



# Minutes

## Arborist

### Trade Board Meeting

September 20, 2016 at 9:30 a.m.  
St. Catharines Kiwanis Aquatics Centre, Irene Locke Room  
425 Carlton St.  
St. Catharines, ON, L2M 4V9

#### Trade Board Members in Attendance

Tami Sadonoja, Chair  
John Bellehumeur  
Randy Hartmier\*  
William Whatley  
Peter Wynnyczuk

#### Trade Board Members Not in Attendance

Keith Bessey

#### Resource Persons/Guests in Attendance

Mark Graves\*\*

#### Staff in Attendance

Alice Power, Program Coordinator<sup>i</sup>

\* Left the meeting at 1:00 p.m.

\*\* Participated via teleconference for the Tree Health and TDA Update

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#### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:45 a.m.

#### 2. Approval of Agenda

**ON A MOTION DULY MADE BY W. Whatley, SECONDED BY J. Bellehumeur AND CARRIED,** the agenda was approved as tabled.

#### 3. Conflict of Interest

No conflicts of interest were declared.

#### 4. Previous Minutes

**ON A MOTION DULY MADE BY W. Whatley, SECONDED BY P. Wynnyczuk AND CARRIED,** the minutes of the April 15, 2016 meeting were approved as tabled.

**5. Tree Health Technician**

M. Graves reported that the survey to determine the need for the Tree Health Technician program has not been developed. It was suggested that the subcommittee could start by reaching out informally to its networks to get a sense of the interest in the program.

**6. Certification of Qualification Exam Review**

The Program Coordinator reported that the Working Group completed the revision of the Arborist Certificate of Qualification (C of Q) examination. The examination items were translated and will be validated by a French speaking arborist(s). Trade Board members indicated they would be willing to assist in getting a group of arborists together to peer review the examination.

**7. Dean Report – Update**

It was reported that as a result of the Dean Report recommendations, the Ministry of Labour (MOL) has formally assumed responsibility for the College's regulatory and administrative oversight as of May 6, 2016. There is no impact on College staff, and the operations of the College are not affected.

The Ministry of Training, Colleges and Universities (MTCU) has been re-named the Ministry of Advanced Education and Skills Development (MAESD). The Ministry will remain responsible for registering apprentices, assessing client and sponsor eligibility, school scheduling, seat planning and confirming completion. The College will continue to work in partnership with MAESD with regards to Apprenticeship programs.

**8. Red Seal Project Update**

The Program Coordinator reported that she is continuing to support the consultant from the Maritime College of Forest Technology (MCFT) which is developing the two-year Utility Arborist program for New Brunswick Power (NB Power). The Trade Board was reminded that if the Utility Arborist program is offered as a provincially-run program, this could lead to the other Atlantic provinces following, in which case, there would be enough provinces offering the apprenticeship program to meet the criteria to pursue entry into the Red Seal program.

**9. College of Trades Update**

**9.1 General Update**

The Trade Board was informed that the Vice-Chair will be attending a training session for Trade Board Chairs and Vice-Chairs on September 22, 2016 at the College.

**9.2 Registrar's Report**

Highlights from the Registrar's Report for the second quarter of 2016 were presented.

**9.3 Membership**

The Trade Board reviewed the most recent membership numbers of the College. It was reported that there was an increase of 1.0% in the first quarter of 2016. There were approximately 7,000 members that did not renew their membership in the spring during the renewal time period. However, by late June, the numbers have increased to a total of 232,021 active members. It was noted that members suspended for non-payment of fees are sent out notices of suspension and are given 60-days before they are required to pay a reinstatement fee in addition to their membership fee if they wish to renew their membership with the College.

It was reported that Davey Tree is paying for apprentices' membership in the College. The Program Coordinator suggested that the company may want to be assigned a Group Account Coordinator to assist them with the administration of the membership fees. The Program Coordinator will follow up with Member Services.

#### **9.4 Communications & Marketing Update**

The Program Coordinator provided an overview of Communications & Marketing activities for the second quarter of 2016. It was noted that increased public awareness of the College and media engagement continues to drive visitors to the [earnwhileyoulearn.ca](http://earnwhileyoulearn.ca) website. There was a 29% increase in visits to the website compared to Q2 2015.

It was reported that the *Trades Today* newsletter is continually increasing its readership. The subscription list grew to 126,123 and the open rate for the College's summer 2016 issue was 47.6%. The most-read article in the summer issue was the ride-along with the Enforcement Officers.

#### **9.4 Compliance & Enforcement Update**

It was reported that while the number of worksite visits by Enforcement Officers was similar to the first quarter, there was an increase of 81.6% in Provincial Offences Act (POA) tickets issued, with the majority of them being in the Construction sector. There was also an increase in Part III POA prosecutions commenced.

Enforcement Officers were involved in two inspection blitzes, one in Ottawa and one in the Toronto downtown core. In the Ottawa blitz, Enforcement Officers focused on new residential construction, while in the Toronto blitz, they focused on ICI construction. In Ottawa, there was a 92.74% compliance rate, two College memberships were renewed, and 13 Provincial Offence Notices were issued. While in Toronto, the compliance rate was 91.26%, and 18 members were found with expired or suspended memberships.

It was further reported that in August, the College's Enforcement team targeted automotive mechanic shops throughout the province that work on school buses. This was to ensure that school buses are being repaired and maintained by licensed automotive mechanics and/or registered apprentices who are members of the College.

#### **9.5 Evaluation and Assessment Update**

The Trade Board was advised that the high volume of applications and long processing times has led to some new processes at the College. In particular, it was noted that there is now an opportunity for previously denied applicants to appeal the decision within a set period of time.

#### **9.6 Policy Update**

It was reported that the College is continuing build its research and data capacities. The Policy department launched its first survey of Ontario apprentices with the intent of gathering insights on the profile and experience of active apprentices across 70 trades. Over 3,600 responses were collected and are currently being analyzed. It is expected that the initial findings will help to inform the development of an apprenticeship resource guide, as well as inform other core areas of policy and program development.

### **10. Divisional Board Update**

The highlights from the Service Divisional Board meeting on June 16, 2016 were presented. It was noted that the next Service Divisional Board meeting is November 22, 2016.

**11. Program Update – Program Membership Statistics**

The Program Coordinator provided recent College membership statistics for the Arborist and Utility Arborist trades for the period of April 8, 2013 to August 31, 2016. An overview of the Arborist Certificate of Qualification examination pass rates was also presented. It was also reported that Certificate of Qualification exam marks are now available online.

The Trade Board noted the importance of the Ontario Youth Apprenticeship Program (OYAP) students to the apprenticeship system and stated that there would be value in having the number of OYAP students as an ongoing part of the report on membership statistics, and to be able to compare these numbers annually.

It was reported that it is the International Society of Arboriculture (ISA) certification, and not the provincial Certificate of Qualification, that is most often sought when municipalities are procuring arborist services or hiring urban forestry staff. The Trade Board discussed the need to educate municipal HR personnel, procurement officers and Urban Forestry Supervisory staff on the value and benefits of the apprenticeship program and the limitations of ISA certification. It was noted that the ISA Certified Arborist is a knowledge-based examination that requires no tree climbing ability and the ISA Certified Tree Worker Climber Specialist examination does not require the individual to demonstrate competency in skills such as pruning or removing trees of various heights or species as would be required in the Apprenticeship Training Standard.

The Program Coordinator agreed to add this information as an issue into the College's triage database.

**12. Training Delivery Agent – Update**

M. Graves provided a report on the Arborist programs at Humber College. There are approximately 29 post-secondary (Urban Forestry) students and 5 apprentices starting the level one Arborist program on September 26, 2016. It is expected that the number of apprentices will increase. It was mentioned that the timing of this session is not ideal, as fall is a prime work season for the sector. The industry is more supportive of the winter session. However, the number of apprentices is high and running two programs a year is required to accommodate the demand.

A level one and a level two apprenticeship program will run in the winter. There are currently 90 to 100 potential students. It was noted that approximately 50 offers to attend school are initially sent out to apprentices. However, this number is often significantly reduced. Many of these candidates have had a long waiting period before receiving a notice to go to school, and have either lost interest or left the industry. Some individuals do not receive the offer as their addresses are not current. The first rounds of candidate being offered a placement are given 90 days to respond, whereas the second rounds of candidates are not given as much notice.

The Trade Board was informed that apprentices will soon have to apply for the in-school program online through the Ontario College Application Service (OCAS). It is anticipated that this centralized process will reduce the number of phone calls and email inquiries and improve the Colleges' (Colleges of Applied Arts and Technology) planning process.

**13. Arborist Safe Work Practices (ASWP) Committee Update**

P. Wynnyczuk reported that the ASWP meeting was held on September 15, 2016. Minutes from that meeting will be distributed to the Trade Board when available. It was noted that the copies of the ASWP handbook are redundant. Copies of the Practices are only available electronically; apprentices need register on the website to get access to the document:

<http://arboristsafeworkpractices.com/home.html>. Once registered, individuals will be sent announcements when updates are available, as well as be consulted with regard to revisions or about new practices.

P. Wynnychuk advised that he is compiling a list of arborist incidents from various media sources. It was noted that the Program Coordinator, with the help of a summer student, has a new Arborist Incidents database. P. Wynnychuk will forward suggestions for additional categories for the database.

**14. Emerald Ash Borer (EAB) Update**

It was noted that EAB has now been found as far north as Thunder Bay. The Trade Board agreed that this issue can be removed from the agenda until there is any change or news from the federal government.

**15. Ontario Urban Forestry Council (OUFC) Update**

P. Wynnychuk presented the interactive website created by Fleming College students that places all Urban Forestry groups on a map of the Province: <http://www.oufc.org/tree-education/community-action/>

P. Wynnychuk advised that a second letter was sent to the Premier in mid-August, with various Ministries copied, to follow up on the request to initiate provincial licencing of tree firms in Ontario.

**16. Election of Vice-Chair**

W. Whatley was elected Vice-Chair of the Trade Board.

**17. Next Scheduled Meeting and Location**

The dates of January 11 or February 1, 2017 were suggested for the next Trade Board meeting. The Program Coordinator will follow up with the Trade Board and confirm the date.

**18. Adjournment**

The meeting was adjourned at 2:25 p.m.

“Tami Sadonoja”

Tami Sadonoja, Chair

March 10, 2017

Date

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<sup>i</sup> Recording Officer