



WORKING TOGETHER AS ONE  
330-6165 Highway 17A, Delta, B.C V4K 5B8  
ph. 604.943.6712  
f. 604.943.5367  
tf. 888.382.7711

Dear Chief & Council,  
c/o Finance, Engineering, Administrators & Public Works

November 17<sup>th</sup>, 2016

## **Re: Nanaimo Sustainable Infrastructure for BC First Nations Workshop**

To succeed at asset management, First Nations, like all other communities across the province, will need to be committed to building their internal asset management capacities. Asset management is an everyday, ongoing process which ultimately must be owned and implemented by the community. A recent study of the state of asset management in BC First Nations communities identified key capacity gaps in terms of the following core capacities associated with asset management: Awareness and Priorities; Organizational Systems, People, Information, and Financing.

Over the past three years, approximately 50 communities across the BC Region have participated in interactive workshops regarding asset management. Participants have been extremely pleased with these workshops expressing this as an opportunity to share thoughts across communities and disciplines, to talk within community teams about local assets, and to learn about practical tools. Recognizing the limited funds available for future capital and operations and maintenance needs, these workshops highlighted approaches for maximizing the use of available funds.

Indigenous & Northern Affairs Canada (INAC) BC Region wishes to provide First Nation communities with the tools and knowledge they require to be effective stewards of their infrastructure/building assets. It is envisaged that facilitated workshops with representatives from Finance, Engineering, Public Works, and Council would provide for a good starting point for gaining an understanding of the many issues surrounding asset management in First Nation communities. Two key objectives of these workshops will be: 1) to facilitate capacity building with a focus on closing the gaps in the five core capacities for asset management; and 2) to gain feedback on how INAC can better support asset management in First Nation communities.

Urban Systems Ltd. will facilitate this workshop in partnership with INAC.

### **Workshop Objectives**

This workshop will allow participants to:

- understand the **value of sustainable infrastructure management** as it relates to quality of life and the future of the community,
- become **aware of the foundational concepts** of asset management as outlined in the asset management roadmap,
- understand the **realities of funding** and other potential challenges to sustainable infrastructure management and know the first steps in addressing them,
- understand the information provided in the **ACRS reports** that they will be receiving and will learn how to interpret the report and understand what actions they are responsible for taking,
- understand their **role in asset management**,
- **assess their community's readiness for asset management, and identify two next steps** for their community toward implementation, and

- continue to learn about **the perceptions of sustainable infrastructure management** and the challenges that First Nations face.

### **Who should attend?**

Up to three (3) 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 Administrators, Engineering, Public Works, and Finance professionals as well as Band Council Members. This workshop may also be of interest to a youth representative in your community who could help raise community awareness about sustainable infrastructure management.

### **Workshop Agenda: Sustainable Infrastructure for BC First Nations**

| <b>Day 1 (8:30am – 4:00pm)</b>   | <b>Day 2 (8:30am – 4:00pm)</b>  | <b>Day 3 (8:30am – 1:00pm)</b>  |
|--|---|---|
| <b>Awareness</b> <ul style="list-style-type: none"> <li>• What is Sustainable Infrastructure Management</li> <li>• Why is it important</li> <li>• Introduction to key terminology</li> </ul><br><b>Information</b> <ul style="list-style-type: none"> <li>• Developing an asset inventory</li> <li>• Asset valuation</li> <li>• Asset condition and life</li> <li>• ACRS and CAIS</li> </ul> | <b>Money</b> <ul style="list-style-type: none"> <li>• Capital and operations and maintenance costs</li> <li>• Asset renewal/replacement priorities</li> <li>• Prioritizing new assets</li> <li>• Long term capital planning</li> </ul><br><b>People</b> <ul style="list-style-type: none"> <li>• Roles &amp; responsibilities</li> <li>• Teamwork &amp; communication</li> <li>• Succession planning</li> </ul> | <b>Maintenance Management</b> <ul style="list-style-type: none"> <li>• Importance of proactive maintenance</li> <li>• Maintenance management vs. asset management</li> <li>• Maintenance management planning</li> </ul> |

### **Session Information:**

|   |
|---|
| <p align="center"><b>Nanaimo</b><br/>December 12th - 14th , 2016</p>  |
| <p align="center"><u>Registration and breakfast will start 8:00 a.m. each day at</u><br/>Coast Bastion Hotel<br/><b>Room: Benson Room</b><br/>11 Bastion St<br/>Nanaimo, BC<br/>Phone: (250) 753-6601</p> |
| <p align="center">Accommodation Booking Information<br/>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](mailto: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-aandc.gc.ca](mailto:Danny.Higashitani@aadnc-aandc.gc.ca)

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

**Nanaimo Sustainable Infrastructure for BC First Nations 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](mailto:kirstins@nautsamawt.com)**

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



**NAUT'SA MAWT  
EVENTS**

**Travel Expense Claim  
Sustainable Infrastructure for BC First Nations Workshop  
Nanaimo, December 12th - 14th, 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 \$115/night +taxes)      | Subtotal Hotel             | \$ |
| <b>Meals (no receipt required)</b>                                 |                |          |                                     |                            |    |
| Please do not claim for meals provided                             |                |          |                                     |                            |    |
| Breakfast  | # breakfasts = |          | @ \$17.00/breakfast                 | Subtotal Breakfasts        |    |
| Lunch  | # lunches =    |          | @ \$17.25/lunch                     | Subtotal Lunches           |    |
| Dinner   | # dinners =    |          | @ \$45.55/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<br>(no receipt required)                           | # kms =        |          | @\$0.475/km                         | Subtotal Private Vehicle   | \$ |
| 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 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](mailto:kirstins@nautsamawt.com)

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

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

**Nanaimo Sustainable Infrastructure for BC First Nations 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 four (4) 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 \$0.475 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 \$17.00

Lunch \$17.25

Dinner \$45.55

- 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 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](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 three pre-registered delegates per community.**