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**Manitoba**



# **Annual Report 2004 - 2005\***

## **Labour and Immigration**

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\*For the period ending March 31, 2005

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Winnipeg, Manitoba

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His Honour  
The Honourable John Harvard  
Lieutenant Governor of Manitoba

Your Honour:

I have the privilege of submitting the annual report of the Department of Labour and Immigration covering the period from April 1, 2004 to March 31, 2005, which includes the Status of Women, the administration of *The Manitoba Multiculturalism Act* and the activities of the Multiculturalism Secretariat, the Manitoba Ethnocultural Advisory and Advocacy Council, and the Manitoba Immigration Council.

Respectfully submitted,

Nancy Allan  
Minister of Labour and Immigration



Honourable Nancy Allan  
Minister of Labour and Immigration

Minister:

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The Department's priorities were to reduce the backlog of employment standards claims and thus allow for a more proactive approach to protecting vulnerable workers, to increase immigration to Manitoba and retain newcomers, and to reduce workplace injuries and illnesses. Immigration increased to its highest level in more than 25 years. Manitoba's time-loss injury rate decreased to its lowest level in the past 10 years, and efforts will continue to further reduce workplace injuries. The Department also continued efforts to increase the ability of women to participate in, and benefit from, the opportunities that the province has to offer. In addressing these priorities, the Department has made a significant contribution to the Government of Manitoba's priorities for economic growth and community development that is sustainable, inclusive and equitable.

In particular, I would like to recognize the excellent work of all our employees who continue to provide high quality services to the public under challenging conditions, and also the work of the external advisory committees that provide government with expert and constructive advice.

Respectfully submitted,

Jeff Parr  
Deputy Minister of Labour and Immigration



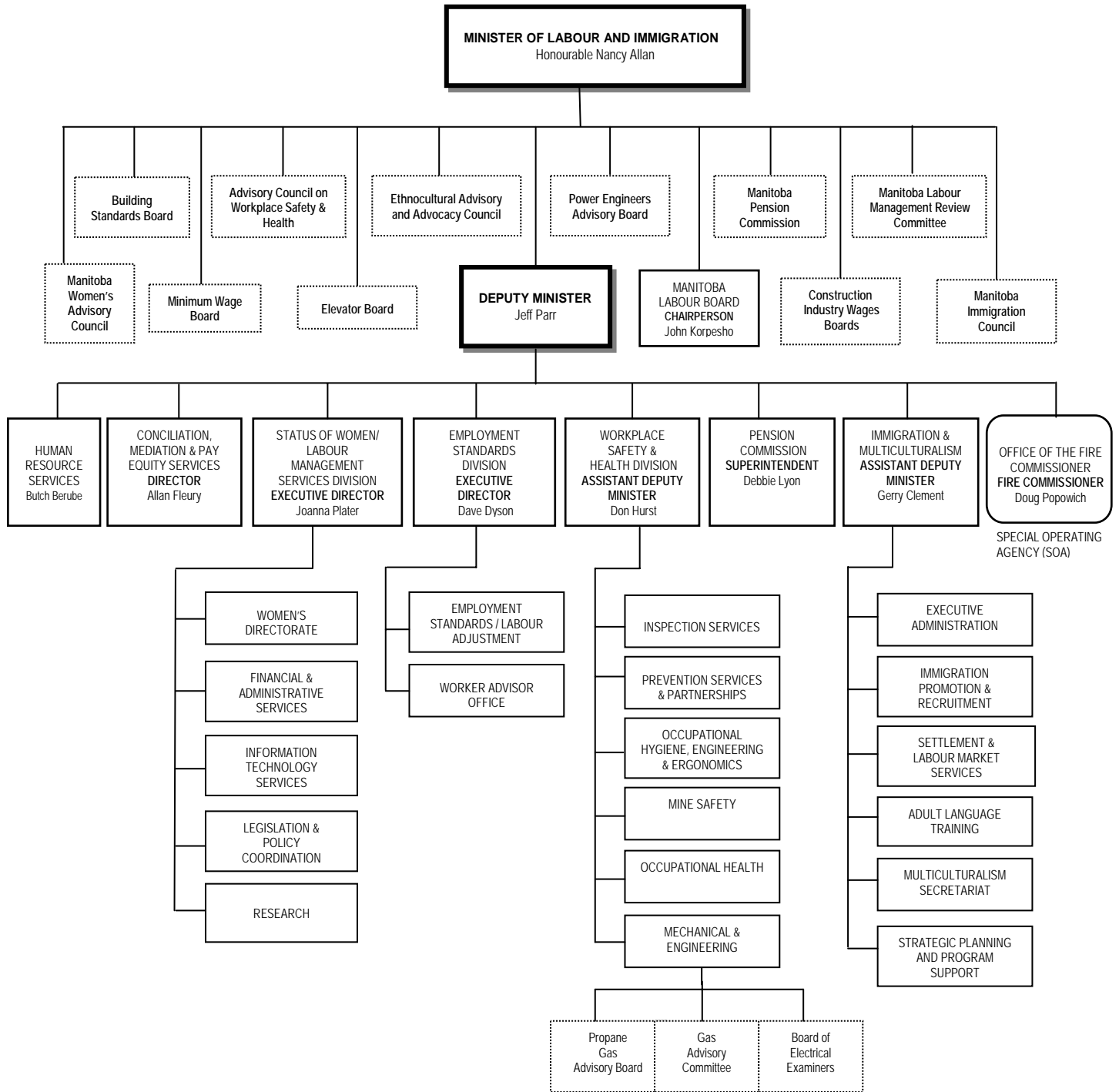
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# MANITOBA LABOUR AND IMMIGRATION 2004/05 ORGANIZATIONAL CHART



LABOUR AND IMMIGRATION

Effective  
March 31, 2005

# VISION, MISSION AND GUIDING PRINCIPLES

## Vision

To create diverse and vibrant communities, safe and healthy workplaces, fair employment practices, and harmonious labour/management relations, and social, economic and political equality for women, all of which contribute to the social, economic and cultural well-being of all Manitobans.

## Mission

Through effective partnerships, creative leadership, and the active participation of citizens, the Department of Labour and Immigration will promote:

- appropriate standards and the delivery of quality services with respect to workplace safety and health, employment fairness, and public safety for all Manitobans; and
- the growth of immigration and the principles of multiculturalism, and social, economic and political equality for women.

The Department of Labour and Immigration's mission is operationalized through its staff and their commitment to teamwork, innovation, and service.

## Guiding Principles

- Serve the Manitoba public efficiently, courteously and effectively.
- Develop and pursue preventive and public education strategies towards achieving our mission.
- Consult equally with labour, management and other client groups.
- Work with all levels of government, industry, and the community to increase immigration, and facilitate the settlement and integration of newcomers.
- Assume a leadership role, promote partnerships, innovation and change, with our external stakeholders, including all levels of government and community groups.
- Promote responsiveness, flexibility and innovation throughout the Department.
- Empower staff and recognize that they are our most important resource.
- Pursue and implement continuous improvement strategies in services, programs and operations.
- Be accountable and responsible in the use of public funds.

# OVERVIEW OF 2004/05 ACHIEVEMENTS

Major achievements for the Department of Labour and Immigration include:

- A heavy intake of employment standards claims was successfully accommodated and claims loads reduced to manageable levels by focusing on core services and undertaking succession planning and recruitment strategies to maintain staff levels.
- In 2004, 7,427 immigrants arrived in Manitoba, the highest immigration level in more than 25 years and double the 1999 level.
- The Provincial Nominee Program (PNP) was redesigned to process immigrants with the strongest potential for success more quickly. PNP backlogs were cleared and nominations increased by 46 per cent over 2003. A total of 4,048 Provincial Nominees and their families came to Manitoba in 2004.
- The ENTRY program was introduced and expanded to assist new immigrants with language training, orientation and settlement services.
- The Manitoba Immigration Council, representing business, labour and multicultural organizations, was established to provide Government with advice on immigration and integration matters.
- Manitoba's workplace time loss injury rate decreased to 4.5 injuries per 100 workers in 2004, the lowest in the past 10 years and a reduction of more than 20 per cent since 2000. In particular, there have been significant decreases in the injury rate for higher-risk workers such as young workers. Between 2000 and 2004, work-related injuries to workers 15 to 24 years old declined by 27 per cent.
- On April 1, 2004, Manitoba's minimum wage increased by 25 cents to \$7.00 per hour. The *Minimum Wages and Working Conditions Regulation* was amended to increase the minimum wage again, from \$7.00 to \$7.25 per hour, as of April 1, 2005. A five-member minimum wage board was appointed to review the province's minimum wage schedule and develop a minimum wage strategy for 2006 and beyond.
- The Trade Up to Your Future program, which is designed to increase opportunities for women's economic independence and to address women's under representation in the skilled trades, was expanded from 5 to 10 months to improve employment opportunities.
- Approximately 67,000 pamphlets were distributed to workplaces throughout Manitoba as part of the *Keeping Safe at Work* initiative. *Keeping Safe at Work* focuses on the safety of women working alone or travelling to and from work alone. The pamphlet contains tips to increase awareness of potentially threatening situations and to assist employers and employees to plan ahead to avoid crimes of opportunity. These pamphlets are also used by the Winnipeg Police Service, the Royal Canadian Mounted Police, and the Winnipeg Regional Health Authority.
- In June 2004, the Manitoba Women's Advisory Council and the Women's Directorate were joined with the Department of Labour and Immigration. The realignment of Status of Women into Labour and Immigration resulted in a closer collaborative relationship between the arm's length Council and the Directorate, which enhances the ability of the Manitoba Government to promote the economic and social equality of women.



## DEPARTMENT OF LABOUR AND IMMIGRATION SERVICE AREAS OVERVIEW

SERVICE AREAS	DIVISION/BRANCH	ACTS ADMINISTERED
<b>Fair and Equitable Treatment in the Workplace</b>	Inspection Services Prevention Services and Partnerships Occupational Hygiene, Engineering and Ergonomics Mine Safety Occupational Health	*The Workplace Safety and Health Act
	Employment Standards Division	*The Construction Industry Wages Act *The Employment Standards Code The Employment Services Act *The Remembrance Day Act The Retail Businesses Holiday Closing Act The Department of Labour and Immigration Act
	Manitoba Pension Commission	The Pension Benefits Act
	Worker Advisor Office	The Workers Compensation Act (Section 108)
	Manitoba Women's Advisory Council	The Manitoba Women's Advisory Council Act
<b>Public Safety</b>	Mechanical and Engineering Branch	The Amusements Act (Part II) The Electricians' Licence Act The Elevator Act The Gas and Oil Burner Act The Power Engineers Act The Steam and Pressure Plants Act
	Office of the Fire Commissioner	The Buildings and Mobile Homes Act The Fires Prevention and Emergency Response Act
<b>Labour Relations</b>	Manitoba Labour Board	*The Labour Relations Act
	Conciliation, Mediation and Pay Equity Services	*The Labour Relations Act The Firefighters and Paramedics Arbitration Act *The Pay Equity Act
<b>Immigration and Multiculturalism</b>	Immigration and Multiculturalism Division	The Manitoba Multiculturalism Act The Department of Labour and Immigration Act The Holocaust Memorial Day Act The Manitoba Ethnocultural Advisory and Advocacy Council Act The Manitoba Immigration Council Act

**Note:** \*Denotes Acts on which the Manitoba Labour Board adjudicates



# Minister's Salary

This appropriation provides for the Minister's salary entitlement as a member of Executive Council.

## 1(a) Minister's Salary

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	28.9	1.00	29.4	(0.5)	

# Executive Support

Executive Support includes the Offices of the Minister and the Deputy Minister.

The Executive Offices provide the overall policy direction for departmental programs. The Deputy Minister is the chairperson of the Departmental Executive Committee, which includes the senior managers from each of the Department's divisions.

## 1(b) Executive Support

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	608.8	10.00	589.3	19.5	1.
Total Other Expenditures	56.3		75.7	(19.4)	2.
Total Expenditures	665.1	10.00	665.0	0.1	

### Explanation Number:

1. *Over-expenditure reflects impact of Staff Turnover Allowance not being offset by vacancy management strategies due to staffing requirements and severance and vacation payout for a deceased employee.*
2. *Under-expenditure reflects expenditure management strategies to offset salary over-expenditure due to full staffing complement.*

# Status of Women/Labour Management Services Division

The Status of Women/Labour Management Services Division provides research, analysis, legislative, administrative, financial, information technology, and other support services to the Department and works to ensure that the Department's mandate is reflected in legislative and policy initiatives.

## Objectives

The objectives of the Status of Women/Labour Management Services Division are to:

- provide centralized administrative and corporate support services to the Minister, Deputy Minister, Executive and Managers;
- administer common functional responsibilities to all areas of the Department, specifically in terms of budget, revenue processing, information systems, computer application and support, space and purchasing;
- facilitate and coordinate research, policy analysis, legislative and regulatory developments, as well as the assessment of policy options;
- prepare background, analytical and briefing information required by the Department and respond to various written and internet, telephone and in-person requests for information;
- coordinate and provide technical support for continuous improvement and strategic planning activities in the Department;
- conduct research, policy and gender-based analysis and raise awareness of emerging issues within government relating to women;
- provide consultative and technical assistance on a wide range of continuous improvement, process re-engineering and information systems development projects; and
- provide administrative and research support to a number of external advisory boards and committees as well as departmental coordination for labour standards concerns in regards to inter-provincial and international trade cooperation agreements.

## Sustainable Development

Manitoba Labour and Immigration is committed to ensuring that the Department's activities correspond to the principles of sustainable development.

We continued to increase awareness of the benefits of sustainable development among the Department, employees and vendors; and continued expanding knowledge and skills of procurement practitioners and end users.

The goal is to continue government use and consumption of resources in a sustainable and environmentally preferable manner.

Finally, the Department continued to promote a culture of sustainability and strives to achieve the goals set out in the Sustainable Development Action Plan.



## **Financial and Administrative Services Branch**

The Financial and Administrative Services Branch provides a range of financial and administrative support services to the Department.

### **Objectives**

The main objectives of the Financial and Administrative Services Branch are to:

- develop, implement and administer policies and procedures to meet management and government-wide financial reporting and control requirements;
- ensure accuracy, consistency and completeness of departmental financial reporting;
- compile and coordinate Departmental estimates submissions, cash flow projections, variance analyses, commitment and other regular financial reports and analyses;
- process all revenue transactions and provide the financial comptrollership function for the Department; and
- administer office space, fleet vehicles, telecommunications services, records management and office equipment and furnishings.

### **Summary of Performance**

During 2004/05, the Branch:

- developed and implemented a management information system to facilitate management decision-making and financial reporting requirements;
- developed a detailed reporting system for operating expenditures;
- instituted regular meetings with divisional/branch managers and financial support staff; and
- processed over 44,326 transactions (of which 1,877 pertained to the activities of the Office of the Fire Commissioner - Special Operating Agency).

### **Continuous Improvement**

The Branch:

- undertakes continuous development of divisional accountability through realistic divisional budgets, development of corporate accountability by transparent reporting of the Department's overall results/requirements and development of trust through the alignment of divisional and corporate goals.
- will increase the monitoring and comptrollership activities of the Branch under a departmental Comptrollership Framework that will be developed and implemented across the Department.
- has undertaken an Administrative/Finance Clustering Initiative in conjunction with the departments of Advanced Education and Training and Education, Citizenship and Youth. This will involve the rationalization and standardization of functions and resources through mapping of respective Comptrollership Frameworks, identifying opportunities for best practices, cross-training, succession planning, back-up strategies and access to functions not currently being performed due to a lack of resources.

## Research Branch

The Research Branch conducts and coordinates research and policy analysis for the Department, provides support to a number of external advisory boards and committees, provides information to workers, employers and the public, and provides departmental coordination for inter-provincial and international trade discussions relating to labour issues.

### Objectives

The objectives of the Research Branch are to:

- conduct research and analysis and provide assistance in support of effective management and policy development for the Department;
- provide research and related support services to senior management, branches, departmental and inter-departmental committees, task forces and working groups within the Manitoba Government and to other agencies; and
- analyze trends in collective bargaining and industrial relations and provide related information services to both labour and management practitioners.

### Summary of Performance

During 2004/05, the Research Branch:

- provided research and administrative assistance to external advisory boards, including the Minimum Wage Board of Manitoba;
- assisted in conducting public consultations and a review of Manitoba's minimum wage;
- collected, developed and disseminated information and statistical data in areas such as work stoppages, negotiated provisions in collective agreements, expiry dates, labour organizations, union membership, negotiated settlements and wage rates;
- provided information, analysis, and options to the Department, Minister, and Government of Manitoba in response to significant and critical issues that emerged in the labour relations field;
- responded to over 357 requests for information by unions, management, labour relations practitioners, the general public, academics, the Minister and Departmental Executive, and other branches, departments and governments; and
- assisted the Department in working with the Government of Canada, provinces and territories to develop a Canadian Intergovernmental Agreement for implementing international labour cooperation agreements within Canada.

### Continuous Improvement

The Branch:

- participates in the Canadian Association of Administrators of Labour Legislation (CAALL), to exchange knowledge and information regarding current and emerging labour trends with counterparts in other Canadian jurisdictions on a regular basis; and
- continues to review existing branch systems and explore options for enhancing databases and other services.

## Legislation and Policy Coordination Branch

The Legislation and Policy Coordination Branch coordinates the Department's legislative and regulatory initiatives in cooperation with operating branches.

### Objectives

The objectives of the Branch are to:

- ensure that departmental and government established procedures and guidelines for the enactment of legislation are complied with; and
- provide accurate legislative and related information to senior management and other government officials to assist them in making policy decisions.

### Summary of Performance

During 2004/05, the Branch:

- assisted in amendments to *The Labour Relations Act*;
- assisted in the enactment of *The Manitoba Immigration Council Act*;
- assisted in amendments to *The Engineering and Geoscientific Professions Act*;
- assisted in development of *The Workplace Safety and Health Amendment Act*, *The Electricians' Licence Amendment Act* and *The Pension Benefits Amendment Act*;
- coordinated the preparation and processing of amendments to: the Pension Benefits Regulation, the Workplace Safety Regulation, the Manitoba Building Code, the Electricians' Licensing Regulation, and the Minimum Wages and Working Conditions Regulation;
- responded to numerous requests for information from the federal government on matters relating to the International Labour Organization; and
- responded to 97 applications for access to records under *The Freedom of Information and Protection of Privacy Act*.

## Information Technology Services

### Objectives

The objectives of Information Technology Services are to:

- provide leadership, vision, direction, assistance, advice and services to all areas under the mandate of the Department on matters dealing with the efficient and effective use of technology and information management on a daily basis;
- manage all information technology resources and assets in support of program delivery objectives;
- develop computer applications and technology use situations that assist with program delivery;
- ensure the proper custodianship of data and information within the care of the Department; and
- foster the development of a Departmental/Government-wide vision and strategies, in consultation with the program areas and other departments on future directions for technology use.

## **Summary of Performance**

During 2004/05, Information Technology Services:

- continued to provide timely response to client inquiries/problems and responded to requests for direct service within one business day in most situations;
- continued new activities on a number of application development projects at the request of departmental areas including the Manitoba Labour Board, Immigration and Multiculturalism Division and the Office of the Fire Commissioner (Special Operating Agency);
- generated application program fixes, enhancements and tests to existing computer code;
- led activities and provided training to the technology community both inside and outside of Government, and provided direct assistance where requested;
- maintained high availability of all systems in operational status during working hours and provided coverage for those systems required on a 7-day, 24-hour basis including on-call provisions;
- assisted with the development and implementation of the corporate initiatives of Government, such as the Desktop Management program;
- enhanced awareness and training of Departmental staff in the use of technology; and
- developed plans and strategies for the upcoming year as well as multi-year plans for technology.

## **Continuous Improvement**

Information Technology Services will:

- increase the availability of information generated through program areas by expanding the use of the Internet and maintaining its contents;
- develop, utilize and evolve more advanced methods in application development;
- generate and implement improved security and information protection measures in all areas;
- continue with the creation of a Department-based mid-range computing environment with advanced storage and backup capabilities;
- continue support for the corporate initiatives of Government;
- plan for and continue to work on the consolidation of small, stand-alone applications; and
- generate and execute plans for addressing corporate level technology issues.

## 2(a) Labour Management Services

Expenditures by Sub-Appropriation	Actuals	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	1,269.1	19.50	1,090.7	178.4	1.
Total Other Expenditures	338.9		251.5	87.4	2.
Total Expenditures	1,608.0	19.50	1,342.2	265.8	

### Explanation Number:

1. *Over-expenditure reflects salary expenditures for several unbudgeted term positions and secondment of employee from Inspection Services Branch partially offset by salary savings for recoveries of secondments to other departments (Better Systems Initiatives; Industry, Economic Development and Mines, and Transportation and Government Services), an employee on maternity leave, a staff vacancy and the voluntary reduced work week program.*
2. *Over-expenditure reflects increased computer hardware and software purchases, Desktop Initiative implementation costs, moving costs and leasehold improvements related to consolidation of office space, training costs for new software development technologies, increased liability insurance costs and other operating costs that were greater than the available budget allotment for such expenditures.*

## Women's Directorate

The mandate of the Women's Directorate is to ensure that the unique needs and concerns of women are integrated into public policy, legislation, and programs.

### Objectives

The objectives of the Women's Directorate are to:

- conduct research, policy and gender-analysis and raise awareness of emerging issues;
- work with other government departments and community groups to promote measures that will help women achieve equality; and
- advise government on initiatives that reflect specific concerns and priorities of Manitoba women that require the Directorate's intervention.

### Summary of Performance

During 2004/05, the Women's Directorate:

- continued to liaise with other Departments, identified and communicated emerging issues requiring future government action, and provided consulting advice and support on major initiatives to address violence against women, improve women's economic security, remove barriers to women's participation in society, and promote the health and well-being of women and children;
- worked closely with government departments and community interest groups on a number of interdepartmental, community and federal/provincial/territorial (F/P/T) committees. They included:
  - Interdepartmental Committee on Family Violence
  - Assistant Deputy Ministers Committee on Youth
  - Strengthening Aboriginal Participation in the Economy
  - Aboriginal Youth Front and Centre
  - Child Care Regulatory Review Committee
  - Manitoba Women's Advisory Council's Roundtable Discussion and Information Sharing Sessions on Violence Prevention; Programs and Services for Girls and Young Women
  - Interdepartmental Nutrition Project
  - Physical Activity Coalition of Manitoba
  - Healthy Child Committee of Cabinet:
    - Healthy Child Program and Planning Committee
    - Multi-jurisdictional Implementation Team to Develop Strategies to Deal with the Issue of Sexual Exploitation of Children and Youth
    - Maternal/Newborn Services Ministerial Working Group
- continued to gather and monitor statistical information to support its role in policy analysis and influencing government decision-making. Examples include:
  - financial data relevant to women's economic self-sufficiency and security;
  - physical activity, trends and health implications for girls and women;
  - women's health, particularly issues relating to midlife, osteoporosis, diabetes, obesity and cardiovascular disease; and
  - demographic profiles including ethnic or cultural status, health, family arrangements, education and employment status;
- participated with its F/P/T counterparts in working groups on issues of common national interest such as: women's economic independence and security, violence against women and women's health. Objectives included:
  - development of strategies and the commissioning of research to address women's economic inequality (improved access to higher paying and "non-traditional" occupations, benefits available

- to non-standard workers and the impact of taxation policy on women);
  - development of tools to better identify and evaluate initiatives to end violence against women; and
  - recognition of gender-inclusive analysis as an integrated component of public policy development, including the development of educational tools;
- participated in the Senior F/P/T Committee on Aboriginal Women. This Committee was established to develop a plan of action and to focus on preventing and addressing violence against Aboriginal women on and off reserve;
- continued its work on Canada Pension Plan (CPP) Reform with its partners, Human Resources and Skills Development Canada, Manitoba Justice and Manitoba Finance, to facilitate a mechanism for credit splitting between spouses on marriage breakdown. The pilot project will commence in October 2005;
- commemorated Women's History Month by hosting a panel discussion focusing on Manitoba women who have pursued careers in science;
- organized the Government's reception in honour of International Women's Day on March 8, 2005. Between 300 and 400 guests attended the event held at the Grand Staircase of the Legislative Building. The event focused on issues relating to the accomplishments of rural and northern women in Manitoba;
- continued to administer its Training for Tomorrow Scholarship Awards Program, an initiative which encourages women to pursue training in math, science and technology-related fields at Manitoba's community colleges. The program provided 50 scholarship awards of \$1,000 each to women entering eligible two-year diploma programs;
- in partnership with Manitoba Advanced Education and Training, continued to provide introductory computer and internet training to adult women throughout Manitoba through the Power Up program. During the 2004/05 fiscal year, the Directorate funded a total of 47 Power Up courses in Winnipeg and in communities throughout the province such as Altona, Arnes, Ashern, Brandon, Carman, Dauphin, Swan River as well as many others;
- offered Trade Up to Your Future, a pre-trades training program for women. The program is designed to increase opportunities for women's economic independence and to address women's under representation in the skilled trades. The program provides a supportive environment both in the classroom and in industry. A sixth phase of the program commenced in October 2004 with Manitoba Advanced Education and Training and Winnipeg Technical College;
- is continuing its work to address the demand for consumer information on women's health cross-generationally. In particular, staff are compiling internet-based information from medical and non-medical sources;
- launched Domestic Violence Prevention: A Workplace Initiative, to distribute materials to assist employees in recognizing abusive behaviour and seeking help. During spring 2005, information pamphlets for employees and a Resource Guide for employers were distributed, and washroom stall door stickers were placed in women's washrooms in government and government-leased buildings and in the washrooms of provincial parks and campgrounds;
- provided access to a toll free 1-800 Women's Information Line for women throughout Manitoba with ready access to information on programs and services, both within government and in the community, on a variety of issues such as: domestic violence, maintenance enforcement, starting a business, scholarships and women's health;
- provided information on the Directorate's website on programs, publications, important dates to remember throughout the year (Women's History Month, International Women's Day) and links to other provincial and national Websites featuring information of interest to women;

- continued to broaden its range of contacts to reach the widest cross section of Manitoba women. Staff accomplished this in the following ways:
  - by making presentations to women's and other community groups regarding either the role of the Directorate, particular Directorate initiatives or topics of interest to women;
  - by attending meetings, conferences and other functions held by women's groups so that ongoing dialogue is established and maintained; and
  - by making print and other materials available to women around the province, via display tables at various conferences, community events and educational symposia;
- educated the public about women's issues through the distribution of the following publications:
  1. *About Women* Newsletter (distributed to approximately 13,000 women)
  2. *Keeping Safe at Work* Booklet (revised and distributed to employers and employees of government departments and non-government agencies)
  3. *Power Up* Computer Training Manual (available only in conjunction with course registration)
  4. *Training for Tomorrow: A Role Model Video* and Curriculum Guide
  5. *Preventing Violence Against Women: A Strategic Framework* (F/P/T Ministries responsible for the Status of Women)
  6. *Women's Economic Independence and Security: A Strategic Framework* (F/P/T Ministries responsible for the Status of Women)
  7. *The Manitoba Women's Health Strategy*
  8. *Women in Manitoba: A Statistical Profile*
  9. *Taking Action Against Violence – Resource Guide for service providers on the processes and programs designed to address domestic violence* (internet only)
  10. *Domestic Violence Prevention: A Workplace Initiative*
  11. *Workplaces That Work: Creating a Workplace Culture that Attracts, Retains and Promotes Women*
  12. Women's History Month Publications:
    - *The Light Within* (women painters) [1997]
    - *Women and Craft in Manitoba – 1880-1950* [1999]
    - *Manitoba Borders: Women Writing Over the Line* [2000]
    - *Women Working for Healthy Communities* [2001]
    - *The Unheard Majority: A History of Women Educators in Manitoba* [2002]
    - *Fighting Days: Women's Employment and the Right to Work in Manitoba 1900-1960* [2003]
    - *Celebrating Women's History* [2003].

## Continuous Improvement

- The Women's Directorate in partnership with the Manitoba Women's Advisory Council will develop an Action Plan for Manitoba women to guide government in addressing women's equality issues. The Action Plan will focus on four main goals: economic security and equality, safety, health and well-being, and participation in leadership and decision-making.
- Gender and diversity analysis takes into account cultural, social, and economic differences between women and men and between diverse groups to ensure that potential impact of policies, programs, and legislation on women and men and on diverse groups are identified; and that existing and proposed policies, programs, and legislation have intended and fair results for women and men and diverse groups. The Women's Directorate will obtain training on gender and diversity analysis for staff and develop a model (utilizing Manitoba Labour and Immigration) that can be used throughout the provincial government.
- The Women's Directorate will continue to work in collaboration with the Manitoba Women's Advisory Council to raise awareness of issues affecting women and promote the economic and social equality of women.



## 2(m) Women's Directorate

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2004/05 \$(000s)</b>	<b>Estimate 2004/05 FTE</b>	<b>Estimate 2004/05 \$(000s)</b>	<b>Variance Over/(Under) \$(000s)</b>	<b>Expl. No.</b>
Total Salaries	440.8	8.00	515.5	(74.7)	1.
Total Other Expenditures	154.9		176.6	(21.7)	2.
Total Grants	47.5		50.0	(2.5)	
Total Expenditures	643.2	8.00	742.1	(98.9)	

### Explanation Number:

- 1. Under-expenditure reflects salary savings for recoveries of two secondments to other departments (Health and Advanced Education and Training) for two vacant Policy Analyst positions partially offset by the hiring of a term employee and vacation payouts.*
- 2. Under-expenditure reflects the delay in the Gender-Inclusive Analysis project, a reduction in travel expenditures due to delayed Canada Pension Plan Reform meeting, event costs for International Women's Day and Women's History Month less than expected, delayed mail out of Domestic Violence Prevention materials, Power Up training expenses less than budgeted and a reduction in computer related charges. These under-expenditures were partially offset by the mail out of notices regarding amendments to The Common-Law Partner's Property and Related Amendments Act, printing of Keeping Safe at Work booklets and funding of various women's events (Aboriginal Women's Forum and Human Rights Youth Conference).*

# Human Resource Services Branch

The Human Resource Services Branch provides the Department of Labour and Immigration with a comprehensive range of human resource services.

## Objectives

The objective of Human Resources is to:

- ensure that the program delivery areas have the highest level of competent, reliable staff who are compensated appropriately and developed to their potential.

## Summary of Performance

During 2004/05, the Human Resource Services Branch:

- processed all employee payroll and benefit entitlements correctly and on time;
- completed staffing actions and worked on classification requests; and
- provided advice and counsel to staff, managers and senior executives on strategic planning, workforce adjustment, compensation, work definition/options, labour relations and staffing/classification.

## Continuous Improvement

Human Resource Services:

- has focused on employment equity and diversity as a critical priority for the Department. This has included the assignment of two Human Resource Consultants as coordinators of initiatives in this area. This will allow the Department of Labour and Immigration to continue to explore means of increasing the number of employment equity employees in the Department especially with Aboriginal persons and persons with disabilities; and
- will continue development of departmental policies and procedures governing alternative/mobile work configurations.

# Conciliation, Mediation and Pay Equity Services

The Conciliation, Mediation and Pay Equity Services Branch works to promote and maintain harmonious labour-management relations in Manitoba.

## Objectives

The objectives of the Branch are to:

- respond to applications for conciliation and mediation services assistance upon request from labour and/or management when there is an impasse in direct negotiations;
- avert work stoppages through third party assistance;
- assist in resolving work stoppage situations which have developed;
- assist, as grievance mediators, following rights grievance breakdown and prior to arbitration proceedings;
- assist in resolving teachers/school board disputes at the mutual request of the parties;
- increase public awareness of the function of conciliation and mediation services through seminars and classroom participation; and
- respond to inquiries and/or assist other jurisdictions, employers, unions and the general public on pay equity issues and implementation.

## Summary of Performance

During 2004/05 the Branch:

- assisted in 159 conciliation assignments active under *The Labour Relations Act*, ninety-four percent of which were finalized without a work stoppage (see Table 1);
- dealt with 32 grievance mediation files which were applications as set out under Section 130(8) of *The Labour Relations Act*, ninety-three percent of which were settled;
- dealt with 248 voluntary joint applications under Section 129(1) of *The Labour Relations Act*, ninety-eight percent of which were settled (see Table 2);
- assisted in seven work stoppages (out of a total of nine in the province); and
- provided Preventive Mediation services to two bargaining units.

**Table 1**  
**Statistics Relating to Conciliation Services**  
**April 1, 2004 - March 31, 2005**

	<b>2004/05</b>
Assignments carried over from previous year	72
Assignments received during the reporting year	66
Assignments received for First Collective Agreement	12
Assignments received for Interest Based Negotiations	1
Assignments received for Preventive Mediation	2
Assignments received related to <i>The Public Schools Act</i>	6
<b>Total Assignments in process during reporting year</b>	<b>159</b>
<b>Assignments disposed of during the reporting year</b>	
(a) Settled in conciliation without work stoppage	72
(b) Settled following work stoppage	4**
(c) Proceeded to Arbitration under <i>The Public Schools Act</i>	0
(d) Imposed by Manitoba Labour Board for first collective agreement	0
<b>Total</b>	<b>76</b>
Assignments still active at end of reporting year	<b>83</b>
Percentage of assignments finalized without stoppages	94%

**Table 2**  
**Statistics Relating to Mediation Services**  
**April 1, 2004 - March 31, 2005**

<b>Under Section 129(1) (Joint Application)</b>	<b>2004/05</b>
Cases carried forward	63
Total cases assigned	185
(Cases settled, 144)	
(Cases not settled, 14)	
(Awaiting mediation, 90)	
<b>Total</b>	<b>248</b>
% settlements achieved	98%
<b>Under Section 130(8) (Expedited Application)</b>	
<b>2004/05</b>	
Cases carried forward	7
Total cases assigned	25
(Cases settled, 26)	
(Cases not settled, 3)	
(Proceeding directly to arbitration, 1)	
(Cases awaiting mediation, 2)	
<b>Total</b>	<b>32</b>
% settlements achieved	93%

\*\* One continuing at year end, two yet to be ratified

## Continuous Improvement

The Branch:

- continues to participate in the Canadian Association of Administrators of Labour Legislation Conferences, which provides a continuous exchange of information with other jurisdictions and opportunities to attend seminars on new and improved approaches to preventive mediation and conciliation; and
- continues to improve the data system used by officers in the field to assist them and clients in clarifying and resolving disputes.

### 2(c) Conciliation, Mediation and Pay Equity Services

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2004/05 \$(000s)</b>	<b>Estimate 2004/05 FTE</b>	<b>Estimate 2004/05 \$(000s)</b>	<b>Variance Over/(Under) \$(000s)</b>	<b>Expl. No.</b>
Total Salaries	511.7	7.00	491.7	20.0	1.
Total Other Expenditures	109.4		108.3	1.1	
Total Expenditures	621.1	7.00	600.0	21.1	

#### Explanation Number:

1. *Over-expenditure reflects impact of Staff Turnover Allowance not being offset by vacancy management strategies due to staffing requirements.*

# Pension Commission

The mandate of the Pension Commission is to protect the accrued or accumulated pension entitlements for members and their spouses or common-law partners as provided under pension benefits legislation.

## Objectives

The objectives of the Pension Commission are to:

- administer and enforce provisions of *The Pension Benefits Act* and regulations which set minimum standards for pension benefits (eligibility, vesting, locking-in, survivor benefits, disclosure) and for the funding of pension benefits and the investing of plan assets; and
- promote the establishment, extension and improvement of private pension plans in the province.

## Summary of Performance

During 2004/05, the Pension Commission:

- undertook the first major review since 1983 of *The Pension Benefits Act*, including extensive consultations from stakeholders and other interested parties. As a result, legislation to amend the Act was introduced on December 6, 2004, including provisions to permit a one-time transfer of up to 50% of the balance in a locked-in retirement benefit plan to a prescribed registered retirement income fund that is not locked in;
- issued over 500 pieces of correspondence related to compliance;
- reviewed over 45 pension plan amendments, as well as 90 Locked-in Retirement Account (LIRA)/Life Income Fund (LIF)/Locked-in Retirement Income Fund (LRIF) contracts for compliance;
- reviewed two plan registrations, nine plan windups and three partial plan windups;
- approved three surplus refund requests;
- reviewed 277 Annual Information Returns (AIRs) for compliance with the legislation. The AIR details the contributions made to, and membership changes under, a pension plan over its fiscal year;
- reviewed seven actuarial valuation reports for compliance. A valuation report details the funded and solvency position of a defined benefit pension plan as of the valuation date, as well as the contribution requirements of the plan's contributors over the next three years;
- conducted nine Pension Administration Reviews of pension plans to assess whether the administrative systems and practices of pension plans are sufficient to produce legislative compliance, and monitored progress on the issues identified in the report;
- conducted 42 "desktop" administration reviews of the administrative systems of financial institutions offering locked-in retirement benefit plans (LIRAs, LIFs and LRIFs) to assess whether the administrative systems and practices of carriers of locked-in pension funds were in legislative compliance, advised financial institutions of any modifications required to produce compliance, and monitored progress on these issues;
- responded to approximately 5,000 telephone requests relating to pension legislation;
- held or participated in three public education sessions for or by different organizations involved with pension plans, on various aspects of the existing and proposed legislation and on general industry information; and

- participated in consultations conducted by the Canadian Association of Pension Supervisory Authorities (CAPSA) on Proposed Regulatory Principles for a Model Pension Law in June 2004. Once drafted, it would serve as a model for federal and provincial governments to consider when they are making amendments to their pension legislation.

The statistical table below summarizes the Pension Commission's performance indicators during the 2004/05 fiscal year:

Output Measures	Projected 04/05	Actual 04/05
<b>1. Legislative Compliance</b>		
- % of Plan documents received which complies with legislation	95%	100%
- % of Plan terminations received which complies with legislation	100%	100%
- % of PAR's conducted where the administration of the plan was in compliance with legislation	83%	100%
- % of LIRA/LIF/LRIF carrier reviews conducted where the administration of the contract was in compliance with legislation	93%	100%
<b>2. Funding of Benefits Promised Under Pension Plans</b>		
- % AIR's reviewed and complied with legislation	98%	100%
- % of Actuarial Valuations reviewed and complied with legislation	95%	86%
- % of Plans greater than 90% funded if plan were to terminate and wind-up	90%	80%
- # of Plans terminated and plan members did not receive full benefits	<3	0
- average reduction in benefits to members on plan termination where plans funding was less than 100%	<10%	0%
<b>3. Interpretation of Legislative Standards</b>		
- % of telephone inquires received and responded to within 24 hours	97%	100%
- % of written inquires received and responded to within 30 days	97%	94%
<b>4. Promotion of Pension Plans</b>		
- % of employed Manitobans in registered pension plans covered by the Act	47%	45%

## Continuous Improvement

The Pension Commission will:

- expand techniques for efficient and effective resource management with continuing emphasis on on-site pension administration reviews as a means to monitor legislative compliance;
- review opportunities to expand and modify the information base on the Commission's website; and
- update and expand the interpretative information system for reference by staff in order to assist in providing timely and consistent information to client and stakeholder inquiries.

## 2(d) Pension Commission

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	Estimate 2004/05 FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	332.4	5.00	347.3	(14.9)	1.
Total Other Expenditures	134.7		87.7	47.0	2.
Total Expenditures	467.1	5.00	435.0	32.1	

### Explanation Number:

1. *Under-expenditure reflects the delayed hiring for a vacant Pension Analyst position to partially offset operating over-expenditures.*
2. *Over-expenditure reflects additional legal and actuarial consulting fees incurred during the review of The Pension Benefits Act and regulations.*



# The Manitoba Labour Board

The Manitoba Labour Board is an independent and autonomous specialist tribunal with jurisdiction for the fair and efficient administration and adjudication of responsibilities assigned to it under various labour relations statutes.

## Objectives

The objectives of the Manitoba Labour Board are to:

- resolve labour issues in a fair and reasonable manner that is acceptable to both the labour and management community, including the expeditious issuance of appropriate orders which respect the majority wishes of employees;
- assist parties in resolving disputes without the need of the formal adjudicative process; and
- provide information to parties and/or the general public pertaining to their dealings with the Board or about the Board's operations.

## Summary of Performance

During the fiscal year, the Manitoba Labour Board:

- hosted the 2004 Canadian Conference of Labour Board Chairs;
- developed a statistical database to evaluate the number of hearing days scheduled and held;
- implemented the Workplace Safety Plan for Board staff;
- improved administrative processes and procedures to increase efficiencies, eliminate duplication and reduce expenses; and
- promoted sustainable development with expanded recycling/waste management processes and use of environmentally preferable products.

The tables below summarize the Manitoba Labour Board's performance indicators during the 2003/04 and 2004/05 fiscal years:

**Table 1**

### **Applications Filed with the Manitoba Labour Board April 1, 2003 to March 31, 2004 and April 1, 2004 to March 31, 2005**

<b>Legislation</b>	<b>2003/04</b>	<b>2004/05</b>
<i>The Labour Relations Act*</i>	375	320
<i>The Employment Standards Code</i>	402	368
<i>The Workplace Safety and Health Act</i>	2	9
<i>The Pay Equity Act</i>	0	0
<i>The Essential Services Act</i>	0	0
<i>The Elections Act</i>	0	0
<b>TOTAL</b>	<b>779</b>	<b>697</b>

\* Encompasses *The Public Schools Act*

**Table 2**  
**Program Performance Measurements of the Manitoba Labour Board**  
**April 1, 2003 to March 31, 2004 and April 1, 2004 to March 31, 2005**

Indicator	Actual 2003/04	Actual 2004/05
Percentage of Cases disposed of	85%	79%
Number of Hearing dates scheduled	NA	508
Percentage Hearing dates that proceeded	NA	66%
Number of votes conducted	35	27
Median processing time (calendar days):		
<i>The Labour Relations Act</i>	38	52
<i>The Workplace Safety &amp; Health Act</i>	266	79
<i>The Essential Services Act</i>	NA	NA
<i>The Elections Act</i>	293	NA
<i>The Employment Standards Code</i>	7	8

Further statistics and summaries of significant decisions are available in the separate Annual Report issued by the Manitoba Labour Board.

### Continuous Improvement

The Manitoba Labour Board will:

- increase mediative settlements;
- reduce median times for processing applications;
- review/issue certificates in the public school sector;
- test and implement automated case management and information systems;
- relocate to more appropriate space;
- expand website; and
- promote staff development and succession planning.

### 2(e) Manitoba Labour Board

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	Estimate 2004/05 FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	1,130.6	18.0	1,192.9	(62.3)	1.
Total Other Expenditures	325.9		270.9	55.0	2.
Total Expenditures	1,456.5	18.0	1,463.8	(7.3)	

#### Explanation Number:

1. *Under-expenditure reflects vacancy management strategies to offset Staff Turnover Allowance and operating over-expenditures. Salary savings include the delayed hiring for three vacant positions (Board Officer, Researcher and Administrative Secretary), reducing total per diems for part-time Board Members and the voluntary reduced work week program.*

2. *Over-expenditure reflects higher legal fees due to increased number of appeals, under-budgeted transportation costs of Board Members and Board Officers, under-budgeted publication costs, increased usage of supplies and couriers to meet operating requirements, computer software training costs related to the case management system and unbudgeted website services. These over-expenditures are partially offset by expenditure management strategies to reduce computer related costs, office equipment rentals and telephone charges.*

# Workplace Safety and Health Division

The Workplace Safety and Health Division administers seven Acts and associated regulations dealing with the health and safety of workers, protection of the public from unsafe mechanical and electrical equipment and fuel-burning appliances in buildings, and the licencing of tradespersons. It also provides technical and administrative support to the Minister's Advisory Council on Workplace Safety and Health.

The Division emphasizes a preventive focus to control workplace and public hazards through education, training, working with employers and employees, and inspections and investigations. In doing so, the Division's mission is to:

- foster an internal responsibility system whereby employers, employees and the public will integrate safety and health as a basic right and principle; and
- administer and enforce workplace safety and public safety legislation.

The objectives of the Division are achieved through the work of seven main components:

- Office of the Assistant Deputy Minister
- Inspection Services Branch
- Mine Safety Branch
- Occupational Health Unit
- Occupational Hygiene, Engineering and Ergonomics Branch
- Mechanical and Engineering Branch
- Prevention Services and Partnerships Branch

## Office of the Assistant Deputy Minister

The Office of the Assistant Deputy Minister is made up of the Legal Liaison, the Youth Initiative Coordinator, the Farm Safety Coordinator and the Executive Assistant.

### Objectives

The objectives of the Office of the Assistant Deputy Minister are to:

- fulfil the duties of Director of the Workplace Safety and Health Division as outlined in *The Workplace Safety and Health Act*,
- ensure that the Acts and regulations under its responsibility are properly administered;
- provide overall management and direction to the Division's six branches/units (as listed above);
- provide divisional financial management, budgeting, strategic planning, coordination of prosecution processes and appeals of orders under the Act, program delivery, and overall coordination capabilities; and
- coordinate the delivery of preventative education and outreach programs.

### Summary of Performance

During 2004/05, the Office of the Assistant Deputy Minister:

- continued with the long-term plan to improve safety and health in Manitoba workplaces, as outlined by the government's response to the Report of the Workplace Safety and Health Review Committee. The plan included new program and policy initiatives, amendments to *The Workplace Safety and*

*Health Act*, and a consultation and review process to update and clarify provincial workplace safety and health regulations;

- ensured that the Workplace Safety and Health Division continued working in partnership with the Workers Compensation Board to engage Manitobans in building a strong workplace safety and health culture, with the plan's foundation being a five-year injury reduction target of 25 percent;
- continued the provincial workplace safety and health public awareness campaign (implemented in June, 2003) built around the **SAFE** methodology (**S**pot the hazard, **A**ssess the risk, **F**ind a safer way, **E**veryday), featuring television and print advertisements;
- worked to establish two post-secondary scholarships (the first of which was awarded to a carpentry student at Red River College);
- worked with Red River College to develop a certificate program in occupational safety and health, expected to begin in September, 2005;
- continued a consultation and review process to update and clarify provincial safety and health regulations;
- implemented a new regulation under *The Workplace Safety and Health Act* to deal with enforcement of the smoking ban in indoor workplaces, following the implementation of *The Non-Smokers Health Protection Act* in October 2004;
- developed an amendment to *The Workplace Safety and Health Act* to require the use of safety-engineered needles and the implementation of safe work procedures in medical workplaces, which was passed during the Spring 2005 session of the legislature;
- collaborated with the Workers Compensation Board of Manitoba, Manitoba Education, Citizenship and Youth, Manitoba Advanced Education and Training and other key partners to develop and deliver programming through the Manitoba Young Worker Safety and Education Initiative, which provides information, instruction, training and expertise about workplace safety and health to young workers, parents, employers, educators and the community;
- collaborated with Manitoba Agriculture, Food and Rural Initiatives on the Provincial Farm Safety Initiative, which is designed to guide the agriculture industry as it moves towards assuming greater internal responsibility for addressing safety and health; integrate farm safety and health into farm business management planning and environmental farm planning; develop end-user resources for older farmers and farm managers; and extend farm safety partnerships with distinct communities, Regional Health Authorities and Manitoba Education, Citizenship and Youth;
- In 2004/05, the Manitoba Young Worker Safety and Education initiative:
  - helped develop the **SAFE Work** Student Program (safety and health curriculum resource binder) for grades seven through twelve, and continued to distribute the health curriculum resource package for Industrial Arts teachers across the province;
  - coordinated the Minerva Manitoba program whose goal is to promote post-secondary curricula in safety and health as well as an endowment fund for a Minerva SAFE Manitoba Award to be granted to student(s) at Red River College and the University of Manitoba;
  - continued to work with the Apprenticeship Branch to develop a generic core safety and health curricula for all first year apprentices;
  - piloted sector specific awareness and educational projects with groups of employers that hire significant numbers of workers under the age of 25;

- began to modify an existing website course – “health and safety 101” from WSIB in Ontario, which will enable the flexible delivery of safety and health information in an interactive way to youth, both in and out of school, as well as for workplaces to use as a resource; and
- worked to develop a regional focus with the Brandon Safe Communities Coalition, which has identified young worker safety and health as a priority.
- During 2004/05, the Farm Safety Coordinator Initiative:
  - collaborated with CropLife (Canada’s Obsolete Pesticide return program), Assiniboine Community College’s Manure Management training, Manitoba Pork Council and Keystone Agricultural Producers in their development of safety and health initiatives;
  - reviewed Manitoba’s Environmental Farm Plan model to reflect workplace safety and health considerations;
  - developed and distributed a module on farm and rural safety and health as part of the Workplace Younger Worker Program for high schools;
  - assisted in the organization and resourcing of 24 Progressive Farmer Safety Day Camps across Manitoba;
  - discussed strategies for influencing older persons’ safety and health with the Manitoba Seniors Directorate; and
  - collected agricultural injury and fatality data for monitoring and educational purposes.

## **Inspection Services Branch**

The Inspections Services Branch conducts workplace inspections (other than at mines) and serious incident investigations, and issues improvement orders for compliance with workplace safety and health legislation.

### **Objectives**

The objectives of the Inspection Services Branch are to:

- ensure that workplace hazards are identified and corrective action is taken in compliance with *The Workplace Safety and Health Act* and its associated regulations; and
- promote the internal responsibility system whereby employers and workers undertake their individual and shared responsibility for preventing occupational illness and injury.

### **Summary of Performance**

During 2004/05, the Inspection Services Branch:

- investigated 755 complaints regarding unsafe conditions or violations of the Act and regulations (total includes investigations by the Mine Safety Branch);
- conducted 746 serious incident investigations to determine causes and issue remedial measures to prevent recurrences (total includes investigations by the Mine Safety Branch);
- conducted 5,194 inspections and issued 4,241 orders for improvement in workplaces (total includes investigations and orders issued by the Mine Safety Branch); and
- participated in the Division’s 24-hour emergency response system.

## 2(f) Inspection Services

Expenditures by Sub-Appropriation	Actuals	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	3,528.5	61.00	3,543.1	(14.6)	1.
Total Other Expenditures	1,065.8		932.3	133.5	2.
Total Expenditures	4,594.3	61.00	4,475.4	118.9	

### Explanation Number:

1. *Under-expenditure reflects the implementation of the vacancy management strategy to delay hiring for eight vacant positions (six Workplace Safety and Health Officers, Occupational Safety and Health Engineer and Ergonomist), severance and vacation payouts for retirements less than budgeted as two employees delayed retirement, salary recoveries of secondments outside the Branch (Workers Compensation Board, Labour Management Services Branch and Mine Safety Branch) net of salary expenditures for secondments to the Branch (Workers Compensation Board, Office of the Fire Commissioner and Employment Standards Division), three employees on maternity leave and the voluntary reduced work week program. These under-expenditures were partially offset by the Staff Turnover Allowance, acting status costs, merit increases for the Industrial Hygienist classifications, increased overtime and stand-by costs due to vacancies, workers compensation claims, higher per diem costs due to review of legislation and regulations by the Advisory Council on Workplace Safety and Health and the hiring of a summer student.*
2. *Over-expenditure reflects consulting and legal fees for several incident investigations, increased travel costs for rural inspections and meetings of the Advisory Council on Workplace Safety and Health, under-budgeted computer hardware lease costs and buyouts, under-budgeted costs for equipment leases, under-budgeted legal fees for normal operating requirements, Desktop Initiative implementation costs, recalibration and repair of safety equipment and under-budgeted purchases of physical assets. These over-expenditures were partially offset by expenditure management strategies to reduce computer related charges, to reduce mailing and printing costs of the Safe Work newsletter (one less issue), to reduce usage of operating supplies, the delay of lab testing and to reduce computer software support costs.*

### Note:

***The Prevention Services and Partnerships Branch and the Office of the Assistant Deputy Minister are included in the salaries and expenditures of Inspection Services.***

## Mine Safety Branch

The Mine Safety Branch conducts workplace inspections and serious incident investigations in mines as well as other workplaces in northern Manitoba, issues improvement orders for compliance with workplace safety and health legislation, and reviews plans for new mines.

### Objectives

The objectives of the Mine Safety Branch are to:

- ensure that mining operations are conducted in compliance with the legislation and regulations, and to encourage safe practices to provide the highest practical standards of safety and health for workers;
- promote the internal responsibility system whereby employers and workers in the mining industry undertake their individual and shared responsibility for preventing occupational illness and injury; and

- examine mines' engineering designs, and approve all plans for major construction of new mines and major alteration of old mines to ensure that safety considerations and technological capabilities are thoroughly addressed, in compliance with the regulations.

## Summary of Performance

During 2004/05, the Mine Safety Branch:

- continued to train and licence blasters for surface operations;
- undertook 197 pre-development engineering assessments;
- issued 172 operational approvals and certifications for diesel approvals, hoisting operator certificates, explosion magazines and cage permits;
- investigated complaints regarding unsafe conditions or violations of the Acts and Regulations under Branch jurisdiction (number of complaint investigations included in the Inspection Services Branch total);
- conducted serious incident investigations to determine causes and issue remedial measures to prevent recurrences (number of serious incident investigations included in the Inspection Services Branch total);
- conducted inspections and issued orders for improvement in workplaces (number of inspections and orders included in the Inspection Services Branch total); and
- chaired (through the Branch Director) the Regulation Review Committee for the Operation of Mines, which is made up of representatives from the mining industry and mine workers.

The statistical tables below summarize the performance indicators for the Inspection Services Branch and the Mine Safety Branch for fiscal year 2003/04 and 2004/05:

**Table 1**  
**Performance Indicators, Inspection Services Branch and Mine Safety Branch**  
**April 1, 2003 to March 31, 2004, and April 1, 2004 to March 31, 2005**

<b>Effectiveness Measures</b>	<b>2003/04</b>	<b>2004/05</b>
Number of complaints	589	755
Number of inspections	5,184	5,194
Number of investigations	589	746
Number of orders written	6,064	4,241



## 2(h) Mine Safety

Expenditures by Sub-Appropriation	Actuals	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	552.3	10.00	647.1	(94.8)	1.
Total Other Expenditures	174.8		211.9	(37.1)	2.
Total Expenditures	727.1	10.00	859.0	(131.9)	

### Explanation Number:

- Under-expenditure reflects delayed hiring of two Mines Inspector positions to offset operating over-expenditures in other branches within the Workplace Safety and Health Division as well as the salary recovery for a Mines Inspector on secondment from the Mine Safety Branch. These under-expenditures were partially offset by salary expenditures for the secondment of a Safety and Health Officer from the Inspection Services Branch on a part-time basis.*
- Under-expenditure reflects the expenditure management strategy to maintain vacant Mining Inspector positions, resulting in the reduction of operating costs including computer related charges, telephone and fleet vehicle costs. Under-expenditure also reflects the expenditure management strategy within the Workplace Safety and Health Division to centralize and rationalize operating costs including printing costs, operating supplies and real estate rental costs.*

## Occupational Health Unit

The Chief Occupational Medical Officer and Injury Epidemiologist make up the Occupational Health Unit, whose role is to prevent occupational diseases and illnesses at work by addressing hazardous workplace environments and critical occupational risk factors affecting the physical well-being of workers.

### Objectives

The objectives of the Occupational Health Unit are to:

- provide interpretation of injury/illness data, principally the Manitoba Workers Compensation Board claims data;
- assist Division staff in the investigation of health concerns affecting workers and employers and recommend preventive or corrective action;
- consult with health professionals, representatives, workers and employers on occupational health issues; and
- provide medical supervision of health surveillance programs to ensure consistency with professional standards and ethics and with departmental policy.

### Summary of Performance

During 2004/05, the Occupational Health Unit:

- consulted on workplace risk assessment and management issues;
- conducted occupational related health surveillance;

- developed and reviewed policies, procedures and regulations related to occupational health;
- determined trends and patterns of workplace injury/illness using WCB injury claims data (and other injury data sources);
- provided educational sessions on a variety of occupational health issues; and
- collaborated on occupational health issues with other departments and professional groups.

## 2(g) Occupational Health

Expenditures by Sub-Appropriation	Actuals	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	253.1	3.00	283.9	(30.8)	1.
Total Other Expenditures	32.1		36.7	(4.6)	2.
Total Expenditures	285.2	3.00	320.6	(35.4)	

### Explanation Number:

1. *Under-expenditure reflects the delayed hiring of an Epidemiologist to offset operating over-expenditures in other branches within the Workplace Safety and Health Division.*
2. *Under-expenditure reflects expenditure management strategies within the Workplace Safety and Health Division to centralize and rationalize operating costs including purchases of office supplies and publications as well as a reduction in travel expenditures. These under-expenditures were partially offset by unbudgeted membership and conference fees.*

## Occupational Hygiene, Engineering and Ergonomics Branch

### Objectives

The objectives of the Occupational Hygiene, Engineering and Ergonomics Branch are to:

- ensure that workplace hazards related to chemical and biological agents, physical agents (noise, radiation and heat), safety engineering and ergonomic risks are identified and corrective action is taken in compliance with the legislation and regulations; and
- consult, on request, with safety and health professionals, workers and employers on occupational hygiene, safety engineering and ergonomic issues.

### Summary of Performance

During 2004/05, the Occupational Hygiene, Engineering and Ergonomics Branch:

- provided consultative occupational hygiene, engineering and ergonomic assistance to clients and internal staff;
- conducted workplace investigations and made specialized reports on hazards and risk control strategies;
- conducted inspections and evaluations of risks associated with workplaces;

- enforced safe work practices to reduce employee risks from exposure to chemical, physical and biological agents;
- conducted a pre-development review of new projects, installations and processes;
- prepared and delivered specialized technical training programs to both Division staff and clients; and
- participated in the Division's 24-hour emergency response system.

## Prevention Services and Partnerships Branch

The Prevention Services and Partnerships Branch promotes the growth of a strong network of prevention organizations, provides informational materials, safety and health training, support to Safety and Health Committees, and client services, gathers information on serious incidents, and administers the Labour Information Network (LINK) application.

### Objectives

The objective of the Prevention Services and Partnerships Branch is to:

- promote occupational safety and health in Manitoba workplaces through public awareness, education, training and development of preventive partnerships.

### Summary of Performance

During 2004/05, the Prevention Services and Partnerships Branch:

- participated in the development and implementation of the ongoing workplace safety and health public awareness campaign, built around the SAFE methodology, featuring television and print advertisements;
- created a "SAFE Work Team" with staff from the Branch and the Workers Compensation Board, to monitor the progress of Priority Firms experiencing high time-loss injury rates in implementing a strong safety and health management system;
- provided administrative support services to Division staff;
- administered informational material, such as the **SAFE Work** Newsletter, bulletins, guidelines, the Division website and the video lending library;
- provided a variety of safety and health programs to clients at no cost at various venues and enhanced existing programs;
- encouraged the formation of new Safety and Health Committees and assisted with effective, ongoing function of existing Committees;
- responded to inquiries and registered complaints, gathered information regarding serious incidents; and
- provided education, training and assistance with application maintenance of the Labour Information Network (LINK), which tracks investigations and inspections, Safety and Health Committee minutes, and the registration/certification process of the Mechanical and Engineering Branch.

The statistical table below summarizes the Prevention Services and Partnerships Branch's performance indicators during fiscal years 2003/04 and 2004/05:

**Table 1**  
**Performance Indicators, Prevention Services and Partnerships Branch**  
**April 1, 2003 to March 31, 2004 and April 1, 2004 to March 31, 2005**

<b>Effectiveness Measures</b>	<b>2003/04</b>	<b>2004/05</b>
Requests for information (Division)	12,709	12,516
Number of on-site Safety & Health Committee interventions/training	53	46
Number of participant hours of safety training conducted (Division)	21,578	24,188
Number of training courses	168	175
Number of visits to (Division) website	2,073,360	2,488,032

## **Mechanical and Engineering Branch**

The Mechanical and Engineering Branch works to ensure that Manitobans are not exposed to hazards relating to mechanical, electrical or fuel-burning, and pressure retaining equipment, and conducts examinations and licensing to certify certain trades people.

### **Objectives**

The objectives of the Mechanical and Engineering Branch are to:

- ensure the safety of mechanical, electrical and pressure-retaining equipment and fuel burning appliances regulated under legislation administered by the Branch;
- hold examinations and issues licences or certificates of competency for gas and oil fitters, electricians, pressure welders and power engineers;
- promote safety and safety awareness throughout the province;
- ensure that quality service is provided; and
- develop, formulate and process amendments to the existing statutes and regulations, and enforce legislation in a fair and equitable manner.

### **Summary of Performance**

During 2004/05, the Mechanical and Engineering Branch:

- responded to client applications for service, maintained a notification system of pending expiry dates for certificate holders, provided an inspection appointment system, and responded to enquiries from the public and from direct client-groups throughout the province;

#### Engineering Assessments, Design Approval and Registration

- examined and registered 481 engineering designs to ensure they conformed to rigorous construction codes before going into production, and processed and registered 157 Manufacturers' Affidavits;
- registered 49 new welding procedures for pressure equipment and pressure piping and issued 81 Quality Control Certificates;

#### Licensing of Tradespersons

- held 1,218 examinations and issued 365 licences to tradespersons, as mandated by *The Power Engineers Act*;

- examined 190 workers and issued 5,061 licences, including Journey licences issued to individuals who successfully completed Apprenticeship, as mandated by *The Electricians' Licence Act*;
- examined 150 fitters and issued 143 licences, as mandated by *The Gas and Oil Burner Act*;
- conducted 870 practical welding tests;

#### Inspections

- inspected over 150 amusement rides and issued code compliance orders on 31 rides;
- conducted Special Acceptance inspections on 4,463 pieces of non-approved electrical equipment and 209 spot checks of equipment and persons working in the field;
- conducted 2,305 new and renewal permit inspections under *The Elevator Act and Regulations*;
- issued code compliance orders on 680 elevator units;
- conducted 2,884 inspections of newly installed equipment and 6 incident investigations, examined 276 plans, undertook 188 inspections on applications for Special Acceptance; and issued 21,624 permits under *The Gas and Oil Burner Act and Regulations*; and
- conducted 8,447 new or certification renewal inspections under *The Steam and Pressure Plants Act and Regulations*, and issued code compliance orders on 1,731 units.

The statistical table below summarizes the Mechanical and Engineering Branch's performance indicators for inspections during fiscal years 2003/04 and 2004/05:

**Table 1**  
**Performance Indicators, Mechanical and Engineering Branch**  
**April 1, 2003 to March 31, 2004 and April 1, 2004 to March 31, 2005**

<b>Effectiveness Measures</b>	<b>2003/04</b>	<b>2004/05</b>
Amusement Ride Inspections	160	150
- Number of orders written by inspectors	35	35
Electrical Inspections	4,286	4,463
Elevator Inspections	4,286	2,305
- Number of orders written by inspectors	667	680
- Plans approved	64	90
Gas and Oil Burner Inspections	2,979	2,884
Steam and Pressure Plant Related Inspections	9,021	8,447
- Number of orders written by inspectors	1,410	1,731

## 2(b) Mechanical and Engineering

Expenditures by Sub-Appropriation	Actuals	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	1,809.5	34.00	1,914.2	(104.7)	1.
Total Other Expenditures	574.7		487.1	87.6	2.
Total Expenditures	2,384.2	34.00	2,401.3	(17.1)	

### Explanation Number:

1. *Under-expenditure reflects salary savings due to staff vacancies and the voluntary reduced work week program. These salary savings were partially offset by salary expenditures as a result of net staff turnover costs, overtime costs, workers compensation claims and net unbudgeted severance and vacation payouts for retiring employees.*
2. *Over-expenditure reflects increased travel costs of inspectors and other staff, a provision for bad debts, increased printing and mailing costs for certificates and licences, unbudgeted computer hardware leases, the unbudgeted payment for Manitoba's inter-provincial share of the boiler safety exam, triennial purchase of the American Society of Mechanical Engineers codes, increased computer hardware and software purchases, increased fleet vehicle insurance and increased membership fees. These additional costs were partially offset by expenditure management strategies to reduce computer related charges.*

## Advisory Council on Workplace Safety and Health

Under the authority of *The Workplace Safety and Health Act*, the Advisory Council on Workplace Safety and Health makes recommendations and reports directly to the Minister of Labour and Immigration on occupational safety and health matters. The Council is a tripartite advisory body with equal representation from workers, employers and technical and professional organizations. During 2004/05, Council membership consisted of:

### Chairperson

- Wally Fox-Decent (April 2004 – February 2005)
- Ilana Warner (Acting Chairperson) (as of March, 2005)

### Technical Representatives

- Irving Gusdal, American Association of Industrial Hygiene
- Ilana Warner, Manitoba Association of Registered Nurses
- Catherine Stewart, P.Eng., Association of Professional Engineers and Geoscientists of the Province of Manitoba
- Carol Loveridge, Manitoba Federation of Labour, Occupational Health Centre Inc.

### Management Representatives

- Robert Tetreault, Standard Aero Ltd.
- Rolly Simard, Mining Association of Manitoba Inc.
- Stephen Copen, Manitoba Employers Council
- Ronald Hambley, Winnipeg Construction Association

### Labour Representatives

- Pete Walker, Manitoba Federation of Labour
- Harry Mesman, Manitoba Federation of Labour
- Debbie Jamerson, Manitoba Government and General Employees' Union
- David Martin, Manitoba Building and Construction Trades Council

## Objectives

The objectives of the Advisory Council are to:

- provide advice on general workplace safety and health issues, and the protection of workers in specific situations;
- provide advice on the appointment of consultants and advisors by the Minister;
- review *The Workplace Safety and Health Act* and its administration at least once every five years or when requested by the Minister; and
- provide recommendations on any other matter concerning workplace safety and health on which the Minister seeks the Council's advice.

## Summary of Performance

During 2004/05, the Advisory Council:

- monitored the implementation of workplace safety and health initiatives based on the recommendations of the Review Committee on Improving Workplace Safety and Health;
- provided comments and suggestions on proposed workplace safety and health regulations;
- made a recommendation regarding certificate of recognition accreditation or equivalents for undertaking major construction projects;
- made a recommendation concerning workplace impairment issues; and
- provided comments and suggestions on a proposed amendment to *The Workplace Safety and Health Amendment Act* concerning protection from needlestick injuries.

Note: Council's expenditures by sub-appropriation are part of the Workplace Safety and Health Division sub-appropriation.

# Employment Standards Division

The Employment Standards Division is comprised of the Employment Standards Branch (which includes the Labour Adjustment Unit) and the Worker Advisor Office.

The Employment Standards Division provides a comprehensive program of client initiated services, proactive services and labour adjustment services, as well as advocacy services to clients of the Worker Advisor Office. Services are designed to promote stable and harmonious employment relationships and to ensure that clients receive the legislated benefits to which they are entitled.

## Employment Standards Branch

### Objectives

The objectives of the Employment Standards Branch are to:

- achieve socially desirable terms and conditions of employment for the Manitoba workforce through the establishment of minimum standards and conditions of employment and to ensure compliance with the legislation in an equitable, effective and efficient manner;
- promote harmonious employment relationships through the dissemination of information, public education programs and the facilitation of dispute resolution between the parties; and
- promote the establishment of a joint labour-management adjustment committee to assist employees who will be affected by downsizing by providing them with the services required to ensure they have the skills to pursue re-employment.

### Summary of Performance

In 2004/05 the Employment Standards Branch:

- received 2,970 claims and recovered \$1.1 million in wages;
- dealt with approximately 130,000 telephone calls and approximately 10,000 walk-ins;
- finalized 1,555 claims (55% of total) using the Quick Resolution process, thus avoiding the need for time-consuming field investigation;
- conducted field investigations of 1,266 claims, facilitating a voluntary resolution of claims in approximately 82% of these cases and issuing formal orders for the remaining 18%;
- facilitated resolution of 27 out of the 28 cases that undertook the Alternative Dispute Resolution process, thus reducing the number of appeals that must proceed to the Manitoba Labour Board for resolution;
- worked with Advanced Education and Training to provide adjustment services to employees who will be affected by workforce downsizing arising from business closures or layoffs due to economic, technological or industrial change;
- responded to group layoff and adjustment situations within 5 days and prior to layoffs becoming public in 20% of cases in which the Labour Adjustment Unit was involved, allowing opportunities to explore alternate avenues to potentially avoid the layoff;
- provided education and outreach services, through the Customer Service Centre, by making referrals to the website, distributing printed material and answering general inquiries; and



- provided 24-hour, 7-day response to the most common questions as well as prioritizing and distribution of calls to Intake Officers through the Interactive Voice Response telephone system.

The following table contains a summary of performance indicators for client-initiated services:

### Client Initiated Services Table of Performance:

Percentage of Claims Finalized at	Projected 2004/05	Actual 2004/05
Early Resolution Level	55	55
Field Investigation Level	40	40
Alternate Dispute Resolution Level	2	1
Manitoba Labour Board Level	2	2
Judgement and Collections Level	1	1

### Continuous Improvement

The Branch will:

- balance the use of all program areas to refine methods for educating the public, achieving a higher level of compliance and reducing the number of active claims;
- revitalize proactive strategies and programming to assist, educate and protect vulnerable groups and industries;
- review public education programming and explore new ways to create linkages and access to employment standards information; and
- develop and recognize the skills and expertise of Employment Standards Officers through training, mentoring, advancement opportunities and leadership roles.

### 2(i) Employment Standards

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	Estimate 2004/05 FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	2,160.4	38.00	2,297.4	(137.0)	1.
Total Other Expenditures	498.4		524.9	(26.5)	2.
Total Expenditures	2,658.8	38.00	2,822.3	(163.5)	

#### Explanation Number:

- Under-expenditure reflects salary savings due to four vacant positions (two Labour Adjustment Consultants, Employment Standards Officer and Project Manager), the secondment of a typist to Inspection Services Branch, an employee on maternity leave, an employee granted leave without pay, the delayed filling of three positions (Labour Adjustment Consultant, Employment Standards Officer and Inquiry/Intake Officer). These under-expenditures were partially offset by salary expenditures for three employees hired by the Branch and subsequently transferred to the Worker Advisor Office, the net unbudgeted severance and vacation payouts of retiring employees, acting status payouts, reclassification of four employees and special adjustments given to Employment Standards Officers per the collective bargaining agreement with the Manitoba Government Employees' Union.*

2. *Under-expenditure reflects the reduced operating costs related to vacant positions such as travel and training costs of Employment Standards Officers, operating supplies, telephone charges and computer related charges. Additional savings were generated by one less advertising insertion than planned for notification of the increase to the Minimum Wage. These under-expenditures were partially offset by the need to upgrade the Claims Tracking System in order to be compliant with the implementation of the Desktop Initiative as well as under-budgeted legal fees.*

## Worker Advisor Office

The Worker Advisor Office, established under Section 108 of *The Workers Compensation Act*, is independent of the Workers Compensation Board and is mandated to provide professional and timely service to workers and their dependants who require assistance with their Workers Compensation claims.

### Objectives

The objectives of the Worker Advisor Office are:

- to advise workers and their dependants on the interpretation and administration of *The Workers Compensation Act*, regulations and policies, and to advise on the effect and meaning of decisions made under the Act and policies;
- to assist workers and their dependants who dispute decisions relating to their benefit entitlement under *The Workers Compensation Act*;
- to represent workers and dependants with their appeal of Workers Compensation Board decisions, directly to the Board and/or at an oral hearing before the Appeal Commission;
- to resolve claimant issues through a timely, cost-efficient, informal, non-adversarial process where possible and through formal review and appeal processes where necessary; and
- to educate workers, including workers whose first language is other than English, about their rights and obligations within the Workers Compensation system.

### Summary of Performance

In 2004/05, the Worker Advisor Office:

- provided services to over 800 claimants, resolving 64% of issues informally and 36% through the Workers Compensation appeal process (of those resolved through the appeal process, 34% were resolved at the case management level, 42% at the Review Office level, and 24% at the Appeal Commission level);
- the following table contains a summary of case management statistics:

### Case Management Statistics April 1, 2004 to March 31, 2005

Claims	Actual 2004/05
Number of inquiries resolved informally	330
Number of inquiries finalized through file review	179
Number of claims finalized at WCB appeal levels	291

## Continuous Improvement

In 2004/05 the Office:

- increased the effectiveness of initial review processes and refined methods for reducing the number of active claims;
- focussed resources to provide earlier advice and assistance;
- provided more efficient programming to a greater number of vulnerable clients by reducing the average length of time for initial claimant file review and increasing the informal resolution of issues; and
- expanded partnerships with stakeholders to ensure workers are receiving the benefits they are entitled to under legislation.

In 2005/06 the Office will:

- review and maintain a current case management system that allows for obtaining earlier information and expedites the claim resolution process;
- develop further partnerships to form new systems and initiatives, and achieve more efficient programming and the best utilization of all available resources; and
- maintain national contact with worker advisors and advocates, with the goal of sharing information and best practices.

### 2(j) Worker Advisor

Expenditures by Sub-Appropriation	Actual 2004/05 \$(000s)	FTE	Estimate 2004/05 \$(000s)	Variance Over/(Under) \$(000s)	Expl. No.
Total Salaries	601.3	11.00	711.7	(110.4)	1.
Total Other Expenditures	138.1		152.6	(14.5)	2.
Total Expenditures	739.4	11.00	864.3	(124.9)	

#### Explanation Number:

1. *Under-expenditure reflects the delayed hiring of two Worker Advisor positions and an additional Worker Advisor position held vacant, partially offset by the net unbudgeted severance and vacation payout of a retiring employee.*
2. *Under-expenditure reflects reduced operating costs related to vacant positions and medical test fees for clients less than budgeted.*

# The Manitoba Women's Advisory Council

The Manitoba Women's Advisory Council is an arm's-length advisory body appointed by the Manitoba Government to bring forward issues and make recommendations that enhance the equal participation of women in society to ensure the incorporation of gender-based analysis in the development of policies, programs and legislation, in order to promote equality of opportunity for women. *The Manitoba Women's Advisory Council Act* established its role, duties, objectives, membership, criteria for appointment, terms of appointment and number of meetings. The reporting structure is directly to the Minister responsible for the Status of Women. The Council functions as a two-way informational conduit between government and the community.

The Council consists of a part-time Chairperson and at least eight and no more than 18 members. Currently, 13 members, including the Chairperson, are appointed by an Order-in-Council. Four civil servants support the Council's work.

## Objectives

The objectives of the Manitoba Women's Advisory Council are to:

- consult with Manitoba women from a wide variety of regions, backgrounds and interest groups on emerging and existing issues concerning women to enable the Council to offer advice and recommendations to government;
- work closely with government officials from a range of departments to promote the development of government initiatives that reflect the equality rights of women;
- collaborate with women's organizations to support and facilitate community-based activities aimed at improving the status of women; and
- formulate and submit to the Minister recommendations that can shape policies, programs and legislation to strive for equality of opportunity for women, by promoting the incorporation of gender-based analysis in this process.

## Summary of Performance

In 2004/05, the Manitoba Women's Advisory Council:

- provided advice to government on issues ranging from the health of rural, northern and remote women to the need for safe, affordable housing for low income women and the use of gender analysis for the provincial budget;
- held six Council meetings, including one in Brandon, one in Carman, and others in conjunction with community-driven events such as Mother of Red Nations' (MORN) *Our Healing in our Hands* conference and the Provincial Council of Women of Manitoba's *Taking Chances on the Future – Gambling in Manitoba* conference;
- relocated to a larger, more accessible office, marked by an open house held in September 2004, which attracted more than 100 representatives from community groups, relevant government agencies and service providers;
- held five community information sessions during the lunch hour with presentations on gambling, the latest research on breast cancer, new property laws for common-law partners, the launch of A Woman's Place (which provides domestic violence support and legal services), and reducing the poverty of young women;

- hosted semi-annual roundtables on the violence experienced by young women and girls, which included more than 50 members representing women's groups, service providers, researchers and relevant government departments;
- made available free of charge more than 6,000 copies of Council's *Parenting on Your Own* handbook, published in partnership with Healthy Child Manitoba, the Women's Directorate and Manitoba Health, and distributed as part of the Winnipeg Regional Health Authority distribution list;
- chaired the Coalition of Provincial and Territorial Advisory Councils on the Status of Women to share resources, best practices and strategic action on inter-jurisdictional issues of common concern;
- held the annual commemorative ceremony, the Sunrise Memorial, to mark the anniversary date of the Montreal Massacre and to raise public awareness about violence against women and girls;
- facilitated the building of community-based coalitions to raise awareness about such issues as poverty, gender budgeting, and the Women and Money Project of the North End Women's Centre;
- increased Council's networking capabilities and consultative role, and participated in many community events to enhance Council's advisory capacity;
- provided a one-stop library resource open to the general public and on-site administrative support to community-based women's organizations;
- compiled a weekly events calendar and information sheet called *Council Currents* which is faxed or e-mailed to more than 700 individuals, groups, service providers and relevant government departments, as well as being linked to four more community-based electronic networks;
- provided referral and informational service for those asking for assistance via walk-in, phone or electronically;
- provided an interactive website containing a bilingual Annual Report and resources listed in the *Parenting on Your Own* handbook, as well as *Council Currents*;
- participated in community-driven events, research and collaboration on issues affecting women and their families; and
- provided submissions for: the Minimum Wage Board; the federal government on Towards a New Canadian Housing Framework; the All-Party Task Force on Healthy Kids, Healthy Futures; and the Minister of Justice on the Public Consultation on a New Women's Correctional Facility.

### **Continuous Improvement:**

In 2004/05, the Manitoba Women's Advisory Council:

- increased the number of organizations/individuals receiving *Council Currents*, the content and interactivity on the website, the media's awareness of women's issues and collaboration with Aboriginal women's organizations and government departments;
- increased synergies between the Council and the Department of Labour and Immigration in such areas as Information Technology (IT) support for Council's website and participation at the Executive level;
- increased the incorporation of women's equality issues as a core departmental priority; and
- increased partnerships with both community and government on issues of common concern.

## 2(l) Manitoba Women's Advisory Council

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	205.8	3.75	200.5	5.3	1.
Total Other Expenditures	80.9		101.6	(20.7)	2.
Total Expenditures	286.7	3.75	302.1	(15.4)	

### Explanation Number:

1. *Over-expenditure reflects impact of Staff Turnover Allowance not being offset by vacancy management strategies due to staffing requirements and unbudgeted workers compensation claims.*
2. *Under-expenditure reflects less per diems paid to Council Members and Chairperson than budgeted, the postponement of a national meeting, website development services now being performed internally and the implementation of expenditure management strategies (the reduction of telephone, computer charges and publication purchases).*

# Immigration and Multiculturalism Division

The Immigration and Multiculturalism Division develops policies and programs for immigration and coordinates the settlement of immigrants and refugees into the social and economic life of Manitoba. The Division identifies issues of concern to the multicultural community, fosters partnerships between government and ethnocultural communities, and implements *The Manitoba Multiculturalism Act* and *The Manitoba Ethnocultural Advisory and Advocacy Council Act*.

The Division consists of the Executive Administration, Strategic Planning and Program Support Unit, Immigration Promotion and Recruitment Branch, Settlement and Labour Market Services Branch, Adult Language Training Branch and the Multiculturalism Secretariat.

## Executive Administration

The Executive Administration provides managerial support and leadership to divisional programs through the Divisional Management Team and the Strategic Planning and Program Support Unit.

## Objectives

The objectives of the Executive Administration and Strategic Planning and Program Support are to:

- centrally coordinate budget, financial accountability and reporting as well as divisional human resource management;
- research and coordinate information and analysis for effective decision-making, policy options, program development and evaluation; and
- support Manitoba's immigration and integration objectives through federal/provincial/territorial negotiations and working groups, coordination of provincial involvement, input on legislation and programs, strategic planning, trends monitoring, communications, marketing and technology management.

## Summary of Performance

During 2004/05:

- contributed to Manitoba's progress towards the goal of receiving up to 10,000 immigrants annually, with a 14.4% increase in newcomer arrivals. In 2004, Manitoba received 7,427 newcomers representing 3.15% of Canada's total immigration of 235,824. Manitoba's new arrivals included 1,116 (15.03%) Family Class immigrants; 5,000 (67.32%) Economic immigrants; 1,252 (16.86%) Refugees; and 59 (0.79%) immigrants in other categories. Manitoba's population growth in 2004 was the strongest in twenty years (10,161), largely attributed to increased immigration;
- provided support to the Minister for the third Multilateral Meeting of Ministers Responsible for Immigration on November 14 and 15, 2004 in Gatineau, Quebec. Ministers agreed to work together to develop a National Immigration Framework for attracting, settling and retaining newcomers in all regions of Canada;
- strengthened stakeholder partnerships, including a Memorandum of Understanding (MOU) between Manitoba Labour and Immigration, Citizenship and Immigration Canada (CIC) and the Rural Development Institute (RDI) in Brandon to conduct case studies on rural immigration and integration strategies. A new MOU with CIC was also developed to increase Manitoba's francophone immigration. The French Divisional website at [www.immigeraumanitoba.com](http://www.immigeraumanitoba.com) was updated in cooperation with local Francophone community groups;

- continued a pilot project for second year international students to work off-campus, with the goal of furthering the retention of post-secondary graduates through the Manitoba Provincial Nominee Program;
- negotiated a second Enhanced Language Training agreement with Canada and Manitoba to strengthen labour market integration of Manitoba newcomers and regional programming;
- participated in various federal/territorial/provincial working groups including the Immigration Planning Table co-chaired by Manitoba, as well as Deputy and Assistant Deputy Minister planning meetings;
- provided administrative support to the newly established Manitoba Immigration Council. The Council held briefings and discussions on issues including the Manitoba Qualifications Recognition Strategy, overseas processing times, funding and capacity issues for non-governmental settlement organizations and overall immigration planning;
- facilitated communications, marketing and website development across the Division, and with central government initiatives including Market Manitoba, the Ambassador Program and the Coordinated Services Unit. In 2004, the bilingual website at [www.immigratemanitoba.com](http://www.immigratemanitoba.com) recorded over 9.3 million hits, and is profiled in the new Going to Canada web portal, and produced the annual Manitoba Immigration Facts Report.
- supported the guidelines of the Sustainable Development Procurement Plan including green purchasing, recycling and promotion of suppliers from immigrant and ethnocultural communities.

## **Immigration Promotion and Recruitment Branch**

The Immigration Promotion and Recruitment Branch is responsible for promoting the province as a destination of choice for skilled immigrants, processing applications from skilled workers under the Manitoba Provincial Nominee Program, and nominating individuals and their families for permanent residence in Canada based on current and future labour and economic development needs of the Province.

### **Objectives**

The objectives of the Immigration Promotion and Recruitment Branch are to:

- significantly increase potential immigrants' awareness of Manitoba as a desirable place to live by communicating worldwide the advantages of choosing Manitoba as an immigration destination through targeted recruitment initiatives abroad;
- increase immigration to meet the labour market and business needs of Manitoba through the Provincial Nominee Program; and
- create partnerships and meet with Manitoba-based businesses, associations, and educational and professional organizations to assist them in promoting skilled independent immigration to Manitoba, and identify current labour market demands.

### **Summary of Performance**

In 2004/05 the Immigration Promotion and Recruitment Branch:

- increased immigration through the Provincial Nominee Program to 4,048 Provincial Nominees and their accompanying family members, which was a 30 % increase over 2003 (3,106), and represented over half of all immigration (7,427) to Manitoba. The distribution of Provincial Nominees across Manitoba communities included Winnipeg, 2,898 (71.6%); Winkler, 428 (10.6%); Steinbach, 281 (6.94%); Brandon, 65 (1.61%); Morden, 65 (1.61%); Altona, 30 (0.74%); Plum Coulee, 25 (0.62%); Arborg, 22 (0.54%); Richer, 17 (0.42%); and Stonewall, 17 (0.42%);



- reduced Provincial Nominee processing times for priority applications and strengthened the role of employers, close family members, and communities in the nomination process;
- jointly administered a business component of the Provincial Nominee Program with the Department of Industry, Economic Development and Mines, resulting in the approval of 121 businesses as of December 31, 2004. The candidates represent an initial cash investment of \$44,365,000 into the provincial economy with an anticipated creation of 263.5 full-time jobs;
- participated in promotion and recruitment campaigns abroad to strengthen relations with the visa offices and increase interest in immigration to the province. With support from Citizenship and Immigration Canada and an MOU on increasing Francophone immigration, materials were distributed to 1,850 pre-screened prospective immigrants. Targeted Francophone recruitment activities in Tunisia, Cameroon, France and Belgium resulted in invitations to 72 Principal Applicants to apply as Provincial Nominees;
- maintained direct contact with immigration officers in over 40 Canadian Embassies, High Commissions, and Consulates to ensure smooth processing of applications. This also allowed Manitoba to convey accurate information on provincial promotion and recruitment and on current economic and labour market development strategies;
- participated in federal/provincial/territorial working groups to provide Manitoba's perspective on federal immigration legislation and regulations, promotion and recruitment, and the skilled worker and business immigration programs; and
- enhanced client service through effective communication technologies. In 2004, 237,089 Manitoba Provincial Nominee Program application and self-assessment kits were downloaded from the website.

## **Settlement and Labour Market Services Branch**

The Settlement and Labour Market Services Branch facilitates the economic and social integration of immigrants in Manitoba and enhances their ability to contribute to and participate in Manitoba's labour market through the development, coordination, support, delivery and funding of settlement related programs and services.

### **Objectives**

The objectives of the Settlement and Labour Market Services Branch are to:

- work with settlement services to effectively meet the needs of Manitoba newcomers;
- enhance the quality and standards of settlement and employment services for immigrants;
- coordinate settlement activities with relevant service providers and stakeholders across Manitoba; and
- work with a wide range of stakeholders to develop initiatives to address qualifications recognition to help immigrants achieve their full potential in the Canadian labour market and society.

### **Summary of Performance**

During 2004/05, the Settlement and Labour Market Services Branch:

- continued to administer the Manitoba Immigrant Integration Program (MIIP), in conjunction with the Adult Language Training Branch. MIIP supports immigrant settlement and language training services for newcomers combining federal and provincial funds. Forty-four projects totalling \$2,575,700 were funded under the MIIP - Immigrant Settlement Services component relating to settlement services in

Winnipeg and Manitoba regions including community development, employment services, immigrant family wellness, and qualifications recognition;

- coordinated settlement activities with service providers through Manitoba Settlement Groups, Employment Services Coordinating Groups, Manitoba Refugee Sponsors and Manitoba Cross Cultural Resources Team for War Affected People;
- registered 344 clients through the Credentials Recognition Program, of which 30 received wage assistance (averaging \$4,134.30 per wage subsidy) and 231 received assessment assistance (averaging \$508.66 per assessment subsidy). The Credentials Recognition Program provides wage assistance to employers and assessment assistance to qualified highly skilled immigrants to gain recognition for education and work experience obtained outside of Canada;
- issued the Academic Credentials Report to 642 skilled immigrants. The report is a compilation of data on education and training received abroad by immigrants. Starting in February 2005, the Branch has also been issuing reports for S4 standing.
- continued to work cooperatively with government departments, notably with Manitoba Advanced Education and Training (the Apprenticeship Branch, Employment Training Services and Industry Training Partnerships) to ensure that barriers to qualifications recognition of immigrants are addressed. A joint Labour Market Strategy for Immigrants was initiated to guide the activities of both Departments for standards and service delivery and as a basis for continued partnership with Human Resources and Skills Development Canada;
- participated in a Qualifications Recognition Summit in December 2004, involving about 200 self-regulating bodies, educational institutions, immigrants, ethnocultural and social justice organizations, trades groups, private sector businesses, sector councils, academics, chambers of commerce as well as all levels of government;
- continued to work with relevant stakeholders to develop and fund pilot projects to improve qualifications recognition for internationally trained engineers, teachers, early childhood educators, accountants, truck drivers and banking/customer service representatives;
- continued providing information to newcomers on access to professions and trades, as well as direct orientation information to new independent immigrants to Manitoba; and
- participated in various federal/provincial/territorial working groups to share best practices and to bring Manitoba's perspective on settlement and integration issues in the context of national policy and program development.

## **Adult Language Training Branch**

The Adult Language Training Branch coordinates Adult English as a Second Language (ESL) instruction that is delivered by service providers throughout Manitoba.

### **Objectives**

The objectives of the Adult Language Training Branch are to:

- coordinate and fund Adult ESL programming throughout Manitoba, to assist immigrants to develop communicative competence in English and acquire necessary, appropriate and timely settlement information to pursue their personal, academic and employment goals and live lives of dignity and purpose in Canada;
- support the establishment of joint initiatives among a variety of service providers and other partners; and

- provide ESL programming in School and College Based Programs, Community Based Language Training, English at Work, English for Specific Purposes and Regional Adult ESL Programming to meet the diverse needs of newcomers.

## Summary of Performance

During 2004/2005, the Adult Language Training Branch:

- provided access to language training through Adult ESL programs to over 4,600 learners;
- conducted Canadian Language Benchmarks (CLB) assessments of Listening, Speaking, Reading and Writing for 3,108 individuals using the Canadian Language Benchmarks Placement Test or the Canadian Language Benchmarks Assessment. Following intake interviews, referrals were made to Adult ESL programs based on language needs, goals and personal circumstances;
- developed and distributed CLB posters to Adult ESL service providers and other stakeholders to support Adult ESL learners in understanding the CLB levels and mark their progress;
- recommended that CLB levels be used for admittance in the mature high school diploma program at Manitoba Adult Learning Centres, to enable immigrants to move through a coordinated, seamless system of educational opportunities;
- provided \$5,018,767.88 in financial support to 39 Winnipeg-based Adult ESL service providers in six different programming streams and to 7 Regional Adult ESL programs from the Manitoba Immigrant Integration Program;
- provided funding through the Enhanced Language Training initiative of CIC for the development and delivery of 17 language training programs that focused on integrating groups of internationally trained professionals and regional programs. There were 250 students enrolled. Canadian Communication for Physicians Trained Abroad was delivered through Red River College Language Training Centre for 18 internationally trained physicians;
- co-funded the Manitoba ENTRY program for newcomers, from any immigration stream, to attend a four-week modularized orientation and introductory language training program as soon after arrival as possible;
- continued to facilitate the Adult ESL Coordinating Group with representatives from service provider organizations, other government departments and stakeholders to provide recommendations to the Branch and opportunities for needs identification, community outreach, coordination of activities and communication among participants;
- expanded the implementation of Collaborative Language Portfolio Assessment to more programs throughout the province, which was complemented by the further introduction of standardized progress reports in programs;
- continued to provide resources and resource choice assistance to Adult ESL teachers through the centralized Adult Language Training Branch ESL resource collection, and developed, coordinated or delivered 15 professional development events for Adult ESL teachers in the province and information sessions for other service providers to enhance coordination of the services available for immigrants. Staff was also invited to provide professional development training and share expertise in other jurisdictions;
- offered training, coordination and support for over 450 Adult ESL volunteers;
- updated and distributed a resource for volunteers working with adult ESL learners called "Learning Together", delivering two sets of the six-session volunteer training workshops to 76 participants; and

- further developed the Learning English section of the Immigration and Multiculturalism website to increase online access to resources, teaching suggestions and program information.

### 3(a) Immigration

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	2,639.0	44.00	2,456.8	182.2	1.
Total Other Expenditures	742.0		831.7	(89.7)	2.
Total Financial Assistance	8,204.5		7,712.0	492.5	3.
Total Expenditures	11,585.5	44.00	11,000.5	585.0	

#### Explanation Number:

1. *Over-expenditure reflects the requirement to fully staff in order to meet government immigration recruitment and retention priorities, it also reflects the incremental costs to redesign the PNP-Skilled Worker Program database. Salary expenditure management strategies only partially offset salary over-expenditures in the following areas: the Staff Turnover Allowance, secondment of a Computer Programmer from the Information Services Branch to redesign the PNP database (\$44.0 of supplementary funding was approved and offset by PNP-Business revenues), net unbudgeted severance and vacation payouts of retiring employees, the hiring of two term positions to reduce the processing backlog, expiry of secondment to Manitoba Nurses Union, acting status payouts, merit increments, reclassification of two employees, hiring of a STEP student and increased workers compensation claims. Salary savings were generated by two employees on maternity leave and the voluntary reduced work week program.*
2. *Under-expenditure reflects expenditure management strategies to partially offset salary over-expenditures. These strategies are to reduce out of province travel not funded by outside organizations, to rationalize fee-for-service contracts, (ESL Programs now being funded from MIIP and other services previously contracted out now being performed in house), to delay the consolidation of space and resulting relocation costs, to reduce printing costs with the introduction of online applications for the PNP and to reduce legal fees due to the finalization of various MOU's with Citizenship and Immigration Canada (CIC) and to reduce other operating costs for memberships, training, publication purchases, telephone and courier. Other under-expenditures included the delayed start of the Manitoba Immigration Council until September 2004. These under-expenditures were partially offset by increased promotional campaign costs of the PNP – Skilled Worker Program (\$26.0 of supplementary funding was approved and offset by PNP-Business revenues), implementation of Manitoba's Francophone Immigration project to develop the French language website and printing of promotional materials (\$52.1 of supplementary funding was approved and offset by federal cost-shared revenues from CIC), expanded recruitment missions to Europe and Africa, purchase of a new computer server for PNP, purchase of furniture previously delayed due to funding pressures in 2003/04, under-budgeted computer related costs and funding for the Immigration and Western Canada project and the Rural Forum.*
3. *Over-expenditure reflects a one time approval of supplementary funding for expenditures of \$500.0 to provide enhanced language training to newcomers per MIIP. A corresponding amount of federal cost-shared revenues was received from CIC per the newly signed Manitoba-Canada Enhanced Language Training Agreement.*

### Multiculturalism Secretariat

The Multiculturalism Secretariat coordinates the implementation of Manitoba's multicultural policy by identifying priorities for action throughout government departments and agencies that incorporate the principles of multiculturalism in policies, programs and services. The Secretariat also supports initiatives within the ethnocultural community through the administration of the Ethnocultural Community Support

Program. The Secretariat advises the Minister on multiculturalism issues and provides administrative support to the Manitoba Ethnocultural Advisory and Advocacy Council.

## **Objectives**

The objectives of the Multiculturalism Secretariat are to:

- work with government departments and agencies to identify, prioritize and implement actions that will contribute to a successful multicultural society in Manitoba;
- work with the community at large to enhance sensitivity to the needs and concerns of Manitoba's cultural communities;
- foster and enhance relations between cultural communities and assist them to achieve shared goals;
- work with business, labour, and other organizations to promote respect and appreciation for Manitoba's cultural diversity, to encourage full participation by members of all cultural communities in all aspects of society, and to recognize the benefits of a multilingual, multicultural society;
- encourage the use of languages that contribute to Manitoba's multicultural heritage; and
- carry out other duties and functions relating to multiculturalism as the Minister or Deputy may direct.

## **Summary of Performance**

During 2004/2005, the Multiculturalism Secretariat:

- coordinated provincial participation in citizenship promotion and anti-racism activities to strengthen the understanding of cultural diversity and encourage the development of a respectful and culturally sensitive environment;
- promoted provincial participation in citizenship promotion and anti-racism activities, provided training opportunities for departmental staff and participation in community activities to recognize the International Day for the Elimination of Racial Discrimination on March 21, and distributed materials on racism, citizenship and multiculturalism to schools, institutions and organizations;
- coordinated communication projects with educational institutions and community groups to ensure cultural sensitivity on multicultural and cross-cultural issues, including delivery of presentations, upon request;
- collaborated with the Department of Canadian Heritage to organize a Forum with African, Black and Caribbean community leaders to develop a strategy to build capacity and respond to community needs for full participation in Canadian society;
- collaborated with the Black History Month Celebration Committee to host a Forum to assess the impact that the Multiculturalism Policy has had on society. A total of 112 people participated in the Forum representing a wide range of communities and over 30 different organizations;
- coordinated research, reports and meetings of the Manitoba Ethnocultural Advisory and Advocacy Council and its standing committees;
- provided advice to the Canada/Manitoba Infrastructure Program and the Canada-Manitoba Bi-lateral Sports Committee in assessing requests from the multicultural community;
- continued to administer the Ethnocultural Community Support Program and provided administrative support and assistance in addressing priority issues identified by ethnocultural communities;

- provided, on request, consultation, advice, board development, program planning, and priority setting workshops to ethnocultural community organizations; and
- reviewed grant requests under the Ethnocultural Community Support Fund and provided advice and recommendations to the Government of Manitoba with respect to the distribution of lottery funds to multicultural communities. In 2004/05, 109 grant requests were processed and 96 were approved for a total of \$107,500 in cash and \$305,400 in bingos (through the Manitoba Lotteries Corporation).

### 3(b) Multiculturalism Secretariat

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2004/05 \$(000s)	FTE	2004/05 \$(000s)	Over/(Under) \$(000s)	
Total Salaries	195.7	3.00	176.6	19.1	1.
Total Other Expenditures	75.4		64.3	11.1	2.
Total Financial Assistance	107.5		107.5	0.0	
Total Expenditures	378.6	3.00	348.4	30.2	

#### Explanation Number:

1. *Over-expenditure reflects unbudgeted term position partially offset by Program Manager working on a part-time basis.*
2. *Over-expenditure reflects under-budgeted computer related charges, increased mail outs and food costs for Citizenship Court and other meetings.*

### Manitoba Ethnocultural Advisory and Advocacy Council (MEAAC)

MEAAC advocates on behalf of the community and provides advice to the government on issues of importance to the ethnocultural community. During the first term of its mandate, MEAAC established six Standing Committees to oversee issues in communities related to Anti-Racism, Education, Immigration and Employment, Cultural and Linguistic Diversity, Outreach and Youth.

On October 26, 2004, the Minister announced the names of 21 new Council members to serve a three year term; 16 members were elected by their community and 5 were appointed by the Minister.

#### Objective

The objective of the Manitoba Ethnocultural Advisory and Advocacy Council is to:

- provide advice to the government and advocate on issues of importance to the ethnocultural community.

#### Summary of Performance

During 2004/05, the Manitoba Ethnocultural Advisory and Advocacy Council:

- facilitated an Open House event in May 2004 at the Legislative Building to provide ethnocultural communities with an update on MEAAC's work and to receive feedback on emerging issues in communities;
- reviewed several government reports and provided recommendations for internal government changes;

- held two consultation meetings in collaboration with the Department of Education, Citizenship and Youth (one in Winnipeg and the other in Thompson) to obtain feedback on issues that directly affect rural and northern communities; and
- worked in partnership with the Manitoba Civil Service Commission to sponsor a community outreach initiative to inform ethnocultural communities of the provincial government's competition process, and encourage visible minorities to explore job opportunities in the civil service.

## **Manitoba Immigration Council (MIC)**

On June 16, 2004, the Manitoba Legislature passed *The Manitoba Immigration Council Act* to establish the Manitoba Immigration Council. The MIC was formed on the advice of the Premier's Economic Advisory Council that a new Manitoba Council on Immigration be created with a mandate to expand settlement supports and employment opportunities and to promote Manitoba as a destination, in support of the goal of doubling immigration to 10,000 annually. *The Manitoba Immigration Council Act* provides for the Cabinet appointment of a 12-member commission with representation from business, labour and community organizations to serve for three-year terms.

### **Objective**

The objective of the Manitoba Immigration Council is to:

- provide the Minister with information and advice regarding attracting immigrants to Manitoba; and settlement services for new immigrants and initiatives that should be developed and promoted by government and others to ensure that immigrants remain in Manitoba.

### **Summary of Performance**

During 2004/05, the Manitoba Immigration Council:

- met to discuss various immigration issues including qualifications recognition, regionalization of immigration programs and impacts of increasing immigration;
- recommended on January 17, 2005, that there be greater provincial investment to improve qualifications recognition to help fast track highly skilled immigrants into the labour market; and
- identified qualifications recognition, housing, overseas processing delays, private refugee sponsorship, and accurate pre-migration information and educational strategies for employers and the business sector as future priority issues.

# Office of the Fire Commissioner

Operating as a Special Operating Agency, the Office of the Fire Commissioner provides the citizens of Manitoba with a variety of public safety services under the auspices of three acts: *The Fires Prevention and Emergency Response Act*, *The Buildings and Mobile Homes Act*, and *The Department of Labour and Immigration Act*. Services are provided through six main branches: Administration, Emergency Services/Municipal Support, Education and Training, Codes and Standards, Fire Investigation and Emergency Response. The Agency has offices in Winnipeg, Brandon, Thompson, Beausejour and The Pas.

## Objectives

The objectives of the Office of the Fire Commissioner are to:

- provide technical assistance to fire departments throughout the province;
- provide education and training in emergency management and response;
- ensure public safety through compliance with applicable codes; and
- assist in providing emergency, security and rescue services throughout the province.

## Summary of Performance

During 2004/05, the Office of the Fire Commissioner:

- provided technical assistance to fire departments through an integrated network of Emergency Services Officers;
- responded to 29 provincial emergencies and search incidents;
- provided over 4,000 certifications in emergency management and response through the Manitoba Emergency Services College in Brandon;
- reviewed building plans, issued building permits, and conducted enforcement and consultative service on various codes;
- participated on the Cabinet Sub-Committee on Security;
- developed a 100-person urban search and rescue team to respond to incidents provincially and nationally; and
- established a water bomber reserve fund in the amount of \$100,000 to cover costs associated with water bomber deployment for non-forest fire incidents occurring on Rural Municipality property.

## Continuous Improvement

The Office of the Fire Commissioner will:

- continue to provide quality education and training to today's emergency services personnel at a provincial, national and international level;
- continue to work with and support municipalities to develop an emergency response system to deal with their local hazard analysis;



- continue to prepare for and respond to emergencies in the province that are too large or complex to be handled by the local municipal or mutual aid system; and
- provide provincial security services as deemed advisable by the All Party Task Force Security Committee.

**For more information, please refer to the Office of the Fire Commissioner – Special Operating Agency – Annual Report.**



# Department of Labour and Immigration

## Reconciliation Statement (\$000)

<b>DETAILS</b>	<b>2004/05 ESTIMATES</b>
Printed Main Estimates of Expenditure 2004/05	\$29,139.1
Main Estimates Authority Transferred From:	
- Internal Reform, Workforce Adjustment and General Salary Increases	409.7
- Security Initiatives	164.2
	<hr/>
Estimates of Expenditure 2004/05 (Adjusted)	<u>\$29,713.0</u>

# Department of Labour and Immigration

## Expenditure Summary (\$000)

for fiscal year ending March 31, 2005 with comparative figures for the previous fiscal year

Estimate 2004/05	Appropriation	Actual 2004/05	Actual 2003/04	Increase (Decrease)	Expl. No.
	<b>11-1 LABOUR EXECUTIVE</b>				
\$ 29.4	a) Minister's Salary	\$ 28.9	\$ 18.4	\$ 10.5	2.
	b) Executive Support				
589.3	1. Salaries	608.8	703.6	(94.8)	1., 3.
75.7	2. Other Expenditures	56.3	75.4	(19.1)	
<b>\$ 694.4</b>	<b>Total 11-1</b>	<b>\$ 694.0</b>	<b>\$ 797.4</b>	<b>\$(103.4)</b>	
	<b>11-2 LABOUR PROGRAMS</b>				
	a) Labour/Management Services				
\$1,090.7	1. Salaries	\$ 1,269.1	\$ 1,228.2	\$ 40.9	1., 4.
251.5	2. Other Expenditures	338.9	307.4	31.5	5.
	b) Mechanical & Engineering				
1,914.2	1. Salaries	1,809.5	1,790.1	19.4	
487.1	2. Other Expenditures	574.7	585.9	(11.2)	
	c) Conciliation, Mediation & Pay Equity Services				
491.7	1. Salaries	511.7	569.2	(57.5)	1., 6.
108.3	2. Other Expenditures	109.4	133.6	(24.2)	7.
	d) Pension Commission				
347.3	1. Salaries	332.4	306.0	26.4	1., 8.
87.7	2. Other Expenditures	134.7	95.1	39.6	9.
	e) Manitoba Labour Board				
1,192.9	1. Salaries	1,130.6	1,144.9	(14.3)	
270.9	2. Other Expenditures	325.9	331.9	(6.0)	
	f) Workplace Safety & Health				
3,543.1	1. Salaries	3,528.5	3,446.7	81.8	1., 10.
932.3	2. Other Expenditures	1,065.8	1,137.6	(71.8)	11.
	g) Occupational Health				
283.9	1. Salaries	253.1	308.8	(55.7)	1., 12.
36.7	2. Other Expenditures	32.1	28.9	3.2	

<b>Estimate 2004/05</b>	<b>Appropriation</b>	<b>Actual 2004/05</b>	<b>Actual 2003/04</b>	<b>Increase (Decrease)</b>	<b>Expl. No.</b>
	h) Mine Safety				
647.1	1. Salaries	552.3	587.4	(35.1)	1., 13.
211.9	2. Other Expenditures	174.8	166.3	8.5	
	i) Employment Standards				
2,297.4	1. Salaries	2,160.4	2,043.5	116.9	1., 14.
524.9	2. Other Expenditures	498.4	481.7	16.7	
	j) Worker Advisor Office				
711.7	1. Salaries	601.3	610.8	(9.5)	
152.6	2. Other Expenditures	138.1	153.4	(15.3)	
164.2	k) Office of the Fire Commissioner	164.2	191.0	(26.8)	15.
	l) Manitoba Women's Advisory Council				
200.5	1. Salaries	205.8	200.3	5.5	
101.6	2. Other Expenditures	80.9	94.9	(14.0)	
	m) Women's Directorate				
515.5	1. Salaries	440.8	487.9	(47.1)	1., 16.
176.6	2. Other Expenditures	154.9	185.3	(30.4)	17.
50.0	3. Grants	47.5	46.5	1.0	
<b>\$16,792.3</b>	<b>Total 11-2</b>	<b>\$16,635.8</b>	<b>\$16,663.3</b>	<b>\$ (27.5)</b>	
	<b>11-3 IMMIGRATION AND MULTICULTURALISM</b>				
	a) Immigration				
\$ 2,456.8	1. Salaries	\$ 2,639.0	\$ 2,365.4	\$273.6	1., 18.
831.7	2. Other Expenditures	742.0	643.2	98.8	19.
7,712.0	3. Financial Assistance & Grants	8,204.5	7,406.3	798.2	20.
	b) Multiculturalism Secretariat				
176.6	1. Salaries	195.7	248.3	(52.6)	1., 21.
64.3	2. Other Expenditures	75.4	57.6	17.8	
107.5	3. Financial Assistance & Grants	107.5	107.5	0.0	
<b>\$11,348.9</b>	<b>Total 11-3</b>	<b>\$11,964.1</b>	<b>\$10,828.3</b>	<b>\$1,135.8</b>	
	<b>11-4 AMORTIZATION OF CAPITAL ASSETS</b>				
877.4	Amortization of Capital Assets	833.1	862.1	(29.0)	22.
<b>\$877.4</b>	<b>Total 11-4</b>	<b>\$833.1</b>	<b>\$862.1</b>	<b>\$(29.0)</b>	
<b>\$29,713.0</b>	<b>TOTAL EXPENDITURES</b>	<b>\$30,127.0</b>	<b>\$29,151.1</b>	<b>\$975.9</b>	

### **Explanation Numbers:**

1. *The increase reflects the general salary increases related to the collective bargaining agreement with the Manitoba Government Employees' Union.*
2. *The increase reflects that a portion of the Minister's salary entitlement was paid by the Department of Conservation in 2003/04.*
3. *The decrease reflects a severance and vacation payout for a retiring employee in 2003/04.*
4. *The increase reflects the following staffing changes in 2003/04: a Senior System Analyst on maternity leave, a Computer Programmer on secondment to Better Systems Initiative, the filling of two vacant positions (Executive Director and Financial Officer). These salary increases were partially offset by severance and vacation payouts of retiring employees in 2003/04 and the secondment of two Computer Programmers (to the Inspection Services Branch and the Immigration Branch) and a Revenue Clerk position held vacant in 2004/05.*
5. *The increase reflects upgrading of computer hardware, Desktop Initiative implementation costs, training costs for new software development technologies, costs of telephone directory and media monitoring now centralized and higher payroll processing charges. These increases were partially offset by a reduction in real estate rental costs due to consolidation of office space.*
6. *The decrease reflects elimination of 1.00 FTE for a Conciliation Officer position as per the 2004/05 Estimates.*
7. *The decrease reflects payments made in 2003/04 but not in 2004/05 to third party mediators, rationalization of out of province training trips for Conciliation Officers and publication purchases, expired computer hardware leases and a reduction in operating costs related to the elimination of a Conciliation Officer position.*
8. *The increase reflects a severance and vacation payout for a retiring employee in 2004/05 partially offset by the delay in hiring of the replacement incumbent.*
9. *The increase reflects additional legal and actuarial consulting fees incurred during the review of The Pension Benefits Act and regulations.*
10. *The increase reflects two secondments (Computer Programmer from the Information Services Branch for maintenance of the LINK System and Administrative Secretary from the Office of the Fire Commissioner), net severance and vacation payouts for retirements and less savings from voluntary reduced work week program. These increases were partially offset by secondment of a Director to Labour Management Services Division, three employees on maternity leave and the decreased utilization by Mine Safety Branch of a seconded Workplace Safety and Health Officer.*

11. *The decrease reflects payments made in 2003/04 but not in 2004/05 for: the Canadian Centre for Occupational Safety and Health membership, one time purchase of analysis equipment, one time upgrade of Lotus Notes software for the LINK system, major purchase of copies of acts and regulations and a special review of Workplace Safety and Health regulations by the Advisory Council on Workplace Safety and Health. The decrease also reflects the delay of the ongoing inquest into an employee fatality, reduction in mailing and printing costs for one less issue of the Safe Work Newsletter, rationalization of publication purchases, expired computer hardware leases, delay of lab testing, delay of equipment maintenance as well as vacancy management strategies resulting in reduced operating costs such as, telephone, operating supplies and computer related charges. These decreases were partially offset by payments made in 2004/05 but not made in 2003/04 for: consulting and legal fees related to review of Workers Compensation Board legislation, consulting fees for several incident investigations and the one time purchase of testing equipment. These decreases were also partially offset by increased legal fees for normal operating requirements and Desktop Initiative implementation costs.*
12. *The decrease reflects expiry of secondment of a Safety and Health Officer from Inspection Services Branch.*
13. *The decrease reflects reduced utilization of a part-time Mines Inspector seconded from Inspection Services Branch.*
14. *The increase reflects net severance and vacation payouts of six retiring employees in 2004/05 versus two in 2003/04.*
15. *The decrease reflects a reduced allocation of funding from Enabling Appropriation 26.4 - Security Initiatives to the Office of the Fire Commissioner.*
16. *The decrease reflects salary recoveries for two secondments (Assistant Deputy Minister and a Policy Analyst) to other departments (Health and Advanced Education and Training) as well as the delayed hiring of a Policy Analyst in 2004/05. These increases were partially offset by the hiring of a term employee and a Policy Analyst part way through 2004/05.*
17. *The decrease reflects the following expenditures which were incurred in 2003/04 and not in 2004/05: the updating and printing of the Power Up Computer Training Manual, printing of the Training for Tomorrow applications, fee for service contracts for writing services (Physical Activity paper and Women's History Month Essay) and mail out costs for Domestic Violence Prevention materials. These decreases were partially offset by the following expenditures which were incurred in 2004/05 and not in 2003/04: printing and mail out of notices regarding amendments to the Common-Law Partner's Property and Related Amendments Act, printing of Keeping Safe at Work booklets and funding of various women's events (Aboriginal Women's Forum and Human Rights Youth Conference) as well as the increased real estate rental costs due to Branch relocation.*
18. *The increase reflects severance and vacation payouts of retiring employees, secondment of a Computer Programmer from the Information Services Branch to redesign PNP database, addition of 2.00 FTE's for Immigration Officer positions approved per the 2004/05 Estimates, four positions held vacant for portions of the year in 2003/04, expiry of secondment to the Manitoba Nurse's Union and hiring of two term positions to reduce processing backlog.*

19. *The increase reflects the promotional campaign for the PNP Skilled Worker Program, implementation of Manitoba's Francophone Immigration project to develop the French language website and printing of promotional materials, expanded recruitment missions to Europe and Africa, purchase of a new computer server for PNP, meeting costs related to the Qualifications Recognition Strategy, purchases of furniture, operating costs related to a full staffing complement and funding for the Immigration Western Canada project and the Rural Forum. These increases were partially offset by expenditures for the Leadership Development Initiative in 2003/04, rationalization of fee for service contracts, reduced legal fees due to the finalization of various MOU's with Citizenship and Immigration Canada (CIC) and reduced telephone rates.*
20. *The increase reflects that during the 2004/05 Estimates process an incremental expenditure of \$725.7 was approved to provide Adult English as a Second Language and Immigrant Settlement Services per the Manitoba Immigrant Integration Program (MIIP). The increase also reflects a one time approval of supplementary funding in 2004/05 for expenditures of \$500.0 to provide enhanced language training to newcomers per MIIP. Federal cost-shared revenues of \$1,100.7 were received from CIC per the Canada/Manitoba Agreement to Realign Responsibilities for Immigrant Settlement Services and the newly signed Manitoba-Canada Enhanced Language Training Agreement. These increases were partially offset by the one time approval of supplementary funding in 2003/04 for expenditures of \$385.0 to develop and deliver Adult as a Second Language programs per a special contribution agreement under the Enhanced Language Training Program and expenditures in 2003/04 of \$35.0 per the International Medical Graduates Program.*
21. *The decrease reflects the severance and vacation payout for retirement of the Program Manager in 2003/04.*
22. *The decrease reflects reduced amortization due to declining balance of Department's share of assets/applications developed by Better Systems Initiative.*



# Department of Labour and Immigration

## Revenue Summary by Source (\$000)

for fiscal year ending March 31, 2005 with comparative figures for the previous fiscal year

Actual 2003/04	Actual 2004/05	Increase (Decrease)	Source	2004/05 Actual	2004/05 Estimate	Variance	Expl. No.
<b>Other Revenue:</b>							
\$ 6,355.0	\$ 6,674.9	\$ 319.9	(a) Workers Compensation Board	\$ 6,674.9	\$ 6,700.0	\$ (25.1)	1.
3,548.0	4,117.5	569.5	(b) Fees	4,117.5	3,965.9	151.6	2.
76.2	62.1	(14.1)	(c) Sundry	62.1	75.0	(12.9)	
\$ 9,979.2	\$10,854.5	\$875.3	Sub-Total	\$ 10,854.5	\$ 10,740.9	\$ 113.6	
<b>Government of Canada:</b>							
\$ 81.7	\$ 83.2	\$ 1.5	(a) Boilers and Elevators Inspections	\$ 83.2	\$ 75.0	\$ 8.2	
184.9	184.9	0.0	(b) Flin Flon Inspection Agreement	184.9	184.9	0.0	
6,592.0	7,353.2	761.2	(c) Immigrant Settlement Services	7,353.2	6,807.7	545.5	3.
\$ 6,858.6	\$ 7,621.3	\$ 762.7	Sub-Total	\$ 7,621.3	\$ 7,067.6	\$ 553.7	
\$16,837.8	\$18,475.8	\$ 1,638.0	Total Revenue	\$ 18,475.8	\$ 17,808.5	\$ 667.3	

### Explanation Numbers:

#### 1. Workers Compensation Board

- The year-over-year increase reflects an increased grant amount from the Board. The maximum grant amount is limited to either the greater of the floating funding cap based on year-over-year costs of the Board or the actual recoverable costs, under a funding formula, related to Workplace Safety and Health Division and Worker Advisor Branch. The floating funding cap increased from \$6,355.0 to \$6,700.0 based on the year-over-year costs of the Board; the actual recoverable costs were greater.

#### 2. Fees

- The year-over-year increase reflects the implementation of the new four-year renewal fees charged for electrician licence holders (the fees were increased to \$120 from \$80 for each four-year renewal period) effective November 4, 2004 when the Order-in Council and related regulations were approved; increased volume of gas permits; hiring of a new Elevator Inspector; and the impact of fee increases for boiler, pressure valves and refrigeration inspections effective August 17, 2003. These increases were partially offset by the fact that most of the following four year licences being renewed at increased rates effective August 17, 2003: the fifth, refrigeration, special boiler operator and steam traction licences.

- *The variance from Estimate reflects the Treasury Board approved In-Year Expenditure Management Reduction for the implementation of the new four-year renewal fees charged for electrician licence holders (as noted above); hiring of a new Elevator Inspector; and more four year licences being renewed than projected for the fifth level, refrigeration, special boiler operator and steam traction licences. The variance was offset by gas and oil permits revenue shortfalls due to permit fee increases in 2002/03 which resulted in permit volumes being historically less than projected: gas shop inspection fees shortfall due to the reduced number of inspections resulting from the lack of a design engineer on staff; the over estimation of the impact of fee increases (effective August 17, 2003) for boiler, pressure valves and refrigeration inspections; and electrical inspections and approvals being historically less than budgeted.*
3. *Government of Canada – Immigrant Settlement Services*
- *The year-over-year increase reflects \$1,152.8 of federal cost-shared revenues received in 2004/05 from Citizenship and Immigration Canada. Of that amount, \$600.7 was for the increase in Manitoba's base allocation for the delivery of settlement services per the Canada/Manitoba Agreement to Realign Responsibilities for Immigrant Settlement Services. A one time contribution of \$500.0 was received to provide enhanced language training to newcomers per the newly signed Manitoba-Canada Enhanced Language Training Agreement. Another one time contribution of \$52.1 was received to fund Manitoba's Francophone Immigration project to develop the French language website and printing of promotional materials. These increases were partially offset by a one time contribution of \$385.0 received in 2003/04 from CIC for the development and delivery of Adult English as a Second Language programs under the Federal Enhanced Language Training Program.*
  - *The variance from Estimate reflects \$552.1 of one time federal cost-shared revenues received in 2004/05 from CIC over and above the \$600.7 for the increase in Manitoba's base allocation for the delivery of settlement services. A one time contribution of \$500.0 was received to provide enhanced language training to newcomers per the newly signed Manitoba-Canada Enhanced Language Training Agreement. Another one time contribution of \$52.1 was received to fund Manitoba's Francophone Immigration project to develop the French language website and printing of promotional materials.*

**Department of Labour and Immigration**  
**Five Year Expenditure and Staffing Summary by Appropriation (\$000)**  
**for years ending March 31, 2001 - March 31, 2005**

Appropriation	Actual/Adjusted Expenditures*									
	2000/01		2001/02		2002/03		2003/04		2004/05	
	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$
11-1 Labour Executive	11.00	622.6	11.00	654.8	11.00	642.4	11.00	797.4	11.00	694.0
11-2 Labour Programs	214.25	14,978.7	220.25	15,895.4	221.75	16,001.8	222.75	16,663.3	218.25	16,635.8
11-3 Immigration & Multiculturalism	35.50	8,728.7	43.00	8,867.9	43.00	9,555.0	45.00	10,828.3	47.00	11,964.1
11-4 Amortization of - Capital Assets	-	419.4	-	415.7	-	1,043.4	-	862.1	-	833.1
<b>Total</b>	<b>260.75</b>	<b>\$24,749.4</b>	<b>274.25</b>	<b>\$25,833.8</b>	<b>275.75</b>	<b>\$27,242.6</b>	<b>278.75</b>	<b>\$29,151.1</b>	<b>276.25</b>	<b>\$30,127.0</b>

\*Adjusted figures reflect historical data on a comparable basis in those appropriations affected by a reorganization during the years under review.

**NOTES:**

1. 2002/03 was the first year that amortization and interest costs related to projects developed under the Better Systems Initiative.
2. In June, 2004 the Status of Women Department was amalgamated with the Labour and Immigration Department. The Manitoba Women's Advisory Council became a separate division and the Women's Directorate became a branch of the subsequently named Status of Women/Labour Management Services Division.