



# Minutes

## Automotive Service Technician Trade Board Meeting

September 11, 2015 at 10:00 a.m.  
Roy Foss Motors, Thornhill  
7200 Yonge Street, Boardroom  
Thornhill, Ontario, L4J 1V8

### Trade Board Members in Attendance

Dave Parke, Chair	Qamar Masood
Charlotte Ballantyne	Eli Melnick
Paul Gallagher	Greg Pilecki
Elizabeth Leydolt	

### Resource Persons/Guests in Attendance

None

### Staff in Attendance

Shaun Lelonde, Trade Analyst  
Rottena Sparks, Program Coordinator<sup>i</sup>

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 10:05 a.m. and welcomed Trade Board members to the meeting.

#### 2. Approval of Agenda

**ON A MOTION DULY MADE BY C. Ballantyne, SECONDED BY G. Pilecki AND CARRIED**, the agenda was approved as amended.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

**ON A MOTION DULY MADE BY L. Leydolt, SECONDED BY P. Gallagher AND CARRIED**, the draft minutes of the Trade Board's May 8, 2015 meeting were approved as tabled.

#### 5. Trade Board Resolutions & Issues Update

With respect to item 1, **ON A MOTION DULY MADE BY L. Leydolt and SECONDED BY D. Parke**, the

Trade Board requested a copy of the draft employer Fact Sheet. **ON A MOTION MADE BY C. Ballantyne and SECONDED BY G. Pilecki**, the Trade Board requested information as to when the College's Strategic Plan will be available for review. With respect to item 3, the chair will follow-up with the Director of Communications regarding the receiving advance notice of event dates. With respect to item 6, **ON A MOTION MADE BY D. Parke and SECONDED BY G. Pilecki**, the Trade Board recommends that the Ontario College of Trades should streamline the process for employers to become members of the College.

## **6. College of Trades Update**

### **6.1 Trade Board vacancies**

The Trade Board expressed its concern that there are still three vacant employee representative positions on the Trade Board.

### **6.2 Program Evaluation Project (PEP)**

Staff provided a draft outline of the PEP that has been approved by the Board of Governors. The Trade Board was asked to review this draft document and provide feedback.

### **6.3 Executive Summary – Registrar's Report for the Second Quarter of 2015**

Staff reviewed the Registrar's Report for the Second Quarter of 2015.

### **6.4 Communications and Marketing**

The College saw an increase in traffic to its [earnwhileyoulearn.ca](http://earnwhileyoulearn.ca) website and emails about how to get into the specific trades that were profiled. In the second quarter, College-written stories were published in 46 publications reaching over 1.7 million people and an additional 12 letters to the editor/ops eds were published. The College's second Annual Report – *Leading the way: Skills for tomorrow* – was released at the Annual Meeting on June 16, 2015.

### **6.5 Member Services**

The second quarter ended with a total of 226,977 members in good standing. Throughout the second quarter, the College continued to receive significant call and email volume from members and the general public. During this time, the College surpassed 500,000 calls handled since opening its doors in April 2013.

### **6.6 Compliance and Enforcement**

Staff provided Compliance and Enforcement statistics for the period January-July 2015. Investigations and Hearings staff has implemented a new Complaint Summary Report that was developed with recommendations from the Complaints Committee. The complaint intake processed continues to be refined, including reclassifying certain staff as Complaint and Incident Intake Officers. These staff members have been trained to receive and triage reports and incidents of unauthorized workers, and to dispatch the appropriate Enforcement Officer.

### **6.7 Update on Motive Power Divisional Board Meeting**

Staff reminded the Trade Board of the upcoming Motive Power Divisional Board meeting which is scheduled for November, 2015.

## **7. Program Updates**

### **7.1 Apprenticeship Trade Statistics**

The Trade Board received a summary of the apprenticeship statistics for the following trades:

Automotive Service Technician (310S), Transmission Technician (310D), Alignment and Brake Technician (310E) and the Automotive Electronic Accessory Technician (310K) for the period April 8, 2013 to August 31, 2015.

### **7.2 Curriculum Standard Update**

Staff reported that the Curriculum Standard is due for updating. A workshop will be scheduled to take place in early 2016. The Trade Board agreed to consider hosting the workshop in February 2016. Staff will follow up.

## **8. Industry Updates**

### **8.1 Recruitment**

The Trade Board would like to have an update on the concept of a College-hosted job board that had been proposed. Staff will follow up and will send an update by email.

### **8.2 Clustered Trades – 310C, 310D, 310E and 310K**

After discussion the board felt that serious consideration should be given to de-prescribing Fuel and Electrical Systems Technician (310C) and Alignment and Brakes Technician (310E). **ON A MOTION MOVED BY D. Parke and SECONDED BY Q. Masood**, that the board would like to review the trade of Automotive Electronic Accessory Technician (310K), to explore the reconsideration of allowing for equivalency against in-school training, to renew apprentice registration and to update the training standard and exam.

### **8.3 Passenger Light Duty Vehicle Inspection Standard**

G. Pilecki reported that the standard was approved and will become effective on July 1, 2016. The standard will be downloadable. A series of information sessions will be conducted and MTO would like to partner with OCOT to assist with these sessions.

### **8.4 Focus Group Meeting**

The Program Coordinator will provide the Trade Board with dates for the next telephone meeting, which may take place in November 2015.

### **8.5 Ratios**

The Trade Board discussed ratios in connection with the trade of Automotive Service Technician and will continue the discussion at the next meeting.

## **9. Next Meeting**

The next meeting of the Trade Board has been scheduled for February 19, 2016.

## **10. Adjournment**

**ON A MOTION MADE BY C. Ballantyne, SECONDED BY G. Pilecki AND CARRIED**, the meeting was adjourned.

“Dave Parke”

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Dave Parke, Chair

February 19, 2016

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Date