

Aboriginal Training and Development Opportunities within Manitoba's Capital Projects

Questions & Answers

Q: What is the definition of an Aboriginal Person?

A: The Canadian constitution recognizes three groups of Aboriginal people: Persons of North American Aboriginal ancestry including First Nation (status and non-status Indians), Inuit and Métis.

Q: Do I have to hire a new employee who is Aboriginal to comply with the Aboriginal policy?

A: Yes, to comply with the policy it must be a new hire. However, you're not expected to hire someone just to comply with the policy. If you need to hire additional employees, then you will endeavour to hire where reasonable, applicable and available an Aboriginal person.

Q: Does the Aboriginal person have to be "local"?

A: No, the Aboriginal person does not have to be local. However, if possible contractors should look at the local work force to meet their labour needs.

Q: Is there a minimum number of Aboriginal people that I am required to hire on a project?

A: No, there are no minimums set under the Aboriginal Policy.

Q: If I am awarded a number of tenders do I have to hire a new person who is Aboriginal for each job or can I use the same person(s) and count them in my numbers on the reporting documents?

A: You can only count a person once under this policy. You report that you have hired a new employee who is Aboriginal for the first job they were hired for in the reporting documents. You're not expected to hire someone just to comply with the policy. If you need to hire additional employees, then you will endeavour to hire where reasonable, applicable and available an Aboriginal person.

Q: Are there resources available if I need help to hire an Aboriginal person?

A: Yes, you can contact your local Employment Center and they can assist you with finding employees or you can contact the Capital Projects Unit at 204-945-0575 or 1-866-332-5077.

Q: What are the reporting requirements?

A: Once you are awarded the tender you will be required to complete the “Proposed Hiring/Training Plan” document. You are also required to report monthly and complete a final report at the end of the project. Reports will be provided to the tendering departments and included with existing progress payment reporting requirements.

Q: How often do I need to report to Employment Manitoba once I hire an Aboriginal person?

A: The reporting process is embedded into the progress reporting requirements with the tendering department. We encourage you to contact the Capital Projects Unit for any support you may require when completing the reporting documents for the Aboriginal policy.

Q: Where are the Employment Manitoba Centers Located?

A: http://www.gov.mb.ca/employment/emp_centre_locations.html

Q: What if the new person hired under the Aboriginal policy leaves in the first month? Do I still count them in as being hired?

A: Yes, however you would need to report the reason why the employee left his/her employment with your company. Because this is a pilot initiative this information is valuable for the final report.

Q: Can I ask a potential employee if they are Aboriginal during the interview?

A: No, they must voluntary declare this information on either their application form or resume when applying, or you can ask them to fill out an Employment “Equity Declaration” form at the interview. An example of a declaration statement is below. If needed, you can add this piece to your existing application.

Voluntary Information: (this section is optional)				
Do you identify as being Aboriginal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Declared				
If Yes, please indicate which group best describes you.				
<input type="checkbox"/> Inuit	<input type="checkbox"/> Métis	<input type="checkbox"/> Non-status	<input type="checkbox"/> Status-Off Reserve	<input type="checkbox"/> Status-On Reserve

Q: Do I have the right to ask my existing employees if they are Aboriginal?

A: No, but you do have a right to conduct a Human Resource Survey within your company. The declaration to self identify is still voluntary. You should contact your Human Resources Department or the Capital Project Unit for more information on a Human Resource Survey.

Q: If an Employee does not self declare can I assume they are aboriginal and count them as an Aboriginal person hired under this policy

A: No, if they don’t self declare you cannot assume they are Aboriginal or count them as an Aboriginal hired under this policy.

