



# Minutes

## Horticultural Technician Trade Board Meeting

January, 14, 2014 9:30 a.m.  
Ontario College of Trades  
655 Bay Street, 6<sup>th</sup> Floor, Room 601  
Toronto, ON, M5G 2K4

### Trade Board Members in Attendance

Nadi Blackburn, Chair

John Soychak, Vice-Chair

Sally Harvey

Martin Mostert

Xin Hui Peng

### Trade Board Members not in Attendance

Lisa Smith

### Resource Persons/Guests in Attendance

None

### Staff in Attendance

Alice Power, Program Coordinator

Dev Baichan, Program Coordinator

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### 1. Call to Order/Welcome

The Chair welcomed members to the meeting.

### 2. Approval of Agenda

Two items were added to the agenda: 1) Accomplishing Goals and 2) Curriculum-Resources and Best Practices.

**HTTB20140114-01 MOVED BY S. Harvey, SECONDED BY J. Soychak and CARRIED**, that the agenda is approved as revised.

### 3. Conflict of Interest

None were declared.

### 4. Previous Minutes

**HTTB20140114-02 MOVED BY S. Harvey, SECONDED BY J. Soychak and CARRIED**, that that the

Minutes of September 13, 2013 meeting are approved.

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

### **5.1 Article for Landscape Ontario magazine**

It was reported that a request had been forwarded to the College's Communications & Marketing department for an article to be prepared for Landscape Ontario Magazine. The Program Coordinator will follow up with Communications. The Program Coordinator explained how recommendations and suggestions made by Trade Boards were being addressed within the organization.

### **5.2 Election of Chair and Vice-Chair**

An over view of the responsibilities of the Vice-Chair was provided, and is also available in the Trade Board Orientation manual. It was further mentioned that there were minor revisions to the manual and the changes were highlighted. The Program Coordinator agreed to forward the latest version of the Trade Board Orientation manual to the members.

## **6. College of Trades Update**

### **6.1 Registrar's Report – September 2013 & October/November 2013**

The Registrar's Reports of September 2013 and October/November 2013 were reviewed and discussed by Trade Board members.

### **6.2 Membership**

It was reported that the department continues to make changes to the operation to improve customer service.

### **6.3 Enforcement**

An update on the current work of the Compliance and Enforcement division was provided. There are currently 42 Enforcement officers and 2 Court Officers at the College. Many of the enforcement officers were tradespersons, while others are from the Ministry of Labour or have police backgrounds. Training for the Discipline and Fitness to Practise Committee members is underway as is the recruitment process for additional public members to fill vacancies on these committees.

### **6.4 Communications and Marketing Update**

The College has hired Sherri Haigh as the new Director of Communications & Marketing. A brief overview of the College's communication and marketing activities was provided.

### **6.5 Scope of Practice**

The Program Coordinator provided an update on the Scopes of Practice project. It was noted that the Board of Governors has agreed to put this project on hold pending further notice.

### **6.6 Affinity Programs**

The College has been looking into developing an affinity program that would offer members of the College discounts on insurance products, for example, and will continue to seek input from stakeholders on other value-added services and benefits that could be offered to members.

## **6.7 Divisional Board Minutes**

The Trade Board was informed that members of the Divisional Board have expressed interest in attending future meetings of the Trade Board. In addition, the Trade Board was advised that at both the September 6, 2013 and November 14, 2013 Divisional Board meetings, the primary focus of the discussion was on the naming of Barber as a trade under OCTAA.

## **7. Program Update**

### **7.1 Apprentice Statistics**

The Program Coordinator provided Trade Board members with the available MTCU apprentice statistics for the period of April 1, 2013-December 31, 2013.

### **7.2 NOA Industry Update**

It was reported that the National Occupational Analysis (NOA) for Landscape Horticulturist is scheduled for an industry review this year. The Trade Board members agreed to review the 2010 NOA for Landscape Horticulturist and note possible areas for revision in time for the next meeting. The NOA is available on the Red Seal website.

### **7.3 Trade Classification**

In response to a member's question, a brief overview of the criteria and process for a Trade Classification Review was provided. A copy of the information available on the College's website was also distributed. The Trade Board agreed that consideration of a Trade Classification Review will be discussed at the next meeting.

### **7.4 Promotion and Marketing**

Members discussed the need for promotion and marketing of the trade, particularly at the high school level. It was noted that currently the only trade-specific marketing tool is the Ministry's Fact Sheets which describe the trade and apprenticeship program. The Fact Sheets are not current and need to be reviewed to determine if changes are required. The Trade Board members will compile a list of current networks/communication channels and contacts, which will then be sent to the Program Coordinator.

## **8. Industry Update**

### **8.1 Current Issues**

The Trade Board noted the re-emergence of the Asian long horn beetle in Mississauga. Also, the trade has been busy with clean-up after ice storm and noted that Willow trees were greatly affected.

### **8.2 Previous Events**

#### Connecting Educators (October 22, 2013)

An over view of the Connected Educators conference was presented. It was viewed as a great success. The Program Coordinator will send members a copy of the summary report from the event.

#### Conference Board of Canada Post-Secondary Education (PSE) (November 2013)

The focus of the conference was on international best practices for PSE. The trends were on the increase of on-line learning and applied learning.

Landscape Ontario Congress 2014

The conference, awards, and trade show were well attended and well received.

**8.3 Upcoming Events**

The Program Coordinator provided a list of upcoming events that the Trade Board members may be interested in attending:

- Landscape Lighting Conference: February 6, 2014: [www.lightingConference.ca](http://www.lightingConference.ca)
- Contractor Lecture Series: February 25, 2014: [www.HortTrades.com](http://www.HortTrades.com)
- 18th Annual Canada Blooms: March 14-23, 2014: <http://www.canadablooms.com/>
- Skills Ontario Competition: May 5-6, 2014

**9. Other Business**

**9.1 Curriculum Resources and Best Practices**

The Trade Board was advised that Horticultural Education BC has developed a Training Curriculum for the trade. Landscape Ontario is considering purchasing these for instructors, however, the documents would have to be revised somewhat to be relevant for Ontario. The College will continue to update the provincial apprenticeship and curriculum standard as needed.

**9.2 Accomplishing Goals**

Trade Board members discussed the need to ensure that they are accomplishing goals set by the Trade Board and to take note of the action items in the Minutes.

**9.3 Fencing Industry**

It was reported that the stakeholders in the fencing industry approached Landscape Ontario to investigate the process to start an apprenticeship program.

**10. Next Scheduled Meeting/Event**

The Chair confirmed that the next meeting of the Trade Board is scheduled for March 19, 2014.

**11. Adjournment**

The meeting was adjourned.

“Nadia Blackburn”

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Nadia Blackburn, Chair

March 19, 2014

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Date