
Manitoba



Annual Report 2001 - 2002*

Labour and Immigration

*For the period ending March 31, 2002

Published by the Authority of the Legislative Assembly
Winnipeg, Manitoba

His Honour
The Honourable Peter Liba
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, 2001 to March 31, 2002, which includes the administration of *The Manitoba Multiculturalism Act* and the activities of the Multiculturalism Secretariat.

Respectfully submitted,

Becky Barrett
Minister of Labour and Immigration

Honourable Becky Barrett
Minister of Labour and Immigration

Minister:

I am pleased to present the annual report of the Department of Labour and Immigration for the fiscal year ending March 31, 2002, which includes the annual report of the Multiculturalism Secretariat.

The Department is responsible for a wide array of programs and services that contribute to the safety and well being of workers and the public, and the economic growth and development of the province.

A major priority for the Manitoba Government is to reduce the number of workplace injuries and fatalities. During 2001, a tripartite Review Committee made up of members of the Minister's Advisory Council on Workplace Safety and Health conducted a major public review of *The Workplace Safety and Health Act* and programs. The Committee made 62 recommendations that were forwarded to the Manitoba Government in January 2002 for consideration.

The Minimum Wage Board also conducted extensive public consultations during its review of Manitoba's minimum wage, which resulted in the Government adopting both employer and employee recommendations in raising the minimum wage to \$6.50 an hour, effective April 1, 2002, with a further increase to \$6.75 effective April 1, 2003.

The Provincial Nominee Program continues to be a key element in the province's economic development strategy through the recruitment of skilled immigrant workers. Last year, 979 immigrant workers and their family members settled in Manitoba, out of a total of 4,576 immigrants to the province. The Manitoba Integration Immigration Program provided settlement and language-training services to assist newcomers and meet their needs in adjusting to life in Manitoba. An evaluation of the Program showed that 90 per cent of Provincial Nominees who initially came to Manitoba continue to live here. During 2001/02, the Manitoba Ethnocultural Advisory and Advocacy Council was established to provide advice and advocacy to the Manitoba government on issues of importance to the ethnocultural community.

I would also like to recognize the excellent work done by the Department's divisions, branches and agencies, the dedication and commitment of our employees who continue to provide high quality services, and the external advisory committees which provide government with expert and constructive advice.

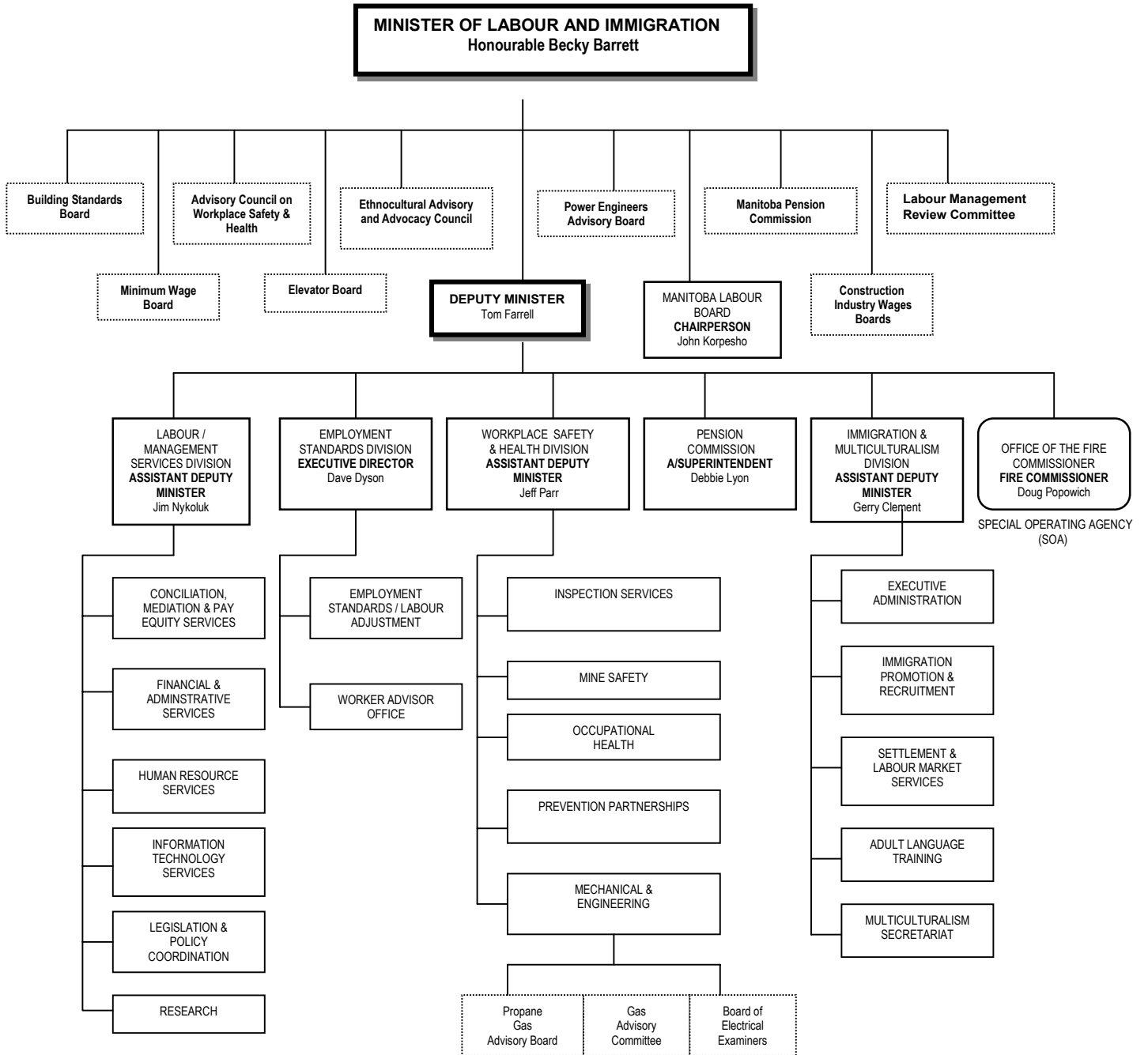
Respectfully submitted,

Tom Farrell
Deputy Minister of Labour and Immigration

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MANITOBA LABOUR AND IMMIGRATION 2001/2002 ORGANIZATION CHART



VISION, MISSION AND GUIDING PRINCIPLES

Vision

To create diverse and vibrant communities, safe and healthy workplaces, fair employment practices, and harmonious labour/management relations, 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 health and safety, employment fairness, and public safety for all Manitobans; and
- the growth of immigration and the principles of multiculturalism.

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 2001/02 ACHIEVEMENTS

The goals of the Department of Labour and Immigration are to promote safety, health and fair and equitable treatment in the workplace, to foster a stable labour relations climate, to promote immigration and the principles of multiculturalism, and to enhance public safety. These goals, in turn, contribute to key government priorities such as economic and community development, social investment, and public safety and security. During 2001/02, the Department's achievements towards these ends included:

- A tripartite Review Committee, made up of members from the Minister's Advisory Council on Workplace Safety and Health, conducted extensive public consultations on *The Workplace Safety and Health Act* and programs. The Review Committee's consensus report and recommendations was submitted to the Minister in January 2002 and formed the basis of a major government initiative to improve safety and health in workplaces.
- Ninety-six per cent of conciliation assignments under *The Labour Relations Act* were finalized without a work stoppage during 2001/02.
- Following public hearings conducted by the Minimum Wage Board, *The Minimum Wages and Working Conditions Regulation* was amended to increase the minimum wage to \$6.50 per hour, effective April 1, 2002, and to \$6.75 per hour effective April 1, 2003. The changes reflected recommendations from both business and labour.
- The Provincial Nominee Program is a major success in increasing the immigration of skilled workers to Manitoba to meet labour market needs. In 2001, 972 Provincial Nominees came to the province, including over 40 registered nurses and 35 practical nurses. An evaluation of the Program showed that 90 per cent of Provincial Nominees who initially came to Manitoba continue to live here.
- The business component of the Provincial Nominee Program resulted in the approval of 67 applications by December 31, 2001. In addition to investment in the provincial economy, these applicants represent a potential creation of 212 full-time jobs.

In fulfilling its responsibilities, the Department's primary consideration is to provide the most effective and efficient services to meet the needs of clients and the public. Activities that resulted in improved services and operations included:

- Workplace Safety and Health Division established a Prevention Partnership Unit that will be responsible for joint planning with the Workers Compensation Board, participation in public awareness campaigns to promote safety, and fostering prevention partnerships with external organizations.
- The Pension Commission website was expanded to include four new publications to provide plan sponsors and the pension industry with information about legislative changes and provisions. Five additional information publications were made available in French.
- The Labour Information Network (LINK) system was enhanced to include the registration and certification processes of the Mechanical and Engineering Branch.
- In 2001/02, 50 per cent of claims handled by the Employment Standards Branch were finalized using an early resolution process, thereby resolving issues more quickly without the need for time-consuming field investigations.

- The use of alternative dispute resolution to resolve employment standards disputes without having to proceed to the Manitoba Labour Board achieved a success rate of 93 per cent, and 62 per cent of appeals were resolved through this process without a formal Labour Board hearing.
- The Manitoba Ethnocultural Advisory and Advocacy Council was established to provide advice and advocacy to the Manitoba government on issues of importance to the ethnocultural community.
- Three working groups were formed to identify options for improvements in the areas of human resources, internal and external communications, and enhancing policy development capacity, and to make recommendations to the Department's Executive.

DEPARTMENT OF LABOUR AND IMMIGRATION SERVICE AREAS OVERVIEW

| SERVICE AREAS | BRANCH | ACTS ADMINISTERED |
|--|--|--|
| Safety and Health | Inspection Services Branch Mine Safety Unit Occupational Health Branch Prevention Partnerships Unit | *The Workplace Safety and Health Act The Workplace Safety and Health Act The Workplace Safety and Health Act |
| Fair and Equitable Treatment in the Workplace | Employment Standards Branch | *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 Act |
| | Conciliation, Mediation and Pay Equity Services | *The Pay Equity Act |
| | Manitoba Pension Commission | The Pension Benefits Act |
| | Worker Advisor Office | The Workers Compensation Act (Section 108) |
| Public Safety | 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 Act |
| Labour Relations | Manitoba Labour Board | *The Labour Relations Act |
| | Conciliation, Mediation and Pay Equity Services | *The Labour Relations Act The Fire Departments Arbitration Act |
| Immigration and Multiculturalism | Immigration and Multiculturalism Division | The Manitoba Multiculturalism Act The Department of Labour Act The Holocaust Memorial Day Act The Manitoba Ethnocultural Advisory and Advocacy 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 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|------------------|
| Total Salaries | 28.0 | 1.00 | 28.1 | (0.1) | |

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 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|------------------|
| Total Salaries | 548.1 | 10.00 | 548.8 | (0.7) | |
| Total Other Expenditures | 78.7 | | 79.7 | (1.0) | |
| Total Expenditures | 626.8 | 10.00 | 628.5 | (1.7) | |

Labour/Management Services Division

The Labour/Management Services Division is responsible for:

- providing centralized administrative and corporate support services to the Minister, Deputy Minister, Executive and Managers;
- administering common functional responsibilities to all areas of the department, specifically in terms of budget, revenue processing, personnel, information systems, computer application and support, space, and purchasing;
- facilitating and co-ordinating research, policy analysis, legislative and regulatory developments, as well as the assessment of policy options;
- preparing background, analytical and briefing information required by the Department and responding to requests for information;
- co-ordinating and providing technical support for continuous improvement and strategic planning activities in the department; and
- assisting labour and management to resolve impasse situations in collective bargaining, minimizing work stoppages and providing grievance mediation services prior to arbitration.

The Division develops information and provides support services from a departmental perspective as required by government agencies, the Legislature and other key stakeholders. The central co-ordination of these services is designed to provide for efficient delivery of services and to be responsive to priority corporate needs.

Labour/Management Services Division provides administrative and research support to a number of external advisory boards and committees as well as departmental co-ordination for labour standards concerns in regards to inter-provincial and international trade agreements. During 2001/02, the Division assisted the Manitoba Minimum Wage Board in its review of the minimum wage in the province. The Division, in conjunction with program branches, co-ordinated the development and enactment of various statutes and regulations.

Through Conciliation, Mediation Services, conciliation officers assisted labour and management in collective bargaining negotiations, grievance mediation and dispute resolution. The Division also facilitated the appointment of mediators and arbitrators in other collective bargaining situations.

In co-operation with departmental operations, the Division co-ordinates strategic planning, performance management and annual reporting within the Department. In May 2001, a strategic planning session was held to identify issues, opportunities and challenges facing the Department. This was followed by a second session in June 2001 to discuss options in addressing the identified issues. As a result, three working groups were created in 2002 to develop proposals for Executive:

- **Human Resources and Staff Development** (recruiting and retaining employees, succession planning, staff recognition program, and professional development and training policy for all employees);
- **Internal and External Communications** (improving communication and co-ordination between divisions and branches, departmental newsletter, enhancing the internal website and the internet, external communications with clients, stakeholders and the public); and
- **Policy Capacity and Expertise** (co-ordinating policy and research resources, identifying policy and research staff with related skills and responsibilities, sharing skills and knowledge through Knowledge Management principles, training and professional development of policy staff).

One early result was the launching of a departmental newsletter in March 2002. The working groups will be forwarding their proposals to Executive for approval in the next fiscal year.

Labour/Management Services also provides consultative and technical assistance on a wide range of continuous improvement, process re-engineering and information systems development projects.

Sustainable Development

Manitoba Labour and Immigration is committed to ensuring that the Department's activities conform to the principles of sustainable development as well as supporting the implementation of a government-wide framework. During 2001, Labour/Management Services Division provided information to the Consultation on Sustainable Development Implementation (COSDI) Steering Committee regarding the protection of employees who comply with or seek to enforce sustainable development legislation or requirements.

As well, the Director of Financial Services has served on the Procurement Council since it was established in September, 2000. Finally, representatives of each Division within the Department have been appointed to a departmental "Green Team" which will meet to develop a plan for achieving sustainable development goals.

Human Resource Services

Objectives

Through the Consolidated Human Resource Services Unit, comprised of four departments (Education, Training and Youth; Advanced Education; Labour and Immigration; and Consumer and Corporate Affairs) and seven Special Operating Agencies, a comprehensive range of human resource services are provided to the Department of Labour and Immigration and the Office of the Fire Commissioner. 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 2001/02, Human Resources:

- 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 will continue development of departmental policies and procedures governing alternative/mobile work configurations.

Financial and Administrative Services

Objectives

The main objectives of the Branch are to develop, implement and administer policies and procedures to meet management and government-wide financial reporting and control requirements and to ensure

accuracy, consistency and completeness of departmental financial reporting. The main activities of the Branch are in the following areas:

- compilation and co-ordination of the Departmental estimates submission, cash flow projections, variance analyses, commitment and other regular financial reports and analyses;
- processing all revenue transactions and providing the financial comptrollership function for the Department; and
- administration of office space, fleet vehicles, telecommunications services, records management and office equipment and furnishings.

Summary of Performance

During 2001/02, the Branch remained actively involved with the implementation and expanded use of the new provincial accounting/human resource system (SAP). The Director and the Supervisor of Accounting Services were both involved in providing co-ordination and guidance to department staff who were involved with the system. With respect to the processing of accounts for payment, the SAP system has proven to be fast and efficient; however, significant difficulties have been encountered in generating financial reports from the system for the use of program managers and departmental executive members.

With respect to revenues, in 2001/02 the Branch processed over 40,700 transactions, of which 2,060 pertained to the activities of the Office of the Fire Commissioner Special Operating Agency. Total revenues received by the Department of Labour and Immigration in 2001/02 amounted to \$14,520,000, an increase of 1.1% from the \$14,359,300 that was received during 2000/01. These figures include recoveries from the Government of Canada pertaining to Immigrant Settlement Services provided by the Immigration and Multiculturalism Division which became part of the Department in October, 1999.

Continuous Improvement

- The Branch will continue to work, in co-operation with the other branches and divisions within the Department, on the effective utilization of the government-wide corporate SAP system.
- The Branch will continue to provide advice and assistance to the program areas which have assumed responsibility for the payment function under the SAP system.
- The monitoring and comptrollership activities of the Branch will be increased under a departmental Comptrollership Framework that will be developed and implemented across the Department.

Research Branch

The Research Branch conducts and co-ordinates 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 co-ordination for inter-provincial and international trade discussions relating to labour issues.

Objectives

The objectives of the 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 2001/02, the Research Branch provided research and administrative assistance to external advisory boards including the Labour Management Review Committee and the Minimum Wage Board. The Branch had a key role in assisting the Minimum Wage Board during the public review of the minimum wage. The Provincial Government adopted recommendations from labour and management representatives on the Board in raising the minimum wage to \$6.50 per hour, effective April 1, 2002 and to \$6.75 effective April 1, 2003.
- The Branch 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.
- The Branch responded to over 350 requests for information by unions, management, labour relations practitioners, the general public, academics, the Minister and Departmental Executive, and other branches, departments and governments.
- The Branch also assisted the Department in discussions with the Government of Canada and provinces regarding the drafting of agreements on labour co-operation with Costa Rica and with four Central American nations.

Continuous Improvement

The Research Branch will review existing branch systems and explore options for enhancing databases and other services.

Legislation and Policy Coordination Branch

Objectives

The general objective of the Legislation and Policy Coordination Branch is to co-ordinate the Department's legislative and regulatory initiatives in co-operation with operating branches. The Branch also ensures that departmental and government established procedures and guidelines for the enactment of legislation are complied with. A further objective is to provide accurate legislative and related information to senior management and other government officials to assist them in the making of policy decisions.

Summary of Performance

In 2001/02, the Branch, in co-operation with appropriate operating branches and external groups, was involved in the development and enactment of the following statutes:

- the enactment of *The Manitoba Ethnocultural Advisory and Advocacy Act* which established the Manitoba Ethnocultural Advisory and Advocacy Council to advise the government on matters of importance to the ethnocultural community;
- amendments to *The Pension Benefits Act* to provide for the recognition of same-sex partners; and
- amendments to *The City of Winnipeg Act* to address matters relating to the disposition of surplus funds in the City of Winnipeg pension plan.

The Branch, in co-operation with appropriate departments and external groups, also worked on the development of proposed changes to:

- *The Fires Prevention Act* relating to such matters as the co-ordination of emergency response services, training in critical incident stress management and the powers of the Fire Commissioner in emergency situations;
- *The Workplace Safety and Health Act* in relation to such matters as the duties of employers, contractors and owners, the training of workers in safety and health matters, the establishment of safety and health programs in workplaces, and the establishment and duties of workplace safety and health committees;
- *The Engineering and Geoscientific Professions Act* to provide some flexibility with respect to the requirement that corporations and other legal entities engaged in these professions obtain professional liability insurance coverage; and
- *The Architects Act* to permit partnerships of corporation and other forms of group practice to practice architecture in their own name, to permit the Manitoba Association of Architects to issue temporary licences and to apply to the court for an injunction when the Act is contravened, and to increase fine levels.

The Branch, in co-operation with appropriate branches, co-ordinated the preparation, processing and finalization of changes to a number of regulations, including the following amendments to:

- the Pension Benefits Regulation to increase fees for the annual registration of pension plans and to accommodate changes to the Act relating to benefits for same-sex partners;
- the Minimum Wages and Working Conditions Regulation to increase the minimum wage from \$6.25 to \$6.50 per hour effective April 1, 2002 and to \$6.75 per hour effective April 1, 2003;
- the Manitoba Labour Board Rules of Procedure Regulation with respect to the disclosure of information to unions in certification applications; and
- the Members of the Legislative Assembly Pension Plan Regulation to extend certain pension plan provisions to same-sex partners.

Continuous Improvement

The emphasis on service quality and communication with clients has continued. The Branch will review existing internal systems and explore options for enhancing services to clients.

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, strategies and directions, in consultation with the program areas and other departments on future directions for technology use.

Summary of Performance

During 2001/02, 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 branches in no less than three areas of the Department;
- 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, as well as 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;
- targeted resolution of client problems within 72 hours where a feasible solution was available and attained these targets with few exceptions;
- enhanced awareness and training of Departmental staff in the use of technology;
- developed plans and strategies for the upcoming year as well as multi-year plans for technology; and
- managed the Department's portion of the Desktop Management program.

Continuous Improvement

Information Technology Services will:

- increase the availability of information generated through program areas by expanding the use of electronically published information and the Internet;
- maintain Internet content;
- develop, utilize and evolve more advanced methods in application development;
- expand the use of electronic facilities management tools;
- 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 – develop a storage area network;
- continue support for the corporate initiatives of Government – collaborate with the Chief Information Officer's offices;
- plan for and continue to work on the consolidation of small stand alone applications;
- expand the scope and detail of technology planning activities;
- generate and execute plans for addressing corporate level technology issues;
- analyze and report on trends and activities of interest in the technology arena;
- utilize new technologies and tools where appropriate; and
- foster the creation of vision and the understanding around technology use and encapsulate this thinking into strategy and plan documents.

2(a) Labour/Management Services

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--------------------------------------|-------------------------------|-------|---------------------------------|--------------------------|-----------|
| Total Salaries | 1,113.7 | 23.00 | 1,206.2 | (92.5) | |
| Total Other Expenditures | 325.5 | | 318.4 | 7.1 | |
| Total Expenditures | 1,439.2 | 23.00 | 1,524.6 | (85.4) | |

Conciliation Mediation and Pay Equity Services Branch

Objectives

The broad goal of the Conciliation Mediation and Pay Equity Services Branch is to promote and maintain harmonious labour-management relations in Manitoba. In doing so, the Branch's objectives 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 general public related to pay equity issues and implementation.

Summary of Performance

During 2001/02 there were 173 conciliation assignments active under *The Labour Relations Act*; 95% of which were finalized without a work stoppage (See Table 1).

The Branch was involved in facilitating services to one organization using Interest Based Bargaining.

From April 1, 2001 to March 31, 2002 the Branch was involved in 10 work stoppages, 3 were carried over from the previous year. One work stoppage was active prior to conciliation.

During the reporting year 2001/02, the Branch was active in 210 grievance mediation cases, 62 of which were applications as set out under Section 130(8) of *The Labour Relations Act*. Eighty-three percent of these cases were settled. There were 148 voluntary joint applications with a more flexible time frame under Section 129(1) of *The Labour Relations Act*. Eighty-three percent were settled. Refer to Table 3 for a more detailed breakdown.

It should be noted that Section 130 of *The Labour Relations Act* was amended to expand the availability of Expedited Arbitration. This change makes more files available to grievance mediation. As a result, grievances under this section have increased.

Continuous Improvement

The Branch continues to participate in the Canadian Association of Administrators of Labour Legislation Conferences. This provides a continuous exchange of information with other jurisdictions and provides opportunities to attend seminars on new and different approaches to preventive mediation and conciliation.

In the area of information technology, Conciliation and Mediation Service officers have lap top computers that allows them field access to a computerized data base that can assist them and clients with information that can be beneficial in clarifying and resolving disputes. The data system is continually being improved and expanded.

Table 1
Statistics Relating to Conciliation and Mediation Services
Under The Labour Relations Act
April 1, 2000 - March 31, 2002

| | 2000/01 | 2001/02 |
|--|------------|------------|
| Assignments carried over from previous year | 84 | 66 |
| Assignments received during the reporting year | 87 | 73 |
| Assignments received for First Collective Agreement | 0 | 29 |
| Assignments received for Interest Based Negotiations | 2 | 1 |
| Assignments received for Preventive Mediation | 1 | 0 |
| Assignments received related to <i>The Public Schools Act</i> | 0 | 4 |
| Total Assignments in process during reporting year | 174 | 173 |
| Assignments disposed of during the reporting year | | |
| (a) Settled in conciliation without work stoppage | 89 | 61 |
| (b) Settled following work stoppage | 11 | *9 |
| (d) Conciliation suspended | 0 | 0 |
| (e) Proceeded to Arbitration under The Public Schools Act | 0 | 0 |
| (f) Imposed by Manitoba Labour Board for first collective agreement | 8 | 7 |
| *1 strike in progress prior to conciliation | | |
| Total | 108 | 77 |
| Assignments still active at end of reporting year | 66 | 96 |
| Percentage of assignments finalized without stoppages | 94% | 95% |

Table 2
Grievance Mediation
April 1, 2000 - March 31, 2002

| Under Section 129(1) (Joint Application) | 2000/01 | 2001/02 |
|---|---------|---------|
| Cases carried forward | 121 | 55 |
| Total cases assigned | 92 | 93 |
| Cases settled | *142 | 39 |
| Cases not settled | *16 | 8 |
| Awaiting mediation | 55 | 101 |
| % settlements achieved | 90% | 83% |
| Under Section 130(8) (Expedited Application) | 2000/01 | 2001/02 |
| Cases carried forward | 2 | 10 |
| Total cases assigned | 32 | 52 |
| Cases settled | 23 | 33 |
| Cases not settled | 1 | 7 |
| Proceeding directly to arbitration | 0 | 2 |
| Cases awaiting mediation | 10 | 20 |
| % settlements achieved | 96% | 83% |

*figure has been amended since last Annual Report

2(c) Conciliation, Mediation and Pay Equity Services

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|------------|--|----------------------------------|----------------------|
| Total Salaries | 391.1 | 6.00 | 381.2 | 9.9 | |
| Total Other Expenditures | 108.3 | | 95.3 | 13.0 | |
| Total Expenditures | 499.4 | 6.00 | 476.5 | 22.9 | |

Pension Commission

Objectives

The Pension Commission's objectives are to:

- administer and enforce provisions of the Act and regulations which sets minimum standards for pension benefits - eligibility, vesting, locking-in, survivor benefits, and disclosure - and the funding and investing of pensions and plan assets; and
- promote the establishment, extension, and improvement of private pension plans in the Province.

Summary of Performance

To achieve these objectives the Pension Commission:

- reviews pension plan documentation for compliance with *The Pension Benefits Act*;
- monitors the funding of pension plans;
- provides interpretation of the legislation to pension professionals and plan members;
- conducts administrative reviews of the administrative systems of pension plans to assess the level of legislative compliance;
- investigates complaints from plan members;
- carries out public education activities involving groups of employees, organized labour and plan sponsors; and
- assists in developing new policy and legislation.

The Pension Commission generally handles approximately 3,600 telephone requests for general information on pension legislation and approximately 1,400 compliance related inquiries regarding specific pension plans. In 2001/02, Commission staff issued over 500 pieces of correspondence related to compliance. Over 195 pension plan amendments were reviewed for compliance. Over 207 LIRA, LIF and LRIF contracts were reviewed for compliance. Staff completed 7 plan registrations, 19 plan windups, and 5 partial plan windups.

During the year, 383 Annual Information Returns (AIRs) were reviewed by staff for compliance with the legislation. The AIR details the contributions made to a pension plan over its fiscal year. Further, 40 Actuarial Valuation Reports were reviewed for compliance. A valuation report details the funded or solvency position of a defined benefit pension plan as of the valuation date.

Six Pension Administration Reviews (PARs) of pension plans were conducted by Commission staff to assess whether the administrative systems and practices of pension plans are sufficient to produce legislative compliance. PARs are conducted at the offices of the plan sponsor, in addition to those of the third party administrator. A report identifying any administrative systems and practices that should be modified in order to produce legislative compliance is prepared by staff and sent to the plan sponsor and third party plan administrator. Progress on the issues identified in the report is monitored by staff.

Fifty-three "desktop" administration reviews of the administrative systems of financial institutions offering locked-in retirement benefit plans (LIRAs, LIFs and LRIFs) were conducted by Commission staff to assess whether the administrative systems and practices of carriers of locked-in pension funds were in legislative compliance. Feedback regarding modifications to the administrative systems and practices to produce legislative compliance is provided to the financial carriers. Staff monitor progress on these issues by the financial carriers.

There were 64,243 visits to the Pension Commission's website in 2001/02, which represents an increase of approximately 22% over the previous year.

In 2001/02, staff of the Pension Commission either held, or participated in 21 public education sessions held for or by different organisations involved with pension plans, on various aspects of the existing and proposed legislation and on general industry information.

Performance Indicators

| Output Measures | Projected 2001/02 | Actual 2001/02 |
|---|----------------------|-------------------|
| 1. Legislative Compliance | | |
| - % of Plan documents received which complies with legislation | 95% | 97% |
| - % of Plan terminations received which complies with legislation | 100% | 100% |
| - % of PAR's conducted where the administration of the plan was in full compliance with Legislation | 83% | 100% |
| - % of LIRA/LIF/LRIF carrier reviews conducted where the administration of the contract was in full compliance with Legislation | 93% | 100% |
| 2. Funding of Benefits Promised Under Pension Plans | | |
| - % AIR's reviewed and complied with Legislation | 98% | 95% |
| - % of Actuarial Valuations reviewed and complied with Legislation | 95% | 100% |
| - % of Plans fully funded | 90% | 94% |
| - # 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 |
| 3. Interpretation of Legislative Standards | | |
| - % of telephone inquires received and responded to within 24 hours | 97% | 100% |
| - % of written inquires received and responded to within 30 days | 97% | 94% |
| 4. Promotion of Pension Plans | | |
| - % of employed Manitobans in registered pension plans | 47% | 47% |
| - Increase in number of employers participating in Simplified Pension Plans (SMPP) | 2 | 0* |

* The difference was due to slower than expected response by stakeholders to the SMPP product.

Achievements

Bill 41, *An Act to Comply with the Supreme Court Decision in M.v.H.*, received Royal Assent on July 6, 2001 and was effective January 1, 2002. It amended *The Pension Benefits Act* to extend spousal obligations and benefits to same-sex partners.

Through the Commission's link with other industry organizations, the Commission undertook an opportunity to enhance the financial industries' awareness of the legislative provisions regarding LIRA's, LIF's and LRIF's by delivering 7 presentations on these topics.

On September 24, 2001 the Commission hosted the 61st meeting of the Canadian Association of Pension Supervisory Authorities (CAPSA). CAPSA is a national jurisdictional association whose mission is to facilitate an efficient and effective pension regulatory system in Canada.

The Commission's website was expanded by publishing four new information publications. These publications provide plan sponsors and the pension industry with interpretative information regarding legislative changes and provisions. In addition, five additional information publications were made available in French.

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;
- continue to analyze the Pension Commission's current administrative and risk management systems, and modify where warranted to enhance the administration review process;
- redesign and expand the information base of the Commission's website with emphasis on those topics most frequently accessed, establish links with additional industry websites and establish a French site;
- increase the published material available to clients;
- continue to 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;
- examine alternative methods to provide public education material to the Commission's client groups and stakeholders on legislative topics in an effort to increase their awareness and understanding of the legislation; and
- pursue opportunities to provide continuous learning in areas requiring specialized skills and knowledge by accessing potential resource bases.

2(d) Pension Commission

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | (\$000s) | Variance Over/(Under) | Expl. No. |
|--------------------------------------|-------------------------------|----------------------------|----------|--------------------------|--------------|
| Total Salaries | 278.2 | 5.00 | 288.1 | (9.9) | |
| Total Other Expenditures | 93.2 | | 120.0 | (26.8) | 1. |
| Total Expenditures | 371.4 | 5.00 | 408.1 | (36.7) | |

Explanation Number:

1. *The under-expenditure reflects the fact that funding allocated for a review of Pension legislation was not expended during the 2001/02 fiscal year.*

The Manitoba Labour Board

The Manitoba Labour Board is an independent and autonomous specialist tribunal responsible for the fair and efficient administration and adjudication of responsibilities assigned to it under various labour relations statutes, namely:

The Labour Relations Act
The Workplace Safety and Health Act
The Essential Services Act
The Pay Equity Act
The Employment Standards Code
The Construction Industry Wages Act
The Remembrance Day Act
The Elections Act
The Public Schools Act
The Victims Bill of Rights

Objectives

The Board's objectives 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

The Board is responsible for the administration and/or adjudication of *The Labour Relations Act* which involves such matters as certification applications, decertifications, unfair labour practices, first collective agreements and subsequent collective agreements, expedited arbitration, grievance arbitrations, and various Board determinations. It is also the adjudicating body for certain disputes pursuant to *The Workplace Safety and Health Act*, *The Essential Services Act*, *The Pay Equity Act*, *The Public Schools Act*, *The Victims Bill of Rights*, and *The Elections Act*. The Board adjudicates employer-employee disputes referred to it under the various labour related statutes and provides an avenue for mediation to assist in the resolution of disputes. Its decisions establish policy, procedures and precedent and provide for a more sound harmonious labour relations environment.

The Board's adjudicative framework consisted of a full-time Chairperson, 1 full-time Vice Chairperson and 1 part-time Vice Chairperson, appointed by Order-in-Council. At the end of the reporting period, the full-time Vice Chair position was filled by 2 individuals on a job share basis; the part-time Vice Chair position was vacant. There are also 26 part-time members, appointed to the Board by Order-In-Council, consisting of an equal number of employer and employee representatives who are paid fees in accordance with the number of meetings/hearings held throughout the year. The Board conducts hearings on a variety of matters throughout the province, both in Winnipeg and travelling to rural centres as required. The Board also produces a variety of publications.

The Board also deals with complaints referred by the Employment Standards Division for issues pertaining to wages, statutory holiday pay, vacation wages and wages in lieu of notice including provisions pursuant to *The Construction Industry Wages Act* and *The Remembrance Day Act*. In addition, under the *Code*, the Board processes hours of work exemption requests and applications for exemption from the weekly day of rest.

The Board had a staff complement of 14 FTE positions and 1 part-time position. The Board does not retain legal counsel on staff, however, legal services are provided through the Department of Justice.

Table 1
Applications Filed with the Manitoba Labour Board
April 1, 2000 - March 31, 2002

| Legislation | 2000/01 | 2001/02 |
|--|----------------|----------------|
| <i>The Labour Relations Act</i> | 643 | 375 |
| <i>The Payment of Wages Act</i> | 22 | 2 |
| <i>The Employment Standards Code</i> | 358 | 364 |
| <i>The Pay Equity Act</i> | 0 | 0 |
| <i>The Workplace Safety and Health Act</i> | 10 | 19 |
| <i>The Essential Services Act</i> | 1 | 0 |
| TOTAL | 1,034 | 760 |

Table 2
Program Performance Measurements of the Manitoba Labour Board
April 1, 2000 - March 31, 2002

| Indicator | Actual 2000/01 | Actual 2001/02 |
|--|-----------------------|-----------------------|
| Percentage of Cases disposed of | 76% | 87% |
| Number of cases Board Officers appointed | 37 | 31 |
| Percentage settled | 68% | 45% |
| Number of votes conducted | 63 | 22 |
| Median processing time (calendar days): | | |
| Certifications | 18 | 15 |
| Decertifications | 50 | 33 |
| Unfair labour practice | 79 | 110 |
| Duty of fair representation | 71 | 53 |
| Expedited arbitration | 16 | 53 |
| Board rulings | 167 | 201 |
| Amended Certificates | 167 | 127 |
| First contracts | 63 | 63 |
| Workplace Safety and Health | 45 | 62 |
| Employment Standards Division referrals | 84 | 106 |
| Hours of work exemptions | 5 | 6 |

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

Achievements

The Manitoba Labour Board achieved the following in 2001/02:

- improved and expanded internet homepage including application forms, information bulletins and annual report in bilingual format;
- issued a variety of publications to improve communication and disseminate information including the quarterly "Report of Activities of the Manitoba Labour Board" and updates to the "Index of Written Reasons for Decision";
- expanded in-house database to improved research capabilities and generate statistical data; and
- recruitment of a new Board Clerk position to facilitate expeditious processing of expedited arbitration and Employment Standards Code referrals/applications.

Continuous Improvement

The continuous improvement priorities for the Manitoba Labour Board for 2002/03 include the following:

- increase mediative settlements;
- reduce median times for processing applications;
- continue restructuring of bargaining units in the urban health care sector;
- review/issue certificates in the public school sector;
- implement and test an automated information system (case management);
- relocate the Board's office to more appropriate space;
- improve communication services by improving client service and access to information through the production of publications on a more timely basis and expanding the board's web site; and
- participate in staff development and training initiatives and succession planning.

2(e) Manitoba Labour Board

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|----------------------|
| Total Salaries | 959.0 | 15.50 | 950.5 | 8.5 | |
| Total Other Expenditures | 318.5 | | 282.3 | 36.2 | 1. |
| Total Expenditures | 1,277.5 | 15.50 | 1,232.8 | 44.7 | |

Explanation Number:

1. *The over-expenditure largely reflects increased transportation expenses, the cost of acquiring furniture and furnishings for 2 new half-time Vice-Chairpersons and costs associated with the development of a computerized information system.*

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 licensing 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 eliminate 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
- to administer and enforce workplace safety and public safety legislation.

The objectives of the Division are achieved through the work of five branches and units:

- Inspection Services Branch
- Mine Safety Unit
- Occupational Health Unit
- Mechanical and Engineering Branch
- Prevention Partnerships Unit

Office of the Assistant Deputy Minister

The Assistant Deputy Minister, Chief of Strategy Co-ordination, Legal Liaison and Executive Assistant make up the administration section of the Office of the Assistant Deputy Minister.

Objectives

The Assistant Deputy Minister:

- fulfills the duties of Director of the Workplace Safety and Health Division as outlined in *The Workplace Safety and Health Act*;
- ensures that the Acts and regulations under its responsibility are properly administered;
- provides overall management and direction to the Division's five Branches: Mechanical and Engineering, Occupational Health, Inspection Services, Mine Safety, and Prevention Partnerships; and
- provides divisional financial management, budgeting, strategic planning, co-ordination of prosecution processes and appeals of orders under the Act, program delivery, and overall co-ordination capabilities.

Continuous Improvement

In August, 2001, the Minister of Labour and Immigration announced a six-point injury prevention strategy, which consisted of: a target of 15% reduction in the annual lost-time injury rate over four years; young worker injury prevention; stronger occupational disease prevention; improved enforcement; improved agricultural safety and health; and a legislative review of *The Workplace Safety and Health Act*.

Public consultations on the strategy were conducted in the fall of 2001 by the Workplace Safety and Health Review Committee. The Committee conducted 19 public meetings throughout Manitoba and received more than 180 submissions. The Review Committee's consensus report was submitted to the Minister at the end of January, 2002.

The government embraced the Review Committee's cornerstone recommendation, that government, in partnership with the Workers Compensation Board, lead a sustained provincial initiative to create a strong workplace safety and health culture in Manitoba. This initiative will be based on action in four priority

areas: public awareness and education; training for employers, supervisors, and workers; prevention measures and standards; and improved internal and external responsibility systems.

The government's long-term plan includes: 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.

Note: 2001/02 Office of the Assistant Deputy Minister salaries and expenditures are included under 2(f) Inspection Services.

Inspection Services Branch

Objectives

The objectives of this 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 Activities

Branch objectives are pursued with staff members located in Winnipeg, Thompson, Flin Flon, Brandon, Teulon, and Beausejour offices, as follows:

Handling of Complaints and Accident Investigations

Complaint Investigations – Complaints under Branch jurisdiction regarding unsafe conditions or violations of the Act and Regulations are investigated. In all cases, confidentiality of the complainant is maintained, so far as is practicable. In 2001/02, the Inspection Services Branch and Mine Safety Unit responded to 582 complaints.

Serious Incident Investigations - The Branch conducts investigations of serious incidents and traumatic fatalities to determine causes and require remedial measures to resolve problems and prevent recurrence. The Branch also has an emergency response system to cover situations 24 hours a day, seven days a week. In some cases, legal action is taken. The Inspection Services Branch and Mine Safety Unit conducted 306 serious incident investigations in 2001/02 and 14 prosecutions were completed.

Workplace Inspections

The Inspection Services Branch inspects workplaces other than mines to ensure compliance with the legislation and safe work practices. The Branch conducted 3,242 inspections and issued 4,694 orders for improvement in 2001/02. (Fifteen Safety and Health Officers qualified as Canadian Registered Safety Professionals in 2001/02. The Division will continue to encourage Safety and Health Officers to pursue Canadian Registered Safety Professionals Certification.)

Hygiene, Ergonomics and Engineering Activities

Under the Inspection Services Branch, occupational hygiene, ergonomics and engineering provide the following inspection and support services to the Division:

- consultative occupational hygiene, engineering and ergonomic assistance to clients and internal staff;
- workplace investigations and specialized engineering reports on hazards and risk control strategies;
- inspection and evaluation of risks associated with workplaces;
- pre-development review of new projects, installations and processes; and
- preparation and delivery of specialized technical training programs to both Division staff and clients.

Agricultural program

Staff from the Inspection Services Branch conduct inspections of agricultural workplaces, paying particular attention to workplaces with an employer-employee relationship, and provide support activities in the agricultural sector that include custom risk recognition/control sessions, safety and health promotion and joint sessions on accident investigations with the RCMP. The Division worked with several government departments and agencies and continues to network nationally and internationally on agricultural safety and health issues.

Table 1
Performance Indicators, Inspection Services Branch
April 1, 2000 – March 31, 2002

| Effectiveness Measures | 2000/01 | 2001/02 |
|---|----------------|----------------|
| Number of complaints (<i>Mine Safety Unit included</i>) | 524 | 582 |
| Number of inspections | 2,225 | 3,242 |
| Number of investigations (<i>Mine Safety Unit included</i>) | 191 | 306 |
| Number of orders written | 2,847 | 4,694 |

2(f) Inspection Services

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--------------------------------|-----------------------------|----------------------------------|------------------------------|------------------|
| Total Salaries | 3,314.0 | 62.00 | 3,494.2 | (180.2) | 1. |
| Total Other Expenditures | 1,349.4 | | 992.2 | 357.2 | 2. |
| Total Expenditures | 4,663.4 | 62.00 | 4,486.4 | 177.0 | |

Explanation Number:

1. *Under-expenditure reflects vacancy management strategies utilized in order to meet additional operating requirements within the Division.*
2. *Over-expenditure reflects the increased operating costs associated with new staff, as well as the cost of the review of Workplace Safety and Health legislation that was undertaken in 2001/2002; the additional costs for employee relocation; funding for Canadian Centre for Occupational Health and Safety; and consulting and training fees*

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

Mine Safety Unit

Objectives

The objectives of this Unit are to:

- ensure that mining operations are conducted in compliance with the legislation and regulations, and encourage safe practices so as 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 consideration and technological capabilities are thoroughly addressed, in compliance with the regulations.

Summary of Activities

These objectives are pursued with staff members located in Winnipeg, Thompson, Snow Lake and Flin Flon offices, as follows:

Training and Education

The Mine Safety Unit and Prevention Partnerships Unit continue to train and license blasters for surface operations.

Engineering Assessments, Design Approval and Registration

Engineering assessments and pre-development reviews are carried out by the Mine Safety Unit as required by the regulations. In 2001/02, 62 pre-development engineering assessments were undertaken. In addition, 312 operational approvals and certifications were issued for diesel approvals, hoisting operator certificates, explosion magazines and cage permits.

Handling of Complaints and Accident Investigations

Complaint Investigations – Complaints are investigated regarding unsafe conditions or violations of the Acts and Regulations under Unit jurisdiction. In all cases, confidentiality of the complainant is maintained, so far as is practicable. In 2001/02, the Mine Safety Unit and Inspection Services Branch responded to 582 complaints.

Serious Incident Investigations – The Unit conducts investigations of serious incidents and traumatic fatalities to determine causes and require remedial measures to resolve problems and prevent recurrence. The Unit has an emergency response system available 24 hours a day, seven days a week. In some cases, legal action is taken. In 2001/02, the Mine Safety Unit and Inspection Services Branch conducted 306 serious incident investigations and 14 prosecutions were completed.

Workplace Inspections

Site inspections are conducted regularly to assess compliance with legislation and ensure safe practices. Inspection sites include underground and surface operations, pits and quarries, diamond drilling sites, peat moss operations and inactive mines. The Unit also reviews plans for new mines. In 2001/02 the Unit conducted 515 inspections and issued 735 Improvement Orders.

Regulatory/Policy Review and Amendment

The Director of the Mine Safety Unit chairs the Regulation Review Committee for the Operation of Mines which is made up of representatives from the mining industry and mine workers. The committee continues to review the Operation of Mines Regulation, and recommends amendments to keep pace with changing technology and improvements in mine safety and health.

Table 1
Performance Indicators, Mine Safety Unit
April 1, 2000 – March 31, 2002

| Effectiveness Measures | 2000/01 | 2001/02 |
|---|----------------|----------------|
| Number of complaints (<i>Inspection Services Branch included</i>) | 524 | 582 |
| Number of inspections | 535 | 515 |
| Number of investigations (<i>Inspection Services Branch included</i>) | 191 | 306 |
| Number of orders written | 679 | 784 |

2(h) Mine Safety

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|----------------------|
| Total Salaries | 511.9 | 10.00 | 614.3 | (102.4) | 1. |
| Total Other Expenditures | 225.4 | | 223.0 | 2.4 | |
| Total Expenditures | 737.3 | 10.00 | 837.3 | (100.0) | |

Explanation Number:

1. *Under-expenditure reflects vacancy management strategies utilized in order to meet additional operating requirements within the Division.*

Occupational Health Unit

The Chief Occupational Medical Officer, Injury Epidemiologist, Senior Occupational Hygienist and Web Maintenance/Administrative Assistant make up the Occupational Health Unit.

Objectives

The objectives of this Unit are to:

- provide medical supervision of health surveillance programs to ensure consistency with professional standards and ethics and departmental policy;
- assist division staff in the investigation of health concerns affecting workers and employers and recommend preventive or corrective action; and
- consult, on request, with health professionals, representatives, workers and employers on occupational health issues.

Summary of Activities

These objectives are pursued with staff members located in the Winnipeg office, as follows:

- risk assessment and management;
- occupational related health surveillance;
- policy and procedures development and review, including regulation development;
- maintenance of the Workplace Safety and Health Division Web site;
- interaction with employers, employees, and health and safety professionals within the Division, province, and inter-provincially; and
- work closely with the Manitoba Workers Compensation Board on injury surveillance and analysis.

The Occupational Health Unit has a number of health surveillance programs. The largest is the Hearing Conservation Program in which approximately 25,000 employees have their hearing tested annually. Other programs include blood lead monitoring, insecticide exposure monitoring, and fibrogenic dust exposure monitoring.

2(g) Occupational Health

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|----------------------|
| Total Salaries | 247.9 | 3.00 | 241.9 | 6.0 | |
| Total Other Expenditures | 32.9 | | 39.8 | (6.9) | |
| Total Expenditures | 280.8 | 3.00 | 281.7 | (0.9) | |

Prevention Partnerships Unit

Objectives

The objective of the Unit is to promote occupational safety and health in Manitoba workplaces through public awareness, education, training, and development of preventive partnerships.

Summary of Activities

The services of the Unit are provided through the activities of eight function areas:

Prevention Partnerships Program

The Unit works closely with the Workers Compensation Board of Manitoba to assist in the establishment of industry-based safety associations, and encourage the growth of a strong network of prevention organizations.

Youth Education and Prevention

The Prevention Partnerships Unit works with government departments and agencies responsible for the education system to improve safety and health awareness for Kindergarten to Grade 12, and post-secondary students.

Administration Team

Unit staff provide administrative support to Division staff.

Safety and Health Resources

The Unit administers informational material such as the WorkSafe! Newsletter, bulletins, guidelines, the Division Web site, and the Video Lending Library.

Safety and Health Training Program

Unit staff provide a variety of one-day, safety and health training programs throughout the year. All training programs, with the exception of the Blaster's program, are provided at no cost.

Safety and Health Committee Support Program

The Prevention Partnerships Unit offers a consultation service to new and existing Safety and Health Committees.

Client Services

A Client Services Officer is available from 8:30 a.m. to 5:00 p.m., Monday through Friday to respond to inquiries, register complaints, and gather information regarding serious incidents.

Labour Information Network (LINK)

A LINK Administrator provides education, training, and assistance with application maintenance. This application tracks investigations, inspections, and safety and health committee minutes. As of February, 2001, LINK was enhanced to include the registration/certification process of the Mechanical and Engineering Branch.

Table 1
Performance Indicators, Prevention Partnerships Unit
April 1, 2000 – March 31, 2002

| Effectiveness Measures | 2000/01 | 2001/02 |
|---|----------------|----------------|
| Requests for information (Division) | 5,965 | 11,839 |
| Number of on-site safety & health committee interventions/training | 55 | 47 |
| Number of participant hours of safety training conducted (Division) | 13,642 | 19,819 |
| Number of training courses | 275 | 182 |
| Number of visits to (Division) Web site | 319,912 | 484,000 |

Note:

For 2001/02 Prevention Partnerships Unit salaries and expenditures, see: 2(f) Inspection Services

Mechanical and Engineering Branch

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 issue 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 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 Activities

These objectives are pursued with staff members located in Winnipeg, Brandon, and Portage la Prairie, as follows:

Client Services

Branch staff respond to client applications for service, maintain a notification system of pending expiry dates for certificate holders, provide an inspection appointment system, and respond to enquiries from the public and from direct client-groups throughout the province.

Licensing of Tradespersons

The Mechanical and Engineering Branch has responsibility for testing and licensing workers as mandated in the following Acts:

- *The Steam and Pressure Plants Act*: 754 candidates were tested and 655 licenses were issued in 2001/02;
- *The Power Engineers Act*: 668 examinations taken and 224 licenses issued;
- *The Electricians' Licence Act*: 102 individuals were examined and 381 licenses issued; and
- *The Gas and Oil Burner Act*: 173 fitters were examined and 2,068 licenses issued.

The Licensing and Examination Unit conducted 1,697 trades examinations or practical welding tests and issued or renewed 3,328 licenses in 2001/02.

Engineering Assessments, Design Approval and Registration

The design review and registration program ensures that pressure equipment designs conform to rigorous construction codes before going into production. The Branch also registers Manufacturers' Affidavits.

During 2001/02, 489 engineering designs were examined and registered, and 168 manufacturers' affidavits were processed and registered. In addition, 87 new welding procedures for pressure equipment and pressure piping were registered.

Branch Inspection Programs

In 2001/02 the following inspections were conducted by the Mechanical and Engineering Branch:

- *The Amusements Act (Part II) and Regulations*: 156 amusement ride inspections conducted throughout the province (no rides were condemned);
- *The Electricians' Licence Act and Regulations*: Special Acceptance inspections done on 3,718 pieces of non-approved electrical equipment, 169 spot checks of equipment, and 66 spot checks of persons working in the field;
- *The Elevator Act and Regulations*: 2,051 permit renewal inspections were conducted, and inspectors issued 1,405 orders on a variety of code violations;
- *The Gas and Oil Burner Act and Regulations*: 1,813 inspections of newly installed equipment, 9 incident investigations, 289 plans examined, 213 inspections on applications for Special Acceptance, and 21,427 permits issued; and
- *The Steam and Pressure Plants Act and Regulations*: 8,173 new or certification renewal inspections, and over 1,033 orders issued.

Table 1
Performance Indicators, Mechanical and Engineering Branch
April 1, 2000 – March 31, 2002

| Effectiveness Measures | 2000/01 | 2001/02 |
|--|----------------|----------------|
| Amusement Rides Inspections | 232 | 156 |
| Electrical Inspections | 5,514 | 3,953 |
| Elevator Inspections | 1,969 | 2,051 |
| - Number of orders written by inspectors | 1,355 | 1,405 |
| Gas and Oil Burner Inspections | 3,543 | 2,026 |
| Steam and Pressure Plant Related Inspections | 8,176 | 8,173 |
| - Number of orders written by inspectors | 1,297 | 1,033 |

2(b) Mechanical and Engineering

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 | | Variance Over/(Under) | Expl. No. |
|--------------------------------------|-------------------------------|---------------------|----------|--------------------------|--------------|
| | | FTE | (\$000s) | | |
| Total Salaries | 1,664.4 | 34.00 | 1,745.0 | (78.6) | 1. |
| Total Other Expenditures | 551.4 | | 473.0 | 78.4 | 2. |
| Total Expenditures | 2,215.8 | 34.00 | 2,218.0 | (0.2) | |

Explanation Number:

1. Under-expenditure reflects salary savings due to staff vacancies.
2. Over-expenditure reflects additional costs related to transportation and communications as well as increased computer hardware and software charges.

Advisory Council on Workplace Safety and Health

The Advisory Council on Workplace Safety and Health was established in 1977 under the authority of *The Workplace Safety and Health Act*. The Council reports directly to the Minister of Labour and Immigration. Technical, administrative and financial support is supplied by the Workplace Safety and Health Division. Members receive remuneration in the form of an honorarium and a payment for out-of-pocket expenses.

Council advises or makes recommendations to the Minister of Labour and Immigration concerning:

- general workplace safety and health issues;
- protection of workers in specific situations;
- appointment of consultants and advisors; and
- any other matter concerning workplace safety and health on which the Minister seeks the Council's advice.

Members are appointed by the Lieutenant Governor in Council, with equal representation from three groups: workers, employers, and technical and professional organizations.

During 2001/02, Council membership consisted of:

Chairperson

- Wally Fox-Decent

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
- Sheila Braidek, Manitoba Federation of Labour, Occupational Health Centre Inc.
(resigned June, 2001)
- Carol Loveridge, Manitoba Federation of Labour, Occupational Health Centre Inc.
(appointed October, 2001)

Management Representatives

- Chris Lorenc, Manitoba Heavy Construction Association
- 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 Employees Union
- James Murphy, Operating Engineers of Manitoba (resigned September, 2001)
- David Martin, Manitoba Building and Construction Trades Council (appointed November, 2001)

The Advisory Council on Workplace Safety and Health establishes committees where appropriate to advise Council on specific matters dealing with safety and health in the workplace. During 2001/02, the following committees were active:

- Agriculture Safety and Health Committee
- Review Committee for Operation of Mines Regulation

In August 2001, the Minister of Labour and Immigration announced a strategy to reduce workplace injuries. Following this, a Review Committee, chosen from members of Council, was asked to undertake public consultations on the strategy and report to the Minister in January 2002. The Review Committee consisted of:

- Wally Fox-Decent, Chairperson
- Chris Lorenc, management representative
- Pete Walker, labour representative
- Ilana Warner, technical representative

The Review Committee held 19 public meetings across Manitoba (Oct-Dec/01), and submitted their unanimous report to the Minister in January, 2002.

During 2001/02, Council also made two recommendations to the Minister of Labour and Immigration. The first was a proposed new regulation on ergonomics, followed by a proposed regulatory amendment related to Threshold Limit Values standards and related definitions.

Note: Please note that Council's expenditures 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, the Labour Adjustment Unit, and the Worker Advisor Office. The Employment Standards Division administers *The Employment Standards Code*, *The Employment Services Act*, *The Construction Industry Wages Act*, *The Remembrance Day Act*, and *The Retail Businesses Holiday Closing Act*. These Acts and associated regulations establish the rights and obligations for both employees and employers in the workplace. The Worker Advisor Office mandate is established under *The Workers Compensation Act*.

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. The services provided 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 Branch are to:

- achieve socially desirable terms and conditions of employment for the Manitoba work force 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;
- assist employers and workers in finding solutions to actual or potential workforce adjustment problems arising from business closures or threatened layoffs due to economic, technological or industrial change; and
- assist workforce adjustment committees in developing re-training and redeployment strategies to help workers whose jobs may disappear or change into other jobs with the same employer, or move to completely different forms of employment.

The Employment Standards Branch received 3,533 claims and recovered over \$1,400,000 in wages in 2001/02. The Branch also received approximately 140,000 telephone calls, and approximately 10,000 walk-ins in 2001/02. The Employment Standards Branch provided services to these clients through three program areas: Client Initiated Services, Proactive Services and Labour Adjustment Services.

1. Client Initiated Services

Client initiated services are provided in response to a need identified by our clients. These services ensure the fair and equitable resolution of workplace disputes. They also ensure minimum standards and conditions of employment.

- **Triage and Early Resolution:** The Customer Service Centre performs a systemic triage of all claims filed with the Branch. All incoming claims are assessed as to the degree of urgency, the degree of complexity, and past/present claims experience. Based on these criteria, Intake Officers in the Customer Service Centre determine if the claim needs to be immediately assigned to the field operation, e.g. in the case of a bankruptcy or a set of complicated issues, or whether an early resolution can be attempted.

Claims that are assessed as appropriate for early resolution are assigned to Intake Officers. The Officer gathers the relevant information, evaluates the facts and the applicable legislation and policy, and then ensures that the parties in the claim are aware of their respective rights and obligations. Once informed of these rights and obligations the parties are often willing to settle the issue voluntarily. Claims which cannot be resolved using this process are referred to a field investigation.

In 2001/02, 50% or 1,800 claims were finalized using the early resolution process. The value to clients is that issues can be resolved relatively quickly without the need for time-consuming field investigation. The average time to resolve a claim through the early resolution process was 27 calendar days.

- **Field Investigation:** The field unit is divided into four teams, each with responsibility for particular industrial sectors. The sector-based teams allow officers to share information and develop better understanding of the issues specific to their sectors. Each is responsible for identifying industries or business with relatively high risk of non-compliance and proposing ways to address the situation, which may include audits, compliance testing, educational campaigns, or partnering with industry organizations. Focusing existing resources on high-risk industries or businesses in this manner, rather than dealing solely with individual complaints, results in greater compliance with the legislation.

In addition to risk assessment activities, field officers investigated approximately 1,500 claims in 2001/02. After investigating the issues and educating the parties about employment standards laws, officers were able to facilitate a voluntary resolution of claims in approximately 85% of these cases. For the remaining 15%, formal orders were issued.

- **Alternate Dispute Resolution (ADR):** The Branch continues to offer ADR as a “user friendly” approach in cases where one or both parties wish to appeal a formal order. ADR enjoys a high success rate in resolving disputes, and consequently reduces the number of appeals that must proceed to the Manitoba Labour Board for resolution. In fiscal year 2001/02, 41 out of the 44 cases that attempted ADR were resolved through the ADR process.
- **Judgement and Collections:** This functional area recovers wages found owing to employees through determinations made by the Employment Standards Branch or by Orders of the Manitoba Labour Board. In 2001/02 approximately \$140,000 was recovered through formal actions.

Client Initiated Services Table of Performance:

| | Projected 2001/02 | Actual 2001/02 |
|---|------------------------------|---------------------------|
| Percentage of Claims Finalized at: | | |
| Early Resolution Level | 33 | 55 |
| Field Investigation Level | 57 | 42 |
| Alternate Dispute Resolution Level | 4 | 1 |
| Manitoba Labour Board Level | 1 | 1 |
| Judgement and Collections Level | 4 | 1 |

2. Proactive Services

In addition to client initiated services, the Branch provides proactive services to educate employees and employers about their rights and responsibilities under the legislation.

- **Customer Service Centre:** The customer service centre handles all incoming telephone traffic, receives and triages all claims filed with the Branch, performs database entry for most claims, and investigates and attempts early resolution on most claims.

Four staff in the centre have been cross-trained to provide intake/inquiry services for the Worker Advisor Office. This allows the two Branches to share resources and effectively increase the number of available, trained, front-line staff. Cross training has proved of great value in offices outside Winnipeg. For example, it is currently implemented in Brandon in conjunction with the Workplace Safety and Health Division.

The Customer Service Centre continues to use automated call distribution (ACD) to manage incoming telephone traffic and to assist in the evaluation of telephone services.

3. Labour Adjustment Services

The Labour Adjustment Services Unit assists employers and workers to find solutions to actual or potential workforce downsizing arising from business closures or layoffs due to economic, technological or industrial change. The unit also assists workforce adjustment committees to develop retraining and redeployment strategies for workers whose jobs may disappear or change.

Community and consultative services are provided primarily to northern and single-industry communities that are faced with downsizing by a community's primary employer. Labour Adjustment staff make the initial contact in potential downsizing situations and participate in the development of a responsible and flexible adjustment process.

In 2001/02, Labour Adjustment Services was involved in 19 committees, assisting approximately 3,500 workers.

Labour Adjustment Services continues to be provincial "first responders" to mitigate downsizing in single-industry communities. The Unit is currently co-ordinating an interdepartmental provincial government Steering Committee that reports directly to the Community Economic Development Committee of Cabinet (CEDC) for both Lynn Lake and Leaf Rapids to provide timely and effective community adjustment program services.

Labour Adjustment Services Table of Performance

| | Projected 2001/02 | Actual 2001/02 |
|---|----------------------|-------------------|
| % of workers adjusted | 75 | 79.5 |
| # of downsize situations facilitated | 30 | 32 |

Achievements:

- Four additional staff were cross-trained to provide intake services to both the Employment Standards Branch and the Worker Advisor Office. Six additional staff were trained in the most effective and efficient techniques for handling claims from employees affected by business closures and bankruptcies.
- Divisional staff facilitated the Department's shared role in the development of Bilingual Government Service Centres, which are now open in three locations in the Province. Divisional staff facilitated the creation of the job description, pre-screening, selection and hiring for the three Information Specialist positions for the centres, located in Notre-Dame-de-Lourdes, Saint Boniface and Saint-Pierre-Jolys.
- Following the announcement by Hudson's Bay Mining and Smelting that the Ruttan Mine would be closed as early as May 2002, the Unit co-ordinated a provincial interdepartmental government Steering Committee on the community adjustment strategy for Leaf Rapids and Lynn Lake.

Continuous Improvement:

- The customer service centre is actively exploring various technologies and processes to improve service and timely access to information.
- Developing the skills and expertise of Employment Standards Officers through training, mentoring, and other initiatives remains a high priority.
- Continue to partner with stakeholders in developing strategies to improve compliance with labour standards legislation.

2(j) Employment Standards

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|------------------|
| Total Salaries | 1,967.4 | 39.00 | 1,994.3 | (26.9) | 1. |
| Total Other Expenditures | 595.7 | | 635.0 | (39.3) | 2. |
| Total Expenditures | 2,563.1 | 39.00 | 2,629.3 | (66.2) | |

Explanation Number:

1. *Under-expenditure reflects salary savings due to staff vacancies.*
2. *Under-expenditure reflects expenditure management strategies that resulted in reductions in telecommunications, postal costs and in professional fees for legal services.*

Worker Advisor Office

The Worker Advisor Office provides professional and timely service to workers and their dependents who require assistance with their Workers Compensation claims, and to interest groups who identify a need for educational and training assistance for their members.

Objectives

The objectives of the Worker Advisory 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;
- assist workers and their dependents who dispute decisions relating to their benefit entitlement under *The Workers Compensation Act* of Manitoba;
- represent workers and dependents with their appeal of Workers Compensation Board decisions, directly to the Board and/or at an oral hearing before the Appeal Commission; and
- educate workers, including workers whose first language is other than English, about their rights and obligations within the Workers Compensation system.

Summary of Performance

The Worker Advisor Office provided assistance and representation to over 500 claimants requesting formal appeal assistance last year.

The focus on assisting clients at the intake stage has led to an additional 200 cases being resolved without formal appeal.

Achievements

- The Worker Advisor Office continued a Community Outreach Program and provided presentations about the Workers Compensation system and the services of the Worker Advisor Office to a number of ethnocultural groups. As well, the number of claims resolved in 2001/02 increased by 16 percent over the previous fiscal year.

| | Projected 2001/02 | Actual 2001/02 |
|--|------------------------------------|------------------------------------|
| 1) Claims Number of inquiries finalized through early intervention | 250 | 200 |
| Number of claims finalized at WCB appeal levels | 500 | 525 |
| 2) Timeliness/Responsiveness a) contact to be made with client by assigned Worker Advisor | 95% contacted within four weeks | 95% contacted within four weeks |
| 3) Public Education Number of presentations to workers organizations and multicultural communities | 15 | 7 |

Continuous Improvement

The Worker Advisor Office will:

- in conjunction with the Employment Standards Branch, provide training to intake officers in response to the needs of the common intake project;
- encourage partnerships to develop new projects and initiatives that increase workers awareness of their rights to benefits and a safe work environment; and
- target information dissemination to interest groups such as unions, medical practitioners and work and safety committees to ensure workers are aware of their rights within the Workers Compensation system.

2(k) Worker Advisor

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--------------------------------------|-------------------------------|----------------------------|---------------------------------|--------------------------|--------------|
| Total Salaries | 587.6 | 11.00 | 616.4 | (28.8) | 1. |
| Total Other Expenditures | 172.2 | | 166.0 | 6.2 | |
| Total Expenditures | 759.8 | 11.00 | 782.4 | (22.6) | |

Explanation Number:

1. Under-expenditure reflects salary savings due to staff vacancies.

Immigration and Multiculturalism Division

The Immigration and Multiculturalism Division provides for the development of policies and programs related to immigration admission and co-ordinates the settlement and integration of immigrants and refugees into the social and economic life of Manitoba. The Division works to identify issues which have an impact on the multicultural community, fosters partnerships between government and ethnocultural communities and ensures that the principles of *The Manitoba Multiculturalism Act* and *The Manitoba Ethnocultural Advisory and Advocacy Council Act* are reflected in government priorities and activities.

The Division consists of the Assistant Deputy Minister's office including the Strategic Planning and Program Support Unit, the Immigration Promotion and Recruitment Branch, the Settlement and Labour Market Services Branch, the Adult Language Training Branch, and the Multiculturalism Secretariat.

Executive Administration

The Assistant Deputy Minister provides managerial support and leadership to the divisional programs through the Divisional Management Team and the Strategic Planning and Program Support Unit. Central co-ordination for budget preparation, financial accountability and reporting as well as divisional human resource management is provided through the Executive Administration area. The Strategic Planning and Program Support Unit researches and develops policy options in support of program development and evaluation in response to Manitoba's immigration and settlement needs. This includes participation in federal/provincial/territorial negotiations and consultations, co-ordinated provincial analysis, input on immigration and citizenship legislation and programs, divisional strategic planning, internal program development and evaluation strategies, and technology co-ordination.

Continuous Improvement

- New positions totalling 6.5 staff years were filled in order to meet growing demands of the Division.
- The Immigration Promotion and Recruitment Branch continued ongoing work in the development of administration and policies for the Manitoba Provincial Nominee Program. Strategic partnerships were enhanced to fill specific labour market shortages and complement economic development.
- The Settlement and Labour Market Services Branch continued efforts to enhance the quality and standards of settlement and employment services for immigrants and initiatives to address qualification recognition to help immigrants achieve their full potential in the Canadian labour market and society.
- The Adult Language Training Branch continued delivery of language assessments and referrals to a range of ESL programs to meet diverse learners' needs. Further development of partnerships with business and industry enhanced employability for workers. The Branch continues to support a flexible continuum of Adult ESL delivery mechanisms including regional programming, English for specific purposes and professional development for instructors. The Adult ESL teacher's resource library has been automated to improve accessibility and accountability. An evaluation framework for the Manitoba Immigrant Integration Program is in development.
- The Multiculturalism Secretariat has ensured the implementation of the new MEAAC Act and assists MEAAC in addressing priority issues identified by ethnocultural communities.

Immigration Promotion and Recruitment Branch

The Immigration Promotion and Recruitment Branch seeks to increase skilled and business immigration to the province through proactive and international recruitment and in consultation and partnerships with private sector, community groups and other government departments. In accordance with the Provincial Nominee Addendum to the Canada-Manitoba Immigration Agreement, the Branch recruits, screens and nominates skilled individuals and their family members who meet the current and future labour and economic development needs of the Province.

Summary of Performance

Since January 1994, Manitoba has been at the forefront in initiating proactive and strategic means of increasing immigration. The Branch has significantly increased awareness to potential immigrants of Manitoba as a desirable place to live by communicating worldwide the advantages of choosing Manitoba as an immigration destination. Targeted recruitment initiatives abroad and the divisional website provide thousands of people worldwide with access to information on the province and opportunities for immigration to Manitoba.

The Provincial Nominee Agreement, an addendum to the Canada Manitoba Immigration Agreement, has provided an increased role for the province in recruiting, screening, and nominating skilled individuals and their family members who meet the province's labour market needs for purposes of permanent immigration to Manitoba. By the end of 2001, a total of 1,843 individuals were nominated for immigration to Manitoba since the beginning of the program in 1998. These individuals, together with their dependants, represent a total of 6,019 people. As a result of successful implementation and demand, the Provincial Nominee allocation has steadily increased from 200 per year in the initial agreement to 1,000 for the 2002 calendar year.

Manitoba received 4,576 immigrants in 2001, 972 of those being Provincial Nominees. Of all Provincial Nominees arriving in Canada in 2001, 76.36% were destined to Manitoba.

Direct contact is maintained with immigration officers in over 48 posts (Canadian Embassies, High Commissions, and Consulates) to ensure smooth processing of applications. This also allows Manitoba to convey accurate information on the province's approach to promotion and recruitment and on current economic and labour market development strategies.

Staff continues to participate in promotion and recruitment campaigns abroad. Recruitment missions overseas have a dual role of maintaining relations with the visa offices and increasing interest in immigration to the province. In 2001, the Branch participated in a recruitment mission to Argentina together with the Jewish Federation of Winnipeg and the Business Council of Manitoba. This mission alone has resulted in over 60 exploratory visits and 50 provincial nominee certificates issued for skilled workers. Of these, 13 families have already moved to and are working in Manitoba. The Branch also assisted the Italian Chamber of Commerce in a mission to Italy, providing immigration expertise and identifying potential for skilled worker and student movements.

By the end of 2001, through a special one time initiative of the Provincial Nominee Program in conjunction with the Regional Health Authority, over 40 registered nurses and 35 licensed practical nurses arrived in Manitoba and are working in various regions in the province. Branch staff also facilitated the processing of registered nurses to be able to enter on temporary work authorizations as a partial solution to the shortage of nurses in the province.

Staff continues to create partnerships and meet with Manitoba-based businesses, associations, educational and professional organizations to ensure that they act as access points to promote skilled independent immigration to Manitoba, and identify current labour market demands. A business component of the program, jointly administered with Industry, Trade and Mines, has resulted in the approval of 67 applications at December 31, 2001. The candidates represent \$17,890,000 in initial cash investment into the provincial economy with an anticipated 212 full-time jobs being created.

An evaluation of the Provincial Nominee Program identified that 90% of provincial nominees who initially came to Manitoba continue to live here. About 34% of those arriving by October 2001 settled outside of Winnipeg compared to 15% of other recent non-program related immigrants. In addition, about 94% of principal applicants and 44% of adult dependents who came through the program are employed.

The Branch continues to participate in Federal/Provincial/Territorial Working Groups to provide Manitoba's perspective on proposed changes to federal immigration legislation, Promotion and Recruitment, Skilled Workers and Business Immigration.

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 and participate in Manitoba's labour market economy through the development, co-ordination, support, delivery and funding of settlement related programs and services.

Summary of Performance

The Settlement and Labour Market Services Branch in conjunction with the Adult Language Training Branch, continued to administer the Manitoba Immigrant Integration Program (MIIP). MIIP is designed to facilitate the economic and social integration of immigrants in Manitoba. The program provides funding, co-ordination and/or staff support for services delivered through partnerships. It integrates immigrant settlement and language training services for newcomers in Manitoba as well as Federal and Provincial funding.

In 2001/02, 21 projects for a total of \$1,828,600 were funded under the MIIP - Immigrant Settlement Services component.

The projects were in the following areas:

Initial immigrant settlement services; community development activities; settlement standards; professional development; employment preparation and placement services; employment services for highly skilled immigrants; materials development and distribution; services in rural and northern communities; immigrant family wellness activities; and research, consultation and information to further develop settlement and integration activities.

Branch staff was active in co-ordinating settlement activities with relevant service providers through the following co-ordinating committees:

- The Manitoba Settlement Group includes the main settlement service deliverers and government representatives. The purpose of the group is to identify gaps and current issues, exchange information, and determine areas for collective action.
- The Employment Services Co-ordinating Group which involves provincial government departments responsible for funding and/or standards as well as the major agencies that provide employment services for immigrants identifies gaps, areas of concern and co-ordinates efforts for change and development of the field.
- Manitoba Refugee Sponsors is a group of Manitoba Sponsorship Agreement Holders that meet monthly to co-ordinate activities related to private sponsorships of refugees and information and support for both the sponsors and the refugees. The Branch provides resource materials and training for faith groups who are sponsoring refugees to Manitoba. This includes co-ordination with settlement services and community volunteers, identification of training needs, development of materials and delivery of training.

The Credentials Recognition Program provides wage assistance and assessment assistance to qualified highly skilled immigrants to gain recognition for education and work experience obtained outside of Canada. The program registered 230 clients of which 34 received wage assistance (averaging \$4,303.78 per wage subsidy) and 77 received assessment assistance (averaging \$310.55 per assessment subsidy).

The Academic Credentials Report was issued to 328 skilled immigrants. The report is a compilation of data on education and training received abroad by immigrants. In October 2001, the Academic Credentials Assessment Service applied for membership in the Alliance of Credential Evaluation Services of Canada.

The Branch was involved in the following qualification recognition activities:

- Partnering with Regulatory bodies - The Branch has continued to work on developing partnerships with regulatory bodies to address the issue of recognition of qualifications of immigrants in Manitoba. In 2001/02 the Branch worked with the Association of Engineers and Geoscientists of Manitoba, the Association of Occupational Therapists of Manitoba, the Manitoba Pharmaceutical Association and the Manitoba Land Surveyors.
- The Branch works in co-operation with other government departments to ensure barriers to qualification recognition of immigrants in Manitoba are addressed. The Branch worked closely with the Apprenticeship Branch and Industry Training Partnerships of Manitoba Education, Training and Youth.
- Occupational Fact Sheets are developed, updated and distributed in both official languages detailing the assessment and credentials recognition processes for 65 regulated occupations in Manitoba. The fact sheets are distributed not only to newcomers but also to service providers working with highly skilled immigrants.

The Branch continues to provide support for the provision of plain language materials within government including the adaptation of existing materials to address language needs and culturally specific information.

Branch staff participated in the following Federal/Provincial/Territorial working groups:

- Working Group on Settlement and Integration - This group was the medium of consultation for the federal government during the development of their new settlement funding allocation model.
- Working Group on Access to Professions and Trades - The primary mandate of this group is to share information across governments on the recognition of foreign credentials given the diverse sources and quality of information available. The group is also a forum to co-ordinate joint federal-provincial action, support credential assessment, encourage other stakeholders to be proactive, and support initiatives that would facilitate the integration of immigrants into the labour market.

Adult Language Training Branch

The primary responsibility of the Branch is the co-ordination of Adult English as a Second language (A/ESL) instruction throughout Manitoba. Work is done to assist immigrants to develop communicative competence in English and acquire necessary, appropriate and timely settlement, and labour market service information to pursue their personal, academic and employment goals and live lives of dignity and purpose in Canada.

The Branch actively supports the establishment of joint initiatives and partnership endeavours among a variety of service providers and other partners.

Summary of Performance

Canadian Language Benchmarks (CLB) assessments in listening/speaking, reading and writing along with intake interviews, to determine language competency related to immediate, short and long term goals were conducted with 2,208 individuals. Referrals to A/ESL programs were made according to individual needs, goals and personal circumstances.

The Branch provided financial and program support in four different programming streams from the Manitoba Immigrant Integration Program (MIIP).

School Divisions and College Programs

The deliverers of school divisions and college programs were: Winnipeg School Division (41 part-time continuous intake classes in the day, evening and weekend for approximately 800 students); Applied Linguistics Centre (8 full-time day classes with continuous intake for approximately 120 students); Victor Mager Parents Association (4 part-time morning classes with approximately 120 students); and Red River College Language Training Centre (16 classes with approximately 320 students offered in two six-month terms with volunteer work experience placement opportunities in the intensive English program and a variety of English for Specific Purposes programs). St. Vital School Division delivered one part time evening program for 20 students.

Community Based Language Training

- English for Seniors: Partnering with the Age & Opportunity Centre, Jewish Child & Family Services and Good Neighbour Seniors Centres, 21 classes at 9 different Winnipeg sites were delivered to 325 immigrant seniors from 17 language groups. Child minding and transportation was provided for those who needed it.
- Community ESL Classes for Women: Classes were held at 10 Winnipeg sites, in conjunction with community groups, churches, schools, the Winnipeg Centennial Library and housing projects, with transportation and child minding services, for 181 non-confident immigrant women.
- Women in Transition from Home to Work: Two part time classes were provided for 29 women who are re-entering the Labour Market. Child minding was provided for their pre-school age children.

Language and Communication for the Workplace

- With 11 different industry partners in Winnipeg, 19 classes were held to accommodate the communication learning needs of over 300 employees.
- Additional English for Specific Purposes programs offered this year were:
 - English for Health Care Aides – 15 students; English for Pharmacists – 4 students; Writing for Professionals – 2 part time classes - 25 students; Pronunciation classes - 4 part time classes for 54 students; English for Taxi Drivers - 2 terms; English and AutoCAD for Engineers- 26 students; English for Garment Workers with UNITE - 30 students; UFCW English Program - 20 students; and Workers Compensation Board - 3 students.
- Tutorials were provided for 20 individuals or small groups of people with individual needs.
- An ESL/ASL employment readiness program was delivered by Society for Manitobans with Disabilities for 4 deaf newcomers.

Regional Adult ESL Programming

Rural Adult ESL Delivery partners are:

- Community Headway's Literacy Centre in Portage La Prairie - one part time evening class;
- Pembina Valley Language Education for Adults (14 classes for approximately 200 learners);
- Pembina Valley Workplace Training (English for Truck Drivers course);
- Interlake Adult Learning Association (3 classes with 28 learners);
- Southeast Area Language and Literacy Services for Adults delivered 11 community classes and 5 workplace classes for 170 learners;
- Westman English as Second Language Services delivered 7 classes in Boissevain, Hamiota, Kola, Roblin, Dauphin and Brandon; and
- Thompson Multi Cultural Centre had 1 class for 8 learners.

Other Initiatives

- The Branch provided co-ordination and support for over 200 Adult ESL volunteers by working with a co-ordinating group of representatives from 6 service providers. The Branch updated and distributed over 200 copies of the Volunteers in Adult ESL resource. Two sets of the 8-session volunteer training workshops were delivered. The training workshop modules have been shared with the Centre for Diverse Visible Cultures in Halifax.
- To maintain and promote excellence in Adult ESL instruction and assessment in Manitoba the Branch:
 - worked with delivery partners and professional organizations to develop and deliver Professional Development for Adult ESL teachers in Winnipeg and rural areas;
 - participated in various advisory and co-ordinating committees including the Centre for Canadian Language Benchmarks and the National Settlement Conference Planning Committee;
 - initiated the development of progress reports and a process of providing feedback to Adult ESL learners at the end of term and expanded and automated the Adult ESL Resource Collection; and
 - developed the following resources for classroom instruction: Themes and Activities for Effective Communication; Workplace Language Training - Instructors Manual; An Annual Check Up, and ESL for Healthy Living.
- Branch staff participated in the K-S4 ESL review.
- Presentations were given on referrals to the A/ESL system, services and courses available and understanding language levels to mainstream and immigrant serving agencies.
- The Career Resource for Prospective Adult ESL teachers was put on the website and 100 print copies were also distributed.
- An English for Specific Purposes course was developed for Home Care Employees.

3(a) Immigration

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | (\$000s) | Variance Over/(Under) | Expl. No. |
|--------------------------------------|-------------------------------|----------------------------|----------|--------------------------|--------------|
| Total Salaries | 2,042.9 | 40.00 | 2,098.2 | (55.3) | |
| Total Other Expenditures | 708.2 | | 785.2 | (77.0) | |
| Total Financial Assistance | 5,832.2 | | 5,760.3 | 71.9 | |
| Total Expenditures | 8,583.3 | 40.00 | 8,643.7 | (60.4) | |

Multiculturalism Secretariat

The mandate of the Multiculturalism Secretariat is to co-ordinate the implementation of Manitoba's Multicultural policy and *The Manitoba Ethnocultural Advisory and Advocacy Council Act*. The Secretariat is responsible for the identification of priorities for action throughout government departments and agencies and to incorporate the principles of multiculturalism in their programs and services. Multicultural, cross-cultural and anti-racism initiatives are generated in government and communicated to the public and to other departments to encourage their continued evolution and development. The Secretariat also supports initiatives within the ethnocultural community through the administration of the Ethnocultural Community Support Fund. The Secretariat advises the Minister on issues related to multiculturalism, and operates to fulfill the obligation of *The Manitoba Multiculturalism Act* and provides administrative support to the Manitoba Ethnocultural Advisory and Advocacy Council (MEAAC).

Summary of Performance

In the past year, the activities of the Multiculturalism Secretariat included the following:

- co-ordination of communication and the facilitation of linkages between Manitoba citizens and government in keeping with Manitoba's Multicultural policy and *The Manitoba Multiculturalism Act*;
- co-ordination of 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;
- provision of training opportunities for departmental staff and participation in community activities to recognize March 21, the International Day for the Elimination of Racial Discrimination;
- promotion of citizenship through the holding of Citizenship Courts in the Manitoba Legislative Building;
- co-ordination of communication projects to ensure cultural sensitivity, and participation on intergovernmental and community committees to promote anti-racism, good citizenship and cultural awareness;
- participation in Holocaust remembrance projects;
- community consultations and recommendations for the establishment of an Ethnocultural Council;
- enactment of *The Manitoba Ethnocultural Advisory and Advocacy Act* on July 6, 2001 to establish a multicultural Council to provide advice and advocacy to the government on issues of importance to the ethnocultural community;
- development of an election and nomination process for Council members who were elected/appointed in November 2001;
- co-ordination of meetings of the Manitoba Ethnocultural Advisory and Advocacy Council and the work of the sub-committees; and
- distribution of materials on racism, citizenship and multiculturalism to schools, institutions and organizations.

Ethnocultural Community Support Fund

The Secretariat provides consultation, advice, board development, program planning, setting priorities workshops, on request, to ethnocultural community organizations. The Secretariat reviews grant requests and provides advice and recommendations to the Government of Manitoba through the Minister responsible for Multiculturalism with respect to the distribution of lottery funds to the multicultural communities. It strives to promote and maintain the cultural values of Manitobans and encourages the

development, understanding, appreciation and sharing of the diverse cultural values that enrich our province.

The amount of support is based on the availability of funds, the need of the applicant and the ability of the applicant to make effective use of the funds available. Eligible organizations may apply for operational funding and special projects. Priorities are given to activities of an intercultural nature, upgrading of administrative and management skills of volunteers, members and staff, and community and organization development strategies. Funding assistance may be provided up to 50% of the eligible budget related to program delivery and could be in the form of cash, bingos, or a combination of both.

In 2001/02, 100 grants were approved for a total of \$107,450 in cash and \$305,400 in bingos (through Manitoba Lotteries).

Manitoba Ethnocultural Advisory and Advocacy Council

In order to fulfill this government's pledge to review the establishment of a Multicultural Council, community consultations were held in Winnipeg, Brandon and Thompson in 2000. The opportunity was provided for multicultural organizations to consult with government.

Discussions at community meetings focused on three issues:

- Should this new organization be involved in advocacy? If so, around what issues?
- What should this new organization look like: structure, composition, reporting etc.?
- Should this organization provide grants? If so, with what guidelines and criteria?

In response to the recommendations of the consultation, the Government of Manitoba proposed the establishment of a council. To this end, *The Manitoba Ethnocultural Advisory and Advocacy Act* was enacted on July 6, 2001 to establish a Multicultural Council that would provide advice and advocacy to the government on issues of importance to the ethnocultural community.

Subsequent to this, an election and nomination process was developed and Council members were elected/appointed in November 2001. The Council consists of 21 individuals with 16 members selected by ethnocultural organizations and 5 members appointed by government.

The Council's initial meeting took place on December 13, 2001 where the Minister met with the new members and outlined the role of the Council. At this meeting the Council developed an ad-hoc committee to develop guidelines and structure for the new Council.

The first formal meeting of Council took place on January 19, 2001 and at a subsequent meeting on March 2, 2002 elections took place where the executive was elected and Standing Committee membership was determined, as follows:

Executive Committee

Chairperson, John Jack; Vice-Chairperson, Zofia De Witt; General Secretary, Dr. K.C. Asagwara

Standing Committee on Anti-Racism

Michael Lazar, Chair; Graham Buckingham, Jackie Dolynchuk, Kana Mahadavan, Glenn McIvor

Standing Committee on Education

Alfina Grande, Chair; Dr. K.C. Asagwara; Dr. Youssef Bezzahou; Dr. Romulo Magsino; Chris Reddy

Standing Committee on Immigration & Employment

Rose Tilbrook, Chair; Dr. Youssef Bezzahou; Randolph Gorvie; Dr. Madhu Gupta; Harjeet Kahlon; Michael Lazar; Kana Mahadavan

Standing Committee on Cultural & Linguistic Diversity

Chris Reddy, Chair; Afina Grande; Valerie Hoshizaki-Nordin; Christina Semaniuk

Standing Committee on Outreach

John Antonio Cardoso, Chair; Randolph Gorvie; Shirley Mar; Beatrice Watson

3(b) Multiculturalism Secretariat

| Expenditures by Sub-Appropriation | Actual 2001/02 (\$000s) | Estimate 2001/02 FTE | Estimate 2001/02 (\$000s) | Variance Over/(Under) | Expl. No. |
|--|--|-------------------------------------|--|----------------------------------|----------------------|
| Total Salaries | 127.7 | 3.00 | 141.7 | (14.0) | |
| Total Other Expenditures | 49.5 | | 40.5 | 9.0 | |
| Total Financial Assistance | 107.4 | | 107.5 | (0.1) | |
| Total Expenditures | 284.6 | 3.00 | 289.7 | (5.1) | |

Office of the Fire Commissioner

Objectives

The main objective of the Office of the Fire Commissioner is to reduce human suffering and property loss resulting from fires. This is accomplished by five areas of the Office of the Fire Commissioner: the investigation section, which determines the cause and origin of fire; the Education and Training area, which delivers a series of emergency response and safety based programs; while Emergency Services is available to support local field responses and provincial emergencies. Through the Codes and Standards section, the structure stability and fire safety concerns of buildings are addressed. An administration section provides both direction and support for all areas.

Summary of Performance

During the calendar year, the Office of the Fire Commissioner:

- provided technical assistance to fire departments;
- responded to provincial emergencies and search incidents;
- delivered training programs at the Manitoba Emergency Services College and throughout the province;
- reviewed building plans, issued building permits, conducted code enforcement and consultative service on the various codes; and
- participated on the Cabinet Sub-Committee on Security.

Continuous Improvement

The Office of the Fire Commissioner will:

- continue to add internationally accredited emergency service training programs to the Manitoba Emergency Services College (MESCC);
- continue to work with and support municipalities to develop an emergency response system to deal with their local hazard analysis; and
- provide provincial security services as deemed advisable by the All Party Task Force Security Committee.

If you require further information, please refer to the Office of the Fire Commissioner Annual Report.

Department of Labour and Immigration

Reconciliation Statement (\$000)

| DETAILS | 2001/02 ESTIMATES |
|---|------------------------------|
| Printed Main Estimates of Expenditure 2001/02 | \$24,734.4 |
| Transfer of functions from: | |
| - Industry, Trade and Mines | 59.4 |
| Allocation of funds from: | |
| - Finance re: Public Debt | 247.1 |
| - Enabling Appropriations re: Internal Reform, Workforce Adjustment and General Salary Increases | <u>310.4</u> |
| Estimates of Expenditure 2001/02 (Adjusted) | <u>\$25,351.3</u> |

Department of Labour and Immigration

Expenditure Summary (\$000)

for fiscal year ending March 31, 2002 with comparative figures for the previous fiscal year

| Estimate 2001/02 | Appropriation | Actual 2001/02 | Actual 2000/01 | Increase (Decrease) | Expl. No. |
|---------------------|---|-------------------|-------------------|------------------------|--------------|
| | 11-1 LABOUR EXECUTIVE | | | | |
| \$ 28.1 | a) Minister's Salary | \$ 28.0 | \$ 27.2 | \$ 0.8 | |
| | b) Executive Support | | | | |
| 548.8 | 1. Salaries | 548.1 | 516.3 | 31.8 | |
| 79.7 | 2. Other Expenditures | 78.7 | 79.1 | (0.4) | |
| \$ 656.6 | Total 11-1 | \$ 654.8 | \$ 622.6 | \$ 32.2 | |
| | 11-2 LABOUR PROGRAMS | | | | |
| | a) Labour/Management Services | | | | |
| \$1,206.2 | 1. Salaries | \$ 1,113.7 | \$1,073.2 | \$ 40.5 | |
| 318.4 | 2. Other Expenditures | 325.5 | 319.9 | 5.6 | |
| | b) Mechanical & Engineering | | | | |
| 1,745.0 | 1. Salaries | 1,666.4 | 1,490.9 | 175.5 | 1. |
| 473.0 | 2. Other Expenditures | 551.4 | 551.6 | (0.2) | |
| | c) Conciliation, Mediation & Pay Equity Services | | | | |
| 381.2 | 1. Salaries | 391.1 | 382.9 | 8.2 | |
| 95.3 | 2. Other Expenditures | 108.3 | 105.1 | 3.2 | |
| | d) Pension Commission | | | | |
| 288.1 | 1. Salaries | 278.2 | 260.4 | 17.8 | |
| 120.0 | 2. Other Expenditures | 93.2 | 99.7 | (6.5) | |
| | e) Manitoba Labour Board | | | | |
| 950.5 | 1. Salaries | 959.0 | 878.7 | 80.3 | 2. |
| 282.3 | 2. Other Expenditures | 318.5 | 285.1 | 33.4 | |
| | f) Workplace Safety & Health | | | | |
| 3,494.2 | 1. Salaries | 3,314.0 | 2,873.9 | 449.1 | 3. |
| 992.2 | 2. Other Expenditures | 1,349.4 | 1,153.6 | 195.8 | 4. |

| Estimate 2001/02 | Appropriation | Actual 2001/02 | Actual 2000/01 | Increase (Decrease) | Expl. No. |
|-----------------------------|--|---------------------------|---------------------------|--------------------------------|----------------------|
| 241.9 | g) Occupational Health | | | | |
| 39.8 | 1. Salaries | 247.9 | 236.9 | 11.0 | |
| | 2. Other Expenditures | 32.9 | 37.7 | (4.8) | |
| 614.3 | h) Mines Inspection | | | | |
| 223.0 | 1. Salaries | 511.9 | 511.6 | 0.3 | |
| | 2. Other Expenditures | 225.4 | 264.4 | (39.0) | |
| 1,994.3 | j) Employment Standards | | | | |
| 635.0 | 1. Salaries | 1,967.4 | 2,035.6 | (68.2) | |
| | 2. Other Expenditures | 595.7 | 655.0 | (59.3) | |
| 616.4 | k) Worker Advisor Office | | | | |
| 166.0 | 1. Salaries | 587.6 | 545.1 | 42.5 | |
| | 2. Other Expenditures | 172.2 | 165.5 | 6.7 | |
| \$14,877.1 | Total 11-2 | \$ 14,809.7 | \$13,926.8 | \$ 882.9 | |
| | 11-3 IMMIGRATION AND MULTICULTURALISM | | | | |
| 2,098.2 | a) Citizenship | | | | |
| 785.2 | 1. Salaries | 2,042.9 | 1,872.1 | 170.8 | 5. |
| 5,760.3 | 2. Other Expenditures | 708.2 | 696.5 | 11.7 | |
| | 3. Financial Assistance & Grants | 5,832.2 | 5,893.5 | (61.3) | |
| 141.7 | b) Multiculturalism Secretariat | | | | |
| 40.5 | 1. Salaries | 127.7 | 33.9 | 69.8 | 6. |
| 107.5 | 2. Other Expenditures | 49.5 | 26.1 | 14.9 | |
| | c) Ethnocultural Community Support Fund | 107.4 | 206.6 | (66.7) | 7. |
| 8,933.4 | Total 11-3 | \$ 8,867.9 | \$8,728.7 | \$ 139.2 | |
| | 11-4 AMORTIZATION OF CAPITAL ASSETS | | | | |
| 407.8 | Amortization of Capital Assets | 389.0 | 392.5 | (3.5) | |
| 407.8 | Total 11-4 | 389.0 | 392.5 | (3.5) | |
| \$24,874.9 | TOTAL EXPENDITURES | \$24,721.4 | \$23,670.6 | \$1,050.8 | |

Explanation Number:

1. *The increase reflects increased salary rates and fewer vacancies in 2001/02.*
2. *The increase reflects the fact that a full-time Vice-Chairperson position was added in 2001/02.*
3. *The increase reflects the full year salary costs of the 8 new Safety & Health Officers who were hired at the end of September, 2000, as well as the General Salary Increase in 2001/02 and increased rates and applicability for the payment of overtime and standby pay.*
4. *The increase largely reflects the increased operating costs associated with new staff as well as the costs of the review of Workplace Safety and Health legislation that was undertaken in 2001/02, the additional costs of employee relocation and additional costs related to travel.*
5. *The increase reflects increased staffing in 2001/02 as well as the payout of vacation entitlement to one employee who left the Manitoba Government.*
6. *The increase reflects the increased costs associated with the re-activation of the program following a period of review and redefinition of the program, including the establishment of a new Manitoba Ethnocultural Advisory and Advocacy Council.*
7. *The decrease reflects a reduction in the allocation of funding for Multicultural Grants.*

Department of Labour and Immigration

Revenue Summary by Source (\$000)

for fiscal year ending March 31, 2002 with comparative figures for the previous fiscal year

| Actual 2000/2001 | Actual 2001/02 | Increase (Decrease) | Source | 2001/02 Actual | 2001/02 Estimate | Variance | Expl. No. |
|------------------------------|-------------------|------------------------|---------------------------------------|-------------------|---------------------|------------|--------------|
| Other Revenue: | | | | | | | |
| \$ 6,009.4 | \$ 6,285.0 | \$275.6 | (a) Workers= Compensation Board | \$ 6,285.0 | \$ 6,933.0 | \$ (648.0) | 1. |
| 3,031.9 | 2,863.3 | (168.6) | (b) Fees | 2,863.3 | 2,859.9 | 3.4 | |
| 103.3 | 101.0 | (2.3) | (c) Sundry | 101.0 | 71.5 | 29.5 | |
| \$ 9,144.6 | \$ 9,249.3 | \$104.7 | Sub-Total | \$ 9,249.3 | \$ 9,864.4 | \$ (615.1) | |
| Government of Canada: | | | | | | | |
| \$ 72.8 | \$ 74.1 | \$ 1.3 | (a) Boilers and Elevators Inspections | \$ 74.1 | \$ 53.0 | \$ 21.1 | |
| 160.8 | 168.8 | 8.0 | (b) Flin Flon Inspection Agreement | 168.8 | 160.8 | 8.0 | |
| 4,981.1 | 5,027.8 | 46.7 | (c) Immigrant Settlement Services | 5,027.8 | 4,930.5 | 97.3 | 2. |
| \$ 5,214.7 | \$ 5,270.7 | \$ 56.0 | Sub-Total | \$ 5,270.7 | \$ 5,144.3 | \$ 126.4 | |
| \$14,359.3 | \$14,520.0 | \$ 160.7 | Total Revenue | \$ 14,520.0 | \$ 15,008.7 | \$ (488.7) | |

Explanation Number:

1. *Workers Compensation Board*
 - *Year over year increase reflects increased expenditures for Workplace Safety and Health and for the Worker Advisor Office.*
 - *Variance from Estimate reflects the fact that the cost recovery from the Workers Compensation Board was restricted as a result of total cost reductions at the Board on a year over year basis.*
2. *Government of Canada – Immigrant Settlement Services*
 - *Year over year increase reflects the fact that additional funding was provided under the Immigrant Settlement Services Agreement.*
 - *Variance from Estimate reflects additional funding from the Government of Canada pertaining specifically to Kosovar refugees.*

Department of Labour and Immigration
Five Year Expenditure and Staffing Summary by Appropriation (\$000)
for years ending March 31, 1998 - March 31, 2002

| Appropriation | 1997/98 | | 1998/99 | | Actual/Adjusted Expenditures* | | 2000/01 | | 2001/02 | |
|-------------------------------------|---------------|-----------------|---------------|-----------------|-------------------------------|-----------------|---------------|-----------------|---------------|-----------------|
| | FTE | \$ | FTE | \$ | FTE | \$ | FTE | \$ | FTE | \$ |
| 11-1 Labour Executive | 11.00 | 582.5 | 11.00 | 575.6 | 11.00 | 679.2 | 11.00 | 622.6 | 11.00 | 654.8 |
| 11-2 Labour Programs | 196.70 | 12,160.0 | 195.70 | 12,618.7 | 194.20 | 13,180.5 | 202.50 | 13,926.8 | 208.50 | 14,809.7 |
| 11-3 Immigration & Multiculturalism | 32.50 | 4,311.7 | 37.50 | 4,872.5 | 37.50 | 7,567.3 | 35.50 | 8,728.7 | 43.00 | 8,867.9 |
| 11-4 Amortization of Capital Assets | - | - | - | - | - | 374.0 | - | 392.5 | - | 389.0 |
| Total | 240.20 | 17,054.2 | 244.20 | 18,066.8 | 242.70 | 21,810.0 | 249.00 | 23,670.6 | 262.50 | 24,721.4 |

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

NOTES:

1. 1998/99 was the first year that costs were incurred for the new government-wide desktop management initiative.
2. In October, 1999, the Citizenship and Multiculturalism Division transferred to the Department of Labour from the Department of Culture, Heritage and Tourism and subsequently renamed Immigration and Multiculturalism Division.
3. 1999/2000 was the first year that amortization costs related to the government-wide desktop management initiative were charged to departments.