



ABORIGINAL HUMAN RESOURCE DEVELOPMENT COUNCIL OF CANADA
CONSEIL POUR LE DÉVELOPPEMENT DES RESSOURCES HUMAINES AUTOCHTONES DU CANADA

Ad Hoc Planning Session:
Draft Terms of Reference
National Committee
Aboriginal Trades and Apprenticeship
Meeting Notes
March 23, 2006
Ottawa, Ontario

Submitted to:
Sandra Stevens
National Director, Trades and Apprenticeship Project
Aboriginal Human Resource Development Council of Canada

Prepared by:
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1 Introduction

On March 23, 2006, an Ad Hoc Planning Group met in Ottawa to discuss the formation of a national committee on Aboriginal trades and apprenticeship. The planning session objectives were:

- Draft a Terms of Reference document to guide the development of a National committee on Aboriginal trades and apprenticeship, to be presented for formal review and approval at the first meeting of the national committee.

The session agenda is contained in Appendix 1. A list of attendees is contained in Appendix 2. The dialogue and deliberations at the session are contained below.

2 Opening Remarks

Kelly Lendsay, President, Aboriginal Human Resource Development Council of Canada (AHRDCC), opened the meeting. He provided the following historical background information as a foundation for the planning session:

- In 1999 the *Aboriginal Participation in Apprenticeship: Making it Work* Report was produced. The goals set out in the report were to increase Aboriginal participation in trades and to identify barriers to participation. Through analysis of Aboriginal participation in trades and apprenticeship at the time, the report was designed to create momentum, attention and increased action on the issue.
 - Not totally successful; however, some work emerged, including the AAAP project in Alberta and the development of the Manitoba Aboriginal Trades Strategy.
- Six years after publication of the report, two-thirds of the provinces and territories have formed Aboriginal trades committees and established initiatives aimed to increase Aboriginal participation in trades and apprenticeship.
- Two years ago, AHRDCC began the planning to develop a National Trades and Apprenticeship project.
 - \$2.6 million over three years
 - With funding in Fall 2005, capacity has been built to implement the project:
 - Sandy Stevens is the National Director, Aboriginal Trades and Apprenticeship Project.
 - Eastern and Western Trades Liaisons are in place.

- A Communications Manager for the project is located in Edmonton.
- Now positioned to launch a national committee to advise and guide on the direction and implementation of the project.
- In the short term, the national committee will provide advice and guidance over the next three years on the implementation of the six objectives for the successful completion of the project. In the future, this committee could be extended beyond the project's timeline and be a key player as an authority on Aboriginal participation in trades employment and apprenticeship training.

3 Overview: Trades and Apprenticeship Project

Sandy Stevens, National Director, Trades and Apprenticeship Project, provided an overview of the project:

- A three-year Project ending September 30, 2008.
- The six key Project deliverables/objectives were outlined (Appendix 3)

4 Terms of Reference

Through open dialogue, the Ad Hoc Group reached consensus on the following Draft Terms of Reference:

COMMITTEE NAME

National Aboriginal Trades Leadership Committee

MANDATE OF THE NATIONAL ABORIGINAL TRADES LEADERSHIP COMMITTEE

Lead and guide the Trades and Apprenticeship Project to quickly increase the number of Aboriginal people in sustainable / gainful employment in skilled trades through collaboration and partnership with labour market stakeholders.

ROLE

The National Aboriginal Trades Leadership Committee has a strategic role rather than a working committee role. The Committee is a national staging ground for action, and a leveraging instrument for expanded achievement and investment to increase Aboriginal participation in trades employment and apprenticeship training across Canada.

COMMITTEE MEMBERSHIP

The National Aboriginal Trades Leadership Committee shall have a maximum of 15 members. Membership will include the following:

- Colleges, education providers, and Indigenous training institutions
- Sector Councils
 - Mining, Automotive Repair, Transportation, Construction, Oil and Gas to be represented
- Public / Private employers of apprentices
 - Small, medium and large employers to be represented
- Industry Associations
- Aboriginal Human Resource Development Agreement Holders (AHRDAs)
- Governments
 - Federal, Provincial, Municipal
- Labour groups: union and non-union
- Canadian Apprenticeship Forum (CAF)
- A representative from a provincial Aboriginal trades and apprenticeship project i.e. Alberta Aboriginal Apprenticeship Project (AAP)

APPOINTMENT PROCESS

Stakeholder groups will recommend candidates as members for the National Aboriginal Trades Leadership Committee . The Council will, after ensuring the criteria are met, appoint members to the Committee, based on the above recommendations for Committee Membership, and including consideration for:

- Geographical representation
- Aboriginal group representation
- Age distribution
- Both French and English languages represented
- Gender balance.

COMMITTEE STRUCTURE

The National Aboriginal Trades Leadership Committee will decide meeting protocol and structure.

QUORUM PROTOCOL

The National Aboriginal Trades Leadership Committee will decide rules of quorum.

VOTING PROTOCOL

The National Aboriginal Trades Leadership Committee will decide voting protocol. However, it is strongly recommended by the Ad Hoc Planning Group that the Committee operate through consensus decision-making.

ACCOUNTABILITY

The National Aboriginal Trades Leadership Committee reports to the AHRDCC Board of Directors through the AHRDCC President, and the National Director, Trades and Apprenticeship Project.

MEETING FREQUENCY

The National Aboriginal Trades Leadership Committee will determine meeting frequency.

PROCEDURAL MATTERS

The National Aboriginal Trades Leadership Committee will determine procedural matters. However, it is strongly recommended by the Ad Hoc Planning Group that the Committee, to ensure continuity, appoint a Chair and an Alternate Chair.

5 Path Forward

Next Steps:

- Circulate the Draft Terms of Reference to the Ad Hoc Planning Group. Participants will provide feedback to Sandy Stevens by April 21, 2006.
- Final Draft Terms of Reference will be tabled at the inaugural meeting of The National Aboriginal Trades Leadership Committee, tentatively scheduled for May 2006.

Session Agenda

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The agenda for the Session:

5.1.1 TIME	ACTIVITY	LEAD
7:30 – 8:00	BREAKFAST	Brought in
8:00 – 8:15	Opening Remarks <ul style="list-style-type: none"> • Overview of the Project 	K. Lendsay
8:15 – 9:00	Committee Mandate & Scope	S. Jarvis
9:00 – 10:30	Committee Terms of Reference – Small Group Discussion <ul style="list-style-type: none"> • Committee Name • Committee membership • Committee Structure • Membership Terms • Succession Process • Quorum rules • Voting Protocol • Duties & Responsibilities of Members • Accountability • Meeting Frequency 	S. Jarvis
10:30 – 12:00	Large Group Debrief	S. Jarvis
12:00 – 12:45	LUNCH	Brought in
12:45 – 2:00	Decisions	K. Lendsay
2:00	Closing Remarks	K. Lendsay

Attendance

Attendance at the March 23, 2006 meeting is shown below:

In Attendance:

Name	Organization
Brad Anderson	Alberta Chamber of Resources
Brian Pelletier	Human Resources and Skills Development Canada
Dan Christmas	Membertou Nation
Craig Hall	Aboriginal Human Resource Development Council of Canada (AHRDCC)
Kelly Lendsay	AHRDCC
Denise McBride	Shell Canada
Doug Moulton	HRSDC
Eleanor Brockington	Manitoba Aboriginal & Northern Affairs
George Gritziotis	Construction Sector Council
Joe Black	Manitoba Apprenticeship Training Institute
Ken Donnelly	HRSDC
Lu Ann Hill-McDonald	Aboriginal Institutes' Consortium
Mario Dagenais	Quebec AHRDA
Sylvia Monterrosa	Treaty 6 Alberta
Andy Redcrow	Six Independent Alberta First Nations Society of Hobbema
Anna Toneguzzo	Association of Community Colleges of Canada
Mylene Deneault	HRSDC
Wenda Watteyne	AHRDCC

Host: Sandra Stevens

Facilitator: Susan Jarvis

Unable to Attend:

Barb Byers, Canadian Labour Congress

Cheryl McDonald, AHRDA, Quebec

Paul Hebert, Mining and Industry Training Association of Canada

Keith Lancaster, Canadian Apprenticeship Forum

Karin Hunt, BCAHRDS

Raf DeGuevara, BCAHRDS

Wayne Erasmus, ATCO
Rick Nielson, Government of Yukon
Gord McDevitt, Government of Yukon
Mike Rushby, Weyerhaeuser
Olie Schell, Alberta Aboriginal Apprenticeship Project
Terry Ann Boyles - ACCC
Brian Doolittle, Grand River Employment & Training
Trevor Lewis, National Association of Indigenous Institutes of Higher
Learning

Aboriginal Trades and Apprenticeship Project: Objectives

Increasing Partnership Engagements
For
Aboriginal Skill Development and Employment
In Trades and Apprenticeship

In an effort to encourage and increase Aboriginal participation in the trades and apprenticeship, the three-year trades and apprenticeship project will leverage the expertise and resources of key partners and stakeholders in the trades and apprenticeship system throughout Canada, at a provincial, regional and national level.

Project objectives:

1. Increase Aboriginal participation in targeted trades employment and trades/apprenticeship programs by creating, strengthening and leveraging partnerships and collaborative networks among key stakeholders, including: AHRDAs, Sector Councils, Colleges, Trade Associations and Unions, Provincial Apprenticeship Authorities, Canadian Apprenticeship Forum.
2. Increase the capacity of trades and apprenticeship stakeholders to respond to industry demand for a skilled Aboriginal workforce by sharing planning and project expertise, and by promoting workplace models of best practice in the recruitment and retention of Aboriginal trades' workers and apprentices.
3. Increase Aboriginal awareness and knowledge of trades/apprenticeship opportunities in Canada through the development of a coordinated Aboriginal communications strategy.
4. Increase Aboriginal access to trades/apprenticeship opportunities in Canada by improving Aboriginal awareness and understanding of the pathways to trades/apprenticeship opportunities in Canada (with targeted emphasis on the Construction, Oil & Gas, Automotive Repair and Mining sectors).
5. Improve capacity to measure and report on Aboriginal participation in trades/apprenticeship programs and employment.
6. Assess and report on the effectiveness of initiatives aimed at strengthening Aboriginal trades/apprenticeship partnerships and collaborative planning and delivery networks.