

## **PART A – OPERATING EXPENSES**



## Administration and Finance

The Administration and Finance Division provides executive management, planning and policy, central comptrollership, and overall administrative support services to Manitoba Education and Training (MET). In addition, it ensures the development of effective management practices related to comptrollership and human resource development.

Included in this division is the office of the Minister and the Deputy Minister, Financial and Administrative Services and Innovative Technology Services.

The Administration and Finance Division maintains responsibility for management of information systems across the department as well as the development and management of the Schools Information System.

### Executive Support

This line provides the additional compensation to which individuals appointed to the Executive Council are entitled.

The Minister's and Deputy Minister's office provide leadership to Manitoba education, workforce training and immigration systems which ensures the provision of high quality and equitable training and education programs together with support services to stakeholders. In addition, administrative leadership is provided to the department to ensure the effective and efficient co-ordination of human and financial resources.

#### 1 (a) Minister's Salary

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	42	1.00	42	0	
<b>Total Sub-Appropriation</b>	<b>42</b>	<b>1.00</b>	<b>42</b>	<b>0</b>	

#### 1 (b) Executive Support

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	594	8.00	649	(55)	
Other Expenditures	130		165	(35)	
<b>Total Sub-Appropriation</b>	<b>724</b>	<b>8.00</b>	<b>814</b>	<b>(90)</b>	

## Financial and Administrative Services

Financial and Administrative Services provides leadership on financial and administrative matters for Manitoba Education and Training. Responsibilities include ensuring that the comptrollership function

of the department is appropriately maintained and meets the needs for financial control, accountability, and the reporting, safeguarding and protection of financial and physical assets. The branch also provides comprehensive support services in assessing resource requirements and allocations to programs and branches, including direction and support in financial and business planning, reporting, monitoring and control policies, processes and procedures.

Financial management and accountability activities include: co-ordinating the annual estimates of the department and other financial planning processes; monitoring and reporting financial performance; conducting specialized financial reviews and analyses; preparing reports to support timely financial management decisions; safeguarding physical and financial assets; and providing accounting services to the department. The branch's expected results include the effective and efficient operation of financial management systems, timely management decisions, as well as compliance with all financial management, financial planning and audit requirements of the Manitoba government.

### Sustainable Development

The branch strives to make the best use of resources, which means considering efficiency, effectiveness, concern for the environment and the well-being of staff. This includes, among other things, the replacement of paper-based reporting with electronic data collection methods, the use of recycled paper, and two-sided printing. The branch works hard to minimize the use of resources through re-using and recycling paper and the increased use of automation and information technology.

#### 1 (c) Financial and Administrative Services

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	979	18.00	1,438	(459)	1
Other Expenditures	120		146	(26)	
<b>Total Sub-Appropriation</b>	<b>1,099</b>	<b>18.00</b>	<b>1,584</b>	<b>(485)</b>	

- Under expenditure reflects savings due to vacancies, including vacancies in policy positions being reallocated as part of the 2018/19 Estimates process, vacancies in positions for which resources were borrowed from other branches and departments, and vacancies in position being eliminated as part of the 2018/19 Estimates process, partially offset by severance and vacation payouts.*

### Innovative Technology Services

The Innovative Technology Services (ITS) branch provides services across Manitoba Education and Training (MET) to improve program efficiency and accountability through the use of information technology. In addition, ITS is responsible for overseeing the departmental computing environment including information databases, customized applications and backup/recovery services for program requirements outside the scope of the managed desktop environment.

ITS supports the technology and innovation needs of the Department of Education and Training. The branch facilitates project management services so that both business and information technology projects are conducted employing a rigorous, internationally accepted standard for the management of projects. ITS represents the department to central units such as Business Transformation and Technology.

ITS is working with MET branches and programs on projects regarding the implementation of a model to enhance services to their clients, increase efficiency within the branches and streamline traditional paper processes.

ITS works closely with all areas within the department, Manitoba Education, Research and Learning Information Networks (MERLIN) and other external service providers to provide expertise and consultation on any technology and innovation initiatives to assist in meeting the challenges, service delivery needs and business requirements of the educational (K-12 and post-secondary) and workforce development communities serviced by the department.

### Sustainable Development

ITS encourages the use of websites for the storage and dissemination of departmental forms. The branch offers the use of conference calls to minimize travel to regularly scheduled meetings. It should be noted that the Manitoba government recognizes the value of education and collaboration alternatives that result from improved network services such as video conferencing. ITS is working with other branches and departments in the implementation of collaborative network tools that will enhance pedagogical and administrative environments in rural communities.

#### 1 (d) Innovative Technology Services

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	505	5.00	484	21	
Other Expenditures	79		81	(2)	
<b>Total Sub-Appropriation</b>	<b>584</b>	<b>5.00</b>	<b>565</b>	<b>19</b>	



## K-12 Education and Healthy Child Programs

The division's mandate is to provide leadership and support for Manitoba's Early Childhood and K-12 educational system through the development and implementation of a policy and program framework for the school system. Leadership and support are also provided to the Healthy Child Manitoba Office (HCMO), which innovates, implements and evaluates the Manitoba government's long-term, cross-departmental strategy to promote healthy child and adolescent development, and serves as the secretariat to the Healthy Child Committee of Cabinet.

This mandate is achieved through the work of the Division Administration office; Manitoba School for the Deaf; Instruction, Curriculum and Assessment Branch; Program and Student Services Branch; Educational Resources Branch; Bureau de l'éducation française française (BEF) (made up of Curriculum Development and Implementation – French Language Education; Educational Support Services – French Language Education; Official Language Programs and Administrative Services; Library and Materials Production - French Language Education); Healthy Child Manitoba Office; and the Manitoba Learning Resource Centre.

The accomplishments of the division are presented on a branch-by-branch basis.

### Division Administration

The Division Administration office provides leadership respecting the development, implementation and review of policy and programs including administration and finance as well as data analysis. The activities of the office include the coordination of policy, program, budget development and implementation; facilitation of intra-divisional and inter-departmental linkages; collection and analysis of information in support of departmental and divisional priorities and goals; coordination of human resource development initiatives; provision of dispute resolution coordination relating to Appropriate Educational Programming; and ensuring ongoing communication and collaboration with educators, parents and the community.

#### 2 (a) Division Administration

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	FTE	2017/18 \$000	Over (Under) \$000	
Salaries and Employee Benefits	271	5.00	411	(140)	
Other Expenditures	54		56	(2)	
<b>Total Sub-Appropriation</b>	<b>325</b>	<b>5.00</b>	<b>467</b>	<b>(142)</b>	

### Manitoba School for the Deaf

The Manitoba School for the Deaf (MSD) provides the only American Sign Language (ASL) milieu environment in Manitoba for students who are Deaf/Hard of Hearing (DHH). Students who are DHH and eligible to attend public schools in Manitoba may instead choose to attend MSD which offers a Junior K-12 program and provides an ASL – English bilingual/bicultural environment. Additionally, MSD programming is accessed by families who live in First Nations Communities in collaboration with the Education Authority and the federal government. MSD had 60 students enrolled in 2017/18, which

has been a consistent number over the past several years. Teachers and educational assistants provide on-site educational programming using the Manitoba provincial curriculum leading to a Manitoba diploma. Since 2011/12, MSD has also offered early years language intervention using a Bilingual-Bimodal approach. This early intervention gives students the opportunity to develop both spoken English and ASL to build a strong language base.

### Key Accomplishments

- eight students graduated in June 2018 with a Manitoba diploma.
- Delivered year six of the Bilingual-Bimodal classroom where multi-age classes of DHH and hearing children attend early years programs. The students were given access to ASL and spoken language for instruction. This allowed the school to be responsive to children’s learning and communication needs. The focus of early language development was enhanced by having children communicate with a larger group of peers in the classroom and using different modes of communication for instruction and social interaction.
- Continued partnership with The St. James-Assiniboia School Division that included: sharing a psychologist position, and sharing facilities (such as the gymnasium).
- A MakerSpace materials centre was created for use by elementary students to expand their creative and thinking skills.
- Focused on continued professional growth by having staff participate in the Deaf/Hard of Hearing Sharing Group sessions and other professional development activities. Staff focused on research by maintaining data on the outcomes of students in the Bilingual-Bimodal programs.
- Continued staff development with a priority of building strong skills for staff that teach students at MSD, and expanded approaches to being responsive to students with a wide range of educational and communication needs. This included responding to the needs of students with cochlear implants, multiple coexisting needs, and those who are new Canadians.
- School goals for 2017/18 were: to increase the use of technology in classrooms, to develop student sense of community through volunteer and school-based experiences, and to build community with parents and outside agencies/partners.
- Two staff continued their training to become auditory-verbal therapists so they can better support students at MSD and in the province who are using this communication approach.

### 2 (b) Manitoba School for the Deaf

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	2,997	42.85	3,180	(183)	
Other Expenditures	311		381	(70)	
<b>Total Sub-Appropriation</b>	<b>3,308</b>	<b>42.85</b>	<b>3,561</b>	<b>(253)</b>	

## Instruction, Curriculum and Assessment

The mandate of the Instruction, Curriculum and Assessment Branch is to articulate the Kindergarten to Grade 12 (K-12) English program framework that is the basis of teaching, learning, and assessment in Manitoba schools, and to support its implementation and assessment.

Following is a sampling of initiatives that are specific to curricular areas as well as cross-curricular, most of which were carried out in collaboration with educational partners.



## **Curriculum-related initiatives**

### **Arts Education**

- Produced *Celebrating Music in Manitoba Schools Month Concert Series*, and administered funding of the Manitoba Music Month Grant.
- Supported The Memorandum of Understanding with the Winnipeg Art Gallery.
- Worked with partners regarding the *Truth and Reconciliation Commission of Canada Calls to Action* in K-12 Arts Education and participated in provincial and national committees.

### **English Language Arts/Literacy**

- Supported new Kindergarten to Grade eight English language arts curriculum.
- Launched the Research in Renewing Literacies study with university partners.
- Ongoing implementation of the Reading Apprenticeship program.
- Professional learning and support across a range of initiatives including the Regie Routman in Residence project in 24 schools.

### **Mathematics**

- Led the Numeracy Leaders' Network.
- Developed a range of mathematics teaching and assessment support documents.
- Coordinated teacher inquiry projects in mathematics in collaboration with the Manitoba Teacher Research Collective.
- Developed draft Numeracy courses to transition older English Additional Language students with interrupted schooling.

### **Science**

- Worked with the Public Schools Finance Board (PSFB) regarding science lab renewals.
- Supported the Science Teacher Inquiry Project (STIP), in which science teachers developed action-research projects in collaboration with the Manitoba Teacher Research Collective.

### **Social Studies**

- Revised the Grade 11 History of Canada curriculum.
- Supported the Geographic Information Systems Day activities in Manitoba.
- Worked with partners to build Peace Literacy in the education community.
- Led and coordinated the Manitoba UNESCO Associated Schools Project Network.

### **Technology Education (Vocational, Industrial Arts and Home Economics)**

- Supported related programming, renovations and equipment, including the Technology Education Equipment Replacement and Skills Strategy Equipment Enhancement Fund grants.
- Liaised regarding Apprenticeship, Technical Vocational, Industrial Arts, Home Economics and Facility/Program Safety, and supported the High School Apprenticeship program.
- Collaborated with the Construction Safety Association of Manitoba regarding the Workplace Hazardous Materials Information System training and certification program.
- Registered and maintained records for the Youth Work Experience hiring incentive (tax incentive for employing students registered in a Technical Vocational program).

## **Cross-curricular initiatives**

### **Indigenous Education**

- Provided professional learning on integrating Indigenous perspectives into curricula; e.g., Truth and Reconciliation's Calls to Action; KAIROS Blanket Activity; First Nations' rights, histories, cultures, strengths, current issues, residential schools, building relationships.
- Reviewed and developed curricular resources, and participated in Manitoba's Indigenous Education Roundtables.

### **Assessment**

- Supported the Grades 3/4 and Middle Years Assessments and the provincial report card (revised policy and support document, business rules document, grading guidelines).
- Developed provincial tests in Grade 12 English Language Arts and in Grade 12 Mathematics.
- Coordinated Manitoba's participation in national and international tests.

### **Career Development/Dual Credits**

- Facilitated the administration of *Tell Them From Me* survey.
- Sponsored Take Our Kids to Work (TOKW), participated in the Rotary Career Symposium and the Brandon Career Symposium, and supported Career Cruising.
- Provided funding for school divisions to hire Career Development Coordinators.
- Supported the Dual Credit policy.

### **Data Collection and Analysis**

- Provided research, data management, and statistical analysis for schools and school divisions and in support of federal data collections and the *K-12 Framework for Continuous Improvement: School Planning and Reporting*.

### **Distance Learning**

- Provided 2,300 students (1,006 credits issued) with senior years' print-based Independent Study Option (ISO) courses, continued development of 15 ISO courses, and released two new courses.
- Supported divisions in the delivery of Teacher Mediated Option (TMO) courses.
- Monitored two virtual collegiates (InformNet and Wapaskwa) and developed web-based courses.

### **Early Childhood Education**

- Supported Reading Recovery and acted as branch contact for the Early Development Instrument (EDI), and related committees and initiatives.
- Built field capacity through workshops on early childhood learning.
- Supported creation of a five-year provincial early learning and child care (ELCC) strategy and other early childhood policy.

### **Education for Sustainable Development (ESD)**

- Supported a range of ESD-related activities. The ESD Leadership Council held a two day Education for Sustainability Leaders Seminar in April 2017.
- Promoted ESD priority actions: 1) school plans; 2) teacher education; and 3) technical and vocational education and training towards a green economy.
- Provided and oversaw ESD-related grants.

### **English as an Additional Language (EAL)**

- Through provincial networks, improved the reception, assessment, planning and programming for newcomer students, including those with interrupted education.
- Provided the Intensive Newcomer Support Grants and contingency funding to 13 school divisions and oversaw EAL Student categorical funding.
- Worked with and supported interpreters' training specific to educational issues.
- Worked with Immigration and Economic Opportunities to develop a Request for Proposals related to readiness supports for newcomer youth.

### **Independent Education**

- Monitored 62 funded and 47 non-funded independent schools and seven affiliated overseas schools for compliance, and provided related ongoing support for teachers, school administrators, parents and school boards across their needs and functions.
- Developed/renewed Memorandums of Understanding with affiliated overseas schools.
- Processed and reviewed home-school educational plans and progress reports for 3,600 students; communicated and visited as necessary.
- Developed and released *Manitoba Graduation Requirements for Students Presenting Non-Canadian Transcripts for Credit Towards a Manitoba High School Diploma*, and *Enrolment Cap Policy for International Students in Manitoba Kindergarten to Grade 12 Schools*.

### **Computational Thinking/Coding/Literacy with ICT**

- Worked with partners on developing a Computational Thinking/Coding Strategy (in process).
- Provided related online professional learning opportunities to educators.

### Learning Resource Review

- Collaborated with subject area specialists to review and recommend curricular resources, e.g., business and finance, Indigenous perspectives, science, mathematics, technology, law.

### Low Socio-Economic Status (SES) Communities Strategy

- Supported partners and stakeholders providing a range of supports for low-income students, including school improvement, summer and after-school programming, and program evaluation.

## Organization of the Instruction, Curriculum and Assessment Branch

- **Early Childhood and Development Unit** – Early childhood and K-12 programming in English Language Arts, Mathematics, Indigenous Languages and Studies, English as an Additional Language, and cross-curricular initiatives including literacy and numeracy, Indigenous initiatives and newcomer education.
- **Learning Resources Unit** – learning resources review and recommendations; support the Curricular Materials Grant.
- **Assessment Unit** – Oversight of provincial, national and international assessments and tests, and the provincial report card; conduct and support statistical analyses and reporting.
- **Learning Support and Technology Unit** – Curricula other than related to literacy and numeracy; senior years technology education; career development; Independent Study Option course development.
- **Distance Learning Unit** – print-based learning resources to students, including issuing credits and diplomas, and support for school division-based distance learning.
- **Finance and Administration Unit** – branch financial management and reporting.
- **Independent Education Unit** – oversight of funded and non-funded independent schools, affiliated overseas schools, and home schools; web-based courses; graduation requirements; K-12 international student policy.

### 2 (c) Instruction, Curriculum and Assessment

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	7,701	104.00	8,944	(1,243)	1
Other Expenditures	3,846		3,443	403	
Assistance	1,074		1,075	(1)	
<b>Total Sub-Appropriation</b>	<b>12,621</b>	<b>104.00</b>	<b>13,462</b>	<b>(841)</b>	

1. *Under expenditure mainly reflects savings for secondments budgeted in Salaries, but paid from Other Expenditures (16-2C-2), savings from Voluntary Reduced Workweek, vacancies, sick leave and lower costs for markers. Under expenditure is partially offset by costs for STEP students, casuals and by costs for severance and vacation payouts.*

## Program and Student Services

The mandate of the Program and Student Services Branch (PSSB) is to work inter-departmentally, with educators, and with families and students to promote and support the effective development and implementation of provincial policies, programming and planning, funding, and priority initiatives that support the educational success for students with exceptional learning needs in the K-12 educational system in Manitoba. The branch provides leadership within the department in working with school

divisions and communities to implement the Appropriate Educational Regulations and foster a philosophy of inclusion in Manitoba schools.

### **Branch-wide Functions**

- Collaborate with Healthy Child Manitoba Office (HCMO), and Instruction, Curriculum and Assessment Branch (ICAB) in supporting refugee, newcomer students including consultation related to trauma-informed practice and mental health in school settings. Developing a process to provide special needs funding to The Pembina Trails School Division to support Yazidi students.
- Collaborate with ICAB and the Department of Justice to provide free course credits to youth in custody and begin a pilot project for 14 adult women to access educational credits while in custody. The pilot will begin in 2018/19.
- Oversee the educational programming for children and youth in custody and in treatment programs. There are 15 interdivisional student support programs that are overseen by the branch. Reports for 2017/18 are not due to the department until October 2018, but initial data indicates record high attainment of high school credits over previous years as result of department/agency collaborations.
- Initiated a pilot project in response to concerns expressed by Dyslexia advocacy organizations: Data-Driven Literacy Instruction Using the Orton-Gillingham Approach. Pilot project will begin in 2018/19 with a report of outcomes due to the department in July 2019.
- Chaired the Certificate Review Committee and held three hearings in 2017/18 to provide the Minister with recommendations on teacher disciplinary action.
- Consulted regularly with the Student Services Inclusive Education Advisory Committee and Student Services Administrators Association of Manitoba related to the revision of the Appropriate Educational Programming in Manitoba Standards for Student Services.
- Continue to implement the recommendations of the Task Force on Special Needs Funding which includes revising the Individualized Educational Plan – Report (IEP-R), providing input into a new funding formula to replace individual student applications, and updating the review and reporting process in the context of a formula grant.
- Participated with partners in HCMO to develop protocols that provide direction on matters that have a cross-jurisdictional focus such as school safety, mental health, children in care, and youth involved in justice. Key protocols under development during 2017/18 were the Wraparound Protocol for youth with profound emotional behavioural disorders and the Complex Placement Protocol for youth with profound complex needs.

The branch is organized into four units:

**The Student Services Unit (SSU)** provides support to school divisions and funded independent schools in the provision of appropriate educational programming. The Unit works with school divisions, community partners, and partner departments to meet the needs of students who have exceptional learning, social/emotional, behavioural, physical, cognitive/intellectual, communication, academic, or special health-care needs. This includes administering special needs funding to target populations of students and undertaking the Review and Reporting accountability process for the special needs funding provided to schools and school divisions. The Unit also provides information and assistance to school divisions, including funded independent and band-operated schools, to ensure the department's appropriate educational programming standards, policies, and guidelines are effectively implemented.

- Held the annual Student Services Summer Institute for educators on 12 current student services topics over 4.5 days; in-person participation was 280; participation via GoToMeeting included 114 sites (some sites included more than one person).
- Approved seven Rural and Northern Bursaries for school clinicians who enter into a two-year return of service agreement with a rural and northern school division.

**The Deaf and Hard of Hearing Services Unit (DHH)** administers the Manitoba School for the Deaf and also includes the Consultant Outreach Team (COT). The COT provides consultative support, resources, and information to school divisions and funded independent schools with respect to educational programming, standards, policies, and guidelines for students who are DHH and particularly students who attend school in rural or northern Manitoba. Staff collaborate with divisions and partner organizations such as the Society for Manitobans with Disabilities (SMD) and the Central Speech and Hearing Clinic (CSHC) to support students. The Unit also supports the various departmental priorities through collaboration with other departments and the Manitoba First Nations Education Research Centre (MFNERC). The Unit provides support for DHH Indigenous students who live in rural and northern communities or attend the School for the Deaf.

- The COT provided services to 427 students who are DHH in public schools during 2017/18. 366 students were from rural and northern school divisions and 61 were in urban divisions.
- There were 902 DHH students in the province in 2017/18.

**The Blind and Visually Impaired Unit (BVIU)** consultants provide consultative support, resources, and information to school divisions and funded independent schools with respect to educational programming, standards, policies, and guidelines for students who are blind/visually impaired (BVI) and particularly students who attend school in rural or northern Manitoba. Staff collaborate with divisions and partner organizations such as the Manitoba Association of Optometrists, The Manitoba Vision Conservation Committee, and the Canadian National Institute for the Blind to support students. The Unit also supports the implementation of departmental priorities through collaboration with other stakeholder departments and the Manitoba First Nations Education Research Centre.

- There are approximately 250 students who are BVI in Manitoba schools and receive supports from BVIU consultants. This number has remained stable over a number of years.
- Approximately 10 per cent of the referred students are blind and receive direct teaching from BVIU consultants for learning braille, mobility and orientation, daily living skills and other supports.
- Two-thirds of the referred students are in Winnipeg area schools, and one-third are in rural/northern areas.

**The Financial and Administration Unit** provides administrative support and financial management services to the branch and coordinates reporting processes in response to government requirements.

## 2 (d) Program and Student Services

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	FTE	2017/18 \$000	Over (Under) \$000	
Salaries and Employee Benefits	3,023	46.00	3,977	(954)	1
Other Expenditures	884		854	30	
Assistance	80		80	0	
<b>Total Sub-Appropriation</b>	<b>3,987</b>	<b>46.00</b>	<b>4,911</b>	<b>(924)</b>	

1. Under expenditure reflects savings for secondments budgeted in Salaries, but paid from Other Expenditures (16-2D-2), savings from Voluntary Reduced Workweek and from vacancies, partly offset by costs for severance and vacation payouts.

## Educational Resources

The mandate of the Educational Resources Branch is to provide support within Manitoba Education and Training, other departments, educators and students through the production and distribution of print and non-print educational resources. The branch ensures educators have access to resources that support the Manitoba curriculum through the Manitoba Curriculum Support Centre, the Education and Training website, and the alternate format material collection for those who are blind or visually impaired.

The branch is organized into three units:

- The Media Production Services Unit (MPSU)
- The Library Resources Unit (LRU) (Manitoba Curriculum Support Centre )
- Document Production Services Unit (DPSU)

**The Media Production Services Unit (MPSU)** provides support and services to Manitoba K-12 educators, students and departmental staff with the following activities:

- Produced multimedia projects to support visually impaired students for school success by providing:
  - 277 books in Braille
  - 76 books in Electronic Text
  - 135 books in Large Print
  - 29 books in Audio Book format
  - Documents as required to support the Independent Study Option Distance Learning courses
- Produced, catalogued, and circulated alternate format materials in Braille, tactile drawings, large print, e-text and audio books, for K-12 and post-secondary students in Manitoba who are print disabled.
- Circulated 3,177 Alternate Format resources to 759 students in Manitoba which included 792 electronic MP3 books, and added 430 resources to the Alternate Format Collection catalogue.
- Continued to implement the Universal English Braille (UEB) Code, a revised Braille code for visually impaired students.
- The Education and Training website has 6,720 html web pages and 14,470 PDF's which are formatted, posted, updated and maintained by unit staff.
- In 2017/18, there were 3,818,987 views (68 per cent are unique page views) to the department's webpages.
- Served as a member of inter-provincial Canadian Association of Educational Resource Centres (CAER) for alternate format materials to share resources, reduce costs, and research best practices for the benefit of students with print disabilities in Manitoba. Inter-library loans resulted in cost savings of 212 books that is an equivalent savings of \$367.0.
- Provided the Vision Screening program to 26 school divisions and eight funded Independent schools.
- Provided online customized cataloguing records to Manitoba school libraries via Koha.
- Led, produced, and supported the development and maintenance of the Education and Training (English) websites, which provide information, resources and services to departmental staff and the educational community.
- Administered the Workshop Registration System (WRS), a single point of on-line registration for a wide range of professional learning opportunities offered by Manitoba Education and Training.

**The Library Resources Unit (LRU) (Manitoba Curriculum Support Centre)** provides teaching materials and services to improve student success. The centre supports classroom activities,

curriculum implementation, educational research and professional learning to educators across the Province.

- Registered 1,457 new patrons for a total of 9,752 active patrons (65 per cent of Manitoba educators), of these; 46 per cent of new patrons are rural/northern educators and 44 per cent of all patrons are rural/northern educators
- 100,025 resources loaned including books, DVDs, kits, models, games, pictures/posters and audio CDs.

**The Document Production Services Unit (DPSU)** serves as a resource to Healthy Child Manitoba Office and K–12 Education Division, the Policy Planning, and Performance Division (PPP) and the Indigenous Inclusion Directorate and collaborates with other government departments. DPSU produces curriculum framework, implementation, support, and assessment resources for Manitoba Kindergarten to Grade 12 educators, students, and departmental staff.

In 2017/18 DPSU:

- edited and designed quality provincial resources in accordance with departmental and professional publication standards
- researched, cleared, and recorded over 500 copyrights in accordance with copyright legislation and agreements and served as a resource to department staff on copyright issues
- processed and responded to copyright permission requests from other provinces, departments, publishers, and the public
- focused on improving the accessibility of documents
- coordinated the printing of provincial resources through Communications Services Manitoba (CSM) and served as departmental representative for communicating with CSM about special public documents

In 2017/18, DPSU produced and distributed the following English/French print, electronic and accessible educational resources:

- 57 Curriculum and support materials (framework, implementation, and teacher support documents, posters, flyers, brochures)
- five Policy documents
- three Independent Study Option courses
- three Newsletters and monographs
- 22 Provincial Test Support Documents
- 20 Provincial Applied Mathematics Achievement Test documents
- 16 Essential Mathematics Achievement Test documents
- 24 Pre-Calculus Mathematics Achievement Test documents
- 18 Provincial English Language Arts Test documents
- six copyright permission request letters
- 86 Scannable Feedback Forms, Surveys, Marker and Scoring Sheets

## 2 (e) Educational Resources

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	3,017	55.00	3,565	(548)	1
Other Expenditures	597		621	(24)	
<b>Total Sub-Appropriation</b>	<b>3,614</b>	<b>55.00</b>	<b>4,186</b>	<b>(572)</b>	

1. Under expenditure reflects savings from Voluntary Reduced Workweek and vacancies, partly offset by costs for severance and vacation payouts.

## Curriculum Development and Implementation – French Language Education

Curriculum Development and Implementation works with French as a First Language (FL1), French as a Second Language – Immersion (FL2–I) school programs and French (English Program). It is primarily responsible for developing French education curricula, and supporting and facilitating the implementation of the curriculum documents. These curricula provide the basis for instruction, learning and assessment in various subjects and courses. In addition to these two principal mandates, are other responsibilities, including but not limited to developing and maintaining:

- curriculum supplements to support instruction, learning and assessment;
- a directory of educational resources to support curriculum implementation;
- the French version of the Manitoba Education and Training website;
- distance learning courses (in hard-copy and electronic formats); and
- policy documents.

Staff also consult with school administrators and teachers on projects and shares information on curriculum orientation, testing and implementation. School divisions frequently do not have bilingual consultants/teachers, coaches/mentors, therefore BEF staff is required to bring this type of support directly to school division personnel and teachers.

BEF worked on several projects during the 2017/18 school year. The following are key examples of engagement with stakeholders, support services and materials offered, tools and resources created:

- **Liaison team for school divisions with French Immersion schools**  
This past school year, a group of BEF consultants developed a pilot project with seven school divisions. The goal was to develop closer partnerships so that the school divisions' needs could best be met and to facilitate partnerships between school divisions that have similar needs. An initial exploratory meeting with each school division has led to either further dialogue or specific projects.
- **Education for Reconciliation, Social Studies and cross-curricular elements**  
A project was piloted in collaboration with the Museum of Human Rights, Université de Saint-Boniface, a consultant from The Winnipeg School Division, and community members with a group of 23 French language teachers. Three days of professional development were offered, approximately six weeks apart, each comprised of experiential learning. In between sessions, educators tried new practices in their classroom, and returned to the group for further discussion



and reiteration. The feedback was excellent. Discussions are underway regarding potential scale-up.

- **Math**

Math Road Maps for K-9 were developed, with K-6 ready for publication fall 2018. Road maps present curriculum to teachers in innovative ways; emphasizing Problem Solving and Inquiry, and directly linking concepts and big ideas to the three categories referred to in the provincial report card. The primary goal is to provide a holistic view of learning outcomes, and cross-curricular links where possible and facilitate conversations in this area. Furthermore, the road maps offer a direct connection to the 'Prime Math' professional development offered by BEF.

For the Math course, *Mathématiques au Quotidien*, two support documents were developed «*Les finances immobilières* » et le «*Financement d'un véhicule* », and will be online fall 2018.

- **Math and Science**

Integrated curriculum workshops were offered within the DSFM grade five-six outdoor education camp, for those students particularly interested in Math/Science. The pilot project was successful and will be replicated.

- **French Language Arts**

In order to support students more effectively in their language experience and develop the accuracy of their communication skills, BEF in collaboration with Dr. Roy Lyster, professor of Second Language Education in the Department of Integrated Studies Education at McGill University, has developed a document titled *Une approche intégrée dans la pédagogie immersive* (An integrated approach in immersive pedagogy). This past year, consultants worked directly with teachers in the classroom to start implementing the methodology. Some of the work was filmed, and videos are currently being created. These will eventually be posted online for professional development.

- **French (English program)**

BEF developed digital resources to support the teaching and learning of French K-3. The goal is to provide teachers with linguistic structures and methodology to model, as well as providing them with resources: audios of songs, rhymes, stories, and a variety of learning situations. All components will be accessible on line, via the DREF - Direction des ressources éducatives françaises (French Library and Materials Production Branch) portal.

A pilot mentorship project was initiated with two small groups of K-3 teachers in both rural and urban settings. The project aim is to support these educators in the area of language competency and second language methodology, as well as empowering them with literacy-based strategies and tools, thus engaging students in their learning of French. Teachers who participated this past year provided positive feedback regarding the impact that this mentorship had on their teaching and their students' learning. The project is set to continue in the 2018/19 school year.

- **Arts Education**

Video clips were created to guide teachers how to best use the various curricular documents available to them.

In co-operation with other colleagues, BEF was involved in the organization of the *Celebrating Music in Manitoba Schools* project. A Music Month concert was held in French at the Legislative Building in the spring, involving students and teachers from the Français, French Immersion and English programs.

Furthermore, to support curriculum implementation in general, consultants continued to offer professional learning sessions. BEF also worked with Université de Saint-Boniface Education professors to ensure that future teachers learn about important themes. BEF also continued to respond to requests from schools and school divisions for support. BEF consultants provided professional learning workshops related to curriculum assessment and implementation in consultation with the DSFM, French Immersion and French divisional consultants and educators.

## **2 (f) Curriculum Development and Implementation - French Language Education**

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	962	13.50	1,282	(320)	1
Other Expenditures	535		255	280	2
<b>Total Sub-Appropriation</b>	<b>1,497</b>	<b>13.50</b>	<b>1,537</b>	<b>(40)</b>	

1. Under expenditure mainly reflects costs for secondments budgeted in Salaries, but paid from Other Expenditures (16-2F-2) and Voluntary Reduced Workweek savings.
2. Over expenditure mainly reflects costs for secondments budgeted in Salaries (16-2F-1), but paid from Other Expenditures, partially offset by lower costs for general administration.

## **Educational Support Services – French Language Education**

On an ongoing basis, Educational Support Services is responsible for the following activities related to French-language education in Manitoba:

- To collect data annually from school divisions and schools offering French-language education;
- To develop and implement policies and guidelines to promote, support and ensure continued progress with respect to French-language education in Manitoba based on observed trends and in collaboration with the school community and education stakeholders;
- To develop and implement the department's assessment policies and related projects for school divisions and schools offering French-language education, as well as other assessment projects;
- To review issues within the scope of The Public Schools Act with respect to French-language education in Manitoba in order to support the school community in interpreting and enforcing this legislation.

In 2017/18, Educational Support Services maintained or initiated the following activities:

### **Statistical analysis**

- Collected and analyzed data on student enrolment and other pertinent educational variables for both the Français and French Immersion Programs, as well as for French courses within the English program. This data was used to determine the French-language education categorical grant for each school division, to create performance indicators required in the analysis of accountability measures for the French Language Education Review, and to provide stakeholders with various trends and detailed information on numerous issues related to French-language education in Manitoba. More specifically, French Immersion enrolment data, broken down by grade and entry point, was provided to the national office of Canadian Parents for French (CPF). Enrolment data by grade and gender for Français schools, French Immersion schools and French

courses (English Program) was provided to Statistics Canada. Also carried out a number of statistical analyses in response to a variety of special requests and worked closely with colleagues within the Bureau de l'éducation française (BEF) and across Manitoba Education and Training (MET) areas to efficiently tailor target mailings to specific client groups within the educational system.

- Established statistics on student performance in French literacy at Grades three, eight and 12 for the Français Program and at Grades four, eight and 12 for the French Immersion Program. Schools and school divisions were provided with reports on their students' performance, which also included provincial averages and/or pass rates for Grade 12. Provincial results are posted on the MET website.

### **Promotion and provision of support services for the implementation of policies and guidelines**

- *The French Language Education Review* continued with the third data collection in January 2018. All superintendents and school administrators offering the French Immersion Program will receive a divisional profile reflecting the results of the electronic questionnaire they completed. BEF, in collaboration with Student Achievement, Support and Innovation (SASI), will continue to determine next steps for the Review and also to ascertain how to better align it with the K-12 Framework for Continuous Improvement. BEF will also be consulting with school divisions regarding the Review's process moving forward.
- BEF continued working with northern Manitoba school divisions (Collabauord) to further implement their strategic plan for French-language education in their schools.

### **Develop, co-ordinate and support the implementation of projects related to the provincial assessment program as well as strategic practices and educational resources to promote student literacy**

- Developed and administered the Français Language Arts Grade 12 standards tests for both the Français and the French Immersion Programs. A total of four tests were developed, and four tests were administered.
- Provided support to schools with respect to the assessment of:
  - reading in French at the beginning of Grade three in the Français Program and at the beginning of Grade four in the French Immersion Program;
  - reading comprehension and expository writing in French at mid-Grade eight for both Français and French Immersion Programs;
  - student engagement at mid-Grade seven for both Français and French Immersion Programs.
- Gave workshops related to assessment practices upon request from the field.

### **Manitoba's Celebration of Excellence in Teaching - Minister's Awards**

Promoted the 2017/18 Education Awards program, selected recipients and organized the awards ceremony.

### **Enforcement of and adherence to The Public Schools Act in the school community**

Reviewed issues related to The Public Schools Act involving Français and French Immersion schools.

## 2 (g) Educational Support Services - French Language Education

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	1,303	14.50	1,404	(101)	
Other Expenditures	136		168	(32)	
<b>Total Sub-Appropriation</b>	<b>1,439</b>	<b>14.50</b>	<b>1,572</b>	<b>(133)</b>	

## Official Languages Programs and Administrative Services

Official Languages Programs and Administrative Services is responsible for the preparation, coordination and administration of the BEF budget, as well as for the provision of administrative services across BEF. Responsibility also includes the administration of the *Canada-Manitoba Agreement for Minority-Language Education and Second-Language Instruction 2013/14 to 2017/18* that was signed on March 5, 2014.

In 2017/18, Canada's financial contribution to Manitoba's action plan was \$12.3 million. In addition, BEF has negotiated \$115.0 in supplementary funding. This represents 50 per cent of the investment needed to upgrade the existing video conferencing equipment used by members of Collabaunord in order to maintain the advantages offered by the existing system, and to ensure that the technology used by teachers and students is dependable, compatible, and user-friendly.

Within the framework of the agreement, BEF works in partnership with CMEC (Council of Ministers of Education, Canada) on the implementation of the *Odyssey*, *Explore* and *Destination Clic* Programs. These national programs are fully funded by the Department of Canadian Heritage.

In 2017/18:

- Under the *Odyssey Program*, seven post-secondary students from outside the province were hired to work as French Language Assistants in selected Manitoba public schools. In return, seven English post-secondary students from Manitoba were assigned similar positions in Québec.
- Through the *Destination Clic Program* 34 francophone students from Grades eight and nine spent three weeks in Québec. This program offers francophone students residing outside of Québec cultural discoveries, exciting experiences, and opportunities to meet new friends while exploring another francophone region of Canada.
- Under the *Explore Program*, 130 students (from Grades 11 and 12 as well as university students) from other Canadian provinces came to Manitoba to study French or English as a Second Language, and 165 students from Manitoba went to Québec and other provinces for summer courses to improve their French and broaden their knowledge of the French culture.

BEF continued to offer the *French Second Language Revitalization Program* and the *Program for the Enrichment of French in Education*. These programs aim to strengthen existing initiatives, as well as to address emerging needs of French-language education in Manitoba. In 2017/18, \$2.8 million was awarded to 76 organizations (school divisions, universities, independent schools and Non-Government Organizations) to support the development and/or the implementation of 187 educational or cultural projects.

BEF remains involved in the *Manitoba-Québec Agreement for Co-operation and Exchange*. In 2017/18, this included participation in the funding of seven projects. In addition, eight students from Manitoba were paired with eight students from Québec for a student-exchange program consisting of a three-month stay in each province.

The BEF Bursary Program continued to provide financial assistance to teachers and students registered in French post-secondary institutions. In 2017/18, a total of 446 bursaries were awarded to students. A total of 169 bursaries were awarded to French Immersion and French (English Program) teachers who seek to upgrade their linguistic or pedagogical skills through summer courses at the USB or other Canadian post-secondary institutions.

## 2 (h) Official Languages Programs and Administrative Services

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	1,000	16.00	991	9	
Other Expenditures	728		729	(1)	
Assistance	3,124		3,356	(232)	
<b>Total Sub-Appropriation</b>	<b>4,852</b>	<b>16.00</b>	<b>5,076</b>	<b>(224)</b>	

## Library and Materials Production – French Language Education

French Library and Materials Production Branch (known as Direction des ressources éducatives françaises - DREF) is the only media centre in the province that offers French educational resources and library services to the educators responsible for the delivery of the Français and French Immersion programs, and French courses (English program). DREF's clientele includes: K-12 teachers, pre-service teachers, curriculum consultants, departmental staff, and parents enrolled in the French Home Schooling program.

DREF offers a full range of library and information services, including an outreach program, in the rural and northern regions. It maintains a production centre that supports BEF's assessment unit, and also develops customized digital resources to support the delivery of various curricula when these are not available on the market.

In 2017/18:

- DREF continued to promote its digital platform which gives educators across the province free access to thousands of streamed videos, teacher guides, and other digital content;
- 58,920 physical resources were borrowed and the number of videos and digital resources viewed were as significant;
- the reference desk answered 1,587 reference requests, and introduced clients to the online digital content;
- clients used the online reservation service to make a number of additional requests and to reserve 7,184 items;
- the circulation desk prepared 4,164 packages of resources, 1,472 of which were sent out via Canada Post and 2,692 by divisional courier;
- the library personnel provided support services to school libraries, including assistance in the selection of educational materials;
- DREF offered consultations on issues such as cataloguing and through the Web Export service;

- customized bibliographic records were delivered to several school libraries in Manitoba, therefore saving these same schools precious time and personnel;
- a total of 33 resource displays were set up;
- 106 sessions were offered (these sessions include orientations/tours to DREF, workshops, resource-based presentations);
- the library coordinator offered 78 book animations to 2,134 students from Kindergarten to 12, to help support literacy and offer modeling for teachers;
- DREF welcomed an author/illustrator in November 2017; approximately 190 students and 15 teachers were able to benefit from the visits;
- a second author visit was organized in March 2018, which included one after-school workshop for teachers who wanted to increase their knowledge of quality children's literature.

DREF's reading clubs' initiative, aimed at promoting reading and quality French literature from Kindergarten to Grade eight, for the Français and French Immersion schools, received 9,306 participation ballots, representing an increase of just under 2,000 from the previous year. In order to encourage students taking French courses within the English Program, an initiative entitled *Le Passeport Culturel* was revised and promoted. A total of 331 students participated in various cultural activities.

### Production Centre

The centre provided assistance in the development and production of the provincial Grade 12 standardized tests. It responded to a total of 52 requests for DVDs and 14 request for audio CDs. A total of 335 DVDs, and 229 CDs were produced. Furthermore, the Français schools who participated in the yearly media creation contest were offered learning sessions and troubleshooting support.

### Library Outreach Program

Via the library outreach program, the two teacher coordinators completed 64 school visits, with time spent mainly in the rural and northern areas. During the various sessions, an emphasis was placed on the integration of new media in curriculum delivery. All content is accessible at no charge via DREF's portal <https://dref.mb.ca>.

#### 2 (i) Library and Materials Production - French Language Education

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	709	12.00	680	29	
Other Expenditures	158		161	(3)	
<b>Total Sub-Appropriation</b>	<b>867</b>	<b>12.00</b>	<b>841</b>	<b>26</b>	

### Healthy Child Manitoba Office

Healthy Child Manitoba Office (HCMO) innovates, implements and evaluates the Government of Manitoba's long-term, cross-departmental strategy to promote healthy child and adolescent development. As directed by the Healthy Child Committee of Cabinet and under the authority of the Healthy Child Manitoba Act, HCMO promotes best possible outcomes (prenatal to adulthood) through policy and program innovation, and scientific research and evaluation. During 2017/18, HCMO

continued to work across departments and with community and private partners to support and strengthen families and communities across the province.

## Key Accomplishments

- HCMO is partnering with Manitoba Education and Training and North Forge Technology Exchange on the Manitoba Open Innovation Challenge (MOIC) for Early Childhood Literacy and Numeracy. In fall 2017, the MOIC invited all Manitobans to submit innovative ideas to improve literacy and numeracy for children ages zero-five; more than 100 individuals and teams responded. Two diverse panels of Manitobans, using a pre-determined rubric, narrowed down the submissions to three finalists. The finalists are now developing their ideas into “prototypes” to test in Manitoba communities. The finalist prototype that demonstrates the largest impact on early childhood literacy and numeracy by fall 2019 will win the MOIC.
- The Report on Manitoba’s Children and Youth was tabled in the Legislature in spring 2017. As mandated by the Healthy Child Manitoba Act, the 247-page, five-year report illustrates with provincial data how children and youth in Manitoba are doing on a number of health and wellness educational, and social indicators from prenatal to adulthood.
- The inaugural Grade five (G5) Mental Health Survey reports were released in 2017/18. The reports include results of the G5 survey collected in 32 of Manitoba’s 37 school divisions in Spring 2016. The G5 asked students and teachers about the students’ mental health and wellbeing. These responses were aggregated to provide the first broad picture of students’ mental health and wellbeing across the province in middle childhood.
- The interdepartmental Youth Health Data Working Group, co-chaired by HCMO and Health, Seniors and Active Living, was established to improve coordination of school-based surveys.
- Spring 2018 marked the first operational year of the Intervention and Outreach Team (IOT), a team of clinicians and mentors providing intensive interventions and High Fidelity Wraparound planning for 15 children and youth in the care of child welfare with highly complex behavioural, emotional and mental health needs. IOT is supported through the inter-departmental and cross-sectoral Child and Youth Mental Health (CYMH) Strategy, which strengthens policies and the continuum of universal prevention and promotion, selective, and intensive interventions, services and supports to improve the mental health and well-being of children and youth. HCMO is leading a scientific evaluation of IOT and other provincially-funded prototypes to identify evidence of impact on life and cost outcomes. A 2018 qualitative evaluation of outcomes indicated that IOT has a positive impact on children’s sense of belonging and support, as well as providing greater coordination and access to resources and services.
- Through the CYMH Strategy:
  - Continuing partner with the regional health authorities to implement the Towards Flourishing initiative to improve the mental health of parents and children who participate in Manitoba’s Families First home visiting program.
  - Continuing to partner with the Northern Regional Health Authority in prototyping the Protocol for Assessment and Discharge of Suicidal Children and Youth at Hope North (Crisis Stabilization Unit, opened in 2018, for youth with mental health/addictions issues) for Thompson and neighbouring Indigenous/Northern communities. This includes the introduction of B Care electronic medical record software and InterRai suite of assessment tools to support data collection/analysis towards improved youth life and cost outcomes.
  - Continuing to expand Seeds of Empathy in early childhood settings and Roots of Empathy in schools to Indigenous communities to improve children’s literacy, emotional literacy, and mental health outcomes.
  - Further expanding PAX to new classrooms, grade levels and community-wide implementation in First Nations communities in light of an HCMO outcome evaluation showing immediate positive impacts on participating children’s early mental health.

- Continuing to strengthen mental health supports to Teen Clinics in Winnipeg.
- Continuing to expand and strengthen High Fidelity Wraparound province-wide to improve the integration of formal and informal supports to better life and cost outcomes for children, youth and their families using a strength-based approach valuing their voice and choice in planning.
- Continuing to support two projects via the provincial Early Childhood Development (ECD) Innovation Fund, both of which focus on outcome goals such as fostering early literacy, improving child mental health, innovative partnerships and strengthening families and communities:
  - Provided \$1.5 million (of \$7.5 million over six years) to match philanthropic donations toward the United Way Winnipeg's For Every Family initiative, which aims to stabilize and scale up the work of 24 neighbourhood family resource centres.
  - Continuing to support the Winnipeg Boldness Project (with contributions from Manitoba and the J. W. McConnell Family Foundation), an ambitious initiative to create new solutions to improve the well-being of young children and their families in the Point Douglas community area.
- Continuing to support children and youth with profound behavioural, emotional and mental health needs with the COACH program and COACH Expansion. Both sites provide off-site, intensive academic, mentorship, and clinical supports and are overseen by an inter-sectoral committee. COACH is for children ages 5-11 (funded by HCMO) and COACH Expansion is for youth ages 12-16 in care of child welfare (funded by Families).
- Collaborating with the Developmental Origins of Chronic Disease in Youth Network (DEVOTION), the Canadian Healthy Infant Longitudinal Development (CHILD) study, and PAXES Inc. to examine the interplay of multiple early life factors that have an impact on the effectiveness of PAX in promoting positive mental health in children. HCMO is also collaborating with DEVOTION on a replication of Partners in Inner-city Integrated Prenatal Care (PIIPC) research (previously shown to improve birth outcomes and prevent CFS infant apprehensions) in northern Manitoba.
- Continuing to support implementation of the renowned Abecedarian Approach to early learning at the Lord Selkirk Park Child Care Centre, which has demonstrated positive impacts on participating children's early language development, expanding use of the approach at Abecedarian-inspired child care sites, and exploring opportunities to expand use of Abecedarian strategies and concepts to other services supporting families with young children to promote early literacy and numeracy.
- Continuing to offer the Manitoba Parent Line, staffed by trained Triple P counsellors, and manitobaparentzone.ca, providing Manitoba parents with free, evidence-based, parenting support, and continuing to offer Triple P - Positive Parenting Program training for practitioners province-wide and expanding Triple P training in First Nations communities as 'Jordan's Principle' staff are now being trained.
- Continuing progress on the inter-departmental Provincial Fetal Alcohol Spectrum Disorder (FASD) Strategy, including prevention, intervention, support and research to improve FASD outcomes. The FASD-Interdepartmental Committee in partnership with the community has completed a two-day provincial FASD training package that was delivered nine times, training 170 people, in 2017/18. Evaluations show trainees' levels of understanding and competence consistently increased as a result of this training.
- Continuing to work on a province-wide project, Looking After Each Other, aimed at decreasing the stigma that prevents many women and persons impacted by FASD from accessing service; this work is guided by an Indigenous Elder's Advisory Committee that addresses cultural perspectives and programming for participants. With Canada Northwest FASD Partnership funding, Manitoba will host a national symposium in February 2019 focused on changing the way we talk about FASD and alcohol use during pregnancy in order to promote dignity for people impacted by FASD.



- Continuing to work in partnership with pilot sites in Elwood, Sagkeeng First Nation, and Swan River to implement Communities That Care (CTC), which helps communities come together to promote youth mental health and well-being and prevent adolescent problem behaviours, and continuing to gather data to inform community action plans.
- Launching a series of four magazine-style parenting booklets for First Nations and Métis parents and caregivers in Manitoba. The resources were developed in partnership with the National Collaborating Centre for Aboriginal Health and send the underlying message that “Even if you did not have the parenting that you wanted or needed, you can become the parent your child needs.” Each parenting booklet includes First Nations and Métis-specific stories on parenting, reflections and teachings from Indigenous knowledge keepers, beautiful imagery of Manitoba families and communities, and First Nations and Métis languages.
- Continuing to support Teen Clinics, which play a pivotal role in advancing and promoting the mental, physical, sexual and reproductive health of Manitoba’s youth. An evaluation of the 13 HCMO-funded Teen Clinics is currently underway and a report articulating findings and recommendations is anticipated by the end of summer 2018. The Sexual and Reproductive Health Teen Clinic Volunteer Training will be commencing its 12<sup>th</sup> round this fall 2018, around the same time that a new resource for adolescents concerning pregnancy options will be released.

## 2 (j) Healthy Child Manitoba Office

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	FTE	2017/18 \$000	Over (Under) \$000	
Salaries and Employee Benefits	2,726	37.00	2,647	79	
Other Expenditures	2,737		3,506	(769)	1
Financial Assistance and Grants	31,458		32,040	(582)	2
<b>Total Sub-Appropriation</b>	<b>36,921</b>	<b>37.00</b>	<b>38,193</b>	<b>(1,272)</b>	

1. Under expenditure mainly relates to lower costs for various programs and general operating.
2. Under expenditure mainly relates to lapsed funding for various programs.

## 2 (k) Child and Youth Mental Health Strategy

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	FTE	2017/18 \$000	Over (Under) \$000	
Child and Youth Mental Health Strategy	2,362		3,211	(849)	1
<b>Total Sub-Appropriation</b>	<b>2,362</b>	<b>0.00</b>	<b>3,211</b>	<b>(849)</b>	

1. Under expenditure reflects costs for Towards Flourishing Coordinator budgeted in Child and Youth Mental Health Strategy, but paid from Healthy Child Manitoba Office - Salaries and Employee Benefits (16-2J-1), and to lower program activities.

## **Manitoba Learning Resource Centre**

The Manitoba Learning Resource Centre operates as a Special Operating Agency. It receives no financial support from the department and therefore is not required to provide financial information for the Education and Training Annual Report. It produces its own annual report under a separate cover.

The most recent Manitoba Learning Resource Centre Annual Report can be found at:

[http://www.edu.gov.mb.ca/annual\\_reports.html](http://www.edu.gov.mb.ca/annual_reports.html)

# Education and School Tax Credits

## Education Property Tax Credit

The Education Property Tax Credit (EPTC) provides eligible renters or home owners a maximum \$700.00 credit to help offset school taxes, or a portion of rent, either directly on the municipal property tax statement or through the personal income tax return. Senior households with a combined income of \$40.0 or less may be eligible for an additional EPTC of up to \$400.00.

### 3 (a) Education Property Tax Credit

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Education Property Tax Credit	336,516		343,341	(6,825)	1
<b>Total Sub-Appropriation</b>	<b>336,516</b>	<b>0.00</b>	<b>343,341</b>	<b>(6,825)</b>	

- Under expenditure relates to both lower than anticipated assessments through the income tax system for the 2016 taxation year and lower than anticipated uptake on the 2017 municipal property tax statements.*

## School Tax Assistance for Tenants and Homeowners (55+)

This program provides income-tested assistance to eligible homeowners and tenants who are 55 years of age and over, based on occupancy costs and income. The objective of this program is to reduce the amount of education property tax paid by lower-income Manitobans over 55 years of age. The maximum credit is \$175.0 to an income limit of up to \$15.1. Between \$15.1 and \$23.8 the credit is prorated.

### 3 (b) School Tax Assistance for Tenants and Homeowners (55+)

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
School Tax Assistance for Tenants and Homeowners (55+)	1,040		686	354	1
<b>Total Sub-Appropriation</b>	<b>1,040</b>	<b>0.00</b>	<b>686</b>	<b>354</b>	

- Over expenditure relates to lower than anticipated assessments for the 2016 taxation year.*



# Support to Schools

## Schools Finance

The objectives of the branch are to provide operating and capital funding to Manitoba's public school divisions in a timely and effective manner through the Funding of Schools Program; to provide operating funding to independent schools in order to meet government's obligations for the funding of independent schools; to provide support and assistance relative to the administration, funding, management and audits of school jurisdictions; to ensure the maintenance of a relevant financial and funding framework and appropriate financial accountability mechanisms for Manitoba school divisions; to provide accounting, financial and administrative support to The Public Schools Finance Board (PSFB) to assist the Board in carrying out its responsibilities for the capital support program; and to provide funding to various educational organizations in support of educational projects, specialized educational services or activities that enhance the quality of education for K-12 students in Manitoba.

The branch released the public school FRAME report for the 2015/16 financial statements and 2017/18 budget, and the September 30, 2017 Enrolment Report. The branch also released the independent school FRAME report for the 2015/16 financial statements.

The branch provided financial analysis in the areas of public school funding for the 2018/19 school year (announced February 8, 2018) and education taxation. The branch also provided assistance to school division and independent school personnel as required.

Regulations respecting the calculation and payment of grants to public school divisions and Special Revenue School Districts under the Funding of Schools Program for the 2016/17 school year were completed.

Government approved \$105.2 million in 2017/18 capital cash flow authority to meet the financing requirements for previously approved and ongoing school capital projects and programs. For the fiscal year ended March 31, 2018, 90 promissory notes were issued for a total of \$81.7 million for both new and previously approved projects including \$2.4 million for Family Choices.

Independent schools are monitored through the submission of financial statements as required by regulation. Branch staff continued to work closely with other areas of the department and with independent schools to ensure that all requirements of The Public Schools Act, regulations and policy were met.

## Sustainable Development

The Schools Finance Branch has made progress in implementing a number of activities identified in its Sustainable Development Procurement Action Plan. Such actions include the use of recycled paper and recycled toner cartridges in the fax machine and printers, as well as recycling the empty toner cartridges. The branch makes an effort to re-use supplies where possible, such as old file folders and binders. Staff also make use of alternative communication tools to reduce the amount of paper used. For example, information on Summary Budgeting and Reporting is posted on the Internet; provincial grants are paid to school divisions and independent schools through electronic funds transfers; funding calculations are e-mailed to school divisions; property assessment and Education Support Levy calculations are e-mailed to municipalities; and a variety of information documents including the annual FRAME and Enrolment reports are posted on the Internet. Also on the Internet are a number of forms used by school divisions, independent schools and municipalities including funding-related forms, and tax collection and remittance forms. Branch staff direct interested parties to the Internet to view and/or download these documents.

#### 4 (a) Schools Finance

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>\$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	1,035	14.50	1,216	(181)	
Other Expenditures	89		91	(2)	
Property Assessment	3,045		3,045	0	
<b>Total Sub-Appropriation</b>	<b>4,169</b>	<b>14.50</b>	<b>4,352</b>	<b>(183)</b>	

## Education Administration Services

### Education Administration Services

Education Administration Services evolved into Policy, Planning and Performance in February 2017 to lead strategic and business planning, legislative development, performance evaluation and policy direction for the department. Its purpose is to support the office of the Deputy Minister; ensuring departmental priorities are strategically planned, coordinated and delivered.

Policy Planning and Performance is comprised of the following areas:

- Policy and Planning
- Education Administration Services

### Policy and Planning

Policy and Planning provides departmental leadership and direction of project teams related to strategic planning, business planning, policy and legislative initiatives. It advances the accountability priorities for the department, both through the development of sound quantitative and qualitative accountability measures, and appropriate reporting and evaluation processes; ensuring the department meets its obligations for policy streamlining and red tape reduction under The Regulatory Accountability Act.

Policy and Planning represents the department on whole-of-government strategic policy and legislative initiatives, in collaboration with other provincial departments as well as supports the Minister and Deputy Minister on the activities and issues related to the Council of Ministers of Education, Canada (CMEC) and the Advisory Committee of Deputy Ministers of Education (Canada) (ACDME).

It provides departmental leadership and direction in the fulfilment of responsibilities under The Freedom of Information and Protection of Privacy Act. The following are the major accomplishments during the 2017/18 fiscal year:

### Strategic Planning and Evaluation

- Provided research, briefings, and information for the Minister and Deputy Minister on a varied range of issues, including legislation, policy, planning and evaluation.
- Led the development of departmental strategic planning initiatives, including integration and alignment with whole-of-government planning and accountability mechanisms, such as:
  - Creation of the Manitoba Education and Training's 2017/18 Strategic Plan
  - Development of a department Performance Measurement Framework

- Creation of a single data-sharing agreement for MET with Manitoba Centre for Health Policy

### **Strategic Policy and Government Priorities (Ongoing)**

- Managing the department's approach to Regulatory Accountability
- Co-leading the development of a provincial Literacy and Numeracy Strategy
- Developing a new provincial bargaining framework for public school teachers
- Planning and launching a review of Manitoba's K-12 education system

### **Legislation and Regulation**

- Led major policy development initiatives of strategic importance, in the fulfilment of the mandate of Manitoba Education and Training.
- Managed the department's ongoing regulatory development, review and streamlining processes: Six bill projects and five regulation projects were completed.

### **Corporate Support**

- Managed and co-ordinated corporate initiatives on behalf of the Deputy Minister and Minister.
- Developed and maintained a departmental performance framework, inclusive of qualitative and quantitative measures to track progress on the strategic plan and outcomes for Manitoba's education, training and immigration systems.

### **Intergovernmental and Interdepartmental Relations**

- Timely and effective support to the Deputy Minister and Minister, to ensure meaningful participation in federal, provincial and territorial engagement through the CMEC and the ACDME, such as:
  - Manitoba's K-12 Education Advisor to the Council of Ministers of Education, Canada (CMEC)
  - Co-Chair of the United Nations Educational, Scientific and Cultural Organization's Global Action Programme on Education for Sustainable Development Partner Network 2 on Transforming Training and Learning Environments

### **Education Administrative Services**

The mandate of Education Administration Services (EAS) is accomplished through the work of the following five areas:

- Administration Services: maintains an effective legislative, regulatory and policy framework for K-12 education; coordinates and communicates both legislation and regulation review and revision and new or amended educational administration requirements; and provides support to educational statutory and non-statutory boards and commissions.
- Pupil Transportation: ensures a safe, efficient and economical pupil transportation system. It operates out of offices in Winnipeg and Brandon.
- Professional Certification: certifies a qualified teaching force for Manitoba's schools.
- Student Records: collects and maintains a comprehensive database on Senior Years students' final marks for the Province and issues official transcripts based on these records.
- Translation Services: provides and coordinates translation and French Languages Services (FLS) for Manitoba Education and Training.

### **Administration Services**

Administration Services supports the development and revision of K-12 education legislation as defined by the statutes for which the Minister of Education and Training has responsibility.

The branch fulfills an advisory and consultative support role to the department, school divisions, schools, and the public on matters related to education administration, legislation and their supporting regulations and on the education system in general.

Administration Services provides research, analysis, information and prepares correspondence for the Minister and Deputy Minister on a wide array of topics related to educational administration (including the provincial school calendar). The branch publishes an annual comprehensive provincial directory of all schools and school divisions in Manitoba identifying the number of teachers and students in each school, the program offerings and contact information.

The branch also coordinates appointments to a number of statutory and non-statutory boards and commissions that are convened by legislation under The Public Schools Act, The Education Administration Act and other statutes for which the Minister of Education and Training has responsibility. It also provides for the payment of expenses incurred in the operation of these boards and commissions.

The branch supports The Board of Reference, which was established under s. 8 of The Public Schools Act. It decides on matters related to the alteration, formation and dissolution of school division/district boundaries. It deals with requests for land transfers between divisions, creation of wards within divisions and districts, trustee representation, dissolution and amalgamation of school divisions and districts, and enactment of regulations defining school division and district boundaries. The Board held three (3) hearings during the 2017/18 fiscal year.

### **Pupil Transportation**

The Pupil Transportation Unit (PTU) maintains an inventory of school bus vehicles owned and contracted by Manitoba's school divisions. As of March 2018, there were 2,111 school buses in service.

Each year PTU performs rotational audits of a number of school divisions to ensure their transportation systems are in compliance with The Public Schools Act and its regulations, local policy, and with best practices for the safe transportation of students. Upon completion of an audit, PTU provides the school division with an Evaluation Report which identifies its strengths and areas of concern. Where policy and practices may be lacking, corrections or adjustments for compliance are suggested. Two school bus transportation audits were conducted in 2017/18. Every school division in Manitoba has now undergone at least one audit.

PTU provides training and seminars for transportation supervisors, school bus driver instructors, and school bus service technicians. The Unit assists school divisions in developing preventive maintenance programs. PTU maintains a registry of all certified school bus operators, and continues to issue School Bus Operator's Certificates to newly qualified school bus drivers trained by certified instructors. In 2017, 320 certificates were issued.

The Unit arranges the central tender purchase of new school buses and invites school divisions to participate in that process; develops school bus vehicle purchase specifications; and performs quality control inspections of new buses prior to acceptance of delivery to ensure that the manufacturers' school bus units meet requirements. In addition, pilot model reviews and plant audits are conducted at manufacturing locations. 20 of 37 school divisions participated in the 2017 centralized school bus tender process, leading to the purchase of 68 school buses. All new school buses are subject to a final acceptance inspection performed by PTU inspectors prior to entering into service. In 2017/18, 111 new school bus vehicles were inspected.

PTU receives reports of all school bus accidents in Manitoba whether major or minor and investigates serious accidents or those resulting in major injuries.



### Professional Certification

The Professional Certification Unit ensures a qualified teaching force through certification of professional personnel (teachers, clinicians, coordinators and principals) in Manitoba's school system. Assessment of education credentials to certify professional personnel in the school system and evaluation of approved work experience for salary classification are conducted for applicants from either in or out-of-province.

Approximately 18,000 computerized active teacher files were maintained and updated by staff who were also involved in gathering the various pieces of information needed to support the Teacher Professional Personnel (TPP) database.

The Unit supports the following committees:

- **Provincial Evaluations Committee**

Upon request, the Provincial Evaluations Committee reviews decisions made by the Professional Certification Unit pertaining to certification, salary classification and other issues with which the Unit is involved.

- **Certificate Review Committee**

The Certificate Review Committee, established under s. 5 of The Education Administration Act, investigates and reports on cases in which a teacher's certificate is to be reviewed for cause. The Committee hears cases in which a teacher's or clinician's credentials are referred for review by the Minister of Education and Training and subsequently the Minister will then make decisions with respect to continued certification.

The Unit also coordinates a teacher exchange program.

### Student Records

The Student Records Unit supports the student registration system by assigning a unique identification number to students entering the Province/school system. During the 2017/18 fiscal year, a total of 1,680 regular high school transcripts were issued in response to requests; as well, high school credits for over 71,000 students were collected and over 213,000 student identification numbers (MET#) maintained.

### Translation Unit

The Translation Unit ensures compliance with Government policy on French Language Services (FLS), provides support in the production of bilingual publications, and coordinates departmental translation requests for Manitoba Education and Training.

The Unit continues facilitating communication of departmental program and policy thrusts by coordinating the translation and proofreading of numerous documents and materials.

To fulfill the mandate of the French Language Services Policy the FLS Coordinator and FLS Officer, in collaboration with the FLS Committee, developed the Manitoba Education and Training FLS Multi-Year Strategic Plan.

#### 4 (b) Education Administration Services

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	1,708	27.50	1,882	(174)	
Other Expenditures	329		299	30	
<b>Total Sub-Appropriation</b>	<b>2,037</b>	<b>27.50</b>	<b>2,181</b>	<b>(144)</b>	

## Indigenous Inclusion Directorate

The mandate of the Indigenous Inclusion Directorate (IID) is to provide leadership and coordination of departmental initiatives that pertain to Indigenous education and training. IID works to ensure an inclusive approach to Indigenous education and training within Manitoba Education and Training in collaboration with Indigenous and Northern Relations. IID coordinates the development and implementation of the *Manitoba First Nations, Métis and Inuit Educational Policy Framework* to remove systemic barriers to Indigenous student success. This involves collaboration with partners to undertake research, policy and strategic initiatives that enhance Indigenous student engagement, achievement and high school completion. Also, IID helps to ensure that all Manitoba students and teachers learn about the histories and cultures of Indigenous peoples, the legacy of residential schools, and the significance of treaties in the present day.

IID manages and coordinates the Indigenous Academic Achievement (IAA) Grant with a particular focus on numeracy and literacy integrated with Indigenous perspectives. A series of IAA Network meetings were held in collaboration with educational stakeholders.

IID coordinated 38 Building Student Success with Indigenous Parents (BSSIP) sites and organizes an annual gathering to increase parental and community involvement.

A Community Schools Unit established within the Indigenous Inclusion Directorate under The Community Schools Act oversees 31 community schools under the Community Schools Program and further supports 17 schools within the Community Schools Network. The Community School Advisory Committee held two meetings in 2017/18.

The Community School Unit hosted a professional development gathering for community connectors and principals from community school Program and Network schools that was attended by over 120 participants. The Unit partnered with the Department of Families to offer professional development on child and family services operations to 20 community connectors. The Unit continued to provide support to two family Community Resource Coordinator positions, one in the Mystery Lake School District, the other in the Louis Riel School Division. Each coordinator serves three community schools.

IID partnered with educational stakeholders to make Indigenous education more inclusive and culturally relevant for all students. *Creating Racism-Free Schools through Critical/Courageous Conversations on Race* teacher resource document and a parent pamphlet were released in September 2017. Several hundred participants throughout the province including parents, educators, Elders and community members attended cultural and anti-racist education workshops during 2017/18.

IID also promotes Indigenous teacher education. *A Journey from Cultural Awareness to Cultural Competency* Training Manual and Kit with a focus on the KAIROS© Blanket Exercise was provided to school divisions, educators, post-secondary institutions, parents, government departments and community agencies.

The work of IID is supported by the Indigenous Inclusion Directorate Advisory Council. This Council provides advice, guidance and makes recommendations on matters as they relate to initiatives and action areas within K-12 education with regards to Aboriginal people. This Council includes an Elder as well as community and educational representatives from across the province.

IID is also supported by the Advanced Education Training and Literacy Aboriginal Advisory Council (AETLAAC). This Council provides advice, guidance and makes recommendations regarding post-secondary education, training, literacy and employment as it relates to Indigenous people. This Council is comprised of an Elder, post-secondary, business and community representatives.

A Manitoba Aboriginal Languages Strategy (MALS) partnership agreement was developed and signed by multiple partners including University College of the North, Manitoba First Nations Education Resource Centre, Manitoba Education and Training, and Indigenous Languages of Manitoba. Partnership meetings throughout 2017/18 continued to support the initiatives identified in the MALS work plan.

Directorate staff participated in the planning and implementation of Indigenous-focused research both inter-departmentally and with external agencies. In 2017/18, this included the fourteenth annual *Shawane Dagošiwīn* (Aboriginal Education Research Forum). In addition, IID collaborated with the Manitoba Indigenous Education Research Group, which is part of the Manitoba Education Research Network to organize research presentations.

IID continued to work with school divisions and other partners in the collection of Indigenous identity data. The data, which has been integrated within the province-wide Education Information System, helps to strengthen policy development and programming for student achievement.

The Directorate continued to work with the Council of Ministers of Education, Canada (CMEC) on its Indigenous Education Plan to implement the activities identified in the CMEC Indigenous Education Plan 2016-19.

The Directorate continued to work with partners on an Indigenous Languages Teacher Education Strategy to increase the number of Indigenous teachers as well as language teachers in Manitoba.

The Directorate worked with post-secondary institutions to support Indigenous initiatives and programs that support student success.

IID and the Post-Secondary Education and Workforce Development Division represented the department on The Manitoba Collaborative Indigenous Education Blueprint which is an agreement signed in December 2015 by Manitoba's universities, colleges and public school boards. The blueprint is guided by ten key commitments to improve educational outcomes for Indigenous students from early education to post-secondary and participation in the labour market upon graduation.

IID and Adult Learning and Literacy continued to work together to coordinate the inclusion of Indigenous education in its support for mature learners and instructors working in Adult Learning Centres and Adult Literacy Programs.

Directorate staff continued to collaborate with education partners such as Manitoba School Boards Association, Manitoba Association of School Superintendents, Manitoba Teachers' Society, Council of School Leaders, Manitoba Association of Parent Councils and Manitoba School Business Officials regarding a variety of planning professional learning sessions.

Directorate staff consulted and collaborated on an ongoing basis with various Aboriginal organizations including the Assembly of Manitoba Chiefs, the Manitoba Métis Federation, the Aboriginal Council of Winnipeg, The Manitoba First Nations Education Resource Centre, grassroots organizations and educational stakeholders such as the Aboriginal Circle of Educators.

IID collaborated with the Treaty Relations Commission, the Manitoba Assembly of Manitoba Chiefs and the Manitoba First Nations Education Resource Centre to create a five-year plan for the Treaty Education Initiative.

IID website continued to profile monthly Manitoba Indigenous educators, and highlights various policy and research documents and information on First Nations, Métis and Inuit strategic initiatives.

IID continued to support the implementation of The Paul Martin Family Initiative’s Aboriginal Youth Entrepreneurship Program. The program is designed to improve students’ proficiency in business mathematics, English, account marketing, and information and communications technology while supporting the acquisition of leadership skills with the larger purpose of encouraging Aboriginal youth to remain in school and develop the attitudes, knowledge, and skills necessary to achieve success in secondary school, post-secondary education or vocational training in the workplace and daily life.

IID worked with the Centre for Aboriginal Human Resource Development (CAHRD) to support the implementation of the Shine On Initiative, which has been designed to increase student engagement, high school graduation rates and post-secondary participation rates for Aboriginal and inner city students. The initiative helps to build strong relationships between the CAHRD, inner city schools and educators to provide students with increased awareness of career development opportunities.

The Directorate coordinated the province-wide implementation of the Respect In School (RIS) Initiative. RIS is a bilingual on-line curriculum program intended to help create safer, more respectful educational environments by providing staff and volunteers with the information to understand and respond to incidents of bullying, abuse, harassment and neglect.

### Sustainable Development

Indigenous worldviews are incorporated and respected in the development and implementation of curriculum, instruction, assessment and professional learning. These worldviews form the foundation for living in harmony with oneself, others and all of Creation.

IID staff are committed to the reduction of the carbon footprint. Branch activities are coordinated within sustainable development and procurement guidelines by the purchase and use of recycled paper, recycled office supplies, where possible, and the recycled toner cartridge program. IID encourages environmentally friendly practices in all daily operations.

#### 4 (c) Indigenous Inclusion Directorate

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	683	9.00	822	(139)	
Other Expenditures	501		399	102	
<b>Total Sub-Appropriation</b>	<b>1,184</b>	<b>9.00</b>	<b>1,221</b>	<b>(37)</b>	

## Schools Grants

### Operating Grants

The objective is to provide operating support to Manitoba’s 36 public K-12 school divisions and one special revenue school district through the Funding of Schools Program on an equitable basis and in a manner that supports public schools in the delivery of public education; to provide operating support for the costs of The Public Schools Finance Board; and to meet government’s obligations in the provision of funding to independent schools.

On February 1, 2017 government announced a \$13.1 million or 1.0 per cent increase in funding to public schools from \$1,303.2 million in 2016/17 to \$1,316.3 million in 2017/18. Funding is supported by general revenues, the Education Support Levy and Public Schools Finance Board accumulated surplus.

Funding to independent schools for the 2017/18 school year increased by 3.0% or \$2.2 million from \$74.6 million to \$76.8 million.

## General Support Grants

The objective is to reimburse school divisions for the cost of the Health and Education Levy (payroll tax) paid to the Province.

A grant based on payroll costs for the 2016 calendar year, as reported to Manitoba Finance, was paid to school divisions. Funding increased to \$36.7 million in 2017/18 from \$34.9 million in 2016/17 due to an increase in payroll costs from 2015 to 2016.

## Other Grants

The objective is to provide financial support to educational organizations.

During 2017/18, grants totalling \$1.6 million were paid to seven organizations that, through their various activities, enhanced the quality of education in Manitoba.

## Teachers' Retirement Allowances Fund (TRAF)

TRAF administers teachers' pensions under the Teachers' Pension Act. The department provides funding for the employer's share of current teacher service contributions and funds interest costs associated with the Province's borrowing's to partially fund the outstanding pension liability.

### 4 (d) Schools Grants

### 4 (e) Other Grants

### 4 (f) Teachers' Retirement Allowances Fund

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
(e) Schools Grants					
- Operating Grants	1,129,501		1,137,644	(8,143)	1
- General Support Grants	36,744		35,650	1,094	
(f) Other Grants	1,578		1,577	1	
(g) Teachers' Retirement Allowances Fund	191,554		195,584	(4,030)	2
<b>Total Sub-Appropriation</b>	<b>1,359,377</b>	<b>0.00</b>	<b>1,370,455</b>	<b>(11,078)</b>	

1. Under expenditure mainly relates to Public Schools Finance Board surplus mainly due to lower Equalization support than anticipated for which the calculation was adjusted accordingly as part of the 2018/19 Estimates. Under expenditure also reflects savings related to the Division

*Scolaire Franco-Manitobaine (DSFM) as the timing of school year operations resulted in a lower than budgeted fiscal year requirement.*

- 2. Under expenditure mainly relates to a change in TRAF's forecasting calculation, which resulted in an over-estimation of the 2017/18 requirement, lower costs for collective agreement increases than anticipated (1.5 per cent instead of 3.0 per cent) and lower costs than anticipated for retroactive payments.*

# Post-Secondary Education and Workforce Development

## Division Administration

The Post-Secondary Education and Workforce Development Division's goal is to ensure that Manitoba has a diverse, skilled, adaptable and productive workforce that is responsive to social, economic, and labour market needs. The division will support Manitoba's post-secondary institutions in the delivery of quality, comprehensive and community-responsive education and training programs that meet learners' and labour market needs; and to connect Manitobans to independence and sustainable employment through linkages with labour market programming aligned with employers' needs.

The Division is leading the development of a broad labour market strategy focused on ensuring Manitoba's workforce has the skills, knowledge and talent to support a well-functioning labour market and provides strategic direction for the post-secondary sector and a vision for employment and training programs. The strategy builds on partnerships and consultations with post-secondary institutions, industry, employers, community, education and labour, and other government stakeholders to align learning and workforce needs. This is strengthening human resource development supports for employers and for youth, international students, and adults to enter into further education and the workforce through post-secondary education, apprenticeship, labour market agreement activities, workforce growth and training, as well as adult education and literacy, and career development.

The division is responsible for a comprehensive range of training and employment programs and services, student aid, bursaries and scholarships, as well as for determining priorities in the provision and funding of post-secondary education. This includes overseeing the legislation, regulations, and policies related to major acts governing post-secondary priorities and opportunities.

In 2017/18, the division oversaw the Manitoba College Education Review which will provide strategic direction building on the strengths of the existing college system to enhance and modernize post-secondary education in the province. In addition, improvements made this year to the Manitoba Bursary and the Manitoba Scholarship and Bursary Initiative are ensuring students are receiving up-front support when they need it most to further their education.

The division also negotiates and maintains effective federal, provincial, community and business partnerships. In 2017/18, this resulted in the signing of two labour market transfer agreements: the amended Canada-Manitoba Labour Market Development Agreement, and a new Canada-Manitoba Workforce Development Agreement that furthers learning opportunities to increase the skills of the current and future workforce, and to assist individuals distant to the labour market effectively transition to the workforce. As well, in partnership with the Atlantic provinces and Canada, Manitoba is developing a new shared apprenticeship management system that will transform online services for learners, employers and educators.

By overseeing and linking programs, the division ensures fiscal responsibility of public funds, and that operational and accountability measures provide value for money, and are lean, outcome oriented, client-centred, accessible and sustainable, integrated, and adhere to various agreements and priorities to benefit Manitobans.

## 5 (a) Division Administration

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	2,153	26.00	2,162	(9)	
Other Expenditures	408		487	(79)	
<b>Total Sub-Appropriation</b>	<b>2,561</b>	<b>26.00</b>	<b>2,649</b>	<b>(88)</b>	

## International Education

The primary objectives of the department's International Education activities are to promote global awareness through international education interchanges, maximize the benefits of international education to the Manitoba economy, encourage a holistic approach to international education, and enhance foreign recognition of Manitoba as a study abroad destination of choice.

As a result of Manitoba's international education sector activities, the number and diversity of international students participating in international education interchanges is growing. In a highly competitive global and pan-Canadian environment, the number of study permit holders grew consistently and sustainably by 24 per cent, from 12,915 (2016) to 20,010 (2017) outpacing Canada's overall growth of 19 per cent. The largest source countries for international student study permit holders in Manitoba are the People's Republic of China, India, Nigeria, Brazil and Vietnam. The estimated combined direct and indirect economic impact on Manitoba's economy from international students is more than \$510 million annually<sup>1</sup>.

### The International Education Act

The International Education Act prescribes the process by which Manitoba educational institutions can be designated as eligible to enroll international students. In 2017/18, the number and diversity of educational institutions involved in international education increased. Manitoba had 33 designated learning institutions. Two of these institutions were newly designated - one private vocational institution and one theological college.

### Capacity Building and Promotion

The department continues to work with the Manitoba Council for International Education and its members to develop strategies and work collaboratively with stakeholders to build capacity, and to jointly promote Manitoba as a study destination of choice.

Manitoba hosted International Education Week (November 2017) at the Legislature where The Honourable Janice C. Filmon, Lieutenant Governor of Manitoba, and the Honourable Ian Wishart, Minister of Education and Training, presented the International Student Awards.

The department supported the Great Manitoban Familiarization Tour (January 2018), which brought educational agents from ten priority markets to Manitoba to tour 12 of Manitoba's leading language schools, K-12 schools, universities and colleges, and to promote the cultural and work opportunities available for international students.

<sup>1</sup> RKA, Inc. (2017) Economic Impact of International Education in Canada – An Update Final Report, December 2017. [http://www.international.gc.ca/education/assets/pdfs/Economic\\_Impact\\_International\\_Education\\_in\\_Canada\\_2017.pdf](http://www.international.gc.ca/education/assets/pdfs/Economic_Impact_International_Education_in_Canada_2017.pdf)



In addition, a delegation of four representatives from Manitoba's post-secondary institutions participated in the Canada pavilion at the NAFSA: Association of International Educators' conference (Philadelphia, May 2017).

### Manitoba Provincial Nominee Program: International Education Stream

As part of the Manitoba Provincial Nominee Programs renewal, Manitoba introduced a new International Education Stream. The new stream provides faster nomination pathways for:

- International graduate students in STEM (Science, Technology, Engineering and Math) programs that contribute to industry innovation in Manitoba; and
- Post-secondary graduates who find long-term employment in occupations that match their training and meet the needs of Manitoba's labour market.

### K-12 International Student Policies

In July 2017, Manitoba announced two new international student policies effective September 1, 2017. The Enrolment Cap Policy for International Students helps ensure support services and resources for the needs of international students are available and accessible. The Manitoba Graduation Requirements for Students Presenting Non-Canadian Transcripts for Credit Towards a Manitoba High School Diploma is designed to assist students in the adequate preparation for post-secondary education and help ensure competency in English or French.

#### 5 (b) International Education

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	FTE	2017/18 \$000	Over (Under) \$000	
Salaries and Employee Benefits	268	3.00	280	(12)	
Other Expenditures	81		192	(111)	
<b>Total Sub-Appropriation</b>	<b>349</b>	<b>3.00</b>	<b>472</b>	<b>(123)</b>	

### Support for Universities and Colleges

The primary goals are to provide recommendations and to ensure sustainability, fiscal prudence, accountability and governance of Manitoba's universities and colleges in relation to public funding, relevant acts and regulations. This will align with learner and labour market needs, as well as ensure accessibility to post-secondary education and success for individuals from under-represented groups. Support will also provide opportunities for Manitoba students to study in other provinces in disciplines where training is not available in Manitoba.

#### Operating Grants and Strategic Initiatives

In 2017/18, a total of \$513.5 million was allocated in grants to the University of Manitoba, the University of Winnipeg, Brandon University, Université de Saint-Boniface and the University College of the North. Capital Funding included \$9.8 million of this amount. Grants totalling \$6.2 million were also allocated to the Canadian Mennonite University, Providence University College and Theological Seminary, Booth University College and the Steinbach Bible College.

In 2017/18, grants totalling \$143.6 million were allocated to Red River College, Assiniboine Community College and the École technique et professionnelle, of which \$1.8 million was included under Capital Funding.

In addition to the operating and capital grants, \$11.3 million supported the Access program.

### ACCESS Programs

The ACCESS Program provides post-secondary educational opportunities through participating institutions to Manitoba residents from under-served groups who may face barriers to post-secondary education. The program is aimed at improving their access to, and success in, Manitoba's public post-secondary institutions. These individuals include Indigenous persons, single parents, refugee students, and students from low socioeconomic backgrounds.

In 2017/18, participating institutions who delivered these special programs and services included the University of Manitoba, University of Winnipeg, Red River College, and University College of the North.

### Advanced Education and Training Assistance

Inter-provincial Training Agreement grants enable Manitoba students to study elsewhere in professions where labour market demand has been identified, and training is not available in Manitoba. In 2017/18, programs included Veterinary Medicine at the University of Saskatchewan, Optometry at the University of Waterloo, Nuclear Medicine at the Southern Alberta Institute of Technology, and Clinical Genetics and Cardiovascular Perfusion programs at British Columbia Institute of Technology.

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>\$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Operating Grants and Strategic Initiatives	680,215		681,895	(1,680)	
Access Programs	11,298		11,298	0	
Advanced Education and Training Assistance	6,314		6,384	(70)	
<b>Total Sub-Appropriation</b>	<b>697,827</b>	<b>0.00</b>	<b>699,577</b>	<b>(1,750)</b>	

### Student Aid

Manitoba Student Aid's objectives are to:

- Increase post-secondary opportunities for Manitobans by providing supplemental financial assistance to students whose finances limit their educational choices and who might otherwise be unable to obtain a post-secondary education;
- Administer the Pan-Canadian Designation Policy Framework and ensure that educational institutions and programs meet designation criteria for student aid purposes;
- Increase public awareness of programs and services provided by Manitoba Student Aid; and
- Provide effective and efficient student loan administration and debt management services for Manitoba post-secondary students.

In the 2017/18 fiscal year, the Manitoba Student Aid program disbursed approximately \$139 million on behalf of Manitoba and the Canada Student Loan program serving approximately 35,000 borrowers. Canada Student Loans and Manitoba Student Loans of up to \$350 per week of study are available through a 60/40 federal/provincial cost-sharing arrangement.

The program also managed the following:

- The loan administration for new and existing loans in the 2017/18 fiscal year, including annual expenditures of approximately \$7.0 million for the grant expense portion of interest free loans, provision for loss, interest expenses, interest subsidies and previous risk premiums with the national banks; and
- A repayment portfolio consisting of over 24,000 students in the 2017/18 fiscal year.

During the program year, August 1, 2017 to July 31, 2018, the Manitoba Student Aid program also achieved the following:

- Processed 13,898 full-time applications for student loans, grants and bursaries and 524 applications for Canada Student Loans for part-time students. Approximately 93 percent of full-time applications were submitted online.
- Distributed approximately \$28.0 million in new loans to approximately 9,700 Manitoba student loan recipients.
- Increased affordability for students when they need it by transforming the Manitoba Bursary from a loan remissions grant to an up-front grant of up to \$2,000 for lower-income students and distributed an average of \$1,590 to 6,764 students.
- Distributed \$1.6 million in ACCESS Bursary funding to 210 students.
- Distributed \$339,500 in Prince of Wales/Princess Anne Award funding to 1,358 students.
- Administered medical grants on behalf of the Department of Health, Seniors, and Active Living. In the 2017/18 program year, 51 applicants were approved for a total of \$938,000 in conditional grants for the Health Professions Financial Assistance Program. The Aboriginal Medical Student Financial Assistance Program distributed 24 conditional grants for a total of \$168,000. The Nurse Practitioner Education Grant provided a \$10,000 grant to one nurse practitioner graduate who committed to one year of service in a rural Manitoba community.
- Provided information and assistance to 47,000 students over the telephone with an average wait time of 15 minutes. This represents a 32 per cent service improvement from 2016/17. An additional 17,000 in-person requests were assisted and 10,000 emails were answered, an increase of 4,000 over the previous year.
- Reviewed 381 student appeals.

Manitoba Student Aid distributed \$2.25 million to post-secondary institutions for graduate scholarships that support research-based graduate studies attracting and retaining the highest quality students, within and outside the province. In 2017/18 fiscal year, 132 masters and three doctoral students received scholarships (\$15,000 per year for up to two years).

In the 2017/18 fiscal year, the Repayment Assistance Program received 1,998 applications (new and renewals) from borrowers.

### **Manitoba Scholarship and Bursary Initiative**

Through the Manitoba Scholarship and Bursary Initiative, the program:

- Awarded \$6.75 million (an increase from \$4.8 million) to eligible institutions and organizations, who match these government funds with privately raised funds at a new funding ratio of one to two (\$1 for every \$2 raised privately) and disburse funds in the form of in-year scholarships and bursaries to students.

- Expanded the number of institutions and organizations that participate in the Initiative from nine to fourteen.

## Designation

Manitoba Student Aid continues to provide an important role by monitoring designated Manitoba institutions for student repayment rates and compliance to student financial support criteria as defined in the Pan-Canadian Designation Framework. As of March 31, 2018, Manitoba had 50 designated institutions in the province and more than 1,000 institutions throughout the world. During 2017/18, a total of 38 new educational institutions were designated for the purpose of student financial support. Four institutional audits were performed to verify Memoranda of Understanding compliance.

<b>Summary of Loans, Awards, and Benefits 2017/18</b>			
<b>Full-time Students</b>	<b>Number of Students</b>	<b>Total Awards (\$)</b>	<b>Average (\$)</b>
<b>Loans</b>			
Canada Student Loans Authorized	9,713	41,031,379	4,224
Manitoba Student Loans Authorized	9,686	28,044,270	2,895
<b>Provincial Non-Repayable Supports</b>			
UpFront Manitoba Bursary	6,764	10,756,532	1,590
Prince of Wales/Princess Anne Awards	1,358	339,500	250
Access Bursary	210	1,579,816	7,523
<b>Canada Student Grants for Full-time Students</b>			
Full - Time	8,793	22,882,175	2,602
Low Income with Permanent Disabilities	664	1,294,000	1,949
Low Income With Dependents	1,059	2,957,825	2,793
Disabilities Equipment and Supplies	260	754,234	2,901
<b>Other Awards</b>			
Medical Student/Residential Financial Assistance Program	14	700,000	50,000
Aboriginal Medical Student Financial Assistance Program	24	168,000	7,000
Nurse Practitioner Education Grant	1	10,000	10,000
<b>Part-time Students</b>			
<b>Loans</b>			
Canada Student Loans Authorized	276	697,942	2,529
<b>Canada Student Grants for Part-time Students</b>			
Students with Dependents	18	23,247	1,292
Students with Permanent Disabilities	26	48,122	1,851
Part Time Students	295	476,019	1,614
Disability Equipment and Supplies	14	27,667	1,976

## 5 (d) Student Aid

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	3,330	56.00	3,590	(260)	
Other Expenditures	997		1,213	(216)	
<b>Total Sub-Appropriation</b>	<b>4,327</b>	<b>56.00</b>	<b>4,803</b>	<b>(476)</b>	

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
(1) Manitoba Bursary Fund	10,364		10,540	(176)	
(2) Manitoba Scholarship and Bursary Initiative	6,750		6,750	0	
(3) Health Professions Financial Assistance	878		1,114	(236)	
(4) Manitoba Graduate Scholarships	2,250		2,250	0	
(5) Loans and Bursaries	1,898		2,471	(573)	1
(6) Less: Recoverable from Health, Seniors and Active Living	(710)		(806)	96	
<b>Total Sub-Appropriation</b>	<b>21,430</b>	<b>0.00</b>	<b>22,319</b>	<b>(889)</b>	

1. Under expenditure mainly relates to a reduction in applicants for Access Bursaries, partially offset by increased requirement for the Prince of Wales/Princess Anne Awards.

#### **5 (f) Canada Student Grants**

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Canada Student Grants	1,289		1,350	(61)	
<b>Total Sub-Appropriation</b>	<b>1,289</b>	<b>0.00</b>	<b>1,350</b>	<b>(61)</b>	

#### **5 (g) Student Loan Administration and Interest Relief**

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Student Loan Administration and Interest Relief	6,972		6,379	593	
<b>Total Sub-Appropriation</b>	<b>6,972</b>	<b>0.00</b>	<b>6,379</b>	<b>593</b>	

#### **5 (h) Tuition Fee Income Tax Rebate Advance**

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Tuition Fee Income Tax Rebate Advance	789		500	289	
<b>Total Sub-Appropriation</b>	<b>789</b>	<b>0.00</b>	<b>500</b>	<b>289</b>	

## **Adult Learning and Literacy**

Adult Learning and Literacy supports programming aimed at increasing literacy skills and delivering high school credentials for adults to ensure that all Manitobans have opportunities to seek advancement through education and training, find meaningful and sustainable employment, and engage in society and community life.

Adult Learning and Literacy strives to develop the capacity of organizations within the province to respond to the needs of adult learners with flexibility, effectiveness and efficiency. Three programs are supported by Manitoba to meet this objective:

- Manitoba Adult Literacy Program
- Adult Learning Centres Program
- GED Testing Service

### **Manitoba Adult Literacy Program**

On January 1, 2009, The Adult Literacy Act came into force. The act formalizes the Manitoba Adult Literacy Program as a component of a provincial Adult Literacy Strategy.

The Strategy contributes to the following objectives:

- Provide Manitobans with adult literacy skills to achieve their economic, educational and personal literacy-related goals
- Create and sustain a skilled and adaptable workforce
- Increase skills for civic participation
- Enhance health and social well-being

The Strategy framework focuses on five key areas:

- The Manitoba Adult Literacy Program
- Adult Learning Centres
- Workforce Development and Employment Focus
- English as an Additional Language and Immigrant Focus
- Indigenous Adult Education Focus

In 2017/18, Adult Learning and Literacy provided grants to 32 agencies to provide adult literacy programming. Year-end statistics for 2017/18 are not available until the fall of 2018. However, year-end statistics for 2016/17 indicate that:

- 1,991 individuals participated in adult literacy programming
- 44 per cent were male and 56 per cent were female
- 21 per cent were in the 19 to 24 age group, 30 per cent in the 25 to 34 age group, 24 per cent were in the 35 to 44 age group, 16 per cent were in the 45 to 54 age group, seven per cent were over 54, and two per cent were under age 19
- 41 per cent self-identified as Indigenous learners
- 35 per cent indicated that English was not their first language (not including Indigenous languages)
- Upon program registration, 32 per cent of learners were assessed to be at Stage level 1, 46 per cent were at Stage level 2, and 22 per cent were at Stage level 3.

### **Adult Learning Centres Program**

The Adult Learning Centres Act legislates a registration and governance process and a framework for the educational and fiscal accountability of Adult Learning Centres.

In the 2017/18 program year, 42 Adult Learning Centres were registered, with 39 receiving funding from Adult Learning and Literacy. Three were registered by Adult Learning and Literacy and funded from other sources (Brokenhead Adult Learning Centre, Peguis Adult Education Learning Centre, and Waywayseecappo Adult Learning Centre).

Year-end statistics for the 2017/18 school year will be available in the fall of 2018. Statistics for the 2016/17 school year indicate that:

- 8,111 learners completed 10,636 courses for high school credit
- 1,207 Adult Learning Centre learners graduated with a secondary (high school) diploma
- 550 graduates self-declared as Indigenous

Recognition of Prior Learning (RPL) is a significant service to learners at the Centres. The majority of programs have at least one staff member who has completed the RPL Foundation training offered by Adult Learning and Literacy or through an equivalent post-secondary course or program. RPL Advising and Assessment Services are available to help adult students receive credits for their formal and informal learning. In 2016/17, Adult Learning Centres granted 512 full or partial credits through RPL, with 137 students graduating with credits earned through the RPL process.

High school graduates may complete up to four additional courses tuition-free at the Centres. These courses are taken as preparation for post-secondary education, training or employment. In 2016/17, adult learners completed 2,385 post-diploma courses.

Adult Learning and Literacy is also responsible for registering dual-credit courses for use in the Centres. In 2016/17, Adult Learning Centres partnered with four post-secondary institutions in Manitoba to register 107 dual-credit courses.

### GED Testing Service

Adult Learning and Literacy administers the GED Testing Service in Manitoba. In 2016/17, 186 individuals wrote the GED tests, with 123 obtaining their GED certificate.

#### 5 (i) Adult Learning and Literacy

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	809	10.00	891	(82)	
Other Expenditures	102		260	(158)	
Adult Learning Centres	17,737		17,839	(102)	
Adult Literacy	3,055		3,139	(84)	
Less: Recoverable from other appropriations	(412)		(412)	0	
<b>Total Sub-Appropriation</b>	<b>21,291</b>	<b>10.00</b>	<b>21,717</b>	<b>(426)</b>	

### Apprenticeship Manitoba

Apprenticeship Manitoba is responsible for the administration of The Apprenticeship and Certification Act, The Apprenticeship Employment Opportunities Act (Public Works Contracts) and apprenticeship programs for 55 trades. Apprenticeship Manitoba coordinates the training and qualifications system that delivers accredited, structured, workplace-based skills and technical training to apprentices

leading to journey person certification. It also facilitates the trades qualification process for experienced tradespeople who seek certification in their trade.

Apprenticeship Manitoba promotes trades and occupations training and certification to industry standards; coordinates information and planning for the designation of new trades and occupations; develops competency standards and curricula in cooperation with Manitoba industry and other provincial/territorial apprenticeship systems; processes requests for the accreditation of training programs to designated trade standards; assists under-represented groups to access apprenticeship training; counsels on trades careers and certification matters; and performs other essential support services to facilitate apprenticeship training and certification.

Apprenticeship Manitoba participates in the Interprovincial Standards “Red Seal” Program, which establishes common standards for the skilled trades across Canada. Certificates of Qualification, with a Red Seal endorsement affixed, are recognized by all Canadian jurisdictions.

### **The Apprenticeship and Certification Board**

The Apprenticeship and Certification Board is established by The Apprenticeship and Certification Act. Members, appointed by the Minister, represent industry and the public interest in the apprenticeship and certification system. The Board appoints Provincial Advisory Committees, and receives and reviews recommendations from them respecting trade regulations, training standards, examinations and certification standards.

The Board consulted with stakeholders in its decision-making process in setting priorities for 2017/18 under its Strategic Plan and in reviewing regulations and updating program standards.

In 2017, the Board also conducted a province-wide consultation to inform its multi-year Strategic Plan 2018 to 2023. More than 500 stakeholders participated in the consultation. The Board used the feedback that it gained through the consultation to establish its priorities over the next five years.

Apprenticeship Manitoba supports the Board and Provincial Advisory Committees by providing technical, administrative and financial support, research, analysis for discussion items, and implements Board decisions. The Minister, on recommendation of the Board, approves new and amended trade regulations under The Apprenticeship and Certification Act.

During 2017/18, the Board initiated a review of regulations for the trades of Agricultural Equipment Technician, Construction Electrician, Electrologist, Esthetician, Heavy Duty Equipment Technician, Industrial Electrician, Landscape Horticulturist, Power Electrician, Refrigeration and Air Conditioning Mechanic, Rig Technician, Roofer, Sprinkler System Installer, and Truck and Transport Mechanic.

The Executive Director of Apprenticeship Manitoba is the Secretary to the Board, the main point of contact for inter-provincial and pan-Canadian apprenticeship initiatives, and represents Manitoba at the Canadian Council of Directors of Apprenticeship.

### **Apprenticeship Services**

Apprenticeship Manitoba receives applications for apprenticeship, registers apprenticeship agreements between apprentices and employers, monitors practical skills training on the job site, and arranges for apprenticeship technical training delivery, examinations and certifications. It also assesses the qualifications of uncertified skilled tradespeople so they can take Trades Qualifications Examinations. In 2017/18, Apprenticeship Manitoba began the development of a new apprenticeship management system that will modernize online services for learners, employers and educators.



As of March 31, 2018, there were 11,064 active apprentices registered in the apprenticeship system, including 2,221 new registered apprentices. Certificates of Qualification were awarded to 1,213 people, and 273 experienced trades practitioners were certified through the Trades Qualifications process. A total of 589 Trades Qualifications examinations were administered. There were also 1,149 student apprentices in the High School Apprenticeship Program, with 512 new registrations in 2017/18.

In 2017/18, there were 1,124 self-declared apprentices of Indigenous ancestry registered, with 260 new registrations in Manitoba over the past year. Indigenous apprentices comprise over 10 per cent of the total number of apprentices in Manitoba. Community-Delivered Training programs were delivered in the trade of Carpenter in Lake Manitoba First Nation and St. Theresa Point First Nation, and a Level One Cook program through partnership with the Keeyask Generating Station and Sodexo.

In partnership with the Northern Manitoba Sector Council, the Northern Construction Trades Training Program was launched. Of the 32 participants who began the program in 2015, 25 apprentices remain in the program (78 per cent retention rate) to become Red Seal Industrial Electricians, Industrial Mechanics (Millwright) and Steamfitter/Pipefitters in northern Manitoba.

Through the North End Trades Discovery Initiative, culturally appropriate programming has been delivered to more than 300 grade five to 12 students to engage them in social enterprise activities that help build their community while they gain first hand experience in a variety of skilled trades.

In 2017/18, there were 1,277 female apprentices, representing a decrease of 50 (four per cent) in the total number of female apprentices over 2016/17. Women constituted 12 per cent of all active apprentices in 2017/18 (similar to 2016/17). Of those female apprentices, only three per cent were concentrated in the construction, manufacturing and transportation sectors (also called 'non-traditional trades'). Apprenticeship Manitoba supported initiatives such as the Unlocking the Toolkit Girls Forum, No Limits for Girls in Trades, and the Skills Canada Manitoba Young Women's Conference in 2017/18 to encourage the participation of women in the trades.

In 2017/18, the total regulated fee revenue generated \$485,761. Technical training programs are largely subsidized by the Manitoba government. Through the Labour Market Development Agreement and provincial training supports, the province pays an average of \$4,200 per apprentice per course of technical training.

## **Policy and Program Standards**

Apprenticeship Manitoba develops, revises and secures industry approval for apprenticeship and occupational training standards, apprenticeship level tests, examinations and provincial occupational analyses. It oversees Manitoba's contributions to interprovincial examinations for the skilled trades, Interprovincial Program Guides and the Red Seal Occupational Standard or Provincial Occupational Standard series. In 2017/18, Red Seal Occupational Standards are currently being developed as the training standards for the Red Seal trades and will replace the National Occupational Analyses.

Manitoba has also been actively involved in work to harmonize apprenticeship training and certification requirements, including participation on an interprovincial taskforce to oversee the development of the project and a research project to identify existing variations between provincial/territorial requirements. There are a total of five Red Seal trades identified nationally for Harmonization by September 2018, all of which are designated trades in Manitoba. Through this work, Manitoba consulted with provincial and national industry representatives on the proposed changes to apprenticeship training and certification requirements. This work will support apprentices who wish to pursue their in-school or on-the-job training in another jurisdiction.

Apprenticeship Manitoba accredits over 60 different training providers of trades-related programs where credits can be applied to the technical training of a post-secondary apprenticeship program. Apprenticeship Manitoba processes requests for the accreditation of training programs from public schools, community colleges, unions and associations and accredits those programs that meet designated trade program standards. It also makes course content comparisons for the recognition of trades training programs delivered by non-accredited providers and by other jurisdictions. In 2017/18, Apprenticeship Manitoba accredited one new training provider and four new programs.

Apprenticeship Manitoba is responsible for apprenticeship legislation and regulation research and analysis, and for general policy research and development. In 2017/18, consultants were contracted to conduct a Governance Review of the apprenticeship and certification system in Manitoba, and will provide the department with recommendations to improve efficiency and streamline services.

### Community Relations

Manitoba celebrated the annual Apprenticeship Recognition Week during the first week of November 2017. On November 2, 2017, the annual Apprenticeship Awards of Distinction gala was held to formally recognize outstanding contributions that employers, industry training leaders, Board and Provincial Advisory Committee members make to the success of the apprenticeship training system. The annual Apprenticeship Highest Achievement Awards recognized 49 top new journeypersons and their employers as high achievers in the apprenticeship system for the 2017/18 academic year on April 19, 2018.

#### 5 (j) Apprenticeship Manitoba

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	4,185	59.00	4,134	51	
Other Expenditures	965		1,025	(60)	
Training Support	17,317		18,560	(1,243)	
Less: Recoverable from the Canada- Manitoba Labour Market Development Agreement	(2,237)		(2,237)	0	
<b>Total Sub-Appropriation</b>	<b>20,230</b>	<b>59.00</b>	<b>21,482</b>	<b>(1,252)</b>	

### Industry, Training and Employment Services

Industry, Training and Employment Services:

- Assists Manitobans to prepare for, find and retain employment, including support for skills development and enhancement to meet Manitoba employers' needs;
- Promotes private sector involvement and investment in human resource development and workplace-based training to create a highly skilled, knowledgeable and adaptable workforce in Manitoba;
- Assesses training needs and develops short and long-term training strategies that are directly linked to achieving business goals and provincial economic development priorities; and
- Provides employability and training supports to at-risk, multi-barriered youth to enhance labour market participation, reduce youth unemployment/underemployment, and facilitate school-to-work transitions.

Industry, Training and Employment Services develops, coordinates, and maintains a range of employment and employer services through direct delivery and through partnerships with community-based organizations, industry associations, sector councils, and employers. Services are integrated with all areas of the division to ensure Manitobans have access to apprenticeship, training and employment opportunities.

### **Direct Delivery Services:**

**Direct Employment Services:** Staff in 13 Manitoba Jobs and Skills Development Centres located throughout Manitoba coordinate, develop and maintain a range of employment services, including support for skills training, to prepare Manitobans for employment. Activities available to individuals in these Centres include employability and prior learning assessment, employment counselling, and support for and referrals to: job readiness training, job placement, work placement with wage assistance, skills training, pre-employment skills training, and the Manitoba Mature High School Diploma program. Staff also work with employers and community organizations to facilitate employment opportunities. In addition, direct employment services specifically designed to assist students and youth are provided through Manitoba Youth Job Centres, STEP Services, Career Options for Students with a Disability, and Young Entrepreneurs programs.

**Skills Development:** This program supports eligible participants to obtain skills training in occupational areas experiencing skill shortages to secure and maintain employment or advance in the labour market.

**Workforce Development:** This program assists companies to develop a comprehensive approach to human resource management through needs assessment, analysis, and training support to achieve business goals. The program coordinates a range of services, programs, and supports available from government and other organizations that support employer needs.

**Industry Expansion:** This program supports companies that are locating new operations in Manitoba and Manitoba companies that are retooling or expanding their existing operations and creating new jobs. The program contributes to training or up-skilling new and existing workers for jobs that will be sustainable over the long term and will strengthen the economic base of the community. The program has been active with companies in the aerospace and information technology sectors.

### **Partnership Services:**

**Community Partnerships:** Funding is provided to Manitoba employers, non-profit community-based organizations, local governments, and training partners to deliver customized training responses that align with the employment needs of individuals, communities and employers.

**Employment Partnerships:** Funding is provided to Manitoba employers, non-profit community-based organizations, local governments, and training partners to develop and support employment skills training projects, including job-specific and workplace-based training, and develop and deliver employability skills training and/or work experience placements that prepare individuals for employment.

**Labour Market Partnerships:** This program assists communities, sector associations, unions, and employers to address labour market development, labour force development and workforce adjustment issues, assisting unemployed and job-threatened individuals to gain and/or keep sustainable employment.

**Self Employment:** This program assists eligible individuals to create jobs for themselves by starting a business. The Self Employment program is administered by local sponsors who: evaluate the individual's business idea and suitability; provide coaching in business plan development and implementation; offer advice and support; and direct the participant to other supports as needed.

**Wage Subsidies:** This program provides a wage subsidy to employers to assist in the cost of on-the-job training for eligible individuals. The wage subsidy provides the unemployed person with a means to market and demonstrate his or her skills and abilities in a new work environment.

**Job Referral Service:** Industry, Training and Employment Services implements and oversees a job referral service that matches qualified job seekers with employment opportunities created by major Manitoba Hydro construction projects in Northern Manitoba.

**Sector Council Program:** This program facilitates long-range human resource planning and workforce training and development initiatives in key industry sectors to create high-performance workplaces. Through industry-driven multi-stakeholder partnerships, the Sector Council Program creates human resource development solutions that are tailored to a sector's needs, provides employees with transferable employment skills, and provides opportunities that may not otherwise be available to individual companies.

**Workplace Essential Skills and Recognition of Prior Learning (RPL) Program:** Provincial Essential Skills and RPL activities and communications are coordinated for business, labour, and government with a focus on the development and delivery of workplace-related Essential Skills training, industry-based prior learning assessment projects, practitioner development, and specific training events for workplace training coordinators and instructors. The program also provides supports for Essential Skills training initiatives in Northern Manitoba.

### Industry, Training and Employment Services Results by Programs, 2017/18

PROGRAM	Clients Served <sup>1</sup> (New Services)	
	Projected	Actual
<b>DIRECT SERVICES:</b>	1,400	
Direct Employment Services <sup>2</sup>	-	14,276
Skills Development	-	221
Workforce Development <sup>3</sup>	-	1,433
Industry Expansion <sup>3</sup>	-	-
- New Workers Trained	-	439
- Existing Workers Trained	-	1,340
<b>PARTNERSHIP SERVICES:</b>	1,500	
Community Partnerships <sup>2</sup>	-	3,041
Employment Partnerships	-	43
Wage Subsidies	-	6
Job Referral Service Registrations	7,500	9,053
Sector Council Program <sup>3 4</sup>	-	-
- Education	-	10,831
- Awareness	-	35,830
- Engagement	-	10,120

Workplace Essential Skills and RPL <sup>3</sup>	-	-
- Rural Essential Skills Services	-	819
- Northern Training to Employment Pathways	-	1,243
- Provincial Essential Skills Development Plan	-	2,854
- RPL Strategies for Today's Workplace	-	217

<sup>1</sup> Source: ICM and SPRS Reporting Snapshot July 5, 2018. Note: Totals do not add as clients can participate in more than one program. As a result clients can be double counted between programs but not within the overall totals. Unless stated elsewhere, all figures represent the number of distinct individuals within that category.

<sup>2</sup> Direct Employment Services and Community Partnerships numbers include clients captured by the Youth Partnerships program area (formerly MB4Youth) which was amalgamated into Industry, Training and Employment Services in 2017/18.

<sup>3</sup> These programs are funded from four sources: Industry, Training and Employment Services, Canada-Manitoba Labour Market Development Agreement, the Industry and Labour Force Investment Fund, and the Canada-Manitoba Job Fund Agreement. They are not included in the Projected or Actual totals for Direct or Indirect Services.

<sup>4</sup> Sector Council Program numbers represent distinct services, not distinct individuals.

### 5 (k) Industry, Training and Employment Services

Expenditures by Sub-Appropriation	Actual	Estimate		Variance	Expl. No.
	2017/18 \$000	2017/18 FTE	2017/18 \$000	Over (Under) \$000	
Salaries and Employee Benefits	6,918	210.35	8,305	(1,387)	1
Other Expenditures	1,411		1,424	(13)	
Training Support	19,110		24,087	(4,977)	2
Youth Jobs Strategy	0		1,640	(1,640)	3
<b>Total Sub-Appropriation</b>	<b>27,439</b>	<b>210.35</b>	<b>35,456</b>	<b>(8,017)</b>	

1. Under expenditure mainly reflects savings as a result of vacancies, Voluntary Reduced Workweek and a salary recovery from Canada-Manitoba Job Fund Agreement – Salaries and Employee Benefits (16-5N-1).
2. Under expenditure mainly reflects savings as a result of shifting provincially funded programs to federally funded programming under the Labour Market Transfer Agreement. Savings have partially offset over expenditures in Canada-Manitoba Labour Market Development Agreement – Training Support (16-5L-3) and Canada-Manitoba Job Fund Agreement – Training Support (16-5N-3).
3. Under expenditure mainly reflects savings as a result of shifting provincially funded programs to federally funded programming under the Labour Market Transfer Agreement. Savings have partially offset over expenditures in Canada-Manitoba Job Fund Agreement – Training Support (16-5N-3).

## Canada-Manitoba Labour Market Development Agreement

Under the Canada-Manitoba Labour Market Development Agreement (LMDA), the Post-Secondary Education and Workforce Development Division develops, coordinates and maintains a range of employment services through direct delivery and through partnerships with community-based organizations and employers. Under the LMDA, programs are directed to:

- Persons who are legally entitled to work in Canada and who are currently receiving Employment Insurance (EI), or who have had an EI claim within the past three years, or have had a maternity or parental claim within the past five years;

- All unemployed and under-employed Canadians including Employment and Income Assistance recipients, and individuals threatened with job loss;
- Organizations that create employment or assist the unemployed to find, prepare for and maintain employment; and
- Employers/businesses.

**The following services are available to all Manitobans who are unemployed or under-employed:**

**Service Needs Determination/Employment Counselling and Career Development:** Service needs determination is used to assess an individual's requirement and readiness for employment and/or training services, and referral to other appropriate services. Employment counselling and career development activities include in-depth assessment of employment barriers, skills and strengths including prior learning, and the development of a mutually agreed upon employment plan to achieve self-sufficiency. These programs are provided at 13 Manitoba Jobs and Skills Development Centres located in various regions throughout the province.

**Labour Exchange (Job Bank):** This service provides information on available job and training opportunities to link unemployed individuals with work opportunities while assisting employers in recruiting qualified employees. Information is taken continuously, updated daily and is available in electronic and written formats.

**Labour Market Information:** Labour market information is gathered, analyzed, produced and disseminated regarding local, provincial and national labour market trends and conditions in both printed and electronic formats. This helps unemployed individuals with their job search, workers with their career development activities, and employers, students, governments and various training providers with decision-making.

**The following programs are only available to Insured Participants as defined under the Employment Insurance (EI) Act:**

**Employment Partnerships:** This program provides funding to enable communities, sector associations and employers to address labour force development needs while assisting unemployed and "job-threatened" individuals to gain sustainable employment.

**Skills Development:** This program provides eligible individuals with the opportunity to obtain skills training/apprenticeship training and/or upgrading to facilitate sustainable employment.

**Self Employment:** This program assists eligible individuals to create jobs for themselves by starting a business. The Self Employment program is administered by local sponsors who evaluate the individual's business idea and suitability, provide coaching in business plan development and implementation; offer advice and support; and direct the participant to other supports as needed.

**Wage Subsidies:** This program provides a wage subsidy to employers to assist in the cost of on-the-job training for eligible individuals. The wage subsidy provides the unemployed person the opportunity to demonstrate his or her skills and abilities in a new work environment.

**The following programs are delivered in partnership with organizations:**

**Employment Assistance Services:** This program assists unemployed individuals to prepare for, secure, and retain employment. Funding is provided to community-based organizations to deliver a combination of the following services: employment plan development; case management; assessment and employment counseling; self-service labour market information; job search

assistance; job finding clubs; job referral and placement; diagnostic and testing services; and brokered access to other measures.

**Labour Market Partnerships:** This program assists communities, sector associations, unions, and employers to address labour market development, labour force development, and workforce adjustment issues, assisting unemployed and job-threatened individuals to gain and/or maintain sustainable employment.

**Research and Innovation:** This program provides financial support to organizations to research, design and implement projects that identify innovative and/or effective ways to help individuals prepare for, find, return to, or maintain sustainable employment and/or strengthen and promote province-wide or regional labour force development.

**Canada-Manitoba Labour Market Development Agreement Results by Programs, 2017/18**

PROGRAM	Clients Served (New Services)	
	Projected	Actual
Service Needs Determination / Employment Counselling	27,500	25,407
Employment Partnerships	150	245
Skills Development	5,500	5,396
- Apprenticeship	-	3,566
- Other Skills Development	-	1,869
Self Employment	160	168
Wage Subsidies	60	36
Employment Assistance Services	13,000	13,398
Labour Market Partnerships	N/A	N/A
Research and Innovation	N/A	N/A
Research and Innovation – Canada Job Grant Program*	4,000	3,435
Labour Exchange – Job Bank Orders**	12,500	9,053
Labour Market Information	N/A	N/A

Source: ICM and SPRS Reporting Snapshot July 5, 2018. Note: Totals do not add as clients can participate in more than one program. As a result clients can be double counted between programs but not within the overall totals. All figures represent the number of distinct individuals within that category. N/A: Clients are not directly served by these programs.

\* As of April 1, 2014, Research and Innovation includes the Canada Job Grant Program in accordance with sections 26 and 16 of the Canada-Manitoba Job Fund Agreement, which allows for eligible costs related to the Canada Job Grant Program to be sourced from funds provided under the Canada-Manitoba Labour Market Development Agreement – Research and Innovation Measure.

\*\* Job Orders advertised in Manitoba from April 1, 2017 to March 31, 2018.

<b>LMDA Results Measures, Targets and Actuals, 2017/18</b>		
<b>Employment Insurance (EI)</b>	<b>Targets 17/18</b>	<b>Actual 17/18</b>
NUMBER OF EI ACTIVE CLIENTS SERVED	9,000	8,544
NUMBER OF RETURNS TO WORK (EI Insured)	6,500	4,527
UNPAID BENEFITS TO THE EI ACCOUNT	\$45.5 Million	\$41.8 Million

Source: Period 12 Summary LMDA Data. Period 12: April 1, 2017 to March 31, 2018. Final results (P14) not available.

### 5 (l) Canada-Manitoba Labour Market Development Agreement

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	7,417	115.20	7,879	(462)	
Other Expenditures	561		564	(3)	
Training Support	46,542		42,806	3,736	1
<b>Total Sub-Appropriation</b>	<b>54,520</b>	<b>115.20</b>	<b>51,249</b>	<b>3,271</b>	

1. *Over expenditure mainly reflects increased program activity as a result of a top up in funding from the Government of Canada of \$3,598 for which there is a corresponding increase in revenue.*

### Industry and Labour Force Investment Fund

The Industry and Labour Force Investment Fund ensures that Manitoba remains competitive in attracting, retaining and expanding business in the province by investing in workforce training. Administered by Industry, Training and Employment Services, the Fund provides support to industry and provincial Sector Councils to assist businesses to meet operational goals by training and developing their employees to achieve high performance and productivity targets.

The Fund contributes to maintaining Manitoba's competitive position relative to other jurisdictions in creating new jobs, securing existing jobs, and expanding investment by companies in the province. In 2017/18, the Fund was utilized in the Industry Expansion Program to assist in the creation of 595 new jobs and training of 1,489 existing employees in five companies in the aerospace, manufacturing, and information technology sectors, all of which expanded or re-tooled operations in the province.

In addition, under the Workforce Development Program the Fund provided value-added, customized human resource services and training development for two companies and 1,639 employees.

The Fund contributed to the implementation of human resource development plans of 16 provincial Sector Councils and industry associations representing strategic economic development areas in Manitoba. In 2017/18, 10,248 new and existing workers benefited from education activities; 34,869 participated in awareness activities; and 10,045 participated in engagement activities.

### 5 (m) Industry and Labour Force Investment Fund

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>Estimate 2017/18 \$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Industry and Labour Force Investment Fund	4,214		4,912	(698)	1
<b>Total Sub-Appropriation</b>	<b>4,214</b>	<b>0.00</b>	<b>4,912</b>	<b>(698)</b>	

1. *Under expenditure mainly reflects savings as a result of shifting provincially funded programs to federally funded programming under the Labour Market Transfer Agreement. Savings have partially offset over expenditures in Canada-Manitoba Job Fund Agreement – Training Support (16-5N-3).*



## Canada-Manitoba Job Fund Agreement<sup>2</sup>

Post-Secondary Education and Workforce Development administers the Canada-Manitoba Job Fund Agreement to increase the participation of Manitobans in the labour force and help them develop the skills necessary to find and keep meaningful and long-term employment. The objectives of the Fund are to:

- Provide access to training programs for unemployed, under-employed, and employed individuals that will enhance the labour market participation of all Manitobans, particularly low skilled workers and under-represented groups;
- Encourage greater employer involvement in training to ensure that skills are aligned to job opportunities and evolving labour market demands;
- Make it as easy as possible for all residents of Manitoba to get the help they need to develop the skills necessary to find and maintain employment; and
- Demonstrate to the public that public investments are achieving the best possible results through increased labour market participation of eligible beneficiaries.

Under the Canada-Manitoba Job Fund Agreement, employment and labour market services fall under three streams of programming: Employment Services and Supports, Employer Sponsored Training, and Canada-Manitoba Job Grant. Programs are directed to:

- Unemployed individuals seeking training to obtain a job, including those who are Employment Insurance (EI) clients and those not eligible for EI;
- Under-employed and employed individuals seeking training for a better job;
- Employed individuals who are low skilled such as those who do not have a high school diploma or recognized certification or who have low levels of literacy and essential skills; and
- Employers, businesses, industry associations, and communities/sectors.

Post-Secondary Education and Workforce Development develops, coordinates, and maintains a range of employment and labour market services through direct delivery to individuals and through partnerships with employers and communities.

### Direct Delivery:

**Direct Employment Services:** This service provides Manitobans with needs, skills, and interest assessments, access to information and referrals to employment and/or training opportunities, employment counseling and career development, and job search supports.

**Skills Development:** This program provides eligible participants with the opportunity to obtain skills training/apprenticeship training and/or upgrading to facilitate sustainable employment.

### Partnerships:

**Employment Partnerships:** This program partners with Manitoba employers, non-profit community-based organizations, local governments, and training partners to design, develop and support skills training projects, including job-specific and workplace-based training, and develop and deliver employability skills training and/or work experience placements that prepare individuals for employment.

**Labour Market Partnerships:** This program funds communities, sector associations, unions, and employers to address labour market development, labour force development, and workforce adjustment issues to assist individuals to gain, keep, and/or advance in sustainable employment.

<sup>2</sup> The Canada-Manitoba Job Fund Agreement was replaced by the Canada-Manitoba Workforce Development Agreement on March 26, 2018.

**Self Employment:** This program assists eligible individuals to create jobs for themselves by starting a business. The Self Employment program is administered by local sponsors who evaluate the individual's business idea and suitability, provide coaching in business plan development and implementation, offer advice and support, and direct the participant to other supports as needed.

**Wage Subsidies:** This program provides a subsidy to Manitoba employers to assist in the cost of on-the-job training for eligible individuals. The wage subsidy provides the unemployed person with a means to market and demonstrate his or her skills and abilities in a new work environment.

**Canada-Manitoba Job Grant:** This program provides employers with up to \$10,000 per individual to pay third party trainers to deliver training to potential new workers, newly hired employees and/or existing workers. Employers contribute at least one-third of the eligible training costs.

#### Canada-Manitoba Job Fund Agreement Results by Programs, 2017/18

PROGRAM	Clients Served (New Services)	
	Projected	Actual
<b>DIRECT SERVICES:</b>	1,900	1,250
Direct Employment Services	-	399
Skills Development	-	972
<b>PARTNERSHIP SERVICES:</b>	4,000	4,351
Employment Partnerships	-	1,658
Labour Market Partnerships	-	2,682
Self Employment	-	47
Wage Subsidies	-	45
Canada-Manitoba Job Grant*	4,000	3,435

Source: ICM and SPRS Reporting Snapshot July 5, 2018. Note: Totals do not add as clients can participate in more than one program. As a result clients can be double counted between programs but not within the overall totals. All figures represent the number of distinct individuals within that category.

#### 5 (n-o) Canada-Manitoba Job Fund Agreement

Expenditures by Sub-Appropriation	Actual	Estimate	Variance	Expl.
	2017/18			
	\$000	FTE	\$000	No.
Salaries and Employee Benefits	910	8.00	910	0
Other Expenditures	542		542	0
Training Support	20,031		16,592	1
Less: Recoverable from the Canada-Manitoba Job Fund Agreement	(10,257)		(10,257)	0
<b>Total Sub-Appropriation</b>	<b>11,226</b>	<b>8.00</b>	<b>7,787</b>	<b>3,439</b>

1. Over expenditure mainly reflects increased program activity as a result of a top up for the Canada-Manitoba Job Fund Agreement stemming from the finalization of the current year agreement with the Government of Canada for which there is a corresponding increase in revenue from the Federal Government and for additional expenditures as a result of recognizing deferred revenue from 2016/17.

# Immigration and Economic Opportunities

## Immigration Services

Immigration Services develops and implements policies and programs for the promotion of Manitoba as an immigration destination of choice, for the recruitment and selection of economic immigrants to support the province's economic development strategies, and for the labour market integration and career development success of immigrants. The branch provides co-ordination support for inter-departmental collaboration in the settlement of immigrants and refugees in the social and economic life of Manitoba. The branch is also the departmental lead for international education as it relates to supporting educational partners in the attraction of international students and the implementation of Manitoba's International Education Strategy. The branch supports these roles through its finance and administration, policy, planning research, performance measurement and evaluation, program development and delivery, and project management capacities as well as to meet requirements under The Freedom of Information and Protection of Privacy Act. The branch's objectives are:

- To meet the objectives of Manitoba's growth through immigration strategy through the successful attraction, integration and retention of skilled workers, entrepreneurs, family and humanitarian class immigrants by:
  - promoting Manitoba as an immigration destination of choice, primarily through the recruitment of immigrant skilled workers and entrepreneurs through the Manitoba Provincial Nominee Program (MPNP);
  - implementing the renewal of the MPNP through strengthening partnerships with industry and post-secondary institutions to help meet Manitoba's global competitiveness, skilled work force and business investment requirements;
  - supporting a Continuum of Service immigrant integration model built on the foundation of the Manitoba Start Program and including a range of integration support services coordinated and co-planned interdepartmentally and in collaboration with the Government of Canada, in all regions of the province;
  - co-leading, with the federal government, multilateral collaboration in the development of public policies and priorities for immigration by co-chairing the Forum of Ministers Responsible for Immigration (FMRI).
  
- To meet the objectives of Manitoba's International Education strategy by working in collaboration with post-secondary institutions to promote the internationalization of Manitoba campuses through the attraction of international students, researchers and education professionals as well through the facilitation of exchange programs and international partnerships that support Manitoba's competitiveness for global talent.

During 2017/18, Immigration Services continued to successfully implement Manitoba's growing through immigration strategy, primarily through the Manitoba Provincial Nominee Program (MPNP) by ensuring that the Province remains a destination of choice for skilled immigrant workers and entrepreneurs who are well supported in their successful labour market integration and job creation investments in the Manitoba economy.

In November 2017, the province announced the renewal of the MPNP as part of the process of restructuring its economic immigration program to provide new pathways to permanent residence for international students, entrepreneurs and skilled workers. The International Education Stream establishes clear and predictable immigration pathways for international students completing programs at designated Manitoba post-secondary institutions with the demonstrated potential to make significant contributions to the Manitoba economy.

Important accomplishments in 2017/18 included the following:

- Received 14,700 immigrants in 2017, who will contribute to Manitoba's labour force and population growth. Close to 20 per cent of the 14,700 newcomers settled outside the Winnipeg Census Metropolitan Area.
- Delivered the Manitoba Provincial Nominee Program (MPNP), which contributed to the successful landing of 9,425 newcomers in 2017, accounting for 64 per cent of all immigration to Manitoba.
- Announced the MPNP renewal to restructure Manitoba's economic immigration program to provide new pathways to permanent residence for international students and entrepreneurs.
- Eliminated the MPNP application backlog and, through the Expression of Interest (EOI) system, maintained processing times of 6 months or less for Skilled Worker applications.
- Partnered with employers on strategic promotion and recruitment initiatives in Manila, London, Brussels and Paris to promote Manitoba as an immigration destination of choice for skilled workers and entrepreneurs. 13 employers participated in the Manila and London missions and 358 invitation to apply (applicant with job offers) were issued.
- Approved 4,740 MPNP skilled worker applications and 268 MPNP-Business (MPNP-B) applicants in 2017.
- Received over 1.06 million visitors to [immigratemanitoba.com](http://immigratemanitoba.com) including prospective immigrants and newcomers accessing online pre-arrival, labour market and settlement planning information.
- Organized a broad consultative/roundtable meeting with immigration stakeholders, including licensed immigration representatives to discuss options for MPNP renewal improvements and criteria changes.
- Completed negotiations with Immigration, Refugees and Citizenship Canada (IRCC) and announced first phase of improvements to the MPNP renewal to strengthen economic outcomes for provincial nominees.
- Introduced a new MPNP application fee of \$500 for MPNP skilled workers, and issued a Request for Proposals for projects to address gaps in immigrant integration services using revenues from the MPNP application fees. The Program continues to charge \$2,500 application fees for MPNP business applications.
- Coordinated and/or participated in interdepartmental planning initiatives to support inclusive services and programming for immigrants and refugees in areas such as employment and training, children and youth and families, health, and housing including:
  - MET Newcomer Roundtable sessions to discuss newcomer needs, including Kindergarten to Grade 12, Adult Learning and Post Secondary Education, Student Wellbeing and Psycho-social Supports, Early Childhood and Parent Education;
  - Rural Employment Development Initiative (REDI) round tables on newcomer needs;
  - Interdepartmental Asylum Seeker Planning Team to manage the intake and flow of increased numbers of refugee claimants arriving in Manitoba, and;
  - Refugee Resettlement Coordination Group including stakeholders and interdepartmental representatives to share information/challenges and facilitate solutions to responding to the needs of refugees in all aspects of their settlement.
- Delivered the Manitoba Start Program, a nationally recognized best practice which provides centralized registration services for all immigrant newcomers arriving in Manitoba, career coaching and employment supports, including assistance in qualifications recognition and job-matching services.
- Manitoba Start registered, assessed and referred 5,021 clients in 2017/18, including provincial nominees, international students, family class immigrants and refugees, and provided employment supports to 3,793 clients, 70 per cent matched to Manitoba employers.
- Funded Supporting Employment and Economic Development – SEED Winnipeg to administer the Recognition Counts program that provides low-interest micro loans to assist skilled immigrants in Manitoba with the recognition of their international qualifications.
- Funded Welcome Place and MANSO's Refugee Response Community Coordinator to support the resettlement of 2,130 refugees and protected persons as well as 1,095 asylum seekers to Manitoba.

- Continued negotiations with IRCC toward a new bilateral immigration agreement to strengthen Manitoba's immigration strategy.
- Signed the General Provisions and Express Entry chapters of the Canada-Manitoba Memorandum of Understanding on Information Sharing to govern the collection, use and disclosure of information, including personal information, on immigration matters.
- Signed a Letter of Intent regarding information sharing arrangement for the interim disclosure of provincial nominee personal information between Canada and Manitoba.
- Completed the second year as co-chair for the Forum of Ministers Responsible for Immigration (FMRI) including managing the operations of the Provincial/Territorial (PT) Secretariat.
- Organized FPT Forum of Ministers responsible for Immigration meeting in Toronto, Ontario in September 2017.
- Worked with other jurisdictions through the Council of Ministers of Education, Canada to develop and advance strategic positions during international education negotiations with IRCC and Global Affairs Canada.
- Worked with member institutions of Manitoba Council for International Education (MCIE) to develop best practices to protect international students from fraudulent education/immigration agents and recruiters.
- Provided \$5,000 grant to MCIE for quarterly professional development events for its members.
- Made presentations to educational partner agents to promote the new International Education Stream as part of a sponsored lunch during MCIE's Great Manitoba Familiarization Tour. The Tour brought 16 educational partner agents from 11 countries to promote Manitoba as a destination of choice for international students.
- Continued to work with post-secondary institutions to develop institutional specific partnership plans related to international student recruitment and better match nominees with labour market demand in both rural and urban Manitoba centres.
- Worked with educational institutions to identify priority markets for international student promotion and recruitment.
- Participated in the 2017 NAFSA Annual Conference & Expo in Los Angeles, California, as part of a delegation of Manitoba post-secondary institutions.
- Made 20 provincial nominee program presentations to international students in seven post-secondary campuses to help international students better understand the provincial nominee application process.

#### 6 (a) Immigration Services

Expenditures by Sub-Appropriation	Actual 2017/18 \$000	Estimate 2017/18 FTE	Estimate 2017/18 \$000	Variance Over (Under) \$000	Expl. No.
Salaries and Employee Benefits	4,660	73.00	4,705	(45)	
Other Expenditures	4,117		4,198	(81)	
<b>Total Sub-Appropriation</b>	<b>8,777</b>	<b>73.00</b>	<b>8,903</b>	<b>(126)</b>	

## Office of the Manitoba Fairness Commissioner

The Office of the Manitoba Fairness Commissioner (OMFC) administers The Fair Registration Practices in Regulated Professions Act to ensure registration practices of Manitoba's regulated professions are transparent, objective, impartial, and fair. The OMFC objectives are:

- To work with 30 Manitoba regulated professions to ensure their compliance with the requirements of The Fair Registration Practices in Regulated Professions Act (the Act).
- To ensure fair registration practices which recognize the qualifications of internationally educated professionals so that they can integrate into the Manitoba professional workforce in a timely manner.
- To ensure Manitoba has an informed, fair and coherent system for the assessment and recognition of qualifications of internationally educated professionals.

In 2017/18 the OMFC:

- Completed the second review of 30 regulated professions' practices as required by the Act and to ensure compliance.
- Continued implementation of data collection and reporting processes used by regulators to report on applicants, as required by the Act. Streamlined reporting mechanisms with regulatory bodies to ensure effective and accurate reporting for 2017.
- Collaborated with Manitoba Bureau of Statistics to analyze 2015-17 registration and outcome trends for internationally educated professionals in regulated professions.
- Held regular business meetings with regulators, including capacity development sessions to assist regulators to share information, build skills, knowledge and improve their assessment of international qualifications.
- Worked with various stakeholders to ensure improved information for internationally educated professionals is consistent with the requirements under the Act.
- Continued to provide advice on issues related to the recognition of qualifications for internationally educated professionals to regulators, government departments and agencies, post-secondary institutions, and national organizations.
- Participated in consortium meetings with Fairness Commissioners in Ontario, Québec and Nova Scotia to support positive changes in international qualifications recognition.
- Prepared the fairness Commissioner's 4<sup>th</sup> report to the Minister responsible for the Act. The report will provide information on the state of progress of Manitoba regulated professions and will be available in September 2018.
- Made presentations on the state of progress in international qualification recognition in Manitoba to several groups both in Manitoba and at a national level.

**6 (b) Office of the Manitoba Fairness Commissioner**

<b>Expenditures by Sub-Appropriation</b>	<b>Actual 2017/18 \$000</b>	<b>Estimate 2017/18 FTE</b>	<b>\$000</b>	<b>Variance Over (Under) \$000</b>	<b>Expl. No.</b>
Salaries and Employee Benefits	265	3.00	266	(1)	
Other Expenditures	40		51	(11)	
<b>Total Sub-Appropriation</b>	<b>305</b>	<b>3.00</b>	<b>317</b>	<b>(12)</b>	