

Local Government Development Manual of Policy & Procedures

Introduction

The *Local Government Manual of Policies and Procedures* has been revised/developed for use by community councils and community employees. The purpose of the manual is to provide policy direction and guidance for the delivery of municipal services at the community level.

The manual includes a table of contents and seven sections (Financial, Public Works, Land, Protective Services, Environmental Health, Election and General Policies).

A table of contents provides a detailed outline on the policies included in the sections. The appendices can be found at the back of each applicable section.

Updates will be forwarded from time to time from your regional office. If you have any questions pertaining to a policy, please contact your regional office.

It is our hope the new manual will provide the information you need at your finger tips.

Contents

Financial Policies

- Policy F1 Funding Formula Overview
- Policy F2 Local Government Services Program
- Policy F3 Funding to Communities for Recreation and Wellness
- Policy F4 Property Tax Collection
- Policy F5 Community Accounts Receivable Write-Off
- Policy F6 General Financial Administration Issues
- Policy F7 Settlements
- Policy F8 Capital Program
- Policy F9 Community Employees
- Policy F10 Vehicle Replacement
- Policy F11 Community Deficits
- Policy F12 Oscar Lathlin Community Recognition
- Policy F13 Tangible Capital Assets

Financial Appendices

Funding Formula Overview

- F1-A Reporting Requirements
- F1-B Definition of Municipal Services
- F1-C Funding Principles and Details
- F1-D Maintenance Cost Analysis (MCA) Spreadsheet
- F1-E Staff Development Cost Calculations for Funding Formula
- F1-F Sample Audit Contract
- F1-G Council Compensation Regulation
- F1-H Honorarium Supplement
- F1-I Water & Wastewater Schedule
- F1-J Wage Supplement

Local Government Services Program

- F2-A Community Calendar
- F2-B Funding Exceptions for Interim-Level and Contact Communities
- F2-C Communities Funded for a Constable
- F2-D Fire Program Service Groups

Funding to Communities for Recreation and Wellness

- F3-A Recreation Planning Template

Property Tax Collection

- F4-A Community Property Tax Collection Conditions and Schedule A
- F4-B Collection of Outstanding Taxes through Monthly Installments

Community Accounts Receivable Write-Off

F5-A Schedule A
Statutory Declaration

General Financial Administration Issues

F6-A Statutory Declaration
Form A - Undertaking

Capital Program

F8-A Capital Project Application
F8-A-2 Capital Application – Digital Version
F8-B Project Assessment Form
F8-C Capital Process Flowchart

Vehicle Replacement

F10-A Vehicle Replacement Guideline

Community Infrastructure

F10-B Guidelines for Community Municipal Infrastructure

Tangible Capital Assets

F13-A Capital Asset Thresholds and Estimated Useful Life

Public Works Policies

Policy PW1 Water and Sewer Operation and Maintenance
Policy PW2 Road Application Procedures
Policy PW3 Providing Driveway Approaches and Culverts
Policy PW4 Dust Control for Contact Communities
Policy PW5 Workplace Safety and Health Program

Public Works Appendices

Road Application Procedures

PW2-A Application for Roads to Isolated Dwellings
PW2-B Road Maintenance Agreement

Workplace Safety and Health Program

PW5-A Statement of Responsibilities

Land Policies

- Policy L1 Application for Subdivision Approval
- Policy L2 Disposition of Lots Acquired by the Department through Tax Sale Proceedings
- Policy L3 Community Boundaries
- Policy L4 Seasonal Recreational Subdivisions
- Policy L5 Subdivision Lot Pricing
- Policy L6 Application for Rural Residential Development
- Policy L7 Development of Cottage Lots and Recreational Homes
- Policy L8 Community Land Use Planning
- Policy L9 Public Cemeteries

Land Appendices

Community Boundaries

- L3-A Boundary Review Process

Seasonal Recreational Subdivisions

- L4-A Circulation List for Recreational Crown Lands

Application for Rural Residential Development

- L6-A Provincial Land Use Policy

Public Cemeteries

- L9-A Sample Plot Plan
- L9-B Sample Registry

Protective Services Policies

- Policy PS1 Criminal Record and Child Abuse Registry Checks
- Policy PS2 Volunteer Fire Chief Selection
- Policy PS3 Constable Program
- Policy PS4 Constable Vehicle

Protective Services Appendices

Criminal Record and Child Abuse Registry Checks

- PS1 -A Sample Job Bulletin

Volunteer Fire Chief Selection

- PS2-A Volunteer Fire Chief Agreement
- PS2-B Remuneration, Responsibilities and Duties

Constable Program

- PS3-A Uniform and Equipment Requirements
- PS3-B Duties of a Local Constable Committee

Constable Vehicle

- PS4-A Community Constable Vehicle Mileage Report
- PS4-B Community Constable Vehicle Accident Report Form
- PS4-C Community Constable Vehicle Declaration

Environmental Health Services Policies

- Policy EHS1 Garbage Services
- Policy EHS2 Water and Sewage Utility Charges
- Policy EHS3 Management of Waste Disposal Sites

Environmental Health Services Appendices

Management of Waste Disposal Sites

- EHS3-A Criteria for Designing Garbage Disposal
 - Diagram of Site Plan
 - Diagram of Typical Waste Pit Cross Section
 - Diagram of Typical WDS Perimeter Fence

Election Policies

- Policy E1 Community Election Officials
- Policy E2 Regular Election and By-election Held on the Same Day
- Policy E3 Remuneration of Election Officials
- Policy E4 Destruction and Retention of Election Material

Election Appendices

Community Election Officials

- E1 -A Election Official's Appointment By-law
- E1 -B Sample Advertisements:
 - Senior Election Official
 - Assistant Senior Election Official

Destruction of Election Material

- E4-A Statutory Declaration Respecting the Destruction of Election Materials

General Policies

- Policy G1 Placement of Communities into Contact or Co-Management
- Policy G2 Provisions of Basic Local Services to Cottage Areas Falling within the

- Jurisdiction of the Department
- Policy G3 Community Elected Official Providing Services to the Community on a Contracted or Purchase Basis
- Policy G4 Communities Contracting for Community Services
- Policy G5 Contracting Community Capital Projects
- Policy G6 Policy Amendment and Development
- Policy G7 Community Festivals Insurance
- Policy G8 Community Inventory
- Policy G9 Conflict of Interest
- Policy G10 By-law Procedure
- Policy G11 Raffle Lottery Licensing Procedure
- Policy G12 Property and Vehicle Insurance
- Policy G13 Funding of Shared Municipal Services Between ANA Communities

General Appendices

Placement of Communities into Trust or Co-Management Status

- G1-A Process for Placement of Communities into Trust or Co-Management Status
- G1-B Standard Co-Management Agreement

Contracting Community Capital Projects

- G5-A Letter of Understanding

Policy Amendment and Development

- G6-A Policy Development Steps

Community Inventory

- G8-A Vehicle Input Form
 - Asset Input Form
 - Equipment Input Form
 - Multiple Equipment Input Form
 - Field Definition of Equipment Type
- G8-B Inventory Disposal Form

Conflict of Interest

- G9-A Community Council Conflict of Interest Forms

By-law Procedure

- G10-A Notice to the Department Re: By-law (Form 1)
 - Notice of Public Meeting (Form 2)
 - Certificate of Enactment Re: By-law (Form 3)

Raffle Lottery Licensing Procedure

- G11-A Raffle License Application

Glossary of Terms

By-laws

A form of legislation enacted by a local authority (community council) to regulate or control specific behaviour. For example, a parking by-law.

Child Abuse Registry

The Child Abuse Registry is established and maintained by the Province of Manitoba. The Child Abuse Registry includes names based on the following:

- a person found guilty or who pleaded guilty to an offence involving the abuse of a child in or outside of Manitoba
- a family court finds a child to be "in need of protection" because of abuse by a person
- an agency's Child Abuse Committee has reviewed the case and has formed an opinion that a person has abused a child

Child Abuse Registry Check

The process used to check for a person's name on the Child Abuse Registry.

Community

Is an area in Northern Manitoba designated as a community by the minister under subsection 7(1) of *The Northern Affairs Act*.

Community Council

A community council consists of a group of community residents, elected by the residents, to meet the municipal needs of that community.

Community Places Program (CPP)

The Community Places Program helps non-profit organizations improve the quality of life in their communities by providing funding support for upgrading, construction or acquisition of buildings and other facilities that provide lasting, long term benefits to community residents.

Contact Communities

Trust status communities with no council that are Local Government Services Program funded with minor adjustments.

Criminal Record Check

A check of an individual's criminal conviction record by the R.C.M.P. or other law enforcement agency.

Crown

Is defined as Her Majesty the Queen in right of Manitobans, represented by the provincial government.

Crown Lands

Lands owned or held by the Crown in the name of Her Majesty the Queen as represented by a provincial or federal agency, such as Manitoba Conservation Crown Lands Branch.

Delegated By-laws

By-laws that the minister holding the authority to enact has delegated to a local authority (community council).

Funding Formula

A formula based approach used to fund Local Government Services Program communities. It is made up of two components called the administrative and operational component and the maintenance component (known as the Maintenance Cost Analysis (MCA)).

Generally Accepted Accounting Principles (GAAP)

Generally Accepted Accounting Principles are defined as broad rules or standards which have been adopted by the accounting profession and which are used as a guide in making decisions about the recording, classifying, summarizing and reporting of financial information.

Incorporated Community

Is a community within the Northern Affairs jurisdiction, that has been incorporated pursuant to *The Northern Affairs Act*.

Interim-level Communities

Local Government Services Program communities that administer their own funds as provided by the funding formula with the following exceptions:

- audits that are tendered and paid by the department
- funds for vehicle replacement, waste disposal site replacement, maintenance for water breaks, pump replacement, fire equipment replacement, painting, gravelling and ditching remain with the department
- constable and recreation funding is conditional

Local Government Services Program (LGSP) Communities

Communities that administer their own funds as provided by the funding formula.

Maintenance Cost Analysis (MCA)

Is the maintenance component of the funding formula, which includes hydro, cleaning, chemicals, labor, maintenance, gravel, grading, ditching, etc.

Manitoba Employee Benefits Program (MEBP)

Pension and insurance plan, administered by the department, for community council employees.

Non-delegated By-laws

By-laws which must be enacted by the minister holding the authority because he or she has not delegated it to a local authority, or the minister is not able to delegate to a local authority.

Public Sector Accounting Board (PSAB)

PSAB is a board authorized by the Canadian Institute of Chartered Accountants (CICA) to issue recommendations and guidance to serve the public interest by strengthening accountability in the public sector through developing, recommending and gaining acceptance of accounting, financial reporting and auditing standards of good practice.

Settlement

An area in Northern Manitoba designated as a settlement by the minister under section 6 of *The Northern Affairs Act*, that may have an appointed contact person who acts in an advisory and consultative capacity to the Minister on behalf of the settlement.

Trust Status

Communities or settlements whose funding is administered through the Department of Aboriginal and Northern Affairs Trust Fund.

Funding Formula Overview	Policy	F1
	Effective Date	April 2002
	Revision Date	March 2014
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

The Local Government Services Program (LGSP) provides funding to communities based on a standard funding formula. The funding formula was developed from a review of existing infrastructure and services, industry standards, and remoteness and geographic factors. The information was used to determine requirements for sustainable municipal services in communities. The funding formula includes an administrative and operational component (salaries, administration, staff development, etc.) and a maintenance component known as the Maintenance Cost Analysis (MCA).

Funding explanations can be found in Appendix F1-C, Funding Principles and Details.

Components include the following:

Administrative and Operational Component Funding

Administration	Audits	Remoteness Allowance
Insurance	Salaries	Staff Development
Legal fees	Program Travel	Program Equipment

Maintenance Component Funding

Hydro	Grading	Water & Wastewater Line Repairs
Cleaning	Ditching	Chemicals
Fire Equipment	Water & Wastewater Testing	Labour
Painting	Vehicle Insurance	Maintenance
Fuel	Reserve Funding	Gravel

Other information

The following appendices explain the formula applied at the community level:

- Appendix F1-A - Reporting Requirements
- Appendix F1-B - Definition of Municipal Services
- Appendix F1-C - Funding Principles and Details
- Appendix F1-D - Maintenance Costs Analysis (MCA) Spreadsheet
- Appendix F1-E - Staff Development Cost Calculations for Funding Formula
- Appendix F1-F – Sample Audit Contract
- Appendix F1-G - Council Compensation Regulation

- Appendix F1-H - Honorarium Supplement
- Appendix F1-I - Water & Wastewater Schedule
- Appendix F1-J - Wage Supplement

Local Government Services Program	Policy	F2
	Effective Date	April 2002
	Revision Date	April 2014
	Page Number	1 of 14
	Approval	Harvey Bostrom

What is the policy?

The Local Government Services Program (LGSP) funding is based on a formula that allocates funding in a fair and equitable manner, taking into consideration the geography and remoteness of individual communities.

All communities are funded through the LGSP. Interim-Level and Contact communities are LGSP funded with a few exceptions (see Appendix F2-B Funding Exceptions for Interim-Level and Contact Communities). These exceptions assist the department to identify areas in which it can help these communities successfully deliver their mandates. It also enables the department to meet its obligation as stewards of public funds.

This policy is divided into three sections:

- **Section I – LGSP Policies**
- **Section II – Interim-Level Policies**
- **Section III – Contact Policies**

General conditions and requirements

- LGSP funded communities must comply with departmental policies, guidelines, procedures and legislation. The council should ensure that funds provided for municipal services are managed in accordance with these policies. **Non-compliance with policy may result in funding adjustments.**
- The council shall maintain adequate financial records, including financial reporting at specified times, account for all expenditures, revenues, surpluses and bank accounts using approved accounting forms.
- Council should advise the department of any program funded by an external agency. Where external funding results in new infrastructure and a subsequent increase in operating costs, the community shall obtain approval from the department. The community is expected to cover any shortfalls from this type of project.
- The department will provide a troubleshooting/consultative/advisory service as it relates to all municipal services at the community level.
- The department will work with councils experiencing financial and/or administrative problems to develop an appropriate plan of action.

Operations and maintenance (O&M) funding

- The annual O&M funding is provided to maintain services and municipal infrastructure that council is planning to deliver to its residents. Should the services or infrastructure change, the annual budgets may be amended.
- The annual O&M funding is contingent on receipt of:
 - **quarterly financial statements** submitted **within 30 days** of the end of the quarter;
 - **year-end financial statements** submitted by **April 30** (per subsection 152(4) of the Act);
 - **community management plan (including budget)** submitted by **January 31** (per subsection 142(1) of the Act); and
 - previous year **financial audit report** submitted by **August 31** (per subsection 156(1) of the Act).
- The conditions for which the release of funds are made are based upon the following submissions:

First Funding Release – April 1

- Community Management Plan (including budget)
- 3rd quarter (October to December) financial statements (due January 30)
- Contract for financial auditor selection (due January 31)

Second Funding Release – July 1

- Year-end financial statements

Third Funding Release – January 1

- 1st quarter (April to June) financial statements (due July 30)
 - O&M deficit recovery plan – if required (due September 30)
 - Previous year financial audit report
 - 2nd quarter (July to September) financial statements (due October 30)
 - Community inventory updates (due November 1)
- For incorporated communities, release of funding will be made in two payments (April 1 and January 1) as per above conditions.
 - If the conditions and requirements of this policy are not met, funding adjustments may be made by the department.
 - Release of quarterly O&M funding will be made contingent on the provincial budget process at the beginning of the year.

Community management plan requirements

- A key component to a successful community is good planning. Planning provides an opportunity to look at a community's past and future. The council must prepare and submit the Community Management Plan (including budget) by **January 31**.
- The council should expend funds and collect revenues according to its budget. A balanced budget is a requirement under the Act per subsection 143(2).
- A Community Management Series publication, entitled *Community Management Plan Development*, is a useful guide in preparing a Community Management Plan. The Community Management Plan includes a five-year plan for:
 - financial operations
 - maintenance
 - capital
 - staff development
- The department reviews the Community Management Plan, including the annual budget, and provides applicable feedback.
- The department requires the Community Management Plan on a timely basis and may consider withholding 50 per cent of new-year funding until plan is received.

Inventory

- Council should ensure that the annual community inventory verification is submitted to the department by **November 1** as per Policy G8 Community Inventory.
- If the submission of the inventory verification departs from this requirement, the department may hire a contractor to complete the inventory in non-compliant communities. Costs associated with completing the inventory, will be deducted from the following years' O&M funding.

Section I – LGSP Policies

Operations and maintenance (O&M) funding

- O&M is based on the funding formula (see Policy F1 Funding Formula Overview).

Conditional funding

- Reserve funds are considered conditional funding. All other funding through the LGSP is considered unconditional. LGSP communities can move funds from one program area to another while ensuring that municipal services are managed in accordance with departmental policy. Conditional funds cannot be spent for purposes other than those specifically intended.
- Capital funding, although not provided through the LGSP, is considered conditional (see Policy F8 Capital Program for further information on conditional capital funding and carry-over of capital projects).
- Remoteness allowance and employee wage increase supplements where funded, must be paid to eligible employees and wages paid as per the salary scale for the designated positions funded (see Policy F9 Community Employees and Appendix F1-C Funding Principles and Details).

Deficit approval requests and surplus funds

- The submission of the year-end financial statements, which includes the balance sheet, is due April 30, per subsection 152(4) of the Act.
- A community that anticipates a deficit must advise the minister in writing for approval, per section 149 of the Act.
- It is recommended any O&M surplus funds be allocated as follows:
 - to correct any remaining deficiencies from the latest infrastructure audit
 - as an "Operating Contingency" for the current fiscal year (up to five percent of the current year's budget)
 - to replenish any deficiencies in any reserves as follows:
 - enhance the vehicle replacement and/or infrastructure upgrading reserve funds equally or split as desired
 - establish or add to any special or general reserve fund, other than the above mentioned
 - any remaining balance may be allocated to a "Contribution to Capital" reserve (to accelerate the purchase/replacement of any current infrastructure or vehicle or to acquire a new asset) or for a special one-time community project/event.
- Following receipt of the audited financial statement, if an O&M deficit is incurred a deficit recovery plan must be received in the regional office by September 30 for approval. The department will respond to these requests by October 15.
- A report on community O&M surplus/deficits must be prepared by the regional office for review by the Executive Director.

Reserve funding

This section does not apply to Interim-Level or Contact communities.

- The funding formula provides communities with future funds for the following:
 - vehicle replacement (ie. utility)
 - infrastructure upgrading (ie. waste disposal site cells)
 - operating reserves (ie. emergency water break repairs, pump replacement)
- The community must establish separate reserve accounts for vehicle replacement, infrastructure upgrading and operating reserves. A Financial Reserve By-law must be passed by council to support the reserves. The Financial Reserve By-law must be established prior to receipt of funding.
- Reserve funds shall be deposited into the specific investment account within 30 days of receipt of the funding.
- The funds should be invested in authorized guaranteed investments for a term not exceeding the period in which the funding might be required (see section 151 of the Act).
- All investment income from the special category reserve accounts must remain in the account for the reserve purpose.
- Where reserve investments are below the required minimum, the deficiency must be made up from the community operating budget. The council must receive departmental approval, if the plan is to make up the deficiency over a period greater than one year.

Authority to spend money from reserves

- Council is required to pass a resolution to spend operating reserve money only on items for which the reserve was created. Operating reserves include items such as water/sewer line breaks, pump replacements, fire equipment, gravel (which is optional).
- Spending from the capital replacement reserves (vehicle replacement, waste disposal site cell replacement) requires ministerial approval. This authority can be delegated to the regional director. Council must pass a resolution and submit it to the regional office requesting to utilize the reserves from the account.
- The budget and five-year capital plan should forecast expenditures for vehicle replacements based on the guidelines outlined in this manual (see Policy F10 Vehicle Replacement).

Reserve expenditures not identified

- If the community has identified a need to accelerate a purchase, the following is required:
 - an amended five-year capital plan, and a council resolution requesting approval to make the purchase
 - a plan indicating that the purchase will not prevent or jeopardize the scheduled replacement of vehicles or other infrastructure as a result of the depleted funds. The plan must provide for the timely replenishing of the reserve funds used.

- The regional office will review the request. The regional office has the authority to approve expenditures from a reserve for the following reasons:
 - an emergency
 - expenditures that precede the planned replacement
 - expenditures that exceed the planned replacement

Community audits

- A minimum of a qualified audit is to be maintained.
- Unincorporated communities do not have the legal authority to enter into contracts. **The department will award audits for Interim-Level communities.**
- Audit firms must be selected no later than **January 31** as per subsection 153(1) of the Act, using the standard requirements for contracting goods and services. The annual financial audit report must be submitted by **August 31**, following the applicable March 31 year-end. **No further funding will be released from the Aboriginal and Northern Affairs Trust Fund to a council with an outstanding audit report.**
- The selection of the auditor is made by council resolution.
- The audit firm will provide a written request for records required to complete the audit.
- All records specified must be forwarded to the auditor in an auditable state and within the specified time. If the council requires the records, photocopies should be sent to the auditor.
- Council completes three copies of the standard contract, except for section 3.3, found on page two of the sample audit contract. A sample audit contract is attached in Appendix F1-F for reference only. Updated copies are sent out as required by the department.
- A person(s) with community signing authority signs all three copies along with a witness. All three copies of the contract and a certified copy of the council's resolution are forwarded to:

Financial & Administrative Services
Aboriginal and Northern Affairs
59 Elizabeth Drive (Box 37)
Thompson, MB R8N 1X4
- The department signs and forwards all three copies of the contract to the audit firm selected by the council. The auditor signs all three, keeps one and returns one copy to the council and the department.
- Upon receipt of the final financial audit, council must review the audit at the earliest possible date, sign the letter and forward to the auditor.
- The department will review the financial audit report and follow up with council on areas requiring corrective action or improvement.

Funding for meetings, workshops, seminars and conventions

- The department may provide additional funding for specific meetings, workshops, seminars and conventions, if the department requires representation. Department approval must be received prior to the event.
- Should reimbursement apply, all related travel costs are reimbursed at government rates, using the most economic means of travel and only if delegates attend.
- Councils will pay the employee expenses and forward a reimbursement claim to the department, including all supporting documentation within 30 days of the event.
- A per diem is defined as an amount payable, authorized by council resolution, to a council member for attending any meetings to conduct business on behalf of the community. On occasion, the department may initiate a meeting in which a reimbursement from the department for per diems would apply. The department will confirm this with the council.
- The meetings, workshops, seminars or conventions must have a direct relationship to the local government development objectives of the community.

Locally generated revenue

- LGSP communities must contribute at least 20 per cent of the total community's operating requirements for the year (less 50/50 and rural road costs) as part of their locally generated revenue contribution. The General Assistance Payment grant is not considered locally generated funds (see Policy FI Funding Formula Overview and Appendix FI-C Funding Principles and Details).
- Typical sources of locally generated revenue are based on municipal services, such as:
 - net revenue from community operations category
 - water delivery
 - sewage pumpouts for tanked systems
 - water and sewage fees for piped systems
 - licenses and permits - dog and other animal licences
 - garbage pick-up
 - administrative services - photocopies, interest charges on accounts
 - recreation facility rentals - arena, hall
 - equipment rentals
- Council should establish consistent procedures for setting rates and receiving payments for services provided by:
 - passing by-laws to set rates and provide action to be taken for discontinued service when accounts are not paid
 - approving, by council resolution, the use of one-time service contracts, ie. hall rentals

- Council is to use all possible means to collect amounts due to council.
- The community is responsible for monitoring their locally generated revenue closely.
- It is intended that the cost of providing the service to users should be covered by appropriate fees, where applicable.
- The department will provide assistance with cost analysis used to set appropriate rates.
- Support can be provided for preparing by-laws and legal documents such as service contracts.
- Where two or more communities share services (ie. a recreation program), the communities must determine how their respective shares of locally generated revenue will be raised.

Honorariums

- The Act, per subsection 131(2), authorizes councils to pay council members honorariums. Maximum amounts are outlined in Appendix F1-G as prescribed by the Minister under the *Council Compensation* regulation 252/2006.
- The funding formula provides funds for an honorarium supplement due to increases approved in 2001 and 2007 (see Appendix F1-H).

Staff development funding

- The department funds eligible community employee development through the funding formula. These funds are to be used for employee training (see Appendix F1-C Funding Principles and Details).
- In addition to the above, the department may provide training funds when the department has initiated the training requirement (ie. change over to accrual accounting workshop) and recognizes the benefit of providing the training (see section on Funding for meetings, workshops, seminars and conventions).
- Training may not necessarily take place in Winnipeg, however travel expenses to Winnipeg are used for formula purposes.

Community employees

- Employee agreements between council and each permanent employee are to be signed upon hiring. Specific job descriptions are to be tailored to each individual job and reviewed annually.
- Each employee should receive at least an annual performance review. Training plans should be developed consistent with suggested training requirements as determined by the Community

Employee Standards/Core Competencies found in the *Employee Management Guide* and outlined in the Community Management Plan.

- Each employee is to have one supervisor, identified by council resolution. Typically, this person is the community administrative officer for all employees per subsection 134(1)(c) of the Act (see Policy F9 Community Employees).

Public works

- All infrastructure should be maintained at a standard which maximizes the useful life of the infrastructure.
- All equipment should be properly maintained and road-worthy, meeting or exceeding the Vehicle Operating Certificate standards.

Environmental services

- Councils should ensure the community waste disposal site is operated within environmental regulations. Councils should also plan for waste control and recycling (see Policy EHS1 Garbage Services and EHS3 Management of Waste Disposal Sites).

Water and/or sewer facilities

- Water and/or sewer facilities should be classified in accordance with environmental and health regulations and each operator must be certified to operate each classified facility.

Protective services (Currently Under Review)

Constable

- Where a constable is employed by a community, a constable committee shall be established to ensure the constable is adequately trained; the community receives adequate protection and preventative measures are developed (see Appendix F2-C Communities Funded for a Constable).

Fire

- Community councils are funded for fire services based on the following service groups:
 - Service Group 1: Prevention and Initial Wildfire Response
 - Service Group 2: Basic Defensive Fire Response
 - Service Group 3: Standard Offensive Fire Response
 - Service Group 4: Advanced Offensive Fire Response

Service Group 1:

These communities will promote fire prevention through education, as well as having the capability to respond to minor grass and brush fires. There is no provision to replace major infrastructure. Communities will continue to have minor equipment, back packs and a Mark 3 pump. Equipment maintenance and replacement assistance may be requested from the department.

Service Group 2:

These communities receive funding to support a five person fire department consisting of a fire chief and four firefighters. Communities will respond to fires in a defensive mode with a truck commonly referred to as a rapid response unit. This truck may have a smaller tank than a regular fire truck and will have a portable pump attached to the tank.

Service Group 3:

These communities receive funding to support a 10 person fire department, consisting of a fire chief and nine firefighters, with at least six firefighters trained to Level 1 NFPA 1001 standards. These fire departments are expected to operate in an offensive mode of fire fighting and are equipped with a standard type fire truck.

Service Group 4:

These communities receive funding to support a 15 person fire department, consisting of a fire chief and 14 firefighters, that will operate in an advanced offensive mode. In addition to obtaining Level 1 Firefighting qualifications, these fire departments will obtain skills in other areas, including water rescue, ground search, vehicle extrication, etc. These fire departments are entitled to a fire truck with an enclosed cab over controls, as well as extra seating for three firefighters.

See Appendix FI-C Funding Principles and Details for funding explanations and Appendix F2-D Fire Program Service Groups.

- Vehicles 4,500 kilograms (one ton) or greater require an annual mandatory vehicle safety inspection by an authorized dealer. To ensure effective daily operation of fire trucks and other vehicles, communities must ensure the vehicles pass the annual inspection and receive a Vehicle Operating Certificate.
- Communities must ensure fire trucks are properly maintained and ready for immediate operation. The Maintenance Management Program must be strictly adhered to ensuring effective operation. Communities should also ensure a yearly maintenance check is completed on the fire fighting apparatus (ie. pumps, valves, gauges). These inspections are typically conducted by a certified fire truck dealer.
- All fire trucks must be operated by qualified personnel with appropriate operator licenses.
- Where applicable, a fire by-law should be adopted. It could include a fire prevention program, which may include education programs, property inspections, fire fighting instruction, fire fighting equipment and a fire fighting force.
- Communities are responsible for registering fire trucks in the name of Manitoba Aboriginal and Northern Affairs in c/o the community council.

Emergency planning

- Councils must annually update their Emergency Measures Organization (EMO) plan and have adequately trained residents ready and able to respond to possible emergency situations within or nearby the community.

Recreation

- Recreation program funding is intended to provide social, artistic, physical, educational and cultural recreation for all age groups and genders in response to community needs (see Policy F3 Funding to Communities for Recreation and Wellness).

Community land use planning

- Communities should plan and operate within an approved land use plan consistent with the planning regulations available from the regional office (see Policy L8 Community Land Use Planning).

Other information

- Appendix F2-A Community Calendar
- Appendix F2-C Communities Funded for a Constable
- Appendix F2-D Fire Program Service Groups
- Policy F1 Funding Formula Overview (Appendices A to J)
- Policy F3 Funding to Communities for Recreation and Wellness
- Policy F10 Vehicle Replacement

Section II – Interim-Level Policies

Operations and maintenance (O&M) funding

- O&M is based on the funding formula with the following adjustments:
 - the department will tender and award audits
 - building funds are provided for hydro, cleaning, maintenance, chemicals and testing only
 - funding for roads includes grading only
 - funding for vehicles includes maintenance, fuel and insurance only
 - the balance of the maintenance funding may be released annually and conditionally based on agreement with the regional office.

See Policy F1 Funding Formula Overview for details.

Conditional funding

- Capital funding, although not provided through the LGSP, is considered conditional (see Policy F8 Capital Program for further information on conditional capital funding and carry-over of capital projects).
- Funds for infrastructure upgrading and operational reserves will remain with the department to be released when requested by the community and on approval by the regional office.
- Remoteness allowance and employee wage increase supplements where funded, must be paid to eligible employees at the rate set by council policy and departmental policy respectively (see Policy F9 Community Employees and Appendix F1-C Funding Principles and Details).

Deficit approval requests and surplus funds

- The submission of the year-end financial statements, which includes the balance sheet, is due April 30.
- A community that anticipates a deficit must advise the minister in writing for approval, per section 149 of the Act.
- Following receipt of the audited financial statements, if an O&M deficit is incurred, a deficit recovery plan must be received in the regional office by September 30 for approval. The department will respond to these requests by October 15.
- Any surplus funds, except O&M surplus, required to be returned to the department must be submitted by September 1. Funds not submitted will be deducted from future payables to the community.
- A report on community O&M surplus/deficits must be prepared by the regional office for review by the Executive Director.

Other information

- Appendix F2-A Community Calendar
- Appendix F2-B Funding Exceptions for Interim-Level and Contact Communities
- Appendix F2-D Fire Program Service Groups
- Policy F1 Funding Formula Overview (Appendices A to E, G to J)
- Policy F3 Funding to Communities for Recreation and Wellness
- Policy F10 Vehicle Replacement

Section III – Contact Policies

Operations and maintenance (O&M) funding

- O&M is based on the funding formula with the following adjustments:
 - Administration cost of \$4,000 flat rate
 - No employee training (except for the water & wastewater certification/training supplement where there is a WTP)
 - Two road components:
 - Limited Use roads funded at 1/2 formula for gravel, grading and ditching
 - Remote/Semi-Remote roads – grading only
 - Waste site supervision of \$1,200 (\$100 per month)
 - No replacement reserve funds

See Policy F1 Funding Formula Overview for details.

Other Information

- Appendix F2-A Community Calendar
- Appendix F2-B Funding Exceptions for Interim-Level and Contact Communities
- Appendix F2-D Fire Program Service Groups
- Policy F1 Funding Formula Overview (Appendices A to D, I, J)
- Policy F3 Funding to Communities for Recreation and Wellness

Funding to Communities for Recreation and Wellness	Policy	F3
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

ANA policy is to fund recreation and wellness programming in communities that meet the funding criteria.

Funding from the department may be provided for a community as follows:

- (a) per capita funding of \$100 for communities with a population of between 75 and 299. Remote communities without all weather road are eligible for an additional \$2,500.
- (b) as per the Funding Formula for a full time recreation director position for communities or community groups with a total population of 300 or greater.
- (c) an annual amount of \$2,500 will be provided by the department to communities who employ a full-time recreation director to cover program costs.
- (d) a travel allowance up to \$2,000 annually will be provided by the department where a recreation director serves more than one community and must travel between them.

Communities are encouraged to make effective use of volunteers whenever possible to enhance program delivery.

Community responsibilities

- As part of the Community Management Plan, council should prepare and submit a recreation plan to the department each year by January 31. Council may use the attached Recreation Planning Template in Appendix F3-A.
- Prepare and submit a semi-annual report (April to September) on program activity.
- Prepare and submit a year-end (March 31) recreation and wellness program evaluation report.

Department responsibilities

- Provide per capita and MCA funding for recreation and wellness programming as per established criteria.
- Support community recreation and wellness program development.
- Support professional development of community recreation and wellness staff.

Other information

- Appendix F3-A - Recreation Planning Template
- See Policy F1 - Appendices F1-B, Definition of Municipal Services and F1-C - Funding Principles and Details
- See the Recreation Director's Handbook

Property Tax Collection	Policy	F4
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy applies to all communities and outlines their responsibilities for property tax collection. The minister, acting on behalf of the communities, levies property taxes and collects property and school taxes as required by legislation.

Non-payment of property taxes results in:

- a) loss of revenue to the community to assist in providing municipal services
- b) loss of ownership of the property in question through the tax sale process
- c) after-tax sale, a new owner may evict tenant or owner from property

Councils of incorporated communities should levy and collect their own property and school taxes. These school taxes should be remitted to the appropriate school division.

Community responsibilities

- Communities can participate in tax collection by providing a local tax collection service and remitting them to the ANA Taxation Office. (See Appendix F4-A, Community Property Tax Collection Conditions and Schedule A)
- Communities should identify net tax revenues in their budgets. Net taxes are the total amount to be collected, less the amount paid for school taxes.
- Communities should inform residents of the reasons for taxation and how property taxes benefit the community.
- Communities should advise ANA of changes in occupancy or ownership affecting the assessment roll within a reasonable time.

Department responsibilities

- The department provides the necessary forms, training and information to allow the community to receive local tax payments.

- The department invoices, at least quarterly, property owners/occupiers, for outstanding tax amounts.
- The department works with communities to educate residents on the benefits of local tax collection.
- The department manages tax sales in accordance with provincial legislation.
- The department can assist the councils in initiatives to collect outstanding taxes or to enforce collection.
- An Assessment Roll and Property Tax Roll are required under provincial law and are completed by the department.

Other information

- Appendix F4-A - Community Property Tax Collection Conditions and Schedule A
- Appendix F4-B - Collection of Outstanding Taxes Through Monthly Installments

Community Accounts Receivable Write-Off	Policy	F5
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy applies to all levels of communities and outlines the procedures to collect and write-off accounts other than property taxes. All possible avenues for collection should be attempted before accounts can be written off.

Community responsibilities

- Communities should institute formal agreements to provide services and, where necessary, back those agreements with appropriate by-laws.
- Communities should review monthly the listing of outstanding accounts to:
 - identify persons who may qualify to receive support payment from another department, agency or First Nation
 - identify accounts which should be referred for legal action or to a collection agency
 - identify accounts in which no further action is possible and write off those accounts
- Communities should ensure accounts have been billed monthly. At least three invoices should have been forwarded as well as a letter of demand.
- Where an account is owed to council by another community, and action to collect has not been responded to, communities should ask the department to:
 - act as a mediator between the communities
 - withhold the arrears from the community council that still owes the taxes
- Where an account is owed to council by a resident of another community and action to collect has not been responded to, the council should:
 - request the other council to assist
 - pursue the matter through small claims court or a collection agency
 - where appropriate, approach other departments/agencies for payment
- Where an account is owed to a council by a community resident and action to collect has not been responded to, the council should pursue the matter through small claims court or a collection agency.

- When the procedure for collection and options have failed to collect the debt and the community wishes to write off the account, the following process should be followed:
 1. The community passes a resolution and forwards it to ANA requesting approval. A copy of Schedule A (See Appendix F5, Schedule A), should also be completed and forwarded with the resolution and Form 1.
 2. Once approval has been received from the department the community administrative officer shall adjust the community records removing the uncollectible items from the list of accounts receivable.

Department responsibilities

- The department acts as a mediator in resolving community disputes over amounts owed to another community.
- The department may withhold payment to an individual, community or other third party and pay it to the community with the outstanding account.
- The department reviews community use of write off procedures to ensure adequate community procedures exist and are being followed.
- The department may assist in legal support with collections.
- The department may recommend councils to consider additional collection attempts.
- The department approves councils' write-offs of outstanding non-collectible accounts.

Other information

- Appendix F5-A Schedule A, Statutory Declaration

General Financial Administration Issues	Policy	F6
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 4
	Approval	Harvey Bostrom

What is the policy?

This policy applies to all communities and describes the following financial issues:

- Bank accounts
- Bank deposits
- Advances - Travel
- Accounts payable
- Accounting policy
- Issuing cheques
- Release of funds – O&M

It is council's responsibility to protect community assets from misuse, theft or fraud.

Bank Accounts

What is the policy?

Establishing a new bank account requires a council resolution and an annual review of bank accounts, including reserve fund accounts.

Community responsibilities

- Council should pass a resolution to establish a new bank account.
- Council should consider the need, length of item required, identification of signing officers, banking institution, etc.
- Council should review all existing bank accounts annually and, if accounts are no longer required, the accounts should be closed.

Bank Deposits

What is the policy?

It is the policy of the Department that if the **cash on hand** exceeds \$200.00 a bank deposit should be made weekly.

Community responsibilities

- Council should ensure that if the **cash on hand** exceeds \$200.00 that weekly bank deposits are made.

Advances - Travel

What is the policy?

This policy identifies the circumstances under which advances are permitted. **Under no circumstances are councils to give payroll, honorarium advances or loans.** Cash advances are permissible only for travel and with council approval for a council member or employee.

Travel advances, within government rates, must not be greater than 80 per cent of the funds required to cover the cost of the meals, accommodations and travel. The advance can be equivalent to the number of days of the conference/workshop/training attended, including travel to and from the workshop.

The advance must be fully accounted for not later than 30 days following the receipt of the advance. An expense account should be submitted by the advance recipient, complete with receipts within that time.

Community responsibilities

- The council should issue advances in accordance with policy and collect outstanding advances by ensuring the advance recipient submits an expense account.

Accounts Payable

What is the policy?

All financial or reporting remittances should be forwarded to the appropriate agencies on a timely basis. Requests for subsequent information are to be supplied to the agency within the applicable deadlines.

Community responsibilities

- Council should ensure that financial and reporting remittances and requests for information are provided within the applicable deadlines.

Accounting Policy

What is the policy?

Revenue and expenditures are recorded consistent with generally accepted accounting principles (GAAP) and the accrual basis of accounting. This accounting method reports income when earned and expenses when incurred. Communities are required to follow the reporting requirements as per the Financial Management Guide.

The assets and liabilities reported in the financial report consist of actual financial claims by the community (assets) or by other parties (liabilities).

Definitions:

Assets - cash, prepaid accounts, deposits in a financial institution, amounts due to the community and investments. Tangible Capital Assets (TCA) are included (land, buildings, equipment). See policy F13 for further details on the policy for accounting and reporting requirements for TCA. Liabilities - amounts the community owes others, conditional funds where the conditions have not been met, irreversible commitments

Community responsibilities

- Council should ensure that financial records are reported using the generally accepted accounting principles, the accrual basis of accounting and that all requirements of the Financial Management Guide are met.

Issuing Cheques

What is the policy?

It is the policy of the department that council ensure all cheques issued are for approved payments and properly authorized in order to protect against potential fraud situations.

There may be instances whereby a cheque is lost or stolen, but not cashed and a replacement cheque is required. This process involves the completion of a Statutory Declaration and Undertaking signed by the payee, as well as the production of a replacement cheque. Please see Appendix F6-A for the required forms.

Community responsibilities

- Council **should not** pre-sign blank cheques.
- Council should ensure that all expenditures are properly authorized
- For lost cheques, council should place a stop payment on the original cheque, initiate proceedings to have the original cheque replaced and have the payee complete and sign the required forms prior to forwarding to the payee.

Release of Funds – O&M

What is the policy?

It is the policy of the department that no O&M funding will be released in advance of the regular funding for payment of these funds to communities.

Community responsibilities

- Ensure effective fiscal management of the O&M funds provided by the department.

Departmental responsibilities

- Any requests received by a community for an advance on O&M funding will be denied.

Other information

Appendix F6-A Statutory Declaration, Form A Undertaking

Settlements	Policy	F7
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy applies to settlements only as defined under *The Northern Affairs Act*.

Settlements may be represented by a contact person, who is appointed by the Minister. The term for a person appointed to this position expires on the fourth Wednesday of October, 2012. Subsequent terms shall be for a period of 4 years.

The Northern Affairs Fund may pay a monthly honorarium of \$115 per month to a contact person. It is paid only if the contact person conducted settlement affairs in accordance with the role of a contact person (as outlined below).

Community responsibilities

- The role of a contact person as per Section 99 of *The Northern Affairs Act* is:
 - advising the minister on behalf of the settlement
 - arranging for settlement meetings when requested to do so by the minister
 - carrying out the administrative duties that the minister requests.
- Some of the typical duties for a contact person may include:
 - acts as the person to be contacted by government to arrange settlement meetings about settlement issues
 - receive goods and materials on behalf of the settlement
 - acts as representative/spokesperson for the settlement to groups and organizations outside the settlement
 - helps residents obtain specific government services to meet their needs
 - may undertake specific duties including: project supervisor, chairperson at meetings, minute-taker at meetings, water operator, etc.
 - performs other duties for the settlement, as requested by the department, with the concurrence of the settlement

Department responsibilities

- Upon receipt of a payroll from the contact person, the regional office will process the honorarium using a cheque requisition.
- Where the position of contact person becomes vacant, the Minister may consult with the settlement to appoint a new contact person.

Capital Program	Policy	F8
	Effective Date	April 2002
	Revision Date	July 2014
	Page Number	1 of 7
	Approval	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. For example, 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 per Section 142 of the Act.

How to Apply for a Project

- The Capital Approval Board (CAB) meets annually.

- 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 deadline for capital applications is the **first Monday in May**.
- The communities should apply for projects for one fiscal year at a time. For example, the 2007 CAB will review projects for delivery in 2009/2010). Applications should only be submitted in the year that the CAB is meeting.
- Project applications must fall within the definition of municipal services. See Appendix F1-B, Definition of Municipal Services.
- LGSP communities must include reserve funds as a contribution on the application, where applicable.
- Some projects have conditions attached by the CAB. These conditions must be met or the project is sent back to the CAB.
- The following are some of the questions included in the Project Assessment Form used by the CAB. See a copy in Appendix F8-B - Project Assessment Form.
- 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, for example a 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?

What Happens After the Applications are Submitted?

- Annually in May, the regional office reviews the applications for information. Applications may be returned requesting additional information or clarification.
- By July 31st annually, communities are to resubmit applications that were once submitted in May and returned to the community for revision.
- Capital applications are reviewed and assessed for completeness annually in August at one meeting only. **Only applications that are complete will be forwarded to CAB.** The Northern Association of Community Councils President (or designate), the elected community council board members (northern, eastern and western regions), the managers of technical engineering and environmental services, one technical and public works consultant from each region and a program planning and development analyst are invited to attend. The meeting location will rotate between each of the two regions each year.
- Every September, the CAB meets to screen applications and provide recommendations to the Minister of Aboriginal and Northern Affairs. Between November and January, pending the estimates process, the minister announces the approvals.
- Once approval is received, communities, in consultation with the department, can begin planning for project delivery.

Departmental 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 CAB on specific project approvals.
- The department implements CAB recommendations, where possible.

- The department prepares information on the CAB process for board members as well as a report on the conclusion of the CAB for submission to the Minister of Aboriginal and Northern Affairs.

How the Capital Approval Board Operates

- The CAB's goal is to prioritize the most critical or essential services to bring communities to an equitable level.
- The CAB consists of:
 - An independent chairperson, appointed by the Minister of Aboriginal and Northern Affairs
 - The president (or designate) of the Northern Association of Community Councils Inc. (NACC)
 - Elected community council members; northern, eastern and western regions
 - The regional directors; northern and north central region
 - The managers of technical, engineering and environmental services; northern and north central region
 - The program planning and development analyst
- 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 to participate for two consecutive sittings of the CAB.
- A board member's duties include attendance at the annual review process held in regional offices in August each year and attendance at the board meeting in September. At the conclusion of the board meeting, members are asked to make recommendations on continuous improvement.

At the CAB 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 Fl-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:**
 - **Water** - Canadian Drinking Water Standards adopted by Manitoba Conservation and Water Stewardship along with Manitoba regulations
 - **Wastewater/solid waste** - Manitoba regulations
 - **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

- Existing 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 is:
 - Not used for a municipal service
 - Converted to another municipal service not identified in this policy
 - 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.

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.
- Depending on circumstances, if a project is cancelled or deferred 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. Extensions beyond the carry-over year will require regional presentation to the CAB.
- 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
- Studies
- Infrastructure audits
- CAB
- Emergencies

Other funding may be set aside as is required.

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

- Policy F10 - Vehicle Replacement
- Appendix F1-B - Definition of Municipal Services
- Appendix F8-A - Capital Project Application
- Appendix F8-A2 - Capital Application-Digital Version
- Appendix F8-B - Project Assessment Form
- Appendix F8-C - Capital Process Flowchart
- Appendix F10-B – Guidelines for Community Municipal Infrastructure

Community Employees	Policy	F9
	Effective Date	April 2002
	Revision Date	April 2014
	Page Number	1 of 8
	Approval	Harvey Bostrom

What is the policy?

Departmental policy requires communities to adhere to hiring procedures and standards outlined by the department including:

1. the use of the standard employee agreement
2. positions that deliver objectives consistent with the intent of the funded program
3. annual performance reviews for each employee
4. a training plan developed for each employee based on suggested training requirements identified at the time of hiring and during annual performance reviews
5. one supervisor identified by council resolution, for each employee

The attached applies to **all levels of communities, except Contact**, and includes:

- categorized list of employee functions
- intent of programs and standard employee agreement
- general guidelines for hiring or replacing employees
- employee salary scale
- bi-weekly northern remoteness allowance schedule

The standard employee agreement, job descriptions and the community employee standards/core competencies can be found in the *Employee Management Guide*. Sample job descriptions for each council employee are provided in Appendix A – Agreement/Schedules of the guide as follows:

- Schedule A – Community Administrative Officer Job Description
- Schedule B – Assistant Community Administrative Officer Job Description
- Schedule C – Community Constable Job Description
- Schedule D – Public Works Employee Job Description (Includes Water and Wastewater Delivery/Operators)
- Schedule E – Community Recreation Director Job Description

Categorized list of employee functions

Community Administrative Officer – employee carrying out duties described in the Community Administrative Officer Job Description, including part-time employees.

Assistant Community Administrative Officer – employee carrying out duties described in the Assistant Community Administrative Officer Job Description, including part-time employees.

Community Constable – employee carrying out duties described in the Community Constable Job Description.

Public Works Employee (includes Water and Wastewater Delivery/Operators) – employee associated with general public works duties who may not be vehicle operators, including supervisors and part-time employees.

Community Recreation Director – employee carrying out duties described in the Community Recreation Director Job Description, including part-time employees.

Casual Employee – employee hired from time to time to carry out various duties on a short term basis.

Intent of programs and standard employee agreement

The standard employee agreement must be used for all permanent employees, complete with the specific job description attached. The employee agreement sets out the community's responsibility for wages, employee benefits and proper notice in the case of dismissal. The job description outlines the duties expected of the employee. The agreement may not be adjusted, however the job descriptions may be revised in accordance to specific community requirements.

General guidelines for hiring or replacing employees

Special procedures must be followed when hiring community constables and recreation directors (see Policy PS1 Criminal Record and Child Abuse Registry Checks).

Part-time employees are to be paid the equivalent rate defined herein for the number of hours worked per week.

Holiday and sick leave benefits outlined in the agreement are pro-rated to the number of hours worked.

The initial salary is based upon the new employee's skill level. Employees that do not demonstrate the required skills during the hiring process should be considered as a "trainee" for one year.

Salary increases must be budgeted.

Intent of programs

Community Administrative Officer/Assistant Community Administrative Officer Program

The department may supply funding to the communities to ensure certain duties outlined in Schedule A and/or Schedule B of the agreement are met. The community administrative officer is responsible for the daily community financial record keeping ensuring departmental policies are followed and records are complete and available for audit purposes.

Community Constable Program

Based on need, the department may supply funding to communities for protective services. The constable program is crime prevention as opposed to police enforcement. Community Constable duties are outlined in Schedule C.

Public Works Employee (Includes Water and Wastewater Delivery/Operators) Program

Due to the different needs of communities, a variety of job functions as outlined in Schedule D are required to be met depending on the infrastructure in each community and as determined from the Maintenance Cost Analysis (MCA). The public works employee program ensures certain environmental health regulations are met. The program also ensures infrastructure care through adequate preventative maintenance.

Community Recreation and Wellness Program

The program responds to identified community recreation and wellness needs and improves the quality of life in communities through the increase of community participation in positive leisure. For more information, see Schedule E for duties of a Community Recreation Director and Policy F3 Funding to Communities for Recreation.

Community responsibilities

- Council should follow an effective hiring procedure, which includes assessing the applicant's skills against the established criteria for the position.
- Council should use the community employee standards/core competencies to assess current employee training requirements or when hiring new employees.
- Where an employee's rate is higher than outlined in the specific category, the employee's hourly rate should be frozen (red circled) until the schedule reflects an increase.
- Council shall ensure that the standard employee agreement is completed upon hiring.
- Council shall ensure employees fulfill requirements as per the employee agreement.
- Employee dismissals shall be reported to the department immediately, so proper notice and benefits procedures are applied.

- If employee wages are not at the levels stated in the policy, the department can request council to return the excess wage funds. (Government allocated funds to bring community employee wages up to par with other municipalities and/or other equivalent duties/functions; and furthermore, Government directed the department to ensure that all community wage funding be used to bring employee wages up to par).

Other information

This is applicable only to the funded positions under the LGSP funding criteria.

- Attached
 - Employee Salary Scale
 - Bi-weekly Northern Remoteness Allowance Schedule
 - Funding Principles Followed for Bi-weekly Northern Remoteness Allowance

Employee Salary Scale

	Wage Rate Increases (Effective April 1, 2013)					
Community Administrative Officer (CAO)	\$17.96	\$18.23	\$18.99	\$21.04	\$23.10 \$23.56*	\$23.73 \$24.21*
Assistant CAO	\$14.26	\$15.29	\$16.32	\$16.83	\$17.34 \$17.69*	\$17.82 \$18.18*
Public Works Employee	\$15.29	\$16.32	\$18.37	\$19.40	\$20.43 \$20.84*	\$20.99 \$21.41*
Community Recreation Director	\$15.32	\$16.35	\$17.38	\$17.89	\$18.40 \$18.77*	\$18.91 \$19.29*
Community Constable	\$20.55	\$21.06	\$21.58	\$22.09	\$22.60 \$23.05*	\$23.22 \$23.68*
Casual Employee	Cannot be paid less than the minimum wage rate set by Manitoba Labour Standards					

**Long Service Step (LSS) – For employees with 20+ years of service*

These rates DO NOT include any amount to cover employer costs. For LGSP funded positions (see table on next page), the formula calculation adds 15% on top of the highest salary rate (or LSS, if eligible) for public works employee(s), community recreation director and community constable. The community is funded on that basis. Administrative wages are not funded on that basis (see page 1 of Appendix FI-C Funding Principles and Details).

For LGSP funded positions, council must pay the maximum rate for all employees who were on staff at the time the increases were approved on October 1, 2007 for the designated positions. Where the employee has 20+ years of service, the LSS hourly rate must be used. For LGSP funded positions hired after October 1, 2007 and not being paid at the highest rate, council must apply the cost of living increase (in applicable years) for the designated position effective April 1. Council has the discretion to offer new employees a rate based on qualifications and experience and provide increments based on their annual performance appraisal. There is an option to hire an underfill for a LGSP funded position, but should bring the employee up to the minimum pay scale amount within one year.

Council is responsible for determining the rate of pay for those employees not in the LGSP funded positions.

In addition, an amount for water and wastewater certification/training supplement is provided to allow council to increase the base public works employee salary from \$0.65/hr up to \$3.90/hr depending on whether the operator has obtained the required certification and the present classification of the water and wastewater system in the community (see Appendix FI-I Water & Wastewater Schedule).

LGSP Funded Positions				
Community	Administration (Funded for wage supplement only)	Public Works Employee(s)	Community Recreation Director	Community Constable
Barrows	1	1	0	1
Berens River	1	1.5	0	0
Bissett	0.5 ^{LSS}	1	0	0
Brochet	1	0.5	0	1
Camperville	2	2 ^(1 LSS)	1	1
Cormorant	1	2	0	1
Crane River	0.5 ^{LSS}	1 ^{LSS}	1	1
Cross Lake	2 ^(1 LSS)	2 ^(1 LSS)	1	0
Dallas/Red Rose	0.5	Not applicable*	0	0
Dauphin River	0.5	Not applicable*	0	0
Dawson Bay	0.5	Not applicable*	0	0
Duck Bay	2	1.5	1	1
Easterville	1	1	0	0
Fisher Bay	0.5	Not applicable*	0	0
Gods Lake Narrows	0.5	1 ^{LSS}	0	0
Harwill	0.5 ^{LSS}	Not applicable*	0	0
Homebrook	0.5	Not applicable*	0	0
Ilford	0.5	0.5	0	0
Island Lake	1	1	0	0
Mallard	1	1 ^{LSS}	0	0
Manigotagan	1	1	0	1
Matheson Island	1	1	0	0
Meadow Portage	1 ^{LSS}	0.5	0	0
Moose Lake	1	1.5	0	0
Nelson House	Contract	0.5	0	0
Norway House	2	4.5	1	0
Pelican Rapids	1	1	0	1
Pikwitonei	0.5	1	0	0
Pine Dock	0.5	1.5	0	0
Rock Ridge	0.5	Not applicable*	0	0
Seymourville	1	1	0	0
Sherridon	1	1.5	0	0
Spence Lake	0.5 ^{LSS}	Not applicable*	0	0
Thicket Portage	1	1	0	1
Wabowden	2	2	1	0
Waterhen	1	1.5	0	1

^{LSS} indicates employee has 20+ years of service.

* due to public works funded for contract labour at a rate of \$18.262/hr.

The Administration column reflects those communities funded for the administrative wage supplement based on the approved wage increase (2 represents a CAO and Assistant CAO). Contract labour was not part of the approved employee wage rate increases.

Bi-weekly Northern Remoteness Allowance Schedule

Effective April 1, 2013

<u>Location</u>	<u>Dependent</u>	<u>Single</u>
Berens River	\$271.20	\$155.48
Brochet	\$323.95	\$186.54
Cormorant	\$152.91	\$97.50
Cross Lake	\$291.59	\$168.56
Easterville	\$133.76	\$84.45
God's Lake Narrows	\$321.32	\$184.72
Iford	\$348.06	\$199.23
Island Lake/Garden Hill	\$299.36	\$171.00
Matheson Island	\$183.42	\$130.07
Moose Lake	\$194.20	\$120.07
Norway House	\$259.37	\$148.31
Pikwitonei	\$254.28	\$152.31
Pine Dock	\$183.42	\$130.07
Sherridon	\$207.08	\$127.02
Thicket Portage	\$253.73	\$151.92
Wabowden	\$217.39	\$148.35

Funding Principles Followed for Bi-weekly Northern Remoteness Allowance

Locations and Residences

The remoteness allowance applicable to the location at which the employee has established the employee's residence and maintains a family home is normally that which prevails; since the residence would be within normal daily travel distance to the employee's headquarters. Where there is doubt as to whether the employee's residence is established in relation to the employee's headquarters the location for remoteness allowance shall be determined by the employing authority. Where there is no community in relation to which the employee has a residence, for which an allowance can be established, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.

Hourly Rated Personnel

Remoteness allowance is to be determined separately from hourly wage rates.

Limitations

The remoteness allowances for the various communities, for single or dependent's as indicated, represent a maximum bi-weekly allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave during continued employment, and as limited in above section for hourly-rated employees. They are not payable during periods of absence without pay. They are not included as part of regular earnings.

Rates

The bi-weekly remoteness allowances relative to each location at single and dependent rates are as indicated on page 7 of this policy. Communities in an eligible area for which no allowance has been established may be added to the list.

Geographic Eligibility

No location will be included for remoteness allowance that is two hundred and fifty (250) kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of sixty-five (65) kilometers or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and then to Winnipeg or Brandon totals two hundred (200) or more kilometers. No location having road access and situated south of the fifty-third (53rd) parallel of latitude will be included unless the criterion concerning off-highway access was met.

Vehicle Replacement	Policy	F10
	Effective Date	January 2003
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

It is the policy of the department that councils 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 FI0-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 (4 hours/week) of the total year. The exception is fire and emergency vehicles.

Local Government Services Program (LGSP) communities, excluding contact 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 supplement vehicle purchases for the first acquisition. Fire and emergency vehicles are replaced through the capital program. Constable vehicles are leased.

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.

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 must 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 G8, 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.

Other information

The following documents provide additional information.

- Appendix F10-A - Vehicle Replacement Guideline
- Policy F2 - Local Government Services Program (Refer to Fire Services section)
- Policy G8 - Community Inventory
- Appendix FI-B - Definition of Municipal Services

Community Deficits	Policy	F11
	Effective Date	June 2006
	Revision Date	May 2008
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

It is department policy that no community can show a deficit on the annual operating financial statement where reserves exceed the required level and the contribution to capital account has a balance.

Community responsibilities

- It is the responsibility of the community council to follow sound financial management practices in order that no deficits are incurred.
- When the community administrative officer is preparing the annual financial statement, anything over and above the reserve requirements needs to be used to cover off any deficit incurred.

Department responsibilities

- The department will not approve a deficit where this policy is not being followed.
- Where the community is in non-compliance with this policy the Municipal Development Consultant (MDC) will work with the community to correct it.
- Where there is no action by the community, the MDC will address it with the community auditor to make the necessary corrections.

Oscar Lathlin Community Recognition	Policy	F12
	Effective Date	June 2008
	Revision Date	June 2011
	Page Number	1 of 6
	Approval	Harvey Bostrom

What is the policy?

The funding formula provides communities with more flexibility in their decision making and operations. Under these circumstances, the department relies more heavily on reporting mechanisms and adherence to policy. These requirements apply to all LGSP funded communities (excluding Contact communities except for item 6).

All reporting requirements are detailed within the Local Government Development Manual of Policies and Procedures. The following outlines major reporting requirements, the due dates, impacts on both the community and department where communities are unable to comply to this policy. In addition, primary and secondary potential impacts on the community may be imposed.

Secondary potential impacts could include but are not limited to:

- council and employees excluded from the Community Council and Employee Recognition Program
- withholding reimbursement from department funded functions such as Regional Workshops, Community Administrative Officer Workshops and Public Works Employee Workshops
- a change in community status

Annual Requirements

1. Community Management Plan (CMP), includes operating budget, capital plan and applicable program plans (i.e. Recreation, Constable, Economic Development) - Required by: January 31

The purpose of the CMP is to set guiding principles, outline capital plans, establish action plans and include finances and land use planning.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- ineffective local governance
- impedes requirement to inform public
- lack of employee/council training needs
- inability to measure community progress
- unable to secure funding to support plan

Impact Department:

- inability to support community needs
- unable to provide timely feedback on the plan
- unable to release funds

Primary Potential Impact on the Community:

50% of new year funding will be withheld until the CMP is received.

2. Manitoba Employee Benefits Program (MEBP) Annual Report - Required by: 7 working days after last pay period in December

This MEBP Annual Report is required for the purpose of providing pension adjustment figures for each employee's T4 slip.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- T4's may be withheld
- late fee penalties imposed
- employee benefits could be impacted

Impact Department:

- unable to complete report required by MEBP

Primary Potential Impact on the Community:

All new year funding will be withheld until this report is received.

3. Year-End Financial Statement - Required by: April 30

The year-end financial statement is required to inform both internal and external users of the financial position of the community.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- council unaware of financial position
- inability to set community priorities
- accountability with public jeopardized
- ineffective administrative practices
- inability for council to make sound financial decisions
- delays council approval process
- inadequate financial records
- potentially delay audit process

Impact Department:

- inability to offer troubleshooting/consultative advice on financial matters in a timely manner
- inability to work with councils experiencing difficulties to develop a plan of action
- unable to determine if funds were used in accordance with requirements

Primary Potential Impact on the Community:

All future payments (including reimbursements and grants) will be withheld until this requirement is met.

4. Financial Audit - Required by: August 31

An audit provides an independent opinion on the validity of the financial position of the community at year-end and that legislative and policy requirements have been met.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- community could receive a denial opinion, if the auditor is unable to obtain documentation required
- inability of council to act on audit recommendations in a timely manner
- audit firm can charge additional fees for conducting audit
- inability for council to make sound financial decisions
- in violation of The Northern Affairs Act
- impacts transparency of public funds

Impact Department:

- inability to assist communities with financial issues identified in audit
- unable to provide information required for departmental annual report
- impacts transparency of public funds

Primary Potential Impact on the Community:

Last quarter funding and new year funding (where applicable) will be withheld until audit is received.

5. Deficit Recovery Plan - Required by: September 30

Where a deficit is incurred per the audited financial statement, the community must submit a deficit recovery plan for departmental approval.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- No recovery plan in place to recover deficit

Impact Department:

- delays approval process
- inability for department to assist with deficit recovery plans
- delays reporting requirements to Executive

Primary Potential Impact on the Community:

All payments (including reimbursements and grants) will be withheld until this requirement is met.

6. Community Inventory Report - Required by: November 1

The purpose of submitting an accurate inventory update to the department is for insurance/replacement purposes to ensure adequate insurance coverage exists.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- lack of inventory control
- poor management information
- lack of adequate insurance coverage

Impact Department:

- inaccurate reports provided to Finance & Administration for insurance coverage
- delays annual reporting requirement of infrastructure for Statistical Book
- delays regional verification of assets

Primary Potential Impact on the Community:

Contractor will be hired to complete inventory at council's expense within 30 days of deadline.

Semi-annual Requirements

7. Recreation Program Activity Report - Required by: October 30 Recreation Program Evaluation Report - Required by: April 30

These reports are required to keep informed of the activity within this program as outlined in the recreation plan required under the CMP.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- no support or recognition/participation by government agencies
- lack of staff development
- lack of resources- information
- lack of commitment
- no shared vision

Impact Department:

- unable to support community programs
- unable to identify issues - resources
- unable to measure progress

Primary Potential Impact on the Community:

Future program funds will be withheld.

Quarterly Requirements

8. Financial Statements - Required by: April 30, July 30, October 30 , January 30

Typically, financial statements are produced monthly for review by council and the department requires these quarterly for review.

Where a community is unable to comply with the above reporting requirement may result in the following impacts to the community and the department:

Impact Community:

- ineffective administrative practices
- council unaware of financial position
- inadequate financial information on which to form opinions and base decisions
- inability for council to make sound financial decisions
- delays council approval process
- impedes future ability to secure funding from the department

Impact Department:

- inability to offer troubleshooting/consultative advice on financial matters in a timely manner
- inability to work with councils experiencing difficulties to develop a plan of action

Primary Potential Impact on the Community:

All future payments (including reimbursements and grants) will be withheld until this requirement is met.

Community responsibilities

- Adhere to reporting requirements as outlined above

Department responsibilities

- Ensure compliance and implement potential impacts on the community where necessary

Other information

- See Appendix FI-A - Reporting Requirements

Tangible Capital Assets	Policy	F13
	Effective Date	April 2009
	Revision Date	June 2011
	Page Number	1 of 4
	Approval	Harvey Bostrom

What is the policy?

The objective of this policy is to outline the accounting and reporting requirements for tangible capital assets for both incorporated and unincorporated communities.

PS 3150 is an accounting standard published by the Public Sector Accounting Board (PSAB) that sets the standard on the reporting of tangible capital assets by governments and public sector organizations.

The policy is effective from April 1, 2009.

Community Responsibilities

A community generally has stewardship of a capital asset if it provides for its operation and maintenance and controls the ability to change the asset's future service potential. The administration is responsible for maintaining accounting records and preparing reports for capital assets.

For capital assets under their stewardship, administration is required to:

- manage them to provide effective, efficient and economical program delivery;
- establish and maintain accounting systems to collect, record and report information; and
- establish and maintain adequate internal control systems to ensure the accuracy and reliability of information and reports.

Capital Asset Categories

Capital assets are assigned to the categories outlined in the appendix based on their nature, characteristics and useful life. For definitions of the asset categories, see the Financial Management Guide.

Where the community is uncertain as to which category a capital asset belongs, or where no appropriate category exists, contact the department.

Excluded Assets

The following assets will not be capitalized and amortized under this policy:

- land (or other assets) acquired by right, such as Crown, water and mineral resources;
- works of art and historical treasure; and
- intangible assets such as patents, copyrights and trademarks.

Costs

Tangible capital assets are recorded at cost.

Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price in proportion to each asset based on their relative fair value at the time of acquisition.

The cost of a constructed asset includes direct construction or development costs such as materials, labour and overhead costs directly attributable to the construction or development activity. Capitalization of administrative costs will be limited to salaries, benefits and travel for staff directly involved in project delivery (i.e. project management or construction).

Where the construction or development of a capital asset occurs over several years, capital costs are accumulated until the asset is ready for use.

A work in progress account is established to allow work in progress capital costs to be tracked separately from capital assets subject to amortization.

If the construction or development of a capital asset is terminated, delayed for more than one year, or unlikely to be completed to a usable state, the costs that would otherwise be capitalized are expensed in the same fiscal year.

Thresholds

The appendix outlines the thresholds for each capital asset category.

Capital assets not meeting the thresholds are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.

Thresholds are applied on an individual asset or per item basis.

Estimated Useful Life

All capital asset categories have predetermined estimated useful lives as outlined in the appendix. The estimated useful lives specified are intended to apply to assets in new condition.

When used assets are acquired the estimated useful lives will be reduced based, on the age and condition of the asset.

Amortization

Amortization is calculated using the straight-line method based on the estimated useful life of each asset.

Land has an unlimited estimated useful life and will not be amortized.

Amortization is calculated based on the full cost of the capital asset. Where an asset's residual value is expected to be significant in comparison to its costs (20% or more), the amount is deducted from the cost before calculating amortization.

A full year's amortization is recorded in the year of acquisition, construction and development or when the asset is placed in service, regardless of when this event occurs in the fiscal year.

No amortization is recorded in the year an asset is disposed of. This does not apply to disposals being considered.

No amortization is recorded on a work in progress or capital asset which has been removed from service but not yet disposed of.

Disposals

When a capital asset is disposed of, the cost and accumulated amortization are reversed in the accounting records and any gain or loss on disposal is recognized.

Costs of disposal paid by the community should be expensed.

Write-down

Conditions that may indicate a write-down is required include (i) an expectation of providing services at a lower level than originally planned, (ii) a change in use of the asset, (iii) technological advances which render the asset obsolete or other factors such as physical damage which reduces the asset's service potential. Documentation for write-down must be retained.

Any write-down of tangible capital assets must be approved by council resolution.

Write-down of capital assets will be accounted for as an expense in the period it occurs.

Annual amortization of an asset that has been written down should be calculated using the net book value after the write-down and the remaining estimated useful life.

Regardless of any change in circumstances, a write-down should not be reversed.

Betterments

Betterments which meet the threshold of the applicable capital asset category are capitalized, otherwise, they are expensed.

Where a betterment increases the estimated useful life of a capital asset, its useful life should be changed.

Where a betterment involves the replacement of an identifiable component of a capital asset, the original cost of that asset and the related accumulated amortization should be removed from the accounting records.

Donated Assets

If a capital asset is donated to the community, the cost is its fair value at the date of contribution. Fair value of a donated capital asset may be estimated using market or appraised value.

Leased Capital Assets (Incorporated Communities Only)

If the following criteria exist, the lease should be accounted for as a capital lease:

- There is reasonable assurance that the community will obtain ownership at the end of the lease;
- Transfer of ownership occurs at the end of the lease: or
- The lease has a bargain purchase option. (Note: A bargain purchase option exists if the purchase option at the end of the lease is well below the expected residual value at the end of the lease. In most cases, a zero or close to zero residual value definitely establishes the existence of a bargain purchase option lease.)

Other Information

- Appendix F13-A - Capital Asset Thresholds and Estimated Useful Life

Appendix F1-A

Reporting Requirements

What is the policy?

The funding formula provides communities with more flexibility in their decision making and operations. Under these circumstances, the department now relies more heavily on reporting mechanisms and adherence to policy. The following is a list of the major reporting requirements and due dates. Non-compliance with policy or non-delivery of services to residents may result in funding adjustments. These requirements apply to all LGSP funded communities (exclusions apply for Contact communities).

All reporting requirements are detailed within these policies and the community calendar. The calendar is subject to change depending on the fiscal year. Important event dates are highlighted for easy reference; however users should review the policies and deadlines in detail.

<u>Important Dates Highlighted</u>	<u>Due</u>
Community Management Plan (CMP) (includes budget)	January 30
Quarterly Financial Statement (October to December)	February
Departmental Review of CMP	March 31
Emergency (EMO) Plan	March 31
Request Technical Assistance on Capital Applications	April 30
Year-end Financial Statement	April 30
Recreation Program Evaluation	May
Capital Applications (first Monday in May)	May
Review of Capital Applications by the Department	June 1
Forward Requests for Revisions to MCA funding	July 31
Quarterly Financial Statement (April - June)	August 31
Audit Report	September 30
Deficit Recovery Plan Approval Request	September
Infrastructure Audit conducted	September
Recommended Inventory Day (second Wednesday)	September
Councils to Begin Planning Process	September
Capital Approval Board (CAB) Meets	October
CAB Recommendations Made to Minister	
Quarterly Financial Statement (July - September)	October 30
Vehicle Registration Renewals	October 31
Recreation Program Activity Report	October 30
Community Inventory Report	November 1
CAB Recommendations Announced	November-January
Needs Assessment Conducted	November
January 31	

Appendix F1-B Definition of Municipal Services

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

- | | |
|------------------------|---|
| Administration | <ul style="list-style-type: none">- office space for council chambers and administrative staff, office equipment and furniture, fax, copying, computers |
| Public Works | <ul style="list-style-type: none">- 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 | <ul style="list-style-type: none">- 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 <p>waste disposal:</p> <ul style="list-style-type: none">- a confined area enabling disposal of dry waste, includes incinerators where approved- may include waste collection and recycling program |
| Protective Services | <p>constable/preventive policing:</p> <ul style="list-style-type: none">- office space for constable, not including lockup or temporary detention facility <p>fire protection/prevention:</p> <ul style="list-style-type: none">- 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 <p>ambulance program:</p> <ul style="list-style-type: none">- 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
 - converted to another municipal service that is not identified in this policy
 - 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 FIO Vehicle Replacement). Reserve funds are held in the community for this purpose.

Appendix FI-C Funding Principles and Details

This policy is applicable to all LGSP funded communities.

Administrative and Operational Component

In calculating the costs for the LGSP funding, the following information applies, as well as relevant information from the department respecting community budgets.

- Administration
- Administration costs, including salaries, are calculated as a percentage of total operating costs based on the following table:

40% if population is 75 or less or self-administering status*
30% if population is 100 or less
25% if population is between 101 and 300
20% if population is 301 or over

*Dallas/Red Rose, Dauphin River, Dawson Bay, Fisher Bay, Harwill, Homebrook, Rock Ridge, Spence Lake.

- The dollar amount is obtained by applying the appropriate percentage to the sum of program totals for Operation & Maintenance (excluding 50/50 and rural roads), Public Works, Constable, Fire and Recreation.
- Administration costs for staff development and remoteness allowance (if eligible) are calculated separately and added where approved.
- Administration costs for programs not listed above are not calculated in the formula. The community must identify these situations for consideration by the department.
- The department funds an honorarium supplement based on the regulation rate increases per member per month (see Appendix FI-H Honorarium Supplement).
- An administrative supplement for incorporation in the amount of \$10,000.00 is provided to incorporated communities. For communities with a population of less than 100, the amount provided is \$5,000.00.
- The department funds an administrative wage supplement based on the salary rate increases (see Appendix FI-J Wage Supplement).

- Public Works
 - Funding for public works salaries are calculated at the salary rate for that category for the approved number of employees. The number of approved employees (person years) is determined from the Maintenance Cost Analysis (MCA) rounded to the nearest 0.5.
 - Where person years are equal to 1 a salary supplemental amount is included to cover a back-up operator for one month at \$20.99/hr plus 15% employer costs. If equal to 0.5, half of the salary supplemental is included.
 - The person years is not rounded for contact communities and the following other communities: Dallas/Red Rose, Dauphin River, Dawson Bay, Fisher Bay, Harwill, Homebrook, Rock Ridge and Spence Lake. A labour rate of \$18.262 is applied for contract labour.
 - Salaries are identified separately from MCA funding.
 - A water and wastewater certification/training supplement is provided based on the type of water and wastewater treatment and water distribution and wastewater collection in the community (see Appendix F1-I Water & Wastewater Schedule).
 - Where a community provides a service, but does not have employees for the maintenance of that service, casual or contract costs may be permitted under LGSP. Additional person years will not be included.
 - The community is encouraged to identify situations that may not appear to fit these rules and discuss the situation with the department.
- Environmental Services
 - Most communities include person years for environmental services under public works. The same rules would apply for person years reported under Environmental Services.

- Protective Services

- Constable

- Communities eligible for the constable program are allocated a salary amount according to the salary rate (see Policy F9 Community Employees) and equipment allocation of \$1,000.00/yr.

- Ambulance

- Communities with ambulance service will receive

supplementary funds for administrative costs associated with ambulance service.

Fire Protection

- Funding for local fire training is based on the following service groups (see Appendix F2-D for community groupings):
 - **Service Group 1:** \$200.00 is provided annually for general operations or training in CPR and First Aid.
 - The next three service groups are each funded annually for one Fire Chief at \$15.00/hr x 5 hrs/mo x 12 mo x 15% employer costs plus each firefighter at \$12.00/hr x 5 hrs/mo x 12 mo x 15% employer costs for the number of person fire department identified.

Service Group 2: \$4,347.00 for 5 persons.

Service Group 3: \$8,487.00 for 10 persons.

Service Group 4: \$12,627.00 for 15 persons.

Additional Fire Program Support

- Fire departments in Service Groups 2, 3 and 4 are funded annually to cover 1 hour of employment per week day at the rate of \$15.00/hr for one person designated by council or the fire department to maintain the fire equipment:
 - (1 hr/day x 5 days/week x 52 weeks x 15% employer costs = \$4,485.00)
- Recreation Services
 - Communities with a population of 300 or more are allocated a salary amount according to the salary rate (see Policy F9 Community Employees), plus \$2,500.00 program costs and travel costs if the employee is serving more than one community.
 - Communities with a population between 75 and 299 are eligible for per capita funding of \$100.00. Remote communities are eligible for an additional \$2,500.00. This does not apply to communities that are part of a recreation grouping.
- Staff Development
 - A staff training allowance has been allocated for community employees, not including the constable, which is funded separately. The allowance covers costs of training up to

\$400.00/yr per eligible employee, plus a travel allowance equivalent to the cost of one return trip to Winnipeg (includes meals/miscellaneous costs for 5 days).

- The **maximum** amount is based on the number of eligible community employees.
- For **administration**, the amount funded is for one employee, in most cases. Some larger communities are funded for a maximum of two employees. This is determined by a review of the number of existing employees upon implementation of the LGSP funding and on a community by community basis.
 - Funding may be used where required (ie. Simply training).
- For **constable**, the amount funded is based on a lump sum of \$3,000.00 every three years, provided in annual allotments of \$1,000.00. Constables will be retrained every 3 years.
- For **fire**, the amount funded is for one participant to attend the annual Fire Chief's Conference in Brandon.
- For **public works**, the amount funded is for one eligible employee, in most cases. Some communities are funded for two employees, if the labour component, determined by the MCA, is greater than 1.5 person years.
 - Funding may be used where required, however it is expected that public works employees acquire the three levels of certification at the annual Water and Wastewater School held in Winnipeg at Red River College.
- For **recreation**, the amount funded is for the eligible full-time program employee.
 - Funding may be used for professional development as required, however it is expected that recreation directors will, at the very least, participate annually in department delivered recreation training events and/or the Recreation Connections Manitoba's annual conference.
- Audits
- An allotment is included based on original estimates received through the tendering process (which include the cost to cover an audit exit interview) and further increased

by 20% to cover fees for the auditor to provide advice throughout the year.

- Insurance and Legal Fees • These allocations are included **only** for incorporated communities. Insurance costs are based on estimates from the Municipal General Insurance Program. A legal expense allocation of \$5,000.00 is applied annually. Unused funds must be set aside in a reserve fund for future costs.
- Remoteness Allowance • For eligible communities, remoteness allowance has been applied based on the eligible number of employees. The number of eligible employees is determined from the funded full and part-time employees in the community (proposed person years are used for public works employees, as calculated from the MCA).
 - The allowance is based on the principles of the government model using the dependent rate recorded as of March 23, 2013 as per the MGEU Collective Agreement (see Policy F9 Community Employees).
 - Remoteness allowance does not apply to casual employees and part-time employees working less than 20 hrs/wk (qualification is dependent on a minimum of four hours per day).
 - Council is required to pay remoteness allowance where funded and set a policy on rates to be paid for eligible employees.
- General Salary • Salaries are funded according to the Employee Salary Scale for community employees based on the maximum rate plus 15% employer costs (see Policy F9 Community Employees). The salary rate increases in effect from October 1, 2007 to date is provided as a wage supplement (see Appendix F1-J Wage Supplement) for LGSP funded positions.
- Local Input • The community's Locally Generated Revenue (LGR) contribution is calculated at 20% of total community expenditures (excluding 50/50 cost share and rural roads).
 - The general assistance payment (GAP) grant is calculated using the official Stats Canada census number and for 2011/12 the 2010 per capita rate. This rate will be updated every three years to reflect the current rate.

Maintenance Cost Analysis (MCA) Component

These notes apply to the information used to complete the spreadsheet and calculate the MCA amount.

- Column 1 & 2 List of all the physical assets eligible for funding. Some assets may have an identification number assigned as part of the department/community inventory process.
- Column 3 Size means the physical dimensions of the asset. Dimension standards are:
- building - square meters (sq. M)
 - road - kilometers (km)
 - waste disposal site/recreation grounds - hectares (ha)
 - bridge - meters (M)
 - sewer and water mains - kilometers (km)
 - lagoon - cubic meters (cu M)
 - streetlights - number of

- Column 4 Usage – indicates the number of kilowatt-hours (kwh) used by the structure. This amount can be determined from a record of the hydro consumption received by the community, on average over a specified period of time, normally three years.
- The usage for streetlights is funded annually based on \$125.00 per streetlight.

- Column 5 Hydro – two rates exist (cost per kwh):
- a) generated power (by local hydro diesel generators) at \$1.38363
 - b) line power at \$0.0876

- Column 6 Frequency of Cleaning Factor – standard applied to determine cleaning cost (number of times the area is cleaned) per year:

<u>Structure</u>	<u>Factor</u>
Fire hall/Garage/Warehouse/Change house/Curling rinks/ Recreation buildings/Rinks/Standpipes/Lift stations	13
Community hall/WTP/STP	52
Administration	260
Arena: with ice plant or without ice plant	160 or 80

- Column 7 Cleaning – calculated based on the area of the building divided by 100 to determine the number of "squares" for cleaning purposes. Then multiplied by (Column 6) and the hourly rate of \$14.806 to obtain cleaning allowance. Arenas are funded at 10% of the cleaning formula as the standard to accommodate area other than ice surface.

Column 8 Chemicals – both WTPs and STPs may require chemicals, dependent upon the type of processing used in the plant. A base amount of \$300.00 per plant annually is allowed. Some larger communities may require some increase due to the volumes being processed by the plant. This needs to be verified against community data, including water consumption figures.

Column 9 Labour – the labour calculation provides the allowance and correction factors for adjusting the labour component when there is full-time public works employees who maintain the asset. All buildings are calculated at 1 hour/week/100 square meters of the building area multiplied by the total hourly wage, including overhead, at \$14.806. All cold storage warehouses are funded at 25% for labour. Arenas with iceplants are funded 50% of the labour formula and arenas without iceplants are funded 30% of the labour formula.

- These assets would receive the following additional hours per week:

WTP (based on classification)	
<u>Classification</u>	<u>Hrs/Wk</u>
1 = Pressure Filtration	7
2 = Pressure Filtration & Softener	8.75
3 = Reverse Osmosis or Reox	10.5
4 = Chemical	14
5 = Chemical w/SCADA	20

A STP receives an additional 7 hrs/wk. A lift station an additional 2 hrs/wk.

- Sewage Lagoon – 12 hrs/wk for 13 weeks x hourly rate.
- Water/sewer Mains – 1 hr/wk for 52 weeks x hourly rate.
- Labour for garbage pickup once per week is determined by using the population of the community x 440 cubic ft per year to estimate total garbage production. Divide the total by cubic feet of the box size to determine number of trips required per year to transport material to waste site. For example:

$$\begin{aligned} \text{Population} &= 400, \text{ standard box size } 208 \text{ cu ft} \\ (400 \times 440) / 52 / 208 &= \# \text{ of trips to dump} \\ \# \text{ trips} \times 52 \text{ weeks} \times \text{labour rate} &= \text{costs} \end{aligned}$$

- Funding for communities that do not have waste disposal sites and are required to transport solid waste from their community to a regional site is applied based on a once per week trip at \$0.80/km.

- Recreation grounds are calculated by the number of hours required to maintain grounds allowing 2 hours/hectare x 12 cuts and allowing 12 hours to maintain equipment. Using total hours at the hourly rate. Outdoor rinks are calculated using 100 hours/year x hourly rate for all activities including ice painting, repairs, flooding and lights.

Column 10

Maintenance – covers items related to maintaining specific assets.

- Vehicles – the time required to obtain roadworthiness inspection certificates where required and to do routine tasks, ie. battery, tires, lights, etc. Based on historical costs prior to LGSP funding.
- Fire trucks include an annual inspection of the truck's installed equipment at the annual rate of \$2,400.00 for North of 53 and \$2,000.00 for South of 53.
- Constable vehicles are allocated \$2,000.00 per year.
- Sewage Lagoons – 50% of labour amount allocated for repairing fences, ramps, chutes, etc.
- Water/sewer Mains – 50% of labour amount.
- Waste Disposal Site – cost for clean up and covering at least twice per year, based on population as follows:
 - a) Up to 100 = \$2,000.00/yr
 - b) 100 to 300 = \$3,000.00/yr
 - c) Over 300 = \$4,000.00/yr
- Buildings – maintenance of doors, windows, flashing, etc. calculated at 50% of the building labour cost (Column 9), excluding cold storage warehouses which are funded at 25%. In addition, STPs with remote monitoring, receive costs to cover the monthly report, helpline and semi-annual visit.
- Docks – \$500.00 per year.

Column 11

Note: This note applies to columns 11-13. 50/50 roads are calculated at 50% of the road costs due to cost sharing with Manitoba Infrastructure and Transportation (MIT). Limited use resource roads are also calculated at 50%. If a road is classified as both 50/50 and limited use, the cost is calculated at 25%.

Gravel – the amount of gravel is based on 45 cu. yds (60 tonnes)/year/km. Gravel cost varies for each community, ranging from \$10.00 to

\$60.00 per cu. yd. Where gravel cannot be easily obtained yearly, or must be crushed, then a gravel stockpile may be created with the annual funding put into reserve for the next crushing. Revenue from the sale of gravel should also go into the reserve fund. A further factor is applied of 1.5 for high volume sections of road, referring to main routes only (not residential streets) which are prone to increased traffic as a result of constant wear and tear from service trucks (> 1 ton) and neighboring reserve traffic requiring access as the only means.

- Site supervision for waste disposal sites is included under this column (includes 15% employer costs).

Population	Hours/Week	Rate/Hour	Costs
Up to 150	8	\$11.50	\$5,502.00
151 to 300	12	\$11.50	\$8,252.00
Over 300	16	\$11.50	\$11,003.00

Column 12 Grading – is calculated on the basis of \$30.00/km/year x the number of times the road is graded (20 passes per year).

Column 13 Ditching – ditching is based on both sides of the road being completed once every 5 years at a cost of \$3,280.00/km. The funding allows for 20% of the total distance every year.

- Calcium Chloride – funds provided in the ditching category are sufficient to cover the costs of calcium chloride.

Column 14 Fire Equipment – each fire department in Service Groups 2, 3 and 4 is provided an amount of \$1,600.00 (or \$800.00 in service group 2 where deemed sufficient) per year to obtain turnout gear, equipment, supplies, tools, etc. based on a 10 year replacement cycle. Any portion of funding not used in a year should be held as reserve towards future years.

- The WRARS levy amount included under this column is set by formula on a per ton average per capita (using official Stats Canada census). Payment is due to Green Manitoba twice per year by July 30 and January 30 as per the amount invoiced to the community.

Column 15 Frequency of Painting – every number of years painting is required for a building.

Column 16 Painting

- Interior – based on (a) the square root of the floor area x length of wall surfaces x height, plus (b) floor area divided by 10 x cost of painting 10 sq. meters for 2 coats divided by frequency of painting.

- Exterior – square root of the floor area x length of the wall surfaces x height of the wall divided by 10 x cost of painting 10 sq. meters - 2 coats/frequency of painting.
- All cold storage warehouses are funded for exterior painting only. Any portion of the funding not used in a year could be held in an operating reserve towards future years.

Column 17

Fuel – fuel costs depend upon size and use of vehicle, or if used for building heating purposes the actual cost of fuel and/or fuel haul. Historic information from the community should be compared against industry standards for various vehicles and/or furnaces.

- Calculated using estimated quantity of fuel required against known fuel costs.
- Fuel for constable vehicles is provided annually and is based on community size, location and area served as follows: \$3,120.00, \$4,420.00 or \$7,020.00.

Column 18

Replacement Costs – major equipment items have a pre-determined lifetime. The cost of replacement of vehicles and major equipment is divided by that lifetime and an amount provided annually to be set aside in a reserve fund towards future replacement.

- Pumps used in WTPs and STPs, provide for replacement on a 7 year cycle.
- Waste Disposal Site – an amount for development of a new cell at minimum every 4 years, but dependent upon life of the current cell. Applied based on population as follows:
 - a) Up to 100 = \$1,200.00/yr
 - b) 100 to 300 = \$2,400.00/yr
 - c) Over 300 = \$3,600.00/yr
- Vehicles – in accordance with the Vehicle Replacement Guideline (see Policy F10 Vehicle Replacement).

Column 19

Water Breaks – allow for one break per year at a standard cost of South of 53 \$1,250.00 and North of 53 \$1,500.00 and multiplied by a factor for communities with very old or substandard systems, as follows:

- a) 1 = New infrastructure 1 to 10 years
- b) 2 = Within lifespan 11 to 25 years
- c) 3 = Old system (critical) over 25 years

- This is determined from past experience in the community. As the system is replaced, the multiplication factor would reduce towards 1. In addition, an adjustment is made for deep bury (> 12') per dig of \$2,500.00 North of 53 and \$1,500.00 South of 53. The standard bury is 8' to 12'. A remoteness factor of 2 is applied for fly-in communities North of 53.

Column 20	<u>Testing</u> – this is an allowance to cover cost of water and sewage testing and shipping samples to the laboratory for required tests. Water testing is \$390.00 per year plus shipping cost bi-monthly. Sewage testing is \$2,076.00 per year plus shipping costs every month. Shipping costs vary according to community location and shipping methods available to the community. Sewage lagoon testing is between \$820.00 and \$950.00 per year depending on community location. Newer lagoons can receive up to \$1,200.00 per year due to increased testing requirements.
Column 21	<u>Insurance</u> – insurance costs for vehicles is based on a \$1,000.00 flat rate for all vehicles excluding fire trucks and tractors which require a license only. The public liability insurance coverage to be paid by the communities is up to the \$200,000.00 value. The department coverage takes over above this figure.
Column 22	<u>Totals</u> – add up the horizontal and vertical totals. The sum of the totals should cross balance.

Appendix FI- D Maintenance Cost Analysis (MCA) Spreadsheet

Sample spreadsheet of Community "X" used to prepare MCA calculations.

Col(1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)	Col (7)	Col (8)	Col (9)	Col (10)	Col (11)	Col (12)	Col (13)	Col (14)	Col (15)	Col (16)	Col (17)	Col (18)	Col (19)	Col (20)	Col (21)	Col (22)
Asset	ID-No	Asset size	Hydro Usage	Hydro Cost	Freq. Cleaning	Cleaning Cost.	Chem.	Labour	Maint	Gravel	Grading	Ditching	Fire Equip.	Freq. Paint.	Painting	Fuel	Replace Costs	Water Breaks	Sample Testing	Insurance	Total
Community Hall																					
Administration building																					
Firehall																					
Garage																					
Water Treatment Plant																					
Roads																					
Waste																					
Fire truck																					
Utility truck																					
Major Repair																					
Sewage Lagoon																					
Pump replacement																					
Streetlights																					
Recreation Grounds																					

Appendix F1-E

Staff Development Cost Calculations for Funding Formula

Table of Staff Development Costs - Return to Winnipeg based on one person for 5 days

Hotel Rate:	\$70.00 per night	
Meal Rate (per day):	North \$27.35	South \$26.35
Mileage rate (per km)	North \$0.35	South \$0.30

Community	Travel Cost			Subtotal	Expense Cost (5 days)			Course Subtotal	Funding Base Cost/person
	Km	Mileage	Air		Hotel	Meals	Subtotal		
Barrows	1188	356.40		356.40	350.00	131.75	481.75	400.00	\$1,238.15
Berens River			310.00	310.00	350.00	136.75	486.75	400.00	\$1,196.75
Bissett	454	136.20		136.20	350.00	131.75	481.75	400.00	\$1,017.95
Brochet	1478	517.30	400.00	917.30	350.00	136.75	486.75	400.00	\$1,804.05
Camperville	826	247.80		247.80	350.00	131.75	481.75	400.00	\$1,129.55
Cormorant	1358	475.30		475.30	350.00	136.75	486.75	400.00	\$1,362.05
Crane River	662	198.60		198.60	350.00	131.75	481.75	400.00	\$1,080.35
Cross Lake	1498	524.30		524.30	350.00	136.75	486.75	400.00	\$1,411.05
Dallas/Red Rose	342	102.60		102.60	350.00	131.75	481.75	400.00	\$984.35
Dauphin River	630	220.50		220.50	350.00	136.75	486.75	400.00	\$1,107.25
Dawson Bay	1163	348.90		348.90	350.00	131.75	481.75	400.00	\$1,230.65
Duck Bay	856	256.80		256.80	350.00	131.75	481.75	400.00	\$1,138.55
Easterville	880	308.00		308.00	350.00	136.75	486.75	400.00	\$1,194.75
Fisher Bay	358	107.40		107.40	350.00	131.75	481.75	400.00	\$989.15
Gods Lake Narrows	1478	517.30	350.00	867.30	350.00	136.75	486.75	400.00	\$1,754.05
Harwill	332	99.60		99.60	350.00	131.75	481.75	400.00	\$981.35
Homebrook	534	160.20		160.20	350.00	131.75	481.75	400.00	\$1,041.95
Ilford	1478	517.30		517.30	350.00	136.75	486.75	400.00	\$1,954.05
Island Lake			540.00	540.00	350.00	136.75	486.75	400.00	\$1,426.75
Mallard	632	189.60		189.60	350.00	131.75	481.75	400.00	\$1,071.35
Manigotogan	362	108.60		108.60	350.00	131.75	481.75	400.00	\$990.35
Matheson Island	522	182.70		182.70	350.00	136.75	486.75	400.00	\$1,069.45
Meadow Portage	634	190.20		190.20	350.00	131.75	481.75	400.00	\$1,071.95
Moose Lake	1406	492.10		492.10	350.00	136.75	486.75	400.00	\$1,378.85
Nelson House	1654	578.90		578.90	350.00	136.75	486.75	400.00	\$1,465.65
Norway House	1566	548.10		548.10	350.00	136.75	486.75	400.00	\$1,434.85
Pelican Rapids	1166	349.80		349.80	350.00	131.75	481.75	400.00	\$1,231.55
Pikwitonei	1478	517.30	210.00	727.30	350.00	136.75	486.75	400.00	\$1,614.05
Pine Dock	472	141.60		141.60	350.00	136.75	486.75	400.00	\$1,028.35
Rock Ridge	674	202.25		202.25	350.00	131.75	481.75	400.00	\$1,084.00
Seymourville	392	117.60		117.60	350.00	131.75	481.75	400.00	\$999.35
Sherridon	1580	553.00		553.00	350.00	136.75	486.75	400.00	\$1,439.75
Spence Lake	634	190.20		190.20	350.00	131.75	481.75	400.00	\$1,071.95
Thicket Portage	1478	517.30	230.00	747.30	350.00	136.75	486.75	400.00	\$1,634.05
Wabowden	1266	443.10		443.10	350.00	136.75	486.75	400.00	\$1,329.85
Waterhen	594	178.20		178.20	350.00	131.75	481.75	400.00	\$1,059.95

THIS MEMORANDUM OF AGREEMENT made this ____ day of _____ A.D. 2010.

BETWEEN:

THE GOVERNMENT OF MANITOBA,
represented by the
Minister of Aboriginal & Northern Affairs
(hereinafter referred to as "Manitoba")
and

(hereinafter referred to as "Community")

OF THE FIRST PART

- and -

(hereinafter referred to as "Accounting Firm")

OF THE SECOND PART

WHEREAS Manitoba and the Community desire that the Accounting Firm performs certain audit services;

AND WHEREAS the Accounting Firm has represented to Manitoba and the Community a willingness to provide the services required by Manitoba and the Community;

AND WHEREAS the parties wish to formalize their relationship.

NOW THEREFORE the parties covenant and agree as follows:

SECTION 1 - TERM OF AGREEMENT

This Agreement comes into effect on the date of signing and shall continue in force until August 31, 2010, unless terminated before or extended beyond that date as hereinafter provided. This Agreement constitutes the auditing services for the fiscal year ending March 31, 2010.

SECTION 2 - SERVICES TO BE PROVIDED

The Accounting Firm shall perform the auditing services as outlined in the Audit Scope in Appendix I for one fiscal year end.

SECTION 3 - PERFORMANCE OF ACCOUNTING FIRM OBLIGATIONS

- 3.1 The Accounting Firm shall not perform both auditing services and non-auditing services such as bookkeeping or co-management services for the same Community.
- 3.2 The Accounting Firm represents and warrants that the Accounting Firm possesses the necessary skills, expertise and experience to perform the required services in accordance with the provisions of this Agreement.
- 3.3 The Accounting Firm agrees to appoint a qualified and competent person as the auditor who shall be responsible to see to the performance of the Accounting Firm and hereby appoints _____ as the auditor for this Agreement. If the Accounting Firm requires that a replacement person be appointed after this Agreement has been signed, both the Accounting Firm and the Community must agree to the new auditor.

SECTION 4 - FEES

- 4.1 Subject to the following subsections, in consideration of services performed to the satisfaction of Manitoba and the Community, the Accounting Firm will invoice the Community and the Community shall pay to the Accounting Firm a fee of \$_____ for the March 2010 fiscal year end.
- 4.2 The Accounting Firm must provide to the community a detailed written request of the records required to complete the audit four (4) weeks prior to the date the records are required. The Accounting Firm may bill an extra fee of 5% bi-weekly of the total amount of its audit fee if it has not received the accounting records by the due date provided to the community. Documentation showing the dates that the records were requested and received is required. Where the audit firm is unable to complete the audit due to not receiving the required records in time to complete the audit, they are to provide the appropriate audit report and certifications by July 31st for the fee specified. Manitoba, the Community and the Accounting Firm may agree to additional services at a mutually agreeable price and such additional services are not to exceed 10% of the value of the contract.
- 4.3 If additional work is required to complete the audit as a result of the Community not preparing the required schedules or documentation, a written request must be submitted to Angel Anderson by fax at (204) 677-6753. All additional work must be approved prior to starting to ensure payment will be made for the service rendered.

- 4.4 Where all conditions of this contract are met and Manitoba has not received the audited financial statements including all the required reports and certifications by August 31st; Manitoba and/or the Community shall impose a penalty of 10% per week of the contract fee for each and every week, and part thereof, that the required reports are late.
- 4.5 All invoices shall be satisfactory to the Community in both form and content.
- 4.6 The Community shall endeavour to pay the Accounting Firm any fees due within 30 days after the receipt and approval of an invoice.
- 4.7 Those invoiced fees not paid by the Community within 60 days of receipt and approval shall bear interest from the 60th day at the following rate:

Prime Interest Rate (as determined by Manitoba Department of Finance)

SECTION 5 - ASSISTANCE FROM THE COMMUNITY

The Community agrees to make available to the Accounting Firm documents, records and assistance from officers and employees of the Community as, in the opinion of the Community or Manitoba, be reasonably necessary to assist the Accounting Firm in the performance of services under this Agreement.

SECTION 6 - OWNERSHIP OF INFORMATION

- 6.1 All information, data, research, documents, photographs and materials produced by the Accounting Firm, or any officers, employees or agents of the Accounting Firm, in the performance of this Agreement, and all copyright therein, shall be the property of the Accounting Firm pertaining to this engagement.
- 6.2 The Accounting Firm agrees to lend its audit files to Manitoba or its nominee upon request without cost to Manitoba.

SECTION 7 - LIABILITY

- 7.1 Manitoba and the Community shall not be liable for any injury to the Accounting Firm, or to any officers, employees or agents of the Accounting Firm, or for any damage to or loss of property of the Accounting Firm, or of the officers, employees or agents of the Accounting Firm, caused by or in any way related to the performance of this

Agreement.

7.2 Subsection 7.1 does not apply if the injury, damage or loss was caused by the wrongful or negligent act of any officer or employee of Manitoba or the Community while acting within the scope of his or her employment.

SECTION 8 - TERMINATION

Without restricting any other remedies available, Manitoba or the Community may, at its sole option, immediately terminate this Agreement by written notice giving reasons, if:

- (i) in the opinion of Manitoba or the Community, the services provided by the Accounting Firm are unsatisfactory, inadequate, or are improperly performed; or
- (ii) in the opinion of Manitoba or the Community, the Accounting Firm has failed to comply with any term or condition of this Agreement; or
- (iii) the Accounting Firm becomes bankrupt or insolvent; or
- (iv) the funding status of the Community changes (for example, to trust status).

SECTION 9 - ENTIRE AGREEMENT

This document contains the entire agreement between the parties. There are no undertakings, representations, or promises, expressed or implied, other than those contained in this Agreement.

SECTION 10 - AMENDMENTS

No amendment or change to, or modification of, this Agreement shall be valid unless it is in writing and signed by all parties.

SECTION 11 - NOTICES

11.1 Any notice or other communication to the Accounting Firm under this Agreement shall be in writing and shall be sent to the Accounting Firm to:

11.2 Any notice or other communication to the Community under this Agreement shall be in writing and shall be delivered or sent to:

11.3 Any notice or other communication to Manitoba under this Agreement shall be in writing and shall be delivered or sent to:

Angel Anderson
Municipal Audit & Tax Manager
Department of Aboriginal & Northern Affairs
Financial & Administrative Services
59 Elizabeth Drive (Box 37)
Thompson MB R8N 1X4

This Agreement has been executed by the Community, the Minister of Aboriginal & Northern Affairs on behalf of the Government of Manitoba and by the Accounting Firm on the dates noted below.

SIGNED IN THE PRESENCE OF:

_____	_____
Witness	Community Signature

	Date

_____	_____
Witness	Municipal Audit & Tax Manager for the Minister of Aboriginal & Northern Affairs

	Date

_____	_____
Witness	Accounting Firm Signature

	Date

Appendix F1-G

Council Compensation Regulation

The information in this appendix is taken from Manitoba Regulation 252/2006.

Definitions

In this regulation,

"councillor" means a member of a community council other than the mayor, or a member of a local committee of a community other than the chairperson;

"mayor" means the mayor of a community or the chairperson of a local committee of a community.

Honorarium for participating communities

The maximum monthly honorarium payable to a mayor or councillor for a community that is participating in the Local Government Services Program is the amount specified in the following Table:

Population of Community	Position	Honorarium in Dollars
0 to 74	Mayor	150
	Councillor	115
75 to 150	Mayor	220
	Councillor	170
151 to 300	Mayor	240
	Councillor	190
301 and greater	Mayor	300
	Councillor	250

Monthly payments to a maximum amount

If an honorarium is paid to a mayor or councillor, it must be paid on a monthly basis.

Appendix F1-H Honorarium Supplement

Based on approved increases per member/month for LGSP funded communities.

<u>Community</u>	<u># Members</u>	<u>Supplement</u>
Barrows	5	\$4,560.00
Berens River	3	\$2,160.00
Bissett	5	\$4,560.00
Brochet	5	\$4,560.00
Camperville	7	\$6,240.00
Cormorant	5	\$4,560.00
Crane River	5	\$4,560.00
Cross Lake	5	\$4,560.00
Dallas/Red Rose	3	\$2,160.00
Dauphin River	3	\$2,160.00
Dawson Bay	3	\$2,160.00
Duck Bay	7	\$6,240.00
Easterville	5	\$4,560.00
Fisher Bay	3	\$2,160.00
Gods Lake Narrows	5	\$4,560.00
Harwill	3	\$2,160.00
Homebrook	5	\$3,480.00
Ilford	5	\$4,560.00
Island Lake	5	\$3,480.00
Mallard	5	\$4,560.00
Manigotogan	5	\$4,560.00
Matheson Island	5	\$4,560.00
Meadow Portage	5	\$4,560.00
Moose Lake	6	\$5,400.00
Nelson House	5	\$3,480.00
Norway House	7	\$6,240.00
Pelican Rapids	5	\$4,560.00
Pikwitonei	5	\$4,560.00
Pine Dock	5	\$4,560.00
Rock Ridge	3	\$2,880.00
Seymourville	5	\$4,560.00
Sherridon	5	\$4,560.00
Spence Lake	5	\$3,480.00
Thicket Portage	5	\$4,560.00
Wabowden	7	\$6,240.00
Waterhen	5	\$4,560.00

Appendix FI-I

Water & Wastewater Schedule

The *Funding* column is calculated by multiplying the Total Points column x \$0.65/hr x 2080 hrs/yr x 15% employer costs. This is the Water & Wastewater Certification/Training Supplement provided to each community listed.

<u>Community</u>	<u>Present Classification Water/Distribution Facility</u>	<u>Present Classification Wastewater/Collection Supply</u>	<u>WT I</u>	<u>WD I</u>	<u>WT II</u>	<u>WWT I</u>	<u>WWC I</u>	<u>WWT II</u>	<u>SS</u>	<u>Total Points</u>	<u>Funding</u>
Baden	Pail/Truck fill I	None	1							1	\$1,554.80
Barrows	Membrane II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
Berens River	Membrane II/I	None	1	1	1					3	\$4,664.40
Bissett	Surface II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
Brochet	Surface I	None		1						1	\$1,554.80
Camperville	Surface II/I	Lagoon I/I	1	1	1	1	1			5	\$7,774.00
Cormorant	Softener II/I	SBR II/I	1	1	1		1		1	5	\$7,774.00
Crane River	Surface II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
Cross Lake	Conventional II/I	Lagoon I/I	1	1	1	1	1			5	\$7,774.00
Dawson Bay	Pail/Truck fill I	Lagoon/Private I	1			1			1	3	\$4,664.40
Duck Bay	Surface II/I	Lagoon I/I	1	1	1	1				4	\$6,219.20
Easterville	Pail/Truck fill I	None/Private I	1						1	2	\$3,109.60
Gods Lake Narrows	Pressure filter I/I	SBR II/I	1			1	1	1		4	\$6,219.20
Granville Lake	Surface I/I	Lagoon I/I	1	1		1				3	\$4,664.40
Ilford	Surface I	SBR II/I		1		1		1		3	\$4,664.40
Island Lake	Surface II/I	Extended air II/I	1	1	1					3	\$4,664.40
Mallard	Groundwater I/I	SBR II/I	1	1		1		1		4	\$6,219.20
Manigotagan	Surface II/I	SBR II/I	1	1	1				1	4	\$6,219.20
Matheson Island	None	Lagoon I/I							1	1	\$1,554.80
Meadow Portage	Surface II	None	1							1	\$1,554.80
Moose Lake	Softener II/I	Private I	1	1						2	\$3,109.60
National Mills	Groundwater I/I	None							1	1	\$1,554.80
Nelson House	Reox II/I	Private	1		1				1	3	\$4,664.40
Norway House	Conventional II/I	Lagoon I/I	1	1	1			1		4	\$6,219.20
Pelican Rapids	Pressure filter I/I	Lagoon I/I	1	1					1	3	\$4,664.40
Pikwitonei	Conventional II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
Pine Dock	Membrane II/I	Lagoon I/I	1	1					1	3	\$4,664.40
Red Sucker Lake	Surface II/I	None	1							1	\$1,554.80
Salt Point	Surface I/I	None	1							1	\$1,554.80
Seymourville	Surface II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
Sherridon	Conventional II/I	RBC II/I	1	1		1		1		4	\$6,219.20
Thicket Portage	Pressure filter I/I	SBR II/I	1	1		1		1		4	\$6,219.20
Wabowden	Conventional II/I	Lagoon I/I	1	1	1	1	1			5	\$7,774.00
Waterhen	Surface II/I	Lagoon I/I	1	1	1				1	4	\$6,219.20
											\$166,363.60

WT = Water Treatment
 WD = Water Distribution
 WWT = Wastewater Treatment
 WWC = Wastewater Collection
 SS = Small Systems

Water & wastewater treatment are based on a point rating system and points allocated for water distribution and wastewater collection are population based.

Appendix FI-J
Wage Supplement

Administrative

Based on an administrative salary rate increase for the CAO and an Assistant CAO (where number of employees is greater than 1). * indicates deemed employment status and position designation for wage supplement funding purposes.

Community	# Empl.	Employment	Supplement
Barrows	1	Full-time	\$17,342
Berens River	1	Full-time	\$17,342
Bissett	1 ^{LSS}	Part-time	\$9,245
Brochet	1	Full-time	\$17,342
Camperville	2	Full-time	\$29,158
Cormorant	1	Full-time	\$17,342
Crane River	1 ^{LSS}	Part-time	\$9,245
Cross Lake	2	Full-time	\$30,306
Dallas/Red Rose	1	Part-time	\$8,671
Dauphin River	1	Part-time	\$8,671
Dawson Bay	1	Part-time	\$8,671
Duck Bay	2	Full-time	\$29,158
Easterville	1	Full-time	\$17,342
Fisher Bay	1	Part-time	\$8,671
Gods Lake Narrows	1	Part-time	\$8,671
Harwill	1 ^{LSS}	Part-time	\$9,245
Homebrook	1	Part-time	\$8,671
Ilford	1	Part-time	\$8,671
Island Lake	1	Full-time	\$17,342
Mallard	1	Full-time	\$17,342
Manigotagan	1	Full-time	\$17,342
Matheson Island	1	Full-time	\$17,342
Meadow Portage	1 ^{LSS}	Full-time	\$18,490
Moose Lake	1	Full-time	\$17,342
Norway House	2	Full-time	\$29,158
Pelican Rapids	1	Full-time	\$17,342
Pikwitonei	1	Part-time	\$8,671
Pine Dock	1	Part-time	\$8,671
Rock Ridge	1	Part-time	\$8,671
Seymourville	1	Full-time	\$17,342
Sherridon	1	Full-time	\$17,342
Spence Lake	1 ^{LSS}	Part-time	\$9,245
Thicket Portage	1	Full-time	\$17,342
Wabowden	2	Full-time	\$29,158
Waterhen	1	Full-time	\$17,342

Wage Supplement calculated as follows (for one employee):

- CAO = $\$7.25 \times 2080 \text{ hrs/yr} \times 15\% \text{ employer costs} = \$17,342 \text{ F/T or } \$8,671 \text{ P/T}$
- Asst CAO = $\$4.94 \times 2080 \text{ hrs/yr} \times 15\% \text{ employer costs} = \$11,816 \text{ F/T}$

Long service step (LSS) for employees with 20+ years of service calculated as follows:

- CAO = $\$7.73 \times 2080 \text{ hrs/yr} \times 15\% \text{ employer costs} = \$18,490 \text{ F/T or } \$9,245 \text{ P/T}$
- Asst CAO = $\$5.30 \times 2080 \text{ hrs/yr} \times 15\% \text{ employer costs} = \$12,678 \text{ F/T or } \$6,339 \text{ P/T}$

Other Employees

Based on salary rate increases for public works employee(s), community recreation director and community constable in the LGSP funded positions provided as a wage supplement.

Community	Public Works		Recreation Director		Constable	
	# Empl.	Supplement	# Empl.	Supplement	# Empl.	Supplement
Barrows	1	\$19,399	0	0	1	\$7,702
Berens River	1.5	\$29,099	0	0	0	0
Bissett	1	\$19,399	0	0	0	0
Brochet	0.5	\$9,700	0	0	1	\$7,702
Camperville	2 ^(1 LSS)	\$39,803	1	\$11,960	1	\$7,702
Cormorant	2	\$38,798	0	0	1	\$7,702
Crane River	1 ^{LSS}	\$20,404	1	\$11,960	1	\$7,702
Cross Lake	2 ^(1 LSS)	\$39,803	1	\$11,960	0	0
Duck Bay	1.5	\$29,099	1	\$11,960	1	\$7,702
Easterville	1	\$19,399	0	0	0	0
Gods Lake Narrows	1 ^{LSS}	\$20,404	0	0	0	0
Ilford	0.5	\$9,700	0	0	0	0
Island Lake	1	\$19,399	0	0	0	0
Mallard	1 ^{LSS}	\$20,404	0	0	0	0
Manigotagan	1	\$19,399	0	0	1	\$7,702
Matheson Island	1	\$19,399	0	0	0	0
Meadow Portage	0.5	\$9,700	0	0	0	0
Moose Lake	1.5	\$29,099	0	0	0	0
Nelson House	0.5	\$9,700	0	0	0	0
Norway House	4.5	\$87,296	1	\$11,960	0	0
Pelican Rapids	1	\$19,399	0	0	1	\$7,702
Pikwitonei	1	\$19,399	0	0	0	0
Pine Dock	1.5	\$29,099	0	0	0	0
Seymourville	1	\$19,399	0	0	0	0
Sherridon	1.5	\$29,099	0	0	0	0
Thicket Portage	1	\$19,399	0	0	1	\$7,702
Wabowden	2	\$38,798	1	\$11,960	0	0
Waterhen	1.5	\$29,099	0	0	1	\$7,702

Wage Supplement calculated as follows (for one employee):

- PWE = \$8.11 x 2080 hrs/yr x 15% employer costs = \$19,399 F/T or \$9,700 P/T
- Recreation Director = \$5.00 x 2080 hrs/yr x 15% employer costs = \$11,960 F/T
- Constable = \$3.22 x 2080 hrs/yr x 15% employer costs = \$7,702 F/T

Long service step (LSS) for employees with 20+ years of service calculated as follows:

- PWE = \$8.53 x 2080 hrs/yr x 15% employer costs = \$20,404 F/T or \$10,202 P/T
- Recreation Director = \$5.38 x 2080 hrs/yr x 15% employer costs = \$12,869 F/T
- Constable = \$3.68 x 2080 hrs/yr x 15% employer costs = \$8,803 F/T

January

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections

- √ Does your bulletin board include: Workplace Safety & Health policy, Harassment policy, Violence policy, Working Alone Plan, names of first aiders and WSH representatives (employee and management)?
- √ Are first aid kits available in every building?
- √ Is your Community Prevention Plan updated?

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
------------	------------	------------	------------	------------	------------	------------

Departmental:

- ◆ Regional office will conduct an MCA review between January 1 and May 31
- ◆ Final assessment roll sent at month end
- ◆ **Submit MEBP Annual Report by 15th**

1 NEW YEAR'S DAY
Prepare new TD1's

Deadline for receipt of any property tax payments to dept to avoid penalties



2	3 Update tax tables in Simply Submit quarterly GST refund	4	5	6	7	8
9	10	11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17	18	19	20	21	22
		North Central Region PWE Workshop - Dauphin				
23	24	25	26	27	28	29

- 30**
Submit:
- ◆ 3rd quarter financial statements (Oct. to Dec.)
 - ◆ Quarterly payroll report MEBP


- 31**
Submit:
- ◆ **Community Management Plan** (includes budget) and minutes of public meeting
 - ◆ Contracts to dept of auditor selection

- ◆ Submit bi-weekly water samples and monthly sewer sample
 - ◆ Request technical assistance for capital project applications prior to March 31
 - ◆ **Submit MEBP form and payment no later than seven working days after the last pay period**
- If applicable:
- ◆ Submit bi-weekly payrolls for Building Independence Program to regional office

February

WSH Reminders:

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


<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Departmental: ♦ Regional review of Community Management Plans		1 Deadline for receipt of any property tax payments to dept to avoid penalties	2	3	4	5
		Northern Region PWE Workshop - Thompson				
6	7	8	9	10	11 Submit resolution requesting grant-in-aid work on eligible grant-in-aid streets to MB Infrastr. & Transp.	12
Manitoba Water & Wastewater Annual Conference - Portage La Prairie						
13	14 Analyze firefighter payments over \$1,000 (from Jan. 1 – Dec. 31)	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17	18	19
			Rec Connections Annual Provincial Conference - Winnipeg			
20	21 LOUIS RIEL DAY	22	23	24	25 Post tenders for garbage, custodial, water, etc. for next fiscal year Submit (if applicable): ♦ T4's ♦ WCB annual return	26
27	28	<ul style="list-style-type: none"> ♦ Submit bi-weekly water samples and monthly sewer sample ♦ Council to start preparation of capital project applications ♦ Submit MEBP form and payment no later than seven working days after the last pay period If applicable: <ul style="list-style-type: none"> ♦ Submit bi-weekly payrolls for Building Independence Program to regional office ♦ Request technical assistance for capital project applications by March 31 				
						

2011

March

WSH Reminders:

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

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Deadline for receipt of any property tax payments to dept to avoid penalties	2	3	4	5
6	7	8	9	10	11	12
13 ☀ Daylight Saving Time Begins (clocks forward 1 hr) Ensure batteries in smoke/fire detectors in good working order	14	15 Deadline for receipt of payment to Receiver General to avoid penalty Submit detailed estimates for proposed work on previously approved grant-in-aid streets to MB Infrastr. & Transp.	16	17 ST.PATRICKS DAY	18 Submit bill backs to the dept for the fiscal year	19
20	21	22	23	24	25	26
27	28	29 PSAB - Complete inventory count requirement for year-end financial statement	30	31 Submit: ➤ EMO plan ➤ Any assessment roll revisions to dept – ongoing ➤ Year-end recreation report Request technical assistance for capital project applications		
<ul style="list-style-type: none"> ◆ Submit bi-weekly water samples and monthly sewer sample ◆ Review employee job descriptions ◆ Pass new fiscal year resolutions (recurring bills, rentals, water, garbage, etc.) ◆ Ratify fire chief agreement and approve fire dept member list ◆ Award tenders posted in February ◆ Submit MEBP form and payment no later than seven working days after the last pay period <p>If applicable:</p> <ul style="list-style-type: none"> ◆ Submit bi-weekly payrolls for Building Independence Program to regional office 						

2011

April

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections
- √ Council to conduct annual fire drills, ensure maintenance of fire extinguishers and ensure smoke detectors are in working order

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
ALL COMMUNITIES MUST SUBMIT THE MARCH 31, 2011 YEAR-END FINANCIAL STATEMENT BY THE END OF THE MONTH					1 Deadline for receipt of any property tax payments to dept to avoid penalties	2
3	4 Submit quarterly GST refund	5 MMS Service mowers & trimmers	6	7	8	9
10	11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16
17	18 Start to prepare files and schedules for audit, usually due by June to the audit firm	19	20	21	22 GOOD FRIDAY	23
24 EASTER	25 EASTER MONDAY	26	27	28	29	30 Submit: ◆ Year-end financial statement ◆ Quarterly payroll report MEBP

Capturing Opportunities - Brandon

- ◆ Submit bi-weekly water samples and monthly sewer sample
 - ◆ Finalize capital project applications for Capital Approval Board, deadline is first Monday in May
 - ◆ **Submit MEBP form and payment no later than seven working days after the last pay period**
- If applicable:
- ◆ Submit bi-weekly payrolls for Building Independence Program to regional office

2011



May

WSH Reminders:

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

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Deadline for receipt of any property tax payments to dept to avoid penalties	2 Deadline for capital project applications MMS Isolate lagoon cells	3 MMS Crawl space vents opened	4 MMS Heat traces turned off	5 MMS Recirculating pumps turned off	6 MB Infrastr. & Transp. to reply regarding requests made March 15 for grant-in-aid	7
8	9	10	11	12	13	14
<div style="border: 1px dashed black; padding: 5px; background-color: #e0ffe0;"> Workplace Safety & Health Training - Winnipeg (* Calibration of Q-rae's) </div>						
15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS Lagoon samples sent out after two week isolation	17	18	19	20	21
<div style="border: 1px solid black; padding: 5px; background-color: #ffe0e0;"> Vision Quest Conference - Winnipeg </div>						
22	23 VICTORIA DAY	24	25	26	27	28
29	30	31	<ul style="list-style-type: none"> ◆ Submit bi-weekly water samples and monthly sewer sample ◆ Submit MEBP form and payment no later than seven working days after the last pay period If applicable: <ul style="list-style-type: none"> ◆ Submit bi-weekly payrolls for Building Independence Program to regional office 			

Departmental:

- ◆ Review of capital project applications for missing information during this month
- ◆ Regional office will complete MCA review by month end




2011

June

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections

- √ Does your bulletin board include: Workplace Safety & Health policy, Harassment policy, Violence policy, Working Alone Plan, names of first aiders and WSH representatives (employee and management)?
- √ Are first aid kits available in every building?
- √ Is your Community Prevention Plan updated?

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<u>Departmental:</u> ♦ Capital project applications sent back to council requesting missing information 			1 Deadline for receipt of any property tax payments to dept to avoid penalties Install Simply Accounting payroll tax updates Forward requests for MCA revisions	2 Council to act on capital project applications for missing information	3	4
5	6 MMS Wet wells cleaned	7 MMS Dumping of lagoons	8	9	10	11
12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 Send records to audit firm	17	18
19 FATHER'S DAY	20	21	22	23	24	25
26	27	28	29	30		


- ♦ Submit bi-weekly water samples and monthly sewer sample
 - ♦ Capital project application adjustments - council to continue to act on recommendations for final project submission to the dept
 - ♦ **Submit MEBP form and payment no later than seven working days after the last pay period**
- If applicable:
- ♦ Submit bi-weekly payrolls for Building Independence Program to regional office

2011

July

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections


<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<u>Departmental:</u> ♦ Regional office to forward request for MCA revisions to Program Planning & Development by the 1 st				1 CANADA DAY Deadline for receipt of any property tax payments to dept to avoid penalties	2
3	4 MMS Water treatment plant storage tanks cleaned	5	6	7	8	9
10	11 Submit quarterly GST refund	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16
17	18	19	20	21	22	23
24	25	26	27	28 Submit quarterly payroll report MEBP	29 Follow-up with auditor <u>re:</u> audit to meet Aug. 31 deadline	30 Submit 1 st quarter financial statements (April to June)
31 Deadline for applications for grant-in-aid streets that are not yet approved for the program Complete revisions for WCB estimates Submit revised capital project applications	♦ Submit bi-weekly water samples and monthly sewer sample ♦ Submit MEBP form and payment no later than seven working days after the last pay period If applicable: ♦ Submit bi-weekly payrolls for Building Independence Program to regional office					

2011

August

WSH Reminders:

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


<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 CIVIC HOLIDAY Deadline for receipt of any property tax payments to dept to avoid penalties	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 Follow-up with auditor for audit exit interview	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 DEADLINE FOR RECEIPT OF MARCH 31, 2011 AUDIT	<u>Departmental:</u> <ul style="list-style-type: none"> ◆ Regional review of capital project applications ◆ Plan infrastructure schedule ◆ Send community inventory reports for updating 		
<ul style="list-style-type: none"> ◆ Submit bi-weekly water samples and monthly sewer sample ◆ Submit MEBP form and payment no later than seven working days after the last pay period If applicable: <ul style="list-style-type: none"> ◆ Submit bi-weekly payrolls for Building Independence Program to regional office 						

NACC AGM & Tradeshow - Winnipeg

September

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections
- √ Planned inspection to be conducted in conjunction with the infrastructure audit by regional office or Energy Consultants

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Departmental: ♦ Final capital project applications submitted to Capital Approval Board ♦ Capital Approval Board meets this month to recommend capital projects <div style="text-align: right;">INFRASTRUCTURE AUDIT MONTH <input checked="" type="checkbox"/></div>				1 Deadline for receipt of any property tax payments to dept to avoid penalties Receipt of community inventory reports to update in conjunction with the Infrastructure Audit	2	3
4	5 LABOUR DAY MMS Isolate lagoon cells	6	7	8	9 Prepare 2010/11 O&M surplus/deficit approval request	10
11	12	13	14 INVENTORY DAY Conduct annual physical inventory	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS Furnaces & heaters serviced	17
18	19 MMS Lagoon samples sent out after two week isolation	Northern Links Recreation & Wellness Workshop - Tentative			23 MMS Crawlspace vents closed	24
25	26	27	Capital Approval Board - Winnipeg		30 Submit 2010/11 O&M surplus/deficit approval request	31
					MB Emergency Services	Municipal taxes are due 


- ♦ Submit bi-weekly water samples and monthly sewer sample
- ♦ Council to begin planning process to review and update the Community Management Plan (six month review)
- ♦ Obtain applications for Community Places Program (CPP) from MB Culture, Heritage & Tourism (CHT) and initiate pre-planning work. Intake Dec.15.
- ♦ **Submit MEBP form and payment no later than seven working days after the last pay period**
- ♦ If applicable, submit bi-weekly payrolls for Building Independence Program to regional office

2011

October

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections
- √ Council to ensure maintenance of fire extinguishers and smoke detectors are in working order

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><u>Departmental:</u></p> <ul style="list-style-type: none"> ◆ Capital project recommendations prepared for the Minister's review ◆ Respond to O&M surplus/deficit approval request by the 15th 						<p>1 Deadline for receipt of any property tax payments to dept to avoid penalties</p> <p style="background-color: red; color: black; text-align: center;">Conference - Brandon</p> <p>Submit semi-annual recreation report</p>
2	3 Vehicle registration renewals are due at month end	4 MMS Lagoons dumped upon approval	5	6	7	8
<p>←————— Fire Prevention Week in the Province —————→</p>						
9	10 THANKSGIVING Submit quarterly GST refund	11 MMS Service snow removal equipment	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17	18	19	20	21	22
23	24	25	26	27	28 Submit quarterly payroll report MEBP	29 Deadline for vehicle registration renewals
30 Submit 2 nd quarter financial statements (July to Sept.)	31 HALLOWEEN 	<ul style="list-style-type: none"> ◆ Submit bi-weekly water samples and monthly sewer sample ◆ Submit MEBP form and payment no later than seven working days after the last pay period <p>If applicable:</p> <ul style="list-style-type: none"> ◆ Submit bi-weekly payrolls for Building Independence Program to regional office 				


2011

November

- √ Council to action items highlighted as corrective action from inspections
- √ Are your training records up to date?

WSH Reminders:

√ Council to ensure fire extinguishers and first aid kits inspected

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Departmental: ♦ Minister announces Capital Approval Board recommendations		1 Deadline for receipt of any property tax payments to dept to avoid penalties Submit updated community inventory reports to regional office	2	3	4 Council to ensure employees and contractors (ie. custodial services) are trained in WHIMIS where exposed to chemicals	5
Recreation Conference for Community						
6 ☀ Daylight Saving Time Ends (clocks back 1 hr) <div style="background-color: yellow; padding: 2px;">Volunteers - Brandon</div> Ensure batteries in smoke/fire detectors in good working order	7	8	9	10 MMS Turn on heat trace and recirculating pumps	11 REMEMBRANCE DAY 	12
13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Infrastructure audits due <div style="border: 1px dashed green; padding: 2px; display: inline-block;">Workplace Safety &</div>	If applicable: ♦ Submit bi-weekly payrolls for Building Independence Program to regional office		

- ♦ Submit bi-weekly water samples and monthly sewer sample
- ♦ Needs assessment carried out by both the community and the dept
- ♦ Finalize Community Places Program (CPP) applications to submit to MB Culture Heritage & Tourism (CHT)
- ♦ **Submit MEBP form and payment no later than seven working days after the last pay period**


2011

December

WSH Reminders:

- √ Council to ensure fire extinguishers and first aid kits inspected
- √ Council to action items highlighted as corrective action from inspections

- √ Does your bulletin board include: Workplace Safety & Health policy, Harassment policy, Violence policy, Working Alone Plan, names of first aiders and WSH representatives (employee and management)?
- √ Are first aid kits available in every building?
- √ Is your Community Prevention Plan updated?

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
ANNUAL PHYSICAL INVENTORY COUNT MUST BE COMPLETED PRIOR TO NEW YEAR				1 Deadline for receipt of any property tax payments to dept to avoid penalties  Health Training	2	3
4	5	6	7 Send out tenders for 2011/12 audit contracts	8 MMS Inspect heat trace & recirculating pumps for operation	9 Deadline for application to the Community Wellness & Recreation (WAR) Fund	10
11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty Deadline for receipt of CPP applications to MB CHT	16	17
18	19	20	21	22	23	24
25 CHRISTMAS DAY	26 BOXING DAY	27	28	29	30	31 NEW YEAR'S EVE Install Simply Accounting payroll tax updates

- ◆ Submit bi-weekly water samples and monthly sewer sample
- ◆ Order T4's
- ◆ Initiate pre-planning for capital projects that will be applied for at next years Capital Approval Board (ie. cost sharing possibilities)
- ◆ Council should continue to review and revise their Community Management Plan due January 31
- ◆ **Submit MEBP form and payment IMMEDIATELY after the last pay period**

If applicable:

- ◆ Submit bi-weekly payrolls for Building Independence Program to regional office

2011

Appendix F2-B Funding Exceptions for Interim-Level and Contact Communities

The following outlines the funding exceptions for Interim-Level and Contact communities:

Funding	LGSP	Interim Level	Contact
Audit	Yes	Dept.	No
Salaries/Remoteness	Yes	Yes	No
Training (CAO, Const, etc)	Yes	Yes	No
Training (Fire)	Yes	Yes	Yes
Reserves	Yes	No	No
Maintenance	Yes	Yes	Yes
Gravel	Yes	Yes*	Yes ¹
Grading	Yes	Yes	Yes ¹
Ditching	Yes	Yes*	Yes ¹
Painting	Yes	Yes*	Yes
Fuel	Yes	Yes	Yes
Testing	Yes	Yes	Yes
Insurance	Yes (if incorporated)	No	No
Constable	Yes	Yes	No
Recreation	Yes	Yes	No
Administration	Yes	Yes	Yes
Locally Generated Revenue	20%	20%	20%

* Community must submit request annually.

¹Based on ½ formula for Limited Use Roads and Remote/Semi-Remote Roads grading only.

All communities are Local Government Services Program (LGSP) funded. However, funding exceptions are applied to Interim Level and Contact communities as listed.

<u>LGSP</u>	<u>Interim Level</u>	<u>Contact</u>
Barrows	Berens River	Aghaming
Bissett	Rock Ridge	Baden
Brochet		Granville Lake
Camperville		Herb Lake
Cormorant		Little Grand Rapids
Crane River		Loon Straits
Cross Lake		National Mills
Dallas/Red Rose		Powell
Dauphin River		Princess Harbour
Dawson Bay		Red Deer Lake
Duck Bay		Red Sucker Lake
Easterville		Salt Point
Fisher Bay		
Gods Lake Narrows		
Harwill		
Homebrook		
Ilford		
Island Lake		
Mallard		
Manigotogan		
Matheson Island		
Meadow Portage		
Moose Lake		
Nelson House		
Norway House		
Pelican Rapids		
Pikwitonei		
Pine Dock		
Seymourville		
Sherridon		
Spence Lake		
Thicket Portage		
Wabowden		
Waterhen		

Appendix F2-C

Communities Funded For a Constable

Northern Region

- Brochet
- Cormorant
- Pelican Rapids
- Thicket Portage

North Central Region

- Barrows
- Bissett
- Camperville
- Crane River
- Duck Bay
- Waterhen

Appendix F2-D Fire Program Service Groups

Group 1	Group 2	Group 3	Group 4
Aghaming	Berens River	Barrows	Camperville
Baden	Dallas/Red Rose	Bissett	Cormorant
Dauphin River	Easterville	Brochet	Cross Lake
Dawson Bay	Homebrook	Crane River	Norway House
Fisher Bay	Mallard	Duck Bay	Wabowden
Granville Lake	Nelson House	Gods Lake Narrows	Waterhen
Harwill	Seymourville	Ilford	
Herb Lake		Island Lake	
Little Grand Rapids		Manigotagan	
Loon Straits		Matheson Island	
National Mills		Meadow Portage	
Powell		Moose Lake	
Princess Harbour		Pelican Rapids	
Red Deer Lake		Pikwitonei	
Red Sucker Lake		Pine Dock	
Rock Ridge		Sherridon	
Salt Point		Thicket Portage	
Spence Lake			

**RECREATION & WELLNESS
PLAN
20__ - 20__**

**completed at a
Recreation & Wellness Planning Meeting
Date _____ 20__
Participating community members:**

Table of Contents

Visio 3

Mission Statement..... 3

What’s Happening Now? 4

Community Partners 4

5 Year Plan..... 5

Issues/Challenges 6

Setting Goals 7

Program Planning 8

Action Steps 9

Program Planning Schedule..... 10

Things to Consider..... 13

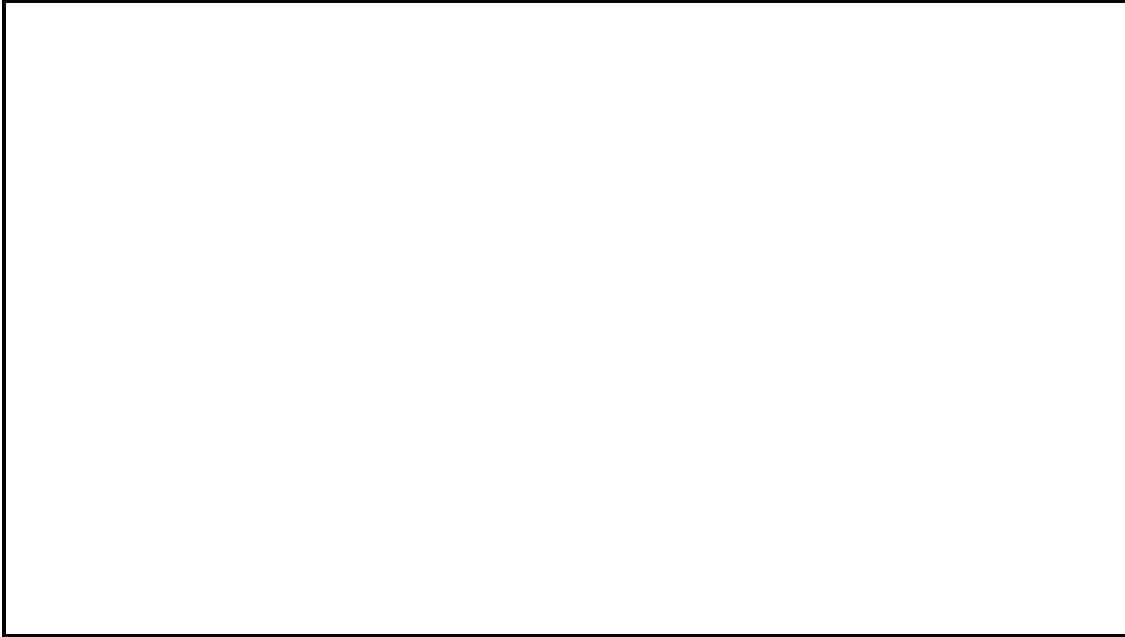
Monitoring 14

Evaluation 14

Annual Program Calendar 15

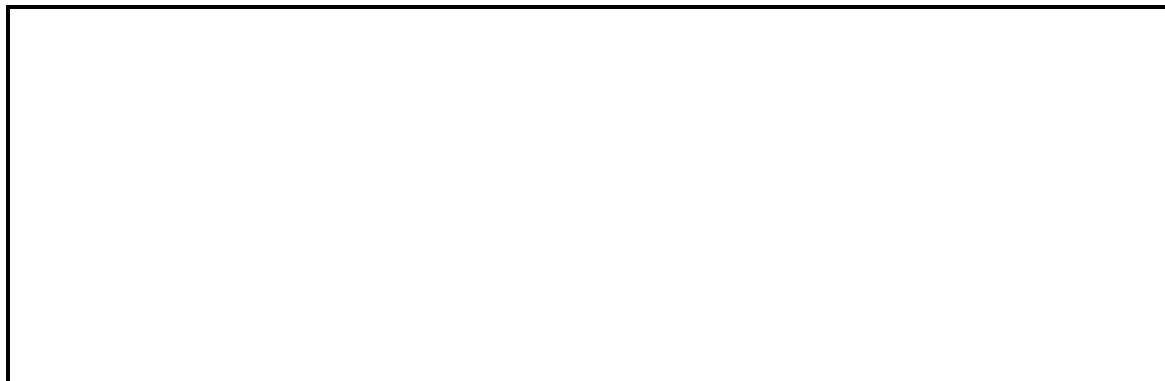
Vision

What is the preferred future for recreation and wellness in the community over the next 5 years? Close your eyes and imagine what kinds of thing you see in the community if your plan succeeds.



Mission Statement

This is a tool to help the community stay on track. It describes the purpose of the recreation and wellness program or its reason for being.



What's Happening Now?

Take a few minutes and list some positive things that are currently happening in your community or that have happened over the past year. This could include **positive programming** and **events** or **strengths** such as committed volunteers or community support. As we work through this plan, these positives and strengths will help shape the plan. This will become a *baseline* for information; a starting point for measuring progress. Be sure to mention activities sponsored by other groups or agencies within the community such as the RCMP, school, and recreation committee, for example.

-
-
-
-
-
-

Community Partners

Consider the various organizations, groups, clubs, neighboring communities and people in your community who can get involved to help make the plan a success. Don't forget to include your recreation committee.

Group or Club	What do or can they do?

Are these groups part of the planning process? Would they be more committed to the plan if they were? If so, how can you get them more involved?

5 Year Plan

Your plan should be built around the things that you want to accomplish and the anticipated challenges that need to be overcome in order to reach your goals,

Some factors will influence when each priority will be worked on:

- Resources - money and people
- Importance to the community and council
- Time available
- Scheduling - don't over schedule in the first year

Issue	Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
#1					
#2					
#3					
#4					
#5					

Issues & Challenges

What issues or challenges can be worked on this year? Which can be addressed in years 2, 3, 4 or 5? When we answer these questions, we can shape how our plan will look for this year.

Look at where your current community recreation and wellness program and the vision; what is lacking? Will addressing these gaps help reaching your vision?

Identify issues or challenges that affect the quality of life in your community.

1.
2.
3.
4.
5.
6.

SAMPLE:
Careless use of ATV's and skidoos operated by youth

Setting Goals

It is important not to take on too much. It is suggested that you begin by focusing on your top three priorities. With the issues identified we can now develop broad statements (goals) that the recreation and wellness program is to accomplish in each of the areas, (each issue should have 2 or 3 goals).

Goals should be clear, specific and describe **what** must be done.

	Issue #1 -
Goal 1	
Goal 2	
Goal 3	
	Issue # 2
Goal 1	
Goal 2	
Goal 3	
	Issue # 3 -
Goal 1	
Goal 2	
Goal 3	

<i>SAMPLE</i>	<i>Issue #1 – Careless Use of ATV’s and skidoos operated by youth</i>
<i>Goal 1</i>	<i>Public awareness for safe practice by the youth</i>
<i>Goal 2</i>	<i>Public awareness for parents and adults</i>
<i>Goal 3</i>	<i>Develop and enforce regulations</i>

Program Planning

Goals are simple statements of **what must be done**. Program planning is more specific and describes **how** to accomplish the goals.

Program Planning will be the actual **programs** and **events** that the recreation and wellness program delivers throughout the year.

Your **Program Plan** will be listed on the next few pages for each month of the entire year. A Calendar is also included so people can look at the entire year of programming at a glance.

Sample Program Plan:

<i>SAMPLE</i>	<i>Issue #1 – Careless Use of ATV’s and skidoos operated by youth</i>
<i>Goal 1</i>	<i>Public awareness for safe practice by the youth</i>
<i>Goal 2</i>	<i>Public awareness for parents and adults</i>
<i>Goal 3</i>	<i>Develop and enforce regulations</i>
<i>Program Plan for Goal 1</i>	
	Host a “hands on” safety workshop at school by June 30

Action Steps

Action steps are the essence of planning. They define the individual tasks that need to be completed to deliver each program. Each action step should include **what will be done, who will do it and when.**

Sample Action Steps

SAMPLE	<i>Issue #1 – Careless Use of ATV’s and skidoos by the youth</i>	
<i>Goal 1</i>	<i>Public awareness for safe practice by the youth</i>	
<i>Goal 2</i>	<i>Public awareness for parents and adults</i>	
<i>Goal 3</i>	<i>Develop and enforce regulations</i>	
<i>Program Plan for Goal 1</i>		
	Host a “hands on” safety workshop at school by June 30	
<i>Action Steps</i>		
	Host a “hands on” safety workshop at school by June 30	
Task	Who	When
Contact MB Public Insurance	Nancy	April
Partner with school	Richard	April
Partner with RCMP	Richard	April
Promote and advertise	Nancy	May
Develop workshop agenda	Committee	May
Confirm participants	Nancy	June

Program Planning Schedule

Program Plan for years 20__ - 20__

Program / Activity	Age Group
April	
May	
June	
July	

Program / Activity	Age Group
August	
September	
October	
November	
December	

Program / Activity	Age Group
January	
February	
March	

Things to Consider...

Before moving on, answer the following questions:

- Is programming available to all ages within the community?
- Are programs balanced between the summer and winter seasons?
- Are there a variety of programs planned?
(physical, social, cultural, educational, creative)
- Are the programs and timelines realistic and achievable?
- How will the plan be implemented? By who?
- Are there committed people to carrying out the plan?
- Is the workload realistic for those involved?
- Is the plan flexible?
- Will the plan be seen and understood by the community and those not directly involved?
- Is the council committed to the plan?
- Is the plan consistent with the identified vision?

Monitoring

Monitoring is the ongoing process that tracks how you are doing. Are you following through with the planned programs? Are you following the action steps and timelines? Has anything happened that would affect your plan?

Schedule regular meetings with your recreation committee and council to monitor the plan and keep council updated on activities and programs

Ensure the program reports are reviewed at these meetings. It is very important that council be aware and supportive of recreation and wellness programming in the community.

Evaluation

Regular evaluation of the plan allows you as recreation director, and your committee, to step back and think about how things are going. At least every season the recreation staff and council should conduct an evaluation.

Think about:

- The past few months - what have we done so far?
- The present - how are things going now?
- The future - what changes do we need to make?

Planning is a cycle. Periodically review your results, update your current status and revise the plan as required.

Annual Program Calendar

20__ to 20__

<u>April</u>	<u>May</u>	<u>June</u>
<u>July</u>	<u>August</u>	<u>September</u>
<u>October</u>	<u>November</u>	<u>December</u>
<u>January</u>	<u>February</u>	<u>March</u>

Recreation and Wellness Report

Community: _____

This report is intended to provide a summary of the activities and programs outlined in the annual Recreation and Wellness Plan.

Please complete this document and forward to the regional office by October 30.

If you any questions please call your Recreation & Wellness Consultant.

Northern Region: (204)677-6786, North Central Region: (204)622-2110
(you may attach an additional page(s), if necessary)

For the period of April 20__ to September 20__

April

Program or Event	Number of participants	What were the successes and/or challenges?

May

Program or Event	Number of participants	What were the successes and/or challenges?

June

Program or Event	Number of participants	What were the successes and/or challenges?

July

Program or Event	Number of participants	What were the successes and/or challenges?

August

Program or Event	Number of participants	What were the successes and/or challenges?

September

Program or Event	Number of participants	What were the successes and/or challenges?

1) How are the programs and activities meeting the goals of the annual recreation and wellness plan?

2) What workshops or training opportunities have been attended by any of the following; *recreation director, council member, recreation committee, volunteers*? Please specify.

3) What have been some of the specific successes with the programs? Are there accomplishments to be particularly proud of?

4) What are some of the challenges encountered in delivery of the programs? (*support, no participants, bad weather, lack of volunteers, etc.*)

5) What support or improvements can be made to overcome these challenges?

6) How or what can other organizations within the community do to assist or support the recreation and wellness program?

7) Do you have any additional comments or concerns?

Please use this valuable information tool to improve the recreation and wellness programs and activities offered in your community.

Recreation and Wellness Report

Community: _____

This report is intended to provide a summary of the activities and programs outlined in the annual Recreation and Wellness Plan.

Please complete this document and forward to the regional office by October 30.

If you any questions please call your Recreation & Wellness Consultant.

Northern Region: (204)677-6786, North Central Region: (204)622-2110

(you may attach an additional page(s), if necessary)

For the period of October 20__ to March 20__

October

Program or Event	Number of participants	What were the successes and/or challenges?

November

Program or Event	Number of participants	What were the successes and/or challenges?

December

Program or Event	Number of participants	What were the successes and/or challenges?

January

Program or Event	Number of participants	What were the successes and/or challenges?

February

Program or Event	Number of participants	What were the successes and/or challenges?

March

Program or Event	Number of participants	What were the successes and/or challenges?

1) How are the programs and activities meeting the goals of the annual recreation and wellness plan?

2) What workshops or training opportunities have been attended by any of the following; *recreation director, council member, recreation committee, volunteers?* Please specify.

3) What have been some of the specific successes with the programs? Are there accomplishments to be particularly proud of?

4) What are some of the challenges encountered in delivery of the programs? (*support, no participants, bad weather, lack of volunteers, etc.*)

5) What support or improvements can be made to overcome these challenges?

6) How or what can other organizations within the community do to assist or support the recreation and wellness program?

7) Do you have any additional comments or concerns?

Please use this valuable information tool to improve the recreation and wellness programs and activities offered in your community.

Appendix F4-A

Community Property Tax Collection Conditions and Schedule A

Community collection of property tax payments

Conditions:

- Councils can, by resolution, request approval from ANA to collect property tax payments locally, as a service to its residents.
- Once approved by the department, the community administrative officer must:
 - Accept property and business tax payments during regular office hours and in accordance with Policy F4.
 - Issue interim tax receipts to residents.
 - Remit collections monthly, within five days of the end of the month, to the ANA department Taxation Office using Schedule A (See next page).
 - A nil receipts report must be submitted within the same five days of the end of the month.

Appendix F4-B

Collection of Outstanding Taxes through Monthly Installments

Where residents cannot make large payments to bring taxes current, a monthly installment program is possible. ANA makes the option available to local residents.

Community responsibilities

- Tax payers must request permission to pay taxes by monthly installments. Applicants complete a Letter of Agreement (attached) at the council office. The community administrative officer can help applicants to ensure understanding of the agreement and calculate the monthly payment due. Installment amounts must be sufficient to pay the entire amount owing within a reasonable time frame (12 to 18 months).
- Once the agreement is completed the community administrative officer witnesses the applicant's signature.
- The agreement must be approved by resolution. The original agreement and a copy of the resolution are forwarded to the regional office. A copy of the agreement is also kept for council records.
- The community administrative officer may receive monthly payments at the council office and report these amounts as part of the local collection of property taxes. (See Appendix F4-A)

Department responsibilities

- The regional office will sign the agreement for the department and forward it to the ANA Taxation Office. The Taxation Office retains the original agreement and forwards copies to the applicant, the community, the regional office and Manitoba Conservation Crown Lands Branch (where applicable) confirming the agreement is in effect.
- If the taxpayer neglects to make a monthly payment, per the agreement, on receipt of a council resolution, the department can initiate court action for the collection of the balance outstanding and any additional penalties or fees.

Letter of Agreement

I, We _____ of
Complete Name (s)

_____, Manitoba.
Complete Mailing Address

do hereby agree to repay taxes owing to the Department of Aboriginal and Northern Affairs:

beginning this _____ day of _____, _____, in monthly installments of \$ _____, until the total outstanding taxes including penalties owing in the amount of \$ _____, are paid in full.

In the event that the applicant does not meet the terms of the agreement, the Community Council in conjunction with Aboriginal and Northern Affairs may exercise the authority under Section 168 & 169 of the *Northern Affairs Act* to collect the remaining outstanding balance.

Dated on this _____ day of _____, _____, in the Community of _____, Manitoba.

Department of Aboriginal and Northern Affairs

Applicant

Witness

Appendix F5-A
SCHEDULE "A"

TO RESOLUTION NO. _____

REQUEST FOR WRITE-OFF OF ACCOUNTS OF _____

COMMUNITY OF _____

DEBTOR'S NAME ADDRESS	ORIGINAL DEBT		AMOUNT TO BE WRITTEN OFF	REASON FOR WRITE OFF
	DATE OF	AMOUNT OF		
TOTAL _____				

The Community Council of _____ recommend that the above account(s) be

written off as per Resolution # _____.

DATE

MAYOR/CHAIRPERSON

DATE

MINISTER

Part 2 of Schedule "A"

The following list of "reason for write-off" codes are to be used in Accounts Receivable log system as well as Schedule "A" of listing described in this procedure.

<u>CODE</u>	<u>REASON</u>
1	Debtors who have died leaving no known estate.
2	Debtors who cannot be located.
3	Debtors who are indigent (Income Security).
4	Debts where, in the view of the creditor department, further expense to collect is not justified in relation to the amount of the debt and the possibility of collection.
5	Debts where the Attorney General has indicated that the amount involved does not warrant the prospective costs of action to collect.
6	Debts where the liability has not been admitted by the debtor and where the success of proceedings is unlikely.
7	Debt where a corporation is inoperative and is without assets.
8	Debts which arose as a result of an administrative error through which the debtor was not advised of the debt within a reasonable time and the demand payment would be inequitable or cause hardship to the debtor.
9	Other, explain.

Appendix F5-A

STATUTORY DECLARATION

CANADA
Province of Manitoba
TO Wit:

I, _____, of the City of Thompson, in the Province of Manitoba

DO SOLEMNLY DECLARE THAT:

1. I am the Executive Director, Local Government Development Division, Department of Aboriginal & Northern Affairs.
2. To the best of my knowledge and belief, Resolution No. _____ NA passed by the Council of _____ on the day of _____, 20____, providing for cancellation of certain debts owing to the said Community Council of _____ is bona fide and is in the best interests of the said community.
3. None of the debts included for cancellation in the said resolution involves an incentive to an industry to commence, expand or continue business in the said community.

And, I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Executive Director

DECLARED before me at the City of Thompson, in the Province
of Manitoba this _____ day of _____, 20____.

(Commissioner for Oaths)

Statutory Declaration

<p>_____ COMMUNITY OR INCORPORATED COMMUNITY COUNCIL</p> <p>TO WIT:</p>	<p>IN THE MATTER OF</p>
---	--------------------------------

I, _____ of the
 Community or Incorporated Community of _____
 in the Province of Manitoba, do solemnly declare

1. THAT, I am the payee of the above mentioned cheque;
2. THAT, I did/did not receive the above mentioned cheque;
3. THAT, I did not endorse or cash the said cheque nor authorize anyone to endorse or cash it on my behalf;
4. THAT, the above mentioned cheque is lost.

AND I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act."

<p>DECLARED before me at the _____ of _____ (City, Town or Post Office) in the Province of Manitoba this _____ day of _____</p> <p>_____ (Person Making Declaration - sign here)</p>	<p>A.D. 20 _____</p> <p>(Commissioner for Oaths, Postmaster, or Notary Public - sign here.)</p>
--	---

A _____ in and for the Province of Manitoba.
 My Commission expires _____ (date)

Form A
Undertaking

I, _____
_____ of _____
(Community or Incorporated Community)
in the Province of _____

Undertake:

That if the Community Council Cheque Number _____
dated _____
drawn on _____ (Bank) in favor of
_____ in the amount of \$ _____

should come into my possession again, I will return it uncashed, to the _____ Community Council, AND THAT if another cheque is issued in the place of said Cheque Number _____ referred to above, I agree to indemnify and save harmless the Community Council from all loss and damage, and from all cost and charges which may arise from the loss of the said cheque and the issue of a new cheque provided the loss of the said cheque is fairly attributable to my neglect or default.

DATED at _____ this _____ day of _____
(Community or Incorporated Community) Day of Month)
_____ A.D. _____
(Month) (Year)

Signed, Sealed and Delivered in the presence of _____
(Witness - sign here)



(Signature)

(Seal)

Please type or print all the information on this application.

1. Community name: _____
2. Project title: _____
3. A. General description of project: (e.g. sizes, length and horsepower)

B. Amount of funding requested: \$ _____

Departmental Use: _____	Category: Check Box	
Date Received: _____	<input type="checkbox"/> – Legislative	<input type="checkbox"/> – Maintain Existing Infrastructure
Application Number: _____	<input type="checkbox"/> – New Infrastructure	<input type="checkbox"/> – Minor Capital

4. A. Address of community council or contact: _____

B. Name of officials to be contacted about the application:

Primary Contact, (council or contact)	Position	Phone Number
		Fax Number

Secondary Contact, (council or contact)	Position	Phone Number
		Fax Number

Please read application instructions carefully. Incomplete or incorrect information may delay consideration of the application. Application must be completed and forwarded to your regional office by the first Monday in May.

5. A. Is this project a part of your Five-Year Capital Plan?

Yes No

B. If no, state why? _____

6. Earliest feasible start date (if known): _____

Estimated completion date: _____

7. Project location (legal description, plan, lot number, street): _____

8. Project description and costs:

Please complete the following items that apply to your proposed project and indicate the related cost estimate for each. Remember to include the applicable taxes and appropriate inflation and contingency rates. When project costs include multiple components from different vendors, the breakdown of taxes must be provided for each vendor for each service or product. Blank sheets are provided at the back of this application to describe additional details. (This cost should match that given in 3. B)

A. **Water/Sewer Lines & System:** Has a feasibility study been done? If so, identify the study completed, year completed, Executive Summary and cost estimate(s).

Include alternate concepts and indicate if this is for a new plant/upgrading plant, new lines/upgrading lines. Items to consider for cost estimate: length of lines, number of lots to be serviced, permits, licensing, agreements.

Describe in Detail:

Cost Estimate: \$ _____

B. **Land Development:** Consider such things as: subdivision development, roads, drainage, waterlines, waste disposal sites, building sites, permits, licensing, and agreements. Will land have to be acquired/reserved/surveyed?

Describe in Detail:

Cost Estimate: \$ _____

C. **Building:** Attach a draft drawing and any other information related to the completion of this project.

Size _____ meters X _____ meters = _____ square meters

Type _____ wood frame, concrete, pre-fab. etc.

Foundation _____ pile, grade beam, concrete slab, etc.

Describe work to be done and list costs:

Items to consider for cost estimate: permits, drawings, materials, labour, subcontractors, excavation/landscaping, road access, hydro connection. (See LGMPP Appendix F10-B)

Cost Estimate: \$ _____

D. **Additions/Renovations:** Attach drawing and any information relating to the completion of this project.

Age of existing building _____

Size of existing building _____ meters X _____ meters

Size of addition _____ meters X _____ meters

Foundation of existing building _____ piles, grade beam, concrete slab, etc.

Describe work to be done and list costs. Items to consider for cost estimate: permits, drawings, materials, labour, subcontractors, excavation/landscaping.

Cost Estimate: \$ _____

E. **Equipment Purchase:** vehicles/machinery/major fire equipment

Name:

Year/Make/Model/Size:

Trade-in year/make/model/size/condition:

Include costs of accessories:

Cost Estimate: \$ _____

If this is a replacement unit, is the request in accordance with the Vehicle Replacement Guideline?
(See LGMPP Appendix F10-A)

Possibly Yes No

If not, please provide details and documentation justifying the replacement:

F. Other Project: Various planning costs, office furniture/equipment, recreation equipment, plant equipment, minor fire equipment or major machinery equipment repairs.

Describe in Detail:

Cost Estimate: \$ _____

9. Operating costs

Annual projected operating costs once project is complete. Include such things as: hydro, water, sewage, gas, oil, maintenance, wages (may be available in the study if a study was completed). Additional space is provided at back of this application.

List:

Cost:

Total Operating Cost: \$ _____

10. Operating revenue

Annual projected operating costs once project is complete include such things as: hydro, water, sewage, gas, oil, maintenance, wages. Additional space is provided at the back of this application.

List:

Cost:

Total Annual Revenue: \$ _____

11. Is this project jointly funded with other agencies?

First Nations, federal/provincial governments, grants, or other. If yes, describe and attach correspondence confirming agreement.

Possibly Yes No

12. Will special training be required to operate this project, once completed?

If yes, describe how the community plans to operate. Will a backup operator be required? Is special training required immediately or does this resource exist within the community at present? Additional space is provided at the back of this application.

Possibly Yes No

Describe:

13. Delivery method:

Community

Joint

Department

14. Can this project be completed in phases?

Yes

No

If yes, describe:

15. A. Justification for the request. Describe fully and attach such items as: monitoring reports, external reports from other agencies, safety reports, environmental reports and any other information to support your application.

B. Indicate the planned major use(s) of the project, once completed.

16. A. Indicate the number of residents or communities who will benefit from this project. Identify the community and ensure letters of support are attached for other communities named.

B. Describe how this project will benefit residents/communities.

17. If the project application is not approved for delivery this year, would this service be available otherwise?

Can service be acquired from other communities, private sector or other?

Yes No

Explain:

Community Council of (or name of contact community) _____

Approved by Resolution # _____
(Resolution not required if contact community)

Date: _____ 20____

Mayor or contact person

Community Administrative Officer
(If applicable)

Additional Supporting Documentation (list):

Name of Community: _____

Project Title: _____

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.

Score	Project Assessment	Guidelines
a. Has the sustainability of the infrastructure been planned?		
No – 0 Yes – 5	<ul style="list-style-type: none"> Is a projected operation and maintenance (O&M) cost included in the study or contractor's quotes? Can the community recover 20% of the annual O&M? A detailed O&M recovery plan for a minimum of 20% of the annual O&M locally generated revenue portion, must be present and realistic. 	<ul style="list-style-type: none"> Determine if the community has the funding to cover a minimum of 20% of the annual O&M of the infrastructure once the project is complete (from existing budget, user fees, etc.).
b. Will this be more energy efficient, cost-effective?		
No – 0 Yes – 5	<ul style="list-style-type: none"> Does this project result in O&M or life cycle cost savings now or in the future? 	<ul style="list-style-type: none"> Determine if the project will have long-term benefits in the capital expenditure or O&M costs, even though the service is presently sufficient. For example, piped service versus delivery may prove more cost-effective in the long-term.
c. Is this service/project to be cost shared by the community and/or outside agencies?		
No – 0 Yes – 5	<ul style="list-style-type: none"> Application must include evidence of approval or 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. 	<ul style="list-style-type: none"> Determine if there is a cost shared commitment towards this project from another source. For example, a letter of support provided by a community named in the application. Points may be awarded if there is evidence of approval or effort.

Score Page 1: _____

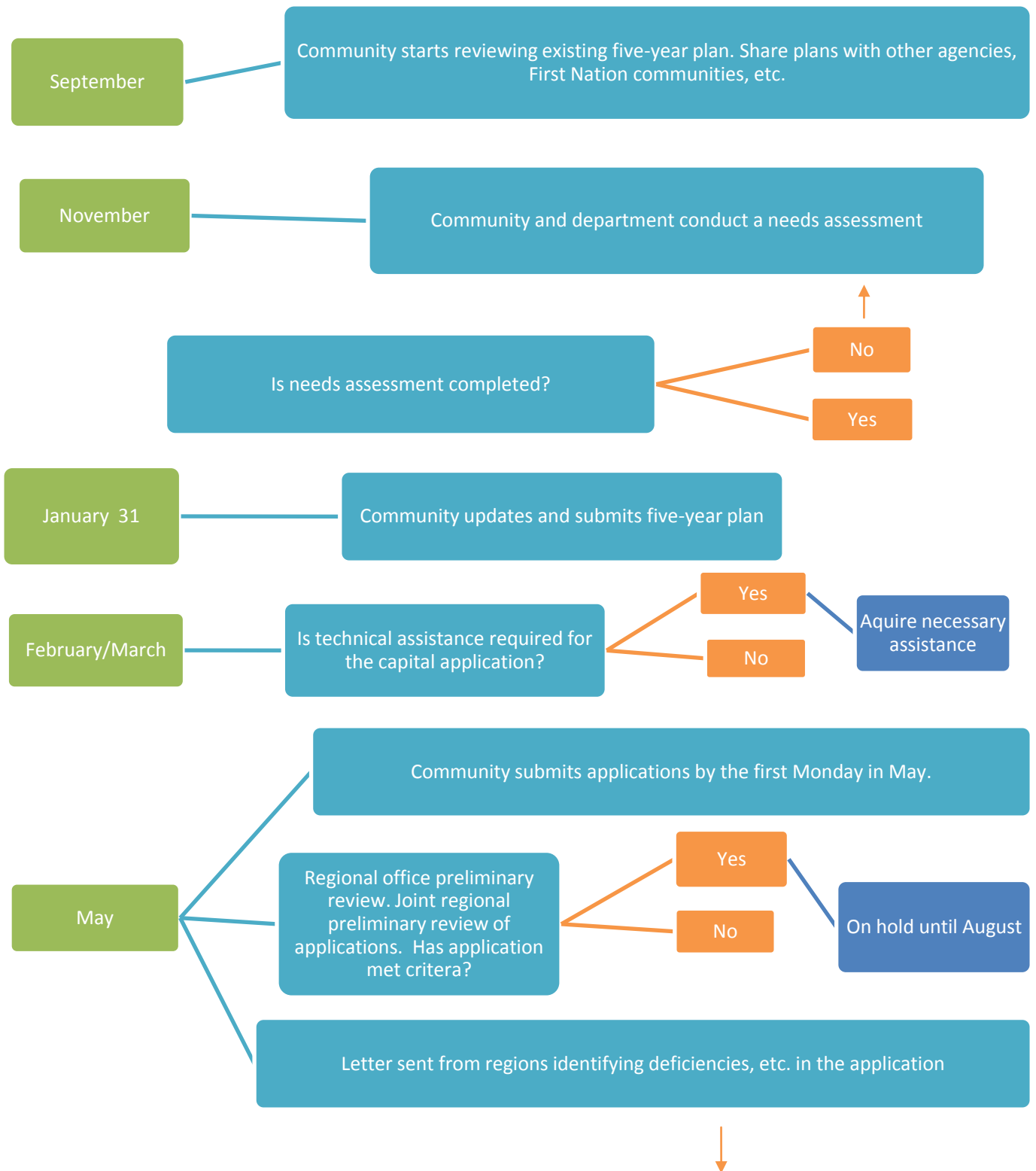
Score	Project Assessment	Guidelines
d. Is this the only option to provide/acquire this service?		
No – 0 Yes – 5	<ul style="list-style-type: none"> Is shared infrastructure with a neighbouring First Nation or Municipality an option? Is the infrastructure readily available within the community or surrounding area and available for rent or a service fee? If the infrastructure is a replacement, can the existing infrastructure deliver the service and for how long? 	<ul style="list-style-type: none"> Determine if efforts have been made to look at other options of delivering this service. Evidence of efforts must be verified in the application. If other service providers are available, evidence must be provided supporting statements within the application such as inflated pricing, for example.
e. Can the community provide the service as a result of the project?		
No – 0 Yes – 5	<ul style="list-style-type: none"> If this service or facility is provided will it be used to its full potential? Are there trained staff available to operate the facility or is there a training plan? 	<ul style="list-style-type: none"> Determine that the community is ready for this project. For example, a purchased fire truck – trained, licensed personnel; piped water – a commitment from homeowners of hook-ups, homes are upgraded for this service.
f. Is there an internal or external report/document identifying a need for this project?		
No – 0 Yes – 5	<ul style="list-style-type: none"> Are there reports/documents attached to verify the need for this project? 	<ul style="list-style-type: none"> Examples of a qualifying internal document may be an email, letter, or quote in the public domain from a Deputy Minister, Minister or Premier committing to resolve the need for this project. A current infrastructure audit report. Examples of a qualifying external document would be an order from a regulatory agency, an engineered study or assessment identifying the need, or a request from other agencies to cost share a project (AANDC for lagoons, WTPs or WDSs, on adjacent First Nations communities).

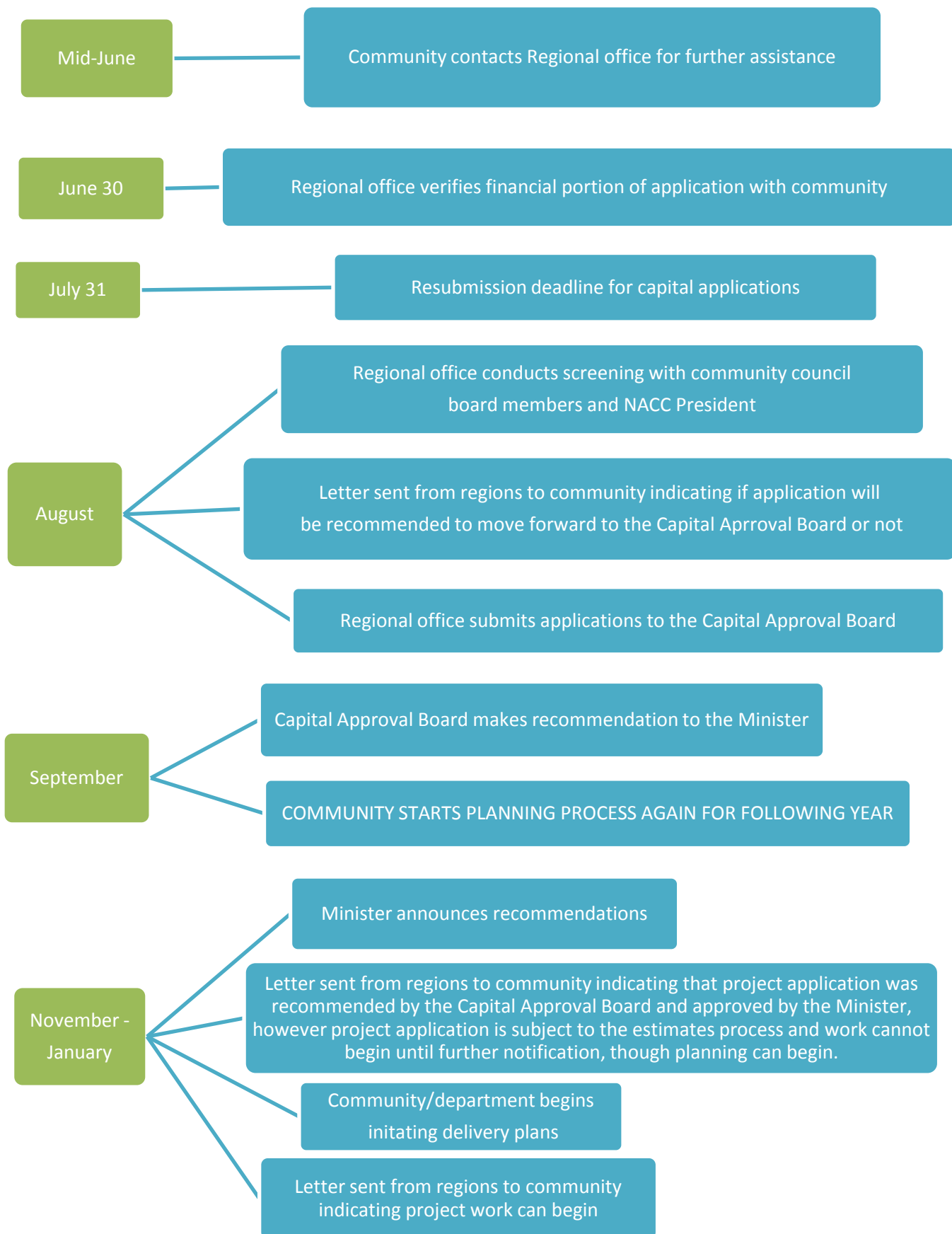
Score Page 2: _____

Score	Project Assessment	Guidelines
g. Will this project be of benefit to the community in growth and development?		
No – 0 Yes – 5	<ul style="list-style-type: none"> This question may not apply to Category II, Maintaining Existing Services. 	<ul style="list-style-type: none"> Assess whether or not the project is <u>critical</u> to the growth and development of the community. For example, due to increase of population is the new infrastructure essential? Points may be awarded only if the project is required for growth and development
h. Will the number of residents/communities served warrant the project?		
No – 0 Yes – 5		<ul style="list-style-type: none"> Determine if the number of residents served by this project justifies the expenditure with the available or limited funds. For example, an access road for one resident that costs \$80,000 versus upgrading a hazardous road for 100 residents that costs \$92,000.
2. Need		
<i>The board must determine how urgent or critical the need of this project is. The assessment questions are meant to draw out this information. Note: A sliding scale may be used for a), b) and c).</i>		
a. Is the project time sensitive?		
0 - 15	<ul style="list-style-type: none"> Is there a potential hazard to people or the environment? Is there an environmental order issued? Must this project be completed in the approval year? 	<ul style="list-style-type: none"> The board must assess the nature and degree of urgency, while considering the 5 year plan. Some examples of time sensitive projects include, grant deadlines (CPP), a non-functioning sewage truck, regulatory orders such as Manitoba Health, OFC, etc. How immediate will the present situation result in liability if no action is taken?
Score Page 3: _____		

Score	Project Assessment	Guidelines
b. Is there a legal liability?		
0 - 15	<ul style="list-style-type: none"> Has the present infrastructure been condemned? Has other documentation been attached that provides evidence of the liability? 	<ul style="list-style-type: none"> Is there a fire safety report from OFC inspections or an order from WSH, Labour or Health or any other regulator?
c. Has there been a prior commitment?		
0 - 15	<p>Note:</p> <ul style="list-style-type: none"> Feasibility studies will not be considered a prior commitment. Curb stop and drainage projects requested in phases are not considered a prior commitment. 	<ul style="list-style-type: none"> Is it a part of a provincial agreement/commitment - AANDC or CPP for example?
d. How critical is this project?		
0 - 25	<ul style="list-style-type: none"> Based on all facts presented to the board, does this project require critical attention? Must this project be completed this year? Does the application justify the critical nature of the project? 	<ul style="list-style-type: none"> 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.
Score Page 4: _____		
Total Score Pages 1 - 4: _____ of a possible 110		
Recommended: YES or NO		
Comments:		

Appendix F8-C Capital Process Flowchart





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 municipal service to community residents or several communities in an area. The principle 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 must 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
- (d) justification for changing the method of service delivery

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.

The Workplace Safety and Health Regulation/Manitoba Regulation 217/2006 requires that powered mobile equipment include the following:

- a) except a vehicle that has less than a one tonne carrying capacity, must be equipped with a suitable warning device that operates automatically when it moves in reverse. This includes water and sewer trucks, fire trucks and tractors over one tonne;
- b) roll over protection (ROPS) on equipment. ROPS must meet SAE Standard J1042 (2003), Operator Protection for General-Purpose Industrial Machines, (loader, tractor, grader, back-hoe etc.).

Definitions

For ease of understanding the following definitions have been provided:

Vehicle Type:

Light-duty vehicles GVW 6,000 - 9,200 lbs. 150/1500-250/2500 Series

Medium-duty vehicles GVW 9,200 - 27,000 lbs. 350/3500 - 650/6500 Series

Heavy-duty vehicles GVW 28,000 lbs. and up 570/7500 - 850/8500 Series

Farm type utility/ice cleaning equipment

Emergency fire vehicles

Constable vehicles

Equipment attachments

Includes:

- 1/2 and 3/4 ton pickup trucks including three and six passenger general service vehicles mainly used to transport personnel/light maintenance equipment
- 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
- any vehicle over 3 tons including sewage pumpout trucks and water delivery trucks
- vehicles under 86 HP (net) that provide light-duty service to communities. These include tractors with loader or backhoe attachments and ice cleaning equipment used in arenas
- vehicles used primarily for attending and suppressing any type of fire situation. These include rapid response, standard and enclosed cab over trucks, converted water tankers, pull-type trailers with tank and pump (ex: Wajax trailers)
- vehicles used by community constables for day to day operations. Sport utility vehicles will be fitted with a policing package (siren, front/rear partition and decals).
- three-point hitch equipment, front-end loader attachments, backhoe attachments, sickle bar and rotary mowers front mounted truck grader blades, 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 150,000 kilometers

- (a) For funding purposes, the maximum replacement cost is \$32,000.00 over 8 years or \$4,000.00 per year.

Medium-duty vehicles

10 to 12 years or 200,000 kilometers

- (a) For funding purposes, the maximum replacement cost is \$40,000.00 over 12 years or \$3,333.00 per year.
- (b) The cost of replacement is the cost of a vehicle with a chassis over ³/₄-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 - water

7 to 10years or 250,000 kilometers

- (a) For funding purposes, the maximum replacement cost is \$84,000.00 over 10 years or \$8,400.00 per year.
- (b) The cost of replacement is the cost of a vehicle with a chassis over three-ton and related equipment.
- (c) 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.

Heavy-duty vehicles - sewer

7 to 10years or 250,000 kilometers

- (d) For funding purposes, the maximum replacement cost is \$80,000.00 over 10 years or \$8000.00 per year.
- (e) The cost of replacement is the cost of a vehicle with a chassis over three-ton and related equipment.
- (f) 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.

Farm type utility/ice cleaning equipment

20years or 10,000 hours

- (a) For funding purposes, the maximum replacement cost is:
Tractor - \$93,000.00 over 20 years or \$4,650.00 per year
The cost of replacement shall be determined to be the cost of a unit to a maximum of 86 HP (net).
- (b) Ice-resurfacers - \$55,000.00 over 20 years or \$2,750.00 per year.

Fire and emergency vehicles

- a) For funding purposes, replacement is provided through the capital program based on service groups as follows:
 - i) Service Group 1 - no funding provided
 - ii) Service Group 2 - rapid response truck ***25 years or more***
 - iii) Service Group 3 - standard size truck ***25 years or more***
 - iv) Service Group 4 - cab over truck ***15 years or more***
- b) Fire and emergency vehicle replacement will be reviewed on a case by case basis.
- c) See Policy F2, Local Government Services Program for clarification on service groups.

Constable vehicles

5 year lease

- a) Constable sport utility vehicles are leased and will be replaced every 5 years.
- b) Vehicles will be provided based on standards recommended by the RCMP.

Early replacement

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

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 through the Maintenance Cost Analysis (MCA).**

Appendix F10-B

Guidelines for Community Municipal Infrastructure

What is this guideline?

- This is a guideline on the type and size of community municipal infrastructure for Administrative Buildings, Fire Halls and Community Halls.
- It is intended as a recommendation to the communities for consideration when they are planning the size and floor plan for these buildings.
- The community is ultimately responsible for the final design, size and submission of a project proposal application to the ANA Capital Approval Board and therefore must be able to justify any increase in size or different design requests.

Fundamental Principles

Fire Halls

Level 2 Fire Service – 28' X 40'

1120 sq. ft. = 104 sq. m.

Level 3 and 4 Fire Service – 30' X 42'

1260 sq. ft. = 117 sq. m.

(Note: The actual size will depend on the services that the community is providing and may increase accordingly.)

Community Halls

The community hall size will depend on the size of the community and will be adjusted accordingly.

Basic Floor Plan: (215 sq. m.)

This conceptual floor plan design is for a community with a population of 300 or less.

Enhanced Floor Plan: (373.9 sq. m.)

This conceptual floor plan design is for a community with a population of 300 or more.

Administrative Buildings

Basic Floor Plan: (120.4 sq. m.)

[Administrative area {for the CAO}, two offices {for mayor and spare} and a boardroom]

Enhanced Floor Plan: (Basic Plus)

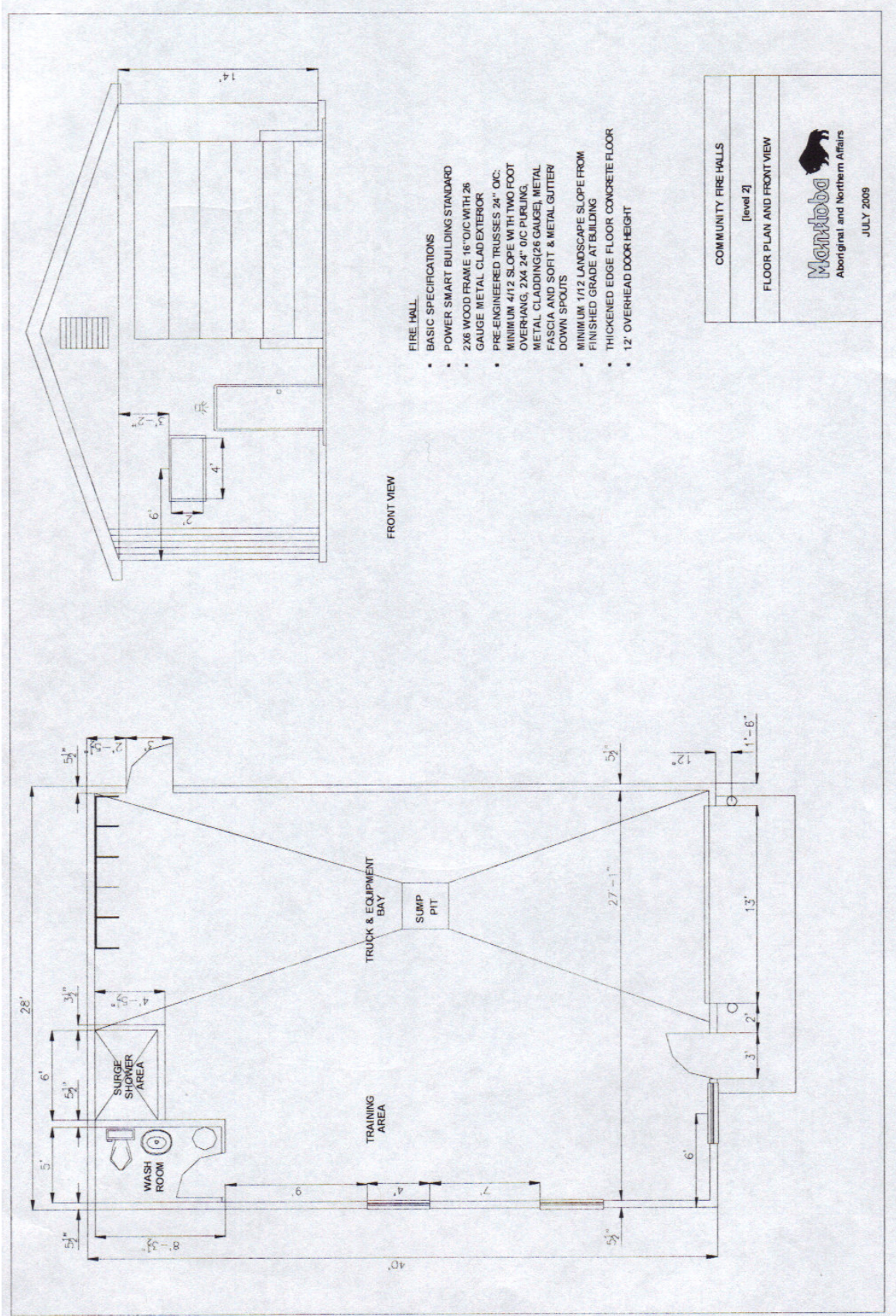
This floor plan design is set up to be a modular design. Additional offices, if required are provided next to the back of the office complex.

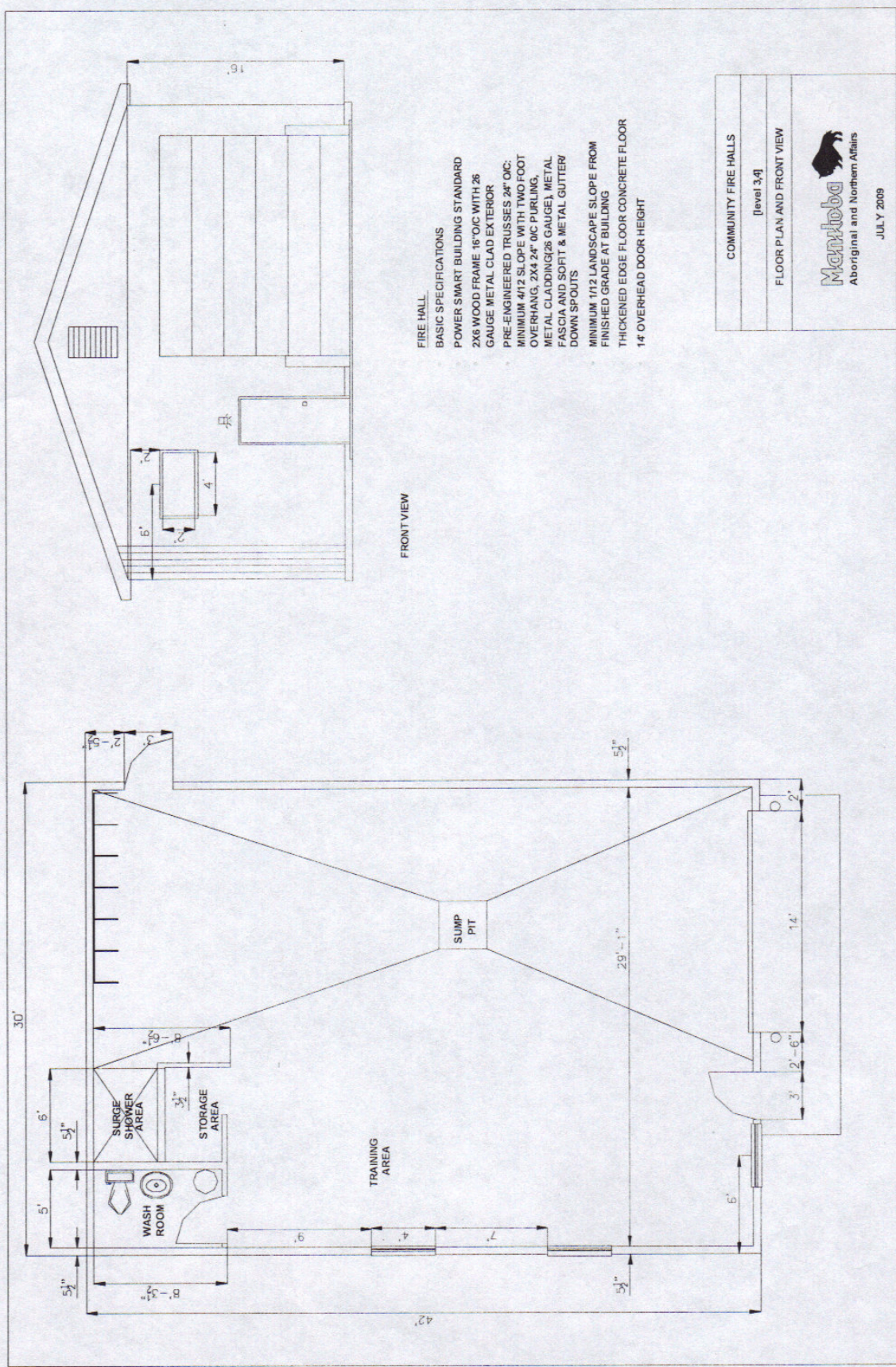
Note: (The requirement for additional offices depends on the services that the community provides, over and above the basic services list above. These include

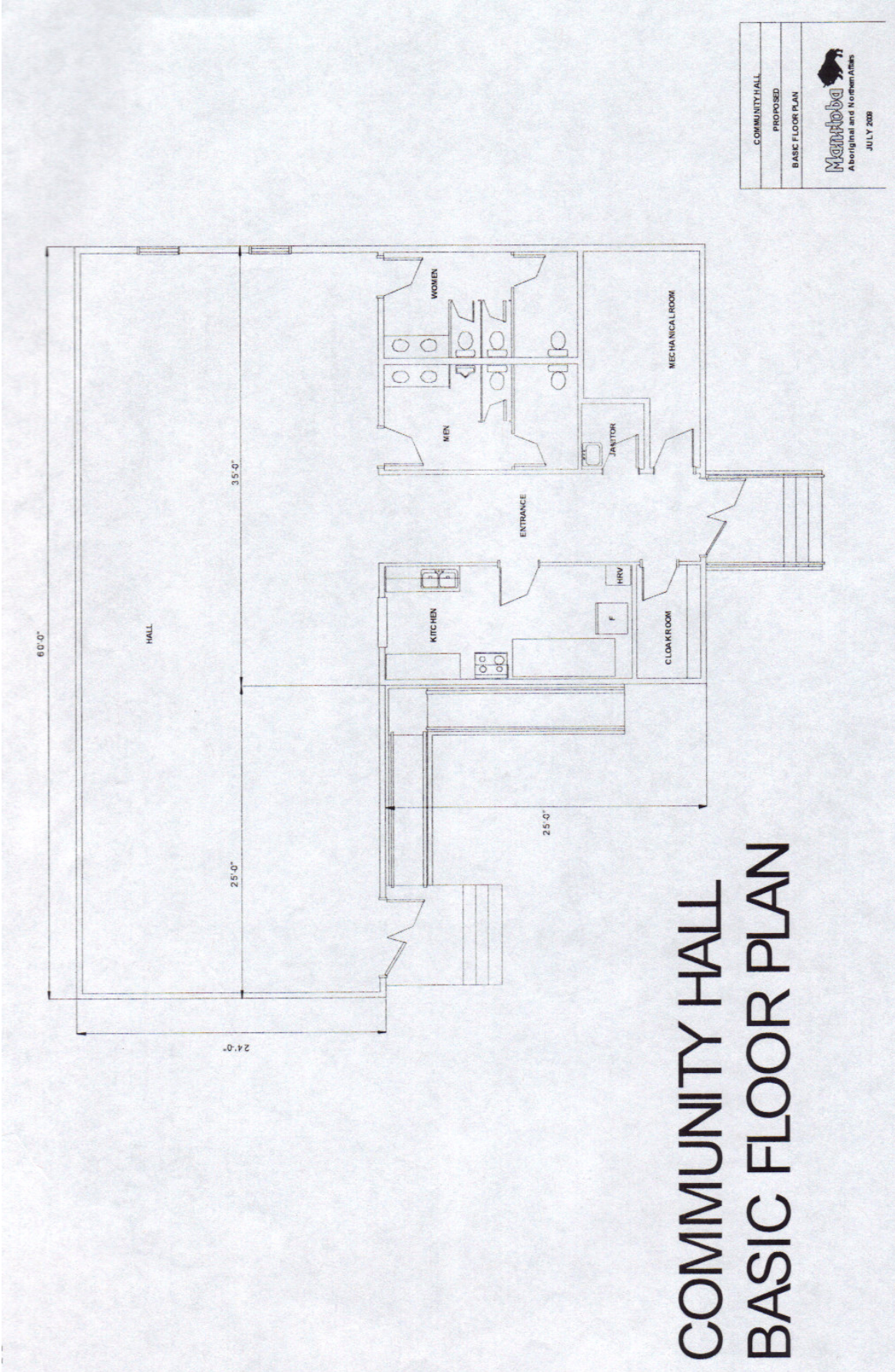
additional offices for the Recreation Director, Constable, Housing Co-ordinator, etc.)

Note: Matters concerning National Building Code will be brought to the community's attention by departmental staff. These will include, at the minimum Fire Protection, Occupational Safety, Accessibility, Structural, Environmental, HVAC, Plumbing, and Mechanical aspects.

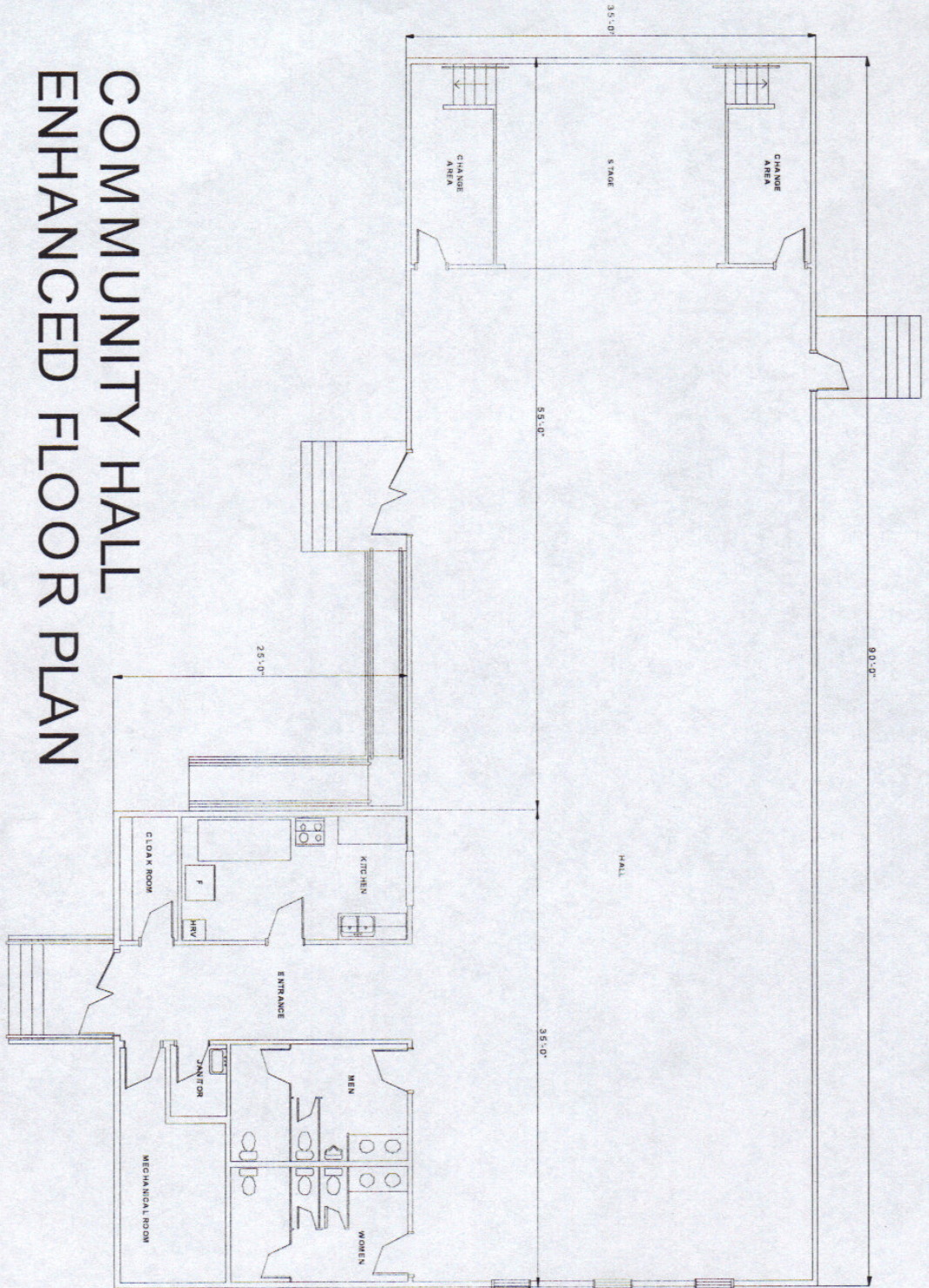
Attachments – sample floor and design plans



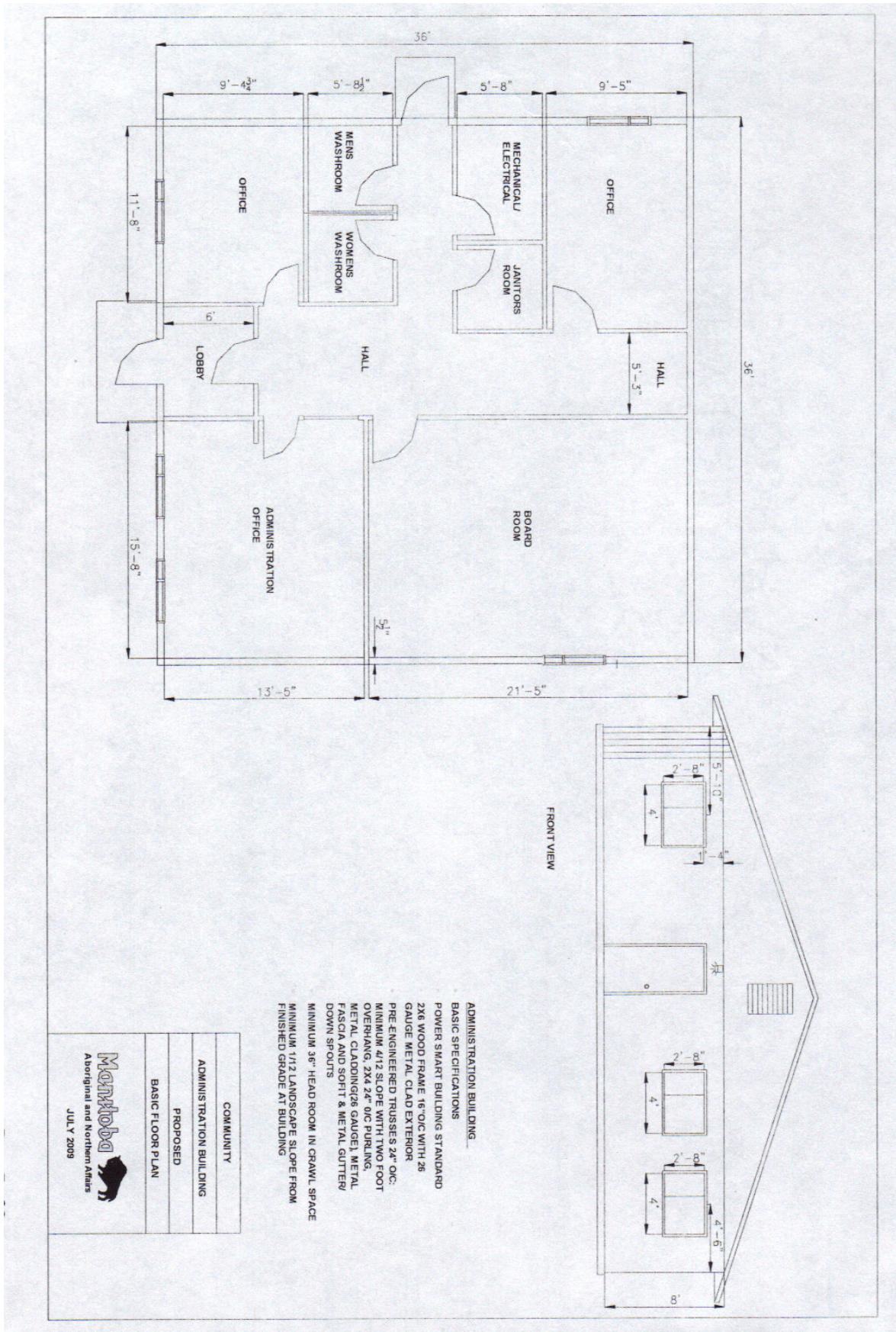




COMMUNITY HALL ENHANCED FLOOR PLAN



COMMUNITY HALL
PROPOSED
ENHANCED FLOOR PLAN
Martha Associates and Norman Aker
JULY 2009

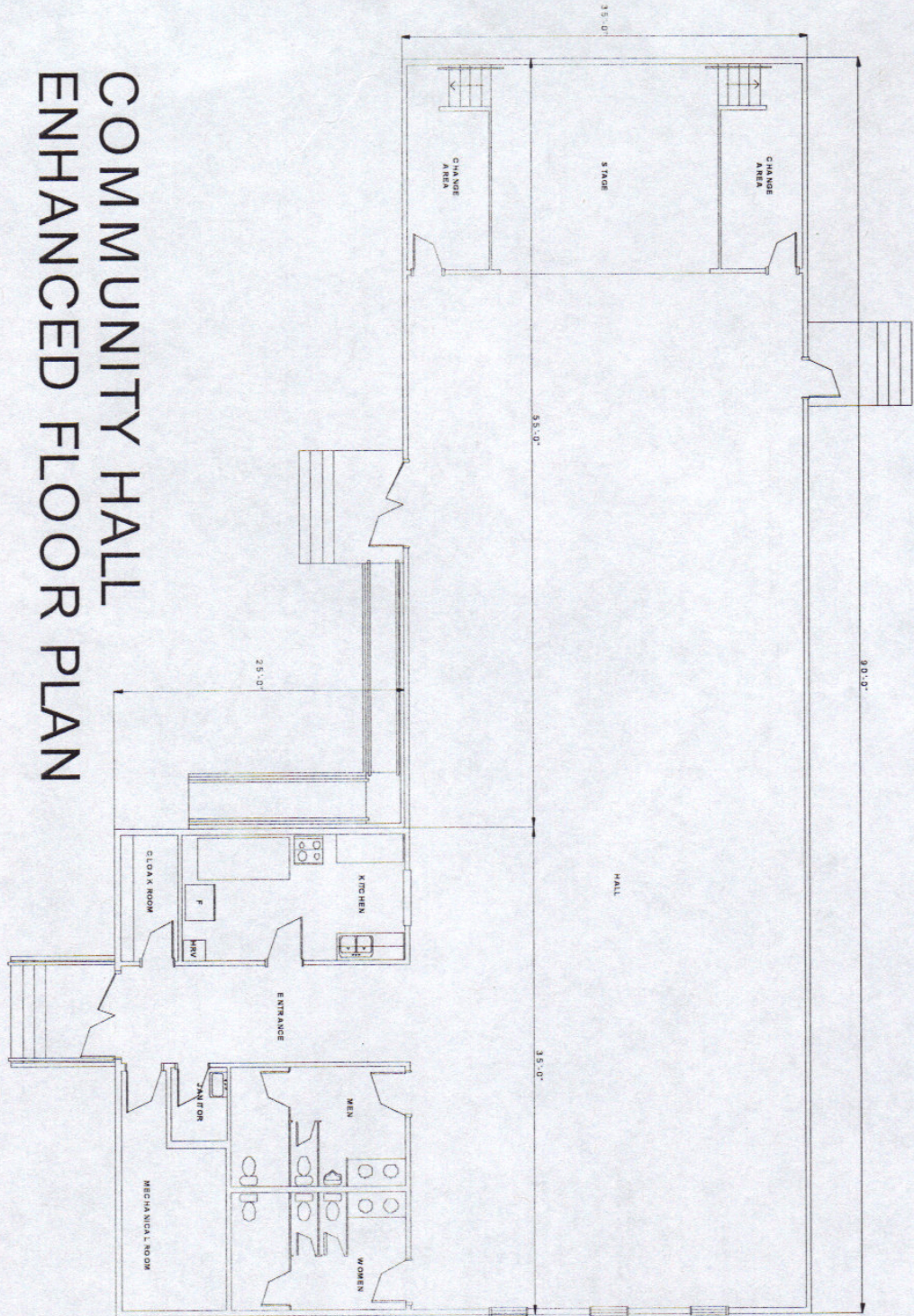


- ADMINISTRATION BUILDING**
- ADMINISTRATION BUILDING
 - BASIC SPECIFICATIONS
 - POWER SMART BUILDING STANDARD
 - 2X6 WOOD FRAME 16'-O.C WITH 28 GAUGE METAL CLAD EXTERIOR
 - PRE-ENGINEERED TRUSSES 2X4 O.C.
 - MINIMUM 4/12 SLOPE WITH TWO FOOT OVERHANG, 2X4 2X 8/2 PURLING, METAL CLADDING 26 GAUGE, METAL FASCIA AND SOFT & METAL GUTTER/ DOWN SPOUTS
 - MINIMUM 36" HEAD ROOM IN CRAWL SPACE
 - MINIMUM 1/12 LANDSCAPE SLOPE FROM FINISHED GRADE AT BUILDING

COMMUNITY
ADMINISTRATION BUILDING
PROPOSED
BASIC FLOOR PLAN

Mamtaba
 Aboriginal and Northern Affairs
 JULY 2009

COMMUNITY HALL ENHANCED FLOOR PLAN



COMMUNITY HALL
PHASED
ENHANCED FLOOR PLAN
MARLBOROUGH
Affordable and Sustainable
JULY 2008

Appendix F13-A

Capital Asset Thresholds and Estimated Useful Life

The table below outlines the threshold and estimated useful life application to each capital asset category. A threshold of ALL means that all capital asset purchases, regardless of cost, are recorded.

Asset Class	Capitalization Threshold	Estimated Useful Life
Land	All	N/A
Land Improvement:		
- Playground structures	\$10,000	10 years
- Soccer fields, ball diamonds & outdoor rinks	\$10,000	20 years
- Fencing	\$10,000	20 years
- Outdoor lighting	\$10,000	20 years
- Landscaping	\$10,000	30 years
- Sidewalks (concrete)	\$10,000	30 years
- Parking lots (gravel)	\$10,000	10 years
- Parking lots (asphalt)	\$10,000	20 years
Buildings - brick, mortar & steel		
Buildings - wood frame	\$10,000	40 years
	\$10,000	25 years
Vehicles:		
- Light vehicles (up to ½ ton)	\$10,000	5 years
- Medium vehicle (¾ ton to 3 ton)	\$10,000	10 years
- Heavy vehicle	\$10,000	7 years
- Fire and emergency	\$10,000	25 years
Machinery & Equipment:		
- Heavy equipment	\$5,000	20 years
- Ice resurfacer	\$5,000	20 years
- Light-duty equipment	\$5,000	5 years
Computer hardware & software	\$1,000	4 years
Furniture & fixtures	\$5,000	5 years
Road Surface	\$10,000	20 years
Road Grade	\$10,000	20 years

Bridges:		
- Timber	\$10,000	30 years
- Steel	\$10,000	45 years
- Precast concrete	\$10,000	40 years
- Concrete prestressed	\$10,000	45 years
Water Systems:		
- Machinery & equipment	\$10,000	20 years
- Water lines	\$10,000	30 years
- Water mains	\$10,000	30 years
Sewer Systems:		
- Machinery & equipment	\$10,000	20 years
- Sewer lines	\$10,000	30 years
- Sewer mains	\$10,000	30 years
Drainage Systems	\$10,000	75 years
Docks	\$5,000	15 years
Sewage Lagoon	All	30 years
Waste Disposal Site	All	30 years

Water and Sewer Operation and Maintenance	Policy	PW1
	Effective Date	April 2002
	Revision Date	June 2004
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that communities need to assume direct responsibility to operate and maintain water supply systems and sewage treatment systems, where applicable.

Community responsibilities

- Council must ensure the appropriate environmental regulations are followed.
- Council must ensure applications for hook-up are completed by individuals or agencies wishing to be connected to sewer and water lines.

Road Application Procedures	Policy	PW2
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

The department may consider constructing certain roads in Northern Manitoba as defined in *The Northern Affairs Act*. These include internal, private subdivision and roads to isolated dwellings which involve different methods of handling by council and the department.

An **internal community road** is classified as a public road constructed and maintained by the community for public use. This includes all community streets and subdivision roads, which are deemed public roads constructed and maintained within the community boundary to provide access for residential and commercial subdivisions.

Private subdivision roads, are roads within subdivisions developed by a private developer on private lands. The developer and the minister of Manitoba Aboriginal and Northern Affairs sign a development agreement for these. Streets are constructed by the developer and designated as public roads. Usually the developer maintains the roads for a time period specified in the development agreement. Then, the subdivision roads are turned over to the community for maintenance as a public road. In these situations, the private developer must apply for private subdivision. This is a separate process which involves the Community Planning Services Branch of Manitoba Local Government, Manitoba Aboriginal and Northern Affairs and the community.

A road to an isolated dwelling requires a completed application for roads which is found in Appendix PW2-A. The completed application form is to be submitted to the applicable community council if the proposed road is within a community boundary. Road applications outside the community boundary are submitted to the department. The department may cost share 75/25 with applicant for capital construction (department share is 75 per cent). Upon approval of the road application, and prior to construction, the applicant must sign a road maintenance agreement with the department for a 50/50 cost sharing to cover on-going maintenance costs. (See Appendix PW2-A)

Community responsibilities

- The community should submit a capital application for funding to construct internal community roads.
- Contact your regional office for more information on private subdivision road development or applications for roads to isolated dwelling.

Department responsibilities

- The department reviews all requests for road construction.

Other information

- Appendix PW2-A, Application for Roads to Isolated Dwellings
- Appendix PW2-B, Road Maintenance Agreement

Providing Driveway Approaches and Culverts	Policy	PW3
	Effective Date	April 2002
	Revision Date	June 2004
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that driveway approaches and culverts should be constructed and installed for existing houses, if any, during construction of the subdivision. After completion, all additional approaches and culverts are installed at the cost of the applicant and constructed according to department specifications.

Community responsibilities

- If the community identifies a need for subdivision construction or upgrading, a capital application should be submitted. Reasons for approaches should be included in this application.
- After construction of the subdivision, the applicant should request any new requirements for individual approaches and culverts from the community in writing.
- After consultation with the department, the community advises the applicant on the decision.
- If approved, the driveway approaches and culverts, where required, are installed at the cost of the applicant and according to specifications directed by the community.

Department responsibilities

- The department, in consultation with the community, prepares construction drawings which include driveway approaches and culverts for existing houses and businesses, if any.

Dust Control for Contact Communities	Policy	PW4
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

The department, depending on resources and based on need, will attempt to co-ordinate the delivery of dust abatement (dust control) to communities in every second year. All roads within a community boundary will not necessarily be treated with dust abatement. Where a community considers dust abatement an annual program, it may provide dust abatement annually and pay the invoices for the year not covered by the departmental program.

This policy applies to Contact communities. The funding formula provides for dust abatement to LGSP communities which are not contact.

Community responsibilities

- The community should ensure a dust control plan is implemented at least every second year.

Department responsibilities

- The department can provide assistance to co-ordinate the delivery of the program with a government agency or contractor and the community, as the case may be.

Workplace Safety and Health Program	Policy	PW5
	Effective Date	April 2005
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

The Workplace Safety and Health Act, section 7.4(5) states "a workplace safety and health program must include a statement of the employer's policy with respect to the protection of the safety and health of workers at the workplace".

It is Aboriginal and Northern Affairs' policy that community councils and their employees must comply with all elements outlined in the manual entitled *A Safe Workplace - A Workplace Safety and Health Manual for Your Community*, *The Workplace Safety and Health Act* and related legislation.

The department is committed to ensuring so far as is reasonably practicable, the safety, health and well being of community council employees and council members. Their safety is of vital importance.

The responsibility for good safety performance is shared between the department, the council and their employees. It is the duty of every council member, community employee and Aboriginal and Northern Affairs staff to be alert to and report hazards, to use protective devices and wear personal protective equipment as required. Unacceptable performance of health and safety responsibilities will not be tolerated.

Community councils should follow the procedures outlined in the *Employee Management Guide* as it relates to disciplinary action regarding non-compliance with this manual or *The Workplace Safety and Health Act* and related regulations. Depending on the seriousness of the situation council may choose to accelerate the process. The regional office is available to provide advice as it relates to disciplinary action.

A Statement of Responsibilities, as attached, outlines responsibilities of the Department of Aboriginal and Northern Affairs, the community council and community council employees.

Community responsibilities

Council will ensure that:

- this policy is posted on the workplace safety and health bulletin board; and
- all sections as described in the *A Safe Workplace - A Manual for Workplace Safety and Health Program in Your Community* are adhered to. Sections are outlined below:

- Community Harassment Prevention
- Community Ergonomic Plan
- Violence Prevention
- Inspection Process and Hazard Recognition & Control System
- Emergency Response Plan
- Plan to Control Chemical and Biological Hazards
- Contractor Safety
- Investigating Incidents, Accidents, Dangerous Occurrences & Right to Refuse Dangerous Work
- Workplace Safety and Health Training Requirements
- Workplace Safety and Health Representatives (Employee and Management)
- Program Evaluation and Revisions
- Signage and Markers
- Safety Rules
- Safe Work Procedures
- Safe Work Practices
- Legislation

Other Information

- Appendix PW5-A - Statement of Responsibilities

Appendix PW2-A

Application for Roads to Isolated Dwellings

Name: _____

Address: _____

Residence Located at: _____
(Sec., Twp., Rge., or Street, if applicable)

Location of Proposed Road

Give legal description (if available) – plan no., section, township, range. Locate on Twp., plan or on a large-scale map.

Is the road on a road allowance? ____ Yes ____ No

Miles or Kilometers of road requested _____

What drainage costs or implications are anticipated?

What is the principal use of proposed road?

Who is benefiting directly from the proposed road? (name of persons)

Type of construction New____ Upgrade____ Other____

School bus route. (If yes, indicate number of primary or secondary school students)
_____ No _____ Yes

Number of Students _____

Type of land ownership:

- Privately owned _____
- Long-term lease _____
- Grazing/hay lease _____
- General permit _____
- Other _____

Certificate of Title Number _____

(Land Titles Office)

If not owned, show lease or permit number: lease number _____ permit number _____

Date of residence established (if applicable): _____
(Day) (Month) (Year)

Signature of Applicant

Approved by Community Council of _____

This ____ day of _____, 20____

By Resolution Number _____

Mayor or Chairperson

Appendix PW2-B
Road Maintenance Agreement

Letter of agreement dated _____, 20__ between _____
_____ and Manitoba Aboriginal and Northern Affairs, for
maintenance of the road(s) described as _____
(Section) (Township) (Range)

The applicant _____ understands and agrees that:

1. Manitoba Aboriginal and Northern Affairs will hire the necessary employees and provide the necessary equipment to construct/maintain the described road.
2. The applicant is responsible for 50 per cent or all ongoing winter and summer maintenance and repair costs of the above described roads.
3. Any access approaches leading off the road(s) are not to be installed without prior authorization from Manitoba Aboriginal and Northern Affairs.
4. There will be no barricade, block or impediment to traffic and public access on the identified road(s).

The above terms and conditions are understood and agreed to by the applicant.

Signature of Applicant

for Manitoba Aboriginal and Northern Affairs

Appendix PW5-A

Statement of Responsibilities

The Statement of Responsibilities outlines responsibilities of the Department of Aboriginal and Northern Affairs, the community council and community council employees.

The Workplace Safety and Health Act, section 7.4(5) states "a workplace safety and health program must include a statement of responsibilities of the employer, supervisors and workers at the workplace."

For the purposes of this policy, the following defines the relationship between the Department of Aboriginal and Northern Affairs (ANA) and community councils:

As most communities are not incorporated, ANA is considered the municipal authority. Subsequently, ANA is ultimately responsible for ensuring that every practicable resource is made available to councils to ensure that the requirements of *The Workplace Safety and Health Act* and related regulations are met at the community level.

Aboriginal and Northern Affairs:

- is legally, considered the owner of the land and the infrastructure in non-incorporated communities and so far as reasonably practicable will provide and maintain workplaces that do not create a safety or health risk;
- is committed to the safety of community councils and community council employees in the workplace;
- will not knowingly, so far as reasonably practicable, permit unsafe working conditions or unsafe working practices to exist in communities;
- is committed to a continuous improvement process that will result in a safer working environment for all;
- is committed to the compliance of all requirements under *The Workplace Safety and Health Act*; and
- will assist councils to ensure appropriate disciplinary measures are taken for non compliance of safety requirements.

Community Councils:

- are considered employers and supervisors;
- will secure its employees and other persons from risks to their safety, health, and welfare arising out of or in connections with activities in their workplace, and to promote and maintain the highest degree of physical, mental and social well being of its employees;

- have a duty to its employees to provide and maintain a workplace, necessary equipment, systems and tools and training that are safe and without risk to health so far as is
- reasonably practicable and to provide its employees with such information, instruction, training, supervision and facilities to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees;
- are committed to consult and cooperate, where applicable, with the Workplace Safety and Health representative regarding the duties and matters with which they are charged;
- are committed to the compliance of all requirements under *The Workplace Safety and Health Act* and related regulations; and
- will ensure appropriate disciplinary measures are taken for non compliance of safety requirements.

Community council employees:

- will take reasonable care to protect his/her safety and health and the safety and health of other persons who may be affected by his/her acts or omissions at work;
- will use all devices and wear all articles of clothing and personal protective equipment designated and provided for his/her protection by his/her employer or required to be used and worn by him/her;
- will maintain their workstations, vehicles, etc with safety equipment that is provided by the community council;
- have a responsibility to inform other employees of using unsafe work practices or equipment;
- will participate in all applicable safety training programs;
- will consult and cooperate, where applicable, with the Workplace Safety and Health representative regarding the duties and matters with which they are charged; and
- are committed to the compliance of all requirements under *The Workplace Safety and Health Act* and related regulations.

Application for Subdivision Approval	Policy	L1
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

This policy is under review by ANA.

The current policy states that the community should be involved in the application for subdivision approval process.

Community responsibilities

- Communities should review the *Subdivision Procedural Manual for Northern Manitoba*.
- **Crown Land Subdivision**
Any request from a community for application for a Crown Lands Subdivision should come through the department. It is the responsibility of other provincial departments to go into the interested community and assist the community with its application. The community's role is to complete the application with assistance from the department and other provincial government departments, most notably Manitoba Local Government Planning Branch.

Department responsibilities

- **Private Subdivision Development**
The department's principle role in the private subdivision process is to conduct the necessary municipal review and consultation with the community. Normally, the application will either require community consultation (because the proposed subdivision is within or near the community) or will require only departmental review (as the proposed subdivision is not within the immediate vicinity of the community).

Specific conditions to the development may be added. The department uses a development agreement to define the conditions. The development agreement is sent to the applicant by ANA as part of the subdivision approval plans

Disposition of Lots Acquired by the Department through Tax Sale Proceedings	Policy	L2
	Effective Date	April 2002
	Revision Date	June 2005
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy is presently under review.

Residents of communities have limited exposure to information concerning the liabilities of holding real property. Tax sales have been the result. In most communities, surveyed lots are in short supply and there is a need to make land sold for taxes available. An attempt must be made to deal fairly with people who have lost title through tax sale proceedings.

It is the policy of the department that people who have lost their property in tax sale or who are living on the land be given the first option to purchase the land and buildings. Applications have been received from persons wishing to acquire these lots for residential or commercial purposes. The following outlines circumstances of the applications in order of priority and the related conditions attached:

An applicant who lives on the property or uses it for some purpose and who formerly held title.

Occupants who owned the property when it went into tax sale pay either the full amount of back taxes, penalties, legal and transfer costs, or \$100, whichever amount is greater.

An applicant who lives on the property but who has not formerly held title.

Occupants who did not own the property when it went into tax sale pay the pro-rated amount of taxes owing (an amount proportionate to the length of residence on the lot) as well as, any development costs incurred by the Crown, or \$100, plus survey costs, whichever amount is greater.

A former title holder or relative who no longer occupies the property, but wishes to redeem it for a new purpose.

Previous occupants who owned the property when it went into tax sale should be treated as new applicants and pay the normal Crown Land and Manitoba Aboriginal and Northern Affairs costs.

An applicant who has no former connection with the property.

New applicants should pay the normal Crown Land and Manitoba Aboriginal and Northern Affairs costs.

Department responsibilities

- A person wishing to purchase a vacant lot on which he/she is not living pays the normal Crown Land and Manitoba Aboriginal and Northern Affairs costs.
- Where there are buildings located on the lot applied for, and which were part of the tax sale proceedings, the department after consultation with the community council, may have these buildings appraised and tendered, or removed from the lot.
- Proceeds resulting from the sale of the land and buildings will become part of the Northern Affairs Fund and may be returned to the community at the minister's discretion.

Community Boundaries	Policy	L3
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

It is the policy of the department to establish boundaries for communities within which councils may function.

A council is responsible for the municipal functions of local government within its boundaries. Boundaries should include areas in which council can reasonably provide these services. Boundaries are required for by-laws, local land use and tenure, assessment and taxation, elections, census data, grant calculations and issues of community population.

Boundaries may be established and/or reviewed at any time if requested by the council. Different situations will affect the need for community and department reviews. Boundaries can be reduced as well as expanded.

Community responsibilities

- Council should prepare a sketch map or drawing indicating the proposed area to be included in the community boundary. Council should also prepare a document justifying:
 - a) the area it proposes
 - b) how it anticipates providing municipal services within that area
- Council should have one or more public meetings to discuss the proposal, the services to be provided within the area and any options that may be developed in this process.

Department responsibilities

- Upon receipt of a resolution to expand/change the boundaries of a community, the minister will refer the subject matter to the Northern Manitoba Community Consultation Board.
- The department will keep the community informed of progress on the review process. The process generally follows the flow chart attached in Appendix L3-A.

- The final boundary drawing will be prepared by technical resources available to the department as:
 - a) a base map which may be copied for anyone's use;
 - b) a legal description, to be included in the *Status and Boundaries – Unincorporated Communities and Settlements* regulation 67/2009, published in the Manitoba Gazette.

Other information

- Appendix L3-A - Boundary Review Process

Seasonal Recreational Subdivisions	Policy	L4
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy is under review by ANA.

It is the policy of the department to provide guidelines for the orderly development of seasonal recreational subdivisions.

Who does what?

- The following process is to be followed as it relates to development of recreational subdivisions on crown land and private lands.
- **Crown Lands Recreational Subdivisions**
 - a) **SITE IDENTIFICATION**
 - (1) initiated by Crown Lands Branch;
 - (2) the identified site is circulated by Manitoba Conservation Crown Lands in accordance with the Crown Land Circulation Process involving the departments and agencies listed in Schedule "A" (Appendix L4-A).
 - b) **REVIEW OF COMMENTS**
 - (1) comments are received and compiled by Crown Lands;
 - (2) comments are reviewed by Crown Lands Regional Manager, the Recreational Land Development Officer, the Regional Director of Manitoba Aboriginal and Northern Affairs, and the Regional Planner from Manitoba Local Government upon request by Manitoba Aboriginal and Northern Affairs.
 - c) **DECISION BY REVIEW PARTICIPANTS**

A decision is made by the reviewing participants whether the proposal will proceed.
 - d) **APPROVAL TO PROCEED**
 - (1) If the decision is to proceed with the proposal, a Plan of Survey is developed by Manitoba Conservation Crown Lands and registered in Manitoba Family Services

& Consumer Affairs Land Titles Office as a Parcel Plan. This serves to legally identify the parameters of the block of land to be advertised for sale.

- (2) The land is advertised for sale by Manitoba Conservation Crown Lands.
- (3) The successful bidder is selected by the Recreation Development Committee which has representation from Manitoba Conservation and Manitoba Aboriginal and Northern Affairs. The land is leased to the purchaser until the purchaser proceeds successfully through the Private Subdivision Process as established by Manitoba Aboriginal and Northern Affairs under Policy LI Application for Subdivision Approval.
- (4) No sale of crown land will occur until a plan of subdivision has been approved, surveyed and submitted for registration in the Manitoba Family Services & Consumer Affairs Land Titles Office. Also a Development Agreement must be signed with Manitoba Aboriginal and Northern Affairs, and filed as a caveat against the title in the Manitoba Family Services and Consumer Affairs Land Titles Office.

- **Private Recreational Subdivisions**

- a) Seasonal recreational subdivision applications which are initiated by private land owners on private land are to be submitted to Manitoba Local Government. If received from any other source, they are forwarded on to Manitoba Local Government for processing.
- b) The departmental and municipal review processes will apply in applications of this nature. Where the planned subdivision area is within close proximity to a community, the community shall be requested to provide comments and concerns. It is the policy of the department to involve the communities in this consultation process.
- c) Departmental clearance of applications will be reviewed in terms of:
 - (i) the general feasibility of the subdivision development in terms of size and location, PLUP(Provincial Land Use Policies) relating to proximity of urban-centers, recreational carrying capacity, shorelands, dedications, critical resource sites, hazard lands;
 - (ii) the viability of the subdivision to generate and maintain general municipal tax revenue, or special fees to cover off provisions of municipal services such as garbage dumps, water system, docks, roads, etc.; and
 - (iii) the development agreement entered into between the developer and the Province.

Other information

- Appendix L4-A - Circulation List for Recreational Crown Lands

Subdivision Lot Pricing	Policy	L5
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

Department policy establishes prices for subdivided lots within Manitoba Aboriginal and Northern Affairs jurisdiction for residential, commercial or recreational purposes. Prices are based on the current assessed value of the lots, determined by Manitoba Local Government Assessment Branch.

Establishing lot prices

- Prior to January 1 of each year, Manitoba Aboriginal and Northern Affairs Taxation Office shall forward a copy of the current revised assessment roll to Manitoba Conservation Crown Lands Branch.
- Manitoba Conservation Crown Lands Branch responds to all applications, advising potential purchasers of the established prices.
- Where a new subdivision has not yet been assessed, the ANA regional office provides a copy of the registered plan to Manitoba Local Government Assessment Branch who provides the new assessed values.

General information

- To ensure adequate control, the development of subdivisions is based on confirmed need rather than speculation. The sale of lots allows an organized approach when a new subdivision is involved. Rather than selling lots 1 and 8, the housing agency or private purchaser is encouraged to purchase lots, in sequential order. By doing so, development can be phased to accommodate demand.

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

- Consideration must be given to keeping two or three lots available to meet the needs of private purchasers. This requirement should be considered at the time the subdivision plan is discussed with the community.
- Where possible, the housing agency or private purchaser should be encouraged to purchase

existing useable lots, before ANA develops new subdivisions.

- The definition of a normal lot is about 65 feet to 100 feet in width and range from 100 feet to 250 feet in depth (minimum 15,000 square feet per lot).

Application for Rural Residential Development	Policy	L6
	Effective Date	April 2002
	Revision Date	June 2004
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy controls community development within the jurisdiction of *The Northern Affairs Act* through subdivisions.

The department adheres closely to the 1980 Provincial Land Use Policies (PLUP). The policies apply to all land in Manitoba, except City of Winnipeg land. These policies are a guide for the approval of basic planning statements and development plans. In municipalities throughout the province, including communities under ANA jurisdiction, where there are no such plans approved for the area, the PLUP can be used in the subdivision application review process. These policies provide the overall framework necessary to prepare and assess local plans. They set out general guidelines and direction in managing the province's land resources. PLUP subdivision applications in particular, provide the outline for the department's position on subdivision applications.

Road access, water supply, garbage dumps and disposal, and any other municipal service, are the responsibility of individual home owners, mortgage holders or the housing authority.

The normal municipal and provincial reviews apply to the application process and clearance.

In the case where the department is requested to be the developer, the department requires a deposit equivalent to one third of the estimated development costs per lot in the proposed subdivision, before any construction begins.

Department responsibilities

- The department will facilitate the application process, the survey and the registration of the plan only.

Other information

- Appendix L6-A - Provincial Land Use Policy

Development of Cottage Lots and Recreational Homes	Policy	L7
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy provides direction to cottage and recreational home owners for the development of cottages, recreational homes and related structures in subdivisions and within the jurisdiction of *The Northern Affairs Act*.

This policy applies to each community unless a basic planning statement and zoning by-law or planning scheme is adapted to the community. When the cottage subdivisions are located outside a community boundary, the department will follow the procedures set out in this policy.

Cottages, other recreational homes or other structures for seasonal and/or recreational use, will not be permitted in subdivisions designed for residential purposes, except where the community has recommended and the department has approved a variance. No clearing or construction is to take place until a work permit is obtained from Manitoba Conservation. Conditions of work permits must be met.

Building plans must be submitted to Manitoba Labour & Immigration, Office of the Fire Commissioner at 1601 Van Home Avenue E., Brandon MB R7A 7K2, to obtain a **building permit**.

On lakeshore lots where conditions are suitable, an application for a site permit for additional buildings, such as a boat house or roofed boat slip or docks, must be submitted to Manitoba Conservation. The application for site permit and design must be approved by Manitoba Conservation. An annual permit is required and an annual rental fee is charged for the **building on Crown Reserve**.

Public reserve is not part of the cottage lot, therefore no buildings are allowed on **Public Reserve Land**.

All **sewage disposal systems** must be approved by a Manitoba Conservation public health inspector.

Community responsibilities

- In consultation with ANA, the community should recommend building permits within the community boundary, before submitting them to Manitoba Labour & Immigration for approval.

Community Land Use Planning	Policy	L8
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that communities need to develop appropriate land use planning documents for the orderly development of land within community boundaries.

All Local Government Services Program funded communities (excluding contact) shall establish either a land use policy document or adopt a development plan and zoning by-law. Communities that have already adopted basic planning statements shall adopt zoning by-laws as outlined in *The Planning Act*.

Upon incorporation, a community council shall adopt a development plan and zoning bylaw.

Community responsibilities

- Any community, regardless of population, experiencing unforeseen development or outside development pressures may request assistance from the regional office to initiate the most appropriate planning procedure.
- It is most important that the community contact the regional office, which, in turn, will contact the appropriate staff to assist the community.

Department responsibilities

- To ensure that communities receive the appropriate land use planning and land development assistance.

Public Cemeteries	Policy	L9
	Effective Date	June 2005
	Revision Date	July 2010
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

In order to provide protection of information concerning persons buried in community cemeteries, Manitoba Aboriginal and Northern Affairs recommends that community councils develop a plot plan and registry for cemeteries that fall within community boundaries and that are operated and maintained by councils in accordance with The Cemeteries Act.

The plot plan should be updated annually and forwarded to Manitoba Conservation Lands Branch (Crown Lands), P.O. Box 20000 Neepawa, Manitoba ROJ 1H0, who will record, as a second source, the information for safekeeping.

It is suggested that a registry will record the following information:

1. the plot number;
2. the date of burial;
3. the name of the deceased and next of kin; and
4. the name and address of the funeral director or other person in charge of the funeral.

The following recommendations are provided for the development of your plot plan:

1. plot plan should be designated section and plot;
2. preferred plot size should be 4' x 10'; and
3. allow for 4' walkways.

Community responsibilities

- Council must ensure that a plot plan is developed and forwarded to Crown Lands by January 31 of each year.

Other information

- Appendix L9-A - Sample Plot Plan
- Appendix L9-B - Sample Registry

Appendix L3-A

Boundary Review Process

Step 1:

Community passes a resolution containing a proposal based on internal community process, meetings, etc.

Step 2:

Community submits resolution/proposal to Manitoba Aboriginal and Northern Affairs' regional office.

Step 3:

Regional office refers the resolution/proposal to the Northern Manitoba Community Consultation Board.

Step 4:

The Northern Manitoba Consultation Board reviews the proposal.

Step 5:

The minister receives recommendation(s) from the Northern Manitoba Consultation Board.

If approved:

Step 6:

Boundary drawing is prepared.

Step 7:

Regulation is prepared as part of the *Status and Boundaries - Unincorporated Communities and Settlements* regulation 67/2009.

Step 8:

Regulation is enacted by the Minister.

Step 9:

Regulation is published in the *Manitoba Gazette*.

Appendix L4-A

Circulation List for Recreational Crown Lands

Schedule A

Circulation List for Recreational Crown Lands

Following is a list of departments and agencies included in the circulation of a recreational subdivision site proposal:

- Manitoba Aboriginal and Northern Affairs
- Manitoba Agriculture Food & Rural Initiatives
 - AGRO MB
- Community Council (only if within 8km)
- Manitoba Conservation
 - Crown Lands Branch
 - Crown Lands Classification Committee
 - Environmental Management
 - Integrated Resource Management Committee (IRMT)
 - Resource Allocation - Licence Advisory Committee
 - Treaty Land Entitlement (TLE)
- Manitoba Family Services & Consumer Affairs
 - Land Titles Office
- Manitoba Culture Heritage and Tourism
 - Historical Resources Branch
 - Travel Manitoba Branch
- Manitoba Innovation, Energy and Mines
- Manitoba Local Government
 - Municipal Planning Branch
 - Planning District
 - Local Government District/Rural Municipality/Town
- Manitoba Hydro
- Manitoba Telecom Services Inc.
- Manitoba Infrastructure & Transportation
 - Highway Planning & Design
 - Northern Airports
- Manitoba Water Stewardship
 - Water Resources Branch

Appendix L6-A

Provincial Land Use Policy

Policy #3

Lands may be designated for rural residential development provided that the siting and design of such development reflects its role as an alternative to the urban life-style and not as an evolutionary step towards an urban environment. In addition, the development shall be planned to minimize conflict with resource-related industries and activities and to minimize public sector costs.

A. Policy Objectives

This Policy recognizes rural residential development as a legitimate form of land use and ensures that rural residential development takes place in a planned framework:

- (a) Related to current and projected levels of demand;
- (b) Safeguarding the present and future use of the Province's natural resources;
- (c) Complementing the existing urban centres of the Province;
- (d) Avoiding unnecessary costs to the public or to the private sector due to premature or haphazard development.

B. Policy Application

The key to applying this Policy is the premise that rural residential development should only take place in a planned setting. There are two parts to the application of this Policy. The first part outlines the general criteria for designating areas for rural residential development. The second part deals with the more specific criteria involved in siting the rural residential development within the designated rural residential area. Several of the criteria listed below include quite detailed specifications. It is not intended that such criteria be interpreted as mandatory regulations. Rather, it is anticipated that local conditions may necessitate some latitude in applying the criteria so that they may be responsive to local circumstances.

1. General Criteria

The following criteria should be taken into account when designating areas for rural residential development:

- (a) Areas identified in accordance with Provincial Land Use Policies #1 or #2 as agricultural areas or designated under other Policies for protection of parks, wildlife, ecological sites, hazard land, aggregate minerals, or other resources should not be designated for rural residential development, unless it is clearly demonstrated that the proposed development will not conflict with the stated policy goals.
- (b) Areas should not be designated for rural residential development if those areas are in close proximity to the boundary of an incorporated urban centre or the built-up area of an unincorporated urban centre. Rural residential development should however, be located conveniently enough to draw on these centres for social, recreational and commercial services.

By their nature, rural residential developments are not suited to servicing by urban sewer and water systems. Such developments, when located on the periphery of an urban centre, may inhibit the community from developing in an orderly manner and increase the cost of municipal services.

Exceptions to these criteria may be made if it can be demonstrated that such development will not at any time in the foreseeable future have a detrimental influence on the urban centre.

- (c) Rural residential development must be planned in a manner that will not produce unacceptable social or economic costs or present a danger to public health or safety. Consideration must be given to the impact of such development on the economic provision of public services such as schools, hydro, telephone, pipelines, highways, airports, police, fire protection, health care and recreational facilities.

2. Siting Criteria

The considerations discussed in this section relate to the siting, location and extent of rural residential development.

This Policy notes that rural residential development is an alternative to the urban life-style. The criteria established in this Policy emphasize the distinction between the two land uses. Rural residential development should not be thought of, nor normally planned as an evolutionary step from a rural landscape to an urban development.

Nevertheless, in certain areas around Winnipeg, the intensity of rural residential development has created an environment that is more urban than rural in nature. Rural service standards have proven inadequate in such areas, yet their low density design has increased the cost of urban servicing. Residential infilling may be required in such areas to make service upgrading affordable.

The following criteria shall be applied to the design of rural residential subdivision:

- (a) Lots shall be of such dimensions as to accommodate the proper function of a septic field or other approved method of disposal of domestic effluent.
- (b) Notwithstanding criterion a), a minimum lot size of two acres shall be required in order to maintain the rural character of the land. Where it can be demonstrated that a two acre minimum is inadequate for this purpose, the minimum acreage may be increased at the discretion of the planning authority. At the same time care must be exercised to ensure that maximum lot sizes are reasonable and are not wasteful of land.
- (c) The subdivision must take into account the need for an adequate supply of potable water. This may involve the provision of wells or a water hauling system.
- (d) The subdivision must include an adequate surface drainage system.
- (e) It shall be the responsibility of the developer to demonstrate that there is sufficient demand for developed lots to justify further subdivision in order to minimize the fragmentation of land.
- (f) Where subdivisions are proposed in treed areas, the subdivision design should protect or enhance existing treed acreage.
- (g) It must be demonstrated that a rural residential development is not incompatible with existing land uses in the vicinity of the development.
- (h) In areas where substantial rural residential development is anticipated, the municipality shall devise a system of roads providing the major regional streets and establishing the points of inter-section with the provincial road network. The local streets proposed in any individual subdivision shall be adaptable to this regional collector system.

In applying the above criteria the level of detail required must be related to some degree to the size of the subdivision. In particular, small scale subdivisions (1-3 lots) will require some local discretion in isolated areas or in areas with little potential for land use conflict. The cumulative adverse effects of a large number of small subdivisions however, are such that the degree of discretion should be considered carefully.

There are two levels of examination required in considering the siting of rural residential development. It shall be the responsibility of the developer to provide information on the suitability of the site itself and on the impact the development will have on the immediate area. The planning authority on the other hand must be in a position to assess the regional implications of the development. For example, the developer shall be required to demonstrate that potable water can be provided in adequate quality and quantity for the scale of his development. The planning authority shall assess what impact, if any, the development might have on the regional water supply, water table, etc.

There are a number of municipalities without development plans currently receiving a large volume of subdivision applications. Other municipalities may face this problem in the future. Proper analysis of the total implications of these proposed developments becomes nearly impossible for the planning authorities. The consequences of this runaway development are such that the "planned setting" referred to earlier as a prerequisite is no longer present. Therefore, in those instances where the Minister is of the opinion that the consequences of such development cannot be adequately assessed, he may, after consultation with the Provincial Land Use Committee, direct that no further subdivision will be allowed in all or in any part of that municipality until a development plan or basic planning statement is adopted.

C. Definitions

For the purpose of this Policy:

- (a) "Rural Residential Development" means the establishment of rural non-farm residences. Cottages or resort type developments would normally be excluded.
- (b) "Urban Centre" means incorporated cities, towns and villages "unincorporated village districts" and those "local improvement districts" created for sewer and water purposes. The term may also include any recognized settlement of 25 or more residences.

BLOCK 1

SCHMDE JOSEPH JULIE 10 11		PUBLIC JOHN Q. JANE S. 1 2		JOSEF BLDW 3	JOSEF BLDW JR. 4	JOSEF BLDW III 5	JUANITA NONYMOUS 6	EXAMPLE JIM JOY 7 8	NOVAN ECS 9
TANIA ECS 12		JOHN DOE 13	JANE DOE 14	JOHN DOE JR. 15	JACK DOE 16	JOHN DOE III 17	JOHN DOE IV 18	ELIZABETH NONYMOUS 19	CHARLES DOE 20

BLOCK 2

ARMAND UNKNOW 21	NONYMOUS ALBERT ANNA 22 23		ARMAND UNKNOW JR. 31	MELISSA PUBLIC 32	OCTAVIAN PUBLIC 33	ARMAND UNKNOW III 34	RICHARD SCHMDE 35	OLIVIA PUBLIC 36	GEOFF UNKNOW 37	JOE BASHFUL 38	TARA BASHFUL 39	BABY THOMAS 40	BABY ELIZABETH 41
JENNIFER UNKNOW 29	OLIVER PUBLIC 30	ARMAND UNKNOW JR. 31	MELISSA PUBLIC 32	OCTAVIAN PUBLIC 33	ARMAND UNKNOW III 34	RICHARD SCHMDE 35	OLIVIA PUBLIC 36	GEOFF UNKNOW 37	JOE BASHFUL 38	TARA BASHFUL 39	BABY THOMAS 40	BABY ELIZABETH 41	

BLOCK 3

MATILDA DOE 42	MONICA UNKNOW 43	LEONARDO DA VINCI 44	ALBERT EINSTEIN 45	ISAAC NEWTON 46	NIELS BOHR 47	WILLIAM SHAKESPEARE 48	BABY MICHAEL 52	BABY DARLENE 49
OTTO MOHR 50	JAMES DOOLE 51							

PROPERTY
 PRODUCT COMMUNITY NAME
 CEMETARY NAME
 PLOT PLAN
 SAMPLE

Criminal Record and Child Abuse Registry Checks	Policy	PS1
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 4
	Approval	Harvey Bostrom

What is the policy?

Department policy states that if an employee is being considered for a position of public trust, a community council is permitted to:

- request evidence that the potential employee does not have a Criminal Record; and
- request evidence that a potential employee is not listed on the Child Abuse Registry.

This policy outlines the conditions and procedures for council to obtain evidence that a potential employee does not have a criminal record or is not listed on the Child Abuse Registry.

The following positions are designated as positions in which this policy may apply:

Criminal Record Check

- community administrative officer (CAO) and/or assistant CAO
- public works employees - where they enter residential homes or handle a significant amount of money

Criminal Record and Child Abuse Registry Check

- recreation director and recreation employees
- community constable

The Criminal Record Check applies to all designated positions while the Child Abuse Registry Check applies only to the recreation director, community constable and positions that supervise children.

Child Abuse Registry Check

- volunteers - that supervise children during a council sponsored activity (i.e. recreation event)

A council is not permitted to seek this information for other purposes.

Community responsibilities

- Council must provide applicants with the following written information, preferably in the job bulletin:

- that a Criminal Record Check will be required prior to final selection;
- that an original copy of the Application for a Child Abuse Registry Self-Check (Mail) complete with approving stamp, will be required prior to final selection;
- that the existence of a Criminal Record **will not prohibit** the opportunity for employment, but may affect an applicant's ability to be employed in a position of public trust; and
- that the existence of an entry in the Child Abuse Registry **will prohibit** the opportunity for employment in positions requiring this check.

Designated Positions Requiring a Criminal Record Check

- Once council has selected a potential employee, this person must be advised to complete a current Criminal Record Check.
- Potential employees can obtain a Criminal Record Check by visiting or contacting the nearest R.C.M.P. office.
- Council can proceed to offer employment to the potential employee, **conditional** on a satisfactory record check. A deadline for the check should be given.
- On receipt of a Criminal Record, the council should review the record to determine whether the criminal behavior on record, if repeated, would pose a threat to community council's operations. If there is such behavior, then the council must assess the circumstances in order to determine the degree of risk should the behavior be repeated and the degree of harm that may result.
- On review of the requested information, council must determine if the information has any relevance to the position for which the candidate has applied.
 - a) If irrelevant, advise the potential employee that no further review of the record is required.
 - b) If relevant:
 - i) Advise the potential employee that the information is relevant.
 - ii) Give the potential employee the opportunity to explain the offence, its circumstances and provide any additional relevant information.
- Positions requiring a Criminal Record Check **only**, need to be considered in light of:
 - type of offence and relevance to the job
 - age of person at time of offence
 - sentence imposed
 - what a person has done since the offence (other work, etc.)
 - the amount of time that has elapsed since the offence and completion of any sentence related to the offence

- whether the person has made firm efforts at rehabilitation
- If the check is satisfactory, the offer of employment is **no longer conditional** and the candidate is confirmed in the position, assuming the offer is accepted. If the check is not satisfactory, the **conditional** offer process is repeated with the next acceptable candidate.
- Upon successful hiring, council should reimburse the employee for the cost of the Criminal Record Check.
- **Where a candidate was convicted, and subsequently has obtained a pardon, there is no access to the record of conviction for which the pardon was granted.**

Designated Positions Requiring a Provincial Child Abuse Registry Check

- Once council has selected a potential employee the applicant must provide an original copy of the Application for a Child Abuse Registry Self-Check (Mail), **complete with approving stamp**. The form can be found online at www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html.
- Council should proceed to offer employment to the potential employee, **conditional** on a successful outcome of the Child Abuse Registry Check. As the Child Abuse Registry Check may not be available at the time of the employment offer, the potential employee **should be prohibited from working with or near children** until the check has been successfully completed.
- The Child Abuse Registry will indicate only if an individual's name is on the list. If the applicant has lived out of province, similar registries in those provinces should be checked. When a check is required, other provinces should be contacted to determine if they have a specific consent form or what is required to obtain information from them.
- If the check is satisfactory, the offer of employment is **no longer conditional** and the candidate is confirmed in the position, assuming the offer is accepted. If the check is not satisfactory, the **conditional** offer process is repeated with the next acceptable candidate.
- Positions requiring a Child Abuse Registry Check need to be looked at in terms of the vulnerability of children and the great harm that can result from abuse. Registration on the Child Abuse Registry will result in an applicant being **disqualified** from employment as a recreation director or a community constable and any other position designated as requiring this check. This may not apply if the duties of the position which relate to this check are so minor that they can be reassigned to another employee.
- Upon successful hiring, council should reimburse the employee for the cost of the Child Abuse Registry Check.

Designated Volunteer Positions requiring a Provincial Child Abuse Registry Check

- Council should ensure that checks are completed well in advance of requiring the volunteer's time where they may be near or supervising children. Volunteers should be prohibited from working with or near children until the check has been successfully completed.
- The volunteer must provide an original copy of the Application for a Child Abuse Registry Self-Check (Mail), **complete with approving stamp**. The form can be found online at www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html.
- The Child Abuse Registry will indicate only if an individual's name is on the list. If the applicant has lived out of province, similar registries in those provinces should be checked. When a check is required, other provinces should be contacted to determine if they have a specific consent form or what is required to obtain information from them.
- Registration on the Child Abuse Registry will result in a volunteer not being accepted to assist in an event that works with or near children.
- Upon receiving a successful check, council should reimburse the volunteer for the cost of the Child Abuse Registry Check.

Completion of Required Checks

- Upon completion of the hiring, all documentation should be returned to the applicant. It is council's responsibility to ensure proper handling and confidentiality of employee records at all times. Access is to be limited only to those required to have access, (ex: current members of council and the CAO/assistant CAO). Proper locked storage of employee files is required.
- Council should, in notes attached to the candidate's application (whether hired or not), record that:
 - the employee appeared to have a clear record;
 - a Criminal Record Check was reviewed and subsequently disqualified the candidate;
 - evidence that the employee is not on the Child Abuse Registry (or any other provinces' registry); and
 - evidence that the employee is listed on the Child Abuse Registry (or another provinces' registry) and subsequently disqualified the candidate.

Other Information

- Appendix PS1-A - Sample Job Bulletin

Volunteer Fire Chief Selection	Policy	PS2
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

ANA policy states that council is responsible for the selection, hiring and supervision of the community volunteer fire chief.

Community responsibilities

- Council should determine the type of person required, how to monitor performance, etc. This can be done in consultation with the department.
- Advertisements for the position should be posted for a period determined by the council, normally not less than 14 days. The advertisement shall indicate how to apply and where to obtain further information.
- Council reviews applications and, on the recommendation of the fire department, appoints by resolution the person best qualified for the job of fire chief.
- Council should have a signed agreement with the successful candidate. (See draft agreement in Appendix PS2-A.) A copy of the agreement and resolution should be forwarded to the department and to the Office of the Fire Commissioner.
- Council may, by resolution, cancel the appointment of the fire chief for unsatisfactory performance of duties, in the case of a resignation, a resolution should be passed. In both instances, copies should be sent to the department and to the Office of the Fire Commissioner.
- Council should establish by resolution the rates of remuneration for the fire chief and members of the fire department, based on the fire salary scale set in Appendix PS2-B.

Department responsibilities

- The department will provide guidelines and assistance in carrying out this policy.

Other information

- Appendix PS2-A - Volunteer Fire Chief Agreement
- Appendix PS2-B - Remuneration, Responsibilities and Duties

Constable Program	Policy	PS3
	Effective Date	April 2003
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

The following policy describes the requirement, under section 9(1) of *The Provincial Police Act*, for a constable to be appointed as a "special constable". The appointment cannot be formalized until the employee has received formal training deemed by the Department of Justice.

Appointments and Orders of Revocation for special constables are made by Law Enforcement Services of Manitoba Justice under authority conferred by an Order-in-Council. Appointments continue only for the duration of employment with the council.

The policy also outlines uniform and equipment requirements. The use of pepper spray and side arms are prohibited from use by community constables.

Policy F2, Local Government Services Program, requires that where a constable is employed by a community council, a local constable committee shall be established to ensure the constable is adequately trained; the community receives adequate protection and preventative measures are developed.

The local constable committee may be a committee of council.

Community responsibilities

- Council will ensure that once the constable has received formal training that he/she is appointed as a "special constable" under section 9(1) of *The Provincial Police Act*.
- The council will supply all new constables with the uniform issue and equipment requirements. (See Appendix PS3-A, Uniform and Equipment Requirements).
- The council should ensure that the local constable committee annually reviews the constable equipment inventory (see Appendix PS3-A, Uniform and Equipment Requirements).
- The council will ensure the effective operation of a local constable committee by following Appendix PS3-B, Duties of a Local Constable Committee.
- The council should ensure that in consultation with the local constable committee, an annual performance appraisal is completed for the constable.

Other information

- Appendix PS3-A - Uniform and Equipment Requirements
- Appendix PS3-B - Duties of a Local Constable Committee

- Policy F2 - Local Government Services Program
- Appendix FI-C - Funding Principles and Details
- *Employee Management Guide* for information on the constable job description and annual performance appraisal requirements

Constable Vehicle	Policy	PS4
	Effective Date	April 2007
	Revision Date	July 2010
	Page Number	1 of 5
	Approval	Harvey Bostrom

What is the policy?

Aboriginal and Northern Affairs (ANA) provides participating communities with the use of a constable vehicle for community protective services.

ANA policy states that constable vehicles will be operated and maintained as follows:

1 Description of Constable Vehicle and Equipment

Vehicle Type: 2006 Ford Expedition (SSV)
 Vehicle Equipment: Police Light Bar
 4 Channel flashing lights
 Siren and controls
 Rear seat and cargo area barriers
 Constable decals

2 Authorized Vehicle Use

The use of the constable vehicle is restricted to the community constable for official duties. The constable must have a valid Manitoba Class 4 driver's license to operate the vehicle. A copy of the constable's valid driver license shall be kept in the employees file.

3 Unauthorized Vehicle Use

Unauthorized vehicle use includes:

- transportation of people, animals, equipment, supplies, tools, luggage or other items not related to official business;
- transportation to sporting events or off road locations not related to official business;
- use of vehicle by family members or other community residents; and
- personal or family use.

4 Constable Vehicle Use

4.1 On Duty Vehicle Use

- The constable shall adhere to this Policy.
- The constable will keep a record of the mileage use for council and ANA records. The Community Constable Vehicle Mileage Report can be found in Appendix PS4-A.
- The vehicle must be left clean with all garbage removed on a daily basis. Stickers, decals and similar items, other than authorized, shall not be affixed to any part of the constable vehicle.
- The constable shall ensure there is sufficient fuel in the tank to permit emergency use.
- The constable will check the vehicle exterior and interior daily for any damage. Any damage found through official use or vandalism shall be reported immediately, to council, with a completed Community Constable Vehicle Accident Form. A copy of the form should be provided to ANA. Damage shall also be reported to the RCMP and Manitoba Public Insurance Corporation as required; The Community Constable Vehicle Accident Form can be found in Appendix PS4-B.
- Any mechanical problems with the vehicle shall be reported and corrected as soon as possible with the permission of council.

4.2 Limits on Vehicle Use

- Smoking is not permitted in the constable vehicle.
- The vehicle shall not be used for towing purposes.
- Hazardous materials shall not be transported in the vehicle unless in an approved container in the vehicles storage area.

4.3 Security

- If the vehicle is left unattended or becomes disabled, the windows shall be closed, the doors locked and the vehicle turned off to prevent theft or vandalism;
- Any persons detained in the vehicle will be monitored and properly secured.
- When the vehicle is not in use, the constable shall ensure it is locked and secured with a vehicle immobilizer.

4.4 Operator Conduct

- The constable shall follow all Provincial Highway Traffic Act Regulations while using the vehicle and shall drive in a safe and courteous manner.
- The constable will not drive under the influence of drugs or alcohol or allow such items to be transported or consumed in the vehicle.

4.5 Use of Vehicle Safety & Emergency Equipment

Constable vehicles are equipped with sirens and emergency lighting equipment. The equipment is used to enhance protective services, attract the attention of motorists that constables wish to stop or to keep away from certain areas that may be unsafe. The proper use of emergency equipment is essential to the safety of the constable and the public.

- Emergency lights and siren shall be used whenever the constable needs to assist individuals, when stopping offenders or when stopped in hazardous conditions. Constables shall immediately turn off these lights and siren when the emergency condition no longer exists.
- The siren shall only be used simultaneously with emergency lights.
- The public address system shall only be used in official business.
- Any repairs or changes to the emergency equipment must be made by the Provincial Fleet Vehicles Agency unless otherwise approved.
- The vehicle shall be equipped with items necessary to enable constables to respond adequately to calls, collisions or other emergencies.
- The constable and any passengers are required to wear seat belts while traveling in the vehicle.

5 Transportation of Prisoners, Sick or Injured Persons

Constables shall not transport sick or injured persons in the vehicle. If a person is sick or injured, the nearest ambulance service must be called to administer first aid or to transport the person to the nearest hospital.

Constables shall inform the RCMP when they have detained a suspect. Transportation of prisoners or detained people must be approved by the local RCMP unless otherwise authorized.

6 Vehicle Service and Maintenance

6.1 Vehicle Maintenance and Inspection

Each constable vehicle will be equipped with a Fleet Guide that will provide councils with information on the safe use and servicing needs of the vehicle.

- Council will ensure that the vehicle maintenance plan as outlined in the Fleet Guide is followed and that necessary maintenance is carried out.
- The constable shall inspect the vehicle on a weekly basis to ensure it is clean and safe to use. Any safety concerns must be reported to the council with a copy provided to ANA

- When conducting a vehicle inspection, the constable shall look for any item that could be used as a weapon or other items such as identification or credit cards that may have been lost by citizens or disposed of by suspects.
- The council is responsible for the maintenance of the vehicle as per the lease conditions. This includes scheduled maintenance appointments, oil changes and other vehicle inspections. The constable will keep a log book (note book) of the service the vehicle has received.
- The constable is responsible for recording the vehicles mileage and to report to community council when it is due for servicing.
- Any vehicle servicing must be carried out by approved vendors as per Fleet Guide conditions. Special circumstances for communities without garage service must be reviewed with your ANA Protective Services Consultant.

6.2 Vehicle Storage

- The constable will be responsible for the safe storage of the vehicle when it is not in use for business. The vehicle can stay with the constable to ensure a quick response to any emergency calls.
- If the vehicle is stored outside during winter conditions, the constable must ensure it is provided with a powered outlet to be plugged in. The vehicle must be able to be started in severe winter conditions to respond to emergency situations.

6.3 Accident Reporting

- Any constable involved in a collision resulting in death, injury or property damage shall not move the vehicle from the scene until the incident has been investigated by the local RCMP.
- The constable shall report any minor accidents or damage to the vehicle to the community council with a copy of the report provided to ANA. A Community Constable Vehicle Accident Report Form can be found in Appendix PS4-B.

6.4 Vehicle Lease Information

The department leases the vehicle through the Provincial Fleet Vehicle Agency under a five-year agreement. The vehicles are maintained by each council during the five-year lease period.

All lease conditions outlined by Fleet Vehicles Agency must be followed. This information is provided to the council and the constable with the delivery of the vehicle.

6.5 Constable Vehicle Declaration

Community council members and the constable shall sign the Constable Vehicle Declaration form which verifies you have read and agree to this policy. The Constable

Vehicle Declaration form can be found in Appendix PS4-C

Community responsibilities

Council must ensure that:

- the use of the constable vehicle is restricted to the community constable for official duties. The constable must have a valid Manitoba Class 4 driver's license and a copy of the license must be kept on file;
- the constable operates the vehicle in a safe and courteous manner and that all Provincial Highway Traffic Act Regulations are followed;
- the vehicle maintenance plan is followed and that necessary maintenance is carried out; and
- that all members of council and the constable have read and agree to this policy by signing the Constable Vehicle Declaration.

Other information

- Appendix PS4-A - Community Constable Vehicle Mileage Report
- Appendix PS4-B - Community Constable Vehicle Accident Report Form
- Appendix PS4-C - Community Constable Vehicle Declaration

Appendix PS1-A
Sample Job Bulletin

Position: Community Administrative Officer

Salary Range: to be specified

Closing Date: to be specified

Qualifications:

You will possess high school graduation or equivalency. Knowledge and or experience in municipal administration is an asset. You will have experience in working with community people of various ethnic backgrounds and skills. You will have leadership skills and abilities, combined with management experience. You will be required to demonstrate effective communication skills, sound judgment, strong analytical skills, problem solving skills, and the ability to work independently under pressure with competing demands. A valid driver's license is required. Applicants may be required to work some evenings as part of a regular day. **Successful applicants will be required to provide a Criminal Record Check and an original copy of an Application for a Child Abuse Registry Self-Check form, complete with approving stamp. Further information regarding this position can be obtained from:**

Duties:

You will report to the Mayor, and using your ability to foster teamwork and empower staff, you will provide overall direction, supervision and leadership to the community staff of _____persons. You will be responsible for all aspects of the day to day administration of the council office. You will act as recorder for community council meetings. You will be responsible for all aspects of managing the community finances according to direction from council, reporting monthly or at such other times as required by council. You will be expected to coordinate liaison with government staff representing various federal and provincial departments.

Apply in writing to _____, Mayor, _____

Council, address _____

Appendix PS2-A
Volunteer Fire Chief Agreement

1. The Community Council of _____ Resolution No. _____
dated _____ 20 _____, a copy of which is attached, hereby
appoints _____ as the community volunteer fire chief.

2. This agreement shall come into effect on the date of signing and remains in full effect
and force until rescinded by resolution.

3. I agree to carry out the duties of the fire chief in accordance with responsibilities and
duties as outlined in Schedule A attached hereto and forming part of the agreement.

Dated at the Community of _____ this
_____ day of _____, 20 _____.

Mayor or Chairperson

Volunteer Fire Chief

Appendix PS2-B

Remuneration, Responsibilities and Duties

Schedule A

1. The Fire Chief will receive the payment set out in the following pay scale providing the duties are performed to the satisfaction of the council.
2. An amount of \$240 per year or \$20 per month, will be paid by council providing that the Fire Chief satisfactorily carries out the responsibilities and duties as set out herein. Training of the fire department members, by the Fire Chief is based on five hours per month, as per the rate schedule following. This rate is based on the fire chiefs level of training. Fire fighters shall be paid for training at the rates set out on the following page, to a maximum of five hours per month.
3. The Department will reimburse communities invoicing for training costs incurred by the fire departments attending departmentally approved training courses outside of the community. Reimbursement will cover meals, travel costs, accommodations and incidentals at current departmental rates. Payment of wages to trainees is at the discretion of the council and is not a recoverable cost. (See also Appendix FI-C Funding Principles and Details)
4. Payment for actual fire fighting shall be based on the same hourly rate as per the following page. Actual fire fighting costs must be included in all communities' O&M budgets.
5. There is a \$1,000 expense allowance available to volunteer fire fighters. Canada Revenue Agency regulations state that remuneration paid on an hourly basis does not qualify. If remuneration is paid on a per-training session or on a mileage basis, it should not be processed through the payroll system until the \$1,000 maximum has been paid.

Fire Salary Scale

	Starting	Level I	Level II
Fire Chief	\$12.50	\$13.00	\$13.50
Deputy Fire Chief	\$11.00	\$11.50	\$12.00
Fire Fighters	\$9.50	\$10.00	\$10.50

Councils are encouraged to apply the salary scale outlined in this policy. Provincial legislation dictates that, at the very least, minimum wage must be paid.

Fire Chief Responsibilities and Duties

The Fire Chief of the volunteer fire department:

1. assumes full responsibility for running the fire department
2. volunteers his/her time for the benefit of the community, even when he/she is not paid
3. selects fire fighters and presents them to the community council for approval (the number selected is **not to exceed** the number stated in the community Fire Department By-law)
4. provides leadership, training, and direction to the fire fighters
5. takes immediate, appropriate action on all fires (structural and bush) within the community boundary and direct fire fighting operations
6. attends and participates fully in all community level training courses
7. attends and participates in, or designates a member of the fire department to attend, training outside the community
8. completes required fire reports within seven days', and prepares and submits a written monthly activity report to the community council
9. prepares an annual operating and maintenance budget for the fire department to submit to the community council
10. ensures all fire equipment is in good repair and ready for use
11. ensures an up-to-date inventory of all fire equipment is maintained

12. takes responsibility for the care, control and use of all fire equipment (fire equipment is only for use by the fire department for fire fighting or training; not for general use in the community)
13. assists the Fire Commissioner's Office as and when required
14. co-operates fully with the RCMP and local community constable (where applicable)
15. co-operates with other fire departments, including forest protection officers
16. accepts appointment of, and authority to, carry out duties and responsibilities of an honorary fire guardian as appointed by the Fire Commissioner under *The Fire Protection Act*

Appendix PS3-A

Uniform and Equipment Requirements

Uniform Issue

Initial uniform issue:

- a) Two pair uniform pants, brown gabardine c/w red stripes
- b) Two long sleeve shirts, plain beige colour
- c) Two short sleeve shirts, plain beige colour
- d) One winter parka, dark blue c/w hood, zipper front and button down flap.
- e) One patrol jacket, brown nylon c/w cool weather lining and zipper front
- f) One Eisenhower jacket with gold buttons, brown gabardine
- g) Two black ties, clip on
- h) One forage cap, brown gabardine
- i) One brown fur hat, muskrat

After the initial outfitting of the constable, issues of uniform will be:

- a) Once per year - - 1 jacket, 1 pair trousers, 4 shirts
- b) Once every 4 years - - 1 parka or equivalent appropriate winter garment
- c) Other items of uniform - - as justified in writing

The above issue of uniform clothing is based on normal wear and usages; more frequent issue will be on a 50/50 cost-share basis with the constable.

The reissuance of uniform, accoutrements, equipment and other related items, where stolen, or damaged through the performance of duties, shall be reported to the community council or local constable committee for replacement consideration.

Equipment Issue

Equipment per Regulation 147/93

- a) One protective body armour vest (external)
- b) Duty Belt c/w handcuff; flashlight and mini first aid holders
- c) One set of handcuffs, c/w keys
- d) One 3 cell flashlight
- e) One metal community constable hat badge
- f) One Mini Emergency Pak
- g) One mini flashlight

Discretionary Equipment for Constable Vehicle

- a) First aid kit
- b) Fire extinguisher
- c) Winter kit with shovel

Appendix PS3-B

Duties of a Local Constable Committee

1. The local constable committee, in consultation with the constable, the RCMP and the community council, shall provide a shift schedule for the constable and local operating guidelines for community preventative services. It is the responsibility of the committee to ensure that the constable is carrying out his/her functions, duties and responsibilities in an efficient and adequate manner.
2. The local constable committee shall review all expenses, mileage and other reports related to the performance of the constable. The committee may make recommendations for modifications in relation to actual program delivery by the council.
3. The local constable committee shall hear all complaints against or by the constable. Such hearings shall adopt the procedures consistent with section 26 of *The Provincial Police Act* ccsM P150.
4. The local constable committee shall annually review the constable equipment inventory, or at such other occasions as may be required by a change in personnel, and shall make a report and recommendation to the community council and Manitoba Aboriginal and Northern Affairs on requirements for repair, replacement, modification and upgrading of such equipment.
5. The local constable committee shall annually review, in consultation with Manitoba of Aboriginal and Northern Affairs and the RCMP, the performance of the constable, the value and benefit of the community constable program, and shall submit their findings in writing to the community council. The report should include recommendations for the continuation or cancellation of the program, modifications and improvements to the program.
6. Day to day supervision of the constable shall be the responsibility of the designated member of the local constable committee as outlined in the constable's job description found in the *Employee Management Guide*, in Schedule C; notwithstanding that the constable is the employee of the council.
7. The constable shall co-operate with the RCMP in carrying out his/her duties.

8. Suspension or Termination of the constable
 - a) Any action or conduct on the part of the constable not consistent with his/her responsibilities may be considered just cause for suspension or termination.
 - b) Any such action of suspension or termination shall be reported immediately to the local constable committee and Manitoba Aboriginal and Northern Affairs.
 - c) Any appeal action by the constable, the community council or Manitoba Aboriginal and Northern Affairs is subject to the Appeal Provisions, section 26 of *The Provincial Police Act* ccsM P150.

Appendix PS4-A

Manitoba Aboriginal and Northern Affairs

Community Constable Vehicle Mileage Report

Please make copies of this mileage report to leave in the vehicle

Community Name: _____	
Constable Name: _____	
Vehicle Make - Ford Expedition XL T 4X4	Vehicle Colour - White
Vehicle Year: 2006	
Vehicle License Number: _____	
Constable Vehicle Weekly Mileage Report	
<small>Day/Month/Year</small> Start Date: _____	<small>Day/Month/Year</small> End Date: _____
Start Odometer: _____	End Odometer: _____
Total Kilometers driven for week: _____	
Constable Signature: _____	

By signing this document, you are verifying the information is correct.

Please keep a copy in the vehicle and provide one to the ANA Protective Services Consultant for your community upon request.

Appendix PS4-B

Manitoba Aboriginal and Northern Affairs

Community Constable Vehicle Accident Report

Community Name: _____

Constable Name: _____

Vehicle Make - Ford Explorer

Vehicle Colour - White

Vehicle License Number: _____

List Details of Accident

Vehicle Damage Description: _____

Date of Damage: _____

How was vehicle damaged?: _____

Appendix PS4-C

Manitoba Aboriginal and Northern Affairs

Constable Vehicle Declaration

By signing this document, the constable and community council members verify that they have read and agree to follow the policy as described.

Please keep a copy of this declaration for your records and provide one to the ANA Protective Services Consultant assigned to your community and to your constable.

Date: _____ **Community:** _____

Constable Signature: _____

Date: _____

Mayor Signature: _____

Date: _____

Council Member Signature: _____

Council Member Signature: _____

Council Member Signature: _____

Council Member Signature: _____

Council Member Signature: _____

Garbage Services	Policy	EHS1
	Effective Date	April 2002
	Revision Date	June 2004
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy provides funding for local community garbage services. ANA may fund, as part of the community's operating and maintenance funding, the cost of providing reasonable and necessary garbage collection, community clean-up and site maintenance. The funds required are based upon the cost of the service.

At the discretion of the community, a collection fee per household may be levied. A collection fee is to be levied against service recipients other than residential, i.e. adjoining First Nations communities and commercial users. The fee should be established by community by-law. Communities adjoining a First Nation or other communities and using the same site should work out a cost sharing arrangement. It may include site maintenance as well as user fees, depending on the circumstances. Cost sharing should be done in consultation with the department to ensure such agreements are properly completed.

This policy applies to communities that are not Local Government Services Program funded. (See Appendix Fl-C, Funding Principles and Details).

Community responsibilities

- The community should ensure garbage services are provided to residents within these policy guidelines.

Department responsibilities

- Considerations for funding include:
 - weekly garbage collection if deemed necessary by the community
 - regular garbage site maintenance (See Policy EHS3)
 - maximum semi-annual general community clean-up conditional on regular garbage site maintenance being provided first
 - purchase of necessary equipment, where no privately owned equipment is available
 - equipment operating costs - licence, gas, oil, repairs
- The above does not include funds for new garbage site development costs which are accessed through the Capital Approval Board process.

Water and Sewage Utility Charges	Policy	EHS2
	Effective Date	April 2002
	Revision Date	June 2004
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

Department policy states that a fee for water and sewer services be charged to recipients to offset the costs of operating and maintaining water and sewer treatment facilities and distribution lines.

There should not be a charge for water that residents obtain for their personal supply from a standpipe. Where water is picked up at the standpipe for delivery and sale elsewhere, council should charge to cover O&M costs related to the water supply system. Where a local entrepreneur provides a water delivery service there would be no charge to the deliverer, for water. All recipients of water, where they are connected to line distribution, or where water is delivered to their homes, place of business or otherwise, are to be assessed a charge. Councils may, at their discretion, exempt the following from water delivery charges:

- a) senior citizens 65 years and over
- b) disabled people (physical, mental)

Homes, businesses, etc. connected to a **sewage system** and/or a **water system**, will pay a utility fee at a rate determined by the community council, in consultation with the department. This includes all government agencies, commercial and school users.

All revenue from these utility fees should first be applied to operating and maintaining the service. When a community generates revenue in excess of operating and maintenance costs, the community may, at its discretion, use them for other local services.

It is the homeowner's responsibility to provide necessary water storage receptacles.

Community responsibilities

- Councils should ensure that an **Application to Hook-Up** form is completed along with an agreement for sewer and water services. These forms can be obtained from the regional office.
- The community must establish an appropriate utility service fee and collection system for water line distribution and/or delivery as well as sewer lines and/or pumpouts to ensure all eligible revenue accrues to the community.
- Councils must be prepared to enforce payment (ex: stop deliveries or cut off the water). Private homes should be charged a flat rate.

- If equipment acquisition (ex: truck, or tractor with appropriate tank and pumping equipment) is required, the community must provide a plan including:
 - the proposed fee structure
 - exemptions from charges
 - a budget of likely operating costs versus delivery revenues
- The plan should also include the requirements for the service and services should be appropriate to the layout of the community (ex: scattered community layout).

Department responsibilities

- The department reviews requests for equipment acquisition.
- The department assists with determining appropriate costs of utility service fees.

Management of Waste Disposal Sites	Policy	EHS3
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

Department policy states that each council should develop and maintain the management plan for waste disposal required by *Manitoba Environment Regulation 150/91*. This policy outlines the general conditions necessary for proper maintenance and upkeep of community Class 3 Waste Disposal Sites (population under 1,000). However, Manitoba Conservation may institute specific conditions on any license.

Community responsibilities

Proper Planning

- All waste disposal site plans should use the sites' fullest potential to avoid unnecessary reconstruction costs.
- All sites should have separate designated areas, above-ground, clearly identified with signs for:
 - bulky metallic waste only
 - combustibles only (trees, brush, discarded wood products, etc.)
 - tires only
- Each trench shall be designed for a minimum capacity of one year calculated waste and not more than two years capacity. (See Appendix EHS3-A)
- The balance of the area plan should include active sites comprised of slit trenches that can be opened and closed uniformly. (See Appendix EHS3-A)

General Operation

- The following maintenance schedule details minimum requirements. In some cases, communities contract out waste disposal site maintenance and cover the trench at more frequent intervals. This practice is quite acceptable.

Annually

- The practice of burning is prohibited unless approval is received from the regional office of Manitoba Conservation. Wherever possible, one trench per year shall be constructed and the previously dug trench covered preferably in late spring or early summer. A minimum of 0.15 metres of earth shall be used to cap the full trench. This material can come from the trench to be opened.

Semi-Annually

- Once each spring and once each fall or more frequently if required by Manitoba Conservation, a general cleanup must be undertaken to confine solid waste as far as is practical to the smallest area within the active site (slit trench). Solid waste must be covered with at least 0.15 metres of earth.
- Each slit trench/active area shall have (See appendix EHS3-A - Diagram B):
 - at least 1 meter of clay on the sides and bottom;
 - 10 meter width at the bottom;
 - have side slopes of 1 metre to every 1 metre of depth;
 - maximum depth of 2.5 metres (wherever possible);
 - fencing enclosure at least 1 meter high 13 gauge chain link on pressure treated wood posts or metal poles;

Perimeter Fencing and Area

- The perimeter of the waste disposal site shall be fenced with a minimum of 1.5 metres high - 13 gauge chain link fence on pressure treated wood fence posts spaced 3.6 metres apart, with top tension wire (9 gauge galvanized wire). The site may be enclosed using a gate; however, access should be allowed in the perimeter fence for carnivorous animals that would otherwise destroy the fence if access was completely restricted. A clean-cut area of 15 metres from the fence to the bush (if any) shall be maintained and at least 30 metres from adjoining property lines. See Appendix EHS3-A, - Diagram C.

Other information

- Appendix EHS3-A
 - Criteria for Designing Garbage Disposal
 - Diagram of Site Plan
 - Diagram of Typical Waste Pit Cross Section
 - Diagram of Typical WDS Perimeter Fence

APPENDIX "A"

CRITERIA FOR DESIGNING GARBAGE DISPOSAL

AREAS:

1.5 #/person/day

$365 \times 1.5 = 547.5$ lbs/person/year

Assume 15 #/cubic feet:

- Volume of waste = $\frac{547.5}{15} = 36.5$ cubic feet/year

yards per year/person

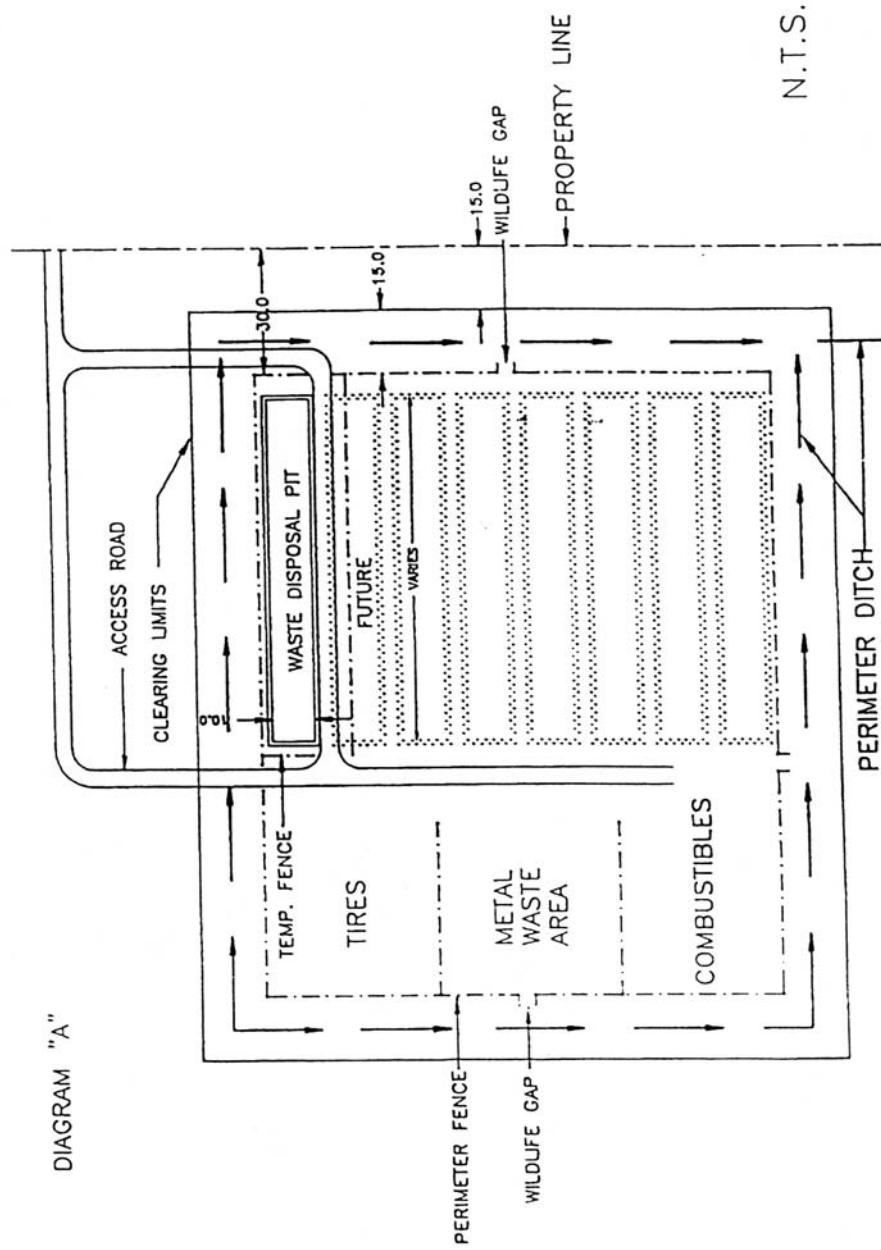
V = 1.35 cubic

metre per year/person

= 1 cubic

Per hundred persons = 100 cubic metres

For 1,000 persons = 1,000 cubic metres



SITE CONFIGURATION WILL BE DETERMINED BY LOCAL TOPOGRAPHY AND OTHER FEATURES

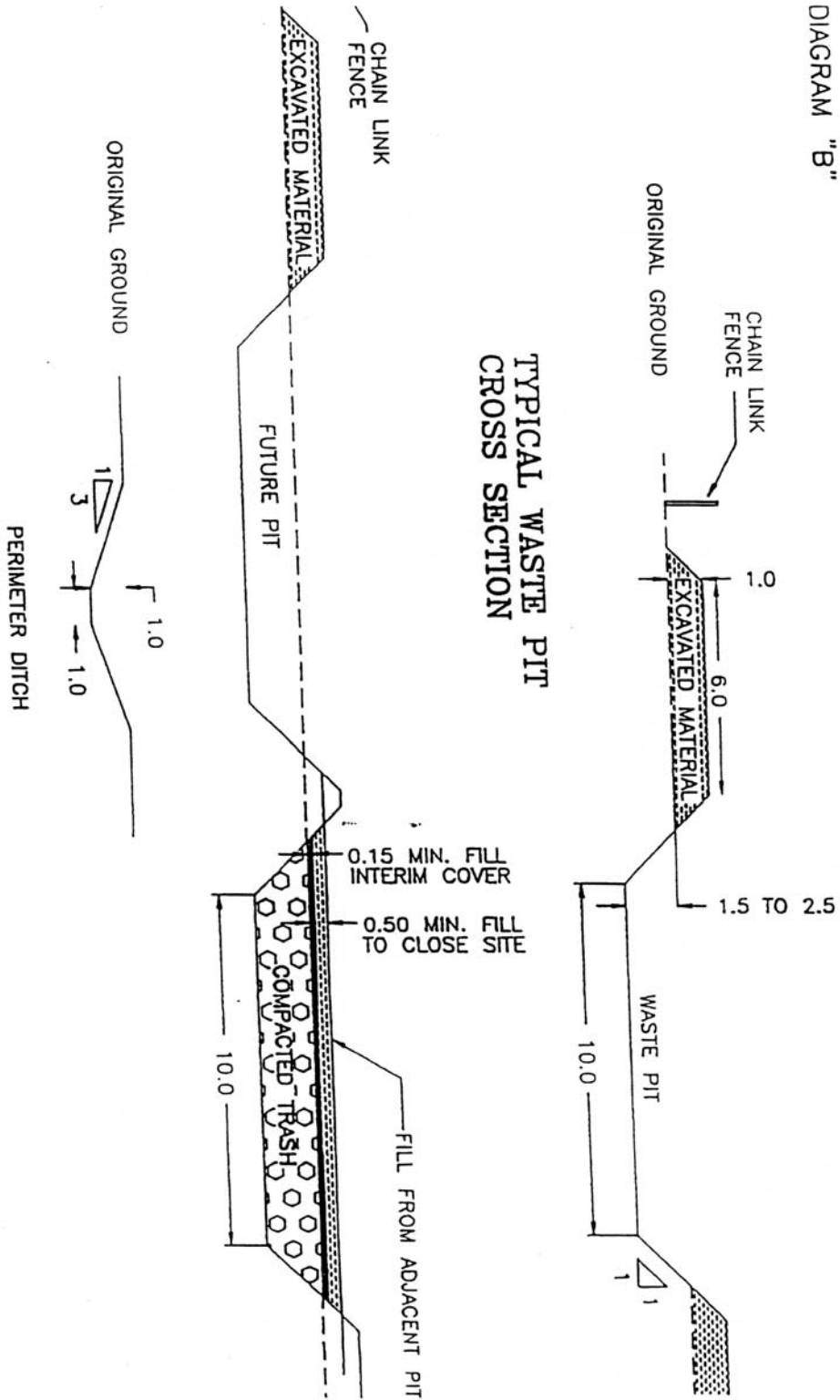
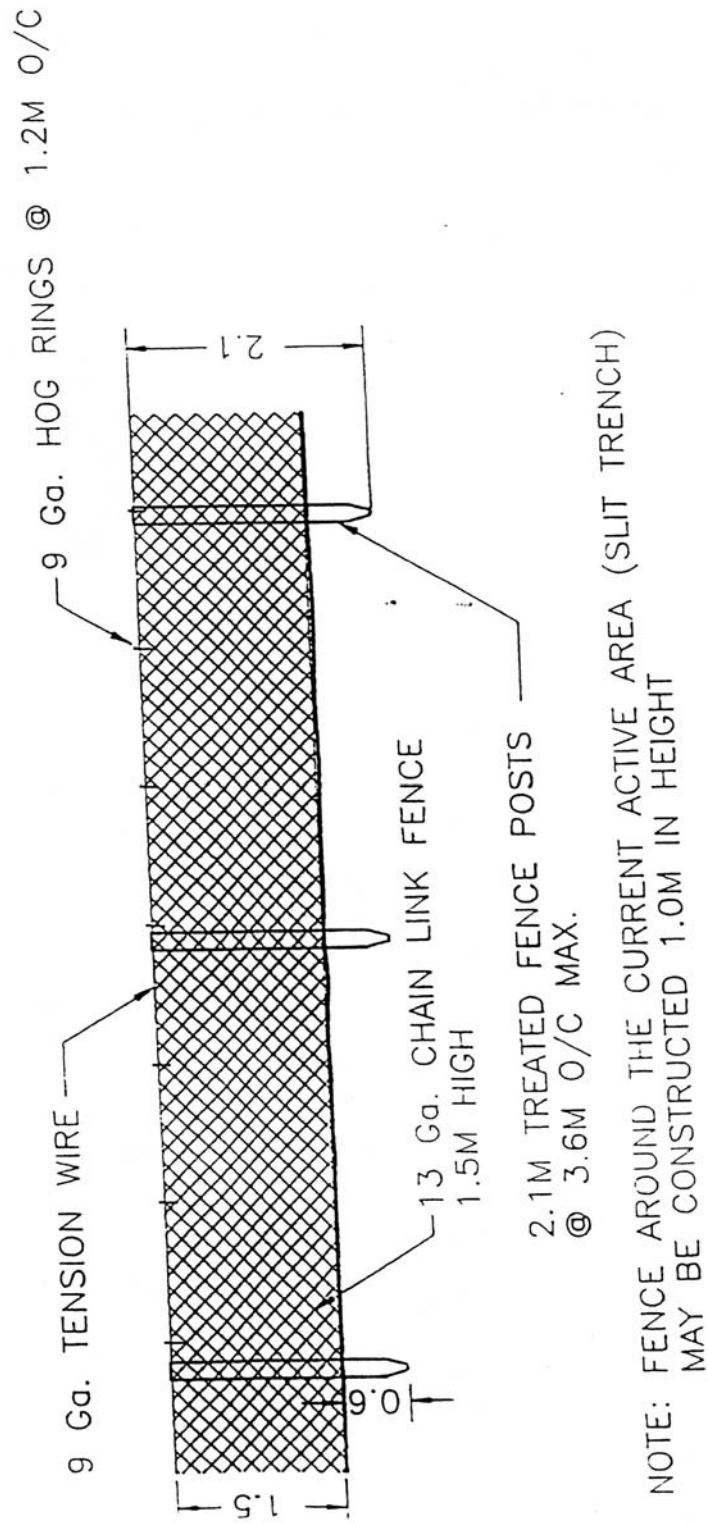


DIAGRAM "C"

TYPICAL WASTE DISPOSAL SITE PERIMETER FENCE



Community Election Officials	Policy	E1
	Effective Date	April 2002
	Revision Date	March 2014
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Under Part 4 of *The Northern Affairs Act*, the minister of Manitoba Aboriginal and Northern Affairs is authorized to establish procedures for community elections.

Community election officials, both a Senior Election Official (SEO) and Assistant SEO, must be appointed by council by-law per section 9 of the *Community Councils Election* regulation 71/2009.

Community responsibilities

- Council must ensure that election officials are in place to conduct regular elections and any by-elections. This by-law is included as Appendix E1-A.
- Council must amend the by-law or pass a new by-law to replace an election official or fill a vacancy. A sample advertisement for each election official position is included in Appendix E1-B to assist council when filling a vacancy.

Other information

- Appendix E1-A Election Official's Appointment By-law
- Appendix E1-B Sample Advertisement:
 - Senior Election Official
 - Assistant Senior Election Official

Regular Election and By-election Held on the Same Day	Policy	E2
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Elections are to conform with the elections procedures outlined in the *Community Councils Election* regulation M.R. 71/2009.

The following establishes the procedures outlining which candidates will be nominated when a regular and by-election are held the same day.

Community responsibilities

- Nomination papers must be filed on the prescribed *Form 7 - Candidate Nomination* and *Form 8 - Declaration of Candidate* (See *Election Official's Handbook*). It requires completion of the prescribed forms for regular and by-elections:
 - when an individual is nominated in a **regular election**, he or she indicates on the nomination papers that he or she is being nominated for a full term
 - when an individual is nominated in a **by-election**, he or she indicates on the nomination papers that he or she is being nominated for the balance of the term.
- The senior election official completes *Form 6 - Notice of Nominations* (See *Election Official's Handbook*) at least seven days, but not more than 21 days before nomination period begins, to advise voters when nominations are to be received:
 - the number of councillors to be elected and the length of term for each
 - whether it is a regular election or a by-election
- Within two days after nominations close, the senior election official makes a declaration, completing *Form 11 - Notice of Election* (See *Election Official's Handbook*) to advise voters:
 - who is nominated
 - for what position, mayor or councillor
 - the length of the term
 - if it is a by-election or a regular election
- If no nominations are received for the by-election term, the remaining council members and members who are elected may appoint an eligible person for that position as allowed for under section 89(3) of *The Northern Affairs Act*.

Remuneration of Election Officials	Policy	E3
	Effective Date	April 2002
	Revision Date	June 2009
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

This policy outlines the minimum amounts to be paid to election officials.

Election officials shall be paid a rate determined by council that is not less than minimum wage. Council may wish to set a flat rate per day as opposed to an hourly rate. The term "day/days" is defined on an accumulative basis of a normal eight-hour period.

- **Senior Election Official (S.E.O.)**
The normal functions require 1.5 days where there is an acclamation, and up to five days otherwise.
- **Assistant S.E.O.**
The normal functions of an assistant S.E.O. would require from 1.5 to three days' work depending on whether an enumeration is conducted or not.
- **Voting Official**
The voting official shall be paid an hourly rate. Voting officials are appointed by the senior election official to assist at the voting station at election time. The assistant S.E.O. may be asked to act as voting official by the senior election official if deemed necessary.
- Where one official is required to fulfill the duties of another official, the rate of pay shall be in accordance with the position filled.
- Remuneration is payable when the election official has **completed all** official election duties.
- Any cost incurred by election officials through official duties should be submitted to council for approval prior to incurring the expense (ex: mileage). Where council has no established rates, government rates may be used for calculation.

Community responsibilities

- The community should maintain appropriate records and issue payment in accordance with this policy.
- Trust communities, should forward time sheets to the department for payment.

Destruction and Retention of Election Material	Policy	E4
	Effective Date	April 2002
	Revision Date	March 2014
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

This policy outlines procedures for destruction and retention of election material, pursuant to the *Community Councils Election* regulation M.R. 71/2009.

Community responsibilities

- On the second day after the election, the senior election official must retain all the **used** election material from the election in a secure place for six months. Where an application has been made in court on the election, the senior election official must retain the election materials until a decision has been reached by the court.
- At six months, the senior election official can proceed to destroy the election material in the presence of two witnesses. All material shall be burned or shredded to ensure there is no way to determine any written words.
- The attached statutory declaration (as provided in Appendix E4-A) must be completed and kept on file in the council office.
- Within 30 days of an election, the community administrative officer (CAO) must file the original and forward a copy to the regional office of the completed *Form 25 – Oath of Office for Members of Council* that each newly elected council member must complete and file with the CAO prior to carrying out a power, duty or function as a member of council.

Other information

- Appendix E4-A Statutory Declaration Respecting the Destruction of Election Materials

Appendix E1-A Election Official's Appointment By-law

_____ Community Council
ELECTION OFFICIAL'S APPOINTMENT BY-LAW NO _____

Being a by-law of the Community Council of _____ to provide for the appointment and remuneration of community election officials.

Whereas, *The Northern Affairs Act*, C.C.S.M. c. N100 provides in part

Appointment of prescribed election officials

94(1) The council of a community must by-law appoint, and fix and provide for the remuneration of prescribed election officials.

And Whereas, the *Community Councils Election* regulation, M.R. 71/2009 provides in part

Senior election official and assistant

9(1) The council of a community must by by-law appoint, and provide for the remuneration of,

- (a) a senior election official; and
- (b) an assistant senior election official.

9(3) A senior election official and an assistant senior election official, unless he or she sooner resigns, dies or ceases to be eligible under subsection 15(1), holds office until his or her successor is appointed.

Now Therefore, the Community Council of _____ enacts as follows:

Citation

1. This by-law may be cited as the _____ Election Official's Appointment By-law.

Revoking of Election Official Appointments

2. The Council hereby revokes the appointment of

_____ as Returning Officer

_____ as Revising Officer

_____ as Enumerator

Appointment of Election Officials

3. The Council hereby appoints

_____ as Senior Election Official

_____ as Assistant Senior Election Official

Authority of Election Official

- 4. Persons appointed by this by-law have the authority to conduct the elections required by the community at times scheduled in accordance with the legislation and regulations.

Remuneration of Election Officials

- 5. The council will remunerate the election officials for the time required to conduct the elections at the minimum hourly rate set by the Province of Manitoba from time to time, or at such other rate as specified in the by-law

Senior Election Official the amount of \$ _____ per hour

Assistant Senior Election Official the amount of \$ _____ per hour

Voting official the amount of \$ _____ per hour

Effective date

- 6. This by-law comes into force on the date it is filed with the minister through the By-law Registry Office, Department of Aboriginal and Northern Affairs.

Done, passed and enacted by council according to the readings of this by-law as noted following.

1st Reading by the Community Council of _____ on the ___ day of _____, 20 __ , by Resolution No. _____ .

Mayor

2nd Reading by the Community Council of _____ on the ___ day of _____, 20 __ , by Resolution No. _____ .

Mayor

3rd Reading by the Community Council of _____ on the ___ day of _____, 20 __ , by Resolution No. _____ .

Mayor

This by-law is filed in the By-law Registry as By-law No. _____ and takes effect as of _____, 20 __ .

Registrar

Appendix E1-B Sample Advertisement

Senior Election Official

Applications are being accepted for the position of Senior Election Official (SEO) for the Community of *Insert Name*.

The SEO is responsible for the overall community election process and must be able to interpret and understand all aspects of legislation pertaining to the community election process and provide consistent advice to other election officials and to the general public.

This position starts once appointed by council by-law with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include: appointing other election officials as required; establishing and maintaining the voter's list; giving public notice of nominations; receiving and verifying the nominations; establishing and equipping the voting places; giving public notice of elections; printing the ballots; overseeing all aspects of the election on election day and all other duties as established in the *Community Councils Election Regulation* and *The Northern Affairs Act*.

In the years when a regular election is not required, the SEO will be responsible to update and maintain the voter's list and to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration is \$_____/hr as prescribed in the council by-law. The Letter of Interest from applicants should include education and experience and will be accepted until *Insert Date* at *Insert Time* and can be delivered, mailed or faxed to:

Community Administrative Officer
Insert Community Name and Address
Phone: (204)
Fax: (204)
Email:

Assistant Senior Election Official

Applications are being accepted for the position of Assistant Senior Election Official (SEO) for the Community of *Insert Name*.

The Assistant SEO is responsible to the SEO and must be able to interpret and understand all aspects of legislation pertaining to the community election process and provide consistent advice to the general public.

This position starts once appointed by council by-law with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include assisting the SEO in any manner he or she directs and may include: establishing and maintaining the voter's list; giving public notice of nominations; receiving and verifying the nominations; establishing and equipping the voting places; giving public notice of elections; printing the ballots; and all other duties as established in the *Community Councils Election Regulation* and *The Northern Affairs Act*. In the absence of the SEO, is responsible for the overall community election process.

In the years when a regular election is not required, assist the SEO to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration is \$_____/hr as prescribed in the council by-law. The Letter of Interest from applicants should include education and experience and will be accepted until *Insert Date* at *Insert Time* and can be delivered, mailed or faxed to:

Community Administrative Officer
Insert Community Name and Address
Phone: (204)
Fax: (204)
Email:

Appendix E4-A

Statutory Declaration Respecting the Destruction of Election Materials

We, _____ and _____ do certify that:

1. We were present during the destruction of election materials associated with the election for the community of _____ held on the _____ day of _____, 20 ____ .
2. We are appointed election officials for the Community of _____ ;
3. The materials referred to were destroyed at _____ by _____ on the _____ day of _____ , 20 ____ .

Sworn before me at _____
the _____ day of _____ , 20 ____.

Person authorized to administer oaths

Placement of Communities into Contact or Co-Management	Policy	G1
	Effective Date	April 2002
	Revision Date	July 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy outlines the steps to take when circumstances occur where a community may be placed into **contact status** where the department assumes control over the community's affairs or under **co-management status** where a third party is appointed to assume control over the community's affairs.

- **Resignation of the majority of council**
Where the majority of council resigns, the department may order a by-election to fill the vacant seats. As an interim measure, the department may place the community into contact or co-management status to fulfill its obligations.
- **Council not meeting**
Where council is unwilling to meet to conduct its normal business, the department may place the community into contact or co-management status to fulfill council obligations until such time as a functional council exists.
- **Resignation or dismissal of the community administrative officer with no qualified replacement available**
Where there is no community administrative officer, and council cannot find a qualified replacement, the community may acquire the services of a qualified bookkeeper on an interim basis until such time as a suitable replacement is found.
- **Evidence of unsatisfactory administrative practices or criminal actions by the community council or community staff**
Where there is evidence of unsatisfactory administrative practices or criminal actions (ex: misuse of funds, missing funds, funds spent outside their intended purpose, fraud, financial mismanagement) the department may place the community into contact or co-management status.
- **Audit denial**
Where the community has received an audit denial, the department may place the community into contact or co-management status. When deciding on the action to take, the department will consider:

 - the reason for the denial
 - the past audit history of the community
 - any action plans the council has proposed to deal with the denial

All costs associated with a community being placed into trust or co-management status are charged to the community.

Process

Step 1 - Problem Identification

A problem is identified by either the department or community.

Step 2 - Hold Meeting

A meeting will be held with the council and/or community staff to discuss the identified problem, gather information and consider appropriate courses of action.

Step 3 - Departmental Review

A review will be conducted by departmental staff and a recommended course of action forwarded by management for executive approval.

Step 4 - Select Appropriate Option

These include monitoring, performance measures, time frames and, if required, an interim audit to prove corrective action has been taken.

Step 5 - Monitor Progress

It is the goal of the department to assist the community to correct the deficiencies that led to the community contact or co-management status, and return the community to its previous level of operation.

Where a decision is made to enter into a co-management agreement status, a sample Standard Co-Management Agreement is provided in Appendix G1-B that can be modified to fit the particular circumstance.

Other Information

- Appendix G1 -A - Process for Placement of Communities into Contact or Co-Management Status
- Appendix G1-B – Standard Co-Management Agreement

Provisions of Basic Local Services to Cottage Areas Falling within the Jurisdiction of the Department	Policy	G2
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that cottage areas that are charged a service fee or tax by the department, are eligible for the following basic municipal services:

- garbage and sewage disposal facilities
- road maintenance including snow clearing
- provision of a source of water (well)
- street lighting
- a boat launch

These services may be provided to the extent permitted by annual service levies and taxes collected, excluding School Tax. Property and liability insurance is provided by the province to cover these services and activities. Services for fire protection, parks and playgrounds are excluded from this insurance and cottagers and associations are encouraged to purchase insurance for these areas as well as for their own cottage.

Cottage areas are to be encouraged to form cottage associations to represent all cottage owners in the area when dealing with the department on matters related to local services. Cottage associations may assume responsibility for administration of local services as delegated, within the scope of this policy.

Who does what?

- Annual estimates for maintenance and capital should be prepared by the cottage association. The department can assist with these administrative items. Where cottage associations exist, their input is sought on the budgeting, operation and infrastructure maintenance.
- The annual estimates are to be reviewed and agreed upon by the regional office and then submitted to the Manitoba Aboriginal and Northern Affairs Trust Fund Office prior to January 31, to implement rate collections in the new fiscal year.
- Where Manitoba Conservation is involved in cottage area operations, such as maintenance of lagoons, roads and waste disposal areas, Manitoba Aboriginal and Northern Affairs should have a written service agreement with Manitoba Conservation to provide maintenance services. Maintenance costs are to be in accordance with approved annual estimates and are to be paid out of the Manitoba Aboriginal and Northern Affairs Trust Fund.

Community Elected Official Providing Services to the Community on a Contracted or Purchase Basis	Policy	G3
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

It is recognized that it is unreasonable for a community to be forced to acquire the goods and services from another community, at a similar cost, when a council member could provide the same goods and services in the home community. Department policy sets out the manner in which council can legitimately acquire goods or services from a council member. This policy allows council members to avoid a conflict of interest.

The objective should be the purchase of required goods or services at the most reasonable cost. If a council member can provide certain goods or services to the general public, the member should not be disqualified from legitimately selling goods or services to council because he/she is a council member.

Community responsibilities

- When the cost of the goods or services is under \$500, council can authorize the purchase from a council member, provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council is satisfied that the price is reasonable and competitive
 - council is satisfied that the goods and services cannot be acquired from a non-elected resident of the community

- When the cost of the goods or services is over \$500 but less than \$2,500, council may purchase them from a council member, provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council has obtained at least three competitive bids by invitation, and the council member was:
 - the low bidder if there were other bidders from the community acquiring the goods
 - the bid was no more than 10 per cent above other bids received from other communities

- When the cost of the goods or services is expected to be \$2,500 or more, council may buy them from a council member provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council, through public tender, solicited bids for the goods or services required, and the council member was:
 - the low bidder if there were other bidders from the community acquiring the goods
 - bid was no more than 10 per cent above bids received from other communities

Communities Contracting for Community Services	Policy	G4
	Effective Date	April 2002
	Revision Date	July 2010
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy provides a standard procedure to be followed by communities contracting to obtain or provide community services.

All community contracts and agreements should be reviewed by the department solicitor, prior to signing, to ensure the legal requirements have been met. Department forms, such as employee agreements, do not have to be reviewed by the department solicitor.

To be legally binding, all community contracts must be signed by the departmental authority prior to implementation.

Community responsibilities

- Community contract procedures:
 - community identifies the need to buy or sell services
 - community provides particulars with the accompanying resolution to the regional office for approval
 - a draft contract may accompany the resolution
 - on department approval, contracts shall be returned to the community for approval and signature. It is noted that the department must conform to restrictions on signing authorities and amounts as specified in the *General Manual of Administration*.
- For some services such as administration or constable the standard form agreements must be used. This procedure ensures consistency.
- All contracts and agreements, once endorsed, shall be sent to the regional office, for its permanent records.

Contracting Community Capital Projects	Policy	G5
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that communities adhere to established department procedures when contracting community delivered capital projects.

Community responsibilities

- All community projects require submission and approval of a capital project application by the Capital Approval Board before bids can be requested, contracts assigned, and work begun. (See Policy F8 Capital Program for more information)
- All projects require a letter of understanding between the community and the department. (See Appendix G5-A)
- All projects expected to exceed \$2,500 shall invite a minimum of three bids. This includes contracts for work to be undertaken by the community.
- All projects over \$2,500, but under \$5,000, may invite bids, although it is preferable to advertise. A minimum of three bids shall be sought.
- All * projects expected to cost in more than \$5,000 must be advertised for public tender. These bids shall be advertised upon approval of the project proposal. If there is an urgency, approval must be obtained from the minister, through the regional office, to waive advertising.
- All contracts are to have legal review. No work is to proceed until contract approval has been granted by the department. All contracts require the signature of a community authority, the contractor and the department.

Other Information

- Appendix G5-A Letter of Understanding

***Note:** When purchasing materials is involved (ex: building supplies) communities are allowed to accept invitational bids rather than using the public tender system, as long as a minimum of three bids are obtained.

Policy Amendment and Development	Policy	G6
	Effective Date	April 2002
	Revision Date	December 2007
	Page Number	1 of 1
	Approval	Harvey Bostrom

What is the policy?

Department policy states that revisions to the *Local Government Development Manual of Policies and Procedures* including, revision of present policies, adding new policies and deleting old policies are to be completed within established procedures.

Who does what?

- If departmental staff and/or community representatives wish to initiate a policy or a revision, the following procedures apply.
 - A letter outlining the intent of the proposed revision, addition or deletion should be sent to Program Planning and Delivery Branch (PPD) via the regional office.
 - PPD will gather, research and draft a policy with the assistance of appropriate departmental staff.
 - The draft policy will be circulated to the executive director, regional directors and consultants.
 - Revisions will be made accordingly and a final draft prepared for the executive director and regional directors' review.
 - The policy is forwarded to Northern Association of Community Councils Inc. (NACC) for review.
 - If revisions are made to the policy as a result of the review by NACC, the executive director and directors conduct a final review prior to sending to the deputy minister.
 - The policy is signed by the deputy minister and distribution begins to all policy manual holders.

Other information

- Appendix G6-A Policy Development Steps

Community Festivals Insurance	Policy	G7
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

Festivals, in whatever form they take, do not fall within legislatively defined local services. The organizing and conducting of festivals is therefore outside of council's duties and responsibilities defined in *The Northern Affairs Act*.

Department policy states that if a community wants to organize and conduct a festival, insurance coverage will be provided by the province's liability insurance. Coverage is for council employees and representatives while acting within the scope of their duties. Council shall not organize or conduct events involving high-risk activities, such as motorized vehicle racing or demolition. This insurance covers legal liability claims by individuals who have suffered bodily injury or accidental property damage due to the council or its representatives. The coverage includes legal costs to defend the action.

It should be noted that this insurance coverage does contain a deductible and some exclusions (ex: no coverage is provided for intentionally harmful acts, fines, motorized vehicle racing, competitive racing or demolition, etc.).

The community or the province will not assume responsibility or liability for:

- organizations other than council
- individuals, including council members, acting in a personal capacity or outside the scope of authority as council members, who are organizing or conducting a festival or similar event

The community shall adhere to the province's contractual guidelines which state there will be no assumption of liability from third parties, including those providing entertainment such as rides or performers.

The liability insurance premiums for the term of a festival or similar event other than council activities will be paid by the community organization or individual.

Community responsibilities

- The community should immediately contact the department if an incident resulting in property damage or bodily injury occurs and could result in a claim against the council or the Government of Manitoba.

- Council employees and representatives should not discuss such an incident with anyone, except to provide factual information to recognized authorities such as the police.

Department responsibilities

- The department will report any incidents to the Insurance and Risk Management Branch of Manitoba Finance.

Community Inventory	Policy	G8
	Effective Date	April 2002
	Revision Date	March 2014
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

All assets located in Manitoba northern and remote communities legally belong to the Province of Manitoba (Manitoba Aboriginal and Northern Affairs), unless they are the property of a legally incorporated body. They are entrusted to the community for its use and benefit.

Department policy states that the community maintain an accurate record of the physical assets in the community for inventory control and insurance purposes.

It is imperative that all assets be recorded and an inventory report be submitted for insurance purposes. Failure to complete the inventory verification will result in no insurance coverage should the item be lost (ie. fire).

Community responsibilities

- A verification of community inventory shall be submitted by the community to the regional office by November 1 each year.
 - If the submission of the inventory departs from this requirement, the department may hire a contractor to complete the inventory in non-compliant communities. Costs associated with completing the inventory, will be deducted from the following year O&M funding.
- All equipment over \$500.00 is to be included in the inventory. Equipment less than \$500.00 may be documented independently by the community, if desired, for the purposes of inventory control.
- New permanent items shall be added at the time of purchase using an input form (see Appendix G8-A).
- If an item has been deleted from the inventory, the community should note it on the inventory report. Departmental approval is required prior to selling or removing any building(s) (see Appendix G8-B).
- It is important that all information is noted on the applicable reports. Type of construction should be documented in the remarks section of the form.
- The community administrative officer should provide a list of items to be deleted from inventory for council approval prior to removing any items. If items are continually going missing, council should implement appropriate controls, ie. buildings are locked, etc. (see Appendix G8-B).

Department responsibilities

- Annually, on September 1, the department will provide inventory lists to council for verification. The revised inventory is due November 1 each year.
- The department may hire a contractor to complete the community inventory verification and deduct these costs from the following year O&M funding.
- Once verified and returned by the community, the department database will be updated for control and insurance purposes.
- Input forms must be used for database updating as received.
- Construction phases will be reported to Insurance and Risk Management Branch of Manitoba Finance, 417-401 York Avenue, Winnipeg, MB R3C OPS to ensure the insurance coverage is available **during** construction (see also Policy G12 Property and Vehicle Insurance).

Other Information

- Appendix G8-A Vehicle Input Form
 Asset Input Form
 Equipment Input Form
 Multiple Equipment Input Form
 Field Definition of Equipment Type
- Appendix G8-B Inventory Disposal Form
 Asset Disposal Form

Conflict of Interest	Policy	G9
	Effective Date	April 2002
	Revision Date	March 2014
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

This policy sets out guidelines for handling conflict of interest situations, pursuant to the *Conflict of Interest* regulation 245/2006 and *The Municipal Council Conflict of Interest Act* M255. Assets and interests which must be disclosed by a council member on their statement is in accordance with section 10 of the aforementioned Act.

Community responsibilities

- Duties of the community administrative officer:
 - (a) keep a written record of all disclosures (see Appendix G9-A Statement of Assets and Interest) and forward a copy to the regional office.
 - (b) advise council when matters coming before it may create a conflict of interest for any members, based upon the information each member has disclosed in accordance with the legislation.
 - (c) respond to inquiries from any member of council to clarify what disclosures have been presented by that member.
 - (d) where any member of the public provides details of a possible violation of the policy, by a council member, and identifies the specific asset or interest causing the conflict, the community administrative officer will examine the **filing** by the member of council and inform the person in writing, whether or not the statements disclose the specific asset or interest.
 - (e) make publicly available the statement filed of each council member when requested. No copies can be distributed to the public.

- Role of and Effect Upon Council:

When it is disclosed that a member may have a conflict of interest in a particular matter, but does not withdraw from the council meeting, it shall be put to a vote. After answering questions posed by other members, the member involved shall temporarily withdraw from the meeting to permit discussion and voting by remaining members. If council decides there is a conflict, it is binding upon the member.

If no conflict is found, the matter shall be referred to the regional office for decision. The decision is binding on the council and the member concerned.

Council minutes shall document all situations where a member has declared (or has been found by a majority of council to have) a conflict of interest in a matter.

Where the withdrawal of member(s) due to a conflict of interest results in a reduced quorum, provided that the reduced quorum is not less than two people, the council may continue to deal with the matter. When the quorum is reduced to less than two, the matter shall be tabled and council may refer to the appropriate regional office for directions to proceed. The council member must complete a disclosure (see Appendix G9-B Disclosure of Interest of a Member of Council During a Meeting).

Other information

- Appendix G9-A Statement of Assets and Interests
- Appendix G9-B Disclosure of Interest of a Member of Council During a Meeting

By-law Procedure	Policy	G10
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 4
	Approval	Harvey Bostrom

What is the policy?

It is the policy of the department to follow a consistent procedure to enact by-laws by a community council (delegated by-laws), and enactment of by-laws by the minister at the request of, and on behalf of, the community council (non-delegated by-laws).

This policy does not apply to by-laws enacted by the minister. For example, the Tax By-law that applies outside the boundaries of the community and/or by-laws that apply throughout Northern Manitoba.

The minister, pursuant to Subsection 29(1) of *The Northern Affairs Act* may, by regulation, delegate authority to a community to enact certain by-laws listed below. Other by-laws, not on this list, require the minister to enact the by-law on the communities' behalf for all or part of Northern Manitoba.

The delegated by-laws (as per regulation 253/2006) have received legal review and do not require translation. Any changes in these by-laws still require legal review prior to enactment.

The delegated by-laws cover:

- a) participation in plans established by the Municipal Employees Benefit Program
- b) establishment and operation of emergency services
- c) the prevention of fires
- d) the control of dogs and other animals and the provision of pounds and poundkeepers
- e) the establishment of a curfew
- f) the naming of streets and roads and the numbering of lots and buildings and other structures
- g) the preservation and destruction of council or local committee records
- h) the control and disposal of derelict vehicles
- i) water and sewer rates
- j) garbage disposal
- k) licensing taxicabs and trades and occupations
- l) opening and closure of roads, lanes and public reserves
- m) planning of emergency measures
- n) parking
- o) noise control
- p) trailer courts
- q) campgrounds

- r) prohibiting and regulating the discharge of rifles, guns and other firearms and the use of bows and arrows and other devices
- s) designating employees or authorizing persons under contract with the councils or committees to enforce by-laws
- t) the organization of each community council and local committee
- u) the erection and maintained of traffic control devices
- v) the appointment of election workers

Community responsibilities

- Council should, prior to obtaining permission or proceeding to enact a by-law, consider the following:
 - a) request a sample copy of a similar by-law or a pro-forma by-law for the topic under consideration from the department
 - b) the purpose of the by-law - what it is supposed to accomplish
 - c) the impact upon the community
 - d) how the by-law will be enforced, and by whom
 - e) the cost to the community
 - f) how the council will involve the residents in the process (for example: public meeting, newsletter, door to door, survey)
 - g) what limitations are there from other legislation or regulations
- Council should:
 - a) establish by-law enactment plan - three readings, number of public meetings, etc.
 - b) provide 21 days' notice to the minister (Form 1)
 - c) provide fourteen days' notice, per section 228 of any public meeting (Form 2), if required by the Act
 - d) enact by-law
 - file by-law with By-law Registry Office (delegated) (Form 3)
 - forward by-law for ministerial enactment (non-delegated)
 - e) keep a record of all discussion at public meeting

Process:

1. Council begins by obtaining a copy of a sample by-law for its consideration. A draft by-law should be prepared for review. There may be several drafts before council is satisfied that the proposed by-law outlines council's desire.
2. After council has received the final draft by-law and an enactment plan has been established, council should send notification of intent to enact a by-law to the executive director through the regional office. A copy of the proposed by-law is to be attached to Form 1.

3. When council receives permission from the department, the by-law may be given first reading. First reading is reported in the minutes. This will provide residents with knowledge that the by-law is being enacted.
4. Fourteen days before any public meeting, council is to post notice (Form 2) of the intent to hold a public meeting to discuss the proposed by-law. If a copy of the by-law is not attached to the notice, a copy must be available at the council office.
5. After council has given three readings and held any public meetings, according to the enactment plan, council shall forward the by-law to the regional office.
 - delegated by-laws shall be filed with the By-law Registry Office
 - non-delegated by-laws are forwarded by the regional office, to the minister for enactment

Both delegated by-laws and non-delegated by-laws require completion of Form 3. Two signed original copies of the by-law are required. The regional office should also identify the required distribution of certified copies of the by-law, if additional certified copies are required.

6. When the by-law has been registered, a certified original copy will be returned to the community through the regional office. A copy of all enacted by-laws are to be kept in a by-law file in the council office and available to the public during working hours.

Department responsibilities

- The department will assist each community by:
 - a) facilitating discussion and participation by the community
 - b) providing draft by-laws for council review
 - c) supporting council in tailoring the by-law to meet its needs
 - d) ensuring that legal review takes place before enactment of a by-law
 - e) arranging, where necessary, for translation of non-delegated by-laws before enactment
 - f) providing a certified copy of the by-law, once enacted, for the community's permanent record

Note: All by-laws, including ministerial enacted by-laws, will be filed in the By-law Registry Office and a certified original copy should be kept on file with the council. The regional office will arrange for translation prior to enactment, if required.

Other information

- Appendix G10-A
Notice to Department Re: By-law (Form 1)
Notice of Public Meeting (Form 2)
Certificate of Enactment Re: By-law (Form 3)

Raffle Lottery Licensing Procedure	Policy	G11
	Effective Date	April 2002
	Revision Date	December 2006
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

The minister is authorized to issue raffle lottery licenses pursuant to Paragraph 207(1)(b) of the *Criminal Code (Canada)* and *Manitoba Order in Council* No. 332/94. Communities shall abide by the procedures and guidelines outlined below in which charitable or religious organizations may obtain raffle lottery licenses for a charitable or religious object or purpose.

Raffle licenses may be issued to any charitable or religious organization located within the jurisdiction of Manitoba Aboriginal and Northern Affairs. To be eligible for a license, an organization must be a charitable, religious, volunteer, democratic or non-profit body. Raffle licenses can be issued to organizations wishing to conduct and manage a raffle lottery, where the total prize for each lottery does not exceed \$3,000.

Raffle lottery means a lottery scheme within the meaning of Subsection 207(4) of the *Criminal Code (Canada)* in which a prize, consisting of an article of value, cash or both, is awarded or disposed of by lot, by selling a chance of winning the prize to a number of persons for a fraction of the value of the prize.

Charitable or religious objects or purposes means objects or purposes relating to the advancement of education, religion, health, the relief of poverty or must benefit the community through the promotion of sport, recreation or culture.

All funds raised by raffle must be used for charitable or religious purposes. The license, once issued, cannot be assigned or transferred to another organization. No changes to the terms or conditions of the license are valid, unless the change has been requested by the applicant in writing, and made by the department in writing.

Community responsibilities

- The application Schedule A, Appendix G1 1-A shall be completed by the organization and a \$5 application fee submitted to the community administrative officer or the contact person.
- The community administrative officer or contact person shall provide a receipt for the application and fee and forward the application to the regional office. The community shall retain the fee, except in the case of a settlement, where the fee shall be forwarded for deposit in the trust account.

Department responsibilities

- The department shall review the application and provide the individual on behalf of the organization, with a license on appropriate terms and conditions. Or it shall notify the organization that its application has been rejected and, in either case, shall advise the community council of the decision.
- When an organization is located within Manitoba Aboriginal and Northern Affairs' jurisdiction, but outside any Manitoba Aboriginal and Northern Affairs' community boundary, the application shall be made directly to the appropriate regional office.
- Within 30 days of the completion of the approved raffle, the applicant shall submit a completed financial account to the community administrative officer for submission to the regional office.
- The organization or person holding the license shall provide additional information, including financial or accounting information, requested.
- The license holder shall comply with additional terms or conditions the department requests at its discretion.

Other information

- Appendix G1 1-A Raffle License Application

Property and Vehicle Insurance	Policy	G12
	Effective Date	April 2002
	Revision Date	June 2011
	Page Number	1 of 2
	Approval	Harvey Bostrom

What is the policy?

ANA policy ensures that government-owned buildings, building contents, motorized equipment and vehicles located in and for the use of the communities are protected with appropriate insurance including liability insurance. All required property, fire and liability insurance is purchased by Manitoba Aboriginal and Northern Affairs for the communities. This policy does not apply to an incorporated community that purchases its own insurance.

Replacement of buildings, contents, equipment, etc., in the event of loss by fire or by other means, will depend on whether there is a continuing need for the particular item lost. This determination will be made jointly by the council and the department.

Community responsibilities

- The council is required to annually update a hard copy inventory of all buildings, vehicles and equipment (with a value greater than \$500). The revised inventory is due November 1 and must be submitted to the regional office.
- Vehicles and motorized equipment requiring licenses should be registered by the community in the name of ANA, c/o the community council (location).
- When acquiring licenses, councils should purchase the least amount of insurance required.
- The council should report immediately, all incidents involving loss or damage over \$500 to:

**Insurance and Risk Management
Department of Finance
417 - 401 York Avenue
Winnipeg MB R3C OP8**

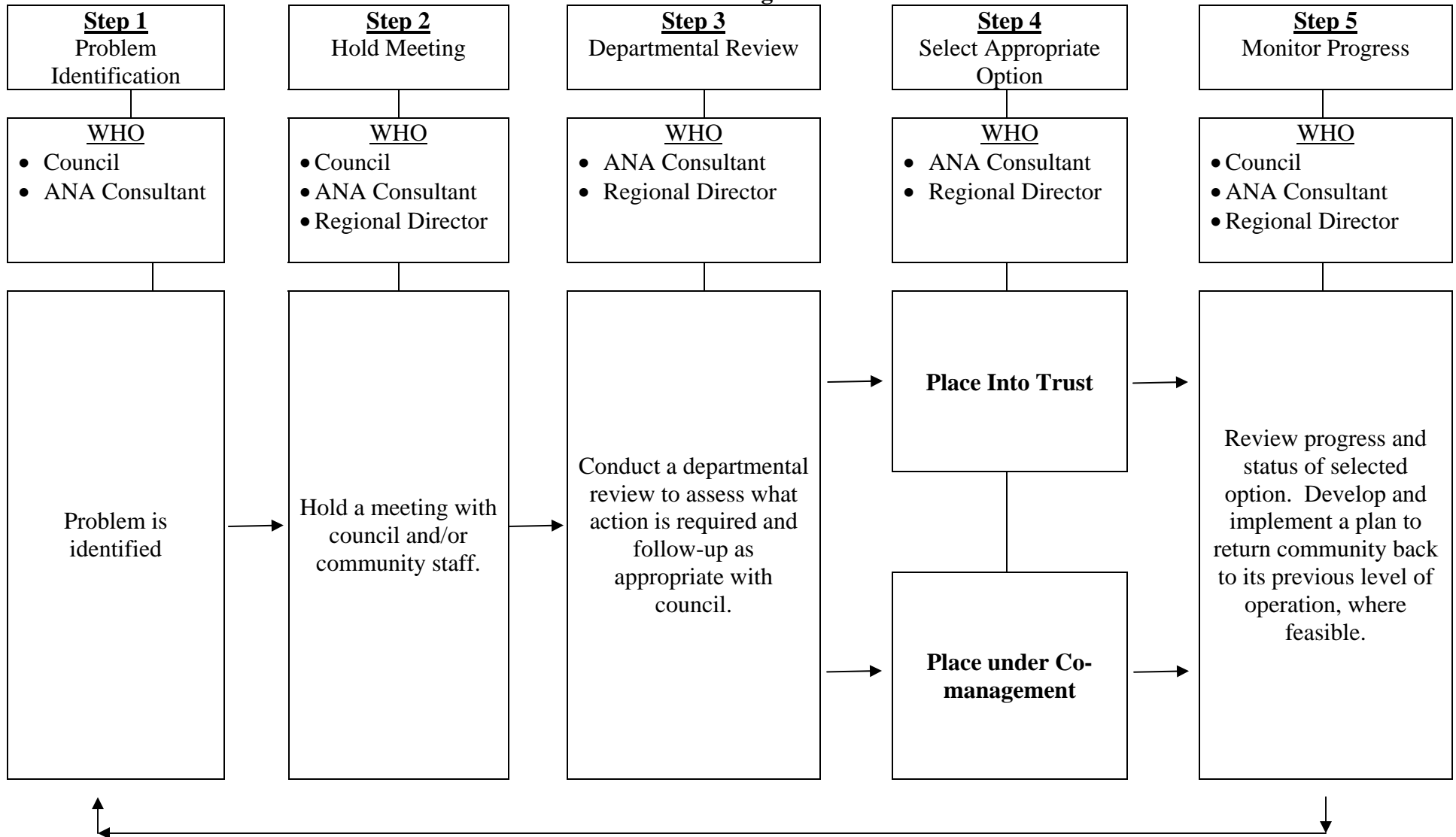
- This includes fire, theft, vandalism, windstorm, collapse, collision, explosion, falling objects, etc., to community property (buildings, contents, vehicles, etc.) or injury or damage to the public or their property. Report forms PS-F-5a are to be completed and returned directly to Insurance and Risk Management Branch, with a copy to the regional ANA office.

- Where incidents occur involving injury or damage to the public, no admission of liability or payment can be made to the third party and no legal counsel is to be engaged by the community. **Provision of legal defense and claims negotiation is the responsibility of the liability insurance company.**

Department responsibilities

- A hard copy list is provided to the community on September 1 (See Policy G8, Community Inventory)
- Where a fatality, serious injury or damage to property over \$5,000 occurs, report immediately by telephone to: 204-945-1918 Insurance and Risk Management Branch and follow up immediately with documentation.
- Deductible amounts vary according to subject and may be as high as \$250,000. Therefore, any loss under the deductible may require replacement through the Capital Approval Board process.

Appendix G1-A
Process for Placement of Communities into Trust or Co-Management Status



Standard Co-Management Agreement

This Agreement made, in duplicate, this ___th day of _____, 20__

BETWEEN

_____ **COMMUNITY COUNCIL**
(Hereinafter referred to as “the Council”)

and

(Hereinafter referred to as “the Co-Manager”)

WHEREAS the Department and the Council agree that it is necessary to maintain a complete and accurate set of community financial records.

AND WHEREAS the Council wish to retain the services of a Co-Manager to maintain those records, and assist with other financial functions as listed below.

NOW THEREFORE the parties hereto agree and covenant as follows:

1. The Co-Manager shall be a designated accountant and a member in good standing of their professional association.
2. The Co-Manager shall assist in performing the necessary functions to maintain a complete and accurate set of books in accordance with the Department of Aboriginal and Northern Affairs accounting policies and directions, the Co-Manager will work with the CAO to ensure records balance on a monthly basis.
3. The Co-Manager shall assist with the review/development of a deficit recovery strategy as well as the implementation of such and to include replenishment of reserve funds if required.

Appendix G1-B
Standard Co-Management Agreement

4. All financial records and data shall be the property of the _____ Community Council.
5. The Co-Manager will prepare and submit financial statements and other information, as requested, to the Council and the Department of Aboriginal and Northern Affairs on a monthly basis, or as requested. Financial statements required monthly are as follows: Income statement with comparison to budget, balance sheet, trial balance, bank reconciliation and program detail reports.
6. The Council shall ensure that all financial transactions are approved by resolution; in accordance to the deficit recovery strategy, agreed to by the Co-Manager and the necessary documentation forwarded to the Co-Manager for processing. The Co-Manager will be a signing authority on all cheques issued as payment by the Council.
7. The Co-Manager shall attend monthly meetings of Council to discuss financial statements and provide guidance on financial matters.
8. The Co-Manager shall provide guidance to the CAO on financial record keeping. Guidance will include monthly review of the financial statements with the CAO to ensure accuracy.
9. The Council shall pay the Co-Manager a fee as set out in Schedule A.
10. Termination of this agreement may be made by either party by providing 30 days notice in writing, with a copy to the Department of Aboriginal and Northern Affairs.

Appendix G1-B
Standard Co-Management Agreement

IN WITNESS WHEREOF, the parties have signed this agreement by their respective officers:

Witness

Community Council of

Witness

Co-Manager

The Northern Affairs Act, being Chapter N100 of the Continuing Consolidated Statutes of Manitoba provides in part:

General authority re agreements

50(1) “An incorporated community may enter into agreements with or any other person
(a) to obtain property or services required for the operations of the community.....

Powers – communities that are not incorporated

173(1) ”...the minister has and may exercise all the powers and functions that an incorporated community and its council may exercise within its boundaries.”

Pursuant to the above section, the Minister of Aboriginal & Northern Affairs affixes his/her signature by way of written approval.

Minister of Aboriginal & Northern Affairs

SCHEDULE “A”

Appendix G1-B
Standard Co-Management Agreement

Initial work to set up records, as per quote. \$

Monthly Co-Management fees, as per quote. \$

Additional work may be required and will cost an hourly rate as agreed to by the Council and the Co-Manager.

LETTER OF UNDERSTANDING dated the day of , 20

BETWEEN:

COMMUNITY COUNCIL

AND

THE DEPARTMENT OF ABORIGINAL AND NORTHERN AFFAIRS

RESPECTING THE DELIVERY OF THE COMMUNITY PROJECT KNOWN AS:

ESTIMATED AT A TOTAL COST OF \$

- A. The Community Council understands and agrees that:
1. The specific conditions respecting the project, as per attached will be complied with.
 2. It will hire/engage the necessary employees and equipment required to carry out the project within the approved budget and guidelines. Council will adhere to Policy G5 and G8. The signed agreement is Council's authority to purchase assets within the approved budget for this project.
 3. It will abide by direction and instructions received from departmental staff where such directions and instructions are deemed necessary by the Department to ensure the successful completion of the project. No changes will be made to the original approved budget without prior departmental approval.

Your project contract:

4. It will ensure that suppliers provide training or instruction for new or replaced tools, equipment, machines, devices or chemical or biological substances, as is required by workplace safety and health legislation.
5. It will prudently manage and expend project funds keeping quality and economy in mind. Where the funds provided are insufficient to complete the project, the Community will notify the project contact as to the anticipated shortfall. In this situation, prior to completion of the project, the Community will require written Departmental authorization of additional funding. Funding may or may not be forthcoming, depending upon the reasons of the shortfall and funding available
6. It will submit regular monthly Capital Project Financial Reports and a final Capital Project Financial Report within 60 days of completion of work activity with supporting documentation to the Department.

7. It will, in the case of continuing projects, submit a financial report with supporting documentation at fiscal year-end. Such report will be accompanied by a resolution stating that the project is ongoing.

B. The Department of Aboriginal and Northern Affairs undertakes and agrees to:

1. Meet with the Community Council prior to project commencement to discuss the details of the project to be undertaken.
2. In the case of tendered projects the regional office will provide the community with a copy of the cash flow approved by Finance and Administration. No funding for actual construction costs, including mobilization, until the tender is awarded.
3. Provide to the Community Council prior to project commencement, a release of funds in the amount of \$. The balance of funds in the amount of \$, will be released when required and upon submission of monthly/final project reports by the Community. Where a shortfall is identified during project delivery, the Department will, on the advice of the project contact, make necessary additional funds available for project completion if and when such funds are available.
4. Make available to the Community Council on a request basis, necessary technical staff and other related assistance as may be required to ensure successful project delivery.
5. Monitor this project periodically, and if the inspections show that the project is not progressing in a manner that will ensure a successful completion, the Department reserves the right to terminate this agreement.

The above terms and conditions are understood and agreed to by:

The Community Council of: _____

Mayor

Department of Aboriginal &
Northern Affairs

SPECIFIC CONDITIONS

1. These funds are to be used as follows:

Appendix G6-A

Policy Development Steps

Step 1: Defining the issue or problem

The process begins with the recognition of a need for a written policy. The request flows from regional directors and executive director to the director of Program Planning and Development (PPD) Branch.

Step 2: Gathering information and making recommendations

This is done by PPD staff in consultation with field staff specialists and directors as required.

Step 3: Discussion, debate and input at the directors' level

Recommendations are tabled at a directors' meeting in the form of a policy paper. Directors consider whether the policy, as recommended, supports the goals and objectives of the division, represents good practice, is reasonable, adequately covers the subject, is consistent with existing policies, can be practically administered and has any cost implications.

Step 4: Draft policy

Using the research and input from directors, the suggested policy shall be drafted.

Step 5: First circulation to directors for confirmation of content

The draft shall go to directors for approval.

Step 6: Revisions

Based on information gained from questions, comments and suggestions obtained after first circulation, the policy is re-drafted.

Step 7: Second circulation to directors

The second draft is sent to directors for approval.

Step 8: Final editorial review

The final draft is prepared for review by the directors and executive director.

Step 9: Circulation to Northern Association of Community Councils Inc. (NACC)

The final draft is then sent to the NACC for review and comments.

Step 10: Final policy review

If revisions are made to the policy as a result of the NACC review, the executive director and directors conduct a final review prior to finalizing the policy.

Step 11: Approval by Executive Director of Local Government Development or Deputy Minister

Step 12: Notification to policy manual holders

VEHICLE INPUT FORM

(Please fax in this form)

Fill in this form to record a community vehicle purchase.

Community: _____ Year of Vehicle: _____ Year Acq.: _____

Description: _____ Make: _____ Model: _____

Vehicle Identification Number (VIN): _____ (Required)

Please check one box from each column:

Vehicle Category:

- Emergency
- Fire
- Heavy Equipment
- Sewer & Water
- Utility

Vehicle Use:

- Administration
- Environmental Services
- Protective Services
- Public Works
- Recreation

Vehicle Condition:

- Excellent
- Good
- Fair

Act. Cost: \$ _____ Repl. Cost: \$ _____ License #: _____

Tire Size: _____ Weight (kg): _____ Tank Size (gal): _____
(ie. water or sewer tank)

Source of Funding: _____

Department of Highways Requirements:

Safety Certificate#: _____ Date Completed: _____
(mm/dd/yy)

Next Required Check: _____ (mm/dd/yy)

Please list any accessories to the vehicle:

<u>Description</u>	<u>Year</u>	<u>Act. Cost</u>	<u>Repl. Cost</u>
--------------------	-------------	------------------	-------------------

Remarks:

ASSET INPUT FORM

(Please fax in this form)

Fill in this form to record the completion of a new community asset.

Community: _____

Description: _____

Legal Description: _____ Drawing Number: _____

Please check one box from each column:

Asset Type:

- Building
- Outdoor
- Road
- Sewer & Water

Asset Use:

- Administration
- Environmental Services
- Public Works
- Protective Services
- Recreation

Delivery:

- Community
- Joint
- Department
- Other

Constr. Year: _____

Length-size: _____

Act. Cost: \$ _____

Repl. Cost: \$ _____

Length-size standards:

- Building – sq. M
- Road – km
- Waste Disposal Site – ha
- Bridge – M
- Sewer & Water – km
(Put pipe size (mm) in remarks box)
- Lagoon – cu m
(Put hectares (ha) in remarks box)

Source of funding: _____

Remarks:

EQUIPMENT INPUT FORM

(Please fax in this form)

Fill in this form to record a single community equipment purchase. Must have a value of \$500.00 or more.

Community: _____ Building Name: _____
(Location of equipment)

Description: _____ Model: _____

Serial Number: _____ *(Required, where applicable)*

Please check one box from each column:

Equipment Type:

- Fire
- Constable
- Sewer & Water
- Office Equipment
- Light Equipment
- Safety
- Miscellaneous

(See enclosed defined list)

Equipment Use:

- Administration
- Environmental Services
- Public Works
- Protective Services
- Recreation

Condition:

- Excellent
- Good
- Fair

Year of Equipment: _____

Year Acq.: _____

Act. Cost: \$ _____

Repl. Cost: \$ _____

Qty: _____

This section applies mainly to pumps:

Voltage: _____

Phase: _____

Horse Power: _____

Supplier: _____

Remarks:

FIELD DEFINITION OF EQUIPMENT TYPE

Below are seven categories for this database field ranked in order of importance.

A category definition of each follows:

- **FIRE:** Includes all equipment related to the Fire Program.
- **CONSTABLE:** Includes all equipment related to the Constable Program.
- **SEWER & WATER:** Includes all equipment used for sewer & water purposes.
- **LIGHT EQUIPMENT:** Includes lawnmowers, snowblowers, chainsaws, weed eaters, garden tractors and unlicensed utility tractors.
- **OFFICE EQUIPMENT:** Includes all equipment located in an office, ie. computers, photocopier, fax machine.
- **OFFICE FURNITURE:** Includes all furniture located in an office, ie. desks, filing cabinets, chairs, etc.
- **SAFETY** Includes all equipment used for safety purposes, ie. Workplace Safety and Health Program.
- **MISCELLANEOUS:** Includes equipment that does not fit into any of the above categories, ie. appliances, cleaning equipment, electric tools, etc.

Identifying equipment in the appropriate category ensures that proper representation will be shown in reports. They will be consistent, reliable and accurate.

If in the future, a new category needs to be added, this list will be updated accordingly.

Appendix G8-B
Inventory Disposal Form

COMMUNITY OF: _____

The following items have been deleted from our inventory:

ITEM(S) DELETED	MAKE/MODEL/YEAR	SERIAL NUMBER

Approved by resolution #:

REGIONAL APPROVAL:

Regional Director

Asset Disposal Form

Use this form where the community wishes to sell or remove a building from their inventory.

COMMUNITY OF: _____

The following asset(s) requires department approval prior to being deleted from our inventory:

ASSET NAME	SIZE (sq m)	PREVIOUS USE

Requested by resolution #:

REGIONAL APPROVAL:

Regional Director

Check box, if there are no changes since last filing

Disclosure of Interest of a Member of Council During a Meeting

The Community Council of _____

with reference to _____ or motion _____
(agenda item number) (number)

_____ arising at a meeting of _____
(council or a committee of council)

_____, a member of council disclosed a conflict of interest in the matter before council and requested permission to withdraw from the meeting.

Certificate of Community Administrative Officer

Permission having been granted to the member of council to withdraw from the meeting, the said councillor withdrew from the council chamber, without further participation in the matter under discussion.

(date)

(Community Administrative Officer)

Statements of Assets and Interests

The Community Council of _____

member of council: _____
(name)

I declare the following to be my assets and interest in accordance with the provisions of the said act:

Real estate in the community:

Personal pecuniary (direct or indirect interests: (no financial detail required – nature of holding only)

My dependents are:

My dependents' personal pecuniary interests are:

(date)

(name)

Form 1

NOTICE TO DEPARTMENT RE: BY-LAW

To the Department of Aboriginal and Northern Affairs

Regional office at _____

Please be advised that the Community council of

_____ by its resolution # _____

dated _____

a) intends to enact a by-law to provide for

OR

b) requests the minister to enact a by-law to provide for

To which purpose the Council hereby attaches a copy of the proposed by-law;

Further, the Council will give three readings and where required by the Act hold a public meeting.

Dated as the Community of _____

This ____ day of _____ 20__.

Community Administrative Officer _____

Form 2

NOTICE OF PUBLIC MEETING

Notice is given that the Community Council of _____ will be holding a Public Meeting to discuss the proposed by-law providing for:

A copy of which may be seen at the Council Office between the hours of _____ and _____ any day the office is open for business. Any person desiring to make a comment or a presentation on the by-law may do so at the meeting to be held at _____ am/pm on the _____ day of _____ 20____, at the _____ (location).

Persons intending to make a presentation or comment are requested to advise the Community Administrative Officer of their intention prior to the public meeting.

Dated this _____ day of _____ 20____

At _____(location)

Community Administrative Officer _____

Form 3

CERTIFICATE OF ENACTMENT RE: BY-LAW

To The Minister of Aboriginal and Northern Affairs

Whereas the Community Council of _____ has enacted a by-law
in accordance with the regulations, and two signed original copies of the by-law are attached;

And whereas the by-law is required to be filed in order to come into effect, The Council now
requests that the by-law be filed,

And, the Council authorizes the Community Administrative Officer to proceed with filing the
by-law

Dated this ____ day of _____ 20__ Resolution # _____.

Mayor _____

Certification

I, _____ Community Administrative Officer for the Community
of _____ hereby certify that I have full knowledge of the procedures followed
by Council in enacting this by-law, and that the procedures are in compliance with the Act,
regulations and policies of the Department of Aboriginal and Northern Affairs;

And that the by-law was properly enacted

Dated this ____ day of _____ 20__

At _____ (location)

Community Administrative Officer _____

Appendix G11-A
Raffle License Application

Schedule A

Within the Community of _____

Date: _____

Name of organization _____

Address of organization _____

Description of organization

Purpose of funds

Contact person for organization _____

Work Number

Home Number

This is for raffle lotteries only.

Duration of lottery: _____ Final draw date: _____

Total prizes of above lottery will be _____ (not to exceed \$3,000)

I agree to complete a financial statement in the form attached to this license application on completion of the above lottery and to submit it to the community administrative officer within 30 days after the raffle date and to provide any other information, which may be requested.

I understand and agree that if approved, this application, the terms and conditions attached to it (or on the reverse if that is the case) and any additional terms and conditions Manitoba Aboriginal and Northern Affairs may impose shall constitute the license.

I agree to abide by all the terms and conditions of the license.
I make all statements on behalf of myself and the named organization.
I certify that the above information is true and correct.

When validated by Manitoba Aboriginal and Northern Affairs, this application, the attached terms and conditions and any additional terms and conditions the department may impose shall constitute the raffle lottery license.

License No.: _____ Signature _____

_____ Date _____ Regional Director _____

Financial Statement

Gross Receipts: _____

Administrative Expenses: _____

Prize Expenses: _____

Net Receipts: _____

Certified Correct by: _____

Date: _____