

CIRCULAR

To: All Municipalities, Local Service Districts, Engineering/Architectural Consultants, Inuit Community Governments, and Regional Service Boards

Re: NEW Communications Protocols

Date: April 6, 2020

MAE's Infrastructure and Waste Management Division staff will be working from home as a result of the Chief Medical Officer's directions related to Covid19. The manner in which we approach communications related to our business will be modified as per the details below. There will be no change in our procedures, only the way we send and receive documents.

Please note, there will be limited access to the office for mail processing along with potential postal delays, we would like to work with you all to ensure projects aren't stalled due to communications issues.

IF YOU HAVE SUBMITTED A DOCUMENT BY MAIL PRIOR TO MARCH 13, 2020, PLEASE FORWARD BY EMAIL. It may be "lost" in the mail between postal shut downs and internal distribution.

To that end, we are implementing the following until further notice:

Phone Communications

Our staff will be working from home but calls coming to individual office lines are call forwarded to their cell or home phone. There should be very little delay for this form of communications. Additionally, most have cell phones, which they probably have already shared with you.

Formal Communications

In an effort to streamline the receipt and processing of letters, and requests from funding recipients, consultant and contractors, by way of this email we will remove the requirement for "paper submission" and will allow electronic submissions only. In order to ensure things are actioned in a timely manner, there are some housekeeping items that need to be addressed.

1. Please ensure emails are sent with information regarding ONE project only.
2. Subject Line - ALL emails being sent to the department MUST reference the MAE project number in the subject line along with other pertinent information
17-ABCD-## ##### - Funding Recipient – Project Title – Document Purpose
3. Typical Document purpose, if not listed, please use short description:
 - a. Council Minutes
 - b. Motion of Council
 - c. PCA – Draft
 - d. PCA – Signed

- e. Concept Design Report
- f. Design Development Report
- g. Issued for Review Specs and Drawings
- h. Issue for Tender Specs and Drawings
- i. Issued for Construction Specs and Drawings
- j. Estimate
- k. Pre Tender Estimate
- l. Servicing Request
- m. Permit to Construct
- n. Permit to Alter a Body of Water
- o. Addendum #
- p. Consultant Recommendation to Award
- q. Consultant Approval to Award
- r. Contractor Signed Tender Form
- s. Tender Drawings
- t. Preconstruction Meeting Minutes
- u. Change Order #
- v. Site Specific Safety Plan
- w. Status Report
- x. Form 12 – Certificate of Substantial Performance
- y. As Builts
- z. Commissioning Manual
- aa. Operation and Maintenance Manual
- bb. Project Sign

Document Naming Convention

Attachments must be renamed, and not sent with the random number letter sequence assigned by scanners, or titles assigned automatically by software programs. Naming convention:

17-ABCD-##-##### – Document Purpose


Paper Copies

If a document has been emailed, no need to follow up with a hard copy submission. If you choose to do so, please indicate that it has previously been emailed and reference the email date.

Carbon Copies

1. When emailing the Regional Engineer please include the Project representative as a CC on the email.
2. If you are not aware of who the Project Representative is for a particular project please the regional engineer and they will provide the contract information for assigned project representative.

Sincerely,


Jackie Leonard

Kim Kieley, P. Eng., FEC
 Director (A)
 Infrastructure and Waste Management