

ANNUAL GENERAL MEETING

Online via Encore/Chime
(71 in Attendance)

February 6, 2022
1:00 p.m.

Call Meeting to Order: 1:17 p.m.

Notice Convening the 2022 AGM

Motion by Joyce Treen to convene the 2022 Annual General Meeting; April Sewell seconds.

Motion 1 Carried -100%

INTRODUCTIONS

Current Board of Directors

- Tracey Crawley – Board Co-Chair
- Tanya Baker – Director
- Pat Twast – Director
- Bonnie Williams – Director
- Angela Burns – Director
- Lisa Sillicker –Director
- Tracy Samson – Director
- Desiree Couillard – Director
- Cameron - Board Chair

- Apprenticeship Report
 - Presented by Jon MacNeil, Trade Advisory Committee Chair
- Legal Counsel - Emma MacIntosh, Association Counsel, Wickwire Holm
- Accountant – Makenzie Greek, Levy Casey Carter MacLean

Approval of the 2022 AGM Agenda

CORRECTION

Under Motion to Ratify the Expenses and Adjourn it states 2020 and should read 2022.

Jillian White motions to approve the Annual General Meeting Agenda of February 6, 2022;
Candice Onslow seconds.

Motion 2 Carried – 100%

Additions to the 2022 Agenda

Update under elections.

Approval of the past AGM Minutes: November 9, 2020

Motion by Michele LeBlanc to approve past AGM Minutes of November 9, 2020; Jon MacNeil seconds.

Motion 3 Carried - 100%

Business Arising from Past Minutes

Motions previously approved in 2020 have been added under *Old Business* for clarification and further change or approval.

Executive Report to the Members

- Presented by Board Chair, Cameron DeBaie

Committee Reports

- Review Committee Report - Emma MacIntosh from Wickwire Holm
- Clinical Committee Report – Tracy Samson
- Natural Textured Hair Committee – Tracey Crawley
- Education Committee Report – Lisa Silliker
- Discipline Report – Emma MacIntosh, Wickwire Holm
- Financial Report – Mackenzie Greek, Levy Casey Carter MacLean

Appointment of Auditor

Motion by Amy O’Keefe to approve Levy Casey Carter MacLean, Accounting Firm, as Auditor for the Cosmetology Association; Tracy Samson seconds.

Motion 4 Carried -100%

OLD BUSINESS

1. Motion to rescind Specific Master (Clinical Esthetics) Licence (approved in November 2020) and consider new categories and fee requirements.

Amy O'Keefe motions to **RESCIND** the Clinical Motion approved by Members, at the October 2019 AGM; Sylvia Dalton seconds.

“A Master Cosmetologist (Esthetics) who has been engaged in cosmetology for 2 years or more as a Master Cosmetologist (Esthetics) in a registered cosmetology establishment and who has successfully fulfilled such requirements determined by the Association by policy, and pays the fees required in these By-Laws shall be issued a Master Cosmetologist (Clinical Esthetics) Licence.”

Motion 5 – Rescinded (By those who put motion in place (No Vote)

Master Cosmetologist (Clinical Esthetics)

Combined with Clinical Licence Categories and requirements.

Motion by Amy O'Keefe to approve the new Clinical Esthetics Licence titles for addition to the By-laws; Candice Onslow seconds.

1. Cosmetologist (Clinical Esthetics)
2. Master Cosmetologist (Clinical Esthetics)
3. Master Cosmetologist Instructor (Clinical Esthetics)

Motion 6 – Carried 100%

Sylvia Dalton motions to approve the following Clinical Licence fees; Pat Twast seconds:

1. Clinical Esthetics - \$85
2. Master Clinical Esthetics - \$90
3. Master Instructor Clinical Esthetics - \$95

Motion 7 – Carried 100%

2. Review of past By-law changes and amendment requests for consideration (Member approved 2018-20).

A) Motion approved by Members, October 14, 2018 – Dartmouth

- a) Esthetics as a Trade
 - **Motion approving remains.**
- b) Specific Licence (Eyelashes) title change
 - **Motion approving remains.**
- c) Cosmetology upgrading
 - **Motion approving remains.**
- d) Specific Instructor requirements – timeline 3 years
 - **Motion approving remains.**

B) Motion approved by Members, September 22, 2019 – Yarmouth

- a) Apprenticeship – 2nd Pilot Project Hairdressing (update further in meeting).
- b) Master Licence upgrading requirements.
 - **Motion approving remains.**

Master Licence holders must upgrade at least once per year to hold a Master licence.

- c) Retired Members (aged 65 and up)
 - Reduction in fees after age 65
 - \$10 to the age of 70 and free after that (implemented in 2020)
- d) Member insurance
 - \$10,000 group life insurance policy implemented for all current Members.
- e) Fee increase
 - \$10 implemented (for Member insurance).
- f) Board term
 - Approved in 2019 and 2020 with rewording in 2020 to clarify.
- g) Centralizing AGM
 - Approved for in house meetings.

C) Motion approved by Members, November 9, 2020 (virtual)

Board Term

Board Term – Clarified (f) of the approved motion in 2019 in 2020 to read:

No Member will be eligible to serve as a director or be elected or appointed to the Board for more than two (2) consecutive terms. After serving two (2) consecutive Board terms, a director shall not be eligible for re-election or reappointment to the Board until at least one (1) year has elapsed from the end of their last term.

Motion approving remains.

Specific Licence - Natural Textured Hair

Discussion and questions for and/or against.

Motion approving remains.

Definition of Cosmetology

Discussion and questions for and/or against.

“For clarity, the definition of cosmetology in section 2(e) of the Cosmetology Act includes all of the functions included in the Red Seal (National Occupational Analysis) for the cosmetology trade and any cosmetology practice of beautifying the face, hair, and skin of any person by the hands, or the use of any mechanical application or appliance, for fee, gain or hope of reward.”

In all previous *Cosmetology Acts*; needs to be updated and implemented.

Motion approving remains.

Action

Request Members' direction on past approved Motions (not yet approved by Government).

Motion by Candice Onslow to have the Association take all past and new Member approved Motions to Government for approval and immediate implementation; Christine Hilverda seconds.

Motion 8 Carried – 90%

COVID 19 Update

Apprenticeship Report

Presented by Jon MacNeil, Chair of the Trade Advisory Committee

Break – 15 minutes

NEW BUSINESS

Members following along in the AGM Attachment for reasonings and the following motion requests:

1. Master Specific Licence Titles

Tracey Crawley motions to have a Specific Master (insert skillset) and the Specific Master Instructor (insert skillset) licence; Pat Twast seconds.

Motion 9 - Carried – 97%

2. Interim Instructor Licence

Tracy Samson motions to approve an Interim Instructor Licence category; Amy O’Keefe seconds.

Motion 10 - Carried – 85%

3. Cosmetology Programs Update

4. Removal of Lash Extensions from the Esthetics and Make-up Programs

Tanya Baker motions to approve changes and implement a grandfathering period of up to 1 year for estheticians and make-up artists currently providing lash services to apply. Seconded by Amy O’Keefe.

Motion 11 - Carried – 79%

5. Association to Begin Regulations Work

6. Salon and Mobile Update on Requirements

In 2018 Members were very adamant that all business owners be treated the same.

Business owners must hold a permit with the Association. All Cosmetologists that are sole proprietors (business owners - room and chair renters) must also hold a permit and follow the same rules and regulations as other salon owners.

Legal counsel, Noella Martin, explained Registry of Joint Stock requirements and registering a business name – sole proprietorship (at a previous AGM).

Currently, there are approximately 1100 in home and mobile salons.

7. Members Holding 3 (or More) Licences

Motion by Jillian White to approve a 50% reduction on 3rd and/or 4th licences held by a Member; Amy O’Keefe seconds.

Motion 12 - Carried – 100%

8. Salons with a Salon and Mobile Licence

Clarification of salon and mobile licence requirements and further clarifying of chair and room renter requirements.

9. Appointment of Nominating Committee

- Tanya Baker-D’Arcy
 - Tracey Crawley
 - Pat Twast
 - Tracy Samson
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BOARD ELECTION

BY ACCLAMATION: 3 new Board Directors, each holding a 3-year term.

1. Cameron DeBaie
2. Tanya Baker-D'Arcy
3. Lurinda Swanepoel

Q&A

Members attended post AGM for a virtual discussion with Board of Directors regarding topics not on the AGM Agenda.

Motion to Ratify and Adjourn Meeting

Sylvia Ali motions to ratify and adjourn meeting; Tanya Baker-D'Arcy seconds.

Motion 13 – Carried – 100%

Meeting Adjourned



CAMERON DEBAIE, Board Chair

**2022 ANNUAL GENERAL MEETING (AGM)
Attachment**

OLD BUSINESS

1. Rescind Specific Master (Clinical Esthetics) Licence (approved Motion November 2020) and consider new categories and fee requirements.

OLD BUSINESS:

RESCIND – Clinical Motion by Members, approved in October 2019, at AGM.

A Master Cosmetologist (Esthetics) who has been engaged in cosmetology for 2 years or more as a Master Cosmetologist (Esthetics) in a registered cosmetology establishment and who has successfully fulfilled such requirements determined by the Association by policy, and pays the fees required in these By-Laws shall be issued a Master Cosmetologist (Clinical Esthetics) Licence.

Motion by Amy O'Keefe to approve a Specific Master (Clinical Esthetics) Licence; seconded by Sylvia Dalton.

Motion 6 Carried

Reasoning: Committee completed a further review of Clinical esthetics, and those currently providing clinical services, checked other province and country requirements, and considered current esthetic student requirements, current working Estheticians, clinical skills required and the Milady Advanced Esthetics and other textbooks to obtain the curriculum for Clinical Esthetics. Reviewed all current Licence categories and requirements.

Motions for consideration: Clinical Esthetics Licence (3 categories and fees)

Reasoning:

- Public and Member protection
- Member requests for clinical recognition
- Recognition of specialized professional skills
- Recognition of a Clinical Esthetician for medical related work
- Recognition of Clinical Estheticians in other provinces and countries
- Remain at same level and have similar requirements as other Licence categories

Approval of new Clinical Esthetics Licence categories by additions to the By-laws:

- i. **Cosmetologist (Clinical Esthetics)**
 - A person who has been engaged as a Cosmetologist (Esthetics) for 6 months or more in a registered cosmetology establishment providing clinical skincare services and who has successfully fulfilled such requirements determined by the Association by policy, and pays the fees required in these by-laws may be issued a Cosmetologist (Clinical Esthetics) Licence.
- ii. **Master Cosmetologist (Clinical Esthetics)**
 - A person who has been engaged in cosmetology for 3 years or more as a Cosmetologist (Clinical Esthetics) in a registered cosmetology establishment providing clinical skincare services and who has successfully completed a minimum of 4 upgrade courses approved by the Association and fulfilled such requirements determined by the Association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist (Clinical Esthetics) Licence.
- iii. **Master Cosmetologist Instructor (Clinical Esthetics)**
 - A person who has been engaged in cosmetology for 2 years or more as a Master Cosmetologist (Clinical Esthetics) in a registered cosmetology establishment providing clinical services and who has successfully fulfilled such requirements determined by the Association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist Instructor (Clinical Esthetics) Licence.
- iv. **Clinical fees** - fees will be the same as comparable Licence categories
 - Clinical Esthetics - \$85
 - Master Clinical Esthetics - \$90
 - Master Instructor Clinical Esthetics - \$95

Note: Estheticians should contact the Association for information on approved modules and requirements to hold a Clinical Licence.

2. Review of past By-law changes and amendment requests for consideration (Member approved 2018-20).

A. Motion approved by Members October 14, 2018 – Dartmouth

a) Esthetics as a trade review

Motion by Cindy Binns to establish Esthetics as a trade; seconded by Judy Antonello.

Motion 7 Carried

Reasoning:

- Member request to consider apprenticeship

NOTE: Discussion among Members – votes similarly balanced (for and against).

b) Specific Licence (Eyelashes) title change

Change Specific Licence (Eyelashes) title to Specific Licence (Eyelash Enhancements).

Motion by John MacNeil to approve changes to the Specific Eyelash Licence By-Law wording, adding the changes discussed; seconded by Pat Twast.

Motion 9 Carried

Reasoning:

- To clarify Licence title and skills associated with same

c) Cosmetologist upgrading – for all Licensed Cosmetologists

Motion by Jon MacNeil to approve yearly requirement for upgrading; seconded by Kristy Gower.

Motion 10 Carried*

***Discussion referred to Instructors. Clarify – Licenced Master Cosmetology Instructors and Specific Cosmetologist Instructors.**

Reasoning:

- All professionals should upgrade and take skill training to remain up to date in industry
- To ensure licensed professionals remain up to date with industry changes
- To protect the Public, Students, and Members by continuing to evolve with new and updated skills and other training
- To ensure Students receive quality up to date training in all skill areas

d) Specific Instructor requirements – timeline

Motioned by Susan Keddy to have Specific Instructor requirements for licensure moved to 3 years from 5; seconded by Joanne Rector.

Motion 11 Carried

Reasoning:

- Specific instructors who specialize in one skill area (eyelashes) are difficult to find
- Not enough Estheticians specialize in this specific area
- To ensure trained and knowledgeable instructors are available
- To provide the best training for Students

B. Motion approved by Members September 22, 2019 – Yarmouth

a) Apprenticeship – 2nd Pilot Project Hairdressing

Motion by Cindy Hinde-Saulnier to move forward with second Apprenticeship Pilot Project (with Members choosing NSAA Option 1); seconded by Ian Marc-Smith.

Motion 5 Carried

b) Master Licence upgrading requirements

Master Licence upgrades – review of mandatory upgrade for Master Licence holders

Motion by Ian Marc-Smith to move forward with Master Licence upgrading requirement (every second year); seconded by Pat Twast.

Motion 6 Carried

Reasoning:

- All Cosmetologists require training to keep skill levels maintained
- Professionals typically upgrade and take training in compliance with their Licence
- The industry is continually evolving, and Cosmetologists need to adapt to learn and adjust to the changes
- To protect the Public, all Students and Members with new and updated skills and theory training requirements
- To ensure trained and knowledgeable Members and Instructors

c) Retired Members - Approved 2019 AGM

Retired Members (aged 65 and up) – fee change **(implemented)**

Motion by Joyce Treen to remove yearly Licence fee requirement for those aged 65 and up (including honorary Members); seconded by Marlene Rose.

Motion 8 Carried

d) **Member Insurance**

Motion by Cindy Hinde-Saulnier to move forward with implementation of group term life insurance policy with Manulife Insurance; seconded by Marlene Rose.

Motion 9 Carried

e) **Fee increase**

Motion by Jan Barrett to move forward increase in yearly Licence fee increase of \$10 per Member; seconded by Bonnie Williams.

Motion 10 Carried

f) **Board Director term – Motion approved 2019 and 2020**

Motion by Ian Marc-Smith to ensure that no sitting board Member serve more than two consecutive terms on the Executive Board, as with traditional election processes; seconded by Joyce Treen.

Motion 13 Carried

g) **Centralizing AGM**

Motion by Ian Marc-Smith to centralize AGM; seconded by (missed / unknown).

Motion 14 Carried

C. Motion approved by Members November 9, 2020, held Online

a) **Board Term**

Board Term - No Member will be eligible to serve as a director or be elected or appointed to the Board for more than two (2) consecutive terms. After serving two (2) consecutive Board terms, a director shall not be eligible for re-election or reappointment to the Board until at least one (1) year has elapsed from the end of their last term.

Motion by Cindy Hinde-Saulnier to limit Board Director term to a maximum of 2 consecutive terms; seconded by Gillian MacKinnon.

Motion 4 Carried

Reasoning:

- To allow for new Board Directors
- To keep the Board diverse, open to new ideas and change

b) **Specific Licence (Natural Textured Hairstyling)**

Reasoning:

- Requested by Members and the Public
- To ensure Public and Member safety
- To recognize, empower, support, and include unlicensed individuals who excel in specialized hairstylist skill areas and who want to be part of the Association
- To offer a pathway for newcomers to Nova Scotia
- To offer a pathway toward a full Hairstylist Licence with reduced requirements
- To increase speciality services for all individuals in Nova Scotia, no matter what salon they choose
- To continue to be inclusive of all skills and new skills that fall under a hairstylist
- To ensure a professional skillset and professional practices
- To offer additional opportunities for advanced skill training and classes
- To protect salons, spas, Members, and the Industry as a whole

A person who has successfully completed 300 hours of theory and practical instruction as required in the *Act* and these By-laws and who has successfully passed the examination prescribed by these By-Laws and pays the fees required by these By-Laws shall be issued a Specific **Natural Textured Hairstyling** Licence.

This Licence permits the person to perform the services of wigs, weaving, braiding, cornrows, locks, knots, twists and all forms hair extensions and styling by hand or mechanical device; for the purpose of this definition the phrase "natural hair" shall include the use of artificial or natural hair "extensions or enhancements".

OR

- The approval of the elimination of all Specific Licenses under the current categories, to be replaced by a **single specific Licence**, limited to one or more practice areas found under the scope of Cosmetology.

Motion to by Cindy Hinde-Saulnier to approve a Specific (Natural Textured Hairstyling) Licence; seconded by Bernadette Taylor.

Motion 5 Carried

c) **Master Cosmetologist (Clinical Esthetics) – noted above at no. 1(i), (ii), (iii)**

Note: Members were updated on timeline and process for Government approval since 2012 via the Annual (Executive) Report.

d) **Clinical fees** – noted above at 1(iv) (fees will be the same as comparable Licence categories)

- a. Clinical Esthetics - \$85
- b. Master Clinical Esthetics - \$90
- c. Master Instructor Clinical Esthetics - \$95

e) Definition of "**Cosmetology**" at **By-Law 1.1(e)** - clarification and additions to wording

"For clarity, the definition of cosmetology in section 2(e) of the *Cosmetology Act* includes all of the functions included in the Red Seal (National Occupational Analysis) for the cosmetology trade and any cosmetology practice of beautifying the face, hair, and skin of any person by the hands, or the use of any mechanical application or appliance, for fee, gain or hope of reward."

Motion by Bernadette Taylor for clarification of wording at By-Law 1.1(e) as discussed; seconded by Amy O'Keefe.

Motion 10 Carried

Reasoning:

- Removed from all previous Acts – clarity of the definition is required to ensure all aspects of Cosmetology are included
- To protect the Public from harm
- Cosmetologists are professionals thus all skills falling under the scope of practice of a "Cosmetologist" should remain with those who are trained and licensed to protect the Public pursuant to the *Cosmetology Act* (Estheticians, Hairstylists, Clinical Estheticians, Eyelash Artists, Nail Technicians, and Body Hair Removal Specialists)
- To keep up with an industry that is continually evolving
- Remain inclusive of all competences and new skills that fall under the skillset of a cosmetologist
- To provide additional pathways to obtain cosmetology skill training
- To protect all salons, spas, and the Industry as a whole

Under NEW BUSINESS – NEW considerations 2022

1. Master Specific Licence titles

- Master Specific (skillset) Licence
- Specific Master Instructor (skillset) Licence

Master Instructor Specific (skillset) Licence with upgrade requirement, same as other Master Instructor requirements, except amend **Specific Cosmetology Instructor** to read - **Master Specific Cosmetology Instructor** (3 years required)

Reasoning

- Members' request for similar recognition
- Most professionals have a professional development requirement
- To protect the Public with new updated requirements
- All Masters should be recognized and remain updated in new skills and infection control requirements and processes
- There is currently no recognition for advanced training
- There is currently no Master level under Specific Licence categories
- Specific Cosmetologist are professionals and want to be treated equally as all other Master levels and Master Instructor Licence titles

2. Interim Instructor Licence – previous Licence removed in 2012.

Reasoning

- Members' and Instructors' request to have this Licence category reinstated to allow individuals who do not have the time required for a full Instructor Licence to be able to work part time to assist instructors
- To allow schools more access to qualified Members
- Members' request to assist in the classroom prior to having the time required for an Instructor's Licence, to gain Instructor experience and mentoring

4. Removal of eyelash extensions from the Esthetics and Make-up curriculum.

Reasoning

- Clear program requirements
- Esthetics and Make-up programs were required to offer an intro to eyelash extensions only; not enough to have graduates salon/floor ready causing concern for Public safety
- Most current graduates of esthetics do not want to learn or provide this service
- Eyelashes and Make-up are stand-alone programs, both requiring 300-hours of instruction. Eyelash hours cannot be inserted into the Esthetics program without extending the 1500-hour program

- Ensure qualified education and hands-on training of cosmetology graduates

Note: A licensed Esthetician or Make-up Artist providing lash extension services (prior to February 6, 2022), can apply to be grandfathered. The grandfathering period will be from February 7, 2022, to February 6, 2023. Applications can be found on the Association's website.