED,** the draft minutes of the Trade Board's July 11, 2014 meeting were approved as tabled.

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<sup>1</sup> Recording Officer.

## 5. Business Arising from Previous Minutes

With respect to the resolution made March 10, 2014 in which the Trade Board requested amendments to the scopes of practice for the Auto Body & Collision Damage Repairer and Auto Body Repairer trades, the following update was provided:

The Ministry of Training, Colleges and Universities (MTCU) has appointed Tony Dean to conduct an independent technical review of College processes that relate to how decisions are made regarding scopes of practice and trade classification reviews. The Trade Board was advised that there will be a consultation process announced in coming weeks and that it will be up to Mr. Dean to decide on how that will unfold. The Trade Board was provided with the website to obtain more information about the Dean Review, including its terms reference: <http://deanreview.com/>. The Program Coordinator has also been communicating these announcements via telephone/email. The Trade Board was encouraged to visit the website regularly and make submissions once consultations are opened.

C. Poultney reiterated that this is not a review of the College, but rather an independent review of certain processes, including scopes of practice and trade classification reviews. She emphasized that Mr. Dean is guiding this review with support from the College and that the College's governance structure will be consulted. In the meantime, Trade Board could proceed with working on amendments to scopes of practice if they wish to do so.

A discussion took place regarding prior resolutions/issues made by the Trade Board and put through the triage system. The Program Coordinator provided a brief summary of these resolutions/issues. C. Poultney committed to providing closure on these issues by providing the Trade Board with the Divisional Board's written decision on each resolution/issue currently pending a response. The Trade Board highlighted several resolutions/issues put forth in the past and C. Poultney suggested that the Trade Board reintroduce the resolutions and she would personally address them and provide feedback.

**ON A MOTION MADE BY A. Leith, SECONDED BY G. Breadman AND CARRIED**, the Trade Board recommends that the Ontario College of Trades (OCOT) issue a letter to apprentices at renewal time which includes a reminder about completing levels of in-school training and directs apprentices to the College's *Earn While You Learn* website: <http://www.earnwhileyoulearn.ca>.

**ON A MOTION MADE BY P. Topetto, SECONDED BY A. Leith AND CARRIED**, the Trade Board recommends that the Academic Entry Requirements for Auto Body Repairer (310Q) be raised from grade 10 to grade 12.

The Trade Board is aware of the College's pending Academic Entry Requirements (AER) public consultation, but still wanted to make this resolution. The Trade Board would prefer to have this trade 'decertified', but believes that until that process is available, increasing the AER for the trade will resolve some issues, namely that individuals use the 310Q (Auto Body Repairer) trade as a way to become certified, but then work as a 310B (Auto Body & Collision Damage Repairer).

**ON A MOTION MADE BY G. Breadman, SECONDED BY D. Deane AND CARRIED**, the Trade Board recommends that Auto Body trades be used in a pilot project to implement a communications protocol between apprentices and the Trade Board. The Collision Industry Information Assistance would then use this information to contact apprentices and ensure that all information is available to them, including reminders about completing in-school levels, resources, grants, school schedules and other information.

## **6. OCOT Diversity, Equity & Inclusion Strategy**

C. Poultney presented OCOT's Diversity Strategy to the Trade Board.

## **7. College of Trades Update**

### **7.1 Registrar's Report**

The Program Coordinator provided a copy of the July/August 2014 Registrar's Report to the Trade Board and highlighted some key sections, including Member Services and Communications & Marketing updates.

### **7.2 Enforcement Update**

The Program Coordinator updated the Trade Board on recent statistics and data provided by the College's Compliance & Enforcement Department. A discussion took place regarding these stats. It was noted that 497 individuals in Auto Body Shops were found to be non-compliant (i.e. working in a compulsory trade or as an apprentice without any authority or credentials to do so) out of 797 field visits to Auto Body Shops from May 2013 to August 2014. The Trade Board expressed concern that this is a high number of people working illegally in Auto Body trades. The Program Coordinator also accessed the newest stats available on the OCOT website. The Trade Board inquired about the number of non-compliant individuals that came into compliance after a field visit by Enforcement staff. The Program Coordinator advised that that sort of data is not available at this time.

### **7.3 Annual Report/Strategic Plan**

The Program Coordinator provided a few copies of the Annual Report to the Trade Board and reminded them that this report is also available on the website. A copy of the Strategic Plan was also shared.

### **7.4 Trade Classification Review**

The Program Coordinator provided an update (refer to Section 5 above).

### **7.5 Financial Resources for Apprentices and Employers**

The Program Coordinator provided a copy of this document.

### **7.6 Youth Microsite**

The Program Coordinator provided a quick overview of this initiative and reminded the Trade Board of the website address: <http://www.earnwhileyoulearn.ca/> for. An Earn While You Learn brochure was also provided.

### **7.7 Deemed Apprentices**

The Program Coordinator described the September 19, 2014 Registered Training Agreement (RTA) suspensions by the Ministry of Training, Colleges and Universities (MTCU) and subsequent cancellations of memberships by OCOT. The Trade Board was advised that apprentices could have cancelled RTAs reinstated up until January 1, 2015, after which time RTAs will be cancelled by MTCU.

## **8. Program Update**

### **8.1 Trade Apprenticeship/Journeyman Trade Statistics**

The Program Coordinator shared statistics for Auto Body & Collision Damage Repairer (310B), Auto Body Repairer (310Q), Automotive Painter (410N) and Automotive Glass Technician (274L) trades

from the period April 8, 2013 to November 30, 2014. It was noted that numbers dropped due to the September 19, 2014 deadline mentioned in section 7.7. A verbal update was provided on apprentice/challenger exam pass/fail stats.

### **8.2 Apprenticeship Training and Curriculum Standards**

The Program Coordinator advised that the Apprenticeship Training Standards for the Auto Body & Collision Damage Repairer (310B), the Auto Body Repairer (310Q) and the Automotive Painter (410N) trades are in the process of being translated in French. The Trade Board was advised that the final workshop to update the Curriculum Standard for 310B and 310Q is scheduled to take place in early 2015.

The Trade Board has previously requested an additional 4 to 6 weeks be added to the in-school training portion to accommodate technological changes in the industry and ensure apprentices are properly trained. The Trade Board was advised that this request has been added to a larger/unified effort with other trades requesting the same. The Program Coordinator reiterated that, while this is outside of OCOT's purview, there is an effort being made to address these issues in response to Trade Board feedback.

A discussion took place regarding remarks from some apprentices complaining about the quality of instructors at certain colleges.

### **8.3 Motive Power Divisional Board Meeting Minutes**

The Program Coordinator provided a copy of the draft minutes of the September 15, 2014 Motive Power Divisional Board meeting and advised that the Divisional Board also met on November 17, 2014, the minutes of which will be made available at the next Trade Board meeting.

### **8.4 Program Summaries/Fact Sheets**

The Trade Board reviewed the existing Program Summary/Fact Sheets for Auto Body & Collision Damage Repairer (Branch 1). A. Leith agreed to take the lead and conduct an initial draft of fact sheets for 310B, 310Q and 410N. D. Deane will create a draft for 274L. Draft copies will be sent to all Trade Board members for changes/feedback. Final copies will be reviewed at the next Trade Board meeting. The Program Coordinator will send a template and any existing fact sheets to A. Leith and D. Deane to assist with this project.

## **9. Election of Chair and Vice-Chair**

**ON A MOTION MADE BY D. Deane, SECONDED BY G. Breadman AND CARRIED**, the Trade Board elected A. Leith as Chair for a period of one year.

**ON A MOTION MADE BY R. Hicks, SECONDED BY G. Breadman AND CARRIED**, the Trade Board members elected D. Deane as Vice-Chair for a period of one year.

## **10. Other Business**

The Trade Board conducted a roundtable discussion on current labour market trends in the auto body field.

A discussion took place regarding the Glass Technician 274L trade. D. Deane created a CD with windshield/auto glass information and provided a copy for all Trade Board members to review. He, along with other members of the Trade Board, feels strongly that this trade should be made compulsory due to public interest and safety and that glass is an integral structural component of the vehicle and collision avoidance in some cases. He discussed the issue of collision avoidance

technology presenting a greater urgency for glass technicians to know how to remove glass properly and that this may alter the way the collision avoidance technology works. He asked the Trade Board to provide feedback on the information via email or at the next meeting. The Program Coordinator noted that 'auto glass' is part of the Motive Power sector exemptions list (previously regulation 566/99).

The Trade Board requested an update from C. Poultney on the status of discussions on exemptions. Specifically, the Trade Board is interested in issues related to auto glass and tires which impact the Auto Body trades. The Program Coordinator will triage this issue and provide feedback.

J. Norris provided an update on several initiatives he is working on, including:

1. **Roadmap** program for ABCD Repairers which entails apprentices (with newly signed Registered Training Agreements) receiving a letter letting them know about an evening event at their college (i.e. Training Delivery Agent). This would allow CIIA to obtain permission from apprentices to keep in touch with them. This would in turn help with the 75 percent apprentice disconnect problem (i.e. issue with getting apprentices in the schools). J Norris reiterated the potential of losing these trades if these issues are not addressed immediately. He also advised that he is working with organizations to try to get some funding for this to happen.
2. **Graduation Party for Level 3 apprentice graduates and pre-apprentices** which would include apprentices and parents, and provide apprentices with plaques/certificates and, in general, recognition and acknowledgement for completing their apprenticeship requirements.
3. **Certificate of Qualification exam preparation courses for Challengers** – J. Norris is intending to run a course at a facility in Toronto and will update the Trade Board at its next meeting.
4. **Damage appraisers** – J. Norris opened a discussion about developing a program to ensure that damage appraisers are certified to do the work or at least meet some criteria. The Trade Board was very supportive of this initiative. J. Norris outlined what this training might look like:
  - a. Start with a 6-night course on basic estimating
  - b. Course on electronic estimating
  - c. Predictive estimating
  - d. Repair planning 1 and 2
  - e. Dealer training
  - f. Apprenticeships for practical training
  - g. Original Equipment Manufacturer training

#### 11. Next Scheduled Meeting/Event

The Chair confirmed that the next meeting of the Auto Body & Collision Damage Repairer Trade Board is scheduled for February 19, 2015.

#### 12. Adjournment

**ON A MOTION MADE BY P. Topetto AND CARRIED**, the meeting was adjourned.

“Robert Hicks”

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Robert Hicks, Chair

March 3, 2015

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Date