



WORKING TOGETHER AS ONE  
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tf. 888.382.7711

Dear Participant:

May 12th, 2016

**Re: Land Use Planning Sessions for First Nations Phase III**

Indigenous and Northern Affairs Canada (INAC) is pleased to announce that it will offer a 'Phase 3' LUP Training series based on positive feedback from community participants in Phase 2.

In total, participants from 107 First Nations have participated in Phase 1 and or 2 LUP Training to date.

We are targeting 20 individuals from First Nations who are about to begin their LUP process, or are in the early stage of carrying out a LUP process to complete a LUP plan. Participants need to commit to all four modules, as they build on each other and are supportive of carrying out a complete LUP cycle.

The following four Learning Modules are being offered:

1. Community engagement, communication and facilitation;
2. Legal environment of land use planning; working with external consultants; and
3. Information management, data gathering, analysis and planning documentation;
4. Implementation, monitoring and evaluation of LUP.

These four Learning Modules will be delivered once each, in four different locations from June to February 2017. The Learning Module length is 2.5 days with a full day agenda for the first two days, ending with a half day agenda on day three.

Modules are scheduled as follows:

Module # 1: June 8-10<sup>th</sup>, Osoyoos, BC at Spirit Ridge Vineyard and Spa.

Module # 2: October 5-7<sup>th</sup>, Haida Gwaii (venue to be announced)

Module # 3: December 19-21<sup>st</sup>, Vancouver, BC (venue to be announced)

Module # 4: February 1-3<sup>rd</sup>, Chase, BC (venue to be announced)

The Learning Modules are highly interactive, tool-based and emphasize a learning by doing approach. Participants will learn a variety of planning methods and tools, engage in practice exercises, and present learning and stories to one another.

## **First Nations Land Use Planning Context**

First Nations' ability to govern, plan and manage their lands and resources is complicated and constantly evolving. The need for First Nations to make decisions about their land and resources in the face of development pressures continues to grow.

First Nations operate under various land governance regimes: the *Indian Act*; delegated authority under the *Indian Act*; First Nations Land Management Act (FNLMA); and, individual legal agreements, Treaties or Land Claim Agreements.

With a recent landmark Supreme Court decision (Tsilhqot'in Nation v. British Columbia, 2014 SCC 44) and increased land governance tools at their disposal, First Nations are well positioned to embrace Land Use Planning (LUP) and related skills as tools for self-determination and improved control over lands and resources.

## **Learning Outcomes**

The four Learning Modules will result in the following anticipated outcomes for participants:

1. Increased capacity to design and deliver community-driven LUP processes (including implementation and monitoring and evaluation);
2. Expanded understanding of process leadership and engagement methods;
3. Improved confidence with an expanded tool kit and resources to utilize in community;
4. Access to an Indigenous relationship network and support system for LUP; and
5. Increased awareness of the legal environment, history and implications for land use governance and planning.

## **Facilitator**

### **Jeff Cook, MCIP, RPP, Beringia Community Planning**

Mr. Cook has 25 years of planning education, applied community experience and working relationships with First Nations across Canada, in a variety of planning capacities, including land use planning and training.

Participants share their feedback:

"Deep learning - natural progression of learning with a core group. Feels like a type of certificate training or qualification"

"Deep connections have evolved – goes deeper – cycle of learning and doing"

"These sessions were incredible, give me strength"

"Incredible and very important – 1-day workshops don't work"

"Can't get training like this in school"

"Help me to see more clearly what we should be working on"

"We don't have to reinvent the wheel. These trainings make me realize all the knowledge we already have"

### **Who should attend?**

We would like to invite communities who are about to launch a LUP process, or who in the early stages of carrying out a land use planning process. One (1) representative from your community is invited to attend, and each Learning Module will be limited to 20 participants. In order for this training program to be a success, **your community must be prepared to commit to sending your representative to all four (4) Learning Modules that are planned for 2016/17.**

Please note that participants are expected to attend each 2.5 day session and cell phone use will only be permitted during breaks to minimize disturbance and maximize learning potential.

Due Date for Registration: **May 20, 2016**

### **Learning Module 1: Community Engagement, Communication and Facilitation**

This learning module targets increasing process leadership and understanding ranging from the design and delivery of community engagement and communication systems, to the application of methods, tools and techniques of facilitation.

### **Tentative Agenda:**

#### **Day 1 9:00am until 4:30pm –**

- Opening Welcome, Introductions, Needs and Learning Outcomes
- Review of Land Use Planning Phase 1 Training
- Part 1: What is Community Engagement and Communication? - The Basics
- Part 2: What is Community Engagement and Communication? - In Context with First Nations and Land Use Planning.
- Part 3: Planning Process Design and Implementation – Getting Ready: Building the Engagement and Communications Strategy
- Review and Closing

#### **Day 2 9:00am until 4:00pm –**

- Part 4: Designing the Engagement and Communications Strategy
- Part 5: Implementing the Engagement and Communications Strategy; Facilitation and Presentation Basics
- Part 6: Monitoring and Evaluating the Engagement and Communications Strategy
- Part 7: Project Group Work

#### **Day 3 9:00am until 12:00pm –**

- Group Project Work
- Presentation of Group Project
- Review Feedback, Reflection and Next Steps

**Session Information – Session 1 – Other Details to Follow:**

<b>Osoyoos</b> June 8, 9 & 10, 2016
Spirit Ridge Vineyard Resort & Spa <b>Room: Eagle Room</b> 1200 Rancher Creek Rd, Osoyoos, BC Phone: 250-495-5445
Booking information will be sent in confirmation e-mail

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](mailto:kirstins@nautsamawt.com) .We look forward to your participation.

Sincerely,

Elizabeth Kovics  
Senior Environmental Specialist  
Aboriginal Affairs & Northern Development Canada  
1138 Melville Street, Suite 600  
Vancouver, BC V6E 4S3  
(telephone) 604.775.5224  
(email) [Elizabeth.Kovics@INAC-aadnc.gc.ca](mailto:Elizabeth.Kovics@INAC-aadnc.gc.ca)

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

Land Use Planning Session Phase III  
June 8 – 10<sup>th</sup>, 2016  
Osoyoos, BC

REGISTRATION FORM

**\*Please note: You are committing to a participant attending all four modules\***

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:	
_____	

Please Return to Kirstin Sware by fax: 604-943-5367 or by email: [kirstins@nautsamawt.com](mailto:kirstins@nautsamawt.com)



**Travel Expense Claim**  
**Land Use Planning Session Phase III**  
**Osoyoos, June 8<sup>th</sup> – 10<sup>th</sup>, 2016**

Date Submitted					
<b>Contact Details</b> Please note: payment will be mailed to the address provided below.					
Attendee:					
Payable to:					
Address:					
City:		Province		Postal Code	
<b>Accommodation</b>					
Private Residence	Night(s)	@	\$50.00/night (no receipt required)	Subtotal Private	\$
Hotel (attach receipts)	Night(s)	@	/night (max \$170 + tax)	Subtotal Hotel	\$
<b>Meals (no receipt required)</b> 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	
<b>Incidentals (no receipt required)</b>					
Incidentals	# nights =		@ \$17.30/night	Subtotal Incidentals:	
<b>Transportation (attach receipts except where noted)</b>					
	Description				
Airfare					\$
Ferry/Boat					\$
Taxi/Water Taxi					\$
Parking					\$
Toll					\$
Rental Car & Fuel					\$
Private Vehicle (no receipt required)	# kms =		@ \$0.47/km	Subtotal Private Vehicle <span style="background-color: yellow;">Maximum \$500</span>	\$
Signature of participant:				<b>Total Reimbursement</b>	\$
Comments:					

**Please mails claim with any required original receipts to:**

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

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

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

**For Office Use Only:** Company Code: **10** GL Account: **61836** Profit Centre: **015** Sub-Account: **EBWMW01**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Land Use Planning Session Phase III for BC First Nations**  
**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 and 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 three (3) 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 \$0.47 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 only able to cover travel expenses for one  
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](mailto: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 only able to cover travel expenses for one pre-registered delegates per community.**