

Dan van der Burg
2205-285 Mutual Street Toronto, ON M4Y 3C5
416-779-2915 (c)
dan@pateymediations.com

EXPERIENCE

2020-Present PATEY MEDIATIONS INC.

TORONTO

Online Dispute Resolution (ODR) Coordinator/Owner/Director & Officer

Coordinates all administrative aspects of mediation, including scheduling, issuing Zoom links, managing breakout rooms, resolving tech issues, tracking attendance, preparing invoices, recording payments, maintaining confidential files, and ensuring smooth, secure operations so the mediator remains focused on resolution.

2019 MINISTRY OF TRAINING COLLEGES AND UNIVERSITIES

TORONTO

Manager/Central Region Lead, Skilled Trades and Apprenticeship Transition Project (STAT)

Provided recommendations to the *Skilled Trades and Apprenticeship Transition* project for the winding-down the College of Trades. Lead for the functional areas for the reintegration of Standards, Curriculum development, examinations, Compliance and Enforcement, Investigations and Hearings back into the Ministry.

2018 MINISTRY OF LABOUR

TORONTO

Manager of Policy, Ontario College of Trades Support Unit

Managed a team of Senior Policy and Program Advisors in providing support to the government agency responsible for populating the governance structure of the College of Trades. Provided transitional support to staff and newly elected officials for the 2018 change in provincial government. Coordinated policy products leading to transformative legislative change for apprenticeship and skilled trades in Ontario. Developed the Portable Skill Set model, an innovative model to substantially modernize skilled trades and apprenticeship in Ontario matching the government's *'Open for Business'* direction.

2014-2018 THE ONTARIO COLLEGE OF TRADES

TORONTO

Manager, Policy and Research Department

Promoted to Manager to create and lead a dynamic team of Policy, Research, Trade and Data Analysts to provide strategic policy advice to the College and its departments. Developed policies, programs and procedures incorporating project management principles for the College to realize its full potential in fulfilling its legislated objects. Developed and managed relationships with industry stakeholders, government and industry representatives, internal and external stakeholders. Selected by the Board of Governors to be the College's Project Leader for their *Apprenticeship Modernization Committee* providing feedback on behalf of the committee to the MTCU minister.

Trade Analyst, Standards Department

Developed the methodology for regulation analysis for the scopes of practices for all of Ontario's 156 trades incorporating statutory interpretation principals. Responsible for predicting the outcome for the trade classification review process for the Sprinkler and Fire Protection Installer trade in determining surviving compulsory work elements. Provided support to Communications,

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Standards, Policy and Research, Departments and direction to Compliance and Enforcement.
Rendered jurisdictional dispute opinions for trade overlap disputes.

2005-2014 REGIONAL MUNICIPALITY OF HALTON

OAKVILLE

Housing Initiatives and Project Coordinator, Housing Services Department

Through applying project management principles, I created the Region's "*Ontario Renovates Program*," setting eligibility parameters for home modification grants and interest-free mortgages for elderly and low-income citizens. Lead a multi-disciplinary team to implement a 10-year *Comprehensive Housing Plan*, **concurrently managing a project** to replace the province's legacy software for issuing income supports.

Manager, Employment Services Department

Managed a team of employment specialists to deliver the full suite of MTCU *Employment Ontario* services. Developed relationships with key stakeholders and primary funders (Service Canada, MCSS and MTCU) to secure funding and manage associated contracts for Regional programs. Developed a budgetary analysis tools to ensure fiscal transparency aligned with an "outcomes-based" model for securing maximum funding.

Project Manager/Business Analyst, Employment and Social Services

Implemented the redesign of the Social Service's intake process enabling client social assistance applications through an on-line portal and developed associated policies. Developed a service delivery model merging Ontario Works benefit issuance with the Region's low-income program onto the backend of the shared SDMT platform.

Supervisor, Social Services, Ontario Works, Employment and Social Services

Promoted to Supervisor where I built a team comprised of Case Managers, facilitators, Eligibility Assessors, Program Assistants, Team Support Clerks, Relief Staff, and Mental Health Support Workers to one with the best team morale and reputation across the Region. Interpreted and applied Collective Agreements and H.R. policies on a broad range of challenging issues. Created a fully accessible employment resource center in Oakville. Hired staff for the Social Services business unit, monitoring training and conducting annual performance appraisals. Conducted annual file audits. Conflict resolution with staff, clients, and community partners.

Job Coach/Job Developer, Employment Services Department

Promoted to Job Coach/Developer where I built relationships with employers to provide job development, matching and complementary recruitment services. Built relationships with international clients to create participation agreements through assessing skills sets and employment barriers matching directly to employment supports. Successfully transitioned clients off of Social Assistance and to full time sustainable employment. Implemented the performance-based funding model for maximum exposure through targeted outcome reporting.

Ontario Works Case Manager and Intervention Service Worker

Intake and case management responsibilities. Assessed for social assistance and discretionary benefits eligibility for a caseload of over 100 clients. Identified barriers to employments. Referrals to community, mental health and employment supports.

Facilitator and Trainer Ontario Municipal Social Services Association

BARRIE

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Seconded to the *Ontario Municipal Social Services Association* to facilitate the delivery of Anti-Discrimination and Anti-Harassment curriculum incorporating diversity and inclusion principles to the Ontario Disability Support Program staff in Barrie, Orillia, and Gravenhurst.

2001-2005 IMPULSE TECHNOLOGIES

MISSISSAUGA

Account Manager, Sales Department

Grew the company accounts through product sales to employers, cabling houses, and contractors across Canada in each of the trade sectors (Service, Industrial, Motive Power, Construction (residential and industrial), including manufacturers, the aerospace industry and the Department of National Defense. Successfully implemented the *ISO 9000* quality management protocol company wide. Computer programs included UNIX, Microsoft Office Suite, and Web-based MERX government tender system.

1996-2001 SUPERIORESSEX WIRE AND CABLE

MISSISSAUGA

Office Manager/Purchasing/Inventory, and Account Manager

Supply chain and logistics expertise enhanced acquired through the successive promotions including Office Manager, Primary Account Manager responsible for our largest national account. Promoted to Purchaser/Inventory Manager, where I placed manufacturing orders of structured cable, fibre optic, and multi-pair trunk telecom cables on our manufacturing facilities across the USA to supply all of Canada with product.

1990-1995 AQUA DYNAMIC WATERBEDS

SWITZERLAND

Production Worker/Delivery Driver/Installer and Warehouse Manager

Promoted to Manager where managed a team of Swiss nationals. Maintained stock and organized delivery country wide. Staff training and implementation of health and safety procedures.

EDUCATION

2021-Present ARIZONA STATE UNIVERSITY

ARIZONA, USA

Ongoing studies in Astronomy and Planetary Sciences

2020 OSGOOD HALL LAW SCHOOL – YORK UNIVERSITY

TORONTO

Certificate in Online Dispute Resolution (ODR)

2006 TORONTO DISTRICT SCHOOL BOARD

TORONTO

Post-Grad Certificate: "Teaching English as a Second Language Certificate"

1989 SOUTHWESTERN A.G. UNIVERSITY

TEXAS, USA

Bachelor of Science (Honours) Cross-Cultural Communications

CERTIFICATES

2017 QUEEN'S UNIVERSITY FACULTY OF HEALTH SCIENCES

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Certificate: "Workplace Mental Health Leadership"

2017 CANADIAN PROFESSIONAL MANAGEMENT SERVICES

TORONTO

Certificate of Participation: "How to Manage Workplace Issues"

2013 PROJECT MANAGEMENT INSTITUTE

OAKVILLE

Project Management Certification Courses

2006-12 REGION OF HALTON, COMMUNITY AND SOCIAL SERVICES

OAKVILLE

Certificate: "Lean 101" (Quality Assurance)

Certificate: "Customer Service Through an Inclusive Lens"

Certificate: "Mental Health Illness & Related Community Support and Services Training"

Certificate: "Hazard Recognition, Control and Law Training"

Certificate: "Health Safety & the Law Training"

Certificate: "Risk Assessment Job Hazard Analysis Seminar"

Certificate: "Supportive Approaches Through Innovative Learning (SAIL)"

Certificate: "Building and Strengthening Relationships Through Reflective Practice in Action"

Certificate of Completion: "Workplace Violence Prevention Program"

Certificate: Knightsbridge: "Management Principles Training"

Certificate: "Working World: Microsoft Access 101 Introduction, Excel, WORD, and Outlook"

2004 BANFF ACADEMY FOR BUSINESS

CALGARY, AB

Certificate of Completion: "Cold Calling Techniques"

1990 AUDIOVISUAL LANGUAGE INSTITUTE

ZÜRICH, SWITZERLAND

German Language Certificate

REFERENCES AVAILABLE ON REQUEST