

Community Contact

Manitoba Aboriginal and Northern Affairs



A Water Smart Update

November
2007

*For and
About Local
Government
Development*

Northern Water Smart
Three Years Later

2

The Community
Management Plan

4

Community Management
Plan Deadline Nearing

6

Season's Greetings

8

Northern Manitoba Cadet
Program Thrives

9

Manitoba Hydro Tip:
Bundle Up with Insulation

10

Public Works

11

Profile

12



A Northern Water Smart instructor teaches a Moose Lake, Manitoba youngster basic swimming techniques as part of the Swim to Survive program (see page 2).

This Issue

Welcome to the November 2007 Community Contact Newsletter.

The theme for the November newsletter is Community Management Planning and Resource Development. As the deadline for the submission of community management plans (CMP) approaches on January 31, 2008, we feature two articles to help community councils understand the planning process. The CMP drives community infrastructure and program development all the way from the fire and constable programs to road or facility construction.

This issue features a look back at the success of the Northern Water Smart training program since it began in the summer of 2005. The program is expanding for 2008 and will offer training in swimming, boating safety and Emergency First Aid and CPR to more communities. This ANA funded program has proven to be very beneficial to the communities visited. We also take a look at what is involved for a community interested in setting up a cadet program and we recap a recent visit to Winnipeg in October by the Cross Lake cadets.

Along with these articles, we provide information on preparing community buildings for winter, Manitoba Hydro insulation tips and we introduce three new employees at our Thompson and Dauphin offices.

We thank readers who brought to our attention an error we made in the printed edition of our September 2007 issue of *Community Contact* newsletter. The third bullet of the *Important Tax Details* article on page eight should have read: do **not** send cash in the mail. We offer a little poem by way of apology:

All editors fear,
despite what they try,
mistakes won't appear
till the ink is dry.

Enjoy this issue and please be sure to contact us with your comments, pictures and article suggestions, or to request additional copies. All the best to our readers over the holiday season and in the New Year.

NORTH

Community Contact newsletter first reported on the Northern Water Smart program in our September 2005 issue. Since then we have provided some updates and information on how communities can participate. Its third and most busy year now complete, we thought it was time to report on the success this program has had in the communities that have participated.

When the program first started in the summer of 2005, a single instructor provided the Swim to Survive, Boating and Emergency First Aid and CPR instruction, visiting six northern communities. In 2006 and 2007, the number of instructors doubled along with the number of communities visited. Because of the demand and popularity of this program, some communities are visited more than once.

Each visit to a community includes in-water instruction for children learning the Swim to Survive techniques during the day and evenings are spent teaching BOAT classes and First Aid/CPR training. The program takes place during July and August with the months of May and June spent planning and organizing the visits.

The Lifesaving Society, Manitoba Branch offers this training in partnership with the province. Five provincial government departments sponsor the program. The lead department, Manitoba Aboriginal and Northern Affairs is joined by:

- Manitoba Health
- Manitoba Conservation
- Manitoba Education
- Manitoba Culture, Heritage, Tourism and Sport
- Sport Manitoba

The federal government also provides support through its Services Canada Summer Jobs Career Program.

The program numbers include:

- 29 communities visited in 2005, 2006 and 2007
- 1,271 participants in the Swim to Survive program
- 284 participants in the BOAT program
- 372 participants in the Emergency First Aid and CPR training

ERN WATER SMART

Three Years Later



A Brochet, Manitoba swim class enjoys playtime in the water, while developing skills and confidence under supervision by a Northern Water Smart instructor.



Brochet youngsters clown for an underwater camera.

The Office of the Medical Examiner statistics on accidental drowning deaths indicates significant decreases in Manitoba over the same period. They recorded:

- 26 deaths in 2004
- 22 deaths in 2005
- 17 deaths in 2006
- seven deaths as of October 2007

The plan for 2008 is to have four instructors visit as many as 25 rural and northern communities. Community leaders, recreation

directors or council members can contact the Manitoba Lifesaving Society to find out more or to sign your community up for next year. It is never too early to start making plans.

For more information contact:

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Manitoba Lifesaving Society
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Fax: 204-944-8546
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The Community M

What is a Community



Community management planning is a requirement that helps make it possible for communities to organize, secure funding and construct infrastructure projects such as the new community hall in Ilford, Manitoba, a joint venture with the neighbouring War Lake First Nation.





Management Plan

Management Plan?

A Community Management Plan (CMP) is a key component of local governance. The plan becomes the document that outlines and details how a community intends to achieve its goals and objectives. The plan sets guiding principles, outlines capital plans, establishes action plans and includes finances and land use planning. It breaks each topic into components and provides detailed information about how to deal with each topic and why.

A CMP is owned by the community council and not Manitoba Aboriginal and Northern Affairs (ANA). The role of ANA is to provide support to the CMP process by providing advice, asking questions to help the council consider the many issues and acting as a resource to the community.

A CMP is a **work in progress** that the council works on at various times throughout the year, as information becomes available. It grows according to the community need to deal with issues and concerns.

The Components of a Community Management Plan

The CMP can be divided into six parts when developing the plan. They include:

Part 1 – Guiding principals for the community

This includes values, principles and operating behaviors that govern the actions important to the community. This part is achieved through accountability to the community, respect for the community residents and honesty in sharing all information on the CMP in a fair manner.

Part 2 – Goals

Goals clarify the long term direction of the council. They should be broad statements that indicate a direction. They do not need to be time dependent, because timing will be part of expressing the objectives. Goals do not generally change from year to year unless there is a radical change to the CMP.

Part 3 – Objectives for each goal

Objectives are established for each goal. An objective is a more precise statement that clearly indicates something that can be measured when it has been achieved. You may wish to include a time frame. Objectives are followed by action plans which have very specific time frames and performance measurements. Objectives

are reviewed and updated annually in the planning process and form the framework for measuring results. They will list the outputs and outcomes of the CMP.

Part 4 – Action Plans

The action plan gives a detailed road map of the CMP and states how the objectives will be accomplished. It lists who on council is responsible for overseeing the CMP, the time frame, the associated costs and a comment indicating progress towards completion.

The Action Plan is based on a yearly time frame. Performance is measured in terms of yes or no answers to questions about actions taken.

Part 5 – Financial Operations

The Operations and Management (O&M) budget is the plan for the day to day financial operation of the community. It provides the expenditures for the year, based on CMP activities. The cost estimates are taken from the activity costs within the plan. The activity costs are grouped according to the current budget process. Expenses and revenues are listed and the estimated and actual budgets are recorded.

ANA provides certain levels of funding support for the services listed in the plan with an understanding that the community council will be delivering the services. Council has the opportunity, through the budget, to adjust the delivery of services in accordance with the council priorities.

Part 6 – Five Year Capital Plan

Communities have already developed five year capital plans. Each year, councils are asked to update those plans by recording the changes in infrastructure that were achieved during the year and identifying new infrastructure needs. These plans allow councils to identify capital infrastructure that will contribute to achieving the community vision.

Within the five year capital plan are a number of projects, both small and large. Council will develop each of the project proposals as much as possible. Council may also decide to raise funds locally for a specific project and put those funds into a financial reserve until the project goes forward.

What is a Community Management Plan?

(continued)

Taking time to prepare project proposals completely will enhance the chances of seeing them approved.

Program areas that should be included in a CMP are:

- Public works – a good plan helps to ensure that all necessary public works activities and work get completed.
- Staff training – council should develop a staff training plan that outlines clear training objectives, performance measures and required standards for staff to meet.
- Maintenance management – develops a maintenance program to improve and take care of community infrastructure. Community staff and ANA consultants can also help council identify what maintenance work is required.
- Protective services – this includes fire, emergency planning and, in some communities, constable and emergency ambulance services. Council should work with the respective employees or volunteers in these areas to develop action plans that look at fire prevention, public safety, emergency preparedness, succession planning and program support and development.
- Recreation and wellness – council provides direction and support to the recreation director, committees and volunteers through the recreation action plan and by putting recreation activities in place.

For more information or department assistance, please contact the ANA municipal development consultant for your community. Information is also found under the title *Community Management Plan Development* in the *Community Management Series* manual from the ANA Local Government Development Division.

Community Management Deadline

Has your council started working on its community management plan for 2008-09?

If not, be sure to set aside enough time to prepare your plan for submission to your regional office of Aboriginal and Northern Affairs (ANA) by the **January 31 due date**.

For those members of council who may be new and not familiar with community management plans, information on community management plan development can be found in the *Community Management Series* manual from the ANA Local Government Development Division. It is available on the Manitoba government website and it should be a fixture in all community offices.

The *Community Management Plan Development* guide provides details on the contents of the plan, the planning process and examples for reference. Each community has unique priorities and challenges, and each community will tailor their planning document to their individual needs within the general guidelines provided by the department. Using a common planning template, allows ANA to support individual community planning efforts better.

t Plan

Nearing



Making sure funding is available for use in operating protective services programs is an important part of the community management planning process.

Your community management plan is important for a number of reasons. The most obvious one is that community operating and maintenance funding will not be released without submission of a plan. Even more important, developing a plan will help council **set priorities** — what do you want or need to accomplish in the next fiscal year? It helps to **establish a timetable** — when are things to be done? Planning also involves thinking about how council will get things done — what activities need to take place, who is responsible for what actions. In effect, it helps council **develop a strategy**.

Now, planning is not a silver bullet. You can have a plan that looks great and meets all the standards for planning, and you can put a lot of work into a plan, but if you never look at it again — if you don't use it — you're less likely to achieve your goals. Just having a plan doesn't guarantee success. Priorities may change and parts of your plan may no longer be relevant based on changing circumstances.

So why plan?

First and foremost, community management plans are a communication tool. The plan provides council members, employees, residents and government stakeholders with common information on current priorities and strategies. It identifies what

financial and other resources are needed and indicates how they will be used. It also provides stakeholders with an opportunity to reflect on the plan and raise questions or suggest where there may be gaps. Finally, at the end of the planning cycle, a plan can help determine if council has been successful by making it easy to

identify what has been achieved and what remains to be done.

First and foremost, community management plans are a communication tool.

As you work on your community management plan this year, be sure to include all aspects of your community operations — public works, protective services,

financial and capital requirements, a recreation plan and a training plan — including council development. Maintenance plans should take into account the results of your infrastructure audit. Be sure to review your plan regularly around the council table to determine how things are going, what has changed and what requires that the plan be adjusted.

Season's Greetings



Gary Doer
Premier

I am delighted to extend greetings and best wishes for this holiday season to you, to your family and to all the people who hold a special place in your life and in your heart.

The holiday season is a time of joy and wonder, a time to promote peace and understanding, a time that brings family and friends together in celebration. It is a time for communities to come together, to give and to share — a time to build the kind of respect for each other that helps us to be stronger.

On behalf of my fellow members of the Legislative Assembly and all government employees, I wish you a safe and happy holiday season and a new year filled with peace and happiness.

At this time of year we celebrate the reason for peace and joy with family and friends. Communities often times ensure the messages of peace and hope are expressed at larger functions. Christmas carols are sung, schools have their Christmas programs and church functions help us to remember the purpose of the season.

I remember our family Christmas being filled with wonder and excitement. Today, I watch my children and grandchildren expressing the same amazement I had as a child. Christmas is truly a special season, a time to reflect on what we have accomplished, what we yet want to see take place in our lives and, most important, who we want to spend our time with — namely we remember the importance of family and love.

May this Christmas find you in good spirits and in good health, and may the new year offer you the best that is yet to come. May our Creator bless you and those you love.



Oscar Lathlin, Minister
Manitoba Aboriginal and
Northern Affairs

Northern Manitoba Cadet Program Thrives

On October 18, 2007, young men and women from the Cross Lake cadet program gathered at the Manitoba Legislative Building and more than 20 of them were officially acknowledged for training they received recently in Vernon, B.C.

“As one of 40 established units in Manitoba, I commend the community of Cross Lake for establishing this opportunity for their young people,” said Manitoba Aboriginal and Northern Affairs Minister Oscar Lathlin. “All the hard work and dedication from these young people goes a long way to inspire other youth to take part in positive activities.”

“With all the challenges and temptations facing our young people today, it is important to celebrate and highlight these types of accomplishments in creating positive role models for future generations to come,” said Manitoba Culture, Heritage, Tourism and Sport Minister Eric Robison, who presented certificates to the cadets on behalf of Lathlin.

The cadets were also in Winnipeg to participate in Fallcon 2007, which ran from October 19 to 21. This is the second year in which the Cross Lake cadets have participated in this annual competition. Many cadets from all over Manitoba compete each year in the drill and marksmanship competitions at Fallcon.

A recent highlight of the Cross Lake cadet program was their adoption as an affiliate



Cross Lake cadets gather on the steps of the Manitoba Legislative Building during their visit to Winnipeg to participate in the 2007 Fallcon competition drills.

cadet unit by a regular Canadian Armed Forces unit, the 17th Field Ambulance battalion based at the Minto Armoury in Winnipeg. Affiliation with a regular armed forces unit is required for all cadet units.

National Cadets Program

The Canadian Cadet Program is a community-based youth training activity managed by the Canadian Forces in partnership with the Navy League of Canada, the Army Cadet League of Canada and the Air Cadet League of Canada. National Defence Canada provides personnel and equipment for cadet training programs.

Program aims include inspiring young people to develop good citizenship, leadership skills, physical fitness and an interest in Canadian Forces land, sea and air activities. Cadets Canada is a federally sponsored program for young Canadians aged 12 to 18 who are interested in

participating in a variety of challenging and rewarding activities and learning more about the Canadian Forces.

The program is divided into two training periods:

- **Local training** – cadets participate with their unit in training for an average of once per week during the regular school year (September to June). Optional weekend training may also occur.
- **Summer training** – Canada-wide, approximately 21,000 cadets receive training

and 2,500 staff cadets are employed each summer in one of 28 cadet summer training centres located across Canada or abroad on cultural and training exchanges.

There are no registration fees, dues or costs for uniforms, basic cadet programs or attendance at summer training camps. Cadets and parents are encouraged to participate in fundraising. Cadets are not part of the regular armed forces, nor is there any expectation for them to join the Canadian Forces.

If you are interested in learning more about starting a cadet or ranger program in your community, you can talk to your local Manitoba Aboriginal and Northern Affairs officials or call Captain Nanette Nazar of the Department of National Defence at 1-204-833-2500 (ext 5264) or toll free 1-800-862-0032 (option #3).



Proper insulation saves on heating costs (photo courtesy of Manitoba Hydro).

Manitoba Hydro Tip: *Bundle Up with Insulation*

A well-insulated and sealed building keeps the outside air out and helps lower your energy bills.

Add insulation to your walls (outside and inside), attic and roof to reduce air leakage and slow the rate of heat transfer in and out of your building. The measure of insulation's resistance to heat transfer is called its RSI-value (metric) or R-value (imperial). Higher values mean more protection and less heat transfer.

Insulation can help reduce your space heating and cooling loads. Upgrading your insulation to Power Smart recommended levels can also:

- increase your comfort
- control condensation and moisture
- improve indoor air quality

- reduce emissions output
- extend the life of a building

Manitoba Hydro offers financial incentives that may help pay for the cost of insulation upgrades in commercial buildings and homes that meet Power Smart standards. All applications must be pre-approved before the project begins.

For more information or to be pre-approved, contact the Power Smart programs at 1-888-MB-HYDRO (1-888-624-9376 toll free). On the Internet you can also visit www.hydro.mb.ca/hip to learn about the Power Smart Home Insulation Program or www.hydro.mb.ca/psfb to find information on Power Smart programs for commercial buildings.

Community Contact thanks Manitoba Hydro for preparing this article

Preparing Your Buildings for Winter



Cleaning up around buildings before the snow falls is always a good practice.

As winter approaches, it is time to prepare for the cold weather. With regular summer maintenance, there should be little to do for the winter preparation. Cleaning up around your buildings before the snow falls is always a good practice. This will avoid damage to items that are stored outside for winter, help you find them and keep them clear of snow removal equipment.

Here are a few things to look for when preparing your building for winter.

Clean eavestroughs

- This clears the path for melting snow and ice to flow from the roof edges.
- If you have downspouts and splash pads this will force the moisture further away from the building to minimize a saturated base around the building and minimize frost heaving.
- Fill in sunken areas along building foundations. Moisture should flow away from your building.

Caulk and insulate around windows and doors

- On older buildings, you may want to remove the interior trim to insulate or caulk the space between the frame and the wall.
- Rigid insulating foam placed on the inside of sealed windows and doors not used for emergency exits can keep some of the cold weather out.

Fill in foundation cracks and holes

- Ventilation holes for crawl spaces can be sealed for the winter.

- Fill cracks and holes to stop the cold winds, pests and rodents.

Plumbing precautions

- Shut off and drain all exterior water supplies.
- Drain unused plumbing pipes.
- Pour antifreeze into toilet bowls that tend to freeze. Replace antifreeze after each flush (just a splash).
- Insulate water pipes in crawl spaces.
- Use heat wrap tape on pipes in cold or hard to insulate places.
- Locate all water shut-off valves in case of pipe breaks.
- Keep the local plumber's number close to the phone.

Heating

- Change furnace filters.
- Blow out baseboard heaters. The dust can build up and ignite.
- Vacuum floor registers to minimize dust in the air.
- Test all heaters and cords before you need them.
- Inspect your dryer lint trap and vent hose, and clean out if required.



Damage repairs help to extend building life and keep pests from entering during winter.

Profile



Marlene Davis

Marlene Davis – Local Government Development, North Central Region

Marlene is the new administrative assistant for the North Central Region based in the ANA Dauphin Office.

Marlene grew up in the Metis settlement at Bacon Ridge, Manitoba and was educated on the Ebb and Flow First Nation before attending Assiniboine Community College where she obtained her general business diploma. Since 2001, and prior to coming to ANA, Marlene worked as a program co-ordinator with the Brandon Friendship Centre. Additionally, for the past 10 years Marlene has worked as an administrator for Davis Taxi Ltd, a family owned business.



Murray Jackson

Murray Jackson – Local Government Development, North Central Region

Murray has assumed duties as protective services consultant formerly carried out by Hessel Dethmers, who retired recently. Based in the ANA Dauphin office, Murray will be responsible for the ANA communities in the North Central Region.

Murray grew up in Hodgson, Manitoba and completed high school in Fisher Branch. He graduated with a pre-masters teaching degree in mathematics and science. He taught for the Frontier School Division in both Dauphin River and Gypsumville. Murray served as fire chief in Gypsumville from 1983 until 2003. From July 2003 until the end of September 2007, Murray was employed as an emergency services officer with the Office of the Fire Commissioner based in Thompson.



Howard Wilson

Howard Wilson – Local Government Development, Northern Region

Howard is also taking on the role of protective services consultant, replacing retiree Garry Nabess, who retires in January 2008. Howard will be responsible for the ANA communities in the Northern Region.

Howard comes from the Norway House Cree Nation with 20 years of experience in the emergency services field. Howard served there as the fire chief from November 1986 until September 2007. Howard helped start the first nation's fire department and a fully provincial licensed EMS ambulance service which was the first on a Manitoba reserve.

Howard received his education from the Manitoba Fire College in 1985-86, now the Manitoba Emergency Services College. Howard enjoys the outdoors; especially fishing and hunting with his family.

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Community council members, community residents and departmental staff are strongly encouraged to submit feedback, comments, questions, suggestions and ideas to the editor.