



# Minutes

## Auto Body & Collision Damage Repairer Trade Board Meeting

October 19, 2015 at 9:30 a.m.  
Fix Auto Canada, Boardroom  
160 Traders Blvd East, Suite 204  
Mississauga, Ontario, L4Z 3K7

### Trade Board Members in Attendance

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

Robert Hicks  
Wayne James

### Trade Board Members not in Attendance

Peter Topetto

### 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

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m. and welcomed everyone, including J. Norris and H. Ellis.

#### 2. Approval of Agenda

Three items were added to the Agenda under the College updates item (section 6). **ON A MOTION MADE BY R. Hicks, SECONDED BY G. Breadman AND CARRIED**, the agenda was approved as tabled, subject to the above-noted additions.

#### 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 June 15, 2015 meeting were approved as tabled.

## 5. Trade Board Resolutions & Issues Update

The Trade Board reviewed the two letters addressed from the Motive Power Divisional Board (MPDB) concerning resolutions made at the March 3, 2014 Trade Board meeting.

With respect to the Trade Board's recommendation that a sub-committee be developed with the Trade Board's support to initiate discussion on issues regarding apprenticeship sustainability and employer engagement (wages, diversity and related issues), the Divisional Board concluded that the Trade Board has raised issues that have been identified as a priority in the College's 2015-2020 Strategic Plan, currently in development. Further to that, the on-going Dean Review is addressing this issue as outlined in its Terms of Reference at [www.deanreview.com](http://www.deanreview.com). The report is due to be issued in Fall 2015. The Board of Governors recognizes a higher level of employer engagement as a way to increase College membership and also recognizes the importance of improving all aspects of the apprenticeship experience. The Trade Boards will be an important stakeholder in the implementation of the Strategic Plan and the College will work to involve Trade Boards in specific initiatives to support and advance the College's strategic priorities. More information will follow about the College's Strategic Plan in Fall 2015.

With respect to the Trade Board's recommendation that a graduated wage scale for apprentices be implemented for the Motive Power trades, the MPDB has directed College staff to report on the process and implications of implementing apprentice wage rates for additional trades at the next MPDB meeting, scheduled for November 9, 2015, at which time the MPDB will consider next steps.

C. Poultney joined the meeting by teleconference. She reiterated what was noted in the MPDB resolution letters and provided some more detail including the fact that the Strategic Plan was due out in Fall 2015. The Trade Board is eager to receive information on both the Strategic Plan and Wage Rates process and moving forward in contributing constructively to its sector.

A discussion took place regarding the lack of support for Apprentices after the Registered Training Agreement (RTA) is signed and more importantly, challenges faced by this sector with insurers in Ontario. The Trade Board believes that the insurers impact technician responsibilities and are further concerned that insurers fund facilities with unlicensed Auto Body technicians. It was noted that the issues are with both the industry for accepting how the insurance companies influence collision shops and with the insurers themselves. The Trade Board needs to work with industry to resolve this issue. The Trade Board would like a mechanism added to the College's Public Register to be able to search a shop to determine if the shop has licensed technicians on staff. Customers often take this for granted, and thus may not ask when taking in their vehicles in for repair.

**ON A MOTION MADE BY W. James, SECONDED BY R. Hicks AND CARRIED**, the Trade Board recommends that the College meet with insurance industry officials (Insurance Bureau of Canada) to discuss issue of insurance companies' impacts on collision repair facilities.

## 6. College of Trades Update

### 6.1 Registrar's Report

The Trade Board reviewed the Executive Summary – Registrar's Report for the Second Quarter of 2015. The Program Coordinator provided some Member Services statistics, including that as of the end of the second quarter in 2015, there were 226,977 OCOT members (i.e. all membership classes) in good standing. The Program Coordinator also shared some information on some on-going initiatives by the Communications & Marketing Department including two videos ('Tune In, Trade Up' and 'Veterans and Skilled Trades').

## **6.2 Compliance and Enforcement Update**

The Program Coordinator shared Compliance and Enforcement statistics from May 2013-September 2015, as well as January-September 2015 concerning the Motive Power sector. This included field inspections conducted, provincial offenses notices issued, and calls regarding complaints/incidents received by the Enforcement Call Centre specific to Auto Body shops. The Trade Board was advised that from May 2013 to September 2015, 164 calls regarding complaints/incidents were received and 954 people have been found working in the Auto Body trade without any authority or credentials to do so.

H. Ellis provided some more detail on these statistics and answered some questions from the Trade Board. He advised that there are on-going ‘blitzes’ across Ontario in areas with known issues (i.e. Auto Body work being performed by unlicensed technicians or unregistered apprentices). H. Ellis also shared images of the type of unqualified work being done at some shops.

## **6.3 Program Evaluation Process**

The Program Coordinator shared a draft copy of the Program Evaluation Process flowchart and accompanying Description of Options documents, and provided a brief summary of this project. The Program Coordinator will update the Trade Board as more information becomes available.

## **6.4 Exam Preparation Guide**

The Program Coordinator shared the updated version of the Guide and noted that this is available on the College website.

## **6.5 Pathways to Apprenticeship**

The Program Coordinator advised that the Literacy Network of Durham Region (LiNDR) is working in partnership with the Higher Education Quality Council of Ontario (HEQCO) to develop content for an apprenticeship resource. Sixteen trades have been selected and Auto Body & Collision Damage Repairer (310B) is one of those trades. The researchers are looking to engage with stakeholders and subject matter experts for the selected trades. The Program Coordinator asked the Trade Board to email her if anyone was interested in helping with this initiative.

## **6.6 Red Seal Endorsement**

The Trade Board was informed of the recent announcement by the Canadian Council of Directors of Apprenticeship (CCDA) regarding the official recognition of the “RSE” acronym (Red Seal Endorsement) for use by qualified skilled journeypersons.

## **6.7 Membership – Credential Production Changes**

The Trade Board was provided an information note that addressed the changes/improvements to College-issued credentials, including new expiry stickers on wallet cards and wall certificates, as well new security enhancements to the wall certificates.

## **7. Dean Review**

C. Poultney advised the Trade Board that the Dean Review report is expected in late-October or early-November 2015.

## **8. Program Update**

### **8.1 Trade Apprenticeship/Journeyperson 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 up until October 1, 2015:

Trade_Name	Automotive Glass Technician	Auto Body and Collision Damage	Auto Body Repairer	Automotive Painter
TradeTotal	15	4882	247	65
Apprentices	15	645	57	48
Candidate_JPs	0	26	3	1
Journeypersons	0	4211	187	16
Tradespersons	0	0	0	0

A verbal update was also provided on the following:

- Apprentice/challenger exam pass/fail statistics up until October 14, 2015; and
- Registered Training Agreement registrations by MTCU local offices as well as by the four designated MTCU regions (Central, East, Northern and Western Ontario).

The Trade Board noted discrepancies between the College and MTCU statistics.

### 8.2 Apprenticeship Training and Curriculum Standards

The Program Coordinator provided a copy of the new Log Book for the Auto Body & Collision Damage Repairer (310B), Auto Body Repairer (310Q) and the Automotive Painter (410N) Apprenticeship Training Standards. The Trade Board is pleased with the new format.

### 8.3 Curriculum Standards

The Trade Board was advised that the draft Curriculum Standard for 310B and 310Q is in its final stages and was provided with a copy of the Summary of Changes document (i.e. a high-level summary of hours and content changes) for review. A. Leith, W. James and G. Breadman volunteered to review the document on behalf of the Trade Board and provide feedback in the next few weeks via email to the Program Coordinator. The next step is a review by the Heads of Apprenticeship (HAT) Committee.

### 8.4 Red Seal Exams

The Program Coordinator advised the Trade Board that the Motor Vehicle Body Repairer (Metal and Paint) and Automotive Painter Red Seal exams are scheduled to be released in December 2015 and January 2016, respectively.

### 8.5 Motive Power Divisional Board Meeting Minutes

The Program Coordinator provided a copy of the draft June 17, 2015 Motive Power Divisional Board meeting minutes. The Trade Board reviewed the document.

### 8.5 Fact Sheets

The Program Coordinator provided copies of the trade Fact Sheets for 310B, 310Q and 410N. The Trade Board was informed that these documents are available on the College website as well as at the [www.earnwhileyoulearn.ca](http://www.earnwhileyoulearn.ca) website.

## 9. Other Business

The Trade Board expressed again that minutes are not being posted on the College website in a timely manner. The Program Coordinator will follow up with the appropriate College staff.

J. Norris updated the Trade Board on several initiatives:

- C of Q prep courses have a total of 92 students; the challenge is that some students take the course but do not go on to write the exams.
- The College’s Trade Equivalency Assessment (TEA) process is popular and he has been receiving many calls related to this.
- The next Apprenticeship Disconnect meeting is scheduled to take place in September 2015; a summary report will be sent out to the College, media and the Trade Board.

W. James briefed the Trade Board on his participation at the Chair/Vice-Chair training at the College which he found valuable. He discussed his involvement with the Tropicana Employment Centre pre-apprenticeship program and its positive contribution to this industry.

D. Deane expressed his concern with the Glass Technician trade, namely that it should be a compulsory trade due to the significant changes in windshields and related technology.

**10. Next Scheduled Meeting/Event**

The Chair confirmed that the next meeting of the Trade Board is scheduled for February 2, 2016.

**11. Adjournment**

The meeting was adjourned at 3:30 p.m.

“Alex Leith”

Alex Leith, Chair

February 2, 2016

Date

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i Recording Officer