

COMMUNITY CONTACT

For and About
Local Government
Development

Manitoba
Aboriginal and
Northern Affairs



Welcome to Community Contact!

In this issue we highlight some of the recent training activities participated in by community employees and elected representatives. Training is a priority you identified during consultations between Manitoba Aboriginal and Northern Affairs and Community Councils held from December 1999 to March 2000. Two of your key recommendations were:

- *Promote the need for Community Councils to prepare and adopt a training plan that will address their community needs and which will become part of the Community Management Plan. We recommend the training plan be developed in concert with the department to obtain their advice and support where required.*
- *Review training needs with each council following an election to determine training needs and to initiate a training plan where required. We also recommend that community administrators and clerks be trained so that they can provide an orientation to new council members.*

As you prepared your management plans for the 2002-2003 fiscal year, did you identify training requirements for staff and council? Did you prepare a training plan? Have you identified funds for training in your budget?



Most, if not all communities, want to fill jobs in the community with local people.

But it is often hard to find candidates with all the skills needed. That's why training is so important. People can learn and develop the necessary skills if given the opportunity. Councils have a responsibility to provide development opportunities to staff so they can provide the best services to residents. Community employees must also take the initiative to seek the training and the support it requires.

In some cases there are established programs for you or your staff to access. Sometimes it is more economical or practical for the department to co-ordinate training programs tailored to your specific needs. Contact your regional Manitoba Aboriginal and Northern Affairs office for training information and assistance.

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March 2002

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Barrows Clerk Trained

Councillor Joseph Kustiak

A council clerk for Barrows Community Council, Sherry Ferland of Barrows began her new duties November 19, 2001 at the Barrows Council office.

Barrows Council Office is equipped with modern computers and MTS Sympatico access to the Internet and e-mail. All office systems, procedures and operations are computerized with links to the regional office of Aboriginal and Northern Affairs in Dauphin.

During November and December 2001, Ferland received intensive training on computer systems, programs, office procedures and transactions. Laurie Maynard and Les Ford, Manitoba Aboriginal and Northern Affairs consultants in

municipal administration, provided the training.

Sherry enjoyed the opportunity to

challenge herself with training and is adapting well to her new position as council clerk.



Left to right: Manitoba Aboriginal and Northern Affairs (MANA) training consultant Laurie Maynard, Barrows council clerk Sherry Ferland, MANA community support consultant Crystal Harrison and MANA training consultant Les Ford.

Clerks Train for Transition to Computerized Accounting System

Effective April 1, 2002, all communities still using a one-write accounting system will be switching to Simply Accounting software to maintain community accounting records. The software integrates general ledger, accounts receivable, accounts payable and payroll functions.

Simply Accounting is a widely-used accounting program for small to medium sized organizations. Training is readily available from numerous educational institutions.

Congratulations to Darlene McKay of Easterville, Sandra Cook of Brochet and Joanne Pronteau of Thicket Portage who recently completed Simply Accounting training in Thompson.

Operator Completes First Stage for Mandatory Certification

Manitoba Aboriginal and Northern Affairs (MANA) congratulates Mallory Umpherville of Easterville, Manitoba for successfully completing the first stage of the mandatory certification process for water treatment plant operators.

Umpherville attended the Red River College Water Treatment 1 course this past October and wrote the

Association of Boards of Certification (ABC) Water Treatment 1 exam at the end of the five-day course. This January the Manitoba Water and Wastewater Association (MWWA) notified Umpherville that he had successfully completed the exam. He will now apply for mandatory certification by MWWA. If successful, Umpherville will be the first MANA operator to attain mandatory certification.

Umpherville began working as a public works employee for the community of Easterville in November 2000. Since then he has steadily increased his capabilities and his knowledge of public works issues within his community. This is demonstrated by his success with the ABC exam.

By attaining designation, Umpherville will become a greater asset to his community.

He is a step ahead of future legislation, which will require communities to ensure that all water treatment plant operators are properly certified.



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In the event of a fire how can I protect my family and myself?

Smoke alarms and home escape plans can save your life and the lives of your loved ones. A working smoke alarm and home escape plan are the most important means of preventing fire fatalities. Smoke alarms provide an early warning signal so you and your family are able to escape. A home escape plan makes sure all members of your family know what to do when the smoke alarm sounds.

There are two basic kinds of smoke alarms: ionization and photoelectric. Both are effective in detecting fires but they do it in different ways.

Ionization alarms monitor electrically charged smoke particles in the air and detect open flames such as a match or a burning waste paper basket faster than photoelectric alarms.

Photoelectric alarms use a beam of light and a sensor to detect smoke particles in the air. They detect smouldering fires faster than ionization alarms. They can normally detect things like a smouldering cigarette in a couch before it bursts into open flame.

Combination ionization/photoelectric smoke alarms can now be purchased in most hardware stores. The combination smoke alarm is a good choice because it uses both methods at once.

Smoke alarms can be powered by connecting to your home electrical system or they can be battery-powered. All new homes are now required to have smoke alarms powered by the household electrical system. Some smoke alarms use both household electricity and battery backup in case the electrical power goes out.

Smoke alarms with regular alkaline or similar batteries should have their batteries changed twice a year. One way of remembering when to change the batteries in your smoke alarms is to change them when you set your clocks to and from daylight saving time. Some smoke alarms are also available with ten-year lithium batteries. When the batteries run low in a lithium-powered smoke alarm it may be prudent to replace the entire alarm unit with a clean, new one.

Smoke alarms should be located on every floor of your home and should be placed next to sleeping areas. Avoid placing smoke alarms close to bathrooms or near kitchen stoves where steam and normal cooking vapours may set them off. When putting in a smoke alarm, always follow the directions that come with it.

All smoke alarms need to be tested every month to make sure the alarm works. This is usually done by pushing a button in the middle of the detector. If the smoke alarm does not sound an alarm, replace the battery. If it still does not work, replace the entire smoke alarm. Most manufacturers recommend that, after 10 years of service, smoke alarms should be replaced.

A home escape plan is a drawing or a floor plan of your house that shows your escape route from each room. Each room should have two ways out. The second way out may be an outside window. Pick a meeting place outside your house so you can be sure all members of your family are out and safe. If possible, pick a meeting place that has some protection from harsh weather. Know, learn, and post telephone numbers of police, fire and ambulance. Never allow anyone to go back into the house once they are out.

Test your escape plan with your family so they can all learn it. Test the plan at night with the lights out because nighttime is when the most house fires deaths happen. If there are any problems with your home escape plan, now is the time to make changes. If you have any questions about home escape plans, ask your local fire department for their help.

For more information you can contact:

- Your local fire department at their non-emergency number
- Garry Nabess—Manitoba Aboriginal and Northern Affairs protective services consultant, 1-204-677-6790
- Hessel Dethmers—Manitoba Aboriginal and Northern Affairs protective services consultant, 1-204-622-2150
- Office of the Fire Commissioner, 1-888-253-1488

PWE Workshop held in Pine Dock

Pine Dock Community Council

Little Bull Head • Manitoba, R0C 1V0 • • (204)-276-2274 • Fax: (204)-276-2295

February 8, 2002

Nap Langelier
Dept. of Aboriginal & Northern Affairs
Bay 8-1680
Ellice Avenue
Winnipeg, MB R3H 0Z2

Dear Nap:

Congratulations on your recent PWE Workshop. Our Council members enjoyed participating in the Workshop. At our last meeting there was lots of positive feedback from the people who attended.

The contacts we met at the Workshop, put us in touch with people who might be able to supply us with communication equipment, and recycling is something else our Council wishes to pursue further.

Thanking you for choosing our community for the PWE Workshop and we look forward to attending the next Workshop.

Sincerely,

Margaret Johnston
Margaret Johnston
Mayor

On January 21-23, this year's regional workshop for public works employees was held in Pine Dock, Manitoba. According to Nap Langelier, technical consultant with Manitoba Aboriginal and Northern Affairs, the workshop enjoyed good participation by public works employees and council members representing Berens River, Island Lake, Manigotagan, Matheson Island, Pine Dock and Seymourville.

Presentations were given on pumps and chemical pump repairs and maintenance, waste disposal and recycling, mandatory certification of water treatment plant operators, sewage treatment plant maintenance and trouble shooting, infrastructure audits, and maintenance management systems.

Thanks to all participants and to our Pine Dock hosts.

From left to right are: Nap Langelier, Technical Consultant for MANA, Roland Whiteway, PWE Berens River, Jerry Bilewicz, Councilor Island Lake, Henry Mckay, Mayor Berens River, Dwayne Johnston, PWE Pine Dock, Joanne Flett, PWE Matheson Island, Darren Selkirk, PWE Pine Dock, Margaret Johnston, Mayor Pine Dock, Brenda Lee, PWE Matheson Island, Glendis Meade, PWE Manigotagan, Ricky Johnson, PWE Seymourville, Bernel Helgason, Councilor Seymourville, Kathy Whiteway, PWE Matheson Island, Greg Wood, Mayor Manigotagan.



Water Treatment Plant Course Held

by Councillor Joseph Kustiak

Six Barrows Community Council employees received training as water treatment plant operators during an intensive three-day course held at the community's water treatment plant December 4-6, 2001. The training was sponsored jointly by Manitoba Aboriginal and Northern Affairs with the Barrows Community Council.

Required as a result of the installation of a new computerized reverse osmosis water treatment plant, the training covered the total water treatment plant operation. To provide safe water to the community, operators must know and understand the plant operation and the maintenance required. They must also know how to minimize risks and costs by troubleshooting effectively when problems occur.

Training was provided by Martin Bordeleau, a project engineer and training specialist with Darv-Eau Inc. of Ham-Nord, Quebec, the contracting firm that supplied and installed the community's new water system.

Trainees included maintenance employees Henry Chartrand and Gilbert Cook, as well as Jacqueline Barker, Sandra Ducharme, Camilla Cook and George Ducharme, who will all work as casual back-up plant operators for the Barrows Community Council during weekends or whenever the regular operator is unavailable.

Randy Sigurdson, Manager, Technical and Environmental Services, Northern Region and Technical and

Public Works Consultant Wayne Preston, both of Manitoba Aboriginal and Northern Affairs, attended along with Barrows councillor Joseph Kustiak to observe and learn about the operation of the plant.

Reverse osmosis is not a common method of water treatment in Manitoba but it is slowly gaining in popularity here. It is considered an

excellent system for removing minerals, bacteria, viruses and cysts to ensure a safe supply of drinking water.

While thanking trainees for their hard work and dedication, Councillor Kustiak noted that training six people from the community also demonstrates the commitment of the Barrows Community Council to ensuring safe drinking water supplies for residents.



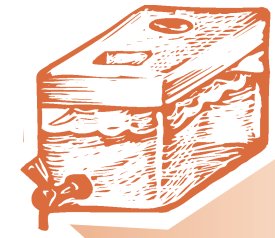
Back Row left to right: Martin Bordeleau, Randy Sigurdson, Gilbert Cook, and George Ducharme.

Front Row left to right: Sandra Ducharme, Camilla Cook, Jacqueline Barker, and Henry Chartrand.

The Barrows water treatment plant is a multi-stage facility that pumps, filters, chlorinates and stores water. Raw water from two wells is pumped into a 300-gallon buffering tank, then through a multimedia filter to remove coarse material. Next it goes to a Hurricane Filter where finer sediments are removed.

Final filtration of the water uses a reverse-osmosis plant that uses pressure to push water through fine membranes. The water is chlorinated and sent to two storage reservoirs, each with a capacity of 6,000 gallons. Pumps distribute the resulting high-quality clean water to the residents of Barrows.

The Training



Detailed training followed step-by-step procedures prescribed by the training manual for the water plant.

Day One–morning

Instruction was given on daily record keeping. It covered the importance of keeping accurate daily records and how vital accurate records are to plant operation. Each trainee had an individual log record sheet to record data from the computerized menu display in the unit and was required to accurately read and record the data from numerous gauges under the watchful eye of the instructor.

Day One–afternoon

The instructor reviewed the plant process and demonstrated how the water flows through the plant. Trainees were given hands-on experience and demonstrations of cleaning and maintaining filtration equipment.

Day Two–morning

Activities included a follow-up review of the entries on the daily log sheet, a review of past problems with the plant and a review of the plant process. How to troubleshoot problems was demonstrated, as was calibration of chemical pumps with each trainee having an opportunity for hands-on experience.

Individual training in the proper procedure for taking daily water samples and for the testing of chlorine content in the water was given.

The instructor tested trainees by setting up plant system malfunctions and requiring trainees to detect the problems and correct them.

Day Two–afternoon

A question and answer period took place. Time was devoted to identifying weak skills and developing greater proficiency.

Day Three

This entire day was devoted to a thorough review of the processes, procedures, skills and knowledge acquired by each trainee during the first two days to ensure that each trainee was familiar with the various systems throughout the entire plant. Each trainee, individually, was required to demonstrate proficiency as a water plant operator in checking out the various systems and recording data under the supervision of the instructor.

Recreation Connections Conference a Networking Success

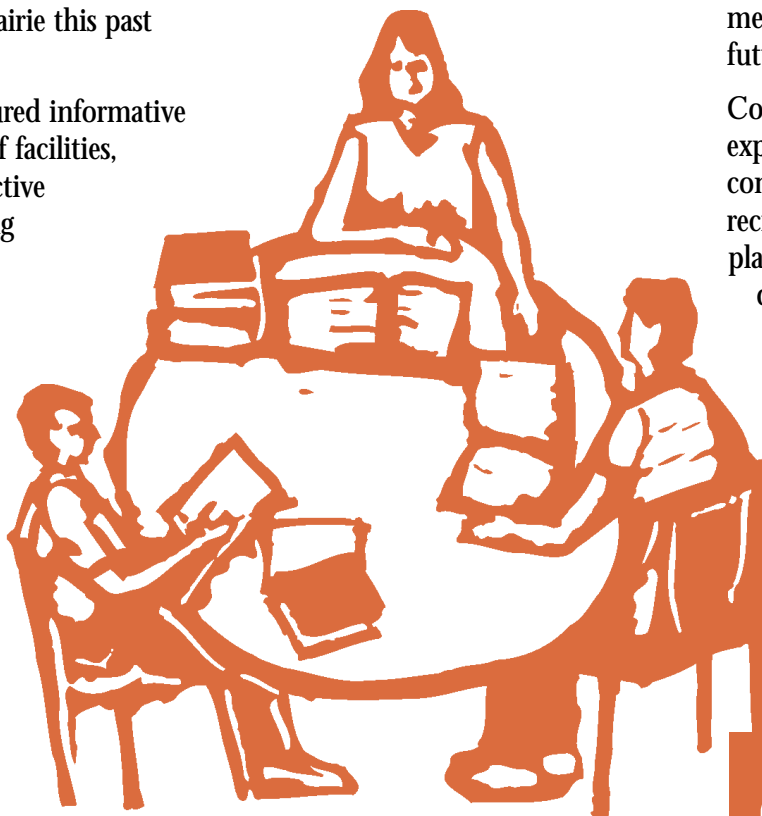
More than 200 recreation professionals from across Manitoba attended the Annual Recreation Connections Conference held in Portage la Prairie this past February 3 to 7.

The conference featured informative sessions on the use of facilities, health promotion, active living and fundraising and other topics. Many excellent opportunities were provided for participants to network, meet new people, share ideas and discuss challenges.

The formal program of the three-day conference wrapped up on Wednesday, February 6 but a group of community recreation directors stayed to participate in an extra day of sessions led by recreation and wellness consultants Mike Thomas and Stew Sabiston of Manitoba Aboriginal and Northern Affairs.

Community recreation directors who attended the fourth day included Daryle Ross of Berens River, Murray Marchment of Aghaming, John Sabiston of Crane River, Faron Cook of Barrows, Isabel Halcrow of

Cormorant, Dawny Bayer of Wabowden, Robert Sweeny of Cross Lake and Lloyd Moose from South



Indian Lake. Councillor Rod Ross of Berens River also attended bringing his much-appreciated perspective to the sessions.

The extra sessions featured an interactive approach and involved discussion of topics such as planning and reporting. The opportunity was also used to review the new Recreation Director's Handbook. Members of the group learned from

the experiences of the other recreation directors and shared ideas and solutions among each other. This network of peers will likely serve all members of the group well in the future.

Consultants Thomas and Sabiston expressed their enthusiasm that the coming year in recreation will see recreation directors continue to play key roles in improving the quality of life for their respective communities. They thanked all who participated in this year's conference and they look forward to working with all Northern Affairs Community Councils and recreation directors in meeting the challenges that lie ahead.

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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