

ANNUAL
REPORT
1984-85

Alberta
LABOUR

ALBERTA LABOUR

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Alberta Labour

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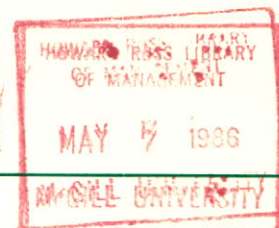
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ANNUAL REPORT

1984-85

Alberta
LABOUR



LABOUR

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Office of
the Minister

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Edmonton, Alberta, Canada
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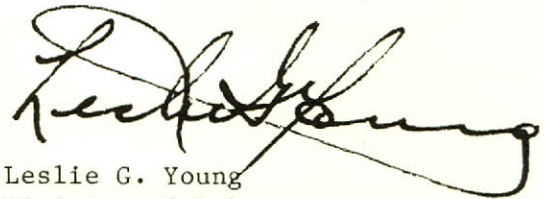
September 1985

The Honourable G. Amerongen
Speaker
Legislative Assembly of Alberta

Dear Sir:

I have the honour to submit the Annual Report for the Alberta
Department of Labour for the fiscal year ended 31 March 1985.

Respectfully submitted,



Leslie G. Young
Minister of Labour

LABOUR

403/427-8305

Office of
the Deputy Minister

10808 - 99 Avenue
Edmonton, Alberta, Canada
T5K 0G2

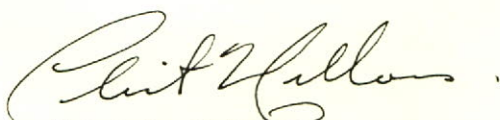
September 1985

The Honourable Leslie G. Young
Minister of Labour
Room 404, Legislative Building
Edmonton, Alberta

Dear Mr. Young:

I am pleased to present the Annual Report for the Alberta Department
of Labour for the fiscal year ended 31 March 1985.

Respectfully submitted,



Clint S. Mellors
Deputy Minister

OFFICIALS.

MINISTER OF LABOUR, THE HONOURABLE LESLIE G. YOUNG
Secretary to Minister of Labour, Carol Pirie
Executive Assistant to Minister of Labour, Stewart Devine

DEPUTY MINISTER, CLINT S. MELLORS
Secretary to Deputy Minister, Ollie Olekshy
Executive Assistant to Deputy Minister, Eslin Eling

PRINCIPAL OFFICERS

SUPPORT SERVICES DIVISION
Assistant Deputy Minister, Jack Tutty
Director, Communications Branch, Gillian Garner
Director, Finance and Administration Branch, Cliff Broemling
Director, Library Services Branch, Wendy Kinsella
Director, Personnel Branch, Lenore Martin
Director, Planning and Research Branch, Janet Howell
Director, Systems Branch, Jerry Stocco
Internal Auditor, Vic Feguenne

LABOUR DIVISION
Assistant Deputy Minister, Albert Kennedy
Director, Employment Standards Branch, Mike Kolmatycki
Director, Mediation Services Branch, Wes Pangrass
Superintendent, Pension Benefits Branch, Emilian Groch **

GENERAL SAFETY SERVICES DIVISION
Assistant Deputy Minister, Doug Morrison
Chief Inspector, Boilers and Pressure Vessels Branch, Les Smith
Director, Building Standards Branch, Dave Monsen
Chief Inspector, Electrical Protection Branch, Ken Fennessey
Chief Inspector, Elevator and Fixed Conveyances Branch, Steve Millward
Fire Commissioner, Fire Prevention Branch, Bill MacKay
Director, Plumbing and Gas Safety Services Branch, Jack Mercer

LABOUR RELATIONS BOARD
Chairman, Al Dubensky, QC
Vice-Chairman, Bill Canning
Secretary, Bob Bronson
Solicitor, Bob Philp
Registrar, Northern Region, Dennis Bykowski
Registrar, Southern Region, Jim Jung

ALBERTA HUMAN RIGHTS COMMISSION***
Chairman, Marlene Antonio
Executive Director, John Lynch
Regional Director (North), Denis St. Arnaud
Regional Director (South), Larry Paron

* 31 March 1985

** In accordance with section 6(2) of the *Pension Benefits Act*, the Pension Benefits Branch is required to submit a separate annual report to the Alberta Legislature. A summary of the branch's activities is contained in this report.

***In accordance with section 18(1) of the *Individual's Rights Protection Act*, the Alberta Human Rights Commission submits a separate annual report to the Alberta Legislature.

Legislation

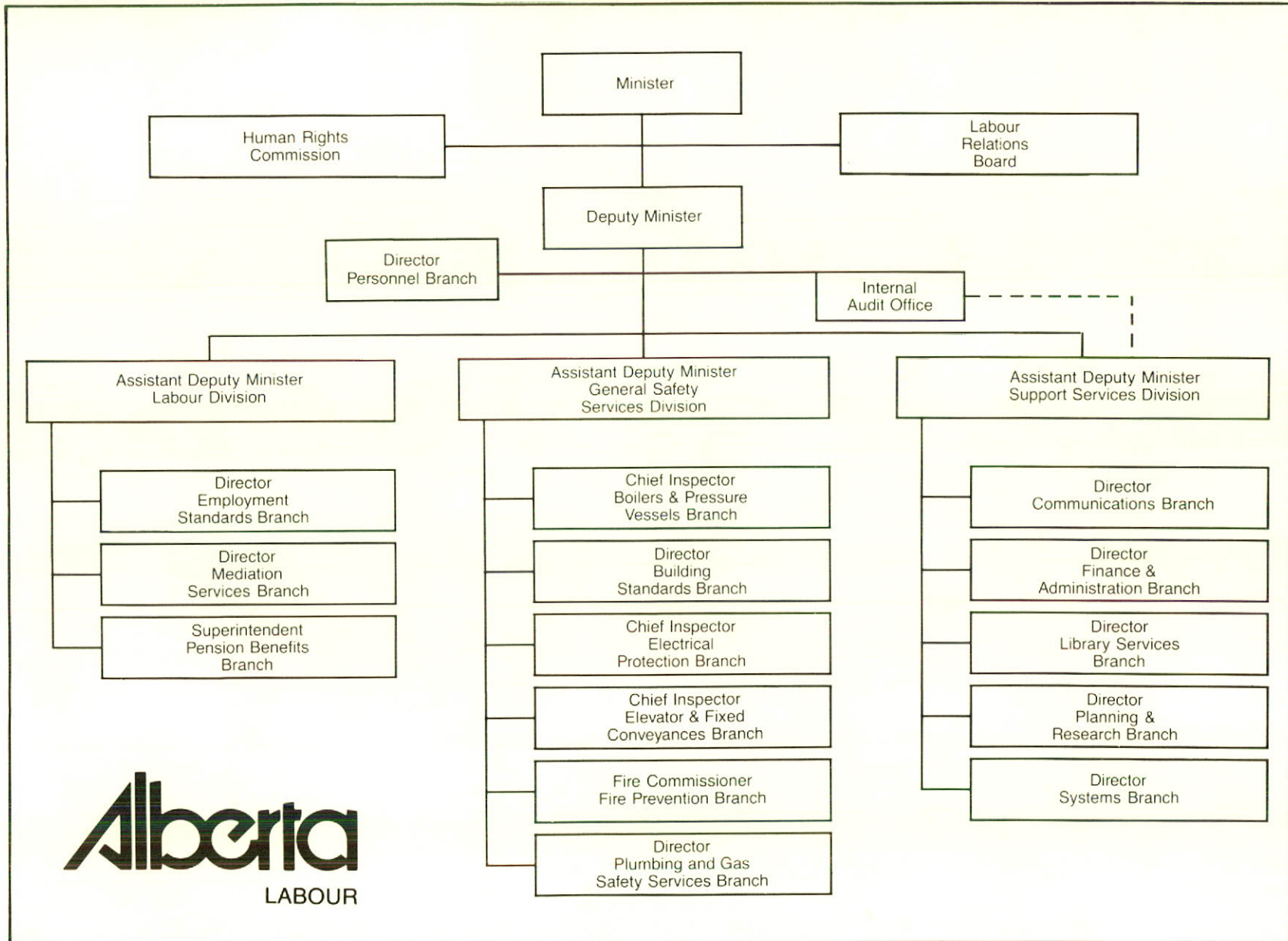
The following Acts are administered by Alberta Labour:

- Uniform Building Standards Act
- Boilers and Pressure Vessels Act
- Burial of the Dead Act
- Department of Labour Act
- Electrical Protection Act
- Elevator and Fixed Conveyances Act
- Employment Standards Act
- Fire Prevention Act
- Gas Protection Act
- Individual's Rights Protection Act
- Industrial Wages Security Act
- Labour Relations Act
- Pension Benefits Act
- Plumbing and Drainage Act
- Police Officers Collective Bargaining Act

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Organization Chart



Introduction

Alberta Labour is concerned with the development of harmonious and productive relations between employers and employees, the prevention and resolution of disputes between employers and unions, the administration of private pension plans, public safety and the enforcement of Alberta's human rights legislation. In fiscal year 1984-85 the department had 606 authorized permanent positions and a budget totalling \$26 210 210.

The department comprises the Support Services Division, the Labour Division and the General Safety Services Division, each headed by an assistant deputy minister; and the permanent staffs of the Labour Relations Board and the Alberta Human Rights Commission.

Support Services Division provides administrative support to the department and administers certain services directed to the general public. Labour Division provides assistance in preventing and resolving labour disputes, regulates the administration of private pension plans and enforces legislation regulating minimum standards of employment. General safety Services Division develops and enforces safety standards which pertain to boilers and pressure vessels, elevators and fixed conveyances, gas, plumbing and electrical installations, buildings and fire control.

The Alberta Labour Relations Board is a quasi-judicial tribunal which administers the Labour Relations Act. The board certifies trade unions and has the power to revoke certification. In the construction industry, it registers employers' organizations as bargaining agents; monitors compliance with the Act; issues directives in response to illegal strikes and lockouts; and governs the procedures for legal strikes and lockouts. The board is composed of a full-time chairman, a full-time and two part-time vice-chairmen, eight employer representatives and eight union representatives. All are appointed by the Lieutenant Governor in Council.

The Alberta Human Rights Commission is responsible for promoting and safeguarding the spirit and principles embodied in the *Individual's Rights Protection Act*, and for protecting Albertans against acts of discrimination. The Commission fulfills its mandate through educational and promotional programs, and through investigation and enforcement activities. It is composed of a chairman and six commissioners, all of whom are appointed by the Lieutenant Governor in Council.

The Year In Review

During fiscal year 1984-85, Bill 24, the *Employment Standards Amendment Act* was passed by the Legislative Assembly. Effective May 31, 1984, Bill 24 amended the process by which employers may appeal an order of an employment standards officer. Employers who wish to appeal an order are required to post an amount equal to the order or \$300, whichever is less, with Alberta Labour's director of employment standards. If the appeal is successful the money is returned to the employer. These amendments are designed to uphold the integrity of the dispute resolution process by reducing the number of frivolous or unwarranted appeals.

The Construction Industry Advisory Council of Alberta was established on December 18, 1984. The Council consists of seven representatives of labour organizations, six representatives of construction contractors, three representatives of construction owners, and two officials of Alberta Labour. The terms of reference of the Council are: to review input from construction industry interest groups; to make recommendations to industry participants and government, to review existing and proposed legislation and regulations affecting the construction industry; and to have meaningful input on (a) the process for review of legislation, (b) proposed changes on continuance of existing legislation, and (c) new legislation.

Other major undertakings by the department during fiscal year 1984-85 included adoption of the *Alberta Fire Code*, effective August 1, 1984, which was designed to provide uniform fire safety standards throughout the province. In the plumbing and gas area the provisions in the CSA Standard Z240.4-1M for Gas Appliances in Mobile Homes were adopted. In cooperation with Alberta Environment, progress was made in efforts to establish simpler methods of evaluating soils for sewage effluent disposal. Extensive participation also took place with the owners, design teams, manufacturers and contractors in the development of amusement rides especially designed for phase III of the West Edmonton Mall complex. Preliminary work with lift manufacturers in relation to the Mount Allen 1988 Winter Olympics was also completed. A proposal to revise and update the *Alberta Building Code* was also developed and circulated for public comment and input; 745 suggestions and comments were received and reviewed by the Alberta Building Standards Council.

In fiscal year 1984-85 the department continued to emphasize efficiency in its operations. Despite a reduction in staffing, the various branches adapted successfully to the changing conditions, maintaining their levels of activity and, in some cases, raising them, as the reports on the following pages indicate.

STATEMENT OF EXPENDITURES
for the fiscal year ending 31 March 1985

Vote and Ref. No.	Program/Element	Estimates	Prior Year Liabilities	Special Warrants	Transfers	Total Authorized	Expended	Unexpended (Overexpended)
1	Departmental Support Services							
	Minister's Office	168 930					146 854	
	Executive Management	341 574					307 869	
	Personnel	282 286					271 638	
	Finance & Administration	1 019 307					960 750	
	Systems	376 683					363 983	
	Communications	64 510					53 026	
	Planning & Research	648 968					578 673	
	Library Services	231 070					221 398	
	DIVISION TOTAL	3 133 328				3 133 328	2 904 191	229 137
2	Labour Relations							
	Divisional Support	137 728					119 447	
	Pension Plan Services	377 374					351 558	
	Mediation Services	1 066 008					774 084	
	Employment Standards	3 599 884					3 439 137	
	DIVISION TOTAL	5 180 994				5 180 994	4 684 226	496 768
3	General Safety Services							
	Divisional Support	1 205 464					1 058 804	
	Boilers	3 292 734					3 194 144	
	Building Standards	1 671 709					1 591 992	
	Electrical Protection	2 945 928					2 806 194	
	Elevators	791 882					781 928	
	Fire Prevention	2 398 619					2 590 152	
	Plumbing & Gas Safety	3 299 738					3 173 895	
	DIVISION TOTAL	15 606 074				15 606 074	15 197 109	408 965
4	Labour Relations Board	1 093 634				1 093 634	1 001 859	91 775
5	Human Rights Commission ..	1 196 180				1 196 180	961 472	234 708
	TOTAL DEPARTMENT	26 210 210				26 210 210	24 748 857	1 461 353

Financial Statements

STATEMENT OF REVENUE for the fiscal years ending 31 March 1984 and 1985

	1983-84	1984-85
Taxes		
Fire Prevention Act	\$1 186 496	\$1 119 553
 Fees and Permits		
Boilers and Pressure Vessels Act	1 108 059	1 183 694
Electrical Protection Act	1 364 673	1 304 330
Elevator and Fixed Conveyances Act	172 450	143 585
Gas Protection & Plumbing and Drainage Act	351 074	278 920
Pension Benefits Act	<u>35 263</u>	<u>36 984</u>
	<u>3 031 519</u>	<u>2 947 513</u>
 Miscellaneous		
Other	7 534	26 592
Prior Year Refunds (PYR)	3 442	(765)
Federal-Provincial Agreement	<u>30 000</u>	<u>40 000</u>
TOTAL REVENUE	<u>\$4 258 991</u>	<u>\$4 132 893</u>

Support Services Division

The Support Services Division is responsible for providing professional support services in the areas of finance, systems, planning and research, library services and communications. The division provides services to the department (including the Alberta Human Rights Commission and the Labour Relations Board), and also administers certain services which are provided for the general public. The division consists of the Communications, Finance and Administration, Library, Planning and Research, and Systems Branches, and the Internal Audit Office.

In addition to the ongoing services provided by its branches, the division is responsible for the overall identification and implementation of systems and procedures to improve quality, effectiveness and efficiency in the department's operations. The division also takes the lead in planning and developing systems and procedures to support the department's long-range needs.

Communications Branch

The Communications Branch staff are seconded from the Public Affairs Bureau. Working closely with senior departmental management and central bureau staff, the Communications Branch develops and implements plans to increase public awareness and understanding of the policies, programs and services of Alberta Labour, including the Alberta Human Rights Commission and the Labour Relations Board.

Consulting Services

The Communications Branch provides consulting services to executive and senior management in the department. This includes media analyses, recommendations for publicity and public information programs, assistance with the development and production of programs, and evaluation of program effectiveness. During the year the branch provided consulting services on a wide range of projects, including the announcement of the *Alberta Fire Code*, proposed changes to Alberta's *Pension Benefits Act*, formation of the Construction Industry Advisory Council of Alberta, proposed amendments to the *Individual's Rights Protection Act*, Fire Prevention Week, International Human Rights Day, and an information program to increase public awareness to the dangers of carbon monoxide poisoning.

Writing and Editorial Services

In 1984-85 the department's publishing program continued to expand and improve. Several new publications were produced and a number of existing publications were updated and reprinted. Feature articles on a variety of topics were produced and distributed, and the branch also provided writing and editorial service in support of a vigorous public speaking program. The branch also continued to produce the *Alberta Human Rights Journal* (a quarterly publication of the Alberta

Human Rights Commission), *Labour Newswire* (Alberta Labour's staff newsletter) and the department's three annual reports.

Media Relations

Media interest in the department's activities remained high during 1984-85. The Communications Branch responded to more than 1 000 media enquiries, prepared and distributed 40 news releases and seven feature articles (not including those produced for Fire Prevention Week), organized one news conference and arranged more than 30 media interviews with departmental officials. The branch continued its daily publication of *Headline News*, a service that provides senior department officials with summaries of events and issues of interest to the department as covered in various print media. The branch conducted one media workshop in fiscal 1984-85, and also distributed kits to media outlets throughout the province. These kits contained recorded tapes, background information and promotional materials in support of publicity campaigns on fire prevention and carbon monoxide poisoning.

Advertising

The Communications Branch director and the public affairs officer assigned to the Alberta Human Rights Commission began work on guidelines to prohibit stereotyping and unequal representation in Government of Alberta advertising programs. To date, there are no such guidelines in place in Alberta, and it was recommended that the Government of Alberta, as a major advertiser in this province, adopt advertising guidelines to prohibit stereotyping and under-representation of native and disabled persons, and ethnic minorities.

During fiscal 1984-85, the anti-racism campaign conducted for the Alberta Human Rights Commission,

Support Services Division

"Alberta Is For All Of Us," won a series of regional, national and international awards. The multi-media campaign, launched in the fall of 1983, featured radio and television commercials as well as newspaper advertisements in daily, weekly and ethnic press.

The 30-second television commercial "Friends" received an Award of Merit in the Society of New York Art Directors' "One Show," as well as a Certificate of Excellence from the Television Bureau of Canada. The Society of Graphic Designers of Alberta honored the print portion of the advertising campaign with four awards of merit. The awards were given for the "Alberta Is For All Of Us" poster, a companion brochure, and two newspaper advertisements.

Printing, Graphic Design, Audio-Visual and Photographic Services

The Communications Branch, in concert with Public Affairs Bureau staff, responded to the department's requests for printing, graphic design, audio-visual, photographic and display services. During 1984-85 the branch coordinated approximately 154 printing projects and requests for artwork, 18 requests for photographic services and 12 projects involving audio-visual production. The branch also worked closely with the department's Fire Prevention Branch to develop a two-sided, 32-panel display dealing with fire prevention and fire safety in the home.

Finance and Administration Branch

The Finance and Administration Branch provides a broad range of financial and administrative support services and carries out control functions for other branches in the department. Branch staff act as advisors and coordinators, providing management and staff throughout the department with assistance in financial planning, operations and control; and in the acquisition of space, equipment, supplies and services. In providing these services, branch staff liaise extensively with other government departments. Working to improve overall efficiency, the branch provides necessary services while ensuring compliances with mandatory, government-wide and departmental financial and administrative control systems.

As a result of cuts and the transfer of the Office Services Unit to Systems, the staff complement was reduced from 29 to 22 permanent positions during 1984-85. The branch is organized into three units:

Budget/Director's Office

The Director's Office is responsible for budget coordination and control, for development and implementation of financial and administrative policy and procedures, and for ensuring the adequacy of departmental financial systems.

Staff continued to be extensively involved in specialized financial analysis and control efforts oriented toward downsizing and in support of departmental planning for financial and human resource allocation decisions. Overall departmental downsizing and resource reallocations were reflected in a significant reduction in branch staffing levels (man-year utilization reduced 4.5

percent to 18.9 man-years), without compromising the general level of activity. With the transfer of Office Services to Systems during the year, branch staff were extensively involved in the planning, development and implementation of the department's central copying facility.

Accounts Section

The Accounts Section processes transactions and maintains records in relation to accounts payable and accounts receivable, handles departmental Crown revenues, processes and controls departmental payroll, controls fixed-asset inventory and provides financial operations advisory services.

In Accounts Payable, activity levels were up slightly from 1983-84, with transactions up seven percent overall and up 6.8 percent in relation to expense accounts specifically. This appears to be inconsistent with stable or slightly declining general departmental activity levels (man-year utilization was down approximately one percent from 1983-84 levels, and non-manpower expenditure levels were down 1.1 percent) and is likely a reflection of frequency of orders and expense accounts.

Activity in Accounts Receivable was again marginally lower. A minor decrease in revenue was largely a reflection of decreases in permit-granting activities (Electrical Protection Branch down 9.7 percent, Plumbing and Gas Safety Services Branch down 14.4 percent).

Administration Section

The Administration Section plans and coordinates the acquisition, maintenance and renovation of space and

Support Services Division

related facilities, and acquires equipment, material, supplies and services required for delivery of the department's programs.

The level of activity during 1984-85 was similar to the previous year; the number of orders handled declined slightly (1.7 percent to 2 139) and space-related activity

remained fairly low. Achievements during the year included a continued involvement in the evaluation and placement of electronic memory typewriters, and the planning and coordinating of space renovation projects for the upgrading of the Labour Relations Board's hearing room facilities and the relocation of the Human Rights Edmonton regional office.

Library Services Branch

The Library Services Branch is responsible for providing the materials and assistance required to meet the department's research and information needs, and it supports the educational activities of the department. It also serves external clients, including other government departments, libraries, research agencies, labour groups, employers, human rights agencies, students and academics, members of the legal profession and the general public.

In order to meet the increased demand for services, the branch re-organized during the period under review, resulting in three separate sections.

Reference Services

Reference Services provides the main client interface of the branch. Activities include acquiring, organizing and disseminating information.

Requests for information are received in person, by mail, by telephone or are part of an on-going S.D.I. (Selective Dissemination of Information) program. During 1984-85, 1 485 inquiries were answered and 3 400 documents were loaned.

In order to improve access to the library's collection and enhance service delivery to regional offices, the branch acquired Alberta government software developed by the SCITECH group, and began testing the system prior to developing a data-base of library holdings that will be searchable on-line and will be accessible to the general public.

Audio-Visual Services

The Audio-visual Services Section houses a collec-

tion of over 250 16 mm films and video and audio cassettes which are available to department staff and the general public. The collection primarily supports the educational activities of the Fire Prevention Branch, however, the collection is increasing in the industrial relations and management areas.

During the year this section witnessed a high level of activity, receiving 2 010 requests resulting in the circulation of 1 870 items to schools, colleges, hospitals, fire departments, day cares, and various companies throughout the province.

Indexing Services

This section was created in November, 1984 to meet the increasing demand by private sector organizations for indices to provincial labour precedents. The Grievance Arbitration Awards Index was expanded to include an abstract of the award, and historical files to January of 1981 were added to the data base.

A new thesaurus was created for the Employment Standards Umpire Awards index to improve subject access, and abstracts were added to citations for awards after January 1, 1984.

Four indices, the Labour Relations Board Decisions Index, Grievance Arbitration Awards Index, Interest Arbitration Awards Index and Employment Standards Umpire Awards Index were incorporated into the Alberta Labour Relations Precedents Index Series.

This section also initiated a new index to standards housed in the library for the General Safety Services Division.

Support Services Division

Planning and Research Branch

The Planning and Research Branch was reorganized in 1984 in consideration of the following developments and needs:

- a) establishment of an issue based planning system for the department;
- b) integration of international affairs support into the project process of the branch;
- c) opportunity to redefine and redistribute management responsibilities within the branch;
- d) need to establish mechanisms and systems of monitoring, analysis and communication for all branch services;
- e) need to introduce the benefits of technology to the procedures and methods of research, planning and branch administration;
- f) need to broaden the perspective on all the branch's services in recognition of the environmental trends and issues (sub-provincial, provincial, inter-provincial, federal-provincial, international) potentially affecting the department's services and operations.

The reorganization of the branch involved consolidation of present structures and redistribution of resources and resulted in a reduction of management positions from five to three. There was a shift toward statistical services and development, and planning support with emphasis on mechanisms and networks for monitoring, analysis and communication of information.

The branch's services are delivered through two units: Statistics and Information Services Unit; and the Policy and Planning Services Unit which now incorporates responsibilities of the former Planning Coordination Unit and the Policy Analysis and Research Unit.

The primary functions of the branch are policy analysis, research and policy support; issue based planning support; support of the development of departmental administrative policy; statistical development, maintenance, analysis and distribution; survey research and design; and advisory services on statistics and research. The branch represents the department on external committees related to the above functions.

Policy and Planning Services

The Policy and Planning Services Unit provides advice, assistance, coordination, and resources to the department for policy analysis and development, and support for the departmental issue based planning process. More specifically, the unit provides comparisons of departmental policies and programs with other jurisdictions; analyzes environmental trends, studies and legislation pertinent to the program areas; and develops policy alternatives. It also coordinates the department's issue based planning process, and administrative policy and procedures manual.

In the policy area major initiatives in 1984-85 included research and analysis to support the proposed changes to the *Employment Standards Act* and the *Individual's Rights Protection Act*. A review of the legal liability of safety inspectors was completed. The unit prepared reports and coordinated the response necessary to fulfill Alberta's obligation to the various International Labour Organization and United Nations conventions.

Current topics of interest to the department were reviewed and analyzed, including total compensation, part time employment, the impact of minimum wage legislation on employment, and systemic discrimination.

In the planning area the unit provided quarterly reports on various economic, demographic, and labour relations trends to assist the department in identifying issues. A departmental planning process policy and calendar were developed and implemented for the 1985-86 planning cycle.

The unit also compiled an inventory of all programs which specified their purpose, major activities and components, and the resources allocated to them.

Statistics and Information Services

The Statistics and Information Services Unit is responsible for meeting the department's data needs. It strives to enhance the availability, accessibility and quality of statistical data and information for the department and interested organizations and individuals.

The unit collects, processes and produces labour relations data on negotiated wage increases, collective agreement provisions, trade union membership and col-

Support Services Division

lective bargaining disputes. Users include government departments, trade unions, employers, researchers and the general public.

The responsibilities of the unit are provided through two sections: Data Services; and Design and Development. Data Services provides statistical services and maintains a program of information collection, compilation and reporting. Design and Development reviews existing systems of information collection, analysis and communication, and assesses the need for design and development and use of technology.

During the year, the Data Services section received and processed 700 collective agreements. Wage settlement data was collected and reported for 672 collective agreements. Publications produced during the course of

the year include *Collective Bargaining Scene/Labour Fact Book* (published quarterly with monthly updates), *Membership in Alberta Labour Organizations, 1983*, and *Negotiated Working Conditions in Alberta Collective Agreements*.

The section produced 82 statistical and information reports during the year and, as shown in Table 1, received 745 telephone requests for information from a wide variety of public and private sector organizations.

The Design and Development section undertook the primary responsibility for integrating the newly acquired micro-computer into branch operations by coordinating staff training and developing operating procedures. A systematic review of existing data bases was also initiated.

Systems Branch

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The Systems Branch provides professional electronic data and word processing services and coordination to the department. During the fiscal year the scope of the branch was expanded to include records management, mail/courier operations, and convenience photocopiers and a centralized photocopying service through the transfer of the Office Services section from the Finance and Administration Branch.

The major functions of the branch are to develop, coordinate and control all activities relating to the annual departmental data processing plan; to assist in the acquisition of cost effective word and data processing hardware and software; to design and implement approved electronic data processing systems; to operate and perform maintenance on existing systems; to provide effective support to the department through the use of sophisticated word processing technology; to provide appropriate pick-up and delivery of incoming and outgoing mail; to administer a departmental records management program and to provide the department with an efficient, cost effective centralized and decentralized photocopying operation.

In keeping with a departmental thrust to encourage the use of cost effective technological resources in day-to-day operations, the branch coordinated the tender and selection of nine micromputer configurations. The

branch also arranged for and coordinated a study, conducted by the Information Services Division of Public Works, Supply and Services, to identify and evaluate the office automation needs of clerical functions in the department's regional offices in Calgary and Edmonton.

During the reporting period, this branch, in conjunction with the Library Services Branch, acquired a government software package and installed a terminal linkage to the University of Alberta mainframe computer for use in developing an on-line library catalogue. The two branches also worked closely in the development of print formats for public access, on a subscription basis, to four computerized indices which were previously maintained and produced only for the department. The indices relate to Alberta precedents in the areas of labour relations, grievance and interest arbitration awards and employment standards umpire awards.

A computerized index was created to more easily locate and control information placed on floppy disks in the departmental Word Processing Center. The Employment Standards Information System was enhanced to include information relating to the disposition of claims handled by the branch registrars. An information system was developed for the Human Rights Commission which captures and provides monthly and year to

Support Services Division

date statistics on the educational activities undertaken by Commission and staff members.

The Word Processing Center completed 4 837 author submissions of varying length and complexity which required 4 460 hours of machine time.

Activity in the mail and courier programs remained stable with little variation from the previous year. The records management program was changed slightly with respect to document disposition procedures due to moderate procedural/form changes at the Alberta Records Center.

In October of 1984, after a three month trial period, the

branch officially introduced a manned Photocopying/Duplicating Center as a cost effective complement to the existing convenience copiers available to the department. The Center averaged 220 000 copies per month. A computerized system was developed to control and report the fiscal year breakdown of monthly copies produced, and costs of rental, meter, toner, developer and paper for all machines used in the department.

Where appropriate, all convenience copiers were up or down graded, based on average monthly copy production, to those copiers outlined in the "Management and Rental of Convenience Photocopiers for the Government of Alberta" published by Public Works, Supply and Services effective November 1, 1984.

Internal Audit Office

The Internal Audit Office was formed in 1980 as part of the reorganization of the finance and administration functions of the department. For several years the office was primarily a financial advisory service. In 1983 its scope was expanded to include operational as well as financial audits.

Reporting functionally to the deputy minister and operationally to the assistant deputy minister, Support Services Division, the Internal Audit Office is responsible for reviewing and evaluating all financial and management control systems in the department. The audit section's expanded service permits managers in the department to undertake both internal reviews of specific financial areas and broader reviews of operations. Operational audits are somewhat more comprehensive than financial audits, and are structured to assess systems, iden-

tify opportunities for improvement and develop recommendations for improvements. As well, the internal auditor assists in co-operative projects and programs, serving as part of a team providing strategic departmental reviews requested by senior management. These reviews are used to help the department achieve its objectives in budgeting and in manpower and expenditure control.

In 1984-85, two operational and three financial audits were conducted to provide managers of the department with independent appraisals of controls within their organization. These appraisals help determine whether acceptable policies and procedures are followed, established standards are met, and resources are used effectively and economically.

Personnel

Personnel Branch

The Personnel Branch assists the department's program managers across the province to attain their goals by providing both service and control functions. The branch develops and maintains systems for recruitment and selection, employee relations, classification, wage and salary administration, performance appraisal, staff development and training, the administration of payroll and employee benefits, occupational health and safety and related activities. The branch's control function stems from its relationship with the central Personnel Administration office, which gives the department a direct link to a variety of legislation, regulations, policies, directives and practices.

Staff Development

In 1983, the branch conducted a needs survey to identify the training and development needs of management employees, which resulted in a plan for action called the Model for Management Enhancement. The Model for Management Enhancement is an innovative approach to meeting the developmental needs of managers and the organizational goals of the department.

The model is comprised of four quadrants which focus on specific managerial needs. A variety of skills development activities have been designed for each manager which include decision making, team building, leadership, service to the public, problem solving and

long range planning.

The major goal this year was to have all managers in the department commence the Model for Management Enhancement program by participating in the Retreat for Quadrant One, and the majority of managers progress into Quadrant Two for Situational Leadership and Power and Productivity.

The implementation of the model is proving to be highly effective and represents a major achievement for the department.

Management Sub-level Allocation System

A major management classification package was presented to Management Services November 23, 1984. A number of sub-level changes were made as a result of this review. Several decisions for requested level changes remained unsettled.

Recruitment and Selection Control System

The recruitment control policy implemented in July, 1982 remained in effect throughout the year. However, a special Task Force was established to investigate and study a new approach to workforce planning and financial control through a recruitment ceiling concept for each division.

The Labour Division is responsible for the development, administration and evaluation of policies, programs and services in support of the *Employment Standards Act*, the *Industrial Wages Security Act*, certain sections of the *Labour Relations Act*, the *Police Officers Collective Bargaining Act* and the *Pension Benefits Act*.

The division's objectives are to assist parties in creating a positive labour relations climate in the province; to

reduce confrontation in the workplace; to safeguard employee entitlements under private pension plans; and to encourage the evolution of an environment in which economic and social needs of employees may be realized through work.

The programs and services required to meet these objectives are carried out by the division's three branches: Employment Standards, Mediation Services and Pension Benefits.

Employment Standards Branch

The Employment Standards Branch is responsible for ensuring that employers and employees are aware of their responsibilities in the workplace. The branch's legislative mandate is contained in the *Employment Standards Act* and the *Industrial Wages Security Act*.

The programs provided to meet the branch's responsibilities are Dispute Resolution/Compliance, Education, Special Employment and Standards Development. These programs are administered to ensure that employers, employees and the public are aware of their rights and responsibilities regarding the regulation of hours of work; the payment of wages, vacation and general holiday pay; the termination of employment; maternity benefits; and the employment of adolescents and young persons.

The branch has offices in Calgary, Red Deer, Medicine Hat, Lethbridge, Edmonton, Grande Prairie, St. Paul and Edson.

Dispute Resolution/Compliance

This program involves the investigation of claims registered by employees who allege that their employers are not complying with the provisions of the *Employment Standards Act* or *Industrial Wages Security Act*. When a dispute arises, an employment standards officer conducts an investigation as a neutral third party and endeavors to reach an agreement between the parties which is mutually acceptable. When the dispute is resolved the officer provides the parties with information to reduce the possibility of future disputes. If the dispute cannot be resolved an officer may issue orders, declarations or determinations which can be appealed by the employer or employee to an umpire for a decision.

Table 2, compares the activity of this program over the last three years. There was a slight drop in the number of

claims filed compared with 1983-84. The decline in the amount of funds collected is a result of several business closures.

Table 3 provides a summary of umpire system activity and the disposition of orders. The resolution of disputes through the umpire system precludes, in most instances, a court action and speeds up the settlement process. There was a significant decline in the number of appeals to an umpire in 1984-85. This is a direct result of amendments to the Act in 1984. Employers wishing to appeal are required to post funds in the amount of the order to a maximum of \$300. This amendment has effectively reduced the number of petty appeals and the number of abandoned appeals was reduced from 284 to 26. Of the 693 orders which were appealed to an umpire, 12 percent were revoked.

Education Program

The Education program assists employers, employees and the public by fostering a general awareness, understanding and application of the *Employment Standards Act* and regulations.

Information relating to the *Employment Standards Act*, branch programs and the role and purpose of the branch are effectively communicated through workshops, seminars and participation at association conferences and trade fairs.

Workshops were held regularly in Edmonton and Calgary and rural districts throughout the province.

As shown in Table 4, the most popular service is the six hour Payday Survival Workshop. A strong demand for this indepth workshop necessitated a reduction in other activities.

Labour Division

Table 4 indicates a reduced overall attendance compared with 1983-84, however, the effectiveness of each engagement was maximized by delivering a more in-depth, comprehensive program, wherever possible.

In addition to the formalized components of the educational program, regional offices provide information and assistance in response to an average 1 000 telephone enquiries daily. Many more people are assisted when they come directly to the regional offices to obtain information related to the Act and Regulations. Edmonton and Calgary also have information officers who visit businesses where problems have been identified, and those that have requested information specific to their industry.

Industrial Wages Security

The *Industrial Wages Security Act* requires that employers in the lumbering and coal mining industry post security to ensure wage protection for their employees. Activities include claim registrations, investigations and resolution, maintenance of the security account and specific education activities for employers and employees.

Table 5 indicates a reduction in the amount of security provided by the coal mining industry. As in the previous year, no claims were registered in this industry. There was an increase in the amount of security posted in the lumbering industry of approximately 9 percent. The number of employees benefiting from collections under this Act in the lumbering industry increased approximately 38 percent. The provision of the Act requiring the posting of security has been effective in ensuring that workers in lumbering receive their earnings.

Special Employment Programs

The Special Employment Programs section assists

employers, employees and industries who, because of their unique situation, require relief from adhering to the provisions of the *Employment Standards Act*.

A series of special programs enabled the branch to recognize unusual employment conditions, assist the parties, and approve conditions which vary from the provisions of the Act.

Special Employment Programs are necessary to provide flexibility in the legislation to allow employers and employees to enter a work related agreement which is satisfactory to both. The program has been well received and public demand for it remains high.

A sampling of activities involved in Special Employment is contained in Table 6. Activities in the past year have increased in all areas, reflecting that businesses are utilizing various working condition alternatives to remain competitive in meeting both the needs of their employees and the demand for their products and services.

Standards Development

This program was introduced to the branch during the 1984-85 fiscal year. A need was identified to ensure that employment standards in Alberta are contemporary and consistent with the needs of employers and employees. The *Employment Standards Act* is open to interpretation in many areas and this program ensures consistency of application through the development of policy and procedure. An important activity of the program is to ensure that Alberta's standards are developed with an awareness of standards in other jurisdictions in Canada. The need for legislative change is identified and initiated by this program.

Mediation Services Branch

The Mediation Services Branch deals with mediation of collective bargaining impasses, preventive mediation and grievance arbitration appointments. Through its staff of mediation in Calgary and Edmonton the branch provides third party assistance to labour and management in the prevention and resolution of labour disputes, and assists in the establishment of effective relationships between employees, unions, and employers.

Dispute Resolution Activity

There was a great amount of activity in the con-

struction, meat packing and public sectors in 1984-85. In 1984, almost the entire construction sector locked out its employees for 25 hours, lifted the lockouts, and terminated the collective agreements (24 lockouts resulted). A few of the construction trades settled, but the vast majority remained unsettled at the end of fiscal year 1984-85, with agreements that expired April 30, 1984.

School board agreements with teachers witnessed a great deal of activity. The majority of the collective agreements that expired in December of 1983 were not

resolved until the 1984-85 period. Four of the strikes in that period involved teachers and all were settled, including the highly controversial dispute with the Elk Island Regional School Authorities Association.

The meat packing industry was very volatile in this bargaining period. Strikes at seven plants in Alberta proved to be very controversial. Settlements were reached in all instances with the exception of Lakeside Packers in Brooks, which remained unresolved, and Burns Meats in Calgary, which closed permanently.

The Health Sector saw increased activity in all areas. As provided for under Section 117 (compulsory arbitration) several bargaining units made application for arbitration, were returned back to the bargaining table and achieved settlements.

Collective bargaining in 1984/85 brought minimal or zero wage increases, protracted bargaining sessions, and increased emphasis on job security. Specific information on settlements is published in *Collective Bargaining Scene/Labour Fact Book*, which is available from the Planning and Research Branch.

Further details concerning the activities of the branch are shown in Table 7.

Preventive Mediation

Grievance Mediation continued to be the most highly used component of the Preventive Mediation Program, although the other components are gaining in popularity with each fiscal year.

Preventive Mediation makes available to labour and management formal programs and assistance in the form of: labour-management committees, joint training, grievance mediation, first agreement orientation, and relationships by objectives (R.B.O.)

Grievance Arbitration

In dealing with grievance arbitration the branch provided assistance to the minister of labour in appointing arbitration board members and chairpersons, or single arbitrators as required by the *Labour Relations Act*. During the 1984-85 fiscal year 34 appointments were made, down from 59 in 1983/84.

Pension Benefits Branch

The Pension Benefits Branch is responsible for the administration of the *Pension Benefits Act*. The principal object of the Act is to safeguard employees' entitlements to benefits promised under pension plans and to encourage the establishment, maintenance and improvement of pension plans in Alberta.

With the exception of certain exempted pension plans identified under Section 21 of the Regulations, the Act requires that every pension plan covering employees in Alberta be registered with the branch, in order to ensure that each plan complies with the term and conditions of the Act throughout the plan's lifetime.

In accordance with the Act, the branch can refuse to register pension plans that do not qualify and can cancel Certificates of Registration previously issued. Branch staff monitor pension plans to ensure they are administered correctly, that pension plan funds are sufficient to cover earned benefits, and that pension plan monies are prudently invested and managed.

As authorized by Section 5 of the Act, Alberta is a party to two agreements, one with the Government of Canada and the other with those provinces having legis-

lation similar to the Act. Both agreements provide for the reciprocal registration, audit and inspection of pension plans. Under these agreements, a pension plan subject to the legislation of more than one authority is supervised by the authority which has jurisdiction over the greatest number of plan members. The branch carries out the duties and responsibilities of other authorities in cases where reciprocal agreements apply.

The branch is also the repository for trust agreements relative to employee benefit plans filed under Section 151 of the *Labour Relations Act*. Filed trust agreements and amendments are reviewed for possible inadequacies or inconsistencies with regard to the intent and purpose of the agreement.

Plans Approved and Discontinued

As outlined in Table 8, the Pension Benefits Branch examined 343 new pension plans during the 1984-85 fiscal year. Of these, 341 received Certificates of Registration. This represents the highest number of new plans receiving a Certificate of Registration since 1969.

The continued increase in the number of plans being registered since 1980 is a result of a decision by Reve-

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nue Canada, Taxation, to accept pension plans that provide benefits primarily for significant shareholders of a company and their relatives. Of the 341 plans that received Certificates of Registration in 1984-85, 80 percent provided benefits primarily for significant shareholders.

On March 31, 1985 the branch was responsible for the supervision of 1 763 pension plans, which included 32 plans awaiting approval for registration.

Under the reciprocal agreement provision of the *Pension Benefits Act*, eight plans were transferred to the jurisdiction of Alberta, and three were transferred from Alberta to other jurisdictions. During the year under review, 758 amendments were approved to plans supervised by the branch.

In the year ending March 31, 1985, 105 plans, covering 1 431 employees, were discontinued. Thirty-two of these, covering 291 employees, were discontinued because of financial problems. Sixteen plans were discontinued because there were no members left. Eleven were discontinued because they merged with other existing plans, and the plan members had their benefits transferred to the continuing registered pension plans. These 11 plans covered 51 percent of the plan members affected by plan discontinuances in the fiscal year 1984-85.

Contributions to pension plans supervised by the branch during 1984-85 totalled more than \$276 million. This figure represents a decrease of approximately 10 percent from the total contributions made in the previous year.

Total employee contributions increased to approximately \$60.5 million from the previous year's total of \$54.9 million. Total employer contributions decreased approximately 14 percent to \$215.1 million. The decrease in employer contributions was due mainly to the use of surplus funds to offset required employer contributions.

Altogether, 227 402 employees were covered by the 1 763 pension plans supervised by the branch. Of these employees, approximately 33 percent were employed in other jurisdictions. The number of Alberta employees covered by plans supervised by the branch increased approximately 1 percent from the previous fiscal year to 153 024.

Canadian Association of Pension Supervisory Authorities

Legislation similar to the *Pension Benefits Act* of Alberta has been enacted by the governments of Canada, Newfoundland, Nova Scotia, Quebec, Ontario, Manitoba and Saskatchewan. Authorized representatives of the various authorities are members of the Canadian Association of Pension Supervisory Authorities (CAPSA). During the period covered by this report, CAPSA met twice to review various aspects of pension plans and pension legislation. CAPSA continued its efforts towards achieving as much uniformity as possible in pension legislation.

Other Activities

As in previous years, the branch dealt with a large number of enquiries relating to pensions. It provided assistance to employees, employers and the pension industry.

The branch expended considerable effort to ensure that plans were amended to comply with legislative changes enacted by the various authorities outside Alberta. During the period covered by this report, the most extensive changes were those made to Manitoba's legislation, effective January 1, 1985.

The staff of the branch was actively involved in assessing and discussing the issues relating to the private pension plan system. In addition, branch staff recommended changes necessary to ensure that private pension plans continue to play an integral role in the overall retirement income system and to effectively meet the changing social and employment needs of Albertans.

A policy paper, outlining proposals for improving the effectiveness of the private pension plan system in Alberta, was released by the Government of Alberta in May, 1984. Following distribution of this paper, public meetings were held in five Alberta cities to outline the proposed changes and to hear the views of the public.

In June and December of 1984, provincial ministers responsible for private pension plan legislation met to discuss proposed changes to private pension plans and to develop a consensus on as many issues as possible in order to achieve optimum uniformity of legislation across Canada. Branch staff also participated in several additional meetings of provincial officials.

On March 26, 1985, a discussion paper was distributed to the multi-employer pension plan industry regarding proposed amendments to the *Pension Benefits Act* affecting multi-employer pension plans.

General Safety Services Division

The objective of the General Safety Services Division is to enhance the safety of life and property through the co-ordinated delivery of programs encouraging and facilitating acceptable safety standards. The areas of responsibility and the programs administered by the division cover a broad range of activities, from the inspection of complex industrial installations to construction in the home. The division's programs involve the development of equipment and installation standards, public safety education, training, inspections, the certification of tradesmen, work permits and certificates, plans review, investigations and support to municipalities. Table 9 provides an overview of selected division activities for the past three years.

The General Safety Services Division comprises the following branches: Boilers and Pressure Vessels, Building Standards, Electrical Protection, Elevator and Fixed Conveyances, Fire Prevention, and Plumbing and Gas Safety Services.

The division headquarters is located in Edmonton, and services are provided from field offices in 13 locations: Calgary, Camrose, Drumheller, Edmonton, Edson, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Peace River, Red Deer, St. Paul and Vermilion.

Boilers and Pressure Vessels Branch

The objective of the Boilers and Pressure Vessels Branch is to provide reasonable protection to life and property where boilers and pressure vessels are in use. The branch pursues this goal and encourages good safety practices by its administration of the *Boilers and Pressure Vessels Act* and Regulations, which provide for boilers, pressure vessels and pressure piping systems to be designed, constructed, installed and operated according to adopted standards.

The branch has regional offices in Calgary and Edmonton, and district offices in Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer and St. Paul. Branch operations are divided into three main areas of activity: design surveys, inspections and examinations. The design survey, records and examinations sections are located at branch headquarters in Edmonton.

Design Surveys

Designs for boilers, pressure vessels and pressure piping systems are submitted to the branch for review and registration. The branch surveys them for compliance with regulations and with applicable codes governing sound engineering practices, material specifications, welding and construction procedures, and quality control systems.

During the reporting period the branch received 6 788 designs, as is shown in Section A, Table 10. This indicates an increase of 27.5 percent from the previous year, and the number of designs submitted is approximately equal to the record level of 6 894 achieved in 1982-83.

Assistance was provided to industry in the develop-

ment and implementation of a quality control systems approach to inspections. As shown in Section B of Table 10 there has been a further substantial rise in the number of companies with registered quality control systems: from 172 in 1983-84 to 232 in 1984-85, an increase of 35 percent.

Inspections

The branch inspects and tests boilers and pressure vessels during and after construction and after installation, at which time it issues certificates to permit their operation in Alberta. Inspections during construction generally take place in fabricating shops. However, most projects involving refineries and chemical and power generating plants have large boilers and pressure vessels which, because of their size must be built on-site and these are inspected and tested in the field. The branch carries out service inspections as required during the operating life of a boiler or pressure vessel.

Section C in Table 10 shows the total number of inspections completed increased 26.8 percent from 35 662 in 1983-84 to 45 212 in 1984-85. This considerable increase was attributed to a 9.8 percent increase in the number of new boiler and pressure vessel installations during the year, and an increased demand for inspections by contractors, manufacturers and owners of boilers and pressure vessels.

The number of new vessels constructed in Alberta increased by 30.4 percent from 5 051 to 6 588 as shown in Section D. A considerable number of these vessels were constructed for export to other provinces, the U.S.A., and overseas markets.

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Section E in Table 10 shows the number of potential hazards found during service inspections increased 55.2 percent from 3 432 in 1983-84 to 5 328 in 1984-85. Any one of these potential hazards could have serious consequences with respect to life and property, and the increase in the number of hazards identified indicates the importance of this inspection program.

Examinations

Persons who operate power and heating plants, and those who are employed to weld boilers, pressure vessels or pressure piping systems, must obtain certificates of competency issued by the branch. The branch awards certificates for power engineers, building operators, and pressure welders upon their successful completion of examinations. These examinations, conducted in all branch regional and district offices, are designed to ensure that certificate holders have the standards of experience, competency and knowledge required in their respective fields.

There was a slight increase of 1.4 percent from the previous year in the number of pressure welders' examinations conducted. As shown in Section F of Table 10 examinations conducted rose from 7 106 to 7 207.

Section F in Table 10 shows that the total number of examinations written by engineers and building operators increased 1.84 percent compared to 1983-84. Candidates have the choice of writing their examinations in Imperial or S.I. units and during the reporting period 90 percent of the candidates voluntarily wrote their examinations in S.I. units compared with 66 percent in 1981.

Other Activities

The branch investigates accidents involving boilers, pressure vessels, power plants, heating plants, and pressure plants to identify causes and prevent the recurrence of accidents. Its investigations also assist in determining whether legislative changes are necessary. Section G in Table 10 shows that the number of accident investigations was 50, compared with 42 in 1983-84 and 38 in 1982-83.

A quality control systems approach was taken in two areas which reduce the branch's involvement with industry. Revisions were made to regulations under the *Boilers and Pressure Vessels Act* to allow recognition of an engineer's seal on drawings for pressure piping systems submitted for review and registration. Regulations were also revised to allow authorized companies to conduct some of the performance qualification tests for pressure welders which were previously done by the branch.

The branch embarked on a program of public education by presenting seminars for manufacturers of boilers and pressure vessels. Supervisors and specialists from the branch explained the procedures involved in registering designs, welding procedures and quality control programs. Areas in which errors are frequently encountered in submissions were addressed.

A pamphlet was developed for distribution to owners and operators of liquefied petroleum gas and anhydrous ammonia cargo transports to increase their awareness regarding the safe operation of these transports. The pamphlet was designed to help minimize the incidence of accidents during loading, unloading, transportation and maintenance of these vessels.

Building Standards Branch

The objective of the Building Standards Branch is to assure reasonable safeguards of life, health, property and public welfare in (1) the design, construction or occupancy of new buildings and (2) the alteration, reconstruction, demolition, removal, relocation or change of occupancy classification of existing buildings. To this end the branch monitors the application of the standards set out in the *Alberta Building Code*.

The branch monitors standards compliances largely through authorized municipalities, which administer and enforce the *Alberta Building Code*. Of the 352 municipalities in Alberta, 302 have requested and received

authority to administer and enforce the code within their boundaries. The branch provides administrative and technical advice on building code requirements, enforcement and material approval to all municipalities in the province. The branch also assists small municipalities in code enforcement by reviewing plans and inspecting the more complex projects.

As part of its responsibility for the general safety of the public, the branch operates a materials approval system that evaluates building products and practices for compliance with the building code objectives. Although a manufacturer may obtain municipal acceptance for its

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building products, such approval is valid only for the particular municipality where it is granted. Evaluation of building products by the branch can provide province-wide acceptance if a manufacturer wishes.

The branch, in its assistance program for small municipalities and in response to special requests, reviews building plans for all classes of buildings and carries out inspections of some construction work in progress. Table 11 shows that, during the reporting period, the branch examined plans for 1 626 building projects involving a total floor area of 851 534 square metres and an estimated value of \$468 million.

These figures indicate approximately a 2 percent decrease in the number of projects the branch handled and a 6 percent decrease in total floor area of buildings. The decrease was in residential construction. There was increased stabilization in industrial, commercial and institutional construction volumes. Inspection backlogs were eliminated and inspectors were able to maintain the desired minimum frequency of inspections.

With the object of uniform application and improving understanding of building standards legislation, the branch also develops and conducts training programs for municipal and provincial inspectors, and seminars and workshops for individuals and associations involved in the construction, alteration and occupancy of buildings.

The branch developed and circulated for comment and input a proposal to revise and update the *Alberta Building Code*. The proposal would update the code to the new edition of the model *National Building Code* being published in 1985 by the National Research Council. The proposal also included a transfer of many health related construction items from the current health

regulations to the building code in line with streamlining and deregulation objectives. The branch received 745 suggestions and comments regarding the widely circulated proposal.

The branch's Committee for the Review of Building Standards for the Handicapped held two meetings to review suggested changes for the proposed 1985 *Alberta Building Code*. The committee set as one of its objectives the production of an illustrated guide to the disabled provisions in the proposed code.

The branch provides a secretariat for the Alberta Building Standards Council, whose function is to hear appeals relating to building inspectors' orders and to act in an advisory capacity to the minister and the department. The Council received 31 appeals during the 1984-85 fiscal year. The Council's two ad hoc committees, one on sprinklers and the other on noise abatement requirements, finished their studies and reported their recommendations to the minister of labour.

As of March 31, 1985 the membership of the council was:

Casey Shakun - Chairman
Don J. Martin - Vice-chairman
Eric B. Jacobsen
Leslie N. Davies
Lloyd Wilson
Ron Axelson
Darrel J. Danyluk
Cliff Nelson
Ron C. Logan
Ray Zimmel
Louis Day
Art Finlayson

Electrical Protection Branch

The objective of the Electrical Protection Branch is to prevent the incidence of electrical accidents in Alberta through the delivery of three broad electrical safety programs. The programs, which were developed under authority of the *Electrical Protection Act*, consist of Safety Standards Development, Regulatory Compliance, and Electrical Safety Education. Personnel in 12 strategically located offices throughout the province and in a central office in Edmonton deliver the branch programs.

Safety Standards Development Program

Branch managers and administrators participate in the development of provincial and national standards which are recommended for adoption in Alberta and are instrumental in providing safe electrical equipment, installations, and work procedures for industry and the general public. Branch personnel were involved in the activities of 13 of the 40 section committees that participate in formulating rules contained in the Canadian Electrical Code, Part I, which is the adopted safety

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standard for electrical installations in Alberta. Considerable effort was also devoted to the development of standards for safe methods of trimming trees in the vicinity of overhead high voltage power lines while at the same time respecting aesthetic considerations.

Regulatory Compliance Program

This program provides safety services by: issuing work permits; certifying master electricians; inspecting industrial, commercial, institutional, residential and rural wiring installations as well as electrical utility generation and distribution systems; reviewing plans and specifications for proposed larger and more complex electrical installations; and approving electrical equipment.

Electrical work permits are issued to master electricians and to home owners who are eligible to install their own wiring. The permit program provides the means to monitor installations for compliance with applicable standards and regulations. As shown in Table 12, 9.7 percent fewer permits were issued and 9.1 percent fewer permit covered installations were inspected, compared with the previous year. Plan reviews dropped by 4.3 percent.

The certification of master electrician contractors assures the competence of persons performing electrical work for the public. Contractors' activities are reviewed annually and where poor performance is demonstrated, contractors are denied further work privileges until corrective work is completed. The total number of master electrician certificates issued or re-validated declined by 3 percent from the previous year. The number of persons who wrote the master electrician exams increased by 11.8 percent.

Electrical equipment approval activities are designed to identify and prevent the continued manufacture and distribution of unsafe electrical equipment which may cause a shock or fire hazard. The branch accomplishes this by making inspections at manufacturing and distribution facilities and responding to complaints regarding unsafe and unapproved electrical equipment. When specialized electrical equipment is required for a particular purpose and Canadian Standards Association (CSA) approved equipment is not available, industry may avail itself of this special equipment approval service. For the Alberta manufacturer of electrical equipment this service provides an opportunity to establish market viability in Alberta before entering into a certification agreement with CSA to enable widespread marketing outside the province. Branch approval activities increased 19.5 percent over the previous year.

Electrical Safety Education Program

The branch conducted a public safety awareness program which included investigating and documenting electrical accidents and fires suspected of having had electrical origin. Branch staff distributed literature and accident summaries at safety seminars and meetings in response to requests and demonstrated needs. In excess of 13 500 technical and safety information bulletins were issued quarterly to persons representing various segments of the electrical industry in Alberta.

Four electrocutions occurred during the year, the same as recorded during the previous fiscal year. Injury related electrical accidents reported to the branch declined by 18.8 percent from 138 to 112. Fire investigations were down by 15.4 percent of 91 to 77.

Elevator and Fixed Conveyances Branch

The objective of the Elevator and Fixed Conveyances Branch is to develop and implement programs to ensure that a high level of safety is maintained on vertical, horizontal and inclined transportation systems in buildings and recreational areas. These programs cover many types of equipment, including passenger and freight elevators, elevating devices for the handicapped, platform lifts, escalators, moving walkways, dumb-waiters, personnel hoists, power manlifts, inclined passenger lifts, aerial tramways, gondolas, chairlifts, T-bars, rope tows and all types of amusement rides.

The work of the branch is divided into three major areas of activity: review of drawings, inspections and

tests, and accident investigation. The branch reviews drawings and specifications to check for conformity to regulations and it carries out inspections and tests to determine whether equipment is installed and maintained according to accepted standards for public safety. The branch conducts accident investigations in an effort to prevent similar accidents from occurring. It is also involved in the development of regulations pertaining to equipment covered by the inspection program through co-operation with industry, the Canadian Standards Association and other regulatory associations.

Table 13 provides statistical data on major activities

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during 1984-85 and comparison with the two previous years. A total of 8 917 inspections were made in the reporting period, essentially the same number as in the previous year. New elevator installations which usually constitute about 5 percent of the total inspection program were down from 400 in 1983 to 116 in 1984. This decrease reflects the decline in multi floor building construction throughout the province.

Major expansions of Calaway Park in Calgary and

West Edmonton Mall's Fantasyland placed considerable work load on branch personnel providing on-site inspections and advice concerning safety requirements. Preliminary work was also done in connection with the 1988 Winter Olympic Games site in relation to lift installations. Of particular interest was the involvement of the branch with the manufacturer of a detachable quadruple chairlift to be installed on Mount Allan. This is a new concept in chairlift design and the Mount Allan installation will be the first of its kind in North America.

Fire Prevention Branch

The Fire Prevention Branch strives to minimize the number of fires, the number of injuries and deaths caused by fires and the amount of fire-related property damage in Alberta.

Branch personnel inspect buildings and facilities in all but approximately 20 Alberta municipalities where municipal inspection staff is available. These buildings are inspected in an effort to ensure they meet acceptable levels of fire safety. Staff conduct detailed investigations of fires throughout the province and assist police and fire departments engaged in fire investigations. The branch gives high priority to the investigation of fire deaths, arson fires and fires involving large property loss. Staff members develop and present training and information programs for municipal and industrial fire departments in Alberta. In addition to providing technical assistance to municipalities on fire prevention and protection, staff also conduct fire-safety education programs for the general public and collect and disseminate statistical information on fires.

The *Alberta Fire Code* was adopted on May 2, 1984 and became effective August 1, 1984. A first for the province, the *Alberta Fire Code* provides uniform fire safety regulations for all municipalities. Meetings and seminars were held throughout the province to familiarize local authorities with the contents of the code.

The Fire Prevention Council, which was established in 1983, effectively carried out its responsibilities as an appeal body and as an advisory body to the minister. In addition to its major undertaking of reviewing submissions for the fire code, the council heard appeals against 21 orders.

As of March 31, 1985 the membership of the council was:

Robert G. Hurlburt - Chairman
James R. Morrison - Vice-Chairman
Martin F. Chapman
Ron Banks
Jack D. Edworthy
Malcolm (Mike) Faille
Roger J. Field
Don Goedbloed
William Beattie
Albert Wagner
Leroy L. Wolfer

Providing programs aimed at fire prevention is a major activity of the branch. Staff offer various services directed to this end, including public education programs dealing with the hazards of fire, sources of ignition and methods of preparing for a fire. Staff also provide inspection services from regional offices throughout Alberta. The branch places special emphasis on the inspection of assembly, institutional and residential buildings in smaller centres where the fire prevention resources of the fire departments are limited. Table 14 indicates that the number of inspections conducted by branch personnel increased by 12 percent over the previous year. Apartments, hotels and motels were given high priority during the year in order to ensure that fire alarm systems and detection devices were functioning as intended.

A committee established at the request of the Northern Development Council recommended that a two year pilot project be undertaken in northern Alberta in an effort to reduce the loss of life and property from fires in the area.

The project now being implemented has two thrusts. A school fire safety education program is being introduced throughout northern Alberta with the cooperation

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of the Northlands School Division. The second phase of the project involves the communities of Desmarais/Wabasca and Calling Lake. Resident fire safety consultants are being placed in these communities in an effort to improve fire safety through an inspection and public education program. Training, support and supervision will be provided to the resident consultants by Fire Prevention Branch staff. The benefits to northern Alberta will be evaluated as the project proceeds.

A report based on an Alberta investigation of car fires was compiled and published by the branch. The report has created a great deal of interest in the subject of vehicle fires and copies have been distributed widely throughout North America. The report was presented at the International Association of Arson Investigators' annual meeting held in Vancouver in March, 1985.

A fire prevention education program was conducted at 47 schools with 3 695 students from grades four, five and six in attendance. In addition, approximately 30 000 people, in 11 shopping malls and at two major fairs, saw an eight-panel display which promoted fire prevention and planning ways and means of surviving a fire.

Regional fire prevention committees made up of fire department representatives continue to meet regularly with branch staff to discuss concerns about fire prevention and inspection programs. Of particular significance is the increased interest in fire prevention at the municipal level generated through these organizations.

Each year police and fire officials throughout the province subject a number of fire losses to detailed examination. This type of investigation is usually carried out when a death occurs as a result of a fire, when arson is suspected, when the cause of a fire is not known or

when a major fire loss occurs. During 1984-85, 902 of these detailed investigations took place, and Fire Prevention Branch staff investigators were called upon to assist in 286. Included were 30 fatal fires causing 38 deaths. The investigations conducted during the year revealed 649 arson fires, a reduction of 17 percent from the previous year. The reduction in the number of investigations conducted by the branch was due, in part, to budget restrictions and the general downsizing policy of the government.

Another major activity of the branch is the training of municipal and industrial fire department personnel. In order to make the most effective use of the Alberta Fire Training School at Vermilion, the branch continued to emphasize localized training by the various fire departments. The school provides the fire departments with all course material and training aids, and the local municipality provides the instructors. Evaluations are conducted by branch staff, and each successful candidate receives a certificate issued by the school. This arrangement, whereby training takes place in the municipalities, releases the facilities and training aids at Vermilion for the more specialized training programs. The number of persons participating in courses sponsored by the Alberta Fire Training School increased by 37 percent during the year.

As an aid to interested parties, the branch presented two special one-day seminars covering the subjects of breathing apparatus and fire extinguishers. Attendance at the seminars was 128. This type of presentation generates a great deal of local interest and increases the demand for further fire safety education. Table 14 provides additional information on the branch's training programs.

Plumbing and Gas Safety Services Branch

The objective of the Plumbing and Gas Safety Services Branch is to assist in creating a climate in which individuals and plumbing and gas industries fulfill their responsibilities to maintain a safe environment for the public with respect to plumbing installations, sewage disposal systems and the distribution and use of natural and propane gases. The branch pursues this objective through the administration of the *Plumbing and Drainage Act*, the *Gas Protection Act* and regulations governing the acceptance, installation, alteration, repair and maintenance of plumbing and gas systems.

The activities of the branch are divided into three programs — Safety Standards Development; Safety Education, Training and Support; and Safety Regulation Compliance. These programs are administered through a head office and 12 regional offices located throughout the province.

The goal of the Standards Development program is to ensure the establishment and continuing existence of minimum safety standards and regulations which provide a high degree of public safety and which are

General Safety Services Division

consistent with technological advances and changing public needs. The standards are developed in cooperation with national testing laboratories such as the Canadian Gas Association, the plumbing and gas industries and through appropriate public input.

The goal of the Education Training and Support program is to ensure that municipal and provincial inspectors and the plumbing and gas industries are aware of existing standards, regulations and installation procedures and that the public is informed and safety conscious. The public safety education is provided through meetings, pamphlets and media advertising. Training seminars are conducted for the municipal and provincial inspectorates and the plumbing and gas industries. Municipal authorities are assisted with the inspection of complex installations and equipment.

Under the Safety Regulation and Compliance program installers of plumbing and gas systems are assisted in complying with adopted standards and in maintaining a high level of competence. Installation permits are issued to contractors, homeowners, and qualified plumbers and gasfitters. A monitoring type of inspection service is provided except in some larger municipalities which have their own permit and inspection programs. Certificates which entitle the holder to obtain permits are issued to qualified tradesmen. An equipment approval program is administered whereby unique appliances for which it is not practical or feasible to obtain certification from a national testing agency (such as the Canadian Standards Association) are tested in the field and in the branch laboratory. Plans for complex plumbing and gas installation are reviewed and accidents associated with the plumbing and gas industries are investigated.

Of importance during the 1984-85 year was the development of a Canadian Standards Association standard for aluminum pipe which can be used as an alternative to cast iron or plastic pipe for sewage systems in buildings. The standard was initiated as a result of an experimental aluminum sewage pipe installation which was authorized by the branch in 1981. This installation was monitored by the branch and each year samples of the pipe were removed and examined. The information obtained led to an improved quality of aluminum pipe and the completion of the national standard.

During the reporting year the mobile home industry expressed concern about requirements in the Canadian Standards Association Standard Z240.4.1 covering the installation of standard type water heaters in mobile

homes. The requirements were considered to be stringent in that they specified the water heater be installed in an enclosure separated from the living space and that access to the enclosure be from outside the home. This made it necessary for manufacturers to install a costly access panel through the outer shell of the home and it limited interior design because it required the water heater to be located adjacent to an outside wall. As a result of input from the branch the requirements were amended to provide for indoor access by means of a securely fastened access panel.

In April 1984, the regulations governing gas pressures in natural gas service lines and at the entry to gas service pressure regulators were amended. These amendments, which allow for increased pressures, have proven to be of considerable benefit to utility companies, gas co-operatives and consumers because many additional customers can be served from existing systems. Also, the regulations covering the installation of polyethylene plastic pipe for natural gas service lines were amended to permit residential garages to be constructed over the plastic pipe gas lines. Prior to this amendment it was sometimes necessary to relocate plastic gas service lines at considerable expense to the garage owner.

In the fiscal year 1982-83, in cooperation with Alberta Environment, a study was carried out on the subsurface disposal of septic tank effluent. This study provided excellent results with respect to establishing relationships between soil and water chemistry and field performance of these systems. During the reporting period a further research program was undertaken to establish soil permeability with different types of soil through a hydraulic conductivity method. The objective of these projects is to establish simple methods of defining movement of septic tank effluent in soil and the work has shown great potential with respect to forecasting problem areas.

Table 15 shows there was a reduction in the total number of plumbing and gas installation permits issued, from 31 831 in 1983-84 to 26 935 in 1984-85 or approximately 15 percent. The number of field inspections reduced by approximately 8 percent.

The table also shows a substantial reduction in the number of workers certified, from 1 621 to 537 or approximately 67 percent. This was due to an amendment to the regulations governing the certification of gasfitters which extended the certification renewal period from one year to five years.

General Safety Services Division

As in previous years the branch placed significant emphasis on industry training and public education programs. While there was a drop in the number of seminars and meetings, the training courses presented were more intense and broader in scope than in previous years.

The table shows there was a slight decline from the previous year in the overall number of accidents investigated. There were no fatal accidents investigated.

Alberta Labour Relations Board

The Alberta Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the *Labour Relations Act*, Chapter L 1-1, *Revised Statutes of Alberta 1980*. This Act covers trade union – employer relationships in the private sector and includes approximately 70 percent of the 293 000 unionized employees in the province. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- registers employers' organizations in the construction industry; and
- terminates bargaining rights.

Composition

The board is composed of a chairman, one full-time and two part-time vice-chairmen, eight employer representatives and eight employee representatives. This is an increase of one employer representative and one employee representative over the last reporting period. All are appointed by the Lieutenant Governor in Council.

As of January 1, 1985, the membership of the Labour Relations Board was:

Alex Dubensky, Q.C.	— Chairman
William Canning	— Vice-Chairman and Board Member
Gerald Lucas, Q.C.	— Part-Time Vice-Chairman and Board Member
Andrew Sims	— Part-Time Vice-Chairman and Board Member
Keith Aldridge	— Calgary
Leo Chikinda	— Calgary
Roy Drisdelle	— Edmonton
Ruth Eifert	— Edmonton
Orval Fletcher	— Calgary
William Flookes	— Calgary
William Goetz	— Calgary
Kenneth Kreklewetz	— Edmonton
Frank Kuzemski	— Edmonton
Normand Leclair	— Lethbridge
Angus MacDonald	— Calgary
Douglas Mitchell	— Edmonton

Jack Murray	— Calgary
Larry Schell	— Edmonton
Katherine Thompson	— Edmonton
Clifford Williams	— Edmonton

Pursuant to the Act, a quorum is the chairman or a vice-chairman and at least two board members. The board strives to provide "balanced" panels by appointing one employer and one employee representative to each panel.

Administration

Under the general supervision of the chairman, as chief executive officer, the secretary supervises the day-to-day administrative operations of the board. The board has its headquarters in Edmonton, which also houses the northern regional offices. A regional office, to service southern Alberta is located in Calgary.

The management team also includes two registrars, one in Edmonton and the other in Calgary. Every application received by the board enters the system through the registrar's offices. They determine the hearing dates, assure the effective and efficient processing of each case and communicate with the parties in all matters relating to the scheduling of hearings or case processing problems.

The administrative division of the board also includes clerical and case monitoring functions.

Automation of Board Files and Information Retrieval Systems

During the year, the board undertook a major and complex program of computerizing its manual filing system. Personnel began transferring the information contained in its estimated 10 000 individual files to the data base on the automated system. Additional programs were initiated to enable personnel to code data on all new applications received and further update data on a day-to-day basis as the status changes.

It is expected that once this system is fully operational the board management will be better able to pinpoint problems and delays and address them quickly. The monitoring system and its reports will provide statistical information to management that will be used as a basis for recommendations regarding improvements or changes in board practices and procedures which would lead to increased productivity and better service to the public.

Alberta Labour Relations Board

Field Staff

The board holds the view that the interests of the parties and labour relations generally, are best served by settlement by the parties affected, with the assistance of board investigating officers.

The labour relations officers carry out the primary function in the processing of complaints alleging contravention of the Act and may, depending upon the nature of the complaint, be appointed to attempt to settle the matter without the necessity of hearing. They also assist in settling disputes concerning the composition of the bargaining unit in certification applications, and on the status of employees in an existing bargaining unit. Officers also conduct representation votes ordered by the board.

Caseload

The board experienced one of its busiest years on record in 1984-85. The abnormally large number of applications for certification, combined with the unprecedented number of challenges to the provisions of the Act taxed the board and administration's resources. To provide for the timely investigation of applications the board was forced to second the assistance of three officers from the employment standards branch of the department who spent a total of 3½ months in the investigation process of these applications.

As shown in Table 16, the board sat 202 days, compared with 142 in 1983-84. At times the board was forced to conduct up to three hearings simultaneously and hear up to eight separate applications in a single day. To assist chairman Al Dubensky and vice-chairman William Canning with this workload, Leo Chikinda, a long time board member, was appointed as a temporary vice-chairman for most of the reporting period. Most of the increased workload related to the construction sector.

Court Activity

There was a total of 33 board decisions brought before the Court of Queen's Bench in the reporting period. Six of these were subsequently heard in the Alberta Court of Appeal and a further two appeals were heard by the Supreme Court of Canada. The board's solicitor, Bob Philp, represented the board's interests on all of these matters. This is only a marginal increase over the previous fiscal year. However, the applications in this fiscal year were more complex and took a substantial number of days in court to be resolved. Some of the more important decisions in terms of impact upon the board are as follows:

1. *Alberta Roadbuilding Association
The Court of Appeal of Alberta,
Edmonton, Alberta
May 22, 1984, Unreported*

This matter resulted from a decision of The Honourable Mr. Justice Dea of the Court of Queen's Bench of Alberta dated the 11th and 12th of January, A.D., 1984.

The union referred an application to the board under Section 8 of the Act. This application asked the board to determine if a collective agreement was in effect. The board at hearing held that the collective agreement was in effect by reason of the wording contained in the continuation clause.

The employers' organization sought judicial review of the board's decision, submitting that the article in the collective agreement relating to continuation of said agreement was not a valid and enforceable "extension" agreement and that accordingly, the board erred in law by so declaring it to be proper. The Court found that the board had erred by declaring that Section 80 of the Act clearly was intended to terminate the collective agreement on its expiry date and that the parties, if their intentions were to continue the agreement past the expiry date while bargaining continued, would be required to add this provision after ratification of the new agreement, or after the termination date of new agreement.

The trade union then sought judicial review of this decision to the Court of Appeal. The Court, by a unanimous decision overturned the judge's decision and reinstated the board's original decision. The Court ruled that Section 80 of the Act must be construed in light of the objective of this Act; to aid peaceful resolutions of disputes and that the parties provided a clear understanding of their intentions to continue the agreement while meaningful bargaining was continued.

2. *Construction Labour Relations — An Alberta Association — (CLR-a) Mechanical (Calgary) Trade Division et. al.
The Court of Queen's Bench of Alberta
August 8, 1984, Unreported*

The unions made a joint application, under Section 21 of the Act, asking the board for a ruling as to whether, acting as an agent, CLR-a had the right to terminate the current collective agreements in accordance with a clause in said agreement.

The board determined that as a registered employers'

Alberta Labour Relations Board

organization, CLR-a had authority only to bargain on behalf of certain employees and that the Act does not give a registered employees' organization the authority to terminate collective agreements. The Court held the board was "patently unreasonable" in arriving at this decision as the Act does not specifically prohibit the employers' organization from terminating the collective agreement.

3. *Town of Bonnyville*
The Court of Queen's Bench of Alberta
September 25, 1984, Unreported

The trade union applied for certification with respect to certain employees of the employer. The employer objected to the application on the basis the applicant trade union was not a proper trade union as defined by the Act. The board ruled that the applicant was a proper trade union and the certificate issued.

The employer sought judicial review, submitting the same basic argument as previously advanced at hearing. The Court held the interpretation placed on the relevant sections by the board to be reasonable and the board's findings were affirmed.

4. *Pruden Building Limited*
The Court of Queen's Bench of Alberta
August 14, 1984, Unreported

The employer applied to the Court to prohibit the trade union from appointing an arbitrator under the grievance procedure pursuant to a collective agreement which is expressed between the union and Construction Labour Relations — an Alberta Association (CLR-a) — Labourers (Edmonton) Trade Division. In order to determine if a collective agreement was in effect, leave was given by the Court to the board as a respondent. The employer argued that Sections 54 and 56 of the Act are unconstitutional because they offend s.2 of the Canadian Charter of Rights and Freedoms (re: everyone is guaranteed freedom of association). (Sections 54 and 56 deal with collective bargaining in the construction industry through employer organizations.) The Court concluded, in dismissing the application, that the above mentioned sections do not limit the employer's right to freedom of association.

5. *Construction Labour Relations — an Alberta Association (CLR-a)*
William Anderson Master Plumbers Ltd., et. al.
The Court of Queen's Bench of Alberta
October 24, 1984 reported(?)

Two trade unions, by way of applications under Section 21, and a further complaint under Section 141, asked the board to determine whether following a legal lockout which terminated the collective agreement, individual employers have the right to unilaterally set their own terms and conditions for their employees who are represented by a certified trade union. The board ruled that to allow individual employer's to unilaterally change terms and conditions of employment is totally contrary to the concept of registration and sanctity of a formal bargaining relationship established under the provisions of certification as defined by the Act.

The Court ruled that the board decision was patently unreasonable and Section 32 and 137 of the Act which the board found to have been violated are not broad enough to support the board's interpretation. The board's decision was overturned.

The unions subsequently applied to the Court of Appeal of Alberta which was heard January 17 and 18, 1985. This Court upheld the judgement of the Queen's Bench of Alberta.

6. *Allied Communications Ltd.*
The Court of Queen's Bench of Alberta
August 21, 1984, Unreported

The union applied for certification under Section 34 of the Act. At hearing, the board found the applicant had a majority of the employees in the unit and that the unit was appropriate for collective bargaining. The board issued a certificate.

The employer sought judicial review on the argument that the board had misinterpreted the provision of Section 34(2) by ruling that this provision allows the board to determine, by its authority to determine and establish its own procedures, that proof of support for an application can be determined by an officer visiting the union offices and viewing the applicable documents. The Court held that Section 34(2) is explicit and as such, evidence of support must accompany the application. The board does not have the authority to exercise its procedural prerogative in face of the specific wording of this section.

Personnel Changes

Two part-time vice-chairmen were appointed to the board. Both Mr. G. Lucas, Q.C. and Mr. A. Sims have had considerable labour relations experience in their private law practices. Three officers, B. Greenwood, D. Oshane and D.M. Strutt were recruited to fill vacancies resulting from terminations of the previous incumbents. A total of five new board members were also appointed to cover for vacancies created by persons retiring as members.

Table 1
Statistics and Information Services
Summary of activities
for the year ending 31 March 1985

Information Requests	Number
Calls transferred or referred elsewhere	23
Occupational wage rates (or minimum wage)	147
Union membership figures or directory	62
Wage settlement program	88
Strike statistics information	55
Collective agreement enquiries	173
(Includes employers seeking copies, requests for samples of specific provisions, further explanation of analysis, public viewing, etc.)	
Publications	197
TOTAL Information requests	<u>745</u>
Publications Distribution	Average Total
Collective Bargaining Scene/Labour Fact Book	550 2 200
Collective Bargaining Scene/Labour Fact Book, Monthly supplement (8)	528 4 225
Negotiated Working Conditions in Alberta	610
Membership in Alberta Labour Organizations	417
Alberta Construction Industry Union Wage and Benefit Report	105
Alberta Construction Industry Union Wage and Benefit Report, 1984 Supplement	90
TOTAL Publications distributed	<u>7 647</u>

Table 2

**Investigation and Recovery Proceedings
Comparative statistical summary
for the three years ending March 31, 1983, 1984 and 1985**

	1982-83	1983-84	1984-85
Field investigations			
Claims registered	11 837	10 521	10 143
Employees benefiting from investigations	15 492	12 695	12 718
Money collected through field investigations			
Non-payment of wages	\$1 668 531	\$1 465 125	\$1 257 926
Underpayment of minimum wages	13 982	10 320	3 746
Overtime arrears	294 900	298 046	267 859
Vacation pay	440 606	387 685	491 175
General holiday pay	66 871	72 331	77 085
Pay in lieu of notice	255 942	254 253	262 290
Other	23 249	8 950	23 485
TOTAL	<u>\$2 764 081</u>	<u>\$2 496 710</u>	<u>\$2 383 566</u>

Table 3

**Umpire System Activity Report
Two Year Comparison**

	1983-84	1984-85
Number of appeals	1 427	693
Appeal from previous year	—	73
Employers affected	507	397
Disposition		
Confirmed	673	455
Varied	120	105
Revoked	53	84
Abandoned	284	26
Director revoked	39	27
Bankruptcy — stayed	0	1
Decision reserved	26	3
Appeal not yet heard	232	65
TOTAL Activity	<u>1 427</u>	<u>766</u>

Tables

Table 4

Educational Services Program Comparative statistical summary for the two years ending 31 March 1984 and 1985

Type of activity	Number Held		Attendance	
	1983-84	1984-85	1983-84	1984-85
Workshop on Wages (Payday Survival)	146	145	3 900	3 567
World of Work (high school)	36	28	1 069	1 044
Speaking engagements	80	43	2 241	1 081
Other — trade shows	8	11	2 350	1 816
TOTAL	<u>270</u>	<u>227</u>	<u>9 560</u>	<u>7 508</u>

Table 5

Industrial Wages Security Act Comparative statistical summary for the three years ending 31 March 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Money Collected under the Act	\$ 64 630	\$ 88 398	\$ 86 649.71
Employees benefiting:			
Lumber industry	377	348	481
Coal mining industry	6	0	0
TOTAL	<u>383</u>	<u>348</u>	<u>481</u>
Amount of security held at year end:			
Lumber industry	\$1 540 589	\$1 668 359	\$1 844 454.72
Coal mining industry	58 169	50 060	61 075
TOTAL	<u>\$1 598 758</u>	<u>\$1 718 419</u>	<u>\$1 905 529.72</u>
Active Exemption Certificates:			
Lumber industry	23	21	20
Coal mining industry	14	14	16
TOTAL	<u>37</u>	<u>35</u>	<u>36</u>

Table 6

Special Employment Programs
Comparative statistical summary
for the two years ending 31 March 1984 and 1985

	1983-84	1984-85
Oil well servicing & trucking (pay plans)	23	26
Overtime agreements	17	33
Extended hours of work	26	28
Contracts of employment	368	389

Table 7

Annual Report
April 1, 1984 to March 31, 1985

Conciliation/Mediation

Disputes pending at April 1	54
Conciliators/mediators appointed	212
Dispositions of disputes:	
Settled without strike or lockout action	123
Sent to voluntary arbitration	0
Sent to arbitration under the Police	
Officers Collective Bargaining Act	0
Compulsory arbitration boards (Section 117)	1
Disputes pending at March 31	70

Strikes and lockouts

Strikes	14
Lockouts	29

Preventive mediation

First agreement orientation cases	37
Grievance mediation	35
Labour-management committees	7
Joint training	2
Relationship by objectives	0
Consultation	5
Educational meeting	3
Other	5

Tables

Table 8

Pension Plans Approved, Discontinued, Transferred or Amended during the year ended March 31, 1985

	Total at March 31, 1983*	Total at March 31, 1984*	Change During Year	Total at March 31, 1985*
Plans Examined	3 128	3 445	343	3 788
Plan Approved for Registration	3 036	3 351	341	3 692
Plans Transferred to				
Alberta Supervision	132	138	8	146
Plans Transferred from				
Alberta Supervision	147	151	3	154
Plans Discountinued (Registration Cancelled)	1 838	1 944	105	2 049
Amendments to "Approved" Plans	9 340	10 053	758	10 811
Annual Information Returns**	21 041	22 243	1 439	23 682
Cost Certificates***	6 496	7 340	495	7 835

* These columns show totals since January 1, 1967.

** An Annual Information Return is submitted in respect of every pension plan and provides data regarding contributions to the plan, plan membership, terminations and retirements.

***A Cost Certificate is submitted every three years and when plan changes affecting the funding and solvency of the plan occur. The Cost Certificate provides data regarding the liabilities and assets of the plan and describes the contributions required to fund the benefits provided under the plan.

Table 9

General Safety Services Division Selected statistics

for the three years ending 31 March, 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Inspections carried out	154 238	156 884	162 482
Work permits and work certificates issued	91 564	88 912	85 659
Workers certified	15 085	14 128	10 671
Investigations conducted	748	698	611
Examinations given	14 792	12 932	15 183
Plans examined	26 552	23 999	24 553
Meetings and seminars conducted	9 666	10 627	11 837

Table 10
Boilers and Pressure Vessels Branch
Comparative statistical summary

for the three years ending March 31, 1983, 1984 and 1985

	1982-83	1983-84	1984-85
A. Designs processed			
Designs submitted	6 894	5 326	6 788
Designs accepted	5 320	3 916	4 714
Designs rejected	265	223	202
Design revisions	1 658	1 177	1 690
B. Quality control systems registered			
Certificates of authorization issued, including renewals ...	61	78	82
Companies with registered quality control systems	149	172	232
C. Inspections carried out			
High pressure boilers	1 936	1 589	1 764
Low pressure boilers	4 445	4 592	4 557
Receivers	6 690	5 365	6 164
Heat Exchangers	3 416	2 730	3 712
Process vessels	5 596	5 715	8 302
Miscellaneous	893	768	753
Progress Inspections	16 059	14 903	19 960
TOTAL	<u>39 035</u>	<u>35 662</u>	<u>45 212</u>
D. Boilers and pressure vessels constructed in Alberta	5 603	5 051	6 588
E. Potential hazards found in service inspections			
Safety valve seized or inoperable	1 014	1 077	1 683
Low water fuel cut-off inoperable	119	166	231
Free air inlet inadequate	30	28	19
Heating surface of boiler heavily scaled	184	239	316
Severe corrosion requiring repairs	690	802	1 377
Miscellaneous unsafe conditions	775	810	1 287
Insufficient safety valve capacity	82	95	110
Boiler water gauge glass inoperable	24	26	22
Accessories requiring repair	155	183	263
Condemned or ordered out of service	14	6	20
TOTAL	<u>3 087</u>	<u>3 432</u>	<u>5 328</u>
F. Examinations conducted			
Engineers and building operators	5 406	5 320	5 418
Pressure welders	8 700	7 106	7 207
Examinations passed			
Engineers and building operators	4 212	3 910	4 097
Pressure welders	6 575	6 054	5 812
G. Accidents investigated			
Accidents	38	42	50
Injuries	15	6	8
Fatalities	0	0	0

Tables

Table 11

Building Standards Branch Summary statistics (General plus Mechanical) for the three years ending 31 March 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Building plans examined	1 920	1 653	1 626
Floor area (m ²)	975 140	904 153	851 534
Estimated value (\$)	536 000 000	497 000 000	468 000 000
Inspections carried out	4 400	5 216	6 242

General Statistics

Building plans examined

Assembly	313	357	409
Institutional	37	40	61
Residential:			
General	136	101	76
Single family	456	300	226
Business and personal services	100	88	106
Mercantile	56	75	50
Industrial	251	222	222
TOTAL	1 349	1 183	1 150

Floor area (m²)

Assembly	265 751	290 249	276 080
Institutional	90 453	155 886	164 203
Residential			
General	176 842	124 321	96 175
Single family	71 384	51 755	41 637
Business and personal services	110 724	49 354	69 406
Mercantile	33 044	44 527	22 196
Industrial	226 941	188 061	181 837
TOTAL	975 139	904 153	851 534

Estimated value (\$)	536 000 000	497 000 000	468 000 000
Inspections carried out	3 439	4 134	5 225

Mechanical Statistics

Building plans examined

Assembly	231	229	236
Institutional	35	36	34
Residential:			
General	70	41	45
Single family	8	6	2
Business and personal services	63	48	55
Mercantile	34	32	21
Industrial	130	78	83
TOTAL	571	470	476

Table 11

(cont'd)

Building Standards Branch
Summary statistics (General plus Mechanical)
for the three years ending 31 March 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Floor area (m²)			
Assembly	312 505	283 667	233 901
Institutional	99 645	167 163	167 637
Residential			
General	118 187	108 468	89 171
Single family	1 664	1 377	590
Business and personal services	111 814	32 615	99 036
Mercantile	31 734	28 352	13 104
Industrial	182 004	117 760	101 827
TOTAL	<u>857 553</u>	<u>739 402</u>	<u>705 266</u>
Inspections carried out	961	1 082	1 017
Technical Program Statistics			
Training and education programs			
Students enrolled in courses	249	238	272
Assignments marked	1 277	1 099	1 280
Examinations taken	12	28	54
Seminars/workshops given	3	8	13
Appeals to Alberta Building Standards Council			
Appeals received*	35	25	31
Orders confirmed	7	7	9
Orders revoked	8	6	5
Orders varied	5	3	5
Products and systems approvals			
Total number of requests	64	85	73
Approvals issued	56	74	52
Product listing bulletins	15	21	28

*In each year shown, several appeals were withdrawn.

Tables

Table 12

Electrical Protection Branch Comparative statistical summary

for the three years ending 31 March 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Wiring permits issued	33 449	31 906	28 808
Plans and specifications review	15 993	15 472	14 794
Inspections conducted			
Covered by permits	37 397	36 193	32 898
Not covered by permits	2 622	2 901	2 839
Electrical equipment approved	10 686	10 600	12 683
Electrical utility installation	3 445	3 062	3 022
TOTAL Inspections Conducted	<u>54 150</u>	<u>52 756</u>	<u>51 442</u>
Certificates valid & examinations written			
Total Master Electrical Certificates issued or revalidated	2 476	2 543	2 465
Accidents & fire investigations			
Fatal accidents	7	4	4
Non-fatal accidents	119	138	112
Fires	78	91	77
Seminar activities	171	439	353
Meetings	1 221	1 171	1 416
Technical interviews	83 135	85 177	84 644

Table 13

Elevator and Fixed Conveyances Branch Comparative statistical summary

for the three years ending March 31 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Alterations to Existing Equipment			
Passenger elevators	3	2	8
Freight elevators	—	—	3
Dumbwaiters	—	—	—
Rope tows	—	—	—
Ski tows	—	—	—
Aerial tramways	—	—	—
TOTAL	<u>3</u>	<u>2</u>	<u>11</u>

Table 13

(cont'd)

Elevator and Fixed Conveyances Branch Comparative statistical summary

for the three years ending March 31 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Inspections Carried Out			
Elevators & related equipment	4 953	5 456	5 002
Aerial tramways & related equipment	170	175	156
Amusement rides	470	486	663
Elevators (for Canada Labour)	116	119	118
Reinspections: all classes	1 326	1 961	2 544
Preliminary inspections: all classes	1 246	851	384
Special inspections: all classes	117	116	50
TOTAL	<u>8 406</u>	<u>9 164</u>	<u>8 917</u>
Accident Investigations Conducted			
Freight elevators	—	2	—
Escalators	4	—	3
Passenger elevators	3	2	3
Handpower freight elevators	—	—	—
Other elevating devices	—	—	1
Rope tows	—	—	—
Ski tows	—	1	2
Chair lifts	—	—	1
Aerial tramways	—	—	1
Amusement rides	3	28	4
TOTAL	<u>10</u>	<u>33</u>	<u>15</u>
Number of inspections invoiced	4 986	5 543	4 976
Meetings and seminars conducted or attended	53	60	58
Drawings Examined	566	287	174
New Installations			
Passenger elevators	505	400	116
Private residence inclined lifts	3	1	—
Inclined passenger lifts	4	1	5
Escalators	21	26	16
Lifts for the handicapped	11	17	15
Freight elevators	16	12	15
Freight platform lifts	—	2	2
Dumbwaiters	13	36	16
Belt lifts	—	—	2
Personnel hoists	20	6	6
Aerial tramways	—	—	—
Chair lifts	6	—	2
Ski tows	—	1	2
Rope tows	3	8	2
Amusement rides	16	14	5
TOTAL	<u>618</u>	<u>524</u>	<u>204</u>

Tables

Table 14
Fire Prevention Branch
Comparative statistical summary
for the three years ending March 31 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Fire prevention			
Building fire inspections conducted	2 204	2 624	2 930
Recommendations to correct hazards issued	6 401	8 028	10 654
Orders to remedy conditions issued	4	3	16
Plans examined	588	595	455
Meetings and lectures conducted	1 276	1 151	1 244
Attendance	25 831	16 908	12 798
Fire investigation			
Investigations conducted by branch	420	318	286
Investigations by other agencies	1 079	774	616
TOTAL	<u>1 499</u>	<u>1 092</u>	<u>902</u>
Causes of fires investigated			
Arson	1 126	780	649
Accidental or unknown	373	298	251
Under investigation	—	14	2
TOTAL	<u>1 499</u>	<u>1 092</u>	<u>902</u>
Fire service personnel training			
Alberta Fire Training School municipal training programs (duration 44 hours)			
Part I Firefighter	132	146	146
Part II Firefighter	143	90	113
Part III Firefighter	88	60	48
Part IV Firefighter	56	77	41
Part V Firefighter	—	19	38*
Part VI Firefighter	—	22	31*
Pump Operator "A"	38	36	109
Pump Operator "B"	31	13	11
Fire Prevention for the Firefighter	0	21	19
Vehicle Extrication & Trench Rescue	—	—	20**
Fire Officer C1 Building Construction	0	7	16
Fire Officer C2 Leadership	51	6	11
Fire Officer C3 Pre-fire Planning	20	13	14
Fire Officer C4 Fire Suppression & Safety	20	12	8
Fire Officer C5 Strategy & Tactics (Theory)	—	16	31*
Fire Officer C7 Fire Investigation	45	35	21
Fire Officer C8 Fire Prevention-Fire Protection Equipment	—	—	14**
Fire Officer C9 Fire Prevention	—	—	6**
Fire Prevention Officer DA Building Codes & Standards ..	—	—	18**
Fire Prevention Officer DB Alberta Fire Code	—	—	17**

Table 14

(cont'd)

Fire Prevention Branch Comparative statistical summary

for the three years ending March 31 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Fire service personnel training (con't)			
Fire Prevention Officer D1 Water Supply	11	0	7
Fire Prevention Officer D2 Standpipe & Sprinkler Systems	—	14	8*
Fire Services Instructor E1	19	12	18
TOTAL municipal fire department personnel (AFTS) ..	<u>654</u>	<u>599</u>	<u>765</u>
Alberta Fire Training School extension courses municipal presentation (duration 44 hours)			
Part I Firefighter	286	339	295
Part II Firefighter	—	—	79
Fire Prevention for the Firefighter	50	45	35
Fire Officer C2 Leadership	—	—	14
Fire Officer C7 Investigation	—	49	22
Fire Services Instructor E1	—	—	14
TOTAL municipal fire department personnel attending AFTS-sponsored extension & local courses	<u>336</u>	<u>433</u>	<u>459</u>
TOTAL Municipal Fire Department Personnel	<u>990</u>	<u>1 032</u>	<u>1 224</u>
Industrial programs (duration as indicated)			
Part I Industrial Firefighter (16 h)	61	88	181
Part I-A Industrial Firefighter (8 h)	64	99	144
Part II Industrial Firefighter (16 h)	55	98	166
Part III Industrial Firefighter (16 h)	—	38	134*
Aircraft Crash/Fire Response (Dry Chemical)	—	12	12*
TOTAL Industrial Fire Department Personnel	<u>192</u>	<u>323</u>	<u>637</u>
TOTAL ATTENDENCE			
AFTS municipal and industrial programs	<u>1 182</u>	<u>1 355</u>	<u>1 861</u>
One-day Seminars	111	185	128
Two-day Seminars	—	23	0

* These courses were offered for the first time in 1983/84.

**These courses were offered for the first time in 1984/85.

Tables

Table 15

Plumbing and Gas Safety Services Branch Comparative statistical summary for the three years ending 31 March 1983, 1984 and 1985

	1982-83	1983-84	1984-85
Plumbing and gas permits issued			
Plumbing permits	4 257	6 010	4 398
Private sewage disposal permits	2 435	2 896	2 207
Plumbing in factory-assembled buildings	177	138	97
SUB-TOTAL: Plumbing permits	6 869	9 044	6 702
Natural gas (towns and villages)	17 913	16 461	14 387
Natural gas (farms)	1 323	415	443
Propane gas (towns and villages)	4 994	4 659	4 633
Propane gas (farms)	211	91	50
Plastic pipe (natural gas)	1 009	1 161	720
SUB-TOTAL: Gas permits	25 450	22 787	20 233
TOTAL: Plumbing and gas permits	32 319	31 831	26 935
Field inspections			
Plumbing inspections	13 309	16 379	14 555
Plumbing complaints investigated	101	175	140
SUB-TOTAL: Plumbing inspections	13 410	16 554	14 695
Gas installation covered by permits	29 814	31 320	25 971
Existing gas installations	2 860	3 555	6 402
Approval of domestic/commercial gas appliances	326	273	298
Approval of industrial gas equipment	378	400	373
SUB-TOTAL: Gas inspections	33 378	35 548	33 044
TOTAL: Plumbing and Gas Inspections	46 788	52 102	47 739
Workers' certificates issued			
Gasfitter certificates	1 734	1 560	490
Sewage system contractors' certificates	88	61	47
TOTAL	1 822	1 621	537
Tradesmen training seminars			
For plumbing installers	55	57	25
For gasfitters	97	99	96
TOTAL	133	152	121
Examinations given	88	76	39
Plans examined	591	666	716
Public meetings	127	294	164
Accident investigations			
Accidents reported	76	72	59
Accidents investigated	76	72	59
Fatal accidents	5	5	0
Non-fatal accidents	24	28	20

Table 16

Alberta Labour Relations Board

	1984-85	1983-84	1982-83
Applications for certification (Section 34)			
Outstanding at beginning of period	653	86	35
Applications received	415	707	272
Issued	346	62	152
Refused or withdrawn	499	78	69
Outstanding at end of period	223	653	86
Applications for revocation (Section 43)			
Outstanding at beginning of period	10	3	1
Applications received	13	19	13
Issued	4	8	8
Refused or withdrawn	10	4	3
Outstanding at end of period	9	10	3
Applications for registration (Section 53)			
Outstanding at beginning of period	0	0	0
Applications received	0	3	2
Issued	0	2	1
Refused or withdrawn	0	0	1
Outstanding at end of period	0	1	0
Applications for reconsideration determination, declaration, and variance (Sections 8, 18, 21, 41, 45, 132, 133, 135)	467	292	186
Unfair labour practices (Section 142)	290	84	89
References of illegal strike or lockout	0	5	65
Strike/lockout votes (Section 87)			
Applications for strike/lockout votes to be supervised by Board	135	68	215
TOTAL APPLICATIONS	1 320	1 178	842
Days of Board Hearings	202	142	152

