



# Minutes

## Powered Lift Truck Technician Trade Board Meeting

June 19, 2014 at 10:00 a.m.  
Hewitt Material Handling  
425 Millway Avenue  
Concord, ON, L4K 3V8

### Trade Board Members in Attendance

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

### Trade Board Members not in Attendance

Roddy Villeneuve

### Resource Persons/Guests in Attendance

None

### Staff in Attendance

Franca Silvaggio, Program Coordinator

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#### 1. Call to Order/Welcome

The Chair called the meeting to order and welcomed R. Mezzone, the newest member of the Board. Rocky introduced himself and briefly discussed his experience with this trade.

#### 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 W. Noye, SECONDED BY T. Clarke AND CARRIED,** the draft minutes of the Trade Board's February 14, 2014 meeting were approved as tabled.

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

The Program Coordinator briefed members on the 'triage' process and reminded members that at this time there are no issues or resolutions from this Board.

**6. College of Trades Update**

**6.1 Academic Entry Requirements**

The Program Coordinator provided the Information Note regarding Consultation and Review of Academic Entry Requirements to the Trade Board. The Trade Board reviewed this document and requested regular updates. The Trade Board expressed satisfaction with the current entry requirement of Grade 12 for Powered Lift Truck Technician.

A discussion took place regarding the issues with the only Training Delivery Agent, Centennial College, not running Level 2 and 3 of this program due to insufficient apprentice enrollment. Members are concerned that Powered Lift Truck Technician (PLTT) apprentices are not able to complete their levels of in-school training. It was noted that some companies are doing their own training to ensure apprentices are well prepared to write and pass the Certificate of Qualification exam. A brief review of the Curriculum Standard for Heavy Duty Equipment Technician was conducted to determine if there is a potential for having PLTT apprentices sit some of the level 2 and 3 in-school portions since it was noted that some of the curriculum overlaps. Members also asked for a breakdown of where apprentices are in the in-school training and requested updated data be tabled as a recurring agenda item. College staff will liaise with the Ministry of Training, Colleges and Universities (MTCU) to obtain this information.

**6.2 Trade Equivalency Assessment (TEA)**

The Program Coordinator advised that on April 8, 2014 the College assumed responsibility for conducting trade equivalency assessments and credential validations.

**6.3 Exam Preparation Guide**

The Program Coordinator informed the Trade Board that there is an Exam Preparation Guide on the College website that provides guidelines and resources for those intending to write their Certificate of Qualification exam.

**6.4 Enforcement Update**

The Program Coordinator updated the Trade Board on recent statistics and data provided by the Compliance & Enforcement Department. The Board was also advised that this information is provided on the College website along with current Public Advisories, if any.

**6.4 Registrar's Report**

The Program Coordinator provided a copy of the March/April 2014 Registrar's Report and highlighted a few sections.

**6.3 Motive Power Dialogue Summary**

The Program Coordinator shared copies of the Motive Power Dialogue Summary notes from the January 27, 2014 meeting. The Trade Board believes this is a positive initiative and hopes these meetings continue.

A discussion took place regarding specific issues facing this trade. The Trade Board expressed an interest in having representatives and tradespersons from PLTT companies attend future Trade Board meetings as resource persons to discuss apprenticeship training and a potential a classification review for this trade.

## **7. Program Update**

### **7.1 Trade Apprenticeship/Journeyman Trade Statistics**

The Program Coordinator shared statistics provided by MTCU on apprentices and other related data for the Powered Lift Truck Technician trade. College statistics on registered Apprentices, registered Journeyman Candidates, registered Journeymen and registered Tradespersons were also provided. The Trade Board is satisfied that the numbers are increasing year to year; the MTCU statistics show that there were six new registrations in the 2010-11 fiscal year, nine in 2011-12 and 16 in 2012-13.

### **7.2 Apprenticeship Training Standards**

The Trade Board requested a review of the Training Standard for PLLT, which was last updated in 2006. The Program Coordinator suggested that this could be done in the fall of 2014 and briefly explained the process for revising program documents, including the requirement of 'on-the-tools' subject matter experts to sit on a Working Group committee. The Trade Board requested that some members of the Board have an opportunity to be part of the committee and also include a few from other Lift companies not currently represented on the Trade Board.

### **7.3 Motive Power Divisional Board Minutes**

The Program Coordinator provided a copy of the draft minutes from the March 24, 2014 Motive Power Divisional Board meeting.

## **8. Removal of Member**

The Program Coordinator updated the Trade Board on the process to remove a member from the governance structure of the College..

## **9. Resignation of Member**

The Program Coordinator advised that the Appointments Council has been notified of a recent resignation from the Trade Board. The Trade Board stressed the importance of getting this vacancy filled as soon as possible.

## **10. Trade Classification Reviews**

The Trade Board received an update on the current status of the Trade Classification Review (TCR) process at the College..

Members were advised that the College has approved the development of a regulation that, if passed, would allow for a two-year implementation plan for the reclassification of the Sprinkler and Fire Protection Installer trade from voluntary to compulsory membership in the College.

## **11. Re-election of Chair**

B. Botshka's term as Chair expired June 2014The Trade Board agreed with his offer to stay on for another one-year term. T. Clarke, as Vice-Chair, agreed to continue his duties until June 2015 to coincide with the Chair's term.

**ON A MOTION MADE BY W. Noye, SECONDED BY R. Mezzone AND CARRIED**, the Trade Board members re-elected Bill Botshka as Chair for a period of one year ending June 2015 and Terry Clarke to continue on as Vice-Chair until June 2015.

**12. Other Business/Industry Update**

Members conducted a roundtable discussion on current labour market trends in the PLTT trade, including the use of fuel cell technology and lithium ion batteries. R. Mezzone provided a brief a brief summary of the Lifting Device Inspection (LDI).

**13. Next Scheduled Meeting**

The Chair confirmed that the next meeting of the Trade Board is scheduled for October 10, 2014..

**14. Adjournment**

**ON A MOTION MADE BY T. Clarke, SECONDED BY W. Noye AND CARRIED**, the meeting was adjourned.

“Bill Botshka”

Bill Botshka, Chair

November 3, 2014

Date