



Minutes

Powered Lift Truck Technician Trade Board Meeting

June 15, 2016 at 9:30 a.m.
Liftow Limited
362 Signet Drive
North York, ON M9L 1V2

Trade Board Members in Attendance

Bill Botshka, Chair
Terry Clarke, Vice-Chair
Rocky Mezzone
Mike Novak
Wayne Noye

Trade Board Members not in Attendance

None

Resource Persons/Guests in Attendance

None

Staff in Attendance

Franca Silvaggio, Program Coordinator¹

1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m.

2. Approval of Agenda

ON A MOTION MADE BY W. Noye, SECONDED BY T. Clarke 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 T. Clarke, SECONDED BY M. Novak AND CARRIED, the draft minutes of the Trade Board's November 12, 2015 meeting were approved as tabled.

The Program Coordinator distributed notes of the February 16, 2015 Trade Board meeting. Quorum was not achieved at this meeting and therefore no formal minutes are available. A Trade Board member reminded everyone that Chair and Vice-Chair elections are required at the next Trade Board meeting in the fall.

5. Trade Board Resolutions & Issues Update

The Trade Board reviewed the recent letter from the Motive Power Divisional Board (MPDB) concerning the resolution made at the Trade Board's November 12, 2015 meeting.

With respect to the Trade Board's recommendation that the Powered Lift Truck Technician (PLTT) provincial Certificate of Qualification examination be updated immediately following the revision of the Apprenticeship Training Standard, the MPDB concluded that it supports the recommendation.

The Program Coordinator advised that the PLTT provincial Certificate of Qualification exam working group was comprised of two Trade Board members and three industry stakeholders which represented five of the larger PLTT organizations. They were also advised that the group met on three separate occasions and completed the exams. Two versions of 110 questions were created; one that will be active and one that will be placed on reserve.

The Trade Board also discussed the idea of a follow-up to the industry in reference to the resolution made at its November 3, 2014 meeting recommending the creation of a letter that can be sent to employers in the industry explaining the role of the Ontario College of Trades, the Trade Board and the benefits of apprenticeship.

ON A MOTION MADE BY R. Mezzone, SECONDED BY M. Novak AND CARRIED, the PLTT Trade Board recommends that a follow-up letter to the Trade Board's April 2015 letter be sent via email to the identified PLTT companies, with the dual purpose of: 1) encouraging apprentice registrations; and 2) canvassing interest in establishing a sub-committee to discuss issues impacting the PLTT trade.

A discussion took place regarding the decreasing apprentice numbers and the urgent need to reach out to the industry again to encourage apprenticeship. The Trade Board expressed real concern with this and views it as a dilemma since the only Training Delivery Agent (TDA) is not offering Level 2 or 3 in 2016 and in turn, the Trade Board believes that this discourages companies from signing up apprentices. They hope that one day this trade is reclassified as compulsory which would help alleviate these issues. It was proposed that the letter also call for a sub-committee to be created to both discuss the concerns of the trade and conduct some outreach via job fairs and school presentations. It was noted again that the average age of PLTT journeypersons is rising with an insufficient number of technicians available to replace them.

6. College of Trades Update

6.1 Registrar's Report (Executive Summary/Operations Report/Strategic Goals and Priorities)

The Trade Board reviewed the Executive Summary of the Registrar's Report for the First Quarter of 2016. The Program Coordinator highlighted some key areas, including:

- As of the end of the first quarter of 2016, there were 234,399 College members (i.e. all membership classes) in good standing in both compulsory and voluntary trades
- Motive Power and Residential Construction blitzes by Enforcement Officers are planned in 2016
- Policy, Programs and Evaluations deliverables including new and revised products

- Compliance & Enforcement data on field visits, unauthorized workers, provincial offences and prosecutions
- Trade Equivalency Assessment (TEA) data for the First Quarter (1,781 applications received)
- Complaints and Registration Appeals panel summaries
- Formal complaints made against College members
- Strategic Goals and 2016 Strategic Priorities

6.2 Transfer to the Ministry of Labour

The Program Coordinator shared a copy of the statement made by the College Registrar and CEO, David Tsubouchi. The Trade Board was advised that day-to-day operations of the College remain the same.

6.3 Provincial Budget

The Trade Board was informed that the College was recently mentioned in the Provincial Budget announcement including the Dean Report and the proposed recommendations from the report.

6.4 Job Board Website

The Trade Board was advised that the College has launched a pilot project to help people search, apply and hire for jobs and apprenticeships in the skilled trades. The website was provided for further information: www.HireWithConfidence.ca. The portal allows employers who are members of the College's Employers/Sponsors Class or Journeypersons Class to post jobs and use it to search for apprentices and certified tradespersons for hire.

The Program Coordinator provided a hand out with details and accessed the website for demonstration. It was noted that some PLTT positions were currently posted to the site.

6.5 Technical Standards & Safety Authority (TSSA) Letter

The Trade Board described a letter that had been sent to individuals working in trades which have some regulation under TSSA and provided a copy to the Program Coordinator. It was noted that the letter addresses five trades (Agricultural Equipment Technician, Automotive Service Technician, Fuel and Electrical Systems Technician, Heavy Duty Equipment Technician and Truck and Coach Technician). PLTT is not listed. Nonetheless, Trade Board members are concerned because PLTTs require Internal Combustion Alternate Fuel (ICE) certificates and the letter states that at renewal of ICE certificates, individuals will be required to submit proof that they are holders of a "valid certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*" and/or a "valid OCOT certificate to avoid any interruption with [the] ICE, ICE-NG or ICE-P certificate", and the Trade Board believes that this may cause problems. The Trade Board was advised that Policy & Research staff is aware of these issues and is in the process of discussions with TSSA staff. Updates will be communicated as they become available.

7. Dean Review (update)

A summary of the Dean Report was briefly provided. The Program Coordinator advised that there are on-going discussions on the Dean Report. On the issue of Trades Classification Review (TCR), the Trade Board was reminded that the Dean Report recommended that the responsibility for TCRs be transferred to the Minister with support from a new government secretariat; however the TCRs would still be initiated through Trade Boards who, along with the Divisional Boards, play an important role in this process. All trades that made applications prior to Mr. Dean's review will maintain their place in the queue to apply for compulsory status under the new process. The Program Coordinator will provide an update as more information becomes available.

A discussion took place regarding both the TCR and Scope of Practice (S of P) components. The Trade Board wants to update the PLTT S of P so that it accurately reflects the scope of today's PLTT and better aligns with the new PLTT Apprenticeship Training Standard (ATS). This work will be tabled at the next meeting. With respect to the TCR process, the Trade Board wants to make a formal resolution in order to join the TCR queue.

ON A MOTION MADE BY W. Noye, SECONDED BY M. Novak AND CARRIED, the Powered Lift Truck Technician trade board resolves to request the initiation of the trade classification review process in order to make the trade of Powered Lift Truck Technician (PLTT) 282E compulsory under OCTAA.

8. Program Update

8.1 Trade Apprenticeship/Journeyman Trade Statistics

The Program Coordinator provided College membership statistics for the PLTT trade. It was noted that there are currently 34 apprentices registered with the College (as of May 31, 2016) which is three less than the stats provided at the February 2016 meeting. The number of Journeymen (27) increased by one, suggesting that one Apprentice wrote and passed the Certificate of Qualification exam. A verbal update was also provided on accumulated exam attempts by Apprentices and Challengers as of May 31, 2016. The Program Coordinator has displayed a few line charts to demonstrate a visual of PLTT stats for the last three meetings:

PLTT STATS (as of May 31, 2016)	
Trade_Code	282E
Trade_Name	Powered Lift Truck Technician
TradeTotal	66
Apprentices	34
Candidate_JPs	3
Journeypersons	27
Tradespersons	2

8.2 Apprenticeship Training Standard (ATS) and Curriculum Standard (CS)

The Trade Board was informed that a draft of the new PLTT ATS was presented to the Motive Power Divisional Board at its June 8, 2016 meeting. The Program Coordinator displayed a copy of the Decision/Advisory note which summarized the changes to this document.

The Trade Board was reminded that due to the Harmonization initiative for the Heavy Duty Equipment Technician, Truck and Transport Mechanic, and Agriculture Equipment Technician trades, the CS review workshop is currently on hold until further notice

8.3 Certificate of Qualification Exam

The PLTT provincial C of Q examination workshop to finalize the exam took place on June 1-2, 2016. Two versions were created with 110 questions in each. The Trade Board recommended that the PLTT ATS working group conduct a final review of this exam. This would ensure that the skill sets are accurately represented and tested.

8.4 Harmonization/RSOS for Common Core trades

The Trade Board was advised that there have been a few webinars conducted and that the

Common Core trades are consulting with industry experts. Once a CS workshop is scheduled, the Program Coordinator will inform the Trade Board to ensure it is represented.

8.4 Motive Power Divisional Board Minutes

The Program Coordinator provided a draft copy of the March 8, 2016 Motive Power Divisional Board meeting minutes. The Trade Board reviewed the document.

9. Other Business

The Trade Board members engaged in a round table discussion on issues impacting their trade.

W. Noye shared some information regarding Ministry of Labour inspections on fork lift safety, as well as a recent incident with which he was involved.

10. Next Scheduled Meeting

The Trade Board confirmed that its next meeting is scheduled for October 12, 2016.

11. Adjournment

ON A MOTION MADE BY W. Noye, SECONDED BY M. Novak AND CARRIED, the meeting adjourned at 3:30 p.m.

“Bill Botshka”

Bill Botshka, Chair

October 25, 2016

Date

ⁱ Recording Officer