

COMMUNITY CONTACT

For and About
Local Government
Development

Manitoba
Aboriginal and
Northern Affairs



Construction Season is Here

Summertime is construction season. Because so many communities are involved right now, we've decided to make construction and capital development the theme for our July issue of *Community Contact*. This issue is bursting with information on construction and capital development, from the planning process right through to workplace safety.

As a way of showcasing the support and assistance available to your community, we've featured descriptions of two key jobs done by Aboriginal and Northern Affairs employees—Technical and Public Works



Consultants, and the Manager of Technical and Environmental Services. People employed in these positions work closely with communities on the capital development process.

We are always grateful to those who contribute to the *Community Contact*, and we strongly encourage everyone to make use of this communication tool. Let your community's voice be heard!

We hope you have a great construction season – and a safe one!

Regards,
Ray Irvine and David Lavallee, Editors

Northern project team wins Service Excellence Award

On June 14, 2002, Manitoba Finance Minister Greg Selinger presented a Service Excellence Award to a Manitoba Transportation and Government Services team for work on the South Indian Lake all-weather access road project.

The team included trainers from around the province who taught community residents how to operate heavy equipment safely. The eight team members were: Jack Barrows, Greg Huff, Tim Milne, Scott Cathcart, Mark Johnston, Craig Newman, Sue Doucette and Wesley Klassen.

Working with a tight timeframe and a remote location, the team put together an

effective training program that identified and completed community work as part of the training. "The program will act as the template for future community-based operator training initiatives undertaken by the department," said the nomination for the South Indian Lake project team.

2002 is the fourth year of the annual Service Excellence Awards. Awards honour provincial civil servants for exceptional efforts on the job and in the community. Nominations are solicited annually from clients and co-workers.

Congratulations team!

July 2002

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Current projects

Northern Region

Currently, there are a number of projects underway in the Northern Region. Some of the major projects involve the Water Power Rental Agreement and the Canada-Manitoba Infrastructure Program.

The Water Power Rental Agreement is a three-way collaboration between Aboriginal and Northern Affairs, Manitoba Hydro and northern communities to fund projects in northern Manitoba. Approximately \$20 million in projects currently under construction include:

- Cross Lake road upgrade
- Cross Lake lagoon
- South Indian Lake lagoon and water treatment plant
- South Indian Lake road upgrade
- Norway House road upgrade

Other projects are part of the Canada-Manitoba Infrastructure Program. During the first week of July 2002, requests for proposals were advertised for projects valued at approximately \$2 million. They include:

- Cormorant water treatment plant
- Pikwitonei water treatment plant
- Wabowden waste disposal site

North Central Region

A number of projects are underway in the North Central Region (formerly called the East/West Region). Several of these projects are now in the planning phase:

- Rock Ridge hall
- Bissett transfer station
- Island Lake community garage
- Camperville water treatment plant

Two other projects have either entered the construction phase or are about to do so:

- Camperville water and sewer
- Duck Bay water and sewer

For more information on these projects, contact the Northern Region office at (204) 677-6786, or the North Central Region office at (204) 622-2110. For more information on the Canada-Manitoba Infrastructure Program, please see the article on page 7.

ANA Minister announces project funding and honours memory of Cross Lake resident



Minister Robison with members of Ethel McLeod's family

On June 24, 2002 in Cross Lake, Manitoba, Aboriginal and Northern Affairs Minister Eric Robison joined community officials to sign a contract launching phase two of a \$4.6 million infrastructure upgrade program. At the same ceremony, he also honoured the memory of legendary Cross Lake resident and renowned fur trapper Ethel McLeod, who passed away at age 91 last December 24.

The infrastructure announcements included the development of a \$1.3 million wastewater treatment lagoon for the community, completion of associated sewer mains and paving of selected roads in the community.

Noting a recent presentation of the Canadian Fur Institute's Trapper of the Year award to Ethel McLeod's family, Minister Robison produced a new road sign and announced that upgrading the road from the community's airport would also include it being renamed as Ethel McLeod Drive. A community gathering of about 200, including McLeod family and friends, attended the announcements.

Make Safety Work for You



*By Darlene Muise
Manitoba Labour and Immigration
Workplace Safety and Health*

People don't go to work intending to be involved in accidents or injured on the job.

At this time of year, construction projects are in full swing across Manitoba. Many employers take on new employees during the summer months to accommodate increased workloads. Unfortunately, young and first-time employees are at greater risk of being injured on the job.



Safety and health on the job in the construction industry is not only about wearing safety boots and hard hats. It starts with contractors, employers and employees accepting their individual and shared responsibilities for preventing workplace injury and disease. It requires a proactive and systematic approach in creating and maintaining a safe and healthy workplace.

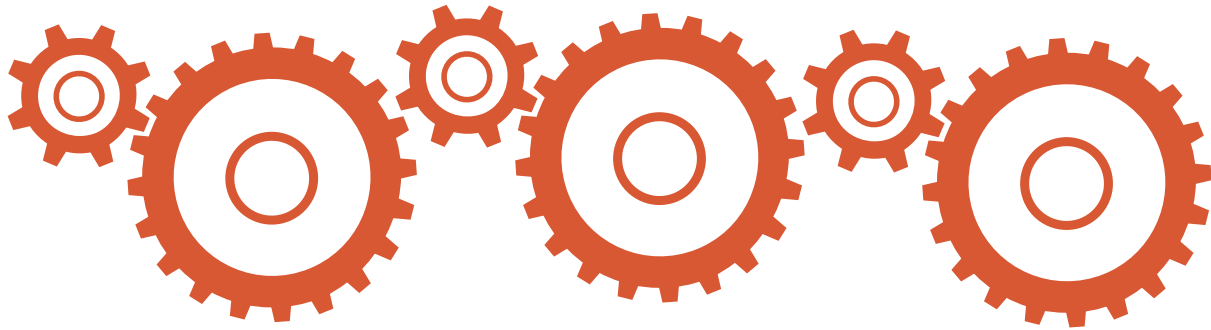
On May 30, 2002, Manitoba Labour and Immigration Minister, Becky Barrett, introduced *Bill 27 – The Safer Workplaces Act*.

This bill recognizes that prevention is most effective in workplaces with clear safety and health programs. It requires employers, in consultation with the Safety and Health at the Workplace Committee, to implement a written safety and health program at workplaces with 20 or more employees. The elements of the program include:

- a policy statement
- hazard identification and control
- emergency response procedures
- assignment of health and safety responsibilities
- a schedule for inspections
- a control plan for chemical and biological substances
- a training plan
- investigation procedures
- a strategy for worker participation
- a system for co-ordinating and monitoring contracted employers or self-employed persons
- a procedure to review the program

People don't go to work intending to be involved in accidents or injured on the job. Proper safety and health training, and practices understood and enforced by the employer, supervisor or prime contractor—safety integral to the workplace—will help reduce workplace injuries and fatalities.

We all need to accept responsibility for prevention. It is the first step towards building the strong workplace safety and health culture that we all deserve in Manitoba.



Manager of Technical and Environmental Services

Northern Region

Roles and Responsibilities

A key member of Aboriginal and Northern Affairs staff is the manager of technical and environmental services (TES) who deals with construction and capital projects for the department. The TES manager also oversees technical and public works consultants (TPW) and environmental consultants, and the projects they work on.

The TES manager works with TPW consultants and communities in the major stages of capital project development—planning, delivery, operation and maintenance. The delegation of projects to TPW and environmental consultants is the responsibility of the TES manager.

The TES manager participates in many aspects of the planning stage including development of capital plans, capital applications, and requests for proposals (RFPs). When contractors submit proposals for a project, the TES manager works with communities to help with the evaluation.

During project delivery, the TES manager will work with TPW and environmental consultants, and with community councils, to manage individual contracts and projects.

During the development of capital projects, the TES manager serves as a liaison with other government departments. One department that the TES manager deals with on a regular basis is Conservation, especially when working on solid/liquid waste disposal systems and water treatment plants.

The TES manager also has managerial functions to fulfil. One of those is to represent the department in various committee activities. For example, the TES manager participates with the Wastewater Technical Advisory Committee, the Canada-Manitoba Infrastructure Program, and the remote monitoring of wastewater plants. The TES manager also co-ordinates various training programs in the North, such as water operator certification.



Technical and Public Works *Consultants*

Roles and Responsibilities

Technical and public works (TPW) consultants work under the direction of a manager of engineering services or a manager of technical and environmental services (TES). Their role is to help communities plan, deliver, operate and maintain various public works and infrastructure projects.

Roles and responsibilities of TPW consultants can be broken down into three major operational areas—project planning, project delivery, and operation and maintenance.

Project Planning

When communities begin to plan capital projects, TPW consultants are available to assist with preparing capital applications, and with preparing designs and cost estimates. When project funds are approved, TPW consultants arrange job-site meetings with community councils to plan project delivery. They can also arrange for engineering assistance and advice.

Project Delivery

TPW consultants work closely with community councils during actual project delivery. Projects are delivered through the department, through the community, or jointly. TPW consultants are responsible for overall project management. They must ensure that projects are completed within the approved budget and design specifications. They often monitor delivery of several regional projects at once and they provide regular progress reports for the department on each project they monitor.

Operation and Maintenance

Once projects are completed, they must be operated and maintained according to established standards and guidelines. TPW consultants can help community councils establish a preventive maintenance program for their projects. This may include assistance with funding plans, operator training, maintenance scheduling, equipment purchasing, accurate record keeping, and community infrastructure inventory.

TPW consultants fulfil a variety of other functions, too. These may include conducting individual or workshop training sessions for public works employees and others in the communities. TPW consultants also maintain an annually updated, detailed inventory of community assets for insurance and accountability purposes.





Community Council

Construction and Capital Development

Roles and Responsibilities

In northern affairs communities, commitment of time and resources required in major capital projects is often shared by community councils and Manitoba Aboriginal and Northern Affairs (ANA). In the interest of delivering as many capital projects as possible, projects are delivered by the department, by the community, or jointly. Council may fulfil numerous roles and responsibilities in joint or community projects.

Planning

Northern affairs communities are required to identify to the department their long-term needs through five-year capital plans. This begins with a needs assessment, usually carried out in November, and completed jointly between council, council staff and ANA. Communities then prepare capital applications based on two years of the five-year plan and submit them to the department no later than the first Monday in June. As part of the process, communities are expected to consult with other interested parties like First Nations, housing authorities, and other communities to examine possibilities for project partnership.

An ANA employee, often a technical and public works consultant or a municipal development consultant, will be assigned to work in contact with the community. This contact person will organize preliminary meetings with council to discuss project delivery, will arrange for technical assistance needed, and will help communities with capital applications.

Before hiring a contractor to build a project, a request for proposals form must be issued, and proposals evaluated. Council is responsible for project permits and licenses necessary for the operation of the project once it is completed. Examples include environmental and occupancy permits. The department consultant can arrange assistance for council in these processes.

Project Management

All projects must comply with departmental policies and be completed according to budget and design specifications. The departmental contact works with the community and manages project monitoring to help ensure these outcomes.

Council must hire a project supervisor to manage the project on-site, provide bi-weekly reports to council and attend regular council meetings. Council must submit monthly financial reports to the department.

Council must initiate holdback from a contract, in accordance with the Builders Liens Act. Contracts in excess of \$200,000 require that holdback amounts be placed in an interest-earning account on behalf of the contractor.

Project Completion

On completion of a capital project, council must establish proper documentation for the project, set up a maintenance program, arrange for insurance, complete and submit inspection forms and resolve any remaining financial matters. A final capital project report must also be submitted to the department.

Canada-Manitoba Infrastructure Program

Programme Infrastructures Canada-Manitoba

*By Sue Murray
Canada-Manitoba
Infrastructure Secretariat*

Infrastructure Projects Underway in Northern Manitoba

Thousands of northern and rural Manitobans will benefit as a result of \$10 million in local infrastructure projects announced under the Canada-Manitoba Infrastructure Program for northern Manitoba communities.

Of 17 projects approved so far, most involve drinking or waste water systems and were recommended by the Rural/Northern Federal-Provincial-Local Consultative Committee on Infrastructure. The committee was created to provide local government input in project selection. Committee members include officials from the Northern Association of Community Councils, Manitoba Aboriginal and Northern Affairs, and the Association of Manitoba Municipalities.

Federal, provincial and local government levels will provide equal parts of each project's funding under the program. Manitoba Aboriginal and

Northern Affairs will be responsible for providing the local share for projects in the Northern Affairs communities of Brochet, Camperville, Duck Bay, Easterville, Meadow Portage, Pikwitonei, Wabowden and Waterhen. Also, because the Brochet sewage treatment plant and the Easterville wastewater lagoon are joint projects with neighbouring First Nations communities, Indian Affairs and Northern Development Canada will fund on-reserve development entirely.

The primary focus of the \$180 million Infrastructure Program is green municipal infrastructure that will protect or enhance the quality of the environment. This includes water and wastewater systems, solid waste management and recycling, and capital expenditures to retrofit or improve energy efficiency of local government-owned buildings and facilities.

The secondary focus is infrastructure relevant to local transportation, culture, recreation, tourism, rural and remote telecommunications, high-speed Internet access for local public institutions, and affordable housing.

The Canada-Manitoba Infrastructure Program encourages funding applications from local governments, which may also sponsor non-profit or private sector organizations seeking funding for infrastructure for public use or benefit. Project approvals will be completed by April 1, 2005. Projects must be completed by March 31, 2006.

For applications, contact the Canada-Manitoba Infrastructure Secretariat by telephone toll-free at 1-800-268-4883 or by e-mail at info@infra.gov.mb.ca. Visit the Canada-Manitoba Infrastructure Program Web site at www.infrastructure.mb.ca.

Public works employee workshop well received



More than two dozen north central region public works employees met in Cowan, Manitoba

on March 15 to attend a 2002 annual regional workshop. Presentations included fire prevention, chemical pump maintenance and repair, infrastructure audits, capital applications, and mandatory certification for water treatment operators.

According to workshop facilitator Wayne Preston, a technical and public works consultant with Aboriginal and

Northern Affairs, the workshop was well attended and well received by public works employees who represented communities including Baden, Barrows, Camperville, Crane River, Dawson Bay, Duck Bay, Mallard, Meadow Portage, Pelican Rapids, Red Deer Lake, Spence Lake and Waterhen.

LEGAL-EASE

Understanding Regulations and Legislation

Planning and Zoning Bylaws

If your neighbour began building a razor-wire fence, what could you do? You might consider introducing the neighbour to the concept of community planning and zoning bylaws.

Planning and zoning affects all of us. Under the authority of The Planning Act, a community council may make bylaws to determine a development plan for the community. This plan identifies residential districts, downtown commercial or business districts, industrial areas and institutional areas. The development plan then outlines what land uses the council will permit in each zone or district.

Like any community bylaw, the development plan bylaw and the zoning bylaw must be enacted following a process that:

- tells community residents what is being proposed

- allows residents to express their concerns and questions
- considers orderly future community development and growth

Zoning bylaws provide rules that are followed in making a development plan work. The rules set out details like how small a side yard can be, how many parking spots a business requires, and even how high and what type of materials are required for a fence.

Zoning bylaws also provide the basis for obtaining a development permit, and eventually a building permit. A permit provides a permit-holder or property owner the authority to proceed with a development that he or she wishes to undertake. Permits also provide council with a record of

the value of new construction and renovations being done in the community. Permits, zoning bylaws and development plans also provide a fair and consistent way for council to deal with all residents and businesses in the community.

Indeed, your neighbour might hold the opinion that a barbed wire fence is a secure idea. But, thanks to local zoning bylaws, your neighbourhood will not be allowed to take on the look of a war zone. Your neighbour may be required to build a more traditional fence. It may not make your neighbour happy but your neighbourhood will be kept safe for pets and small children who might otherwise get hurt.



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