



MINUTES

Motorcycle, Marine, Small Engine and Turf Technician Trade Board Meeting

April 8, 2016 at 9:30 a.m.
Centennial College, Ashtonbee Campus
75 Ashtonbee Road, Room S-111
Toronto, ON, M1L 4N4

Trade Board Members in Attendance

Dave Shepherd (Acting Chair)
Brent Folco
Alessandro Mancino
Scott Szollos*
Sue Warren
Warren Wybenga

Resource Persons/Guests in Attendance

Roy King, Centennial College
Rob Davidson, Georgian College

Not in Attendance

Dave Brown, Chair

Staff in Attendance

Alice Power, Program Coordinatorⁱ
Elliot Siemiatycki, Policy Analyst, Policy & Research

* Joined the meeting at 12:30 p.m.

1. Call to Order/Welcome

The Chair called the meeting at 9:40 a.m. and welcomed Trade Board members and guests.

2. Approval of Agenda

An item called 'Sector Approach to Marine Industry' was added to the Agenda.

ON A MOTION MADE BY B. Folco, SECONDED by S. Warren AND CARRIED, the Agenda was approved as revised.

3. Conflict of Interest

No conflicts of interest were declared.

4. Previous Minutes

ON A MOTION DULY MADE BY S. Warren, SECONDED BY W. Wybenga AND CARRIED, the Minutes of the December 11, 2015 Trade Board meeting were approved as presented.

5. Update on Trade Board Resolutions & Issues

Technology Comparison Chart

R. Davidson reported that the draft comparison chart of technologies is still a work in progress. The Trade Board had a lengthy discussion on the purpose of this project. It was agreed that the information gathered will help determine where certain technologies not currently specified in the Apprenticeship Training Standard and Curriculum Standard should be placed, as well as determine scopes of practice and overlaps. E. Siemiatycki advised that the College's Policy Department is working on a similar project, a Scope of Practice Overlap Matrix. The Program Coordinator will request that the College's Trade Analyst contact R. Davidson.

6. Performing Motorcycle Safeties/Perform Work on Trailers

The Program Coordinator mentioned that there are no changes to the Ministry of Transportation's (MTO) legislation with regard to which trade can perform safeties on a motorcycle and which trade can perform work on trailers. This may need to be raised again with MTO, once the scopes of practices for Motorcycle, Marine and Small Engine Technicians are revised.

It was mentioned that, on a positive note, the College has been consulting with MTO on Ontario's proposed changes to the definition of a road-building machine (RBM) under the *Highway Traffic Act* (HTA). MTO has been reviewing the definition of RBMs, and the exemptions that these vehicles are granted under the HTA. The goal has been to develop a new definition to distinguish between vehicles built on truck chassis able to comply with federal standards and those designed and built to operate on the highway, but not certified to comply with federal safety standards, as compared to traditional types of RBMs. Vehicles that do not meet the new RBM definition will be classified as commercial motor vehicles (CMV), and as such, will be required to comply with safety regulations.

7. Dean Review

E. Siemiatycki provided an overview of the recommendations in the Dean Report. It was noted that the full implications of the recommendations are still being considered by the College and MTCU. It was emphasized that the scopes of practice (SoPs) for trades, as well as program development and evaluation, remain College responsibilities. Trade Boards will play a significant role when the SoPs are reviewed, once there is a common framework and template for that purpose. Other recommendations, such as the Trade Classification Review process and College enforcement activities, were also discussed.

8. College of Trades Update

8.1 Registrar's Report

Highlights from the *Registrar's Report Q4-2015* were provided to the Trade Board.

8.2 Membership

The Trade Board reviewed the call handling activity report. It was noted that the volume was down slightly from the previous period, though the activity was slightly higher during the same period last year. The Trade Board discussed how the Public Register is used as a preliminary screening tool before hiring a technician. It was suggested that the Public Register would be more effective with better search functionality.

8.3 Communications & Marketing Update

An overview of the Communication and Marketing activities for the period was provided.

It was reported that visits to www.collegeoftrades.ca increased nine per cent in Q4 2015 over Q4 2014. In total, the College website was visited close to 660,000 times in 2015. The Public Register is the most popular feature on the website and had over 270,000 searches in 2015.

It was further noted that the *Trades Today* magazine is continually increasing readership and the College recently won the Global International Association of Business Communicators Gold Quill award for the newsletter.

As well, the College is continuing its outreach efforts with a strong focus on connecting with youth and underrepresented groups. The College has good pick up with its College-written stories and in mainstream media outlets.

To that point, it was mentioned that an article on the TEA process (Trade Equivalency Assessment) for the Turf Equipment Technician trade written by the College was recently published in a national Golf magazine, *Green is Beautiful*.

The Trade Board discussed the idea of a “sticker of approval” mentioned in the spring 2016 *Trades Today*. It was suggested that the College could offer these decals for purchase, and that they include each individual’s College membership number or have a place to enter a membership number. These could be used on work orders or on the piece of equipment that was prepared.

The new *Hire with Confidence* website (www.hirewithconfidence.ca) was also presented to the Trade Board.

8.4 Compliance & Enforcement Update

A brief update on Compliance and Enforcement activities in the fourth quarter and annual totals were provided. It was reported that Enforcement Officers made a total of 11,376 field visits in 2015, 5,221 of which were to motive power garages and 825 were to auto body shops. In the fourth quarter, a total of 3,589 field visits were conducted, primarily to motive power garages (1,862), which resulted in 129 tickets being issued. There were 49 tickets issued to auto body shops.

8.5 Trade Equivalency Assessment (TEA) Update

It was reported that as a result of some changes in the College’s organizational structure, TEA Analysts are now working under the Manager of Standards. It was noted that there were 5,191 TEA applications processed in 2015.

It was further mentioned that as of March 1, 2016, the fees for the various assessments have risen and are based on a cost recovery model. This affects the full assessment and reciprocal certification fee. There is a new assessment fee for applicants wishing to re-open their TEA application to provide additional proof of competency, after they have received their initial proposal-to-deny notification from the College and the window for re-submission was not met.

8.6 Policy Update

E. Siemiatycki highlighted a few of the projects that the Policy Department has undertaken. The video “Veterans and the Skilled Trades” was presented to the Trade Board. It was reported that the

College has taken steps to remove barriers for Canadian Armed Forces veterans and reservists who are looking to enter the trades. As such, the College General By-law was amended to waive membership fees in the Apprentices Class for these individuals for a period of five cumulative years, no more. There was also a Board of Governors resolution authorizing the Registrar to waive TEA fees for the same target group.

It was questioned whether the Communications & Marketing Department is planning to promote this program. It was noted that the operational aspects of the program have not been finalized as of yet.

It was further noted that the Policy Department is working on updating a labour mobility matrix which is a comparison chart identifying equivalent trade credentials issued between Ontario and other provinces and territories. The matrix will be used by College Registration and Membership staff who review applications for reciprocal certification and by TEA staff to aid them in the assessment process.

9. Program Evaluation Process (PEP)

E. Siemiatycki presented an overview of the PEP. It was stated that the goal is to strengthen the skilled trades system in Ontario by focusing investments in viable trades, revitalizing programs where necessary through regulatory changes or promotional efforts, and developing impact analyses to track future trade development. It was suggested that stand-alone trades will need to meet certain registration thresholds to prove their viability, noting that Turf Equipment Technician is currently the only trade within the Trade Board's cluster of trades that has significantly low registration.

It was noted that some members of the Trade Board and TDA (Training Delivery Agent) representatives met on January 15, 2015 to discuss the potential for the Turf Equipment Technician and Small Engine Technician programs to pilot the College's new PEP. The initial meeting was followed up with a teleconference on March 4, 2016, where the Trade Board was asked to consider the need to restructure the trades within the Trade Board cluster (models from other jurisdictions were provided) or consolidate trades using overlapping skill sets and incorporate newer technologies, such as, All-Terrain Vehicles (ATV's), Personal Water Craft (PWC) and Snowmobiles that are not currently part of an existing program.

The Trade Board discussed the next steps in the PEP for the Turf Equipment Technician and Small Engine Technician trades. It was agreed that a document is needed that provides an explanation and rationale of how the Trade Board envisions where the technologies that are part of the Turf Equipment Technician trade should be clustered. E. Siemiatycki agreed to prepare a template for what information would be required for the proposed document. As part of PEP consultation, the College will seek broader representation of the sector and hopes to arrange a meeting of dealers and manufactures to discuss the Trade Board's proposal.

10. Divisional Board Update

The Minutes of the Motive Power Divisional Board meeting on December 2, 2015 were provided. It was reported that the Divisional Board also met on March 8, 2016, however minutes of that meeting are not yet available.

11. Program Update

11.1 Program Membership Statistics

The recent membership statistics for the trades were presented for the period of April 8, 2013 to April 1, 2016. A summary of the examination pass rates for Motorcycle, Small Engine and Marine Engine Technician was also provided. After noting the examination pass rate for the Marine Engine Technician trade, the Trade Board recommended that the Certificate of Qualification (CofQ) examination be reviewed. It was noted that the Marine Engine Technician curriculum was recently implemented and the C of Q examination has not been revised accordingly.

11.2 Motorcycle Technician (310G) Exemption Test

It was reported that that Motorcycle Technician (310G) Exemption Test for level one will be reviewed.

12. Colleges of Applied Arts and Technology (CAAT) Update

Centennial College

R. King reported that Centennial has introduced a School of Transportation Newsletter.

It was reported that, in general, the number of applications for programs at Centennial College are down from previous years, however, the number of applications to the School of Transportation has increased.

There is a slight increase in applications to the Power Sports post-secondary program with 90 applicants confirmed to date. There are 29 students registered in the 2015-2016 program who are completing their first semester.

R. King is currently conducting a review of the Motorcycle and Power Sports post-secondary program, in which the learning outcomes are being mapped against the Small Engine Technician and Motorcycle Technician apprenticeship programs. This is to ensure that the post-secondary program is harmonized with the level one apprenticeship program.

It was further noted that the qualifiers for the Ontario Skills competition are being assessed at Humber College on April 16, 2016.

Georgian College

R. Davidson provided a brief update on Georgian marine and small engine technician programs. It was reported that the Marine Engine Technician Program has 16 apprentices and the Small Engine Program (level two) has 15 apprentices that will be eligible to graduate this Spring. It was noted that the post-secondary numbers are up from last year at the same time.

The schedule for the 2016-2017 program was provided as follows: the level three Marine Engine Technician Program will run from December 5, 2016 to February 10, 2017, the level one Marine Engine and Small Engine Technician will run from Jan 2, 2017 to February 24, 2017 and the level two will run from February 13, 2017 to April 7, 2017. A Marine Examination Preparation program is scheduled to run February 13-17, 2017.

Canadore College

The Program Coordinator advised that she had received an email from Canadore College requesting membership statistics on Small Engine (435A) and Marine Engine (435B) apprentices in the North Bay and Sudbury region. It was stated that Canadore has received above average enquiries from

employers looking for Motorcycle Technicians. Canadore is exploring the potential for delivering a day-release program for Motorcycle Technicians (310G).

13. Election of Vice-Chair

S. Szollos was elected as Vice-Chair of the Trade Board. It was noted that several of the Trade Board members' terms are coming up for renewal in May 2016.

14. Industry Update

D. Shepherd reported on a discussion with the Motorcycle Moped Industry Council (MMIC). The organization is concerned about the declining number of motorcycle technician training programs in Colleges nationally, particularly in the provinces where motorcycle technician is not a compulsory trade. As a result, MMIC is going to re-establish a technical committee within its organization.

15. Next Scheduled Meeting

The next meeting is scheduled for July 12, 2016.

16. Adjournment

ON A MOTION MADE BY B. Folco, SECONDED by S. Warren AND CARRIED, the meeting was adjourned at 3:00 p.m.

"Dave Shepherd"

Dave Shepherd, Acting Chair

September 16, 2016

Date

ⁱ Recording Officer