Manitoba

Aboriginal and Northern Affairs

Program Planning & Development
59 Elizabeth Drive (Box 20)
Thompson, Manitoba, CANADA
R8N 1X4

Telephone (204) 677-6677
Fax (204) 677-6525

August 27, 2005

Dear Board Member

Enclosed please find the 2005 Capital Approval Board resource material that will be used to assess the project applications. Project application binders will be forwarded to you early in September by the regional offices.

This material should be reviewed prior to the board. Please ensure you bring all the material with you.

I look forward to our meeting. If you have any questions please feel free to contact your regional office or myself at 677-6677.

Thank you.

Sincerely,

J. Majeran

Jennell Majeran

Attachment
c. Jeff Gordon

Manitoba

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August 26, 2005

Dear Board Members,

Welcome to the 2005 Capital Approval Board.

The Board will convene from September 20 until September 22, 2005 in Winnipeg at the Place Louis Riel, in the Boardwalk Room at 9:00 each day. Enclosed is an agenda to follow. The order of events is not crucial as long as the material is reviewed prior to commencing the prioritization process.

The Board will reconfirm projects 2006/2007 and recommend projects for 2007/2008 and 2008/2009 (for planning purposes only). These allocations are further explained in the enclosed material.

To update you on the Board's 2004 submission, the Minister approved all the application recommendations. The recommendations for continuous improvements on the process, were reviewed and implemented as follows:

Recommendation #1:
All project applications must include evidence, such as copies of requests for quotes, in the submissions.

Response:
The Department agrees with this recommendation. Regional offices have been advised to inform community councils that evidence of requesting quotes must be submitted with project applications.

Recommendation #2:
The Department should provide assistance/training to communities in the following areas:

- 5 year planning
- the capital process
- application preparation

Response:
The Department agrees with this recommendation.

Training on the above was provided at regional workshops in Thompson (January 27, 2005), in Winnipeg (February 15, 2005) and in Dauphin (February 23, 2005).

The Department facilitates the community management plan process where requested by communities in January each year. As well, once the plans are submitted the Department provided recommendations for improvement and an opportunity to revise the community 5 year plans.

The Department has implemented a change in dates to the capital process. The change is effective for the next planning cycle starting September 2005. Effective May 2005, capital project applications will be due the first Monday in May. This will allow for additional time to provide technical assistance. Regional offices will review applications in May and ask council to provide additional information if required, in June and July.

Recommendation #3:
The Department should review the possibility of hiring engineers and surveyors to complete the required studies.

Response:
In November 2002, a focus was provided on engineering services through the divisional reorganization, for both regional offices. This was a direct response to a need identified by the communities. Financially, it is not prudent to hire additional engineers and or surveyors on a full time basis when these services are only required for part of a year.

Recommendation #4:
Community councils should be encouraged to explore other avenues of funding (Community Places Program).

Response:
The Department agrees with this recommendation. Regional offices have been advised to inform community councils of the recommendations as well as provide assistance in obtaining information as it relates to other possible funding avenues.

Continuous improvements recommendations are extremely valuable in this process. I encourage you to take time to review the process again.

The following is a summary of the project conditions, applied to projects recommended for delivery by previous boards:

2001 Conditions

1. **Bissett – Waste Disposal Site –$75.0** – Conditional on application made to Canada Manitoba Infrastructure Program, Waste Reduction and Pollution Prevention Fund and costs confirmed by engineering firm

   Status: The new regional waste disposal site is scheduled for operation at Hollow Water in September 2005, along with closure of the existing waste site and the construction of a waste transfer station in Bissett. The estimated costs are sufficient. A Canada Manitoba Infrastructure Program – Municipal Rural Infrastructure Fund application was not submitted as this community benefited from the approval of the Regional Waste Disposal Site Project with Hollow Water. The Waste Reduction Pollution Prevention Fund does not fund closure of waste sites.

2. **Waterhen – Lagoon –$150.0** – Conditional on application made to Waste Reduction and Pollution Prevention Fund (WRPPF) and Canada Manitoba Infrastructure Program

   Status: The lagoon project is now eligible for Canada Manitoba Infrastructure Program – Municipal Rural Infrastructure Fund and an application has been sent in March 15, 2005 intake. This application does not qualify for the Waste Reduction and Pollution Prevention Fund Program.

3. **Berens River – Road Upgrading – $184.9** – Conditional on cost sharing with First Nation and application to the Canada Manitoba Infrastructure Program

   Status: Engineering design of the roadway is being conducted jointly between the Department of Indian & Northern Affairs and the Department of Aboriginal & Northern Affairs for road work for which an application for project funding is yet to be completed.

2002 Conditions

1. **Barrows – Fire Truck - $75.9** – Conditional that training takes place

   Status: The purchase of the truck is proceeding in accordance with a replacement plan developed as an outcome of the Fire Program review. The amount was increased to $170.1 to allow for the purchase of a truck to support a regional fire department. Training is being planned in consultation with the Office of the Fire Commissioner.

2. **Berens River – Replace Fire Truck - $79.2** – Must meet guidelines and training requirements

Status: The purchase of a fast attack vehicle is being scheduled in accordance with a replacement plan developed as a result of the Fire Program review. The fire vehicle replacement will not be designed to support a fire department in offensive mode, therefore level 1 fire training will not be required. Training will be required according to their local needs and equipment.

3. **Dallas/Red Rose – Drainage Project – Sunny Valley – $20.6** – research funding with PFRA

Status: This project is pending approvals from Water Stewardship and DFO. Research with PFRA is in process.

2004Conditions

There were no conditions imposed by the 2004 Capital Approval Board

In closing, I wish you a successful review.

Sincerely,

J. Majeran

Jennell Majëran

Capital Approval Board

Agenda

September 20, 21 & 22, 2005

Place Louis Riel

1. **Team Development**

   An independent consultant will facilitate a review of the function of a volunteer board and values associated with being a board member.

2. **Board Principles (Page 31 & 32 Policy F8 Capital Program Policy)**

   Review Board Principles

3. **Project Criteria (Page 32 Policy F8 Capital Program Policy**

   Review the Project Criteria.

4. **Funding Principles (Page 32 & 33 Policy F8 Capital Program Policy)**

   Review the Funding Principles.

5. **Definition of Municipal Infrastructure**

   Review the Definition of Municipal Infrastructure.

6. **Vehicle Replacement Guideline**

   Review the Vehicle Replacement Guideline.

7. **Project Assessment Sheet**

   Review the assessment sheet (including guidelines).

8. **Funding Explanation**

   Review:
   - Engineering and design services
   - Infrastructure audit requirements
   - Fire equipment
   - Surveys and subdivision
   - Capital Approval Board requirements
   - Canada Manitoba Infrastructure requirements

- Constable vehicles requirements
- Constable vehicle reserve requirements
- Infrastructure upgrade requirements
- Emergencies
- Vehicle replacements

9. Allocation of Dollars

The Board will confirm the commitment for 2006/2007 and commit projects for 2007/2008 and 2008/2009 for planning purposes only.

10. Departmental Five Year Capital Plan – Trevor Ouellette/Randy Sigurdson

Departmental staff will review the Five Year Capital Plan with board members.

11. Process

Determine how you will proceed in assessing the projects. (i.e. individual rating and total overall score or rating as a group). Determine how you will arrive at decisions (unanimous, consensus, democratic (voting)).

Board members must determine how to assess the questions regarding the legal liability. Options include a sliding scale or a yes or no answer.

Reminder that prompt (guidelines) provided in the assessment form should be reviewed with each project.

12. Screening of Project Applications

Departmental staff to provide a report on project applications that were screened out at the regional level that do not meet the criteria.

13. Project Applications for Studies

Departmental staff to provide a report on the project applications submitted for studies.

14. Assessment of Project Applications

Assess projects utilizing the assessment sheets provided. Approve within the highest priority on the assessment and within dollars available in each category.

15. Recommendations For Continuous Improvements

Allow a few minutes at the end of the approval process to make recommendations for continuous improvement. This should be a group consensus exercise.

Capital Program

Policy F8

Effective Date: April 1, 2002 **Approved: Harvey Bostrom**

What is the policy?

The department funds the Capital Program to provide and maintain municipal infrastructure efficiently, effectively and equitably. The program is part of the community's long-term plan and is structured to meet the community's needs over a multi-year period. The Capital Program goal is to improve local services that will best serve communities and address legislative and environmental issues.

This is a guide for communities to follow.

Community responsibilities

- The community should start the planning process in September of each year with a review of existing plans. The plans should include discussions with the appropriate housing agencies, adjoining First Nations communities, other communities and other government departments and agencies, as their plans can affect yours. This may also provide an opportunity for cost sharing on a project of mutual need. Other funding sources should be investigated (i.e. Community Places Program).

- The community, in consultation with the department, conducts a needs assessment in November. This process identifies legislative requirements, improvements to existing services and requirement of other essential services.

- Based on the needs assessment and discussions with outside agencies etc., the community five-year capital plan can be updated.

- The community should review operations and maintenance costs including changes to the capital plan, and methods of recovery from user contributions that require agreements.

- Capital plans are due January 31 for LGSP funded communities.

Revised June 2005

How to apply for a project

- The application process for projects identified in the five-year capital plan should begin early enough to acquire estimates, technical assistance for drawings etc. The capital application deadline is the **first Monday in May of each year.**

- The communities should apply for projects for the next two fiscal years at a time.

- Capital applications for studies should be completed on Appendix F8-D, Capital Application for a Study/Design and submit based on the same deadlines as other applications. Regional offices will review the applications and provide a report on their recommendations to the Capital Approval Board. Studies can include feasibility studies (economic assessment), environmental assessment studies (impact on environment) and engineering studies (detailed assessment of situation). Study applications will be assessed using Appendix F8-E, Project Assessment Form for a Study/Design.

- Project applications must fall within the definition of municipal services. (See Appendix F1-B, Definition Municipal Services)

- Questions to consider when applying:
    - How critical is the project? Is it a possible life-safety situation?
    - Is there an environmental requirement?
    - Is there a legal liability?
    - Is there a prior commitment?
    - Is the sustainability planned for? Are the O&M costs recoverable?
    - Will this be more efficient for the community?
    - Can the service be shared/acquired another way?
    - Is this a requirement due to growth and development?
    - Is the community prepared to provide the service after completion? Are there training needs?
    - Is there an internal report or requirement from an outside agency identifying the need for the project (ex: monitoring report)?
    - Will this project serve more than one community?
    - Are estimates up to date and accurate?
    - Has all the information been provided? Are all the questions answered in the application?
    - Is there a community contribution to the project?

    These are some of the questions included in the Project Assessment Form used by the Capital Approval Board. (See a copy in Appendix F8-B – Project Assessment Form)

- LGSP communities should include reserve funds as a contribution on the application, where applicable.

- Some projects have conditions attached by the Capital Approval Board. These conditions must be met or the project is sent back to the board.

What happens after the applications are submitted?

- In May, the regional office pre-screens the applications for information. Applications may be returned requesting additional information or clarification. A deadline is given to re-submit applications. Only applications that are complete and justified will be forwarded to the board. The elected community council board member and the N.A.C.C. regional chairperson are invited to attend a project screening in August, before the board meeting.

- In September, the Capital Approval Board meets to screen applications and provide recommendations to the Minister of Manitoba Aboriginal and Northern Affairs. Between November and January, the minister announces the approvals.

- Once approval is received, communities, in consultation with the department, can begin planning for project delivery.

Department responsibilities

- ANA staff are available to assist in the capital application process through:
    - technical assistance on maintenance issues or large projects such as the installation of a new water treatment plant, draft plans, project justification, drawings, site investigations, etc.
    - assistance in preparing application
    - needs assessment
    - short and long-term planning
    - conducting an infrastructure audit in all LGSP funded communities This audit also provides an opportunity to identify capital requirements in the community

- The department monitors conditions imposed by the board on specific project approvals.

- The department implements board recommendations, where possible.

- The department prepares information on the Capital Approval Board process for board members as well as a report on the conclusion of the board for submission to the minister.

How the capital approval board operates

- The Capital Approval Board's goal is to prioritize the most critical or essential services to bring communities to an equitable level.

- The Capital Approval Board consists of:
  - an independent chairperson, appointed by the minister
  - the president (or designate) of Northern Association of Community Councils Inc. (N.A.C.C.)
  - a community council member, Northern Region
  - a community council member, North Central Region (East side)
  - a community council member, North Central Region (West side)
  - the regional director, Northern Region
  - the regional director, North Central Region
  - a representative from Engineering Services, Northern Region
  - a representative from Engineering Services, North Central Region

- Departmental representation on the board ensures background information is included on applications and shared with other board members. A balance between the community and the department is assured by equal representation.

- The community representatives are elected for a two-year term.

- A board member's duties include attendance at the annual screening process held in regional offices in August each year and attendance at the board meeting in September. Duties also include review of the material forwarded to them prior to the board meeting convening. At the conclusion of the board meeting, members are asked to make recommendations on continuous improvement.

- At the board meeting, an orientation is provided to members. It includes a review of the following.

  1. **Board Member Training** on how a board operates.

  2. **Board Principles:**

     a) **definition of municipal services** (See Appendix F1-B Definition of Municipal Services)
     b) **definition of legislative requirements** - legislative requirements are set out by government to regulate standards for water/wastewater treatment and waste disposal, building construction, and health and safety standards. Standards are legislated to provide safeguards for the protection of the citizens and the environment

c) **community needs** - are identified by the community in its long-range plan and by the department in the needs assessment. Both are designed to improve living conditions and quality of life for residents
d) **efficient/effective principle** - provides the optimum service to the maximum number of people at the most economical cost in the shortest possible time frame
e) **equitable service** - when project criteria are considered equal, the project will be further scrutinized in a secondary assessment using additional criteria

3. Criteria

In consultation with communities, ANA developed the following criteria to be applied throughout the process.

a) **Legislative requirements for:**
   (i) water - Canadian Drinking Water Standards adopted by Manitoba Conservation along with Manitoba regulations
   (ii) wastewater/solid waste - Manitoba regulations
   (iii) building codes/standards, safety standards - Health and Safety
b) **Maintenance of existing service standards** - vehicle replacements, building upgrades and repairs, road upgrading, etc.
c) **Other justified municipal infrastructure and equipment** - new municipal infrastructure that does not exist in the community
d) **Inclusion of the projects in the community's five-year capital plan**

4. Funding Principles

Buildings

- Buildings and infrastructure used for purposes other than a defined municipal service will not be funded, unless approved by the department.

- Where service fees have been set by the community to provide a service, fees should cover the actual costs as much as possible. Where a shortfall exists, the community is responsible to cover it and be able to identify the source of funds for this purpose.

- No funding will be provided to support infrastructure that has been replaced where the original building remains:
  - and the is not used for a municipal service
  - and is converted to another municipal service not identified in this policy
  - and is providing a duplication in municipal service

- Where a portion of a municipal building is used for a non-municipal service, such as day care, development corporation offices, etc., the cost for that space should be recovered on a rental basis from the group or agency using the space. These costs may be calculated using the maintenance cost analysis (MCA). The rental revenues will be considered as locally generated revenue.

- Where council provides rental space (or a building) to other agencies, the costs for the facility shall be deducted from the MCA funding. The agency is responsible for its share of the operating costs. ANA can provide the calculations.

Vehicles

- Only vehicles defined in the Vehicle Replacement Guideline (See Policy F10 Vehicle Replacement) and used for a municipal purpose will be considered.

- Only vehicles used to provide a direct municipal service, where there is no available private service within the community or immediate area, should be considered.

- Where no other private service is available, vehicle use must be at least 10 per cent (4 hours/week) of the total year. The exceptions are fire and emergency vehicles.

Surplus Funding and Carry Over Funding

- Capital funding is allocated by the board for delivery of projects in subsequent years. Due to unforeseen circumstances, projects are occasionally cancelled or deferred creating surplus capital funding in any given year.

- On occasion emergencies arise. Department policy states that surplus capital funding will first be applied to emergencies and then used to accelerate projects already approved by the board.

- Depending on circumstances, if a project is cancelled or deferred due to an emergency, the funding will be reallocated in the following fiscal year or when available.

- Capital projects approved for delivery in a specific year must be delivered in the approved year. With approval from the regional office, if a situation arises where a project cannot be delivered in the **approval year** the project may be carried over for one year. Should the project not be delivered in the **carry-over year** the funds will be returned to the Capital Approval Board. Extensions beyond the **carry-over year** will require regional presentation to the Capital Approval Board.

- A holdback of up to 10% will be deducted from all community delivered projects. The holdback will be forwarded to councils upon completion of the project and submission of the final capital project report to the regional office.

5. **Project Assessment Form**
   The board decides how the projects will be screened and assessed using the assessment form as a guide. (See Appendix F8-B, Project Assessment Form)

6. **Funding Allocation**
   The department receives annual capital infrastructure funding. From this funding the following is set aside:
   - vehicle replacement reserves
   - engineering and design
   - surveys and land acquisition
   - fire equipment and calcium for communities not LGSP funded

   Based on the community five-year capital plans, the balance of the funding is allocated by the Capital Approval Board to:
   - legislative requirements
   - maintaining existing infrastructure
   - new justified projects

Other information

- Appendix F8-A – Capital Application
- Appendix F8-B – Project Assessment Form
- Appendix F8-C – Capital Process Flowchart
- Appendix F8-D – Capital Application for a Study/Design
- Appendix F8-E – Project Assessment Form for a Study/Design
- See Appendix F1-B Definition of Municipal Services
- See Policy F10 – Vehicle Replacement

Revised June 2005

Appendix F8-B

Project Assessment Form

Name of Community _____

Project Name _____

Project Assessment	Guidelines on the Use of the Assessment Sheet
1. Strategic Planning The strategic planning portion of the assessment is to determine if the project is well planned and if the proper justification has been provided to warrant the project.	
Yes-5 No-0 a) **Has the sustainability of the infrastructure been planned?** Are the O&M costs recoverable? A detailed O&M recovery plan, with research material, must be present and realistic. Will there be additional O&M costs?	☐ Determine if the community has the funding to operate and maintain the project once complete within budget, user fees, etc.
Yes-5 No-0 b) **Will this be more efficient, cost-effective?** Does this project result in O&M or capital savings now or in the future?	☐ Determine if the project will have long-term benefits in the capital expenditure or O&M costs, even though the service is presently sufficient. Piped service versus delivery may prove more cost-effective in the long-term.
Yes-5 No-0 c) **Is this service/project to be cost shared by the community and/or outside agencies?** Application **must** include documentation of evidence that an attempt has been made to explore all avenues for cost sharing or alternative funding of capital and O&M costs including other provincial/federal grants, other agencies, users or adjacent First Nation communities.	☐ Determine if there is a cost shared commitment towards this project from another source. Proof of approval can be attached.
Yes-5 No-0 d) **Is this the only option to provide/acquire this service?** Shared garbage dumps, community halls, fire protection, etc.	☐ Determine if efforts have been made to look at other options of delivering this service. Evidence of efforts **must** be verified in the application.
Yes-5 No-0 e) **Can the community provide the service as a result of the project?** If this service or facility is provided will it be used to its full potential? Is there trained staff to operate the facility or is there a training plan?	☐ Determine that the community is ready for this project: a) purchase a fire truck - trained personnel b) piped water - commitment from homeowners of hook-ups - homes are upgraded for this service
Yes-5 No-0 f) **Is there an internal or external report/document identifying a need for this project?** Are there actual reports/documents available and attached to verify the need for this project including internal monitoring report/external housing agency?	☐ Determine if there is written confirmation documentation to justify the project.

Sub-Total _____

Revised June 2004

Sub-Total (previous page) _____

Project Assessment	Guidelines on the Use of the Assessment Sheet
1. Strategic Planning – continued	
Yes-5 No-0 g) **Will this project be of benefit to the community in growth and development?** This may or may not apply to category 2, maintaining existing services.	☐ Assess if the project is critical to the growth and development of the community. (Ex: due to increase of population is the new infrastructure essential?)
Yes-5 No-0 h) **Will the number of residents/communities served warrant the project?**	☐ Determine if the number of residents served by this project justifies the expenditure with the available or limited funds. (Ex: access road for one resident that costs $80,000 versus upgrading a hazardous road for 100 residents that costs $92,000.)
Yes-5 No-0 i) **Is the project well-planned?**	☐ Determine that the information provided displays that the community has planned this project very well.

Sub Total (pg 1 & 2) _____

Sub-Total (previous page) _____

Project Assessment	Guidelines on the Use of the Assessment Sheet
2. Need The board has to determine how urgent or critical the need of this project is. The assessment questions are meant to draw out this information.	
0..... 15 a) **Is it an emergency?** Is there a potential hazard to people or the environment? Is there an environmental order issued?	☐ The board must assess the nature and degree of urgency.
0..... 15 b) **Is there a legal liability?** Has a legal opinion been obtained? Can the present situation result in liability if no action is taken? Has the present service been condemned?	
0..... 15 c) **Has there been a prior commitment?**	☐ Determine by some of the following examples if a prior commitment exists. (Ex: Is this a phase of a project? Is it a part of a provincial agreement? Is it a departmental commitment?)
Yes-25 No-0 d) **Is this project critical?** Based on all facts presented to the board, does this project require critical attention? Must this project be done this year? Does the application justify the critical nature of the project?	☐ The determining factor, when faced with a great number of projects and limited funds is whether the project can wait one or more years without serious implications.

Total Score _____

Appendix F1-B

Definition of Municipal Services

These definitions **do not** include staffing. The following are definitions of possible physical infrastructure:

Administration	- office space for council chambers and administrative staff, office equipment and furniture, fax, copying, computers
Public Works	- office space for public works employees - heated storage space for service vehicles - cold storage space for equipment - open-air storage compound - street lights - community roads
Environmental Services	- water and sewer facilities appropriate to community needs. (all facilities to be classified according to environmental standards) - standpipe buildings where there is no underground residential service - water and sewer distribution and collection lines waste disposal: - a confined area enabling disposal of dry waste, includes incinerators where approved - may include waste collection and recycling program
Protective Services	constable/preventive policing: - office space for constable, not including lockup or temporary detention facility fire protection/prevention: - one or two bay fire hall to house fire trucks and/or emergency response vehicles, includes ambulances operated by fire personnel - fire equipment storage space - classroom/office training area ambulance program: - one or two bay garage to house ambulances, if not included in fire program space

Recreation Services	- office space for recreation staff and equipment - community hall - outdoor open spaces and recreation facilities (e.g. ball diamonds, parks, rinks, change houses) - indoor curling rink and arenas
Vehicles and Equipment	- vehicles required for municipal service delivery where no private service capability exists may be considered. Use requirement should be greater than 10 per cent (four hours/week) of the equipment operating year's time - fire and emergency vehicles recommended under the program for the community - vehicles operated by qualified employees with appropriate operator certificates

Notes

1. Buildings and infrastructure used for purposes other than a defined, municipal service will not be funded unless previously approved by the department.

2. Where a service fee has been set by the community to provide a service, fees should attempt to cover the actual costs as much as possible. Where a shortfall exists, the community should cover the shortfall and identify the source of funds for this purpose.

3. No funding will be provided to support infrastructure that has been replaced and the original infrastructure remains:

    - and is not used for a municipal service
    - and is converted to another municipal service that is not identified in this policy
    - and is providing a duplication in municipal service

4. Where a portion of a municipal building is used for a non-municipal service (such as day care, development corporation offices) the cost for that space shall be recovered as rent from the group or agency using it. These costs may be calculated using the formula and the rental revenues defined as locally generated revenue.

5. Funds for building infrastructure, upgrading, renovating and replacement may be provided according to Capital Program principles and relevant capital five-year plans. Funds to replace equipment and vehicle infrastructure should be based on the *Vehicle Replacement Guideline* (See Policy PW5 Vehicle Replacement). Reserve funds are held in the community for this purpose.

Vehicle Replacement

Policy F10

Effective Date: January 1, 2003 **Approved: Harvey Bostrom**

What is the policy?

It is the policy of the department that councils should ensure the effective management, including: acquisition, use and maintenance, licensing and disposal, of the community vehicle inventory.

All acquisitions, replacements and trade-ins must be according to the Vehicle Replacement Guideline and the Community Management Plan. (See Appendix F10-A)

Only vehicles defined in the Vehicle Replacement Guideline will be considered for funding purposes. Vehicles must be used for delivery of a municipal service and operated by qualified personnel with an appropriate operator certificate.

New vehicle acquisition may be considered where no private service capability exists within the immediate area. Use requirements should be at least 10 percent (4hours/week) of the total year. The exception is fire and emergency vehicles.

Local Government Services Program (LGSP) communities receive an annual reserve fund allotment for vehicle replacements. These funds must be invested upon receipt in order to finance the purchase of replacement vehicles when required. For communities in transition, the department will provide the balance of the funding automatically and in accordance with the Vehicle Replacement Guideline maximum allowable amounts. The department will cost share vehicle replacement for LGSP communities that have not accumulated enough reserve funding to make purchases independent of the department. Reserve funds should accumulate to the point that from the date of participation, the department will only be supplementing vehicle purchases for the first acquisition.

Vehicles located in and for the use of the community must be protected with appropriate insurance. Communities are responsible to register all vehicles and motorized equipment with the minimum $200,000.00 liability insurance. The department purchases insurance which includes additional liability insurance and physical damage insurance, except in the case of incorporated communities

All existing equipment that is replaced in accordance with this policy must be either traded in on acquisition of a replacement or disposed of as per the Vehicle Replacement Guideline.

Revised June 2005

Community responsibilities

- Council should annually review replacement requirements in conjunction with the Vehicle Replacement Guideline and the Community Management Plan to avoid shortfalls.
- Council may make application to the Capital Approval Board for either new, or replacement vehicle shortfalls which may or may not exceed Vehicle Replacement Guideline criteria, provided an application is supported by a detailed business case in support of the request.
- Council may choose to defer replacing a vehicle if it is serviceable and hold the funds in the reserve until required.
- Council must annually deposit reserve funds to the appropriate reserve account.
- Council should dispose of trade-ins according to the Vehicle Replacement Guideline.
- Council must update the inventory report to ensure the appropriate insurance coverage and the accurateness of the database. (See Policy G10, Community Inventory)
- Council is responsible to register vehicles and motorized equipment. The registration should be completed in the name of the department c/o of the community council.

Department responsibilities

- The department will automatically forward replacement funds to LGSP councils in the appropriate replacement year for communities in transition.
- The department will cost share vehicle replacement for LGSP communities that have not accumulated enough reserve funding to make the first replacement acquisition independent of the department.
- Based on input from the communities, the department will ensure that the community inventory database is current.
- The department will provide advice on vehicle replacement, as requested.

Revised June 2004

Other information

The following documents provide additional information.

- F10-A, Vehicle Replacement Guideline

- Policy F2, Local Government Services Program – Fire Services section
- Policy G10, Community Inventory
- Appendix F1-B, Definition of Municipal Services

Revised June 2004

Appendix F10-A

Vehicle Replacement Guideline

This document provides Manitoba Aboriginal and Northern Affairs communities with guidelines and recommendations to replace existing vehicles, equipment and attachments. It also provides the principles for acquiring new vehicles, equipment and attachments.

Fundamental Principles

Replacement and acquisition of existing vehicles, equipment and attachments that are to be considered by the department, will only be for the purposes of supplying a service to community residents or several communities in an area. The principal of acquisition is to provide the service to residents in an efficient, effective and equitable manner without competing with any existing service in, near or available to the community. It is imperative that the community ensure that the request for the equipment matches the service that is to be provided.

A business case is required to support a request to change the method of service delivery from a contract basis to community council delivered basis (ex: garbage contract). If a change of method is approved, the department will continue to support the service in question at the original contract amount. This amount should cover any equipment required or associated operating costs as well as the creation of a reserve fund for future equipment replacement. No additional funding will be provided for equipment replacement.

The business case must outline the following:

(a) the cost saving as a result of the change

(b) how subsequent replacements will be addressed by council

(c) how operations and maintenance costs will be addressed by council

Communities should provide enclosed storage for all vehicles and equipment. Required regular specified maintenance, which should be provided through a maintenance management system, will extend the life of vehicles and equipment, increase reliability and maximize resale or recovery value.

The community is to adhere to *The Manitoba Highway Traffic Act/Manitoba Regulation 76/94* as it applies to vehicle safety certification.

Revised June 2005

Definitions

For ease of understanding the following definitions have been provided:

Vehicle Type:	**Includes:**
Light-duty vehicles (GVW 6,000 - 8,200 lbs.)	• 1/2 and 3/4 ton pickup trucks including three and six passenger general service vehicles mainly used to transport personnel/light maintenance equipment
Medium-duty vehicles (GVW 9,000 - 27,000 lbs.)	• vehicles over 3/4 ton capacity but less than 3 tons used to provide a service such as garbage pickup and, in some cases, water delivery
Heavy-duty vehicles (GVW 28,000 lbs. and up)	• any vehicle over 3 tons including sewage pumpout trucks and water delivery trucks
Farm type utility/ice cleaning equipment	• vehicles under 55 HP that provide light-duty service to communities. These include tractors with loader or backhoe attachments and ice cleaning equipment used in arenas
Emergency fire vehicles	• vehicles used primarily for attending and suppressing any type of fire situation. These include pull-type trailers with tank and pump (ex: Wajax trailers)
Equipment attachments	• three-point hitch equipment, front-end loader attachments, backhoe attachments, sickle bar and rotary mowers, sewage vacuum pumps, box and hoists (ex: garbage), tanks and pumps (water and sewage trucks).

Recommended Life and Special Conditions

	Replacement Period
Light-duty vehicles	5 to 8 years or 160,000 kilometres

(a) For funding purposes, the maximum replacement cost is $25,000.00 over 8 years or $3,125.00 per year.

Medium-duty vehicles	10 to 12 years or 200,000 kilometres

(a) For funding purposes, the maximum replacement cost is $32,000.00 over 12 years or $2,667.00 per year.
(b) The cost of replacement is the cost of a vehicle with a chassis over ¾-ton but less than a three-ton and related equipment, except water delivery and sewage pumpout vehicles.
(c) For any vehicle equipped with a box and hoist, tanks or pumps **the replacement must be for cab and chassis only**, providing the attachments are in an acceptable condition and box and hoist are transferred to newer unit. The cost associated with the transfer of attachments may be submitted on a capital application.

Heavy-duty vehicles	7 to 10 years or 250,000 kilometres

(a) For funding purposes, the maximum replacement cost is $66,000.00 over 10 years or $6,600.00 per year.
(b) The cost of replacement is the cost of a vehicle with a chassis over three-ton and related equipment.
(c) For any vehicle equipped with a box and hoist, tanks or pumps **the replacement must be for cab and chassis only**, providing the attachments are in an acceptable condition and box and hoist are transferred to newer unit.
(d) The tank and pump from sewage pumpout and water delivery trucks are to be transferred to newer cab and chassis. The cost associated with the transfer of attachments may be submitted on a capital application.
(e) Every three years, the tank shall be stress tested and pump completely overhauled or replaced. The cost associated with the tank testing and pump overhaul or replacement can be submitted by the community for reimbursement. Depending on availability of funds the department **may** reimburse.

Revised June 2004

Farm type utility/ice cleaning equipment 20 years or 10,000 hours

(a) For funding purposes, the maximum replacement cost is:
Tractor - $45,000.00 over 20 years or $2,250.00 per year
Ice-resurfacer - $55,000.00 over 20 years or $2,750.00 per year.

(b) The cost of replacement shall be determined to be the cost of a unit to a maximum of 55 HP.

Fire and emergency vehicles 25 to 30 years

(a) The following maximums are provided for fire trucks:

Communities and/or areas with a population over 400 people, will receive a maximum of $165,000.00 over 25 years or $6,600.00 per year.

Communities and/or areas with a population of less than 400 people, will receive a maximum of $82,500.00 over 25 years or $3,300.00 per year.

The department recognizes that there are times when vehicles have to be replaced before the normal vehicle life due to:

(a) type of work the vehicle is used for

(b) road conditions and terrain the vehicles will travel on

(c) competence of the operators

(d) mechanical qualifications of individuals providing maintenance and repairs in remote areas

(e) failure of tank and pump testing

A business case should be submitted outlining the details of a request to replace a vehicle sooner than this guideline allows.

Disposition of equipment as a result of replacement

All existing community equipment that is replaced in accordance with this guideline must be either traded in or disposed of in accordance with LGD policy once the new equipment is acquired.

Based on the need of other communities, the surplus vehicle or equipment may be overhauled and transferred to another community.

Revised June 2005

Vehicles or equipment not referenced in this guideline

Communities may apply to the Capital Approval Board and Manitoba Aboriginal and Northern Affairs to acquire any vehicle or attachment not referred to in this guideline (for example, ATVs). The application should include a business case. If approved, the community must reapply for subsequent replacement. **No replacement reserve funding will be provided though the Maintenance Cost Analysis (MCA).**

2007/2008 Allocation of Funding

The full year allocation is $4,049,240.00 and may be approved in any of the three categories as long as they do not go over the total yearly allocation.

1.	Legislative	- 70%	2,834,468.00
2.	Maintain Existing Standards of Service	- 20%	809,848.00
3.	New Justified Projects	- 10%	404,924.00
			4,049,240.00

Funding is allocated as outlined below. If not all these funds are required during the year, these will be used for capital plans applying the approved criteria globally.

Total Funds Available	6,121,500.00	**6,121,500.00**
Monies are set aside as follows:		
Engineering & Design	400,000.00	
Infrastructure Audits	20,000.00	
Fire Equipment	200,000.00	
Surveys/Subdivisions	40,000.00	
Capital Approval Board	16,000.00	
Canada Manitoba Infrastructure Meetings	10,000.00	
Constable Vehicles	275,000.00	
Constable Vehicle Reserves	110,000.00	
Emergencies	200,000.00	
Infrastructure Upgrades	200,000.00	
Vehicle Replacement (list attached)	601,260.00	
Total	2,072,260.00	**(2,072,260.00)**
Total Funds Available to Commit		**$4,049,240.00**

The % used for the categories has been evaluated this year and may vary for the future years depending on the analysis of the communities' five year plans.

2008/2009 Allocation for Planning Purposes Only

The full year allocation is $4,900,572.00 and may be approved in any of the three categories as long as they do not go over the total yearly allocation.

1.	Legislative	- 70%	3,430,400.00
2.	Maintain Existing Standards of Service	- 20%	980,114.00
3.	New Justified Projects	- 10%	490,058.00
			4,900,572.00

Funding is allocated as outlined below. If not all these funds are required during the year, these will be used for capital plans applying the approved criteria globally.

Total Funds Available	6,121,500.00	**6,121,500.00**
Monies are set aside as follows:		
Engineering & Design	400,000.00	
Infrastructure Audits	20,000.00	
Fire Equipment	200,000.00	
Surveys/Subdivisions	40,000.00	
Capital Approval Board	16,000.00	
Canada Manitoba Infrastructure Meetings	10,000.00	
Constable Vehicle Reserves	110,000.00	
Emergencies	200,000.00	
Infrastructure Upgrades	200,000.00	
Vehicle Replacement (list attached)	24,928.00	
Total	1,220,928.00	**(1,220,928.00)**
Total Funds Available to Commit		**$4,900,572.00**

The % used for the categories has been evaluated this year and may vary for the future years depending on the analysis of the communities' five year plans.

Vehicle Replacement Prepared: 4-May-05

	Community	Vehicle	Repl. Cost	Reserve	Total
2007/08	Crane River	Tractor	45,000	18,250	$26,750
	Norway House	Sewer truck	66,000	57,600	$8,400
	Pelican Rapids	Tractor	45,000	18,250	$26,750
	Brochet	Fire truck	198,400	16,500	$181,900
	Crane River	Fire truck	198,400	19,800	$178,600
	Gods Lake Narrows	Fire truck	198,400	19,540	$178,860
					$601,260
2008/09	Moose Lake	One ton garbage truck	32,000	21,336	$10,664
	South Indian Lake	Sewer truck	66,000	64,200	$1,800
		Water truck	66,000	64,200	$1,800
	Thicket Portage	One ton truck	32,000	21,336	$10,664
					$24,928
		Total Departmental Contribution:			**$626,188**

Notes: The "Reserve" column represents the community accumulated vehicle replacement reserve amount at year of replacement, **not including cumulative interest earned.** If year of replacement = 2005 then fiscal year = 2004/05, etc.

Category I - Legislative Requirements

Northern Region

Project	Amount		Assessment/Comments
Cormorant Water Treatment Plant Upgrade South	590.0	25	Require additional justification, include O & M revenue
Cormorant Lagoon Expansion	743.2	50	**Recommended**
Cross Lake Lift Station #2 Upgrade	85.0	105	**Recommended**
Dawson Bay Water Treatment Plant	164.8	80	**Recommended**

North Central Region

Project	Amount		Assessment/Comments
Aghaming Septic Truck	96.0	0	Administration was not addressed, other service available, require justification for other users

Category II - Maintaining Existing Infrastructure

Northern Region

Project	Amount		Assessment/Comments
Cormorant Administration Building Expansion	111.9	15	Require design specs, only1 one quote, no mechanical or electrical quotes
Cormorant Garage Extension	102.8	15	Project incomplete
Cross Lake Fire Truck Replacement	118.7	50	**Recommended** Conditional on cost sharing fundraising and submission of a plan to replace the reserve funds
Easterville Admin/Hall Upgrade	41.6	40	Quotes do not add, no supporting documentation
Easterville Fire Hall/Garage/WTP Repair	28.4	30	No supporting documentation
Easterville Road Upgrades	21.0	20	Only 1 quote, no supporting documentation, is there access to Grant-In-Aid
Gods Lake Narrows Swab Ports & Flushouts	35.0	25	Quote does not add, quotes missing
Granville Lake Community Hall	494.1	0	No indication for O & M costs etc, not cost effective, no supporting documentation
Herb lake Landing Building Upgrades	12.2	30	Quotes don't add, only 1 quote, no supporting documentation
Moose Lake Community Hall Upgrade	33.5	30	No justification, only 1 quote
Moose Lake Garage/Fire Hall Replacement	325.2	20	No justification, only 1 quote, no mechanical or electrical quote
Norway House Sewer Main Replacement	305.4	80	Recommended
Norway House Lagoon Sludge Removal Upgrade	57.9	45	Cost estimates need to be revised
Norway House New Sewage Truck Shortfall	15.9	30	
Norway House New Zamboni Shortfall	27.9	25	Can cmty access other funding sources such as CPP or NHL Fund?
Sherridon Swabbing Ports	55.3	40	No justification

Category II - Maintaining Existing Infrastructure

Northern Region

Project	Amount		Assessment/Comments
South Indian Lake Gravel Stockpile	90.0	20	No quotes, require additional justification
South Indian Lake Security System	7.0	20	Investigate Sask/Tel security systems
South Indian Lake Nursing Station Upgrade	187.0	45	Require formal quotes, figures do not match

Category II - Maintaining Existing Infrastructure

North Central Region

Project	Amount		Assessment/Comments
Barrows Curb Stops	50.0	10	Only 1 quote, figures don't add, incomplete application, justification required to change all curb stops
Berens River Gravel	40.0	25	Not well planned, missing information
Camperville Fire Hall Extension	33.0	10	Department does not fund for 2 fire trucks, only 1 quote
Dallas/Red Rose Bridge Repairs	16.0	30	Justification required for bridge use and continuing maintenance
Dallas/Red Rose Community Hall Siding	23.0	35	Justification required on use of O&M funds
Homebrook Gravel	21.0	45	Operating item
Matheson Island Rink Renovations	20.0	50	**Recommended – CMIP matching portion only**
Meadow Portage Fire Suit Replacement	9.3	35	Explore other funding alternatives
Spence Lake Tractor Cab	7.9	30	Consider local revenues and operating funds

Category III – New Infrastructure

Northern Region

Project	Amount		Assessment/Comments
Brochet New Garage	250.0	25	Only 1 quote that does not add, require better drawings
Cormorant Turner Dr. Water & Sewer	322.0	10	Not sustainable, does not warrant residents served
Cross Lake Community Complex	2,072.0	20	Does not meet funding principles for duplicate buildings (retail). No justification for existing infrastructure that requires replacing
Cross Lake Sand Bay Subdivision Well	77.9	40	
Cross Lake Magnetic Locator	1.2		Not rated – community to find within operating
Cross Lake Line Thawer	1.8		Not rated – community to find within operating
Cross Lake Generator	2.5		Not rated – community to find within operating
Cross Lake Radios	2.0		Not rated – community to find within operating
Dawson Bay Water Distribution System	100.2	15	Not well planned
Dawson Bay Fuel Tanks	6.4	40	Quote is questionable, require additional quotes
Herb Lake Landing Community Dock	10.5	10	Missing information, only 1 quote, does warrant for population served
Ilford Community Hall	449.3	35	Not sufficient quotes, missing information
Norway House Street Light Installation	127.2	20	Insufficient information – how many street lights are required?
Pelican Rapids Fleetnet Radio System	5.0	20	Only 1 quote, no quote for installation or licensing charges, cost sharing should be explored
South Indian Lake Tractor w/ Attachments	92.1	30	Missing information (taxes, freight), exceed Vehicle Replacement Guidelines, no indication of O & M revenue

Category III – New Infrastructure

North Central Region

Project	Amount		Assessment/Comments
Berens River Office Equipment	8.1	15	Consider other funding sources
Berens River Playground Fencing	15.0	10	Incorrect calculations, incomplete quotes, explore other funding options (CPP)
Crane River Arena	242.0	55	**Recommended**
Homebrook Road Extension	25.0	15	Resource road program should be explored, does not warrant number of residents
Seymourville Public Works Truck	40.0	15	No plan for replacement, exceeds Vehicle Replacement Guidelines
Seymourville Subdivision	33.0	35	Not well planned, missing information on future plans
Spence Lake Office Furniture	2.3	15	Consider other funding sources

Studies

North Central Region

Project	Amount		Assessment/Comments
Berens River Council Hall Extension Study	170.0	0	
Rock Ridge Water Study	50.0	15	
Rock Ridge Hall Extension Study	50.0	5	
Waterhen Regional Waste Disposal Site Study	50.0	50	**Recommended**

Northern Region

Project	Amount		Assessment/Comments
Cormorant Sewage Treatment Plant Feasibility Study	35.0	20	
Dawson Bay Waste Disposal Site Study	45.0	25	
Gods Lake Narrows New Subdivision Study	35.0	15	
Moose Lake WDS Feasibility Study	45.0	25	
Pelican Rapids WDS Feasibility Study	45.0	30	
Sherridon WW Collection & Water Distribution Study	65.0	40	**Recommended**
Sherridon Cemetery Study	12.0		Not rated
Sherridon WTP Upgrade Study	36.0	40	**Recommended**
Thicket Portage New Subdivision Study	25.0		Not rated

Applications for studies were removed from the Capital Approval Board process.

Applications were rated internally at the pre-screening where the applicable board member was present. A Study Project Assessment Form was used for the rating.

Applications recommended for approval are noted above.

Board Recommendations
to date

For Continuous Improvement
of the Capital Approval Board Process

The following is a composite of all previous Capital Approval Board Recommendations and the departmental response at the time the recommendations were made.

Board Recommendations – 1995

1. **Establishment of a vehicle policy.**
   Vehicle replacement guidelines have been prepared. These are enclosed and available for the Board. The department is now in the process of reviewing the guidelines with council.

2. **Department to screen all projects to ensure that all the information is present in written form to support the project for the Board's consideration.**
   Applications were screened at the regional level in the first two weeks of June and returned to the Councils if additional information was required.

3. **More work be completed at the community level to ensure cost estimates are substantiated with material listing, breakdown of hour and costs, etc. "too many ball park estimates".**
   Projects were also screened for this type of information.

4. **Reduce the volume of paper by providing double sided photocopies.**
   All offices were informed.

5. **Technical Services to review all applications.**
   This has been implemented.

6. **All options of providing a service be explored prior to applying for Northern Affairs Capital Funds. i.e. Sharing service opportunities with neighbouring communities and for replacement of existing vehicles which could be provided by private enterprise or rented equipment.**
   The objective of encouraging councils to look at all options mentioned above has been included in the field staff's roles and responsibilities. Application and assessment also request evidence that efforts were made and why they were not successful options. Regional comments should also be included.

7. **Project application revised so that the project name, community, scope of work, funding required and category be the front not the second page.**
   Done.

8. **Criteria be further expanded to clarify what projects would fit in category #2 or #3.**
   Category #2 has been rewritten to be clearer.

9. **Project assessment form be revised.**
   The form was revised to be clearly understood. Guidelines for the Board are provided on the assessment. It was felt that with better clarification and guidelines the problems with the assessment will be addressed.

Board Recommendations – 1996 (see departmental response below)

1. **Project proposals are to be submitted in all double-sided material in properly indexed booklets. i.e. Selkirk Region**

2. **All applications shall be initiated by the community, receive support from the department in ensuring adequate documentation available, be screened for information only complete with departmental comments.**

3. **Establish more explicit definitions on what fits where, according to category.**

4. **That the department continue to advise and assist the community staff and elected officials on the capital allocation system by workshops. i.e. community based training, regional and/or provincial workshops.**

5. **That the department encourage communities to investigate other third party dollars in the support for the delivery of the capital projects.**

6. **That the process continue with the established membership on the board.**

7. **That for the benefit of all board members complete community mapping and profiles be available for reference in 8 ½ x 11 paper.**

8. **That the process recognize previously assessed projects however the project must have merit.**
   Departmental response to all recommendations:
   The Minister approved the recommendations and Regional Managers reviewed same with staff.

Board Recommendations – 1997

1. **That the Minister of Northern Affairs explore the potential of additional funds, services and assistance for Northern Community Councils through discussions with his colleagues in the following departments:**

   Highways, Agriculture, Education, Government Services, Labour, Culture Heritage and Citizenship. Clarification required on how communities can access funds in the Community Infrastructure Program and Community Places Program. This may be accomplished at one meeting where person like the ADM

may identify the services and funding which other departments may provide that will assist the Northern Communities.
Communities have been made aware of how to access a copy of the Ota Miska, a manual with a wealth of information regarding current program listings, services and resources available from a wide range of provincial and federal government and private sector programs.

The department continues to utilize its coordinating role with regards to liaising with other government departments in consideration of accessing additional and other funds.

2. **That clarification be acquired on how communities may access funds in the Community Infrastructure Program and Community Places Program.**
The department did advise communities this fiscal year, regarding application deadlines for the Manitoba Community Places Program and communities were also informed of the availability of an additional grant through Culture Heritage and Citizenship called the Community Support Grant.

   Regions actively promote the community application to the Manitoba Community Places Program as part of the capital planning process. Regional offices have also been asked to ensure communities are aware of how to access the Rural Economic Development Initiative (REDI).

3. **That the Department of Northern Affairs and communities explore the potential of new resources through service clubs, requesting their assistance to partnership in projects in Northern Communities.**
Regional offices have advised that communities were provided a list of service clubs and criteria to explore potential options of partnering in projects, as well they have also been advised that Culture Heritage and Citizenship has information regarding foundations that donate funding.

4. **That the department place priority to train community elected representatives and their administrative clerks on the preparation of project proposals ad how the assessment sheet works. Events such as Mayors/Councillors Institute, Clerk Workshop and the N.A.C.C. Conference could be utilized.**
Communities were provided with a copy of the assessment form to aid in their understanding of the preparation of project proposals and how this assessment form is completed. Staff do provide assistance in the preparation of the forms, if requested. Also, when the initial screening was completed an additional detailed description of required information was forwarded to councils allowing another opportunity to complete the application properly.

   To date no clerk workshop has been held nor has the opportunity presented itself to provide training at a Mayors and Councillors Institute or the Northern Association of Community Councils Conference.

5. **That the Capital Review Board have ongoing responsibilities throughout the year; to be a part of the screening process at the regional level, review quarterly financial/progress reports on capital projects, and reporting back at the N.A.C.C. Conference on their accomplishments.**
   An unofficial screening was held in the regional offices in June and an official regional screening was conducted with regional board representative participation in August, 1998. Regional offices provided progress reports to regional board representative to report at the Northern Association of Community Councils Conference.

6. **That the terms of the community representatives on the Review Board be two years for continuity.**
   The term for membership on the Capital Approval Board has been extended to two years for continuity and if a representative would have lost their council seat, then the alternate would have been requested to attend.

7. **That observers be allowed to attend the Capital Board Review to listen and learn from the discussions. If the make up of the Board does not include representation of women and youth, then the observer table be established to accommodate same.**
   The Board membership will include representation by two women this fiscal year. The Northern Association of Community Councils in conjunction with the department attempted to recruit youth members to observe the Board proceedings. It is recommended that the Board review this recommendation with the following realizations in mind: it was decided that a youth under the age of 18 would not have been acceptable as there would be no guardian available for supervisions; this precludes surveying the schools; three youths, one per region and between the ages of 18-24 were sought; there was no response to the request.

8. **That the assessment form be included in the information going to communities for the next capital intake to show how projects are evaluated.**
   This was completed.

9. **That the Minister explore the function of the round table in developing projects like the Cross Lake Waste Disposal which involves the First Nation.**
   Councils are to look at all potential avenues for cost sharing. The lead role, if applicable is undertaken or facilitated by the department. Communities must indicate the attempts and opportunities pursued prior to the project submission.

10. **That the Minister be advised that good working relationship between First Nations and northern communities must still be developed in relation to the delivery of joint/shared services.**
    The department will continue to encourage communities to cost share where possible.

11. **That consideration be given to purchasing dependable used equipment in multiple orders to get better value for the communities and serve more communities with the limited amount of funds available. (example: trucks, fire truck, tractors, and office equipment)**
The department in the past, has supplied used equipment to communities to replace new equipment as a cost saving matter. Our experience with used equipment has found that it is only an interim measure which precipitates the eventual replacement of the new originally requested piece of equipment. The only exception is fire truck which now, when acquired, are provided with an extended warranty from the supplier and fully inspected and tested by the Fire Commissioner's Office.

The suggestion to tender in multiple orders can be considered. However, each community normally has individual requirements and not generic requirements which would normally precipitate a multiple order.

12. **That Phase II project documentation be included in the review package with new proposals. The new Board should be informed of all Phase II projects as it is essential that these projects be completed.**
This information is provided.

13. **That minutes of the Board Review be sent to all communities.**
Minutes from the 1997 Capital Approval Board have been forwarded to communities.

14. **That projects must score at least 35 points in the evaluation before they can be recommended for approval to the Minister.**
It was decided that the Capital Approval Board should recommend a point evaluation cap for project approvals, should they wish to do so. The screening in June and August was for criteria and information only.

15. **That supporting documents such as contractor estimates and departmental comments be signed by the person who provides such information/comments.**
I have been advised that communities have been informed that contractor estimates and signatures are required. As well, departmental comments and signatures have been provided on all applications.

16. **That wording of the Project Assessment Form be reviewed, possibly have a separate evaluation for each category. (Example: 2a) Is it <u>urgent</u>? as opposed to emergency. 2c) Has there been a prior <u>financial</u> commitment?**
It was decided that prior to commencing the assessment process the Board should use consensus on the definitions as they see appropriate.

17. **That Board information packages include a sheet showing all the community populations.**
A community population list has been included in the Board information package.

18. **That binders be used to package project proposals which should be separated by divider pages and organized by Category 1, 2 and 3.**
    This has been completed.

Board Recommendations – 1998

1. **That the department investigate the option of leasing cab & chassis for service vehicles (i.e. Water & sewer delivery and pumpout truck) thereby retaining new or next to new cab & chassis with refurbished equipment.**
   The department is encouraging leasing as an option whenever feasible.

2. **That the department continue to acquire additional capital funding to address the need for legislative requirements in Northern Affairs communities.**
   The department continues to request additional capital funding to address legislative requirements in Northern Affairs communities. As a result of our requests, the Province of Manitoba provided an additional 1 Million dollars identified specifically for water and sewer requirements. This additional funding accelerated projects and addressed emergency needs of our communities in 1998/1999 and 1999/2000

3. **That communities involved in Self Reliant Initiative clearly input funds for capital applications regarding their maintenance (Category #2) projects.**
   Communities signing the self reliance agreement are required to contribute funds towards capital applications made to Category #2 Maintaining Existing Services.

4. **That new and subsequent board members, including the chair, be updated on the new Self Reliant Communities Initiative to enable the Board to clarify, for example, if computers purchased are included in the administration component.**
   It is my understanding that each Regional Manager ensured that new board members were given a presentation on the Self Reliance Initiative.

   As well, the department agreed that computers should not be purchased through the Capital Program but through locally generated revenue or carry-over funds.

5. **Conditions recommended by Board must be met or projects referred back to community and not approved.**
   The department has advised communities not meeting conditions, that their projects have been deferred until further action has been taken. Please read further for a report on conditions that have not been met and the subsequent action taken.

6. **That all past, present and future recommendations be kept in the information supplied to board members prior to meeting of Board.**
   All past and present recommendations will be included in the information booklets to Board members.

7. **That the regional services, engineering, fire fighting equipment, resource road information be clearly outlined for board members to enable the Board to possibly refer projects to those areas.**
   Clarification on regional services, engineering services, fire fighting equipment and resource roads will be provided to all board members prior to the assessment process.

8. **That the department consider implementing another status line of population for fire truck purchases. That the department clarify "area population" in the guidelines for vehicle replacement document.**
   The department reviewed the fire truck purchasing process and requirements. Part of this process included a review of community populations. It was determined that due to the spread in population numbers within communities, the population categories would remain the same.

9. **That the communities submit new fresh clean applications rather than resubmitting photocopies of previous application with written amendments, supported by current resolutions.**
   It is my understanding that all applications have been submitted on clean copies and are supported by current resolutions.

10. **That communities be made aware that lease purchase arrangements are their responsibility, and not the Capital Approval Board, to pay out the lease when due.**
    It is my understanding that communities have been made aware that lease purchase arrangements are their responsibility and not the Capital Board's specifically as it relates to the payout of the lease.

Board Recommendations – 1999

1. **That the department consider a separate method relative to assessing project applications submitted for engineering/consulting studies.**
   Studies, internal consulting, inspections, etc. will be screened out by the region and dollars committed from the capital applications prior to the screening process. The current practice is to allocate $50.0 for Engineering Services prior to the screening process. This practice will remain with the addition of providing the Board with previous years dollars expended for engineering services.

2. **That the applications screened out at the regional level not be brought forward to the Board, however the community be notified and a listing provided to all board members.**
   Implemented.

3. **That all applications are supported by at least 3 current bids, or evidence of a request for bids, wherever feasible or practicable. Any estimates supplied should clearly identify the company or person supplying the bid.**
   Implemented.

4. **That the department consider two year terms for community representative board members.**
   Implemented for the 2000 Board.

5. **That the department continue to acquire additional capital funding to meet the needs of the communities.**
   The department has been successful in the past in acquiring additional funding for the water and sewer projects and will continue to seek additional funding on a priority basis where critical needs cannot be met by regular capital funding

2000 Board Recommendations

1. **That the department consider providing an orientation on the role of a Capital Approval Board member prior to the election and where it takes place.**
   The department agrees with this recommendation. An explanation was provided at the Northern Association of Community Council Annual Assembly (regional meetings). Explanations will continue to be provided prior to all elections.

2. **That the department consider a separate assessment form for the engineering studies and a separate form for vehicle replacements**
   The following is an explanation for Capital Approval Board to follow as it relates to engineering studies and applications for these studies.

   Each year the department sets aside approximately $50,000.00 for Engineering Services Branch to react to special circumstances. This allows the department to contract for mechanical, electrical and structural engineering for approved projects. These funds are used by the department to address the day to day requirements at the community level.

   Studies are an integral part of the planning process as they identify community needs and requirements. Studies can provide alternatives and phasing options and can determine the cost effectiveness of projects as well as provide preliminary estimates for budget purposes. Studies take into consideration such issues as population growth/decline, new infrastructure plans (i.e. a new school), changes in technology, changes to environmental legislation, etc. Different types of studies include feasibility, assessment and environmental studies.

   Applications for funding for a study will typically start with a request for a quote from an engineering or consulting firm. Three quotes or evidence of attempting to obtain three quotes should be submitted with the application.

Applications for studies are assessed by the Board along with all other applications using the guide on the assessment form.

Vehicle replacement applications will be assessed in the same manner as previous years.

3. **That the department consider broadening the scope of engineering studies ensuring that the immediate need is satisfied but also that the community's long term infrastructure, land use and development plans are taken into consideration**

The department recognizes that engineering studies should not be conducted in isolation of a community's long term land use plan. The department continues to actively encourage all Aboriginal and Northern Affairs communities to complete some form of land use document.

Land use documents and engineering studies are linked in that changes to infrastructure affects the community as a whole and therefore the completion of projects as a result of studies should be consistent with a community's long term plans.

The department recognizes that the development of land use plans can be a long process, however we are committed to assisting in the completion of these documents so that objectives as it relates to land use are not hindered by study recommendations but complimented.

4. **That the department consider reviewing the Vehicle Replacement Guidelines as it relates to the following:**
   - **(a) attachment replacement**
   - **(b) allowable amounts for replacement**
   - **(c) review the class of vehicles as it relates to specific needs for larger vehicles in some communities**
   - **(d) disposition of trade-ins**

The Vehicle Replacement Guidelines will be reviewed annually.

Attachment Replacement

As per the Vehicle Replacement Guideline, replacement funding for medium and heavy duty vehicles include cab and chassis only. Items such as boxes, hoists, tanks and pumps are considered attachments and subsequently are treated differently for replacements, as is outlined in the Guideline.

Applications should be for cab and chassis only unless attachments also require replacement and the Guideline as it relates to attachments, has been followed.

For clarification purposes the Guideline has been revised to include these items as attachments.

Allowable Amount for Replacement
Allowable amounts for replacement are presently being reviewed for increase considerations.

Class of Vehicle
The vehicle sizes have been reviewed. Applications for larger sized vehicle must still be made to the Board. This issue will be reviewed from time to time to ensure that the Vehicle Replacement Guidelines are consistent with the needs of communities.

The possibility of including specifications for vehicles is also being reviewed.

Disposition of Trade-ins
The capital application requires that trade-in information be included for vehicle replacement. Regions have been advised to ensure that the status of trade-ins for all vehicle replacement applications is made available to the Board.

As well, the Vehicle Replacement Guideline states:

> "all existing community equipment that is replaced in accordance with this policy must be either traded in on the acquisition or disposed of in accordance with L.G.D. policy. Only under exceptional circumstances, agreed to by the Executive Director, Local Government Development, will any community be allowed to keep the replaced equipment. Based on the need of the communities, the surplus equipment may be overhauled and dispensed to another community."

5. **That each community provide their five year plan to the board members.**
The department agrees with this recommendation. The five year plans will be included in the application binders sent to board members.

6. **That the department continue to educate and train councils and council employees on the Capital Approval Process.**
The department agrees with this recommendation. The mandate of the department is to educate and provide/broker training to councils and council employees. This will continue in the future.

This fiscal year the department provided training to mayors and councillors on the capital process as requested by communities. Material covered included, the planning aspect, obtaining quotes, application preparation, engineering studies and board recommendations.

7. **That the department continue to support communities that require assistance in completing the applications**
   The department agrees with this recommendation. Our mandate includes providing training and assistance regarding the completion of capital applications.

8. **That the department continue to attempt to secure additional funds for the capital process to improve the quality of life in communities**
   The department agrees with this recommendation. Each year the department pursues new funding sources as well as requests additional funding from Treasury Board.

   In the 2001/2002 Estimates Process the department was successful in securing an additional $750,000.00 from Treasury Board.

   Partial funding approval has also been received from the Canada/Manitoba Infrastructure Program for a water treatment plant in Cormorant in the amount of $266,600.00, a water and sewer line replacement in Camperville in the amount $190,000.00, and a water and sewer line replacement in Duck Bay for $233,300.00.

   As well, additional funding was secured from the Water Power Rental Agreement for those communities affected by flooding.

2001 Board Recommendations

1. **That the department continue to acquire additional funds for the capital program to meet the needs of the communities.**
   The department is pleased to report a one-time only grant of $2,200,000.00 was provided for water treatment plant replacements. The department was also successful in securing an increase of $750,000.00 to the Capital Program which is conditional and will be used to partner with other agencies for public health infrastructure (water, wastewater and solid waste disposal). As well, $1,372,300.00 in additional funding from the Canada Manitoba Infrastructure Program, will be used for Camperville and Duck Bay waterline replacements, a wastewater treatment plant in Brochet, a lagoon in Easterville and water treatment plants in Cormorant, Pikwitonei and Waterhen.

2. **That the department continues to support and provide advice to communities throughout the Capital Approval Process:**

   - **support communities that require assistance in completing applications;**
   - **continue to educate and train councils and council employees on the Capital Approval Process (workshops, orientation).**

   The North Central region held a training session on the capital process. Plans continue for future workshops. Daily operational advice and support were also provided when requested.

The Northern region facilitated training through one on one community visits, telephone calls and follow up.

Both regional offices reviewed the capital project applications and requested additional information and clarification to improve project applications being submitted to this Capital Approval Board.

2002 Board Recommendations

1. **All departmental emergencies brought before the board must be presented in the standard application format.**
   The department agrees. Regional offices have been advised that all applications must be presented to the Board in the standard format.

2. **The board supports the recommendations brought forward from the water study project.**
   The department is committed to the water study process where priorities for water treatment plan upgrades and replacements have been determined.

3. **The board recommends that the remaining surplus dollars from 2003/2004 and 2004/2005 allotments ($122,175), go towards the replacement water treatment plant in Camperville.**
   This is part of the regular process of recommending projects to the Minister.

4. **Regional capital application screenings to consider available community surplus O&M funds.**
   The department agrees. Regional offices have been advised that communities should use surplus O & M funding capability to enhance their opportunity to gain a better rating on the Project Assessment Form as a community contribution.

5. **Applications brought to the board must comply with the guidelines in place.**
   The department agrees. Regional offices have been advised that applications not meeting guidelines should be screened out at the regional screening process.

6. **All regions to supply 5 year plans with each individual capital application.**
   The department agrees. Regional offices have been advised that 5 year plans must accompany the project applications.

7. **MCA funding to include drainage O&M requirements where applicable (community drainage ditches)**
   The issue was reviewed by the department. A proposed increase in funding to the MCA may be available in the upcoming fiscal year.

8. **Encourage councils to include their infrastructure audits as additional information on capital applications.**
   The department agrees. Communities will be advised that all category II applications should include comments from the infrastructure audit report, subsequently providing additional justification for the project.

9. **Executive summary of Water Treatment Plant Assessment to be included in water treatment plant capital applications, and also sewage treatment plant applications.**
   The department agrees. Regional offices have been advised that the executive summary of the large engineering documents should be attached to applications, not the entire document.

10. **The Capital Board 2003 to set aside time for a general explanation on the Water Treatment Plant Assessments.**
    The department agrees. A presentation will be made at the 2003 Capital Approval Board.

11. **The Department to supply the Long Term Water Treatment Plant Plan at the next Capital Board Review.**
    The department will share infrastructure requirements with the Capital Approval Board.

2003 Board Recommendations

1. **Ensure that all communities have equitable access and support to complete project applications.**

   The department agrees. The process requires that councils request technical assistance by March 15 of each year so that departmental employees and councils have time to plan for application preparation. Other departmental staff such as the Municipal Development Consultants are well versed in application preparation and are available at any time to assist in application preparation.

   Capital application preparation was an agenda topic for the North Central Public Works Workshop. Regional staff are also in constant contact with community councils regarding the capital process.

2. **Develop standards for fire fighting equipment (i.e. how many sets of turnout gear etc. will the Department fund).**

   The department is presently reviewing the Fire Program.

3. **Develop standards for fire tuck trucks that address the following:**

   - **truck size**
   - **secondary vehicles**

   The department is presently reviewing the fire program.

4. **Review the project assessment form with input from the Capital Approval Board members. The review should include:**

   - **the community contribution portion ("confirmed approval" versus "effort") as well as the fact that some communities are not able to contribute due to their financial situation;**
   - **there should be a separate assessment form in different colors for each category (Legislative, Maintaining Existing Infrastructure and New Infrastructure);**
   - **project applications for studies should have a separate form/process;**
   - **the questions regarding legal liability should be a yes or no answer versus a sliding scale; and**
   - **the questions asking if this project is critical or not requires review. Is this necessary?**

   The points allotted for cost sharing have been returned to the original format that did not include a community financial contribution and corresponding points system. This will address the issue of communities that are not able to contribute due to their financial situation. Prior to September 2003 applications would score 5 or 0 points. This system will continue for 2004.

   Board members voiced concerns that applications for studies and Category II did not fit well into the project assessment form. Applications for studies have been removed from the standard process. It is recognized that Category II projects - Maintaining Existing Infrastructure will not score high in the Need Category (page 3 of the assessment form) however every Category II application is assessed in the same manner so no advantage or disadvantage will be realized. One of the initial goals of the capital process was to ensure that projects with the greatest need score the highest.

   Assessment forms will remain the same colour. Board members are reminded to read the assessment form when assessing each application. Guidelines and prompts have been provided to assist in this process.

   A new internal process has been developed for study applications. A report on these applications will be provided to the Board.

   The recommendation concerning the use of a sliding scale *versus* a yes or no answer for the legal liability question will continue to be decided by the Board. Prior to assessing projects this year, Board members will be asked to decide how they would

like to handle the question. They can either continue with a sliding scale as was done in 2003 or make the question a yes or no answer, with yes providing 15 points.

The word "urgent" has been removed from page 3 at "Has there been a prior commitment (urgent)?" as it was felt that this confused the issue of commitment. The urgent criteria is addressed in the next question on the assessment form.

The recommendation regarding the need for the critical nature of the project will remain as it ensures that "critical" projects come out on top. Applications for studies caused confusion with this question. The study applications have been removed from this process.

In addition to this, the following prompt has been added to the last question to add further clarification "Does the application justify the critical nature of the project?".

5. **Project applications must be screened consistently in both regions including proper signatures, all required documentation and correct figures.**

   The department agrees. Regional offices have been advised. The process for screening will be included in the internal instructions.

6. **Previously implemented deadlines must be adhered too.**

   The department agrees. Regional offices have been advised that deadline for submission for projects applications must be adhered too.

7. **Project applications binders must be checked to ensure all pages are included and in order prior to sending to board members.**

   The department agrees. Regional offices have been advised. This will also be included in internal instructions.

8. **The Department should continue to secure additional funding to address the large requirements.**

   Every year the department endeavors to secure additional funding to meet the large infrastructure requirements. In 2000/01, the capital budget was $2,602,500.00 and in 2004/05 the budget has increased to $6,356,500.00. As well, to date, the department has leveraged $6,200,000.00 from the Canada Manitoba Infrastructure Program.

2004 Board Recommendations – see attached opening letter to the Board

Department of Aboriginal and Northern Affairs

Populations - 2001 Census

Northern Region		North Central Region	
Brochet	226	Aghaming	10
Cormorant	400	Baden	38
Cross Lake	481	Barrows	127
Dawson Bay	25	Berens River	42
Easterville	80	Bissett	243
Gods Lake Narrows	113	Camperville	524
Granville Lake	69	Crane River	161
Herb Lake Landing	15	Dallas/Red Rose	65
Ilford	143	Dauphin River	10
Moose Lake	212	Duck Bay	424
Nelson House	54	Fisher Bay	35
Norway House	456	Harwill	19
Pelican Rapids	123	Homebrook	45
Pikwitonei	117	Island Lake	59
Sherridon	113	Little Grand Rapids	10
South Indian Lake	808	Loon Straits	10
Thicket Portage	137	Mallard	145
Wabowden	558	Manigotagan	192
		Matheson Island	99
		Meadow Portage	80
		National Mills	20
		Pine Dock	108
		Princess Harbour	10
		Powell	15
		Red Deer Lake	40
		Red Sucker Lake	33
		Rock Ridge	76
		Salt Point	16
		Seymourville	135
		Spence Lake	44
		Waterhen	171

Dated - May 13, 2005