



Dear Chief & Council,
c/o Housing, Administration, Public Works, Capital

May 24, 2017

Re: Fire Prevention Workshop

We would like to invite participation from your community in the upcoming Fire Prevention Workshop being facilitated by Indigenous Affairs and Northern Development Canada (INAC), Elizabeth Greenberg of Fire Proof Consulting and Naut'sa mawt Tribal Council.

The overall objective of this interactive workshop is to inform, discuss and empower leadership on the immediate necessity for Fire Prevention policies and programming in their communities.

Workshop Objectives

This workshop will:

1. Provide information to the participants that gives them a basis for development of a comprehensive Fire Prevention Education Program in their communities.
2. Discuss the barriers to implementing a program and how to overcome them.
3. Provide the participants with the basic tools to begin discussions with their respective nations.
4. To deliver a model for communities to create and deliver their own programming with regard to the prevention of fires through education and inspection programs and policies.

This workshop will be interactive in nature and encourage attendees to share their own thoughts and experiences.

Who should attend?

Up to two (2) representatives from your community are invited to attend, and we encourage each community to send a team from across disciplines/departments. This workshop will be directly relevant to Band Council Members, Administrators, Housing and Capital professionals. This workshop may also be of interest to a youth representative in your community who could help raise community awareness about fire safety protection.

Workshop Agenda: Fire Prevention Workshop

8:00	Breakfast and Warm-up Welcome
8:30	Welcome and Introduction of Instructor and Participants
8:45	Washrooms
	Fire Protection Information and Exits in Building
	Presentation of Agenda
9:00	Begin Power Point Presentation

- Overview of the history of Fire Protection and Prevention on First Nation Reserves including statistics
- Overview of Fire Protection through Prevention
- A video called 'No Time to Spare' which highlights the speed at which fires progress and the subsequent changes to laws regarding smoke alarms
- Open discussion the programs the participant have currently, what the major concerns are and what they hope to see in their communities

Break

10:30-10:45

- Introduction to a Smoke/Carbon Monoxide Alarm Program
- Discussion on who would deliver this program in their community and why
- **Group exercise**
- ✓ What are the barriers to delivering such a program in your community

Lunch 12:00 – 1:00 Lunch served in class

- Appointed member for each group reads out their responses to the class
- Discussion on how or why there is a need overcome the barriers you will face in your community before implementing a program
- Discussion on what does implementing this program do for your community
- Examples encountered both on and off Reserve while delivering Smoke/CO Alarm and Home Escape Planning Programs
- Discussion the types of conditions in First Nation Housing leads to devastating fires
- How to change behaviors through Fire Safety Messaging

Break 2:45 – 3:00

- Overview of smoke alarms, carbon monoxide alarms and fire extinguishers
- Funding for smoke alarms, carbon monoxide alarms and fire extinguishers
- Public Education – The Children are the answer!

- Where do we deliver this programming
- Where to get Fire Prevention Education materials
- Creating Fire Prevention and Public Education Policies for your communities and why you need them
- Draw for Home Escape Planning Kits
- Final thoughts on where do we go from here
- Evaluation completion and closing remarks

End 4:30 – 5:00

Session Information:

<p>Victoria, B.C. June 15, 2017</p>
<p><u>Registration and breakfast will start 8:00 a.m. each day at</u> The Dock: Centre for Social Impact 300 – 722 Cormorant Street Victoria, B.C. Phone: (250) 590-5179</p>

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

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

**Fire Prevention Workshop
VICTORIA 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:

Please Return to Nicole Pelland by fax: 604-943-5367 or by email: nicolep@nautsamawt.com

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



**Travel Expense Claim
Fire Prevention Workshop
Victoria, B.C. – June 15, 2017**

Date Submitted	Location Attended				
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 \$149/night +taxes)	Subtotal Hotel	\$
Meals (no receipt required)					
Please do not claim for meals provided					
Breakfast	# breakfasts =		@ \$17.15/breakfast	Subtotal Breakfasts	
Lunch	# lunches =		@ \$18.05/lunch	Subtotal Lunches	
Dinner	# dinners =		@ \$45.95/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 =		@ \$0.495/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 Jaclyn at (604) 943-6712 or 1-888-382-7711 (toll free) or e-mail jaclynh@nautsamawt.com

For Office Use Only Company Code: **10** GL Account: **61836** Profit Centre: **015** Sub-Account: **FTPRP01**

Approved by: _____ Date: _____

Fire Prevention 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 one (1) 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 \$0.495 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 \$17.15
Lunch \$18.05
Dinner \$45.95

- 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.
- 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 Nicole Pelland by phone at 604-943-6712 or 1-888-382-7711 or by email at nicolep@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 only able to cover travel expenses for two pre-registered delegates per community.