

Community Contact

Manitoba Aboriginal and Northern Affairs



30 Years of Community Service Recognized

January/
February
2009

*For and
About Local
Government
Development*

30 Years of Community
Service Recognized

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Robert Barbeau presents Jim Corman (left) with a certificate and plaque to recognize his long service as a contact person for Herb Lake Landing, southeast of Snow Lake, Manitoba.

This Issue

Welcome to the January/February 2009 *Community Contact* newsletter.

The theme for this issue of *Community Contact* is municipal development. In this issue we recap two recently completed Community Administrative Officer (CAO) workshops held in Brandon and Thompson, Manitoba. Both workshops included training in capital planning, employment agreements, first aid and CPR, information on the newly developed community emergency plan template and more.

Along with employees, elected and appointed officials also play a vital role in community development. In this issue we feature an article on Jim Corman who has served as the contact person for the community of Herb Lake Landing for the past 30 years. Devoting so much time and effort over the years takes a special person with a special sense of dedication and we are pleased to be able to share some information on Jim and his service to his community.

Along with these articles we provide information on recent staff changes and new program areas administered by Manitoba Aboriginal and Northern Affairs, Local Government Development Division. Many of the staff changes that have taken place are a result of people moving to new or different program areas. To help communities know where the people they've dealt with over the years have moved, we provide profiles on these recent changes. Closing out this issue is the municipal calendar with reminders for the months of February and March, 2009.

Enjoy this issue and please feel free to contact us with your comments, pictures and article suggestions, or to request additional copies. We would also like to wish everyone a Happy New Year and all the best in 2009.



Thirty Years *(continued)*

Jim Corman of Herb Lake Landing might just be among the most modest people found anywhere.

Although plenty of residents could talk for hours about the many things he has done in and around the community over the years, Jim says little about the lifetime he has dedicated to the betterment of Herb Lake Landing.

At a public meeting on November 27, 2008, Robert Barbeau of Manitoba Aboriginal and Northern Affairs (ANA) presented Jim with a Years of Service award in recognition of his 30 years of service as the contact person to ANA for the community of Herb Lake Landing.

About thirty years ago, when Jim agreed to be the contact person for Herb Lake Landing, he had no specific plans beyond a strong desire to help out where he could. It's a true testament to the spirit and closeness of this small community that neighbours look out for each other and Jim does his best to set the example.

While serving Herb Lake Landing, Jim was involved in many of the decisions that have helped to make the community what it is today. In addition to serving 30 years as the contact person for the community, Jim also served as the chief of the volunteer fire department and offered his time at many community events. Although the community fire department is now inactive, Jim still volunteers his time to make sure the remaining fire equipment is ready to go, if needed.

The time and energy Jim spends in his role as the contact person is always for the benefit of the community. If you ask Jim why he volunteers so much of his time, you will hear about his enjoyment in doing the work and seeing the benefit to the community.

To recognize the long-term commitment of community officials and employees, ANA honours them with Years of Service awards. This special recognition acknowledges the hard work and dedication of elected officials and employees to their communities.

Just before the award presentation, Jim Corman was re-appointed as Herb Lake Landing's contact person for another four year term. Residents are happy to continue having Jim as their representative in dealing with ANA, and they also appreciate the hospitality he shows toward guests of the small community.

Manitoba Aboriginal and Northern Affairs is pleased to join Herb Lake Landing in thanking Jim for his continuing dedication and his service to his community.

Helen Betty Osborne Memorial Foundation Annual Awards Presentation

The Helen Betty Osborne Memorial Foundation held its annual bursary awards reception on December 2, 2008 at the Grand Ballroom in the Delta Winnipeg hotel. A special launch of a graphic novel about Helen Betty Osborne's life preceded the awards presentation ceremony.

The graphic novel titled *The Life of Helen Betty Osborne* was written by David Robertson and illustrated by Madison Blackstone. David and Madison attended the launch at the awards presentation and spoke to those in attendance about the novel and the challenges in writing and illustrating Helen's life story.

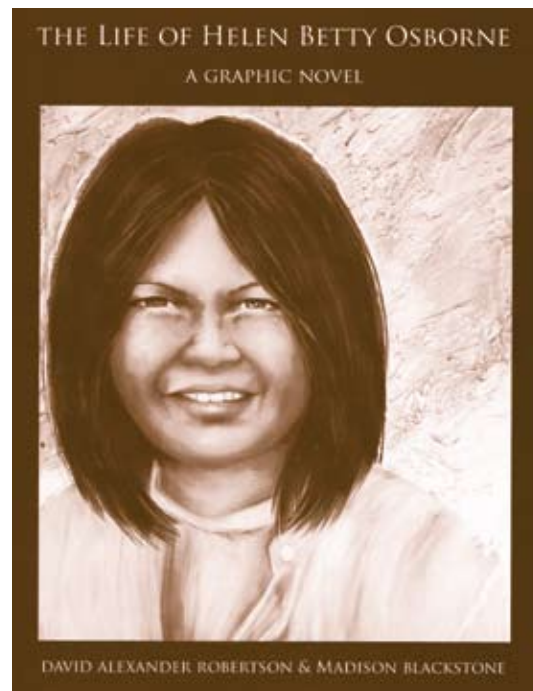
Manitoba Aboriginal and Northern Affairs (ANA) is the sponsor of four bursaries in Civil Technology and Engineering. ANA has been a sponsor of these bursaries since 2003. Including the four ANA bursaries, the foundation presented 75 awards in a variety of categories. With the strong support of sponsors and contributors, the foundation has been able to increase the number of bursaries awarded each year. With the launch of the graphic novel, the foundation expects to continue supporting the educational aspirations of the Aboriginal community.

The ANA Civil Technology and Engineering bursary award recipients include:

Marc Robert, Electrical Engineering – University of Manitoba

Moe Yusim, Bio-systems Engineering – University of Manitoba
Daniel Cheechoo, Mechanical Engineering – University of Manitoba

Brock Campbell, Civil Engineering – University of Manitoba



Cover illustration: *The Life of Helen Betty Osborne*.

Public Health Inspector – Community Career Potential

Northern and Rural Manitoba needs public health inspectors and a Manitoba government bursary can help applicants get the training and certification needed.

Public health inspectors support regulations under *The Public Health Act* and *The Non-Smokers Health Protection Act*. They typically handle public health complaints, inspect food service establishments, investigate reports of food-borne illness and help monitor water and air quality.

To certify as a public health inspector, applicants must graduate from an approved program and finish a 12-week internship with a recognized public health agency. Successful candidates must then pass a national exam to qualify for the Certificate in Public Health Inspection (Canada).

Manitoba offers bursaries to eligible students with a science degree who attend a public health inspector program. Bursaries of \$7,000 per year for a two-year program or \$10,000 for a 12-month program are possible. The awards require graduates to work a minimum of two years as a public health inspector in a smaller urban centre, Northern Manitoba or a rural community specified by Manitoba government. It's a great career choice for northern and rural Manitobans wanting to live and work in their home community.

Call Mike LeBlanc at 204-788-6726, e-mail mike.leblanc@gov.mb.ca or visit the Health Protection Unit website at www.gov.mb.ca/health/publichealth/environmentalhealth/protection/index.html for more information.

Community Administrative

Northern Region Workshop

The Manitoba Aboriginal and Northern Affairs (ANA) Northern Region Community Administrative Officer Workshop took place December 10 and 11, 2008 in Thompson, Manitoba. The title for the two-day workshop was Community Planning; Think Smarter, Think Safety.

The workshop featured hands-on training and presentations from ANA staff members, staff from Manitoba Emergency Measures Organization (EMO) and Bob Smith, a councillor from the community of Cross Lake. Cory Young, northern region director for ANA Local Government Development provided opening remarks on behalf of executive director Freda Albert.

The workshop included the following presentations and training:

Day 1

Building Healthier Communities through Recreation presented by Charlene Waterman, ANA recreation consultant:

- This presentation provided an overview of the new recreation manual as well as various workshops and programs available to community recreation directors.

Emergency Planning presented by Murray Jackson, ANA protective services consultant:

- This presentation introduced the new ANA community emergency plan template and reviewed it with the participants. The template customizes to meet the needs and capacities of individual communities.

Building Your Emergency Plan presented by Jean Champagne of EMO:

- This presentation discussed the importance of developing and maintaining a community emergency plan. Legislation requires all ANA communities to develop an emergency plan and to provide a copy to ANA and EMO for review.

Capital Planning presented by Evelyn Dutka, ANA technical and public works consultant:

- This presentation included a review of the capital application process at the community level. An information presentation on the community management plan showed how to use it in capital planning.

Day 2

Bob Smith of Cross Lake acted as the lecturer and trainer on day two. As well as being a Cross Lake community councillor, Bob is a commander of the Cross Lake community cadet program and a first aid responder in his community.

Bob Smith began the day with an audio visual presentation on the Cross Lake Cadet program, which he helped organize, to illustrate what is involved and how it benefits the young people and the entire community. During the remainder of the day, Bob provided Emergency First Aid and CPR training for community administrative officers in attendance.

All in attendance found the two-day workshop engaging and informative. Participants completed evaluations and offered suggestions for future workshops. If your community did not have a representative at the workshop, you can contact the ANA northern region office for copies of the presentations.

The Northern Region Administrative Officer Workshop in Thompson included emergency first aid and CPR training.



Officer Workshops Completed

North Central Region Workshop

In an effort to provide the same type of information to all Aboriginal and Northern Affairs (ANA) communities, the North Central Region office held a Community Administrative Officer (CAO) Workshop December 17 and 18, 2008 at the Victoria Inn in Brandon, Manitoba. Despite extreme cold weather outside, the workshop provided interesting presentations with warm and informal opportunities for participants to ask questions and get clarification on issues surrounding their responsibilities as community administrators.

The morning session of day one started with a review of the capital application process, emergency planning and information and questions around the CAO employment agreement. The second half of the first day concluded with tours of Brandon city hall and a local art gallery.

After the city hall tour, participants met with both the mayor and city manager of Brandon. Each described their roles in municipal

government. The city manager also spent time going over the program areas that are priorities for their growing city. CAOs learned that, even though Brandon is a much larger community, the work performed by their administrative staff is similar to the work performed by administrative staff in ANA communities.

The tour of the Art Gallery of South Western Manitoba included the works of many Manitoba Artists. The gallery exhibit truly reflects the great talent and diversity within our great province.

Day two was completely devoted to a presentation from Manitoba Civil Service Commission's Organization and Staff Development branch titled *You and the Upset Customer – Working Effectively and Respectfully with Challenging Customers and Clients*. The central purpose of this day was to give CAOs strength and balance in this challenge. Using techniques like group discussion and role playing, the trainer explained tools for use in dealing with difficult and upset customers. Knowing about the tools will make work easier for CAOs and increase the numbers of successful resolutions to customer concerns.

ANA thanks all attendees and workshop presenters for their participation. Special thanks go to the City of Brandon for sharing information with the Community Administrative Officers.



North Central Region Administrative Officer Workshop featured a mix of presentations and a visit with Brandon administrators.

Staff Changes at

Manitoba Aboriginal and Northern Affairs



Cory Young

In recent months, many staff changes have taken place at Manitoba Aboriginal and Northern Affairs (ANA). Many of the changes were in the northern region office of the Local Government Development division located in Thompson, Manitoba. Community members who deal with ANA staff may be interested in learning about some of the changes.

Harold Smith, former regional director at Local Government Development, has moved to take the position of executive director at the newly established Northern Housing Operations (NHO) branch. Cory Young will be replacing Harold as the regional director in Thompson.

Cory has been a northerner for more than 25 years. His travels took him from Nunavut to Northern Manitoba, Northern Saskatchewan and back to Northern Manitoba, before he finally settled on a career in municipal administration in Thompson.

Cory started his career in Local Government Development as a municipal development consultant in 2005. Prior to this role, he had the opportunity to work as the chief administrative officer for two municipalities, where he was able to work extensively with community residents and elected officials at solving community challenges. Busy full-time with ANA responsibilities, Cory also works as a city councillor for Thompson in his spare time. He's pleased to be working with ANA northern region staff as regional director.

Other changes in the northern region office include the change of position for Kerri Thomas from municipal development consultant to policy analyst and for Alana Martin, who moves from Financial and Administrative Services to Local Government Development.

Kerri began her career with ANA in 2004 following graduation from Red River College. Her first assignment was as a data analyst for Program Planning and Development.

Kerri next filled the position of municipal development consultant in the northern regional office where she has worked with communities for the past three and a half years.

Now Kerri has returned to Program Planning and Development as a policy analyst, a position previously filled by Jennell Majeran, who has since moved on as manager of the Northern Healthy Foods Initiative.

Alana Martin began her Manitoba government career in November, 1997 with Family Services and Housing in Thompson. After three and a half years, Alana transferred to ANA Finance and Administrative Services, where she worked nine years as administrative assistant to the director.

In September 2008, Alana transferred to Local Government Development as the administrative assistant to the northern region director, replacing Debbie Mercredi, who moved to take a position as administrative assistant to the executive director.



Alana Martin



Kerri Thomas

Northern Healthy Foods Initiative Profile

The Northern Healthy Foods Initiative (NHFI) is managed by Manitoba Aboriginal and Northern Affairs (ANA) in consultation with the NHFI Management Committee, a cross-government committee representing several government departments. NHFI began as a result of the Northern Food Prices Report published in 2003. In it, the Healthy Child Committee of Cabinet placed priority on developing strategic options to provide healthy, affordable food supplies for community residents in northern Manitoban.

Management of the NHFI was transferred to the ANA Local Government Development Division in 2007. To help this NHFI meet its goals, two staff members, Jennell Majeran and Jessica Paley were hired in 2008.

Jennell became NHFI manager in October 2008. She has lived in Thompson most of her life and worked with ANA for approximately 23 years in various capacities, the most recent as a policy analyst with Program Planning and Development. Her knowledge of program development and management will help communities in their efforts to find nutritious, affordable foods.

Jessica Paley was previously employed with the Northern Association of Community Councils as project co-ordinator of their northern healthy foods program. Jessica joined ANA as administrative assistant and will provide support to the NHFI.

Jennell is based in the ANA Local Government Development office in Thompson. She can be contacted at 204-677-6677. Jennell is supported by Jessica Paley, who works in the ANA Program Planning and Development office in Winnipeg. Jessica can be contacted at 204-945-0569.



Jessica Paley



Jennell Majeran



Harold Smith



Sean Gautama

Northern Housing Operations Branch Established

In October 2008, the Manitoba Housing and Renewal Corporation (MHRC), in partnership with Manitoba Aboriginal and Northern Affairs (ANA), established a Northern Housing Operations (NHO) branch. The branch was established to deal with long-standing housing delivery and management issues in northern Manitoba. Centred in Thompson, the NHO is currently developing a northern housing strategy which will help direct the future of affordable and social housing in northern Manitoba.

Currently, the NHO branch has two members of staff:

Harold Smith, NHO executive director is based in Thompson. Harold has been employed with ANA for over 15 years, most recently as northern region director for Local Government Development. In his previous position as an agreement co-ordinator with the Agreements Management branch, Harold was responsible for negotiating and implementing agreements with northern communities and First Nations. The experience gave him an appreciation of the importance of building working relationships with the people in northern communities.

Working from MHRC offices located in Winnipeg, Sean Gautama is assigned the role as senior analyst for the NHO. Sean's previous experience in northern housing strategy development as a manager of the Rural and Native Housing program is considered a valuable asset to the NHO.

Municipal Calendar Monthly Reminder for: February/March

February 2009

- 1 Deadline for receipt of any property tax payments to department to avoid penalties
- 13 Submit resolution requesting grant-in-aid work on eligible grant-in-aid streets to Manitoba Infrastructure and Transportation
- 15 Deadline for receipt of payment to Receiver General to avoid penalty

Deadline for receipt of Community Places program applications to Culture, Heritage, Tourism and Sport
- 16 **Louis Riel Day – provincial statutory holiday**
- 17 Analyze firefighter payments over \$1,000 (from Jan. 1 – Dec. 31 calendar year)
- 27 Post tenders for garbage, janitorial, water, etc. for the next fiscal year

If applicable, submit T4s and WCB annual return

Events:

Feb. 22-25 - MB Water and Wastewater Annual Seminar – Brandon

Feb. 25-27 – Recreation Connections Annual Conference - Winnipeg

Community:

- Finalize Community Places program applications to submit to Culture, Heritage, Tourism and Sport
 - Council to start preparation of capital project applications
 - Submit Manitoba Employee Benefit Program (MEBP) form and payment no later than seven working days after the last pay period
- If applicable:
- Submit bi-weekly payrolls for Building Independence Initiative to regional office
 - Request technical assistance for capital project applications by March 31

WSH Reminders:

- Council to ensure fire extinguishers and first aid kits inspected
- Council to action items highlighted as corrective action from inspections
- Are your training records up to date?

Departmental:

- Regional review of Community Management Plans

March 2009

- 1 Deadline for receipt of any property tax payments to department to avoid penalties
- 8 Daylight savings time begins (clocks forward one hour)
- 14 Deadline for receipt of payment to Receiver General to avoid penalty
- 15 Submit detailed estimates for proposed work on previously approved grant-in-aid streets to Manitoba Infrastructure and Transportation
- 20 Submit bill backs to the dept for the fiscal year (including community ergonomic control measures and back-up alarms)
- 31 Submit Emergency Measures Organization (EMO) plan, any assessment roll revisions to dept – ongoing, year-end recreation report

Request technical assistance for capital project applications

- Review employee job descriptions
- Pass new fiscal year resolutions (recurring bills, rentals, water, garbage, etc.)
- Ratify fire chief agreement and approve fire dept member list
- Award tenders posted in February
- Submit MEBP form and payment no later than seven working days after the last pay period
- If applicable, submit bi-weekly payrolls for Building Independence Initiative to regional office

WSH Reminders:

- Council to ensure fire extinguishers and first aid kits inspected
- Council to action items highlighted as corrective action from inspections
- Unplanned inspection to be conducted by the dept in community prior to month end

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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.