

EFFECTIVE DATE: June 28, 2012

PRINCIPLES: The Alberta Apprenticeship and Industry Training Board recognizes that:

- Under Section 7(1) of the *Apprenticeship and Industry Training Act*, a local apprenticeship committee consists of at least two persons to represent the interests of employers and, at least two persons to represent the interests of employees. The number of persons appointed under this section must remain equal.
- A local apprenticeship committee appoints one of its members as the presiding officer.
- A local apprenticeship committee may at some point see a need to increase the number of its members.

PURPOSE: To establish the guidelines and criteria for the Alberta Apprenticeship and Industry Training Board (board) to use when considering an increase in the size of a local apprenticeship committee.

POLICY: The number of members of a local apprenticeship committee may be increased using a systematic approach to evaluate the need.

GUIDELINES:

- A local apprenticeship committee shall submit a request to the board through its Industry Network Committee to increase the number of members who sit on the committee.
- A viability report must be forwarded to the Industry Network Committee along with the request.
- The board will use the following criteria when considering an increase in the size of a local apprenticeship committee:
 - the number of local apprenticeship committee meetings held over the past five years;
 - evidence of demand in membership; or
 - the degree to which any of the following may require more local apprenticeship committee members:
 - diversity of industry requirements;
 - the restructuring or expansion of the scope of the trade;
 - new or rapid changes in trade technology;
 - the emergence of craft areas;
 - increased trade activity in the local area;
 - other conditions in the local area (unique to the trade) that may contribute to a need for expanded membership.
- Any increase in membership size will be evaluated by the Industry Network Committee on a three year basis.