



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

To: Atlantic First Nations Band Managers & Community Based Water Monitors & Operators

From: Mary-Frances Lynch, Training Coordinator

Date: September 28, 2018

Re: Community Based Water Monitors & Operators Training - November 28 –29, 2018

Dear Community Based Water Monitors & Operators,

On behalf of the Atlantic Policy Congress of First Nations Chiefs Secretariat (APC), it is my pleasure to inform you of the upcoming Community Based Water Monitors and Water Operators Training Program, being held at the Nova Scotia Community College (NSCC) Akerley Campus, Dartmouth, Nova Scotia.

This year's theme is "***Water and Us - Protecting the Source, Protecting our People***". The training will take place on **November 28th and 29th, 2018**. All training materials will be supplied upon arrival at the training and an agenda will follow shortly.

APC will only sponsor two participants per community (Community Based Water Monitor/Operator). Appropriate back-up coverage for water monitoring and waste water operations in your community is recommended during the days of training.

Meeting Particulars:

Location:	NSCC Akerley Campus 21 Woodlawn Road, Dartmouth, NS B2W 2R7
Day 1: November 28, 2018	Training Time: 8:00 AM - 4:00 PM Banquet Dinner (at hotel): 5:30 PM - 7:30 PM
Day 2: November 29, 2018	Training Time: 8:00 AM - 4:00 PM

APC Travel Rates:

Breakfast	\$12.35 (*Breakfast will be provided at Hotel)
Lunch	\$11.85 (*Lunch will be provided at NSCC)
Supper	\$33.15 (*Supper provided on November 28 th at Hotel)
Incidentals	\$17.30

Travel: Participants will be reimbursed for mileage and meals not provided at training in accordance with the APC travel rates. Please note that lunch vouchers will be provided on the days of training.

Accommodations: Participants will be responsible for making their own hotel reservations and travel arrangements. **In accordance with APC Travel Policy, rooms can only be reimbursed up to \$135.00 + tax per night (\$158.36 total).** It is recommended that participants stay at the **Double Tree Hilton** (formerly Holiday Inn Harbourview) located on 101 Wyse Road, Dartmouth NS, B3A 1L9. Free parking is included at the hotel.

You are encouraged to book your room as soon as possible to ensure availability. When booking, please reference “Atlantic Policy Congress of First Nation Chiefs” to secure a rate of \$135.00 + tax per night.

You can book your room by phone at 902-463-1100 or online using the following link:

https://secure3.hilton.com/en_US/dt/reservation/book.htm?ctyhocn=YHZHDDT&corporateCode=0003153015&from=lnrlink

***Please Note:** A standard room charge + \$50.00 will be placed on your credit card upon check-in; however charges beyond the room rate will be reimbursed 3-5 days after checkout. Also, the APC will cover hotel costs for the nights of November 27 and 28. A request to stay an additional night on November 29 due to long travel distances can be made directly to James MacKinnon at James.Mackinnon@apcfn.ca. Likewise, if you do not require accommodations and will be commuting from your home community, please notify James MacKinnon.

Bus Transportation: Shuttle service will be provided for participants attending the training. Pick-up will be at the Double Tree Hilton. If you are staying at a different hotel, please make arrangements to be at the Double Tree Hilton for pick-up. Departure time will be 8:00 am on both days of the training. Shuttle return time will be 4:00 pm to the hotel. Participants driving their own vehicles will be required to park in the campus parking in front or behind the campus building. **A parking pass from NSCC will not be issued to participants during the training.**

In order to qualify to win an early bird prize, you must register by **Monday October 29, 2018**. You can register by faxing your registration form *Attention: James MacKinnon* at (902) 435-8027, via email to CBWM.APC@gmail.com or online at www.apcfn.ca. The registration form is also enclosed.

Should you have any questions, contact Mary-Frances Lynch, Training Coordinator at (902) 210-7350 or CBWM.APC@gmail.com.

We look forward to seeing you.

Mary-Frances Lynch

Training Coordinator

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