

## MacLean, Madeline AEST:EX

---

**From:** Lust, Monica AEST:EX  
**Sent:** June 2, 2020 1:27 PM  
**To:** 'Lane.Clark@canada-english.com'  
**Cc:** AEST Private Training Institutions AEST:EX  
**Subject:** 3555 - Canadian College agreement with St. Lawrence College

**Importance:** High

Good afternoon, Lane.

Are you able to provide me with a current copy of your agreement with St. Lawrence College; if possible, before end of day, June 3, 2020?

Thank you in advance and let me know if you have any questions.

Monica Lust  
Registrar and Executive Director  
Private Training Institutions Branch  
Ministry of Advanced Education, Skills and Training  
203 – 1155 West Pender St, Vancouver, BC V6E 2P4  
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441  
[privatetraininginstitutions.gov.bc.ca](http://privatetraininginstitutions.gov.bc.ca)

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## Private Training Institutions Branch

August 14, 2020

**Sent by email:** *GVollebregt@sl.on.ca,*  
*EDeCourcy@sl.on.ca*

Glenn Vollebregt, President  
Dr. Eileen De Courcy, Senior Vice-President  
Academic  
St. Lawrence College  
100 Portsmouth Avenue  
Kingston, ON K7L 5A6

Dear Sir/Madam,

The recent change in policy regarding private public partnerships initiated by the Ontario government has prompted us to review the January 1, 2016 agreement between St. Lawrence College of Applied Arts and Technology [**St. Lawrence**] and 076358 B.C. Ltd, cob as Canadian College [**Canadian College**], and M Square Global Education Solutions Inc. that governs the provision of career training programs to international students in B.C. [**Agreement**].

Based on our review of the Agreement, for the reasons outlined below, it is our assessment that St.Lawrence is operating in B.C. in contravention of s.2 of the *Private Training Act* [**PTA**] as it provides career training programs with tuition over \$4,000 and duration of 40 hours or more.

Canadian College is a private institution operating in B.C. and holds a designation certificate issued by the Private Training Institutions Branch [**PTIB**] of the Ministry of Advanced Education, Skills and Training.

St.Lawrence does not hold a certificate.

Canadian College advertises and provides 44 PTIB approved programs. As of February 2016, eight of those programs were subject to the Agreement (Schedule 3) [**St.Lawrence Programs**].

The overall scheme outlined in the Agreement is as follows: St.Lawrence develops the curriculum and policies, sets standards related to program delivery, enrolls students, and issues a credential; Canadian College delivers the program and handles day to day operations, including student support, in accordance with procedures set by St.Lawrence.

In order to determine whether St.Lawrence is providing career training programs in contravention of PTA, s.2, we looked at the following key indicia: admission; enrolment; program delivery; granting of credentials; and student support.

Students physically attend Canadian College in B.C and St.Lawrence Programs are delivered by Canadian College. For these reasons, it may look like it is solely Canadian College who is providing the St.Lawrence Programs.

However, on closer examination of the terms of the Agreement, it becomes evident that Canadian College is delivering the Programs on behalf of St.Lawrence and that key decisions rest ultimately with St.Lawrence. Specifically:

**Admission/ Enrolment:**

- Saint Lawrence determines whether student is accepted in the St.Lawrence Programs (Agreement, 2c, 6n, 6o)

**Program Delivery**

- Student is issued a registration number by St.Lawrence. Student is a student of St.Lawrence (Agreement,2d,6n)

**Credential:**

- After Canadian College confirms completion of a St. Lawrence Program, St.Lawrence awards credential (Agreement, 2f)

We note that it is not unusual for a certified institution to deliver a program for which the curriculum has been developed by a third party. Often, these programs must meet specific standards related to delivery and are promoted as such. This is not an issue and does not contravene PTA s.2.

In this case, the situation is different. St.Lawrence holds key roles (admission, program delivery,credential). Its involvement is much more comprehensive and extends from enrolment to graduation. St.Lawrence is enmeshed in every step of the delivery of the St.Lawrence Programs: Canadian College must submit a monthly report that includes information about assignments, students in each class, class schedules and any other information that will allow St.Lawrence to assess student's progress (Agreement,6p). In addition, Canadian College must report any concerns expressed by students enrolled in the St.Lawrence Programs (Agreement, 6q). While on their own, these are not key factors, taken together, they reinforce our assessment that St.Lawrence is providing the St.Lawrence Programs.

As specified in the Agreement, the St.Lawrence Programs are delivered by Canadian College "on behalf" of St.Lawrence (Agreement,5). In essence, Canadian College is St.Lawrence's agent operating in B.C. and the students are effectively students of St. Lawrence. In our view,

students enrol in the St.Lawrence Programs with the understanding that they are attending a satellite campus of St.Lawrence.

For these reasons it is our assessment that St Lawrence is providing a career training program in BC, in contravention of s.2 of the PTA. We are providing you with an opportunity to respond to our assessment. Should you wish to dispute our findings, please do so in writing to the undersigned by **September 15, 2020.**

Information on the certification process and ongoing requirements for certified institutions can be found on the PTIB website and in the Private Training Act Policy Manual.

If you would like to discuss our findings, I am happy to arrange a meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'MLust', is positioned above the printed name.

Monica Lust  
Registrar and Executive Director

## MacLean, Madeline AEST:EX

---

**From:** Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX  
**Sent:** August 14, 2020 1:53 PM  
**To:** 'GVollebregt@sl.on.ca'; 'EDeCourcy@sl.on.ca'  
**Subject:** Private Training Institutions Branch Notification 2020.08.14  
**Attachments:** LT St. Lawrence College 2020.08.14.pdf

Good afternoon,

Please see attached letter.

Thank you,

Monica Lust  
Registrar and Executive Director  
Private Training Institutions Branch  
Ministry of Advanced Education, Skills and Training  
203 – 1155 West Pender St, Vancouver, BC V6E 2P4  
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## MacLean, Madeline AEST:EX

---

**From:** Fong, Emily AEST:EX  
**Sent:** November 3, 2020 3:15 PM  
**To:** 'Chieri Wattum'  
**Cc:** Lane Clark  
**Subject:** RE: 3555 - Program Change - Computer Networking and Technical Support

Hello Chieri,

The Registrar is currently reviewing your application to change the Computer Networking and Technical Support program. During the review, she noticed that in the application, the response is 'no' when asked whether the program is offered in partnership with another organization. However, it appears this program is delivered in partnership with St. Lawrence College. Could you please clarify?

Thank you,

Emily Fong  
*Program Review Officer*  
Private Training Institutions Branch  
Ministry of Advanced Education, Skills and Training



**Private Training  
Institutions Branch**

203 – 1155 West Pender St, Vancouver, BC V6E 2P4  
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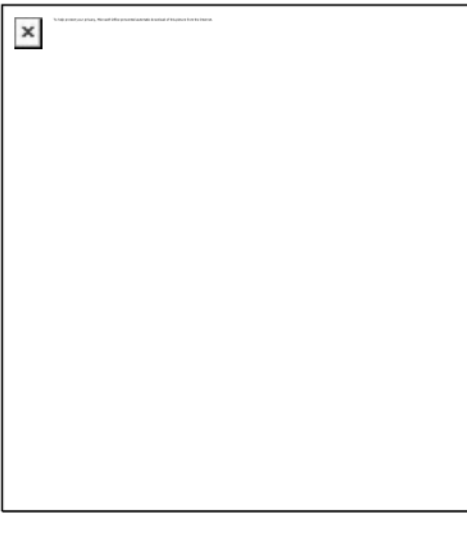
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**From:** Chieri Wattum <[chieri.wattum@canada-english.com](mailto:chieri.wattum@canada-english.com)>  
**Sent:** October 29, 2020 5:05 PM  
**To:** Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>  
**Cc:** Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>  
**Subject:** Re: 3555 - Program Change - Computer Networking and Technical Support

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Emily,  
That's clear, thank you for explanation!

Best regards,  
Chieri



**Chieri Wattum**  
Senior Compliance Officer

phone 1.604.688.9366 Ext 706

address #450-1050 Alberni St., Vancouver, BC, V6E 1A3, Canada


On Thu, Oct 29, 2020 at 9:29 AM Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)> wrote:

Hi Chieri,

Yes, please use the fillable Institution Application PDF form from our website. You can submit the application and supporting documents to [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca).

Thank you,

Emily Fong

*Program Review Officer*

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training



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**From:** Chieri Wattum <[chieri.wattum@canada-english.com](mailto:chieri.wattum@canada-english.com)>  
**Sent:** October 28, 2020 4:09 PM  
**To:** Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>  
**Cc:** Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>  
**Subject:** Re: 3555 - Program Change - Computer Networking and Technical Support

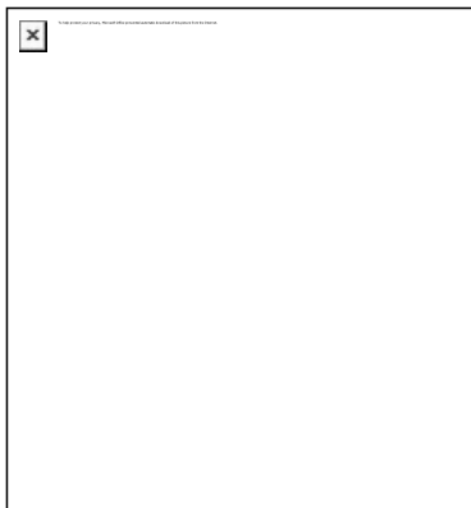
**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Emily,

Thank you for the information. That is very helpful! Should we use [the fillable PDF application form](#) and submit by email along with program outlines? In that case, which email address should we send them to?

Thank you,

Cheiri

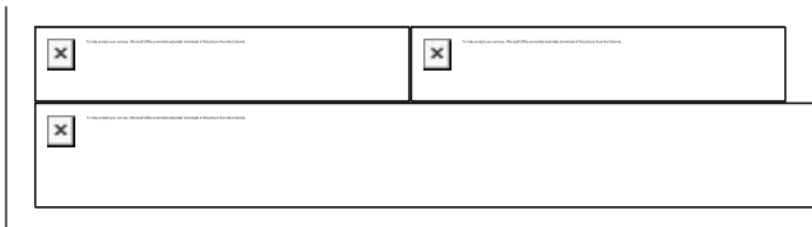


**Chieri Wattum**  
Senior Compliance Officer

phone 1.604.688.9366 Ext 706

address #450-1050 Alberni St., Vancouver, BC, V6E 1A3, Canada





On Wed, Oct 28, 2020 at 3:34 PM Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)> wrote:

Hi Chieri,

If you intend to change the delivery methods to multiple programs, it may be more convenient for you to submit one application for all programs. As long as you are making the exact same change to all programs, we will accept one application form with a list of the affected programs.

For the addition of distance/combined delivery, we also request a copy of the program outline and the following information:

- The platform(s) your institution uses to deliver the program(s);
- A description of the training and support (including access to technology) your institution is providing to both students and instructors;
- A description of how your institution is evaluating students, including the evaluation of practical components;
- A description of how your institution is tracking attendance;
- If the program includes work experience, an updated Work Experience Policy that describes how your institution will manage placement, monitoring and evaluation of students completing the program entirely by distance. If any of the work experience hosts are outside your normal geographic area, please also describe how your institution ensures the host will be able to provide work experience relevant to the program's learning objectives.

You may have provided most of this information to the Registrar in April, however, we ask for it again in case there have been changes to your policies/procedures.

I hope this information is helpful. If you have other questions regarding program changes, please let me know.

Sincerely,

Emily Fong

Program Review Officer

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training



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---

**From:** Chieri Wattum <[chieri.wattum@canada-english.com](mailto:chieri.wattum@canada-english.com)>

**Sent:** October 28, 2020 3:16 PM

**To:** Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>

**Cc:** Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>

**Subject:** Re: 3555 - Program Change - Computer Networking and Technical Support

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Emily,

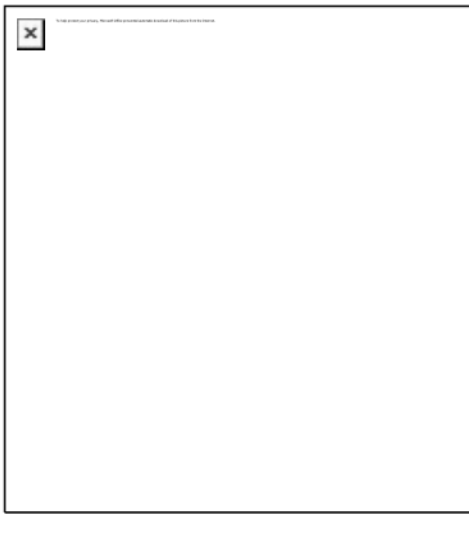
Thank you for the update! We would like to seek your advice on one thing. If we would like to make an additional change to this in progress program change application for Computer Systems Technician, how should we do it and how will it affect the process?

Since we don't know how long COVID will last, we are preparing applications for all programs to be Combined delivery as per PTIB's suggestion. and we are thinking if we should apply the change of method of delivery to be combined for this Computer Systems Technician program as well.

Please advise.

Thank you and best regards,

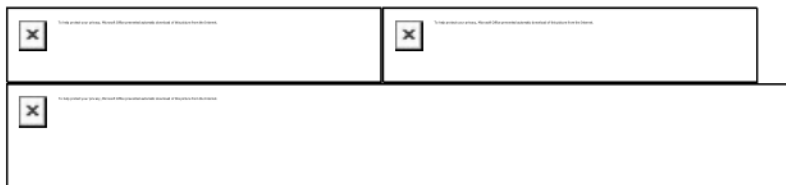
Chieri



**Chieri Wattum**  
Senior Compliance Officer

phone 1.604.688.9366 Ext 706

address #450-1050 Alberni St., Vancouver, BC, V6E 1A3, Canada



On Wed, Oct 28, 2020 at 3:02 PM Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)> wrote:

Thank you, Chieri. Please note the applications for this program are now with PTIB's Registrar for review. We will contact you when the Registrar makes a decision or if she has further questions.

Sincerely,

Emily Fong

*Program Review Officer*

Private Training Institutions Branch



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---

**From:** Chieri Wattum <[chieri.wattum@canada-english.com](mailto:chieri.wattum@canada-english.com)>

**Sent:** October 28, 2020 9:50 AM

**To:** Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>

**Cc:** Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>

**Subject:** Re: 3555 - Program Change - Computer Networking and Technical Support

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Emily,

No problem. My apologies for the course name confusion.

The names highlighted in yellow are the correct names. Please find attached revised program outline and course outline.

**Course name on Program Outline**

COMP 66 OS Scripting

COMP 3014 Networking II

COMP 930 Programming II

**Course name on Course Outline**

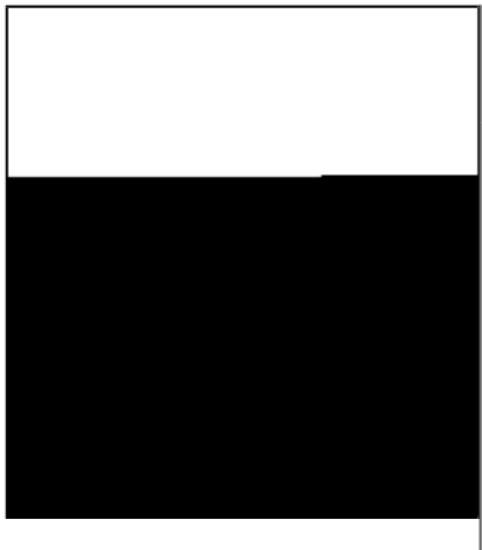
COMP 66 Programming 2

COMP 3014 Data Communications

COMP 930 Programming 3

Best regards,

Chieri



**Chieri Wattum**  
Senior Compliance Officer

phone 1.604.688.9366 Ext 706

address #450-1050 Alberni St., Vancouver, BC, V6E 1A3, Canada



On Tue, Oct 27, 2020 at 11:46 AM Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)> wrote:

Hello Chieri,

Thank you for your response.

The course outline for COMP 163 Practical Experience clarifies this course is not work experience; apologies for any confusion caused.

Please note the course outlines below reflect course names that are different from the ones listed in the program outline. Please provide either an updated program outline or update course outlines that reflect consistent course names.

**Course name on Program Outline**

COMP 66 OS Scripting  
COMP 3014 Networking II  
COMP 930 Programming II

**Course name on Course Outline**

COMP 66 Programming 2  
COMP 3014 Data Communications  
COMP 930 Programming 3

If you have any questions, please let me know.

Sincerely,

Emily Fong

*Program Review Officer*

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training



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---

**From:** Chieri Wattum <[chieri.wattum@canada-english.com](mailto:chieri.wattum@canada-english.com)>

**Sent:** October 27, 2020 8:57 AM

**To:** Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>; Fong, Emily AEST:EX <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>

**Subject:** Re: 3555 - Program Change - Computer Networking and Technical Support

Hello Emily,

Hope your day is going well. Please see inserted answers below.

1. As there are changes to course names and durations, please provide updated course outlines. You can submit the outlines through the PTIB Portal or email them directly to me.

Please find attached course descriptions in this email.

2. As there is a change to the work experience duration, please provide an updated Work Experience Policy.

This program does not have a work experience component.

3. The application form indicates the intake maximum and program maximum are changing from 35 students to 70 students. Please describe how your institution's facilities and resources (e.g. program materials, equipment, staff) will accommodate this increase.

We added Surrey camps (5603 sqft ) last year to accommodate the increase. We use online materials 100%.

4. Please note we will be updating our records to reflect the new career occupations connected with this program (per the program outline):
  - Hardware/software support
  - Network administration
  - Help desk support
  - Internet resource management
  - Network support and installation
  - Network design

Yes, noted.

Thank you and best regards,

Chieri



**Chieri Wattum**  
Senior Compliance Officer

phone 1.604.688.9366 Ext 706

address #450-1050 Alberni St., Vancouver, BC, V6E 1A3, Canada



On Fri, Oct 23, 2020 at 3:29 PM Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)> wrote:

Can you please respond to the question below?

The answer to number 3 can be the addition of surrey campus.



**Lane Clark**  
President/CEO

phone [1.604.688.9366](tel:1.604.688.9366) Ext 710

address #450-1050 Alberni St.,  
Vancouver, BC, V6E 1A3, Canada





----- Forwarded message -----

From: **Fong, Emily AEST:EX** <[Emily.Fong@gov.bc.ca](mailto:Emily.Fong@gov.bc.ca)>

Date: Fri, Oct 23, 2020 at 12:36 PM

Subject: 3555 - Program Change - Computer Networking and Technical Support

To: Lane Clark <[lane.clark@canada-english.com](mailto:lane.clark@canada-english.com)>

Hello Lane,

We are reviewing Canadian College's application to change the Computer Networking and Technical Support program and we request your attention to the following:

1. As there are changes to course names and durations, please provide updated course outlines. You can submit the outlines through the PTIB Portal or email them directly to me.
2. As there is a change to the work experience duration, please provide an updated Work Experience Policy.
3. The application form indicates the intake maximum and program maximum are changing from 35 students to 70 students. Please describe how your institution's facilities and resources (e.g. program materials, equipment, staff) will accommodate this increase.
4. Please note we will be updating our records to reflect the new career occupations connected with this program (per the program outline):
  - Hardware/software support
  - Network administration
  - Help desk support
  - Internet resource management
  - Network support and installation
  - Network design

If you have any questions regarding this application, please feel free to contact me.

Thank you,

Emily Fong

*Program Review Officer*

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training



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## MacLean, Madeline AEST:EX

---

**From:** Munro, Kim AEST:EX  
**Sent:** September 17, 2021 4:16 PM  
**To:** Lust, Monica AEST:EX  
**Subject:** RE: PTIB: Cambrian College/St. Lawrence College

Hi Monica,

Thank you for going through your emails, I will save this to the file as a responsive record.

I hope you have a great weekend,  
Kim

Kim Munro  
Policy Analyst  
Private Training Institutions Branch  
Ministry of Advanced Education and Skills Training  
236-468-3149

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---

**From:** Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>  
**Sent:** September 17, 2021 3:25 PM  
**To:** Munro, Kim AEST:EX <Kim.Munro@gov.bc.ca>  
**Subject:** FW: PTIB: Cambrian College/St. Lawrence College

Hi Kim, see below<sup>s.14</sup>  
s.14

Monica Lust  
Registrar and Executive Director  
Private Training Institutions Branch  
Ministry of Advanced Education and Skills Training  
203 – 1155 West Pender St, Vancouver, BC V6E 2P4  
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*I respectfully acknowledge the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ (Tsleil-Waututh) Nations on whose traditional territories the PTIB office is privileged to operate.*

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Page 21 of 21

Withheld pursuant to/removed as

s.14