



WORKING TOGETHER AS ONE
330-6165 Highway 17A, Delta, B.C V4K 5B8
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Dear Chief & Council,
c/o Finance, Engineering, Administrators & Public Works

August 25th, 2016

Asset and Maintenance Management Workshop Overview

Your staff are invited to attend an asset and maintenance management workshop, with up to three (3) participants welcome. We encourage representation that spans community operations / public works, finance, housing, capital projects, communications and Council.

The BC Region of Indigenous and Northern Affairs Canada (INAC) has been supporting annual implementation of the Extended Asset Condition Reporting System (E-ACRS) through a series of “introduction to asset management” workshops since the first one was held at Quaaout Lodge in 2010. Over 50 communities across the BC Region have participated in these interactive workshops and feedback from participants has been exceptionally positive.

The number of communities making use of Group 2 funding has increased exponentially, cross-department teams are being established within communities to achieve short and long term objectives, and neighbouring communities are working more closely together in their endeavours to maintain and renew local infrastructure. Many communities have used these workshops as a catalyst for initiating programs which staff are delivering in-house, to take deliberate steps toward caring for and renewing infrastructure in the most efficient ways possible.

A recent survey of BC Region communities has indicated that additional asset and maintenance management workshops are the highest priority capacity building initiatives desired. In response, INAC has expanded the scope of workshop delivery in 2016 to go beyond the 1/3 of the Region undergoing their latest E-ACRS assessments. Additional two and a half day hands-on workshops have been scheduled for interested communities, including the workshop outlined below which is closest to your community.

Kerr Wood Leidal Associates Ltd. will facilitate this workshop in partnership with INAC.

Workshop Objectives

The objectives of this workshop are to:

- Introduce the concepts of asset and maintenance management;
- Bring staff together from across departments and communities who are involved in managing infrastructure;
- Share hands-on tools and proven techniques to implement each stage of an asset management program;
- Begin developing a shared understanding of the state of infrastructure in each participating community, including key priorities; and
- Learn from other participating communities and BC case studies in implementing asset management.

Who should attend?

Up to three (3) representatives from your community are invited to attend. We encourage each community to send a team from across departments, including a member of Council. The workshop will be directly relevant to Administrators, Engineering, Public Works, and Finance professionals.

Workshop Agenda: Asset and Maintenance Management in BC First Nation Communities

Each day will be structured into modules, walking participants through each key element of an asset management program. Examples of successful infrastructure management initiatives from BC Region First Nations communities will be shared throughout. Participants are asked to come prepared to participate for the full two and a half days of the workshop.

Day 1 (8:30 am to 4:30 pm)

- Module 1 – Introduction to Asset and Maintenance Management**
- Module 2 – State of Infrastructure and Management Capacity**
- Module 3 – Maximizing the Life of Existing Infrastructure**

Day 2 (8:30 am to 4:30 pm)

- Module 4 – The People Who Make it Happen**
- Module 5 – The Decision-Making Process**
- Module 6 – Knowing our Financial Situation**

Day 3 (8:30 am to Noon)

- Module 7 – Monitoring Performance**
- Module 8 – Implementation**
- Workshop Wrap-Up**

Preparation for Workshop

In preparation for the workshop, participants are encouraged to think about the following questions:

- What services does your community provide to members and leaseholders?
- What is your role (directly or indirectly) in supporting the delivery of these services?
- What infrastructure does the community own, operate and maintain?
- What is your community's vision for the future?

Please come prepared to participate and have fun!

Session Information:

<p>Prince George October 3-5, 2016 <i>*Breakfast and Lunch will be provided on all three days</i></p>
<p><u>Registration and breakfast will start 8:00 a.m. each day at</u> The Ramada Prince George Room: TBD 444 George Street Prince George, BC Phone: (250) 563-0055</p>
<p>Accommodation Booking Information will be sent in your registration confirmation</p>

Please be advised that participants must make their own travel arrangements. If you have any questions in regards to registration or travel expenses please contact Kirstin Sware of Naut'sa mawt Tribal Council at: (toll-free) 1-888-382-7711 or (e-mail) kirstins@nautsamawt.com .We look forward to your participation.

Sincerely,

Danny Higashitani
Indigenous & Northern Affairs Canada
Professional Services
1138 Melville Street, Suite 600
Vancouver, BC V6E 4S3
(telephone) 604-666-9753
(email) Danny.Higashitani@aadnc-aadnc.gc.ca

Attachments: Workshop Registration Form, Information for Travelers on Government Business & Travel Expense Claim Form

**Prince George Asset and Maintenance Management Workshop
REGISTRATION FORM**

Participant #1

Name (Please print clearly)

First Nation

Mailing Address

Telephone: _____ Fax: _____

Email: _____

Please let us know if you have any special food needs or allergies:

Participant #2

Name (Please print clearly)

First Nation

Mailing Address

Telephone: _____ Fax: _____

Email: _____

Please let us know if you have any special food needs or allergies:

Participant #3

Name (Please print clearly)

First Nation

Mailing Address

Telephone: _____ Fax: _____

Email: _____

Please let us know if you have any special food needs or allergies:

Please Return to Kirstin Sware by fax: 604-943-5367 or by email: kirstins@nautsamawt.com

NOTE: INAC is able to reimburse expenses for up to three
pre-registered delegates per community.



Travel Expense Claim
Asset and Maintenance Management Workshop
Prince George, October 3rd – 5th, 2016

Date Submitted					
Contact Details Please note: payment will be mailed to the address provided below.					
Attendee:					
Payable to:					
Address:					
City:		Province		Postal Code	
Accommodation					
Private Residence	Night(s)	@	\$50.00/night (no receipt required)	Subtotal Private	\$
Hotel (attach receipts)	Night(s)	@	/night (max \$130/night)	Subtotal Hotel	\$
Meals (no receipt required) Please do not claim for meals provided					
Breakfast	# breakfasts =		@ \$16.80/breakfast	Subtotal Breakfasts	
Lunch	# lunches =		@ \$17.00/lunch	Subtotal Lunches	
Dinner	# dinners =		@ \$45.00/dinner	Subtotal Dinners	
Incidentals (no receipt required)					
Incidentals	# nights =		@ \$17.30/night	Subtotal Incidentals:	
Transportation (attach receipts except where noted)					
	Description				
Airfare					\$
Ferry/Boat					\$
Taxi/Water Taxi					\$
Parking					\$
Toll					\$
Rental Car & Fuel					\$
Private Vehicle (no receipt required)	# kms =		@ \$0.470/km	Subtotal Private Vehicle	\$
Signature of participant:				Total Reimbursement	\$
Comments:					

Please mails claim with any required original receipts to:

Naut'sa mawt Tribal Council – Attention: Kirstin Sware
 #330-6165 Highway 17A, Delta, BC V4K 5B8

To guarantee reimbursement, please submit claims within 30 days of travel.

Questions about this form? Telephone Kirstin at (604) 943-6712 or 1-888-382-7711 (toll free) or e-mail

KirstinS@nautsamawt.com

For Office Use Only: Company Code: **10** GL Account: **61836** Profit Centre: **015** Sub-Account: **ASMAW05**

Approved by: _____ Date: _____

Prince George Asset and Maintenance Management Workshop
Information on Provisions for a “Traveller on Government Business”

We ask that you make your own travel arrangements. Please note that you will be responsible for making all reservations, including any changes and cancellations. Please review the following stipulations with respect to travel claim reimbursements.

- Participants are responsible for making all reservations, including any changes and cancellations.
- Participants are responsible for requesting reimbursement from Naut’sa mawt Tribal Council by submitting your Travel Expense Claim with original receipts within 30 days of travel.
- Indigenous & Northern Affairs Canada (INAC) will not reimburse costs resulting from changes in your plans or cancellation (e.g. no-show fees) unless INAC expressly requests such changes or cancellations.
- Travel advances will not be issued.
- If you intend to make any changes or cancellations to your travel plans which will incur additional costs, you must first inform and receive approval from INAC.
- INAC will reimburse costs for the most economic travel available to the workshop (air, train, bus, and car) as well as up to two (2) nights lodging (single room) in either commercial (original receipts required) or private lodging.
- If you intend to use your own car to travel to the workshop, INAC will reimburse you the number of kilometres between your residence and your lodging and the workshop at the rate of \$0.470 per kilometre. No other expenses will be reimbursed for travel in a private vehicle (e.g. fuel).
- Any travel by personal vehicle more than 250 km return (125 km each way) should be pre-authorized by Naut’sa mawt Tribal Council, and will be accepted as a means of travel only if it is less expensive than other means of transportation (e.g. air, train, bus).
- Participants are responsible to arrange for daily local ground transportation between the hotel and workshop venues, as needed, and will only reimburse separate costs for daily local ground transportation with advance authorization (original receipts required).
- INAC will provide meal allowances (where necessary and where meals are not already being provided) at the standard Treasury Board rates as follows:

Breakfast \$16.80

Lunch \$17.00

Dinner \$45.00

- No receipts are required for meal allowances.
- Prepaid or free meals, such as those provided by INAC at the workshop are not eligible for reimbursement.

**NOTE: INAC is able to cover travel expenses for three
pre-registered delegates per community.**

- INAC will provide a daily incidental allowance of \$17.30 per day, for each night of accommodation authorized (no receipts required). The incidental allowance is intended to cover the cost of items such as gratuities, dry cleaning, bottled water, telephone calls home, depreciation of luggage and other needed services while traveling, for which no other provision is made.

INAC will not reimburse the following costs:

- Travel time to or from the workshop;
- Any expenses not specifically referenced in this letter;
- An incremental cost due to a change of plans or cancellation by the participant, where the participant has not advised the coordinator in writing by the date specified below and thus has not avoided incurring additional costs.

Original receipts will be required for all expenses except the allowances for meals, incidentals and for mileage claimed for the use of your private automobile. Please submit your claim immediately after the trip is completed, so that we can process your reimbursement as soon as possible.

You must submit your claim no later than 30 calendar days after the trip is completed.

Please do not hesitate to contact Kirstin Sware by phone at 604-943-6712 or 1-888-382-7711 or by email at kirstins@nautsamawt.com should you have any questions regarding any of the above or require specific financial assistance to travel to the workshop. Please note that misinterpretations of government policy are not considered a legitimate basis for reimbursement or payment of expenses.

NOTE: INAC is able to cover travel expenses for three pre-registered delegates per community.