

COMMUNITY CONTACT

For and About
Local Government
Development

Manitoba
Aboriginal and
Northern Affairs



Welcome *October is Fire Prevention Month. The most effective and affordable way to protect your community is with a fire prevention program. An education and home inspection program could prevent a tragedy from occurring in your community. Be sure to check out the article by the Office of the Fire Commissioner in this month's newsletter. It contains a*

list of information available at no cost to communities to assist you with public education activities.

During Fire Prevention Month we are especially pleased to welcome the Office of the Fire Commissioner to our newsletter and look forward to future contributions on issues of fire safety and fire program delivery.

Community Economic Development Officer: Facilitator, Ombudsman and "Cheerleader"

Kendi Clearwater

The Community of Wabowden has a unique situation in that the Wabowden Development Corporation was initially formed with Hydro Flood Agreement funds and the Board of Directors is formed from elected Council members. Due to the circumstances of its formation, the Development Corporation has more flexibility and freedom than the Council or traditional Community Development Corporations to form partnerships and to take on other projects.

The proactive attitude of Mayor Reg Meade and the Councillors/Board Members of Wabowden led them to hire local businesswoman Diana Delaronde-Colombe for a three-month term as the Community Economic Development Officer for Wabowden. It was a decision they would not regret. Diana more than proved her worth. In addition to securing one year's funding through the Manitoba Métis Federation (MMF) and the Local

Labour Market Partnership Program for her job to continue, she already has a substantial list of accomplishments.

Diana has:

- secured Human Resources Development Canada funding for 11 residents for community-based truck driver training;
- secured funding for two four-month, full-time positions in Wabowden;
- helped three people trying to start their own businesses and assisted them in the application/licensing processes;
- arranged for a business information workshop with groups such as TEAM and the Louis Riel Capital Corporation;
- worked with community groups and individuals as a facilitator, ombudsman and "cheerleader" to assist them in meeting their objectives through the Business Resource Access Centre where she has compiled information and resources.

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November 2-4

Recreation Conference for Community Volunteers,
Elected Officials & Recreation Professionals –
Victoria Inn Brandon

November 7

Board of Revision – *Dauphin*

November 20

Board of Revision – *The Pas*

November 26-29

Association of Manitoba Municipalities –
Annual Convention – *Brandon*

December 4

Board of Revision – *Thompson*

NORTHERN LINKS

Recreation Workshop

Aboriginal and Northern Affairs hosted a week-long Northern Links recreation workshop at Camp Wannakumbac near Clear Lake, Manitoba from September 17 to the 21. Twenty participants attended from across the province representing Northern Affairs communities, First Nation communities and friendship centers.

Participating communities included Berens River, Moose Lake, Poplar River, Opaskwayak Cree Nation, Crane River, Grand Rapids, Brandon, Wabowden, Fisher River, Thompson, Dauphin, Shamattawa, Swan River and Barrows.

The workshop sessions, which were led by Sue Holloway, covered topics such as community partnerships, facilities, program planning, grants and proposals, and communication. Participants were encouraged to develop objectives at each session and then implement in their home communities.

Community recreation directors often work in isolation. One of the objectives of the Northern Links workshop is to get community recreation people together with other recreation specialists to learn and share ideas and experi-

ences. This was the fourth annual workshop hosted by the department. Participants were very positive about the experience and indications are that the workshop will be repeated next year.

Aboriginal and Northern Affairs extends thanks to the following groups who participated in the trade fair and/or the sessions:

- Culture, Heritage & Tourism (Regional Services)
- Culture, Heritage & Tourism (Wellness & Promotion)
- Manitoba Aboriginal Sport & Recreation Council
- North American Indigenous Games
- Sport Manitoba
- 4H Program
- KCC The Pas (Recreation Leadership)
- Element of Adventure
- Recreation Connections
- Dauphin Friendship Centre

For information on recreation and wellness programming call Stew Sabiston @ 622-2148 or Mike Thomas@ 677-6874.

“technically speaking”



Safety in the Workplace

Infrastructure is varied in the communities that work with Manitoba Aboriginal and Northern Affairs. Some communities have small and simple water treatment plants, wastewater treatment plants, lagoons and waste disposal sites. Larger communities usually have more sophisticated facilities. All of these facilities, no matter how big or small, simple or complex, have the potential to cause hazards for those who work in and around them.

Despite advances made over the years to improve workplace safety, complacency and carelessness are still two of the main causes of accidents. Just being careful in and around the workplace is a proven way to reduce accidents.

The risks that exist in community facilities can vary greatly. Here are some risks to watch out for:

- **Equipment risks:** Equipment that is not properly maintained, that is operated carelessly or that is operated by staff who lack proper training can be like an accident waiting to happen. Examples might include pump shafts with guards removed or fans with exposed blades.
- **Electrical risks:** Incorrect wiring, exposed wiring or grounding faults can present a substantial risk of injury or death by electrical shock.
- **Chemical risks:** Some of the chemicals we use in our plants, although not hazardous when properly used for treatment, can present hazards to those who handle them on a regular basis. Poisoning, skin damage and vision damage can all result from improper handling of certain chemicals. Proper training is the key to safety.

- **Biological hazards:** Poorly maintained wastewater facilities might nurture harmful bacteria, fungi and parasites. In some processes we actually develop a breeding ground for bacteria to aid in the treatment of waste. When working around waste, one must wear proper protective equipment to avoid personal contamination.
- **Ergonomic hazards:** Forceful and repetitive movements, vibration from equipment, high temperatures, use of improper tools for repair and maintenance, and improperly designed work areas present risks to people. Often the risks are not immediately apparent and can result in severe damage or injury over a long term.
- **Physical hazards:** Loud noise, vibrations, uneven or slippery surfaces, trip hazards and overhead hazards are just a few of the things that can injure people.

What can be done to reduce and eliminate such risks? Here are a few good suggestions for developing and maintaining a safe workplace:

- **Keep aware of your surroundings.** Identify the risks present and the potential for risk on a continuing basis. Teach staff to do the same. Acknowledge and deal immediately with all known risks. Complacency is little different than carelessness.
- **Maintain alertness.** Keep safety and well being in mind. Pace your work and take regular breaks from intense activity. Too much stress can be as dangerous as falling asleep due to lack of rest. Both can lead to serious mistakes and potential injury.
- **Use the safety equipment and procedures recommended by regulators and manufacturers.** The experts know

the risks associated with your equipment and processes. Take advantage of their experience and knowledge.

- **Be sure to follow the procedures recommended by the manufacturer when making repairs or doing maintenance.** If you are unfamiliar with the equipment or procedures involved, seek help from those who know. Don't take shortcuts.
- **Have a safety audit done on your workplace.** Ask for assistance from regulatory authorities such as Workplace Safety and Health Division or the Workers' Compensation Board. Workplace Safety and Health inspections are an opportunity to improve safety. Ask questions—point out your concerns. Act on their recommendations.
- **Avoid unsafe practices.** Use common sense. Don't smoke around areas with high risk for flammable fumes. Immobilize and disconnect power from equipment you are working on. Wear appropriate safety equipment. Think before you act.

The purpose of this article is to point out that, regardless where you work, hazards and risks are always present. By always remaining attentive, you will be on the path to ensuring a safer working environment for yourself and your community.

If you have questions on workplace safety, do not hesitate to contact your Manitoba Aboriginal and Northern Affairs representative, Workplace Safety and Health Division or the Workers' Compensation Board. Workplace Safety and Health Division offers a wide variety of courses on this issue, throughout the year.



OFC

Helping You Protect Your Community

The Office of the Fire Commissioner includes Investigations, Education and Training, Emergency Services, Codes and Standards, and Administration sections.

The mission statement of the office is "To safeguard both person and property from fire and life safety hazards through education, investigations, emergency response and code application."

The investigation section determines the cause and origin of all fires referred to the office.

The Education and Training section plans, implements and monitors educational programs that are necessary to provide individuals with the experience and competencies required to reduce the fire problem, enhance life safety and better respond to public safety issues.

The Emergency Services continues to strive to ensure that the Manitoba fire service is appropriately equipped, organized and trained to effectively deal with all likely emergency situations.

The Codes and Standards section ensures effective codes and standards in the areas of health, life safety and structural sufficiency.

The Administration section, in Winnipeg and Brandon, ensures support services are provided. Support services includes clerical,

college records management, statistical analysis and financial reporting.

October is Fire Prevention Month in North America. October 7-13, 2001 is Fire Prevention Week. This year's theme is "Cover Your Bases and Strike Out Fire." Educating the public to prevent fires is key. If we prevent a fire from occurring, we prevent injuries, loss of life and property loss.

To assist you in your fire prevention and education activities in your communities, the Office of the Fire Commissioner is able to provide you with pamphlets, programs, and courses to assist you in public education. These materials are free of charge.

The lending library has an extensive collection of fire and life safety videos. Fire departments, schools, day cares and the public can borrow these videos. If you would like a copy of the

lending library catalogue, please call our toll free number: 1-888-253-1488.

TIPS for a Successful Public Education Program

- Start small and increase gradually.
- Use all members on your department.
- Become involved with the schools in the area to assist them in the delivery of the Learn Not To Burn program.
- Involve your community council.
- Involve your local protective services consultant from Aboriginal and Northern Affairs.
- Involve the emergency services officer or public education officer from the Office of the Fire Commissioner.
- Work together to make Manitoba a safer place to live, learn work and play.

Pamphlets	Programs	Courses
Smoke Alarm Facts	Matches & Lighters Safety	Youth Fire Stop
Fire Escape Planning	Home Safety Safari	Fire & Life Safety Educator
Kitchen Fires	Farm and Fire Safety	
Portable Fire Extinguishers	Learn Not To Burn	
Cooking on a Barbecue	Older and Wiser	
Fire Safety Tips for Older Adults		
Baby Sitter Fire Safety Tips		
10 Fire Safety Tips		
Office Fire Safety Tips		
Fire Consumes Jobs		

Contact Numbers:

Protective services consultant
Aboriginal and Northern Affairs:
204-622-2150 or 204-677-6790

Office of the Fire Commissioner:
1-888-253-1488



LEGAL-EASE

Understanding Regulations and Legislation

If you have a general question about a Manitoba Aboriginal and Northern Affairs-related regulation, submit it to us and we'll consider answering it in this newsletter. Questions of a specific, personal or private nature will be re-directed to appropriate legal counsel or departmental authority.

The question for this issue is:

“What is the difference between a Council employee and an independent contractor?”

An employee is someone who works for Council and is on the payroll. Council deducts Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums and Income Tax from the employee's earnings and remits them to the appropriate authorities. Council also contributes to the CPP and EI on behalf of the employee.

An independent contractor is someone who has a contractual arrangement to perform a service for a fee. Contractors are responsible for reporting their own income and remitting all taxes and deductions.

So far so good—but situations sometimes arise in which Council thinks it is dealing with an independent contractor only to be advised by Canada Customs and Revenue Agency (CCRA) that the relationship is one of an employer and employee. Regardless of the fact that a contract exists between Council and the individual, CCRA may deem the individual to be an employee. If this happens, Council will be liable for past contributions to CPP and EI at the very least and the individual may well have some taxation issues to resolve as well.

Here are a few basic questions to assist in determining employment status. If you have any doubts in a specific situation, a ruling should be requested from CCRA.

- **Does the worker receive instructions from someone who pays for the work?**

A worker who receives instructions as to when, where and how the work is to be done is likely an employee. It is the right to this control of the worker that is important, not whether or not the control is implemented.

- **Does the party paying for the work provide training?**
Training implies that the work needs to be performed in a particular manner and is indicative of an employee/ employer relationship.
- **Is the work being done on a continuous basis?**
Work being done on a continuous basis, even if not at regular intervals, indicates an employee/employer relationship.
- **Are the hours of work set by the party paying for it?**
Setting the days and hours of work indicates control over the worker.
- **What is the pay schedule?**
Regular scheduled remuneration, rather than a fixed fee at the end of the contract, indicates an employer/ employee relationship.
- **Is the worker in a profit/loss position?**
An independent contractor will normally be in a profit/loss position in a business sense. He/she will have a substantial investment in their business and normally receives a fixed fee regardless of expenses incurred. An employee receives earnings, regardless of how they are calculated, with no investment and no chance for profit or risk of loss.
- **Does the worker perform services for other customers?**
Independent contractors in business for themselves have contracts with several customers at once and will normally advertise their services to the public.

There are other questions to be considered. For a complete list please contact us and we will be pleased to provide a copy to you.



The Development FUND



Celebrates 30th with Expanded Initiative

Oswald Sawh

Communities Economic Development Fund (the Fund) has entered a new multi-year service agreement to promote Rural Economic Development Initiative (REDI) programs on behalf of Intergovernmental Affairs to Northeastern Manitoba. Aboriginal and Northern Affairs Minister, Eric Robinson was on hand September 24th for the announcement and also acknowledged that fact that the Fund is celebrating its 30th year in business.

Under the agreement, the Fund will assist communities by promoting all REDI programs and community choices (round tables) and will act as a resource for Community Development Corporations throughout the region. The Fund will also be the first point of contact for the Grow Bonds Program. The new agreement will allow northeastern Manitoba clients a “single-window” access to a complete system of governance, community and economic development programs. Robinson noted that for the first time, the Community Round Table Development Program will be available to First Nation communities.

From its origins as a business lender in 1971, the Fund has grown to incorporate other programs, assuming control of the Fisherman’s Loan Program, also 30 years old, and developing an innovative approach to micro-enterprise development, the TEAM program, in 2001.

The following demonstrates the Fund’s impact on the region:

- Since its inception, the Business Loans Program has made over \$70 million in loans to over 1,100 businesses. Current clients generate over \$41 million in annual revenues and employ 511 staff.
- The Fisheries Loan Program advances over \$3.5 million in loans annually to a client base of over 1,250 commercial fishermen who produce revenue in the range of \$20 million annually.
- TEAM has developed a client base in 15 communities, has over 60 micro enterprise clients and is currently expanding to 15 more communities.

For more details, contact the Fund at 1-800-561-4315.

Community Economic Development Officer: Facilitator, Ombudsman and “Cheerleader”

(continued from page 1)

In her first three months, Diana accessed \$135,216 for the community and its residents, money that *would not have been available* without the partnership between Council and MMF.

Diana has more projects and goals for Wabowden. She is planning on a sustainable recycling program and is securing funding for a coordinator and she also continues to assist new business starts. She is investigating the possibility of a daycare centre, helping to secure funding and opportunities for youth, accessing community-based training for health care workers, promoting the community to Omnitrax and Hudson Bay Rail, and seeking investors to develop a newly constructed driving range into a golf course.

As the community of Wabowden can attest, economic development activities are paving the way for our future growth and development.

REDI PROGRAMS

HELP MANITOBANS REACH THEIR GOALS

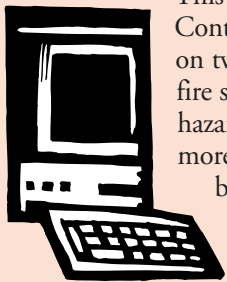
The Rural Economic Development Initiative (REDI) helps rural and northern Manitobans reach their economic potential by giving them the ability to help themselves. REDI is delivered through the Department of Intergovernmental Affairs, which has 12 regional locations, including offices in The Pas and Thompson.

REDI offers seven different programs:

- **The Community Works Loan Program** uses local Community Development Corporations or CDCs, which apply to manage community-based micro-loan pools. The Province provides cost-shared funding on a two-to-one basis to CDCs that raise between \$10,000 and \$25,000. The Province will match a second loan pool of up to \$50,000 on a one-to-one basis. Clients can receive loans of up to \$10,000 at competitive interest rates for small business starts or expansions.
- **The Feasibility Studies Program** assists rural and northern community organizations and businesses to access reliable research and planning for potential new or expanding business projects. REDI can provide up to 50 percent of the cost to hire an independent consultant for a financial, marketing or engineering analysis or development of a business plan.
- **The Infrastructure Development Program** assists municipalities that want to improve their infrastructure services to support new or expanding community projects and businesses. Eligible projects include sewer, water, transportation access and waste disposal facilities, which may be funded on a 50/50 matching basis of up to \$100,000. Funding can go as high as \$500,000 if the infrastructure improvement provides a region-wide benefit.
- **The Rural Entrepreneurial Assistance (REA) Program** offers guarantees on loans of between \$10,000 and \$100,000 that are provided through participating banks and credit unions. Loans are available for five-year terms at a rate of prime plus one per cent, with clients providing 20 per cent of the total project costs.
- **The Green Team Program** provides summer employment for youth 16 to 24 years of age through two components. Conservation Green Team provides employment in provincial parks and Hometown Green Team assists municipalities, non-profit groups, conservation districts and tourism operators in hiring youth for eight weeks of summer employment.
- **The Partners With Youth Program** provides wage incentives to employers who can offer entry-level career positions to young Manitobans. Employers must be able to demonstrate that jobs will continue on a full-time basis past the wage incentive period. Positions must provide a minimum of 25 hours of work per week. Employee candidates must be between 16 and 24 years of age and must be recent graduates or unemployed youth. A graduate wage incentive of up to \$3 an hour is available to businesses, institutions, and community/non-profit organizations for a period of 12 to 26 weeks. A second component, Young Entrepreneur Support, offers matching grants of up to \$4,000 to youth between 18 and 24 years of age who are interested in establishing a business enterprise.
- **Junior Achievement of Manitoba Inc.** receives funding support through REDI towards the delivery of practical entrepreneurial programs to students in elementary and high schools throughout Manitoba.

For more information, call 1-800-567-REDI.

WEBSITE REVIEW



This issue of Community Contact features articles on two important topics: fire safety and workplace hazards. You can find more information on both of these topics at the web site for the Department of Labour

<http://www.gov.mb.ca/labour>. Both the Office of the Fire Commissioner and Workplace Safety and Health are divisions of Manitoba Labour.

The web page for the Office of the Fire Commission, which you can also find directly at www.firecomm.gov.mb.ca, provides information on resources, courses and program details. The site also features information on operations and emergency response. If you have questions about building codes, fire codes or permits just look under the Codes and Standards heading. You can also see back copies of Burning Issues, the newsletter of the Office of the Fire Commission.

The web page for Workplace Safety and Health has information including training course offerings held in Winnipeg, Brandon, Swan River, The Pas, Flin Flon and Thompson. It also includes publications like legislation, guidelines, bulletins and Worksafe, the quarterly newsletter for the Workplace Safety and Health Division.

If you need to know about fire safety and workplace hazards, this is a great place to start.

INTRODUCING

Trevor Ouelette, P.Eng



Trevor Ouelette

Trevor joined Aboriginal and Northern Affairs in April 2001 as Manager, Engineering Services for the East/West Region. With diplomas in both Civil Technology and Structural Technology from Red River Community College and a Bachelor of Science in Civil Engineering from the University of Manitoba, Trevor is a valuable addition to the technical team.

While a Civil Engineering student at the University of Manitoba, Trevor was also a student representative for the Engineering

Access Program. He maintains membership in the Association of Professional Engineers and Geoscientists of the Province of Manitoba. He is also a member of Professional Engineers Ontario.

Trevor has a message for young people: "Education is the preparation and adaptation for a meaningful life in a changing world. Stay in school, it gives you the opportunity to open many doors," he says.

Trevor's home community is Whale Cove, Nunavut.

Departmental Web Site

Be sure to check out the Aboriginal and Northern Affairs web pages on the Government of Manitoba Web site. The Aboriginal and Northern Affairs pages include information on community management, community profiles and many other issues affecting the north. There are also links to external sites like Canada's Aboriginal Portal and the Community Access Program Web site. Check it out at: <http://www.gov.mb.ca/ana/>

Congratulations

to Shane Chartrand and the Skownan Boys Bantam Fastball Team who played in the September 1-3 provincial qualifier for the North American Indigenous Games (NAIG). They captured the provincial title and will represent Manitoba at the NAIG next year in Winnipeg. Their hard work and sportsmanship has been rewarded and we wish them the best of luck at the Games.

Congratulations

also to the Mallard Stars Senior Men's Softball Team who earned a bronze at the same provincial qualifier. Way to go guys!

Best wishes

to John Brittain, Manager, Engineering – Thompson Region, who has left us to pursue his career in parts as yet unknown. He hopes to return to Africa where he has delivered community projects in the past.

Welcome

Armand Barbeau who started work with the department in Dauphin October 1 as a community & resource development consultant.

Contact Information

Community Council members and staff and departmental staff are strongly encouraged to submit comments, suggestions, articles and ideas to the editor.

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