



# Minutes

## Horticultural Technician Trade Board Meeting

March 11, 2016 at 9:30 a.m.  
Enercare Centre, Exhibition Place  
Room D1100 Princes' Blvd.  
Toronto, ON, M6K 3C3

### Trade Board Members in Attendance

John Soychak, Chair  
Sally Harvey  
Martin Mostert  
Xin Hui Peng  
Richard Rogers

### Trade Board Members not in Attendance

Nadia Blackburn, Vice-Chair

### Resource Persons/Guests in Attendance

Alex Gibson, Landscape Ontario  
Michael Pascoe, Fanshawe College\*

### Staff in Attendance

Alice Power, Program Coordinator<sup>i</sup>  
Hugo Leal-Neri, Senior Policy Analyst, Policy and Research

\* Joined the meeting at 3:00 p.m.

---

### 1. Call to Order/Welcome

The Chair called the meeting to order at 9:45 a.m. and welcomed Trade Board members and guests. A. Gibson was introduced to the Trade Board.

### 2. Approval of Agenda

**ON A MOTION MADE BY R. Rogers, SECONDED BY S. Harvey AND CARRIED**, the agenda was approved as presented.

### 3. Conflict of Interest

No conflicts of interest were declared.

**4. Previous Minutes**

**ON A MOTION MADE BY M. Mostert, SECONDED BY X. Peng AND CARRIED**, the minutes of the October 23, 2015 meeting were approved as presented.

**5. Apprenticeship Training Tax Credit (ATTC)**

It was reported that the exclusion from eligibility of Service Sector trades for the ATTC was discussed at the Service Divisional Board meeting in November. The Divisional Board recommended that the Divisional Board Chair and the Registrar develop a strategy to promote the interests of trades affected by the ATTC eligibility exclusion.

It was reported that there have been Landscape Ontario members who applied for the tax credit, received it, and on audit had to repay the credit. It was suggested that a tax credit would be a significant incentive for employers to increase the number of apprentices they take on. S. Harvey advised that he will submit a letter from Landscape Ontario advocating that Service Sector trades/ “Green” trades be eligible for the ATTC. That letter can then be shared with the Service Divisional Board.

**6. Horticulture Educators Association (HEA)**

The Trade Board met briefly with HEA representatives who happened to be meeting at the same time. The Trade Board members, HEA representatives and students were escorted on a short tour of the Canada Blooms site. On conclusion of the tour, the Trade Board resumed its meeting.

**7. Dean Report**

The Trade Board was provided with a copy of the Executive Summary of the Dean Report in advance of the meeting. It was noted that the key recommendations of the Dean Report were highlighted in the Ontario Provincial Budget on February 25, 2016.

H. Leal-Neri 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 the Ministry of Training, Colleges and Universities (MTCU). It was emphasized that the scopes of practice (SoPs) for trades, as well as program development and evaluation, remain College responsibilities and that Trade Boards will play a significant role when the SoPs are reviewed, once there is a common framework and template for that purpose. Other areas of the Report, including recommendations on the Trade Classification Review process and College enforcement activities, were discussed as well.

It was reported that Landscape Ontario is concerned about the implications of overlapping of skills between the Horticultural Technician scope of practice and certain construction trades, and has recently shared these concerns with senior policy staff at MTCU.

**8. College of Trades Update**

**8.1 Registrar’s Report**

The Trade Board reviewed the 2015 Operations Report to the Board of Governors dated February 2016.

**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.

### **8.3 Communications and Marketing**

An overview of the Communication and Marketing activities for the period was provided. It was reported that visits to collegeoftrades.ca increased 9% in Q4 2015 over Q4 2014. In total, the College website was visited close to 660,000 times in 2015. The Public Register has had over 270,000 searches in 2015.

As well, there were close to 50,000 new online subscribers to the Trades Today magazine. The winter edition of the Trades Today magazine was the most viewed ever with close to 4,300 “click-throughs”. It was noted that the Communication and Marketing department is always looking for stories from the trades to highlight in the magazine.

The College is continuing its outreach efforts, focusing on connecting with youth and underrepresented groups in particular. In Q4, the College participated in 71 stakeholder engagement opportunities, 40 more than Q3, with 225 events and presentations in 2015.

It was questioned whether the College has set performance goals with regard to the outreach efforts and communication and marketing activities. At this point, the activities are reported as an increase over the previous quarter or past year.

### **8.4 Compliance and Enforcement**

A brief update on Compliance and Enforcement activities in Q4 was provided. It was noted that Enforcement Officers made a total of 11,376 field visits in 2015. The majority of these visits (5,221) were to Motive Power garages. There were 338 field visits to Service Sector businesses.

### **8.5 Evaluation and Assessment Update**

It was reported that as a result of some changes in the College’s organizational structure, Trade Equivalency Analysts are now working under the Manager of Standards. It was further noted that as of March 1, 2016, fees for the various assessments have risen and are based on cost recovery. This affects the full assessment and reciprocal certification fee. There is a new fee for applicants wishing to re-open their Trade Equivalency Assessment application in order to provide additional proof of competency, after they received a proposal to deny from the College and the window for submission of documents was not met.

### **8.6 Policy Update**

H. Leal-Neri provided a brief update on some of the projects underway in the Policy department.

He reported that the College is piloting a new Program Evaluation Process (PEP) with a few trades with low apprentice registration numbers. Through analysis and industry consultations, the process is to ensure that the trades governed by the College are relevant and viable to the economy. The goal of the PEP is to strengthen the skilled trades system in Ontario by focusing investment into viable trades, revitalizing programs where necessary through regulatory changes or promotional efforts, and developing impact analyses to track future developments.

It was further reported that the College is taking steps to remove barriers for Canadian Armed Forces veterans and reservists entering the trades. To this end, the College General By-law was amended to waive membership fees in the Apprentices Class for these individuals for a period not to exceed 5 cumulative years. There was also a Board of Governors resolution authorizing the Registrar to waive application fees for TEA applications for the same target group.

The Trade Board discussed how to get veterans, refugees and other newcomers introduced to the green trades. The Program Coordinator is to send information on the Helmets to Hardhats program and other newcomer programs to S. Harvey.

It was also 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 Registration and Membership staff who review applications for reciprocal certification and by TEA staff to aid them in the assessment process.

#### **9. Service Divisional Board Update**

The Trade Board reviewed the Minutes of the November 25, 2015 meeting. The next Service Divisional Board meeting is April 4, 2016.

#### **10. Program Update**

##### **10.1 Membership Statistics**

The Program Coordinator provided College membership statistics for the period April 8, 2013 to February 29, 2016. It was questioned why data is being presented for a period of time (e.g. from date x to date y) instead of treating it as a snapshot as of a certain date (e.g. date y). The Trade Board requested more detailed qualitative analysis explaining the meaning of the statistics in the report and particularly any noteworthy trends, drops or increases in the membership numbers. Information on new apprentice members in total and by region would also be helpful. It was recognized that there is a challenge in collecting data on all Certification of Qualification (CofQ) holders as not all are required to join the College on completion of their Certification of Apprenticeship.

##### **10.2 Red Seal Program Update**

It was reported the Trade Board Chair and several Ontario Instructors participated in the Red Seal examination item bank that was held from November 30-December 4, 2015. It was noted that these examination items were edited by Ontario practitioners in a workshop from January 5-7, 2016 with a final day of editing on February 11, 2016. Currently, the examination items are being translated. The workshop to validate the French translation of the items is scheduled for April 20-21, 2016 in Gatineau, Quebec. Once this is completed, draft examinations will be sent out for a jurisdictional peer review.

##### **10.2 Apprenticeship Training Standard**

Given that there is a new National Occupational Analysis for Landscape Horticulturalist, the Trade Board agreed to compare the Horticultural Technician apprenticeship training standard to determine the extent of revision that may be required to align the documents. The comments are to be sent to the Program Coordinator by March 30, 2016.

#### **11. CAAT ( Colleges) Update**

M. Pascoe joined the meeting and provided a brief update on the Fanshawe College Horticultural Programs. It was reported that while the diploma programs are successful, the apprenticeship program is not sustainable, with 7 apprentices currently. Fanshawe will be subsidizing the program in order to run the second level for these students next year.

The cumbersome process to get apprentices registered and poor employer engagement were cited as the main challenges to sustaining the apprenticeship program. The current administrative

process for apprentices to get into the in-school portion of the program is not responsive to industry needs, particularly with trades that are seasonal/good weather dependent. Apprentices may take advantage of continuing to work while the weather is good, and not register for the in-school portion well in advance as required. The system does not allow an apprentice to register for the in-school program on short notice, even when a seat becomes available in the program.

S. Harvey reported that Landscape Ontario is currently in the process of supporting an application to a Training Delivery Agent (TDA) for the Eastern region. It was noted that MTCU requires a minimum 20 registrations to sustain a program.

## **12. Industry Update**

S. Harvey provided a brief update on the activities of Landscape Ontario. It was reported that the viability of the apprenticeship program in Eastern Ontario is still uncertain for 2016. However, Landscape Ontario will be applying to be group sponsor for apprentices in the Eastern Region. This will be a pilot project and, dependent upon the outcome, may be replicated in other regions. Landscape Ontario will be providing significant support to employers and apprentices with the application/registration process, with follow up, completion and grants and incentives.

It was reported that the new Green Careers Canada website was launched at the Landscape Ontario Congress 2016. This is a partnership with Landscape Ontario and the Canadian Nursery Landscape Association. It is a site for youth and parents and provides a secure portal for educators. In addition, a mentorship program for strengthening women in the trade was introduced at the Landscape Ontario Congress in January 2016 and 40 matches have been made to date.

## **13. Next Scheduled Meeting**

The next meeting of the Trade Board was scheduled for August 31, 2016.

## **14. Adjournment**

The meeting was adjourned at 3:50 p.m.

“John Soychak”

John Soychak, Chair

August 31, 2016

Date

---

<sup>i</sup> Recording Officer