



# Minutes

## Auto Body & Collision Damage Repairer Trade Board Meeting

March 3, 2015 at 9:30 a.m.  
CSN Collision Centre, CSN Collision & Glass  
377 Evans Ave, Suite 102, Training Room  
Toronto, ON, M8Z 1K8

### Trade Board Members in Attendance

Alex Leith, Chair  
Don Deane, Vice-Chair  
Greg Breadman

Robert Hicks  
Wayne James  
Peter Topetto

### Trade Board Members not in Attendance

None

### Resource Persons/Guests in Attendance

John Norris, Executive Director, Collision Industry Information Assistance (CIIA)

### Staff in Attendance

Franca Silvaggio, Program Coordinator<sup>i</sup>  
Hartley Ellis, Enforcement Officer

---

#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. and welcomed everyone including the newest member, W. James. W. James introduced himself and provided a summary of his work experience and trade background. The Trade Board conducted a brief roundtable introduction for W. James.

#### 2. Approval of Agenda

**ON A MOTION MADE BY R. Hicks, SECONDED BY P. Topetto 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 D. Deane, SECONDED BY W. James AND CARRIED**, the minutes of the Trade Board's December 11, 2014 meeting were approved as tabled.

## 5. New Appointments/Re-appointments

The Trade Board was informed that one member of the Trade Board, Henning Hanson, has resigned from this Board. A new member, W. James, has been appointed and three members were re-appointed: P. Topetto, D. Deane and G. Breadman.

## 6. Trade Board Resolutions & Issues Update

The Program Coordinator advised that all resolutions made at the December 11, 2014 Trade Board meeting were triaged and raised at the March 2, 2015 Motive Power Divisional Board (MPDB) meeting. As this meeting took place only the day prior (March 2, 2015), the Program Coordinator explained that formal responses will be provided to the Trade Board in due course. In the meantime, the Trade Board was verbally updated on each of the resolutions.

With respect to the resolution in which the Trade Board recommended that the College 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, the Trade Board was informed that the MPDB supports this proposal and has agreed to meet with the College's Director of Member Services to discuss expanding the renewal letter/package to include these changes.

With respect to the resolution in which the Trade Board recommended that the Academic Entry Requirements for Auto Body Repairer (310Q) be raised from grade 10 to grade 12, the Trade Board was informed that there will be an update on this issue which will be communicated accordingly.

With respect to the resolution in which the Trade Board recommended that Auto Body trades be used in a pilot project with the implementation of a communications protocol between apprentices and the Trade Board, the Trade Board was informed that the MPDB does not support this recommendation at this time due to confidentiality and privacy issues (i.e. release of Apprentices' contact information). However, the MPDB recommended that communication issues between MTCU and apprentices be raised with the Board of Governors as this is a bigger concern which impacts all of the trades. The Trade Board will be updated accordingly.

A discussion followed regarding these issues. The Trade Board is concerned about declining numbers of apprentices in this sector from year to year. The Trade Board is also concerned with the lack of a wage rate structure in this sector which may be contributing to the problem. It was suggested that a graduated wage rate structure be re-introduced. One member of the Trade Board reminded others that this used to exist, but that currently there are no wage rates for Motive Power trades unless they are within a unionized environment. It was also recommended that another alternative could be to use part of the Apprenticeship Training Tax Credit and retention grants towards wage increases.

**ON A MOTION MADE BY P. Topetto, SECONDED BY D. Deane AND CARRIED**, the Trade Board recommends that a graduated wage scale for apprentices be implemented in the Motive Power trades.

**ON A MOTION MADE BY W. James, SECONDED BY R. Hicks AND CARRIED**, the Trade Board recommends that a sub-committee be developed with this Board's support to initiate discussion on issues regarding apprenticeship sustainability and employer engagement (including issues with respect to wages, diversity and related issues).

## 7. College of Trades Update

### **7.1 Registrar's Report (Membership Services and Communications and Marketing)**

The Trade Board reviewed the November/December 2014 Registrar's Report. The Program Coordinator provided some Member Services statistics including that, as of the end of Q4, there were 237,008 active members in the College as well as a breakdown by membership class. The Trade Board was also briefed on Communication and Marketing strategies.

A discussion took place regarding employers and membership in the College. The Trade Board was reminded that this part of the *Ontario College of Trades Apprenticeship Act, 2009* was not proclaimed, however there are currently some Employer members. It was suggested that the College should create a policy or regulation making it mandatory for employers to hire only apprentices and journeypersons who are members of the College. H. Ellis commented that employers are the ones who are more often held accountable and sometimes charged with offences under the Act. One member of the Trade Board inquired about why some individuals are asked for photo identification on job sites and it was explained that sometimes College Enforcement Officers require proof that the person approached is who they claim they are.

### **7.2 Compliance and Enforcement Update**

The Program Coordinator provided an update on recent statistics and data provided by the College's Compliance & Enforcement Department. It was noted that 798 Auto Shops were visited in 2014 and a total 536 individuals were found to be non-compliant (i.e. working in a compulsory trade without any authority or credentials to do so). A total of 183 tickets were issued in the Motive Power sector in the period. The Program Coordinator also showed the Trade Board several Public Advisories posted to the College website.

A discussion took place regarding College enforcement activities and the underground economy. H. Ellis described the work of Enforcement Officers in the field, including the cooperative relationships the College has established with the Ministry of Labour, municipalities, and other regulatory bodies.

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

The Program Coordinator provided copies of the updated document and advised that the document is also available on the College website. It was noted that the Canada Ontario Job Grant and the Canada Apprentice Loan were resources added to this document.

J. Norris advised that CIA is running several Certificate of Qualification (C of Q) preparation courses in Hamilton and Toronto and that currently there are 44 students registered. He added that many Auto Body shops are using the Canada Ontario Job Grant to help cover the costs associated with these courses.

### **7.4 Fact Sheets**

The Chair and Vice-Chair advised that they are still working on these. Documents will be tabled for review at the next meeting.

### **7.5 Dean Review**

The Program Coordinator provided an update on the current status of the Trade Classification Review process which was also communicated at the previous meeting. The Trade Board recognizes that the TCR process is currently on hold pending the outcome of the Dean Review.

The Trade Board has been advised of the March 13, 2015 deadline for submissions to the Dean Review. The Trade Board was reminded to visit the Dean Review website for regular updates. The Trade Board discussed making a submission as a Trade Board. P. Topetto offered to begin the process by developing a rough draft and sending it to all members of the Trade Board for feedback.

and input.

## **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 February 19, 2015. A verbal update was provided on apprentice/challenger exam pass/fail stats. The Trade Board commented that the C of Q preparation courses should contribute to the increase of exam pass rates.

### **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 released.

The Trade Board was advised that the final workshop to update the Curriculum Standard for 310B and 310Q took place in February 2015. The Trade Board was notified that these documents will then be reviewed and eventually sent for approval to the Heads of Apprenticeship (HAT) committee.

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

The Program Coordinator provided a copy of the November 17, 2014 Motive Power Divisional Board meeting minutes. The Trade Board reviewed the document.

## **9. Other Business**

J. Norris advised that CIIA is working on several initiatives, including:

- Shops experiencing problems with insurance companies. There are two concerns, namely that some of the repair work is not covered by insurance claims and sometimes this work is being done by shops with no licensed 310B technicians. This has been an on-going issue. Another issue that emerged from this is the possibility of developing a trade for Damage Appraisers or at least a program to ensure that these individuals are properly trained to appraise vehicle damage as a result of collisions.
- CIIA is submitting a proposal to the new federal initiative Flexibility and Innovation in Apprenticeship Technical Training Call for Proposals.
- An update on the initiatives discussed in the December 11, 2014 Trade Board meeting: roadmap and graduation programs for apprentices.
- CIIA is negotiating with NACE (The International Autobody Congress & Exposition) to get free entry/training for apprentices and journeymen at the upcoming conference in July 2015.

A discussion took place regarding apprentices not receiving Employment Insurance benefits in a timely manner. Most apprentices are complaining that this money is issued too late during the in-school training. The Trade Board questioned whether the new apprenticeship loan is really helpful to apprentices.

R. Hicks suggested to the Trade Board that H. Ellis be welcomed to attend all future meetings without requiring approval from the Trade Board each time. The Trade Board was very supportive of this and all agreed and believe that Compliance and Enforcement is a very important element in this sector.

**10. Next Scheduled Meeting/Event**

The Chair confirmed that the next meeting of the Trade Board is scheduled for July 13, 2015.

**11. Adjournment**

**ON A MOTION MADE BY D. Deane AND CARRIED**, the meeting was adjourned.

“Alex Leith”

\_\_\_\_\_  
Alex Leith, Chair

June 15, 2015

\_\_\_\_\_  
Date

\_\_\_\_\_  
i Recording Officer