



**XWCHÍYÒ:M**

COMMUNITY NEWSLETTER

SEPTEMBER 24, 2021



# XWCHÍYÒ:M

## CHEAM FIRST NATION

### XWECHİYOM XWEXWILMEXW SXWE EYELH

Kwetskwetsmet lis cha xwal letse sqwalewels ye xwe chiyom Xwexwilmexw;

Xw' eyehls cha ye mekw' wat ite xwech'l yom qesu texw eweta o kw'e tl' e met Te ewpi: I qaste qel sqoqe;

Temtames mami:yelhtel ya sq'eqotel qelu lam xwe xwe'eyelf iyolem kw'e o'hletem xwela Ye'mi cha

Temtames lis cha mekw yoyes ye alyem eweta Shxwlistexwes Te xwelitemelh

Temtames chasu qexs a: li lalalem xwela kw'e mekw wates

Qas temtames cha xwe'eyems Te temexws qasu ey xwela ye xwechiyom

### CHEAM VISION STATEMENT

We the people of Cheam are committed to developing a united and harmonious community. We respect individual's diversity and promote a healthy, self-sufficient lifestyle.

We need one another and value one another's views. In appreciation of our uniqueness, we foster mental, physical, emotional and spiritual wellbeing. In doing so, we strive to build pride, dignity and respect amongst our people.



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## FORMS



# XWCHÍYÒ:M

## ADMINISTRATION UPDATES

**Ey Swayel Friends and Relatives!**



### **STATUTORY HOLIDAY: NATIONAL DAY FOR TRUTH AND RECONCILIATION: BAND OFFICE WILL BE CLOSED**

Thursday September 30, is a holiday to recognize the National Day for Truth & Reconciliation. The Band office will be closed on this day and will re-open on Friday October 1, 2021.

### **STRONGER TOGETHER**

To ensure the health and safety of our Community and staff members, we continue to encourage the importance of following the provincial health guidelines and recommendations, including hand-washing, maintaining physical distancing, and staying home with any symptoms or illness. As COVID-19 cases continue to rise, the Multiplex Gym and Band office remain closed for meetings and events that are not being led by staff. Although the Administration Wing, gym and office meeting rooms remain closed to visitors, the Health Wing continues to operate by appointment only. Staff continue to work full hours and are available by phone or email.

Should you have any housing, maintenance or public works requests during this time, you can fill out the appropriate request form found on the Members Only section of the website.

### **OTHER INFORMATION:**

- Notice of Nomination Meeting
- Community Burning
- Cheam Elders Meeting
- Orange T-Shirt Pick-up
- September 30 Event
- Health & Wellness Gift Giveaway







## CHEAM FIRST NATION

### **Notice of Nomination Meeting**

Notice is hereby given that a meeting of the electors of the **Cheam First Nation** will be held in the **Multi Purpose Room**, located at **52161 Victor Drive, Rosedale, B.C.** on the **14<sup>th</sup> day of October, 2021**, beginning at **5:00 o'clock P.M.** and lasting for at least three hours, for the purpose of nominating a Chief and candidates for positions on the Band Council of the said Band for the next ensuing term. **FIVE (5) Councillor Positions** and **ONE (1) position for Chief** are available. **The election will be held at The Cheam Band Multi Purpose Room , 52161Victor Drive Rosedale, B.C. on November 25, 2021.**

Please note that any Elector may nominate candidates by using a mail-in nomination form. **Electors residing off-reserve may nominate or run as a candidate for the position of Chief and Council.** You can either deliver or mail-in written nomination forms and completed, signed and witnessed voter declaration forms to the electoral officer before the time set for the nomination meeting **OR** you may nominate candidates orally at the nomination meeting. Mailed nominations not received by the electoral officer before the time set for the nomination meeting are void. Also note that any voter may vote by mail-in ballot.

All Cheam First Nation Members, 18 years or older, are eligible to vote in the election.

Given under my hand at Delta, B.C. this 9<sup>th</sup> day of September, 2021

F.P. Schiffner  
Electoral Officer  
Phone number: 604-786-2512  
Toll Free: 1-800-813-2173  
Email: fschiffner90@gmail.com





## ADMINISTRATION UPDATES

### COMMUNITY BURNING REMINDER

The Community Burning begins at Cheam Beach (at the river) at 9 a.m. on Tue. September 28, and continues at the cemetery at 11 a.m. This is a great cultural teaching and learning opportunity and we hope to see you there.

### LANDS GOVERNANCE ADVISORY COMMITTEE

On behalf of Council, we are happy to announce that the following Members have accepted their appointed positions to the Lands Governance Advisory Committee:

- Sidney Douglas
- Daphne Edwards
- Eric Alex
- Jason Victor

### NEWSLETTER DISTRIBUTION

When a survey was conducted in the summer, the majority of respondents indicated that they prefer to read the newsletter online. However, paper copies will still be available for those that prefer them and will be located in the newspaper box at the Band Office.



**CHEAM FIRST NATION**

# SPORTS NIGHTS

Join Us on Monday Nights from 5pm-8pm for sports and games!

**MONDAY NIGHTS: 5PM-8PM**  
**WHERE: CHEAM FIRST NATION BAND OFFICE, 52161 VICTOR DRIVE**

**Starting September 13th!**

If you have any questions contact Wayne at [wayne.douglas@cheamband.com](mailto:wayne.douglas@cheamband.com)

Monday nights from 5 - 8, starting September 13, Community members are invited to come out for pickup sports in the Cheam gym! All ages and abilities are welcome.

\*please note- please wear non-marking shoes. Masks will be required when not engaged in physical activity.



### AFTER-SCHOOL CLUB

With back-to-school comes a return to after-school activities!

We are excited to be starting an After-School Club for Community children in kindergarten through grade 12. The club is now open Monday to Friday from noon to 6 pm in the new Education portable.

We are also looking for suggestions for a new name for the club... some suggestions we've received so far are "Fun House", "Get Away Building" and "Play for the Day". If you have an fun idea of a new name, let us know!



# ORANGE SHIRT DAY



If you have placed and order for Orange shirts, the shirts are ready to be picked up at the Band office. If you haven't already done so, please drop in and pick up your Orange T-Shirt order.

## HOW TO GET YOUR BC VACCINE CARD

The BC Covid-19 Vaccine Card system comes into effect on Monday, September 13. Your paper immunization record (the card you were given when receiving your vaccine) will be accepted until September 26, after which you will need to present a digital or paper copy of the official BC Vaccine Card. To get your card go to: <https://www.gov.bc.ca/vaccinecard>. You can save the digital version to your phone or tablet or print a paper copy to carry in your wallet. Both options are accepted everywhere.

### Step 1: Log-in securely

To log-in securely, you need to provide your:

- Date of birth
- Personal Health Number (PHN)
- Date you got dose 1 or dose 2

### Step 2: Save or print

After you've securely logged in, you have 2 options:

- Save a digital copy of your card to your phone or tablet. We recommend saving to your photo album or downloads folder
- Print a paper copy and keep it with you

You can save or print a card for yourself or someone else, like a youth or parent.

### Step 3: Show your card

Have your card ready when entering a business.

They'll look at your vaccine card and also check your government ID.

Enjoy events, businesses and services in B.C.

Feel safe knowing that everyone around you is vaccinated.

### Don't have a computer or smartphone, or need help?

You can order a paper copy by phone.

Note: You can't request a paper copy for someone else.

Call: [1-833-838-2323](tel:1-833-838-2323)





## CHEAM ELDERS MEETING DATES

(Third Tuesday of every month)

- October 19, 2021
- November 16, 2021
- December 14, 2021
- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 19, 2022
- May 17, 2022
- June 21, 2022
- July 19, 2022
- August 16, 2022
- September 20, 2022
- October 18, 2022
- November 15, 2022
- December 13, 2022

## CHEAM ELDERS GROUP MEETINGS RESUMED

We are pleased to be organizing the monthly meetings of the Cheam Elders Group. Next week's meeting will be on Tuesday, September 21 at 12 noon in the Gymnasium of the Band office and will include lunch.

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## CHEAM VOLUNTEER PROGRAM

As we start to see a return of more Community events, there will be many volunteer opportunities for members to participate in the near future. The opportunities will vary by event and include event set-up, tear down, food service, event registration, and more!

Hours and volunteer responsibilities will be outlined before each event and a signup system will be created. As many high schools require volunteer hours for students, this is an excellent opportunity to help your Community and fulfill school requirements!

If you are interested in participating in Cheam's Volunteer Program, please email your name, age and areas of interest to [communications@cheamband.com](mailto:communications@cheamband.com).





# HOUSING DEPARTMENT



## Change of Cellphone Numbers for Housing Department

Please be advised that the Housing intake phone numbers has changed. The number is now designated to be the Emergency Shelter phone number. The number is 604-991-0030.

## OPERATING YOUR SEPTIC SYSTEM

### IF IN DOUBT – DON'T POUR IT OUT!

Septic systems thrive on wastewater, but certain chemicals can cause major indigestion. Flushing even small amounts of paints, solvents, thinners, nail polish removers and other common household compounds (or pouring them down the drain) can poison the organisms that break down organic material.

Laundry bleaches, toilet bowl cleaners and caustic drain openers can also slow the treatment process, allowing sewage to pass through without proper treatment. And often, the chemicals themselves seep into the ground, sometimes contaminating wells or surface waters.

Septic systems cannot digest oils, grease, and fat. Poured down the sink or toilet, they congeal in pipes sometimes plugging them. Grease can also combine with detergents and flow into the drainage field where it may clog the soils. Fats can form a blob in the top of the tank and interfere with the biological activities taking place. All oily waste should go out with the garbage.

Using your septic system to dispose of garbage is another no-no. In sink garbage disposals ("Garburators") are unwelcome strains on the system. Disposable diapers, tampons and their holders, condoms, wrappers, and many other kinds of refuse can plug and impair septic systems. If something doesn't break down naturally, don't flush it into your septic tank.

Preparations marketed as septic tank "cleaners", "starters" or "enhancers" are of little value. Some have led to essential bacteria in the tank perishing and others may flush septic solids into the drainage field. At best, these products are entirely unnecessary.

## PROTECT YOUR SEPTIC SYSTEM

### Driving cars or machinery over your septic system will crush it.

The soil surrounding the pipes may also be compacted, making it less adept at absorbing sewage flows. Snowmobiles compress the snow cover over the field, reducing its natural insulating effect and increasing the risk of pipes freezing. Septic tanks work better at warmer temperatures. Insulating the top of the tank (e.g., with polystyrene insulation) helps, and can avoid sewage freezing under extreme conditions.

Planting trees and shrubs (especially willows and poplars) near the field is risky because their roots travel significant distances to seek water and can plug or damage the pipes. And watering of the grass over the field, whether by in ground systems or by hand, should be eliminated or minimized. Watering interferes with the soil's ability to absorb liquids and break down wastes.

**The drainage field is a specialized system, doing a vital job. Keep it dry, don't plant near it and keep heavy things off the grass!**



# HOUSING DEPARTMENT

## ANNUAL HOUSING INSPECTION

**This is to inform that the Housing Department will be doing the annual inspection on **all rental or social housing units**.**

The Housing Inspector will be here on:

Dates: Friday, October 1, 2021  
Saturday October 2, 2021  
Monday October 4, 2021

Times: 8 am to 5 pm (Friday is till 6 pm)  
One hour booked for each home with lunch hour being excluded.

If you require a specific date and time, please phone the Housing Dept to book by September 23, otherwise you will be assigned a date and time.

Changes made this year for the Inspector, and his name is Danny Tourville, La:lem Building Inspection and Consulting. Another change is inspection will commence on a Saturday.

COVID 19 safety guidelines will be followed and will be distribute to the Inspector and all tenants.

Thank you,

**Cheam Housing Department**

## MAINTENANCE REQUEST REMINDER

The Housing Department would like to remind all tenants requesting maintenance repairs to please phone or email Daphne at Reception with the request (604-794-7924 or [daphnee@cheamand.com](mailto:daphnee@cheamand.com)).

Requests that are called in directly to Public Works or Housing Department employees are not entered into the maintenance queue the same way and may be missed unintentionally. By submitting maintenance repair requests directly to Daphne we can assure all requests are handled in a timely manner.



## HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030



SEPTEMBER 30, 2021

### Healing Our Spirits



We invite you to join us at the Cheam Multiplex to plant a tree so that we can always remember the young people that we have lost and to show support for our residential school survivors and their families.

3:00pm - Tree Planting

4:00pm - Dinner

5:00pm - Slahal

**Bring your drums!**



## SHELTER DONATION DRIVE

**HELP US CARE FOR OUR UNSHELTERED  
RELATIVES**

Thanks to our ability to buy in bulk and stretch donation dollars, we are encouraging those wanting to support our unsheltered relatives to make a cash donation, as this helps us meet the specific needs of each of our guests.

Donations can be brought to Reception in the Band office or e-transferred to [donations@cheamband.com](mailto:donations@cheamband.com) (please make the password answer "shelter").



## HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

*Treat for You*



Do you walk your children to school or the bus stop?  
Email or call the Health and Wellness Team for a gift umbrella to support  
and protect you in the upcoming rainy months.

One umbrella per household, while supplies last.

[reception2@cheamband.com](mailto:reception2@cheamband.com)

604-794-7927





# HEALTH & WELLNESS

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## CHEAM DUDES CLUB

Join the brotherhood to support men's mental health and wellness by becoming a part of Cheam's Dudes Club.

### What is Dudes Club?

Dudes Club is a safe space for men to come together in brotherhood to talk about guy stuff. Based on Indigenous teachings, Dudes Club uses trained facilitators, cultural activities and community building to make it easier for men to talk about what's bothering them and work towards overall wellness.

With the help of Elders, we will learn culture and traditions- and just how to be DUDES. All we ask of you is to bring an open mind and leave your armour at the door.

Dudes Club is open to all men (including those who identify as men) in the Community and will run Thursdays from 4-6 pm starting in September; the exact location is to be determined. If you're interested in being a part of this men's group or want more information, contact our Wellness Advocate, Ray at [ray.hartt@cheamband.com](mailto:ray.hartt@cheamband.com) or 604-991-9610.

## DUDES CLUB CORE VALUES



### Relationships

We prioritize work together that begins with, and builds towards, strong relationships, with: Self, Peers, Family, Community, Elders, and the Land.



### Journey

We recognize that to be effective and sustainable in the long term, this must be patient, and sometimes slow, work. The concept of 'Seven Generations' also reminds us to think beyond immediate needs, and that healing is a process that happens over time, not a quick fix.



### Sanctuary

Our work depends on trust, and happens within a context of non-judgmental, inclusive, compassionate, respectful, culturally safe spaces.



### Two-Eyed Seeing

To move forward in a good way towards men's wellness we must balance the strengths of both Indigenous and western ways of knowing, ensuring our clubs are places of Cultural Safety, where Dudes can reconnect to their heritage and family, through storytelling and sharing. "In a good way", whereby the work undertaken is a sacred endeavor, connected to ceremony and ancestral wisdom, and contributes to healing.



### Brotherhood

We recognize that reclaiming, redefining, and decolonizing ideas of what it is to be a 'man' is essential, and that this is a process that men must undertake to support each other. Healthy, authentic, humble, courageous masculinities are core to our work.



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## SOCIAL ASSISTANCE RECIPIENTS

To avoid any delay in receiving your next social assistance cheque, please contact the Social Development Department to confirm your file is up to date to as this will ensure that you receive all of the social assistance benefits that you qualify for.

For example, your file may need:

- Updated tenancy agreement/confirmation of residency (April 1, 2021- March 31, 2022)
- Valid identification
- Utility bills
- Bank statements
- Persons with disabilities letter of approval
- Diet supplement letters

Please contact Bekki at 604-745-8026 or email [rebecca.pears@cheamand.com](mailto:rebecca.pears@cheamand.com).



**XWCHÍYÒ:M**  
CHEAM FIRST NATION

## Social Assistance Cheque Schedule 2021

Cheque	Renewals Due By:	Ck. Release Date	Mid-Month 2
October 2021	September 15, 2021	October 1, 2021	October 15, 2021
November 2021	October 15, 2021	November 1, 2021	November 15, 2021
December 2021	November 15, 2021	December 1, 2021	December 15, 2021
January 2022	December 15, 2021	December 31, 2022	January 14, 2022
February 2022	January 14, 2022	February 1, 2022	February 15, 2022
March 2022	February 15, 2022	March 1, 2022	March 15, 2022
April 2022	March 15, 2022	April 1, 2022	April 15, 2022
May 2022	April 15, 2022	April 29, 2022	May 13, 2022
June 2022	May 13, 2022	June 1, 2022	June 15, 2022



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## EDUCATION UPDATES

### INTRODUCTION TO YOUR JORDAN'S PRINCIPLE SERVICE COORDINATOR

Éy swáyel,

My name is Chelsea Fillardeau-Hall and I am writing to introduce myself as the Jordan's Principle Service Coordinator in the Fraser Salish and let you know how I can support you and your children to access health, social and education supports, including Jordan's Principle funding.

Jordan's Principle is named in memory of Jordan River Anderson, a young boy from Norway House Cree Nation in Manitoba. Jordan's Principle makes sure all First Nations children living in Canada have access to the products, services and supports they need, when they need them.

To support families, Indigenous Services Canada (ISC) BC Region has been working with First Nations partners to develop and implement a made-in-BC Jordan's Principle Enhanced Service Coordination model of care that puts First Nations children and families at the centre of service delivery.

As a Jordan's Principle Service Coordinator, I can work with you to identify and facilitate timely access to a whole range of federal and provincial health, social, and education products services and supports to meet your child's needs. Plus, I can address questions about Jordan's Principle and assist you to submit requests for funding under Jordan's Principle on their behalf. To be eligible, children must be between the ages of 0-19 years of age.

Further information about Jordan's Principle, including eligibility and how to submit a request, can be found at this link: <https://www.sac-isc.gc.ca/eng/1568396042341/1568396159824>.

I will primarily work with families within the Fraser Salish region, but First Nations families anywhere in BC are welcome to connect with me. Below is my contact information.

Sq'ewqéyl First Nation  
Email: [Chelsea@acc-society.bc.ca](mailto:Chelsea@acc-society.bc.ca)  
Phone: 604-378-1604  
Fax: 604-913-9129

Ch'ithome,  
Chelsea Fillardeau-Hall





# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## EDUCATION UPDATES

### MATERNAL CHILD HEALTH PROGRAM



Are you expecting or  
Have a baby?



#### Maternal Child Health Program

- ☐ Maternal Child Health program is a voluntary program available to first nation families living on-reserve, who are in need of prenatal/postnatal support (up to 6 years of age).
- ☐ If you are a prenatal/postnatal family and would like to access the MCH program you can connect with a team member by calling 604-796-2177 or by connecting on Facebook by typing Seabird Island MCH in the search engine
- ☐ Once a connection is made MCH team will be in contact to complete an intake form. The intake form is used to evaluate the level of support that is needed.
- ☐ During the intake process you will be asked if you would like to be seen by a midwife. If this is chosen, a referral will be made.

#### Once baby is born

- ☐ MCH team will support parents to register the birth, apply for birth certificate, social insurance number, status card, care card number, child tax, and status card
- ☐ Once status card number is obtained the MCH team will support parents to join FNHA MSP
- ☐ MCH team will discuss with families the BC immunization schedule and refer families to the immunization nurses who will collaborate with the LPN/CHR in each community to set up appointments for 2, 4, 6, 12, 18month and kindergarten vaccines





# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## EARLY CHILDHOOD REFERRAL PROGRAMS

Seabird Island has the following early childhood programs available to Cheam members on a referral basis. If you're interested in one of these programs, please contact the Cheam Health Department to get a referral.

### **Aboriginal Infant Development**

AIDP offers programs that may support families by providing home visits, group programs, and educational programs. Our services are offered to babies and toddlers who may require extra support due to physical, social, intellectual, emotional and developmental challenges. Eligibility: Services are available to Aboriginal families both on and off-reserve with children birth-6 years of age.

### **Daycare**

The Seabird Island Daycare is a fully licensed daycare that operates from 7:30 AM -5:30 PM, Monday to Friday; excluding statutory holidays and community special events. Our childcare facility promotes healthy development and embraces the individual needs of children in our care. Eligibility: Services are available to families with children birth-6 years of age.

### **Ey Qwal Speech & Language**

The Ey Qwál Program provides support to children from birth to Kindergarten entry. A Speech and Language Pathologist screens and assesses children who may be experiencing a speech and/or language delay or difficulty. The Speech Pathologist and Assistant then provide direct support to eligible children. Eligibility: Services are available to Aboriginal children ages 0 to 6 years until Kindergarten entry.

### **Head Start Parents and Tots**

The Head Start program is a holistic program to help meet the individual needs of your children spiritually, intellectually, physically, cognitively and emotionally. The Parents & Tots program emphasizes that parents must actively participate and supervise their children at all times. Eligibility: Services are available to Aboriginal children ages 0 to 5 years and their families (including siblings and relatives).

### **Preschool 3's**

Children taking part in Language Nest Preschool will be fully immersed in the Halq'emeylem language. Elders will be present to speak the language constantly throughout the day in a natural home-like setting. Eligibility: Services are available to Aboriginal children 2—3 years old who live on reserve (space is limited)

### **Preschool 4's**

The Preschool is licensed for 20 children per class, for three-year-olds and four-year-olds. Aboriginal culture and language as well as parent involvement play an important part in the Preschool. Eligibility: Services are available to Children 3—4 years of age.

### **Supported Child Development**

The program provides services to children who are in need of extra support due to physical, intellectual, social, emotional and communicative challenges. Eligibility: Services are available to children 0—19 years of age (with priority given to the younger age groups)



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## PRE-EMPLOYMENT SUPPORT PROGRAM

Through our partnership with Seabird Island, there is a Pre-Employment Caseworker available to provide Cheam members with help and guidance in finding employment.

The caseworker will be available at the Band office on Mondays afternoon and Thursday mornings by appointment.

### WHAT IS A PRE-EMPLOYMENT SUPPORT PROGRAM?

The Pre-employment Support Program (PESP) is an income assistance initiative for individuals that are 19-64 years of age receiving on-reserve Income Assistance. PESP utilizes a proactive approach that focuses on identifying individual employment readiness, including the work and life skills training they require to find and maintain a job.

In addition, the PESP provides personalized pre-employment training, equipment and other monetary needs and helps them connect with sources of employment.

### WHAT DO PESP CASEWORKERS AND THIS PROGRAM OFFER?

Pre-Employment caseworkers and the PES program are there to support and assist individuals toward self-sufficiency. Services include:

- Counselling to remove barriers to employment; addictions, trauma and grief, psycho-vocational assessment.
- Coaching and mentoring
- Child Care and accommodation costs
- Introduction to industry and jobs, referral to CLBC
- Pre-Employment training (such as lift skills)
- Limited training incentives
- Transportation and equipment costs.

### FOR MORE INFORMATION OR TO BOOK AN APPOINTMENT, CONTACT:

Terrylynn Johnson - PESP Case Work

(604) 819-4885 (text friendly)

[terrylynn@seabirdisland.ca](mailto:terrylynn@seabirdisland.ca)

OR Bekki Pears - Cheam Social Development & Education Clerk

(604) 745-8026

[rebecca.pears@cheamband.com](mailto:rebecca.pears@cheamband.com)





# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## ELIGIBILITY FOR HEALTH BENEFITS

The Health Benefits Program is available to First Nations people with Indian status who live in BC. The Health Benefits Program is also available to infants (up to 24 months) if at least one parent is eligible for the program. Some mental health services have different eligibility criteria (see [www.fnha.ca/benefits/mental-health](http://www.fnha.ca/benefits/mental-health) for more information).

You are not eligible for Health Benefits if you have health insurance provided by the federal government, or by a First Nations organization as part of a self-government agreement with Canada.

If you need to register for Indian status, or have questions related to Indian status eligibility, see How to apply for a status card on the Indigenous Services Canada (ISC) website ([www.sac-isc.gc.ca/eng/1100100032421/1572461539061](http://www.sac-isc.gc.ca/eng/1100100032421/1572461539061)).

### HOW TO ENROLL:

If you are eligible for the Health Benefits Program, you must first enroll in the program to access benefits and coverage.

If you need to enroll for the first time, or you want to confirm that you are already enrolled, have your status number ready and call Health Benefits at 1-855-550-5454.

You may want to confirm your enrollment if you recently:

- moved to BC
- turned 19
- married or divorced
- had an employer pay MSP premiums on your behalf

If you are registering with Health Benefits for the first time, you may need to fill out two forms (both found at the back of this newsletter) and send them to [HealthBenefits@fnha.ca](mailto:HealthBenefits@fnha.ca).

- Pacific Blue Cross Enrollment Application for Group Benefits
- Medical Services Plan (MSP) Application for Enrollment

### HOW TO ENROLL A CHILD:

To enroll with Health Benefits your child needs a Personal Health Number (PHN) and an Indian Status Number. Once they have both, call Health Benefits to enroll them.

1. Register your child's birth with BC within their first three months. [Registering with the province](#) confirms your child's Personal Health Number (PHN).
2. Register your child for Indian Status. [Register your child for a status number](#) with Indigenous Services Canada (ISC) as soon as possible. Processing times can take two years.
3. Meanwhile, your child can be covered under your account. While you wait for your child's status number, if your child has a PHN, they can be covered under your Health Benefits account until they are two years old.
4. Call Health Benefits. Once your child has their own status number, call First Nations Health Authority at 1-855-550-5454 to enroll them under their own account.



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## RETRIEVAL OF USED NEEDLES

### **The BCCDC and Provincial Health Officer recommend against used needle buy-back programs**

We're aware used needle buy-back programs are being introduced into some communities. The BC Centre for Disease Control (BCCDC) and Provincial Health Officer do not recommend the use of these programs because there is no evidence that they are effective and they may cause unintended harm and consequences for the following reasons:

#### **Increased risks of a needle poke (stick) injury**

- There is a risk of needle stick injury to the individual counting returned needles.
- People may be dissuaded from using personal sharps containers so needles can be counted. This creates a risk of needle injury when carrying sharps in an unsafe manner.

#### **Risks associated with breaking into or removing of community disposal boxes**

- Placing a monetary value on used needles may result in people removing or breaking into sharps containers. This may increase drug litter as containers are emptied to remove the needles and can put people at risk of needle stick injury.
- If fixed box sharps containers are removed there will be nowhere to dispose of used supplies, increasing drug litter.

#### **Wastage**

- Enterprising individuals may identify that needles can be obtained for free from a harm reduction site, taken out of the package, and returned for profit. This is wasteful of harm reduction supplies and funds and may contribute to drug litter including needle wrappers.

#### **We recommend engaging with clients**

- Many communities have effective peer needle recovery programs. Buy-back funds could be invested in this type of program, which engages people who use substances in needle recovery and provides opportunities for low-barrier employment. Peer workers are best situated to know where needles are being discarded, and to engage others who use needles about safe disposal.
- People should be encouraged to take their needles back to harm reduction distribution sites/health unit where they can get further supplies, including sharps containers and be connected with other services.

BC Harm Reduction Strategies & Services (HRSS) Committee works to reduce harms caused by substance use, promote referrals to health and social services, and ensure equitable reach of harm reduction supplies to those who use drugs in BC. HRSS develops guidelines to ensure sterile supplies are available for every injection to reduce transmission of HIV and hepatitis C, and the safe disposal of used supplies. The funding for harm reduction supplies is provided by the Ministry of Health. The BC Centre for Disease Control (BCCDC) oversees the distribution of harm reduction supplies to sites approved by the regional health authority.

The health authority collaborates with local municipalities and agencies to manage the disposal of used supplies. Safe disposal of injection supplies includes: the distribution of small sharps containers for personal use by the harm reduction program; providing large disposal containers in public spaces; health centres and other clinics and agencies accepting used supplies for disposal; peer needle recovery programs (needle sweeps) and education for safe needle disposal.



**Please contact Ray Hartt, Cheam's Wellness Advocate at 604-997-9610 between 9 am and 4 pm for any assistance or information pertaining to Harm Reduction and/or Prevention**





# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## NALOXONE TRAINING OPPORTUNITIES

Our Wellness Advocate, Ray Hartt, is a certified trainer in Overdose Recognition and Response and is offering Naloxone training to anyone in the Community (ages 12 and up) who would like to learn how to administer this potentially life-saving medication.

### WHAT IS NALOXONE?

Naloxone (also known as NarCan) is an opiate receptor blocker that helps reverse the effects of an opioid overdose and allows time for medical help to arrive.

### HOW IS NALOXONE GIVEN?

Naloxone can be given through intramuscular injection or a nasal spray. Both methods are equally effective, safe for the person administering them, and easy to use.

### WHAT IS INVOLVED IN THE TRAINING?

The training is hands-on and is very simple. In about 10 minutes, you will learn everything you need to know to confidently administer Naloxone treatment to someone experiencing an opioid overdose.

### WHERE IS THE TRAINING?

The training can be provided in the Cheam Health wing for groups of up to 10 people or can be done one-on-one anywhere that is convenient for you. Ray is passionate about getting as many people trained on Naloxone as possible, is flexible and is willing to provide training wherever is most convenient for Community members.

### HOW CAN I SIGN UP FOR TRAINING?

If you're interested in receiving this training, please contact our Wellness Advocate and Naloxone trainer, Ray Hartt and let him know. He will then schedule and arrange training sessions based on the interest from the Community. Ray can be reached via email at [ray.hartt@cheamband.com](mailto:ray.hartt@cheamband.com) or by calling the Cheam Health Department at 604-794-7927.

### HOW CAN I LEARN MORE?

To learn more about Naloxone, the training, or to ask more questions, please reach out directly to Ray. He can be reached via email at [ray.hartt@cheamband.com](mailto:ray.hartt@cheamband.com) or by calling the Cheam Health Department at 604-794-7927.





# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## NURSING SCHEDULE AT CHEAM



Monday

Tuesday

Wednesday

Thursday

Friday

Angi,  
LPN  
&  
Brit,  
LPN

Angi,  
LPN

Angi,  
LPN  
&  
Gagan,  
RN

Angi,  
LPN

Angi,  
LPN  
&  
Brit,  
LPN

Foot Care Nurse is Brittani – Call or text Angi to set up a time slot for your foot care at 604-798-5271

Please Be Aware: Nurses reserve the time between 3-4 for charting purposes and follow up visits. Clients will still be seen if the matter is urgent/important. Thank you!



## HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

### SEABIRD ISLAND HEALTH SERVICES

#### THROUGH OUR PARTNERSHIP WITH SEABIRD ISLAND, CHEAM MEMBERS HAVE ACCESS TO THE FOLLOWING PROGRAMS:

##### **MATERNAL CHILD HEALTH PROGRAM**

The Maternal Child Health program has 2 Registered Midwives and one Locum who work closely with two Registered Nurses and LPN. Kwiyo:s ('Respected Aunties') Maternal Child Program provides support for expecting moms and their families, which extends into the post-partum period.

##### **THE KWIYO:S, "RESPECTED AUNTIES"**

This is a great program that opens the door for new and experienced moms to come and ask for support. The Kwiyo:s Team has 10-12 home visits a month to provide support, education and help connect families with other services. The Kwiyo:s are also doula (labor/birth/postpartum support) trained and help make pregnancy and childbirth more comfortable. Postpartum support includes: helping with the physical, emotional and spiritual adjustment of parenting, as well as breastfeeding support, breastfeeding education, infant/child milestones, infant/child development (i.e. support for immunizations, status, birth certificates etc.), attending appointments with families both medical and non-medical, providing medical transportation as well as car seat safety issues and questions.

##### **FETAL ALCOHOL SPECTRUM DISORDER (FASD) PROGRAM**

The FASD program is incorporated into Maternal Child Health. Workers provide education on FASD through displays/presentations via Zoom and media such as Facebook. Kwiyo:s build relationships with moms who may be at risk, this support helps reduce the risks of having a baby affected by FASD.

Some families have become dependent on the MCH Team for support and transportation, they are now fully supported giving their children the best possible chance for healthy development.

##### **ABORIGINAL HEAD START ON RESERVE**

The primary program under the Head Start umbrella is the Parent and Tot Program. This program is open to all Cheam families with children 0 - 6 years old. The program is offered from September to June and includes many fun activities for parents, grandparents, other family members and children. The children take pleasure in playing with their friends, doing arts and crafts, singing and having fun with toys. Activities typically have a strong cultural component. Families also enjoy nutritional snacks and wonderfully prepared meals. \*We hope to reopen this program in September when the Covid-restrictions are fully lifted.

##### **CHILDREN'S ORAL HEALTH INITIATIVE (COHI)**

Dental screenings are done quarterly for children under 7 years of age and prenatal parents. Topics covered are oral hygiene instruction, fluoride varnish, health center visits, information on prenatal sessions and prevention of early childhood tooth decay. \*This has also been on hold due to Covid-19 but the Dental Therapists are slowly providing refresher courses with LPNs to start up the program again in a safe way.



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## SEABIRD ISLAND HEALTH SERVICES con't...

### COMMUNICABLE DISEASE CONTROL PROGRAMS

#### IMMUNIZATIONS

The Immunizations program works to assure Cheam infants, babies, toddlers, school-aged children, adults and seniors are kept up-to-date with the regular immunizations for disease prevention.

A Communicable disease nurse provides education about women's health, prevention to groups (such as youth health and adult health), and also performs testing for sexually transmitted infections, Hepatitis C and other communicable diseases. The Communicable Disease nurse also provides appropriate support and medications.

TB Screening is done on an annual basis and Influenza clinics are held in the fall and throughout the winter months to prevent respiratory infections.

#### HOME AND COMMUNITY CARE

Home Care Nursing is services provided by an RN and LPN, which includes:

- Prescription monitoring, medication management, preventing polypharmacy, medication pick up, delivery and assisting with refills.
- Rehabilitation Equipment Assessment: referrals for medical equipment in the home
- Health Specialist Referrals, OT, PT, counselling, psychiatry.
- Home Visits: Provide home visits assessing overall health status, vital signs, foot assessments, head-toe assessments, friendly visits, medication review, healthy living, diet and exercise
- Health Specialist Referrals (Better At Home Referrals, Safety Equipment in the homes, Valley Alert LifeLine referrals)
- Home Assessment: Advocating for funding to install ramps and housing renovations so that Elders that need medical renovations are taken care of and to promote their independence and healthy living
- Foot Care: provide diabetic foot care screening, prevention and education. Also foot care assessments for nerve damage, neuropathy, sensation and overall foot health.
- Wound Care: provide prevention, treatment and management of all types of wounds. Also assisting with wound care assessments, funding and referrals.
- Doctor's Clinics: Assisting with home visits by Dr. Fox, advocating for client's needs and requests, and assisting with the booking of appointments and transportation to SIB doctor's office.

#### OPTOMETRY / MAMMOGRAPHY SERVICES

These services are arranged through the Seabird CHR Amanda Peters. Cheam CHR's encourage and facilitate attendance at the Eye Clinic and the Mammography clinic.





## HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

# SEABIRD ISLAND HEALTH SERVICES con't...

### HEALTHY LIVING / CHRONIC DISEASE PREVENTION AND MANAGEMENT PROGRAMS

#### ABORIGINAL DIABETES INITIATIVE / INJURY PREVENTION

Seabird Island Health Services provides the services of a Nutrition and Fitness Educator to Cheam members. The educator's services intend to meet the following objectives:

1. To reduce the incidence of chronic diseases, specifically diabetes and heart disease
2. To reduce the effects of, and complications associated with, diabetes and heart disease
3. To reduce incidents of childhood obesity and related illness
4. To promote healthy lifestyle choices and support active living

The Diabetes Program is still running but through virtual meetings or phone calls. The Diabetes Educators are accepting in-person appointments and referrals through nurses and/or doctors.

The Nutrition and Fitness Educators are also known as 'Lifestyle Coaches'. They hold monthly diabetes sessions, each with an overall educational objective. The Nutritionist holds one-on-one sessions and group sessions virtually.

#### COMMUNITY KITCHEN

The aim of this program is to provide a hands-on learning experience on healthy food choices and healthy food preparation. This is also a great opportunity for participants to learn about new recipes and food ideas. Topics include healthy carbohydrates, leaner fats choices, meats and alternatives, breakfast ideas, label readings, and adding spices to enhance the flavour of foods.

### ADDITIONAL PROGRAMS

#### ABORIGINAL BREAST CANCER SURVIVOR GROUP

The Breast Cancer Support Group provided a safe and supportive setting for group members. Living and dealing with breast cancer is an "isolating" experience where days are spent in clinics, hospitals, in cars travelling to countless appointments, as such RN, Linda Forseth works hard to keep the group connected and provide meaningful opportunities for clients and spouses/support person to meet.

#### BETTER AT HOME

Better at Home is a fairly new program for Elders 65 years plus or 55 years with a disability and living on Reserve in any of the 22 Stó:lō Territories. This is a non-medical service to support Elders living at home and to enhance the current services Elders receive. Services include: housekeeping, yard work, gutter cleaning and minor home repairs.



# HEALTH & WELLNESS

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## BC ROUTINE IMMUNIZATION SCHEDULE



ImmunizeBC

### BC Routine Immunization Schedule INFANTS & CHILDREN

Vaccine (Click on the vaccine name to view the vaccine HealthLinkBC file)	Child's Age					
	2 Months	4 Months	6 Months	12 Months	18 Months	Starting at 4 years (kindergarten entry)
<b>DTaP-HB-IPV-Hib</b> (diphtheria, tetanus, pertussis, hepatitis B, polio, <i>Haemophilus influenzae</i> type b)	✓	✓	✓			
<b>Pneumococcal Conjugate†</b>	✓	✓		✓		
<b>Rotavirus</b>	✓	✓				
<b>Meningococcal C Conjugate</b>	✓			✓		
<b>MMR</b> (measles, mumps, rubella)				✓		
<b>Varicella‡</b> (chickenpox)				✓		
<b>DTaP-IPV-Hib</b> (diphtheria, tetanus, pertussis, polio, <i>Haemophilus influenzae</i> type b)					✓	
<b>Tdap-IPV</b> (tetanus, diphtheria, pertussis, polio)						✓
<b>MMRV§</b> (measles, mumps, rubella, varicella)						✓
<b>Influenza*</b> (Inactivated and Live-Attenuated)			✓ (annually for children 6 months to 4 years of age)			
<b>Hepatitis A*</b> (for Indigenous children only)			✓		✓	

† Children with specific medical conditions that place them at high risk of disease should receive an additional dose at 6 months of age. See the HealthLinkBC File for more information on vaccine eligibility or speak to your health care provider.

‡ Children who had chickenpox or shingles disease, confirmed by a lab test, at 1 year of age or older do not need the chickenpox vaccine and should get the MMR vaccine at 4 years of age.

\* A second dose is needed 4 weeks after the first dose if receiving vaccine for the first time.

♦ Hepatitis A vaccine is offered to Indigenous children living both on-reserve and off-reserve.



# HEALTH & WELLNESS

604-794-7927 or INTAKE CELL 604-991-0030

## MENTAL HEALTH AND WELLNESS SUPPORTS

### FNHA INDIVIDUALS: HERE TO SUPPORT

#### Mental Health and Wellness

*Navigation of mental health and substance use services including treatment, harm reduction, virtual psychiatry services, counselling, and/or traditional wellness*

**Sierra Kortenbach:** Regional Mental Health and Wellness Liaison

Mobile: 778.884.2289

[Sierra.kortenbach@fnha.ca](mailto:Sierra.kortenbach@fnha.ca)

*Community support for addictions related and wellness planning.*

**Catarina Witt:** Addictions Specialist

Mobile: 604.768.7011

[Catarina.witt@fnha.ca](mailto:Catarina.witt@fnha.ca)

#### Program and Service Supports

*Assistance for individuals and community in navigating the healthcare system, connect to and access appropriate health, wellness, and social services*

**Jennifer Charchun:** Family Wellness System Navigator

Mobile: 778.347.3538

[Jennifer.charchun@fnha.ca](mailto:Jennifer.charchun@fnha.ca)

**Marilyn Dalton:** Wellness System Navigator

Mobile: 778.684.1728

[Marilyn.dalton@fnha.ca](mailto:Marilyn.dalton@fnha.ca)

**Nardia Brown:** Wellness System Navigator

Mobile: 604.831.2651

[Nardia.brown@fnha.ca](mailto:Nardia.brown@fnha.ca)

*Support for communities to initiate, develop, coordinate, and support community health and wellness initiatives and health literacy.*

**Jennifer Heaven:** Community Wellness Initiatives Facilitator

Mobile: 604.226.8261

[Jennifer.heaven@fnha.ca](mailto:Jennifer.heaven@fnha.ca)

**Nadine Mross:** Community Wellness Initiatives Facilitator

Mobile: 604.226.8261

[Nadine.mross@fnha.ca](mailto:Nadine.mross@fnha.ca)



First Nations Health Authority  
Health through wellness

### ADDITIONAL SUPPORTS

#### Fraser Health

*Refer or connect with a Fraser Health Aboriginal Health Liaison*

1.866.766.6960

### MENTAL HEALTH AND CRISIS SUPPORT LINES

**Hope for Wellness Helpline:** 1.855.242.3310

*24 hour immediate mental health, counselling and crisis intervention*

**Indian Residential School Survivors Society:**

1.604.985.4464 or toll-free 1.800.721.0066

**KUU-US Crisis Line Society:** 1.800.588.8717

*Indigenous crisis line in BC. Available 24 hours a day*

**Tsow-Tun Le Lum Society:** 1.250.268.2463

*24-hour support line for those struggling with addiction, substance misuse, and trauma, including residential school survivors.*

### DOMESTIC VIOLENCE OR ABUSE

**Domestic Violence Help Line:** 1.800.563.0808

*Confidential and available 24 hours a day with service in multiple languages*

**VictimLinkBC:** 1.800.563.0808

*confidential, multilingual telephone service available across B.C. and the Yukon 24 hours a day, 7 days a week*

**KUU-US Crisis Line Society:** 1.800.588.8717

*Indigenous crisis line in BC: operates 24 hours a day*

**Hope for Wellness Helpline:** 1.855.242.3310

### ADDICTIONS AND SUBSTANCE MISUSE SUPPORTS

**Adults Help Line:** 1.800.663.1441

**Health Link BC:** 811

### ONLINE RESOURCES FOR MENTAL HEALTH

**First Nations Health Authority - Mental Health and Substance Use:**

<https://www.fnha.ca/what-we-do/mental-wellness-and-substance-use>

### FOR CHILDREN AND YOUTH

**Kids Help Phone:** 1.800.668.6868

**KUU-US Crisis Line Society Child and Youth Crisis:**

1.250.723.2040 or toll free 1.800.588.8717





# HEALTH & WELLNESS

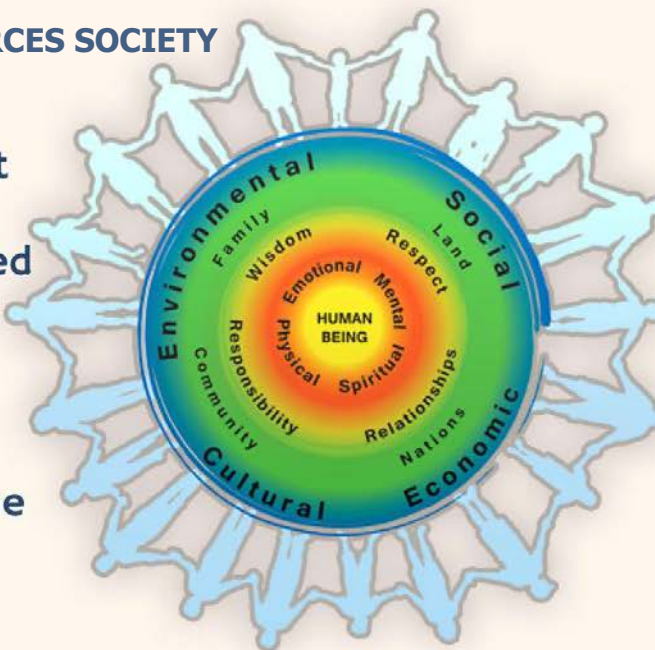
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## INDIGENOUS WELLNESS PROGRAM

### PACIFIC COMMUNITY RESOURCES SOCIETY

Our Indigenous Wellness Program first and foremost acknowledges that we operate within the unceded territory of the Stó:lō First Nations

Accessible to Indigenous Adults (19+) residing in the Fraser Valley Region



### Referrals to Services and Programs

- Personal identifications
- Parenting Courses
- OAT Clinic
- Treatment Centres
- Subsidized Housing
- Health Appointments (Dental, Physican and Others)

### Substance Use Counselling

- Office or Outreach Supports

### Cultural Circles

- Crafting gatherings for both Women and Co-ed groups
- Social sessions for various topics pertaining to Women, Men and Co-ed

#### Contact Our Team

Kathy Abraham  
Indigenous Wellness Program Coordinator  
P: (604) 795-5994  
C: (604) 209-8232  
E: kabraham@pcrs.ca

Casey Nali-Ratcliff  
Outreach Counsellor  
C: (604) 316-0024  
E: cnali-ratcliff@pcrs.ca

Sean Russell  
Indigenous Peer Coordinator  
C: (236) 522-1434  
E: srussell@pcrs.ca

Keysha Kingston  
Indigenous Peer Coordinator  
C: (236) 622-3703  
E: kkingston@pcrs.ca



**PCRS**  
Thriving, healthy communities



**First Nations Health Authority**  
Health through wellness





## HEALTH & WELLNESS

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**VALLEY YOUTH PEERS FOR  
OVERDOSE RESPONSE**

This October 2nd, a self-governed group of youth with prominent experiences in homelessness, substance use, the foster system, and other forms of intergenerational trauma are coming together to host their first **POWWOW.**

**Steven Point - Arena Director**

**Gary Abbott - MC**

**Fawnda Bullshields - MC**

**Host Drum - Wild River**

**VENDORS WELCOMED**

**1:00 PM - 7:00PM / OCTOBER 2 2021**  
**ST. MARY'S MISSION INDIAN RESIDENTIAL**  
**SCHOOL/PEKW'XE:YLES**  
**MCCOOMBS ST, MISSION, BC V4S 1L7**

**Contact:** [Marciepruden2000@gmail.com](mailto:Marciepruden2000@gmail.com)



# XWCHÍYÒ:M

## INTERNAL JOB OPPORTUNITIES



# We're Hiring!

**PLEASE VISIT THE CHEAM NATION WEBSITE TO REVIEW THE JOB DESCRIPTIONS AND APPLY!**

**PROJECT MANAGER**

**PEACE OFFICER (FULL TIME)**

**PEACEKEEPER (FULL TIME)**

**PEACEKEEPER (PART TIME)**

**COMMUNICATIONS SPECIALIST**

**WELLNESS ADVOCATE (HOURS VARY)**

**ADULT IN-HOME CARE WORKER (PART TIME, TEMPORARY)**

**GENERAL MANAGER – CHEAM ENTERPRISES INC. (FULL TIME)**

**EXECUTIVE ASSISTANT – CHEAM ENTERPRISES INC. (FULL TIME)**

**ACCOUNTING CLERK – CHEAM ENTERPRISES INC. (FULL TIME)**

Our current openings and full descriptions of each position are on the following pages and can be viewed at  
[www.cheam.ca/employment](http://www.cheam.ca/employment).





## JOB DESCRIPTION

Position Title:	Project Manager	Department:	Lands and Capital
FTE/STATUS:	Full-Time, Permanent	Salary Range:	Dependent upon Education and Experience
Office Hours:	Mon.-Fri., 8:30am - 4:30pm	Effective Date:	

### Position Summary:

Reporting to the Director, Lands and Capital, the Project Manager (PM) is responsible for overseeing land development construction projects. Key responsibilities include managing all aspects of site preparation works, management of the offsite municipal servicing contracts and any onsite works, as directed. Providing support and guidance to the team in due diligence for new site acquisitions; servicing and site work budgeting; value engineering; and construction management for site preparation and offsite servicing projects are critical aspects of this role.

The Project Manager is responsible for understanding the project deliverables and translating them into plans and timelines for different individuals and groups involved in the project to make sure it remains on track. It is the PM's responsibility to ensure that the Project Team knows, understands and is engaged with the goals of the project and the roles and responsibilities of all parties involved with the project.

### Required Qualifications / Education / Experience / Skills:

- Minimum of 5 years' experience in Project Management in relevant fields - Municipal Engineering, or Development Management.
- Experience in pre-development/pre-construction, project management, estimating, budgeting, cost analysis, value engineering, cost control, contract administration, and scheduling.
- Solid analytical skills to estimate cost-effectiveness while resolving issues arising during the project's lifetime.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Excellent listening, verbal and written communication skills, combined with proven presentation experience to Management.
- Ability to foster excellent collaboration within the overall project team.
- Capacity to identify, mitigate, and manage project risks across multiple projects concurrently.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Advanced computer skills, including intermediate to advanced knowledge of MS Office Suite and Excel.
- Familiarity with contract and subcontract terms.
- Experience managing earthworks construction projects including site filling, preloading, large yard construction, road building etc.
- Experience in working with municipal departments to acquire permits.
- Knowledge, understanding of and capability to interpret Municipal Bylaws and servicing requirements and standards.
- Cheam Laws knowledge is considered an asset.
- Experience with on and offsite servicing, land due diligence review, and managing tasks on multiple, concurrent projects.
- Self-motivator and takes on new initiatives.
- A track record of establishing highly functional relationships with diverse personalities both within and outside the company.
- Facilitate an environment of high performance. Mentor and support the development of self and the project team members.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Direct experience working with First Nations government is considered an asset.

- Experience working with First Nations community is considered an asset.
- Ability to maintain confidentiality and abide by Cheam First Nations' Policies and Procedures.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Understanding of the Contaminated Site Regulations is considered an asset.
- Understanding of fish habitat regulations and the Riparian Area Regulations is considered an asset.
- Understanding of development of legal documents, such as rights of way, easements and restrictive covenants is considered an asset.
- Satisfactory Criminal Record Check.

#### **Duties and Responsibilities:**

- Creating work plans, engaging the necessary personnel, and assigning the right duties to the right people.
- Coordinating tasks by different people on different sites to ensure uniformity upon project completion.
- Ensuring timely completion of projects.
- Working within the budget by adequately estimating the costs and cutting unnecessary expenses.
- Procuring and allocating resources to ensure there is no shortage while avoiding any unnecessary delays caused by management decisions.
- Managing both internal and external risks within the project's lifetime, such as poor planning designs, and government policies, which directly or indirectly affect the project.
- Reviewing land due diligence packages, including geotechnical and environmental reports and assisting in creating site preparation budgets. Participating in design meetings to analyze development plans and specifications for coordination, constructability, value engineering, and completeness.
- Coordinating with pre-construction and design to generate final lot and building layouts and develop site preparation and servicing concepts.
- Preparing final site preparation and offsite servicing estimates and determining the method to deliver the scopes of work (schedule, contract types, etc.).
- Managing the construction permit process (ESC, Soil Deposit, Hwy Use, Clearing, Demolition, etc.).
- Managing the consultants' work and contracts for construction services.
- Tendering, awarding, and managing all contractors for site preparation and offsite servicing projects.
- Coordinating all site-construction activities including safety, planning, scheduling, administration of contracts, supervising, resolving, and reporting on projects.
- Managing post construction documentation processes (as-builts/CCC/FAC etc.).
- Managing security deposits and reductions through to maintenance and completion.
- Ensuring timely completion of all shop drawings and approvals.
- Preparing cost to complete, cash flows and internal project reporting.
- Ensuring quality, safety, legislation and industry standards are met or exceeded.
- Establishing and maintaining relationships with consultants, contractors, and suppliers to ensure CFN is obtaining high quality workmanship for the best market prices.

#### Other:

- May assist other departments with special projects.
- Other duties or responsibilities as approved by the Lands and Capital Director or designate.

#### **Reports To:**

Lands and Capital Director

#### **Direct Reports:**

- Allocated Project Team Members (vary from project to project)

If you are looking for an opportunity to use your experience, and really make a difference with a progressive First Nation, apply today!  
Send your resume to [hr@cheamband.com](mailto:hr@cheamband.com)

Cheam thanks all applicants for their interest, but only those selected for an interview will be contacted.





## JOB DESCRIPTION

Position Title:	Communications Specialist	Department:	Administration
FTE/STATUS:	Full-Time, Permanent	Salary Range:	Dependent upon Education and Experience
Office Hours:	Mon.-Fri., 8:30am - 4:30pm	Effective Date:	

### Position Summary:

Under the Direction of the Chief Administrative Officer of Cheam First Nation (CFN) and the CEO of Cheam Enterprises Inc. (CEI), the Communications Specialist is responsible for developing and managing our external and internal communications. You will promote a positive public image and control the dissemination of information on our organization's behalf.

This requires liaising with CFN and CEI Management and CFN Council to effectively strategize and plan internal and external communications.

This position work remotely a few days a week with at least one day in the CFN.

### Required Qualifications / Education / Experience / Skills:

- BSc/BA in public relations, communications or relevant field is preferred, consideration to those who have extensive experience without the formal education will be considered
- Proven experience as communications specialist – Minimum of 5 years
- Experience in web design and content production is a plus
- Content writing experience for all media platforms
- Proven social media and networking expertise
- Solid understanding of project management principles
- Excellent communication (oral and written) and presentation skills. Exceptional command of English
- Outstanding organizational and planning abilities
- Previous experience working in a First Nations and/or cross-cultural environment
- Experience working for a municipality is an asset
- Advanced computer literacy skills in Excel, MS Word and other databases. As well as advanced business writing and grammar skills.
- Highly motivated and has strong interpersonal and people skills.
- Possesses strong ethical standards and work ethic.
- Ability to work as a team member in a cultural and politically sensitive environment.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Strong people skills, must have the ability to engage and motivate others.
- Ability to maintain Confidentiality and abide by Cheam First Nations' Policies and Procedures.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

### Duties and Responsibilities:

- Developing effective corporate communication strategies, plans and policies for internal and external communications.
- Develop and manager CFN and CEI's Brand
- Manage internal communications (memos, newsletters etc.)

- Research and write press releases
- Develop content for the CFN and CEI websites, blogs, newsletters social media platforms etc.
- Acquire and maintain a detailed knowledge of the organization's policies, principles and strategies, and to keep up-to-date with relevant developments.
- Facilitate the resolution of disputes with external players.
- Foster relationships with advocates and key persons
- Develop and manage the organization's style guide, ensuring that we produce high-quality and error-free copy.
- Work with key internal team members to brainstorm content ideas, in line with CFN and CEI's strategies and in support of various brand initiatives.
- Support and evaluate results of communication campaigns with the team.
- Build and maintain relationships with journalists and key external players.
- Perform "damage control" in cases of bad publicity
- Assist with the coordination of workshops, conferences, meetings, ceremonies and other events for publicity, fund-raising and information purposes.
- Maintain a working relationship with Chief and Council with regards to the preparation of communications-related products. This may include working with a community-appointed representative and or committees of Council.
- Coordinate the display and printing of advertisements.
- Facilitate the resolution of disputes with the public or external vendors
- Research, prepare and distribute media-related materials, including media releases and backgrounders.
- Provide training and instruction on the use of the web and social media as appropriate.
- Assist in communication of strategies or messages from senior leadership and Council
- Organize initiatives, plan events or press conferences
- Liaise with media and handle requests for interviews, statements etc.
- Provide media training as required
- Mentor band members and other junior employees
- Other duties or responsibilities as assigned by your manager(s)

#### Reports To:

- Chief Administrative Officer CFN and Chief Executive Officer CEI

#### Direct Reports:

- N/A

#### Back Up:

From time to time you may be required to provide relief or back up to other employees within your department, or within other departments as your training and experience deems appropriate.

#### Professional Development:

Cheam First Nation encourages life time learning. Professional development is one tool to achieve this. You are encouraged to discuss professional development opportunities with your immediate supervisor. Further, additional training requirements may be added by your supervisor to ensure your skills meet the current or expected organizational needs.

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## **CHEAM FIRST NATION** **CAREER OPPORTUNITY**

Position: **Adult In-Home Care Worker**  
**Hours Vary**

Submission Deadline: **Open Until Filled**

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### **About the Opportunity**

We currently have an opportunity for an Adult In-Home Care Worker. The applicant's primary goal is to provide confidential home care services based on the Nurse's assessment. The AIHC Worker provides home care services and support to individuals and families experiencing minor set-backs due to illness, injury or age. This may include minor housekeeping duties and personal care, as needed.

The AIHC Worker will also provide reports of wellbeing of client to Care Team as needed. The AIHC Worker will be familiar with other services and resources in the community and work closely to provide information and support when required.

---

### **Responsibilities will include, but are not limited to:**

- Provide basic housekeeping services which pose a challenge to the client.
- Provide support needed per Nurse's assessment which could include special travel, physiotherapy, etc.
- Maintain strict confidentiality guidelines, regarding all clients, conversations and referrals
- Perform other related duties as required.

---

### **About the Ideal Candidate**

- Experience in the Home Care Aide field
- Excellent time management and organizational skills, and ability to work with minimal supervision.
- Ability to work in different environments and manage conflict resolution. Excellent communication skills.
- Possesses strong ethical standards, work ethic, and highly motivated.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Ability to maintain Confidentiality and abide by Cheam First Nations' Policies and Procedures.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- Hours Vary

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## **CHEAM FIRST NATION** **CAREER OPPORTUNITY**

Position: **Custodian**  
**8 hours a day / 5 days a week**  
Submission Deadline: **Open Until Filled**

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### **About the Opportunity**

We currently have an opportunity for a custodian for 2-month medical leave contract. The applicant will be responsible for the overall cleaning of the Band Administration Office, Community Hall, Education Building, etc. Respective Band Office wings (Health and Administration) will be designated as required. All public and main areas (foyer, public washrooms, gym, etc.), are the shared responsibility of the custodial team.

---

### **Responsibilities will include, but are not limited to:**

- Sweep/Vacuum, and mop floors daily, while focusing attention to high traffic areas multiple times throughout the day.
- Ensure that all garbage bins/cans have been emptied daily and that all garbage bags are disposed of in the garage receptacles provided outside of the building. Regularly monitor garbage bins throughout the day and empty as needed.
- Ensure that all desks, shelves and tables have been dusted/wiped as required.
- Ensure all washroom facilities are thoroughly cleaned and ready for use. This includes wiping/disinfecting all mirrors, fixtures, stalls and bathroom hardware; cleaning the toilets, sinks, counters and soap dispensers; and ensuring supplies such as hand soap, toilet paper and paper towel are readily stocked).
- Clean staff lunchroom areas and replenish supplies such as napkins, paper towel, coffee, etc. Clean and put away dishes, organize cupboards, etc.

---

### **About the Ideal Candidate**

- Building Service Worker (BSW) Certification required.
- 1-3 years of experience required.
- WHMIS and Standard First Aid Training is considered an asset.
- Proficient knowledge of cleaning equipment and agents. Ability to read directions/instructions and maintain all required safety standards.
- Excellent time management and organizational skills, and ability to work with minimal supervision.
- Physically fit and can lift 50 lbs.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- 8 hours per day/ 5 days per week

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## **CHEAM FIRST NATION**

### **CAREER OPPORTUNITY**

Position: **HR Advisor (Maternity Leave Coverage)**

Submission Deadline: **Open Until Filled**

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### **About the Opportunity**

Under the Direction of the Human Resources Manager, the Human Resources Advisor is responsible for supporting staff and the human resource functions of the organizations Band Administration. This requires liaising with department managers to effectively perform full cycle recruitment, on-boarding and orientation administration, off-boarding, assisting with training and development advisory and/or program planning, disability management, etc.

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### **Responsibilities will include, but are not limited to:**

- Assist with the development of Human Resource or Employment Policies and Procedures.
- Work with management to refine or develop job description. Assist with departmental review of staffing.
- Perform full-cycle recruitment functions when and where required. Including: review and updates to job descriptions; update and/or develop job postings and coordinate advertising through a variety of online and local contact methods; update and/or interview questions; coordinate interview packages and process; complete reference checks; coordinate employment offer and hire.
- Perform all on-boarding and orientation processes.
- Maintain and update all employment related forms and HR databases and employee files.

---

### **About the Ideal Candidate**

- Diploma in Human Resource Management, CHRP Designation, HR Certification or equivalent. Will consider a combination of post-secondary training and experience.
- Minimum of 3-5 years' work experience as an HR Generalist. Experience with Full-cycle Recruitment, Disability & WSBC Case Management, Training & Development, Performance Management, and Administration.
- Strong understanding of Federal Labour Standards.
- Advanced computer literacy skills in Excel, MS Word and other databases. As well as excellent business writing and grammar skills.
- Excellent time management, organizational, planning and analytical skills. Proven ability to manage priorities and deadlines.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- 8 hours per day

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## **CHEAM FIRST NATION** **CAREER OPPORTUNITY**

Position: **Peacekeeper (1 Full-time & 1 Part-time)**  
**Up to 12-hour shifts**

Submission Deadline: **Open Until Filled**

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### **Responsibilities will include, but are not limited to:**

- Patrol the streets and parking areas on foot or in a vehicle.
- Enforce Cheam laws and Land code in the community and surrounding territories.
- Dispatch other Peace Officers to major calls around the community.
- Observe and report activities to the Peace Officers.
- Maintain records and produce daily reports.
- Check all doors and windows in the offices.
- Make sure all Band Office vehicles are secured.
- May perform Ambassador duties in the Band Office.
- Direct Band Members to the right department for inquiries.
- Available to assist anyone that needs help.
- Assist the local police when in Cheam community.
- Other duties or responsibilities as assigned by your Supervisor, Manager, Director, or the Chief Administrative Officer.

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### **About the Ideal Candidate**

- Preferred 2+ years of enforcement experience.
- Preferred Bylaw Compliance, Enforcement & Investigative Skills 1.
- Preferred Advanced Security Training.
- Preferred First Aid Training.
- Preferred Possession and Acquisition License (PAL) – restricted or unrestricted
- Naloxone Training.
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time
- Ability to perform continuous physical exertion as needed.
- Valid BC Driver's License, Class 5.
- Clean driving record.
- Satisfactory Criminal Record Check including vulnerable sector check.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- Available to work 12-hr shifts on a rotating schedule.

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and really make a difference with a progressive First Nation, apply today!**  
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## **CHEAM FIRST NATION** **CAREER OPPORTUNITY**

Position: **Peace Officer**  
**Up to 12-hour shifts**

Submission Deadline: **Open Until Filled**

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### **Responsibilities will include, but are not limited to:**

- Patrol the streets and parking areas on foot or in a vehicle.
- Dispatch other Peace Officers to major calls around the community.
- Maintain records and produce daily reports.
- Enforce Cheam laws and Land code in the community and surrounding territories.
- First responder to a variety of calls from low to high-risk situations.
- Protect onsite businesses and natural resources.
- Respond to wildlife, fisheries and medical calls before emergency services.
- Assist the local police when in Cheam community.
- Other duties as required in Emergency Situations.

---

### **About the Ideal Candidate**

- 2+ years of enforcement experience required.
- Bylaw Compliance, Enforcement & Investigative Skills 1.
- Advanced Security Training.
- First Aid Training.
- Preferred Possession and Acquisition License (PAL) – restricted or unrestricted
- Naloxone Training.
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time
- Ability to perform continuous physical exertion as needed.
- Valid BC Driver's License, Class 5.
- Clean driving record.
- Satisfactory Criminal Record Check including vulnerable sector check.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- Available to work 12-hr shifts on a rotating schedule.

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## **CHEAM FIRST NATION** **CAREER OPPORTUNITY**

Position: **Wellness Advocate**  
**Hours Vary**

Submission Deadline: **Open Until Filled**

---

### **About the Opportunity**

We currently have an opportunity for a Wellness Advocate. The applicant's primary goal is to provide non-clinical counselling services including, confidential addictions counselling, referrals to detox and treatment facilities, education and support to Cheam Members and their families, and to promote positive and healthy lifestyles and choices.

The Wellness Advocate can expect to work irregular hours, including evenings and weekends and will need to manage time to accommodate scheduled and unscheduled client visits.

---

### **Responsibilities will include, but are not limited to:**

- Develop, Administer and Implement a Drug and Alcohol Program.
- Provide Counselling for Individuals, Families and Group.
- Develop, Organize/Coordinate and Host Drug and Alcohol Educational Sessions, Events and other Health related Activities.
- Provide, Organize and Coordinate Addictions Treatment Referrals.
- Liaise with Community Agencies and Supports.

---

### **About the Ideal Candidate**

- Diploma in Psychology, Counselling, Substance Abuse Training, etc.
- Minimum of 3-5 years' work experience in the Drug and Alcohol Counselling field.
- Experience in performing individual and group counselling sessions, crisis intervention, mediation and ability to facilitate healing circles.
- Proficient knowledge in the causes and effects of drug and alcohol addiction, substance abuse, FAS/E, family dynamics and the impacts of trauma.
- Knowledge of resource agencies such as treatment centers, local counselors and/or other related health care providers, etc.
- Knowledge and active implementation of harm reduction principles.
- NNADAP (National Native Alcohol and Drug Abuse Program) Certification is considered an asset.

---

### **Compensation and Hours or Work**

- Dependant on Education and Experience
- Hours Vary

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## JOB DESCRIPTION

<b>Position Title:</b>	<b>General Manager</b>	<b>Department:</b>	Administration
<b>FTE/STATUS:</b>	Full-Time, Permanent	<b>Salary Range:</b>	Dependent upon Education and Experience
<b>Office Hours:</b>	Mon.-Fri., 8:30am - 4:30pm	<b>Effective Date:</b>	

### Position Summary:

The General Manager is responsible for all day-to-day operations of Cheam Enterprises Inc. (CEI) facility and shall direct and coordinate the activities of all departments that are concerned with the operations of the organization. He/she will also cooperate with and assist the accounting department in the completion of its duties through a joint reporting arrangement with the corporate controller

### Required Qualifications / Education / Experience / Skills:

- Minimum Bachelor's degree in an appropriate field, e.g. accounting, finance, business administration or economics.
- 5-10 years' experience in Business Management and Development
- Excellent understanding of civil contracting, finance and business management is a plus
- Experience and working relationship with financial institutions.
- Proven record for performance with set goals.
- Excellent oral, written & listening skills.
- Judgment and decision-making skills with ability to consider the relative costs and benefits of potential actions and choose the appropriate path.
- Ability to identify measures of performance and actions needed to improve or correct performance.
- Efficient knowledge of word processing software, spreadsheet software, e-mail software and use of the Internet.
- Well-spoken and can speak clearly and confidently in all business settings.
- Ability to delegate, set expectations and monitor progress of all direct reports.
- Motivate, inspire, provide, and accept feedback to and from employees.
- Possess prioritization skills necessary to use time effectively and set action plans to achieve business targets.
- Ability to maintain confidentiality and abide by Cheam Enterprises Inc.'s Policies and Procedures.
- Ability to work the occasional evening and weekend
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

### Duties and Responsibilities:

- Manage and supervise staff, preparing and assigning work plans for the organization and assigning specific duties.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with the executive members, management team and staff as necessary.
- Determine staffing requirements and oversee the interview, hiring and training of new employees with the assistance of the corporate human resources department.



- Monitor third-party businesses and suppliers to ensure that they are efficiently and effectively providing the needed services and supplies while staying within budgetary limits.
- Develop and present plans for capital projects including land and buildings, and other projects the organization may pursue.
- Oversee activities directly related to the sales and marketing of goods and services.
- Direct and coordinate with the accounting department the annual projected revenues through various arms of the organization.
- Protect the organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhance the organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Always maintain professionalism, tact, diplomacy, and sensitivity to portray the company in a positive manner.

#### **Reports To:**

Chief Executive Officer  
Board of Directors

#### **Direct Reports:**

N/A

#### **Back Up:**

From time to time you may be required to provide relief or back up to other employees within your department, or within other departments as your training and experience deems appropriate.

#### **Professional Development:**

Cheam Enterprises Inc. encourages lifetime learning. Professional development is one tool to achieve this. You are encouraged to discuss professional development opportunities with your immediate supervisor. Further, additional training requirements may be added by your supervisor to ensure your skills meet the current or expected organizational needs.

#### **Adjustments to Job Descriptions:**

CEI retains the right to make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is provided. CEI also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

If you are looking for an opportunity to use your experience, and really make a difference with a progressive First Nation, apply today! Send your resume to [info@cheamenterprises.ca](mailto:info@cheamenterprises.ca)

Cheam Enterprises thanks all applicants for their interest, but only those selected for an interview will be contacted.





## JOB DESCRIPTION

<b>Position Title:</b>	<b>Executive Assistant</b>	<b>Department:</b>	Administration
<b>FTE/STATUS:</b>	Full-Time, Permanent	<b>Salary Range:</b>	Dependent upon Education and Experience
<b>Office Hours:</b>	Mon.-Fri., 8:30am - 4:30pm	<b>Effective Date:</b>	

### Position Summary:

The Executive Assistant is responsible for performing daily tasks that will support the Cheam Enterprises Inc (CEI) Chief Executive Officer (CEO). The incumbent will be responsible for administrative, clerical, research and other supports required by the CEO.

### Required Qualifications / Education / Experience / Skills:

- Business Administration Diploma and/or related Post-Secondary training.
- Minimum of two years' work experience in a related administrative position.
- Direct experience working with First Nations government and Economic Development as an Administrative Assistant is considered an asset.
- Proven experience taking formal meeting minutes, transcribing minutes and preparing action items is required.
- Expertise in writing reports and proposals.
- Advanced computer literacy and skills in Excel, MS Word, PPT and Adobe Acrobat.
- Expertise in shorthand/speedwriting and/or typing/keyboarding; as well as experience with the creation and maintenance of various filing systems. (Typing speed of 65 wpm minimum)
- Excellent time management, organizational, and planning skills.
- Possesses strong ethical standards, work ethic, and highly motivated.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Ability to be flexible and to work in an environment that applies cross training within other Departments.
- Excellent listening, verbal and written communication skills. Proficient with community and staff engagement.
- Ability to maintain Confidentiality and abide by Cheam Enterprises Inc.'s Policies and Procedures.
- Ability to work the occasional evening and weekend
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

### Duties and Responsibilities:

#### Administrative and CEI Support Functions:

- Responds to general inquiries and redirects phone calls to appropriate staff.
- Collect, open, coordinate, log and distribute all CEI related mail, deliveries, and correspondence.
- Draft, organize, and distribute all Band meeting announcements, community notices, schedules, and events as required.
- Attend, take and draft minutes of all CEI meetings and conference calls, relaying action items and other activities required for follow-up. Ensure that CEI stay abreast of all pending deadlines.
- Assemble reports and/or other administrative paperwork as required.

- Perform photocopying and faxing as required.
- Complete data entry as required
- Prepare, update, and maintain a regular logbook of all Board decisions.
- Organize and physical and electronic files and archive outdated information
- Create forms, templates, and/or procedure/processes, as required

#### Fiscal Responsibilities:

- Assist with or prepare all financial documentation on behalf of CEI Finance. This may include honoraria, purchase orders, cheque requisitions, expenditure reimbursement forms, travel forms, etc.

#### Records Management:

- Develop and/or maintain efficient electronic and physical filing systems, records storage and databases for CEI
- Complete auditing of files on a periodic basis.
- Other duties or responsibilities as assigned by CEO and GM

#### **Reports To:**

Chief Executive Officer  
General Manager

#### **Direct Reports:**

N/A

#### **Back Up:**

From time to time you may be required to provide relief or back up to other employees within your department, or within other departments as your training and experience deems appropriate.

#### **Professional Development:**

Cheam Enterprises Inc. encourages lifetime learning. Professional development is one tool to achieve this. You are encouraged to discuss professional development opportunities with your immediate supervisor. Further, additional training requirements may be added by your supervisor to ensure your skills meet the current or expected organizational needs.

#### **Adjustments to Job Descriptions:**

CEI retains the right to make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is provided. CEI also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

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## JOB DESCRIPTION

<b>Position Title:</b>	<b>Accounting Clerk</b>	<b>Department:</b>	Administration
<b>FTE/STATUS:</b>	Full-Time, Permanent	<b>Salary Range:</b>	Dependent upon Education and Experience
<b>Office Hours:</b>	Mon.-Fri., 8:30am - 4:30pm	<b>Effective Date:</b>	

### Position Summary:

CFN Holdings LP is a Cheam First Nations owned Company. We are currently accepting applications for the position of accounting clerk for our group of companies.

The applicant will be proficient in sage accounting software and have a minimum of 2 years' experience.

Preference will be given to members of Cheam First Nation or Stó:lō who have the experience and qualifications required for the position.

### Required Qualifications / Education / Experience / Skills:

- Exceptional attention to detail and accuracy.
- Trustworthy and professional minded.
- Ability to work independently without supervision.
- Strong business and written communication skills.
- Excellent analytical, financial, and mathematical abilities
- Excellent time management, organizational, and planning skills.
- Possesses strong ethical standards, work ethic, and highly motivated.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Ability to be flexible and to work in an environment that applies cross training within other Departments.
- Ability to maintain Confidentiality and abide by Cheam Enterprises Inc.'s Policies and Procedures.
- Ability to work the occasional evening and weekend
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

### Duties and Responsibilities:

- Data entry and maintain accounts payable and receivable
  - Process and enter vendor invoices
  - Reconcile vendor statements monthly and ensure payments processed within 30 days of receipt.
  - Enter receivables and send monthly statements to customers
  - Receive and enter customer payments.
  - Communicate with customers and follow for past due payments.
- Submission of remittances for payroll deductions, WorkSafe, GST etc.
- Maintain a hard copy and digital filing system.
- Assist with payroll when required. Experience with preparing T4's and ROE's an asset.



- Assist the controller with the preparation accurate of monthly financial reports for board review. This will include communication with customers and follow-up for collection of receivables.
- Receiving payments
- Some Accounting Clerks may be responsible for data entry and maintaining ledgers. Others may ensure payments and receivables are current. Additional duties and responsibilities can include:
  - Using bookkeeping databases, spreadsheets, and software such as Microsoft Excel
  - Managing accounts payable and accounts receivable
  - Receiving and recording cash and cheques
  - Producing a variety of reports including income statements and balance sheets
  - Checking for accuracy in reports, figures, and postings
  - Managing transactions for cash and cheques with banks
  - Interacting with management, customers, and vendors

#### **Reports To:**

Chief Executive Officer  
General Manager

#### **Direct Reports:**

N/A

#### **Back Up:**

From time to time you may be required to provide relief or back up to other employees within your department, or within other departments as your training and experience deems appropriate.

#### **Professional Development:**

Cheam Enterprises Inc. encourages lifetime learning. Professional development is one tool to achieve this. You are encouraged to discuss professional development opportunities with your immediate supervisor. Further, additional training requirements may be added by your supervisor to ensure your skills meet the current or expected organizational needs.

#### **Adjustments to Job Descriptions:**

CEI retains the right to make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is provided. CEI also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

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August 16, 2021

## Free Transit for Children 12 and Under Program

Good Afternoon,

Starting September 1, children aged 12 and under will be able to ride BC Transit buses for free across the province. As a community that is currently served by BC Transit, or is in close proximity to transit services, we want to inform you of this initiative and let you know how you can find additional information.

Implementation has been divided into two phases. Phase 1 will allow children aged 6 to 12 to board the bus without a fare product or presentation of identification. Children aged 5 and under must be accompanied by someone 12 years or older to ride the bus, and must board and depart at the same stop as their guardian. The timeline for Phase 2, which will introduce a fare product, is still being finalized and will be communicated at a later date.

While travel for children 12 and under will be free, parents/guardians remain responsible for providing adequate provisions for the safety and care of their children whenever travelling on transit, including when travelling unaccompanied and determining if their children may take transit unaccompanied. Please visit [www.bctransit.com/getreadytoride](http://www.bctransit.com/getreadytoride) for educational materials to get children ready for their first trip on the bus.

BC Transit is a proud partner in this program and we look forward to welcoming more children and families on board our buses, and welcoming a new generation of lifelong transit users.

If you would like to provide any thoughts or feedback on this program, or if you have further questions, please contact our Government Relations team:

Contact	Region	Email	Phone
Rob Ringma	South Coast	<a href="mailto:rringma@bctransit.com">rringma@bctransit.com</a>	250-888-3926
Chelsea Mossey	Central Okanagan	<a href="mailto:cmossey@bctransit.com">cmossey@bctransit.com</a>	250-880-2520
Myrna Moore	Vancouver Island	<a href="mailto:mmoore@bctransit.com">mmoore@bctransit.com</a>	250-514-3019
Seth Wright	Thompson - Kootenay	<a href="mailto:swright@bctransit.com">swright@bctransit.com</a>	250-880-8039
Lindsay Taylor	Northern BC	<a href="mailto:ltaylor@bctransit.com">ltaylor@bctransit.com</a>	250-889-1289
Lisa Trotter	Greater Victoria	<a href="mailto:ltrotter@bctransit.com">ltrotter@bctransit.com</a>	250-514-3024

Sincerely,

**Chris Fudge**

*Director, Government Relations*

**BC Transit**

520 Gorge Road East, PO Box 9861 Victoria, BC V8W 9T5

Cell: 250-589-0099 | [cfudge@bctransit.com](mailto:cfudge@bctransit.com) | [bctransit.com](http://bctransit.com)



canada revenue  
agency

Canada Revenue Agency is pleased to host the following live webinars in August, September and October:

**Indigenous Peoples Benefits and Credits Presentation on September 15 and October 28, 2021, from 1:30 – 2:30 pm PDT**

Don't miss out on the benefits and credits to which you may be entitled. Some of the benefits and credits to which you may be eligible are the Canada child benefit, Disability tax credit, Child disability benefit, Goods and Services Tax/Harmonized Sales Tax Credit, and the Canada Workers Benefit. If you do your taxes after the filing deadline, your payments could be delayed. During the webinar, we will be able to answer your questions live.

**Scam awareness – Be scam smart Presentation on September 29, and October 26, 2021, from 1:30 – 2:15 pm PDT**

Help protect yourself and others against fraud - Taxpayers should be vigilant when they receive, either by telephone, mail, text message or email, a fraudulent communication that claims to be from the Canada Revenue Agency (CRA) requesting personal information such as a social insurance number, credit card number, bank account number, or passport number. Learn to recognize common types of scams and to identify legitimate communications from the CRA.

You can register for any of the above webinars by going to the below link and clicking on the link associated with the date of your choice.

<https://canada.webex.com/canada/onstage/g.php?PRID=4f1473dfdd206ba0967b78ce55fe4326>

# Ages 40-79

## Mammogram Clinic

*"Early detection  
SAVES lives!"*

**When | November 24, 2021**

**Where | Seabird Band office Parking Lot**

**For more  
information  
Please Contact  
the CHR in  
your  
community!**







## Our Elders Invite You To Join Us For Tea

Learn about our Xyólheméylh Elders Advisory and how you can become involved



Are you interested in helping Indigenous children, youth and families in the Fraser Valley? At Xyólheméylh we have embedded Elders into every aspect of our Agency. They ensure we are delivering services in a culturally appropriate and sensitive way. They meet with social workers and families, they guide cultural protocols, and they provide traditional knowledge and wisdom that guides all our activities.

We are expanding the Elders Advisory and welcome **all** Indigenous Elders living in the Fraser Valley. Find out more at one of our information sessions below:

**October 13: Chilliwack, Hope & Agassiz area,  
location will be at facility TBD in Chilliwack, 12:30 pm**

**October 14: Abbotsford, Mission, Langley & Surrey area,  
location will be at facility TBD in Abbotsford, 12:30 pm**

If you are interested in joining us for one of these sessions please RSVP to [events@xyolhemeylh.bc.ca](mailto:events@xyolhemeylh.bc.ca).  
For more information contact:

Jill Hammond at 604-798-4415 or email: [jill.hammond@xyolhemeylh.bc.ca](mailto:jill.hammond@xyolhemeylh.bc.ca)

or

Dan Ludeman at 604-997-5576 or email: [Dan.ludeman@xyolhemeylh.bc.ca](mailto:Dan.ludeman@xyolhemeylh.bc.ca)

Fraser Valley Aboriginal Children & Family Services Society

[www.fvacfss.ca](http://www.fvacfss.ca)



William Thomas

ELDER, ABORIGINAL HEALTH

## Elder in Fraser Health

An Elder provides traditional and spiritual guidance, counselling, support and mentorship to Indigenous patients and their friends and families, as well as Fraser Health employees.

The services provided by an Elder also include the sharing of knowledge and cultural protocol around ceremony and cultural practices for stronger client interactions and supporting cultural events. Furthermore, the role provides a link between Indigenous community members inclusive of First Nation, Métis and Inuit.

### Referrals can be made by:

- Patients
- Family members
- Friends
- Health professionals

### When to call:

- To refer Indigenous patients
- To ask questions regarding any aspect of Aboriginal Health Services
- To help patients access services throughout the health care system



An Elder can be accessed by contacting the Aboriginal Health Liaison toll-free line at 1-866-766-6960





## Aboriginal Health Liaison

**Need to refer or connect?**

**Call our Referral Line 1-866-766-6960**

The role of Aboriginal Health Liaisons is to provide connections, advocate, support with discharge planning, navigate & provide a positive patient experience for First Nation, Inuit and Métis clients in a culturally appropriate manner.

Hospital/Community Site	Contact	Email
Chilliwack (CGH), Agassiz and Hope (FCH)/Fraser East	Carol Peters (RSW)	<a href="mailto:Carol.Peters@fraserhealth.ca">Carol.Peters@fraserhealth.ca</a>

*Zoom Event  
New Dates & Times*

INSTRUCTION BY SAKEJ WARD

# Self Defense Training

*This 4 class course presents principles, concepts, tools, skills and techniques that empower women and youth to protect themselves.*

*The course is designed for women and girls who want to explore their own capabilities and self defense.*

FIRST CLASS RECOMMENDED;  
IF YOU ARE AVAILABLE, ATTEND REMAINING CLASSES



### EMAIL TO REGISTER

[gailjones@irsss.ca](mailto:gailjones@irsss.ca)  
[conniegreyeyes@irsss.ca](mailto:conniegreyeyes@irsss.ca)  
[chascoutlee@irsss.ca](mailto:chascoutlee@irsss.ca)  
[margaretpeters@irsss.ca](mailto:margaretpeters@irsss.ca)

Sept 13th, 2021; Sept 14th, 2021  
 Oct 5th, 2021; Oct 6th, 2021

*all sessions from 3pm to 7pm*



# #FORESTRY CONNECT 2021

Connecting Indigenous Talent to Forest Sector Opportunities

Come **network** and meet with **top employers** to learn about forestry jobs in business, technology, heavy-mechanical trades, mill wright, fire fighting, and more!

**REGISTER AT:** <https://pheedloop.com/register/FC2021/attendee/>

September 23-24, 2021

## INDIGENOUS FORESTRY CAREER FAIR

**Register now!\***  
\*and get a **FREE GIFT!**



**LOTS  
OF  
GREAT  
PRIZES!**



### GOLD SPONSOR:



### SILVER SPONSORS:





**QWÍ:QWÉLSTŌM**

# **MEN'S RESPECTFUL RELATIONSHIPS**

**TUESDAYS**

**SEPT 7TH-NOV 9TH 2021**

**TIME: 2:00PM-3:00PM**

**Respectful Relationships is a 10 week Men's program. It offers information on how behavior affects our relationships.**

**TO REGISTER CALL:  
DARREN CHARLIE  
(604)824-3200**

**Gain skills to  
communicate as  
our Elders would say  
"In a good way"**

- **Respect**
- **Honour**
- **Connection**





**Registration and Team Training  
Fees waived for Indigenous Players!**

**MACKENZIE MOUNTAINEERS**

**TRAINING**

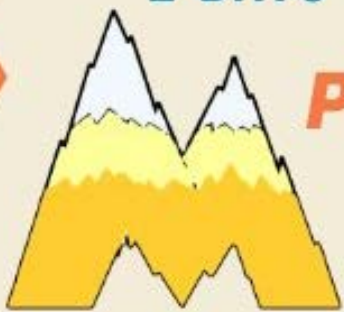
***Camp***

**SEPT 24-25**

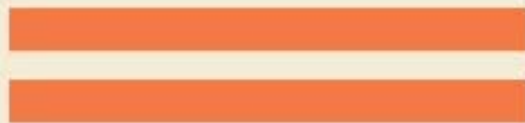
@ MACKENZIE REC CENTRE, BC

2 DAYS TRYOUTS FOR AGES 2000 - 2006

***PLAY JUNIOR A HOCKEY!***



**MOUNTAINEERS**



REGISTRATION FEE:  
**\$200** PER  
PLAYER

**REGISTER:** [www.mackenziejuniora.com](http://www.mackenziejuniora.com)



# BCR2R

BC Run 2 Remember

**BCR2R 5K & 10K VIRTUAL RUN  
SEPTEMBER 30, 2021**

**Facebook: @BCR2R**

**Web page:**

**<https://raceroster.com/events/2021/50695/bcr2r-run-2-remember>**

**PORTIONS OF THE PROCEEDS RECEIVED FROM REGISTRATION FEES WILL BE DONATED TO THE INDIAN RESIDENTIAL SCHOOL SURVIVORS SOCIETY.**

**ALL DONATIONS COLLECTED ON THE BC R2R RACE ROSTER EVENT PAGE WILL BE DONATED DIRECTLY TO THE INDIAN RESIDENTIAL SCHOOL SURVIVORS SOCIETY.**





# S.A.Y. LANDS OFFICE

[www.saylandsoffice.ca](http://www.saylandsoffice.ca)

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

## RECORDS CLERK

**FULL-TIME, term position (1 year TWS)**

**Wage: \$ 16.67/hour**

The Records Clerk manages all records for the office and is in charge of the records room. This includes tracking and updating information such as applications for Indian Status Cards, membership applications, registrations. This position is responsible for assisting Community Members with their applications. This role is also responsible for inputting data and tracking information in Xyntax and other software programs. The Records Clerk updates and maintains member data, recording changes and providing assistance during elections. This position ensures that all records and information are updated, backed up and secured as hard and soft copies as applicable.

### Responsibilities:

- Creates, updates, inputs and edits data in the information management system
- Work with all departments to ensure the proper recording and entry in the record management system
- Assists potential members with applications for membership and forward for processing and review
- Operate information retrieval systems and respond to requests for records
- Oversees the record room, including filing, organizing, security, privacy and disposal of information as applicable
- Provide all users with training, support, assistance and guidance on the records management information system
- Filing, photocopying, fax and scan documents as needed
- Maintain accurate records and input statistical data related to the community (e.g. population, age, gender, etc) for members both on and off-reserve
- Assist members with completing forms and submitting birth certificates to register the birth of a child
- Engages members to encourage attendance and participation in clinics and information sessions
- Register deaths and submit death certificates
- Assist individuals in filling out a Secure Certificate of Indian Status (SCIS), ensuring proper identification
- Prepare membership list of eligible voters and candidates for any upcoming elections.
- Backup and secure all records

### Successful candidates will have/be:

- Under or un-employed
- Knowledge of First Nation culture and working with First Nations and citizens
- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience
- Proven ability to maintain the confidentiality of documents, records and information
- Previous experience working with a records management system, such as Xyntax, is preferred
- Ability to prioritize workload and meet deadlines
- Computer skills, including fundamental knowledge of Microsoft Office – Word, Excel, and Outlook

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

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### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**





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## CUSTODIAN

**FULL-TIME, term position (1year TWS)**

**Wage: \$18.00/hour**

Under the direction of the SAY Property Manager, the Custodian will be responsible for the general upkeep and cleanliness with the objective of maintaining a positive impression of our offices and buildings.

### Responsibilities:

- Maintains cleanliness of SFN buildings - Duties include garbage removal, sweep, mop, wash, wax, polish floors, and vacuum carpets areas
- Clean offices and meeting rooms - desk areas, tables, and offices, including wiping down chairs, cleaning windows and glass doors, dusting surfaces, vacuuming, sweeping, and mopping as required
- Clean, disinfect, and restock supplies in washrooms
- Ensure all entrances are clutter-free and maintained to welcome visitors
- Clean and sanitize kitchen – countertops, microwave sinks, cupboards, coffee makers, etc.
- Wipe and disinfect eating areas
- Launder all cloths, towels, table coverings, etc.
- Inventory supplies and inform the manager when ordering required
- Inspect before each use any equipment used for cleaning purposes. Notify the manager of any equipment or areas for repair.
- Water and dust all plants
- Change lights as required
- Ensure all windows and doors are locked and secure when exiting
- Spot washes walls and doors as required
- Process all recycling cardboard, bottles, cans, paper, batteries, etc.

### Successful candidates will have/be:

- Under/un-employed
- Ability to work independently with minimal supervision
- Knowledge and use of cleaning equipment
- A demonstrated ability to follow occupational health and safety requirements
- Knowledge of WHMIS labelling, handling, storage, and emergency procedures for the use of chemicals or willingness to obtain
- Knowledge of cleaning and sanitizing processes
- A customer-focused attitude that is friendly, positive, responsive, professional, and helpful
- Well organized, proactive, and able to prioritize
- Ability to multi-task with attention to detail.
- Basic computer skills, including using MS Outlook
- Respect and alignment with SAY's culture and protocols

The office is a shared space. In addition, multi-tasking and deadlines can be expected.

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### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**





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## RECEPTIONIST

**FULL-TIME, term position (1 year TWS)**

**Wage: \$ 16.50/hour**

The Receptionist is responsible for greeting visitors and delivering exceptional customer service assistance, and providing administrative support. This entails answering calls and fielding them accordingly, addressing visitor questions and needs. This role creates the first impression for guests and visitors and creates a welcoming, professional environment.

- Works with Executive Assistant to confirm work priorities
- Creates a favorable first impression by servicing visitors and guests in a courteous, friendly and professional manner
- Promptly identifies caller or visitor information needs and directs them to the appropriate staff member
- Notifies staff members when visitors have arrived at the reception area
- Ensures that the reception area is well organized and neat in appearance
- Operates a variety of office equipment including computers, phone system, fax machines, printers, photocopiers, etc
- Sort incoming mail, date stamp and place in appropriate mail slot
- Orders and maintains and appropriate inventory of office supplies and ensures the office supply storage area is clean and well organized

### SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Under or unemployed
- Knowledge of First Nation culture and working with First Nations and citizens
- Proven ability to maintain the confidentiality of documents, records and information
- The ability to work independently with minimal supervision and collaboratively within a team
- Ability to prioritize workload and meet deadlines
- Computer skills, including fundamental knowledge of Microsoft Office – Word, Excel, and Outlook
- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

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### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**



# SQ'EWQÉYL FIRST NATION

[www.skowkalefn.com](http://www.skowkalefn.com)

*The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakweakwioose First Nations, the three communities have joined hands to build The'i:tseliya (Health & Administration Building) and require the assistance of an Generalist to assist with the many components we will face with moving into the new building this fall.*

## ADMINISTRATIVE GENERALIST

(Funded by FNEC – SWEP Student Work Experience)

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assisting and Supporting Administration Staff, filing, newsletter, office organization, and setup
2. Assisting and Supporting Maintenance Staff, where needed
3. Major responsibility is supporting staff when the Lands office and Skowkale move into the new Community Centre
4. Supporting any other programs that may be going on
5. Monitoring and managing pack-up of current offices

### KNOWLEDGE AND SKILLS REQUIRED:

1. Ability to manage a group of school-age children
2. Past the age of 18 years
3. A valid Social Insurance Number (SIN) card
4. Understanding of First Nations culture
5. Good oral and written skills
6. Ability to work as a team member
7. Good organizational skills and initiative
8. Experience with administration/or maintenance
9. Current first aid certification (desirable)
10. Clear criminal record check
11. Ability to physically perform the active duties required

### PERFORMANCE COMPETENCIES AND CRITERIA:

- Demonstrates ability to perform basic administrative/or maintenance tasks
- Demonstrates good written and oral communication skills
- Demonstrates ability to work collaboratively with others
- Demonstrates ability to engage with the community children, parents and community members in a constructive and respectful manner
- Demonstrates problem-solving skills and initiative
- Demonstrates good time management skills
- Contributes to development of a professional and collaborative working environment

### WORK CONDITIONS:

- Indoor and outdoor moving expected
- Current work site is a shared office
- Multi-tasking can be expected

### TERMS OF EMPLOYMENT:

- Employee signs a standard form contract of employment
- Term of employment is temporary, Full Time (35hrs week x 8 weeks)
- Hourly wage of \$15.20/hr, payable biweekly and not in advance
- If no exemption applies, deductions will be made at source according to law
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay

### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkaefn.com](mailto:manager@skowkaefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**



## JOB POSTING



# SQ'EWQÉYL FIRST NATION

[www.skowkaefn.com](http://www.skowkaefn.com)

*Skowkale is a fast-paced, growing community that additionally provides services to other local communities. Preference will be given to qualified First Nations applicants. Please self-identify on your cover letter or resume*

## PROGRAMS ASSISTANT

FULL-TIME, term position (1 year TWS)

WAGE: \$18.00/hour

The Programs assistant is responsible for assisting in the planning and delivery of cultural, recreational, community, and health and wellness activities for the community. This position solicits input from members of the community on project and program needs. This role works creates newsletters to provide updates and solicit participation in programs.

### Responsibilities:

- Assists with conducting bi-monthly mental health, wellness, and supplies check with community members to ensure their wellbeing.
- Provides regular updates through monthly bulletins and council meetings.
- Assist with program development for children, youth, and elders including, outings, supervised play, community support, recreation, community hampers, health and wellness, and culturally specific programs
- Consulting with the community for input on community projects and programs
- Source people to run programs such as physiotherapists, recreation workers, and instructors for cultural specific programs.
- Coordinate with Stó:lō Nation Health Program, which includes immunization, pre, and post-natal, diabetes care, heart health, etc.
- Handling onboarding and training of new staff and summer students
- Filing, photocopying, phone calls and other administrative duties
- Creating/developing forms, pamphlets, educational materials, and annual reporting.
- Develop flyers and newsletter for community events and programs
- Supporting the Youth/Elders Coordinator for administrative and front-line services as required
- Communicate with members regarding programs availability to provide updates and to encourage participation.

### Successful candidates will have/be:

- Experience and knowledge of First Nation culture and working with First Nations and citizens.
- The ability to work independently with minimal supervision and collaboratively within a team
- Ability to engage with the community and members in a constructive and respectful manner
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines
- Demonstrated ability to handle confidential information.
- Intermediate knowledge of MS Word, Excel, PowerPoint, Outlook
- Experience using Adobe, Adobe Pro Editor, Google Docs, Canva, Zoom, Survey Monkey, MailChimp, Mural, and other application software.
- Satisfactory Criminal Record and Vulnerable Sector Check
- Valid First Aid and CPR certificate, or willing to obtain
- Food Safe certificate, or willing to obtain
- Valid B.C. Class 5 Driver's license

### Successful candidates will be required to provide the following if screened in for an interview:

- References: Three names and phone numbers of recent supervisors
- Must successfully pass the required pre-employment RCMP Criminal records Check.

### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkaefn.com](mailto:manager@skowkaefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**





# SQ'EWQÉYL FIRST NATION

[www.skowkalefn.com](http://www.skowkalefn.com)

*Skowkale First Nation requires the services of a qualified, experienced Executive Assistant to its Executive Director. Skowkale is a fast-paced, growing community that additionally provides services to other local communities.*

## EXECUTIVE ASSISTANT

FULL-TIME, permanent

**WAGE: to be negotiated based on salary grid and experience**

This position is responsible for all administrative duties and support for the Executive Director. This role schedules meetings, prepares agendas, records and transcribes meeting minutes, prepares sign-offs, and more. In addition, the Executive Assistant role provides community updates through newsletters, pamphlets, flyers, website, and annual reports, engaging members for input, and creating community events. This position has two direct reports, which are the Records Clerk and Receptionist.

### RESPONSIBILITIES:

- Administrative duties include filing, photocopying, phone calls, scheduling meetings, booking rooms, organizing catering, recording minutes, taking attendance, etc.
- Coordinate all committee activity, including preparing meeting packages that include agenda and supporting documents as requested, follow up on action items arising from all meetings attended by the Executive Director to ensure completion
- Manage the schedule and book all travel for the Executive Director
- Responsible for creating and distributing all communication on behalf of the Executive Director
- Design, prepare, edit, format print/digital newsletters, pamphlets, flyers, memos, the annual report to communicate and update the community
- Post-travel reconciliation of expenses with receipts and submits for processing and reimbursement
- Engages and interacts with community members to build interest in events
- Creates and revises content, communicates updates on our community Facebook and website
- Answer inquiries from members and the public, providing appropriate information, and forwarding to the applicable representative
- Direct and guide direct reports on work assignments and priorities
- Coach and develop subordinates to meet their personal and organizational development of goals
- The desire to grow and learn with the position

### SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Minimum of 3 years in any or all of the tasks cited in the specific duties and responsibilities
- Experience and knowledge of First Nations culture and working with First Nations and citizens
- The ability to work independently with minimal supervision and collaboratively within a team
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines
- Demonstrated ability to handle confidential information
- Foundational knowledge of MS Word, Excel, PowerPoint, Outlook, and design software such as Publisher and Canva
- Work effectively under pressure to meet deadlines
- Previous supervisory experience preferred
- Satisfactory pre-employment RCMP Criminal records Check
- Valid BC Class 5 Driver's license

### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkaefn.com](mailto:manager@skowkaefn.com) (Please include position title in the subject line). **OPEN UNTIL FILLED**

## JOB POSTING

# TÓMIYEQW

*Development Corporation*

*Tomyeqw Development Corporation has been borne to create economic opportunities for Skowkale First Nation. Accordingly, it is seeking a qualified and experienced Executive Director to get the Corporation off the ground on behalf of the Board of Directors.*

## EXECUTIVE DIRECTOR

*FULL-TIME (6-month term position, with potential for extension) Salary: \$50,000*

The Executive Director will oversee the administration of the Tomyeqw Development Corporation. This role will identify business opportunities, assess their feasibility and market position, and present proposals to the Board of Directors for approval. This position is pivotal in developing and maintaining relationships that provide economic growth for Skowkale. In addition, the Executive Director is responsible for planning, evaluating, organizing, and executing economic projects in line with the corporation's mandate.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Identify economic opportunities, assess feasibility & market position, and ensure alignment with the directives of Tomyeqw Development Corporation
- Develop relationships with industry, government, funders, business, and First Nations partners
- Engages with shareholders regularly to ensure alignment
- Develops proposals and presents to Board for review and approval
- Securing funding for projects through a variety of sources
- Develop and manage an operating budget
- Recruiting, hiring, and onboarding positions as needed
- Facilitates the development and implementation of a strategic plan on behalf of the Board
- Develops annual work plans to address goals and outcomes identified in the strategic plan
- Administer economic development programs and projects
- Develop and recommend policies relating to economic development programs and projects

### SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Degree in Business Management, Indigenous Studies, Economics, Finance or related field
- Five years of experience working in an Economic Development capacity with a proven track record of success
- Knowledge of First Nation culture and working with First Nations and citizens
- Understanding of socio-economic factors, conditions, and developments of the region and the potential impacts on the economy and employment
- An extensive network of industry, government, contacts with the ability to build new relationships and maintain those connections
- Strong negotiation skills and a proven track record
- Ability to analyze business information and distill, summarize and share key information with others to assist in decision making
- Satisfactory Criminal Records Check
- Valid BC Class 5 Driver's license
- The office is a shared space. Multi-tasking and deadlines can be expected.

### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkaefn.com](mailto:manager@skowkaefn.com) by (Please include position title in the subject line). **OPEN UNTIL FILLED**





The New Relationship Trust Foundation (NRTF) is pleased to announce that the second call for 2021-22 Scholarships and Bursaries is now available for First Nations students from British Columbia (BC).

By investing in Indigenous post-secondary education, the NRT Foundation and Partners are building the capacity of our communities, enhancing employment opportunities for graduates, and creating the skilled work force that will enable BC to meet its future economic and social development needs. Awards are available to eligible students as Scholarships and Bursaries.

#### **Eligibility Criteria:**

- First Nations (status or non-status) member of a British Columbia First Nation community
- Planning to attend an accredited post-secondary institution on a full-time basis anywhere in the world

#### **Want to apply?**

For more information and to submit your application please visit:

<https://www.nrtf.ca/apply-for-funding/>

NRT Foundation second call applications are **due October 14 at Noon PST**.



# REGISTER TODAY!

WWW.SEABIRDCOLLEGE.CA



Seabird College  
education for real life

Phone: 1-604-796-6912  
Fax: 1-604-796-3729  
E: elainem@seabirdisland.ca

2812 Chowat Road,  
PO Box 650,  
Agassiz BC, V0M 1A0



## Education Assistant

**October 18<sup>th</sup>, 2021 - August 19<sup>th</sup>, 2022 (10 months, 3 days a week *\*evening classes*)**

### Registration Requirements:

- Proof of Grade 10 completion
- Completion (in full) of a Registration Form + Intake Form + Permission Form to pursue a Criminal Record and Vulnerable Persons check on your behalf
- DEADLINE for submission is October 4th, 2021
- Tuition Fee: \$3750 | Pay options are available
- Willingness and Ability to attend a virtual orientation session prior to the start of class

### Program Outline includes:

- The role of the Education Assistant (100 hours)
- Classroom Practicalities, Learning Styles and Lesson Plans (100 hours)
- Cultural Connections and Perspectives (100 hours)
- Reaching the "Hard to Teach" Part 1 and 2 (200 hours)
- Practicum (100 hours)

**Maximum Class Size:** 24 Students per course

**First Nations & Non - First Nations welcome!**

*For the Education Assistant definition, job requirements, earnings and future employment outlook please visit the following link:*

<https://www.workbc.ca/careers/4413>





# Minute Taker Workshop



This Workshop may be of interest to you if you are or have staff who are :

- An Indigenous Individual
- Un - or under employed
- Currently a Minute Taker, this workshop could help you become more confident and comfortable in your position.
- A Chair or Committee Member
- Admin Staff



**Workshop will take place via zoom online**

**Thurs Oct 21 & Fri Oct 22, 2021**

**10am to 3 pm each day, with a one hour break**

**A PC or laptop with camera is required; SASET has laptops that can be borrowed if needed.**

## Learning Objectives:

- Role and Skills of a Minute Taker
- Techniques for preparing minutes
- Meeting Agreements and Minute Styles
- What do I Record?
- Mock Meetings
- Prepare and Maintain a Minute Book
- and More.....

**To secure a spot please contact  
SASET to speak with an  
Employment Counsellor asap!**

Canada 



For more information, contact us:



604-858-3691



[www.saset.ca](http://www.saset.ca)



[info@saset.ca](mailto:info@saset.ca)



[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)





# UPCOMING SASET PROGRAMS



<b>Hospitality Certificates</b>	<b>Aug 16—18, 2021</b>
<b>Aboriginal Guardian Program</b>	<b>Aug 16—Sept 17, 2021</b>
<b>Construction Certificates</b>	<b>Aug 24—26, 2021</b>
<b>Office Administration</b>	<b>Sept 7—Oct 15, 2021</b>
<b>Warehouse Worker</b>	<b>Sept 13—24, 2021</b>
<b>Education Assistant</b>	<b>Sept 2021—June 2022</b>
<b>Customer Service</b>	<b>Sept 27—Oct 1, 2021</b>
<b>Intro to Automotive Technician</b>	<b>Sept 27—Oct 8, 2021</b>

**DATES TO BE DETERMINED:**

**Career Development Practitioner**  
**Forestry Training**  
**Powerline Technician**  
**Snow Removal Training**  
**Medical Office Assistant**  
**Pre-Apprentice Culinary Arts**  
**Indigenous Holistic Wellness & Addictions**  
**Construction Safety Officer**  
**Equipment Operator**

**Want something  
not on our list?**

**Call us and we  
will try to assist!**

**For more information, contact us:**



**604-858-3691 or Toll Free: 1-888-845-4455**



**[www.saset.ca](http://www.saset.ca)**



**[info@saset.ca](mailto:info@saset.ca)**



**[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)**



# Customer Service & Cashier Training



## If you are an Indigenous individual who:

- Is un- or under employed
- Resides in SASET's catchment area
- Is willing to commit to a 3 week program

If so... we are presently accepting applications for this free training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with your Employment Counsellor!

**Training will take place on-site at Sto:lo Nation Building 2D, 7201 Vedder Road, Chilliwack, BC**  
**October 18— November 5th, 2021**  
**Monday to Friday Time: 8:30 am—3:30 pm**

## Program Includes

- SuperHost
- Food Safe Level 1
- Serving It Right
- First Aid
- WHMIS
- Back Awareness
- Cashier / Point of Sale Training

Nutrition Provided

Transportation

Assistance Available

**You could receive \$150**

Based on full attendance and completion of Program



**Book with an Employment Counsellor today!**

Canada 

For more information, contact us:



604-858-3691



[www.saset.ca](http://www.saset.ca)



[info@saset.ca](mailto:info@saset.ca)



[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)

# Aboriginal Guardian Program (AGP)

The Aboriginal Guardian program meets the increasing demand for skilled Aboriginal guardians employed within the community, industry, non-profit organizations, or regional stakeholder groups. Graduates of this program are suitably qualified to perform guardian roles that may include environmental monitoring, assessment and protection, and report to and communicate effectively with other industry stakeholders, government and regulators.

## Are you an Indigenous individual who:

- Is un- or under employed ?
- Resides in SASET's catchment area ?
- Is willing to commit to a 5-day program?

To find out more or to apply call  
**604-858-3691**  
or email [info@saset.ca](mailto:info@saset.ca)

Program Dates & Location for this  
5-week program is to be  
announced soon!



Upon successful completion, program graduates are qualified and able to:

- Observe, record and report environmental field data
- Conduct standard environmental assessments and inventories for: water, plants and trees, wildlife, fish, and soil
- Operate, calibrate and maintain a wide variety of environmental field equipment and 'tools'
- Identify and classify types of vegetation, wildlife, fish and soils
- Conduct water quality and field assessment procedures
- Identify and interpret environmental field conditions
- Design and implement field programs
- Develop reports and communicate results with industry stakeholders
- Conduct environmental monitoring during construction projects
- Manage contracts and projects, staffing, budgets, resource scheduling, and crew supervision.
- Interpret and implement environmental legislation
- Identify sensitive species and uphold sensitive habitat working windows
- Conduct erosion and sediment control measures
- Write effective business communications, reports and project proposals







# **Career Development Practice Certificate Program Part-Time Online Training Program October 1, 2021 to November 4, 2022**

## Program Includes

- ◆ Ethics
- ◆ Career Development Practice
- ◆ Career Decision Making
- ◆ Resumes & Cover Letters
- ◆ Interview Skills
- ◆ Career Transition Management
- ◆ Intro to Vocational Rehabilitation
- ◆ Case Management
- ◆ Labour Market Information
- ◆ Facilitated Learning
- ◆ Aboriginal Topics in Employment
- ◆ Trauma Informed Career Development Practice

## Are you an Indigenous Person who:

- Has an interest in career development, employment counselling?
- Is suitable to work in an employment service environment?
- Has access to a computer, with a webcam and internet? (If needed, SASET can provide a laptop for the duration of the program)
- Is willing to attend & commit to part-time ONLINE program

If so... we are presently accepting applications for this training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with an Employment Counselor!

For more information, contact us:



604-858-3691 or Toll Free: 1-888-845-4455



[www.saset.ca](http://www.saset.ca)



[info@saset.ca](mailto:info@saset.ca)



[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)



# Intro to Automotive Technician



## September 27th—October 8th, 2021

Training will take place at UFV Trades & Technology Center

5579 Tyson Rd, Chilliwack, BC V2R 0H9

Are you an Indigenous Person who:

- Has an interest in Automotive
- Is un- or under- employed
- Resides in our service area (Katzie to Boston Bar)
- Is willing to attend & commit to a 2-week full-time program

If so... we are presently accepting applications for this training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with an Employment Counselor!

### Program Includes:

Introduction to shop and auto shop safety  
 Introduction to the automobile, under the hood components and inspections, vehicle fluids  
 Tire removal and inspection  
 Oil change  
 Testing batteries and charging systems  
 Basic brake system inspection and service  
 Pre-trip and Pre-purchase inspections

Canada

UNIVERSITY  
OF THE FRASER VALLEY

For more information, contact us:



604-858-3691 or Toll Free: 1-888-845-4455



[www.saset.ca](http://www.saset.ca)



[info@saset.ca](mailto:info@saset.ca)



[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)

Sto:lo Aboriginal Skills & Employment Training  
is pleased to host the following program:

# Warehouse Training



If you are an Indigenous individual who:

- Is un- or under employed
- Resides in SASET's catchment area
- Is willing to commit to a 10 day full-time program
- Enjoys indoor and outdoor work in all types of weather

If so... we are presently accepting applications for this free training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with an Employment Counsellor today!

**Training will take place at Stolo Nation**

2D—7201 Vedder Road, Chilliwack, BC

**September 27th—October 8th, 2021**

**TO APPLY PLEASE CONTACT SASET:**

 604-858-3691



[www.saset.ca](http://www.saset.ca)

 [info@saset.ca](mailto:info@saset.ca)



[www.facebook.com/SASET.EAS](https://www.facebook.com/SASET.EAS)



***Program includes:***

- WHMIS
- Fall Protection
- Confined Space
- Food Safe
- First Aid
- Bobcat/ Skid Steer
- Scissor Lift
- Genie Boom Lift
- Forklift Training
- And More!!!

**You could receive \$80**

**Based on full attendance and  
completion of Program**

Please visit  
**[www.SASET.ca](http://www.SASET.ca)**  
for Employment  
Assistance  
Service hours  
and locations

**Canada** 



# XWCHÍYÒ:M

## CHEAM FIRST NATION

### REQUEST FOR UPDATED MEMBER INFORMATION

**\*\*INCOMPLETE FORMS WILL NOT BE PROCESSED\*\***

<b>Member Information</b>			
First Name:	Middle:	Last:	
DOB: MMM/DD/YYYY	Status #:	Phone:	
Mailing Address:		Email:	
City:	Province:	Postal Code:	T-Shirt Size:
<b>Spouse Information (if Cheam Band Member of lives on Cheam reserve lands)</b>			
First Name:	Middle:	Last:	
DOB: MMM/DD/YYYY	Status #:	Phone:	
Email:		T-shirt Size:	
<b>Children (that reside primarily with you)</b>			
First Name:	Middle:	Last:	
Status #:	DOB: MMM/DD/YYYY	T-shirt Size:	
First Name:	Middle:	Last:	
Status #:	DOB: MMM/DD/YYYY	T-shirt Size:	
First Name:	Middle:	Last:	
Status #:	DOB: MMM/DD/YYYY	T-shirt Size:	
First Name:	Middle:	Last:	
Status #:	DOB: MMM/DD/YYYY	T-shirt Size:	
First Name:	Middle:	Last:	
Status #:	DOB: MMM/DD/YYYY	T-shirt Size:	
<b>Signatures</b>			
Signature of applicant:		Date:	
Signature of spouse:		Date:	





**CLIENT** — Please complete Parts 2 and 4 of this application and only complete Part 3, if applicable.

**PLAN ADMINISTRATORS** — Please complete Part 1 of this application.

Please complete form electronically or print clearly in **INK**. Sign, date and submit your application to your Plan Administrator as soon as possible.

☐ New Client ☐ Reinstatement

## PART 1 — PLAN ADMINISTRATOR

Policy number 40000	Name of company/organization First Nations Health Authority	Status number
Effective date (mm-dd-yyyy)	Class Client	Employment type Client
		Hours per week 0

If we have questions, how can we contact you? Telephone: 1 855 550-5454, press "2," then "1" Email: hb.eligibility@fnha.ca

## PART 2 — CLIENT/DEPENDENT INFORMATION

Legal first name	Preferred name	Middle initial	Last name	Birthdate (mm-dd-yyyy)	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Street address		City		Province	Postal code
Email address					

For children who have not yet received their own status number, please provide the information requested in the table below.

LEGAL FIRST NAME	PREFERRED NAME	MIDDLE INITIAL	LAST NAME	BIRTHDATE (MM-DD-YYYY)	SEX
First child					<input type="checkbox"/> M <input type="checkbox"/> F
Second child					<input type="checkbox"/> M <input type="checkbox"/> F

## PART 3 — CO-ORDINATION OF BENEFITS

If you or any of your dependents have coverage under another plan, please indicate the following:

Name of Insurance company	Group Policy Number	ID or certificate number
---------------------------	---------------------	--------------------------

## PART 4 — CLIENT SIGNATURE

I agree to the conditions of my benefit plan between First Nations Health Authority (FNHA) and Pacific Blue Cross. I confirm that the information I have provided is true and complete.

If I should receive a settlement or a judgement against a liable third party for wage loss or benefits covered under my group plan, I agree to and authorize the third party to reimburse Pacific Blue Cross up to the amount advanced to me pending such settlement or judgement.

I consent to Pacific Blue Cross collecting, using and disclosing my personal information where reasonably necessary for the purposes of my enrollment or coverage under this group plan. I consent to the disclosure of my personal information to agents and representatives of Pacific Blue Cross and other providers/insurers and their agents and representatives for the purposes of assessing and providing benefits coverage. I also consent to the disclosure of my personal information to my plan administrator when required or permitted by law or by contract between Pacific Blue Cross and FNHA; and to the retention, use and disclosure of my personal information in accordance with the Pacific Blue Cross privacy policy.

The privacy policy is available online at [pac.bluecross.ca](http://pac.bluecross.ca) or by calling Pacific Blue Cross at 604 419-2000.

Client's signature <b>X</b>	Date (mm-dd-yyyy)
--------------------------------	-------------------

### FNHA CLIENTS:



#### MAIL YOUR APPLICATION

First Nations Health Authority,  
Health Benefits Department  
501 – 100 Park Royal South  
West Vancouver, BC V6B 4E1



#### FAX

1 888 299-9222



BRITISH  
COLUMBIA

Health  
InsuranceBC

USE CAPITAL  
LETTERS ONLY

A, B, C, D

## MEDICAL SERVICES PLAN (MSP) ENROLMENT APPLICATION

This application is for registered Status Indians who are assisted by First Nations Health Authority, and must be authorized by the First Nations Health Authority Benefits BC Region Office.

SUBMIT COMPLETED FORM TO THE FIRST NATIONS HEALTH AUTHORITY AT THE ADDRESS LISTED ON PAGE 2, SECTION 4.

**NOTE: INCOMPLETE, UNSIGNED OR UNAUTHORIZED FORMS WILL BE RETURNED.** Before completing this application, please read **IMPORTANT INFORMATION** on page 2.

Residents of BC are required, by law, to enrol themselves and to enrol their spouse and children who are residents of BC.

**RESIDENT** means a person who is a citizen of Canada or is lawfully admitted to Canada for permanent residence, who makes his or her home in British Columbia, and is physically present in British Columbia for at least 6 months in a calendar year, or a shorter prescribed period, and includes a person who is deemed under the regulations to be a resident but does not include a tourist or visitor to British Columbia.

BAND NAME	FULL STATUS NUMBER	PERSONAL HEALTH NUMBER (PHN)	GROUP NUMBER
			21000

### 1 APPLICANT INFORMATION

APPLICANT LEGAL LAST NAME	APPLICANT LEGAL FIRST NAME	APPLICANT LEGAL SECOND NAME
BIRTHDATE (MM / DD / YYYY)	GENDER	DAYTIME TELEPHONE NUMBER
	<input type="checkbox"/> M <input type="checkbox"/> F	
CITY	PROV	POSTAL CODE
RESIDENTIAL ADDRESS		
MAILING ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)	CITY	PROV POSTAL CODE

### 2 RESIDENCE AND CITIZENSHIP / IMMIGRATION INFORMATION

<b>A</b>	STATUS IN CANADA - <b>PROVIDE PHOTOCOPIES OF ALL APPLICABLE DOCUMENTS FOR EACH PERSON LISTED ON THIS APPLICATION</b> (DO NOT SEND ORIGINALS)		
	<input type="checkbox"/> CANADIAN CITIZEN - Canadian Birth Certificate, Canadian Citizenship Card or Passport <input type="checkbox"/> HOLDER OF PERMANENT RESIDENT STATUS - Record of Landing, Permanent Resident Card (front & back) or Confirmation of Permanent Residence <input type="checkbox"/> OTHER - Work or Study Permit, etc.		
<b>B</b>	HAVE YOU HAD MSP COVERAGE PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, GO TO "C") IF YES, PROVIDE → PERSONAL HEALTH NUMBER (PHN)		
<b>C</b>	HAVE YOU LIVED IN BC SINCE BIRTH? <input type="checkbox"/> YES (GO TO "D") <input type="checkbox"/> NO → MOST RECENT MOVE TO BC → (MM / DD / YYYY) MOST RECENT MOVE TO CANADA (IF DIFFERENT FROM DATE OF MOVE TO BC) → (MM / DD / YYYY)		
	IS THIS A PERMANENT MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO PROVINCE OR COUNTRY MOVED FROM PREVIOUS HEALTH NUMBER		
<b>D</b>	HAVE YOU OR ANY FAMILY MEMBER BEEN OUTSIDE BC FOR MORE THAN 30 DAYS IN TOTAL DURING THE PAST 12 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, GO TO "E")		
	DEPARTURE DATE (MM / DD / YYYY) RETURN DATE (MM / DD / YYYY) FAMILY MEMBER NAME, REASON FOR DEPARTURE AND LOCATION		
<b>E</b>	WILL YOU OR ANY FAMILY MEMBER BE AWAY FROM BC FOR MORE THAN 30 DAYS IN TOTAL IN THE NEXT SIX MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SEE <b>RESIDENCY</b> , PAGE 2.		
	ARE YOU A FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WILL YOU RESIDE IN BC ON COMPLETION OF YOUR STUDIES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	IF ANYONE LISTED IS AN ACTIVE MEMBER OF, OR HAS BEEN RELEASED FROM, THE CANADIAN FORCES, RCMP OR AN INSTITUTION, PLEASE PROVIDE THE DISCHARGE DATE: (MM / DD / YYYY)		

IS THIS APPLICATION ALSO FOR A SPOUSE OR CHILD? IF YES, PLEASE COMPLETE SECTION 3.

### 3 SPOUSE AND CHILD INFORMATION (LIST ONLY THOSE ELIGIBLE)

**SPOUSE** means a resident of BC who is either married to or living and cohabiting in a marriage-like relationship with the applicant and may be of the same gender as the applicant.

**CHILD** means a BC resident who is a child of a beneficiary or a person in respect of whom a beneficiary stands in the place of a parent, and who is a minor, does not have a spouse, and is supported by the beneficiary.

**PHOTOCOPIES OF CURRENT CITIZENSHIP/IMMIGRATION DOCUMENTS MUST BE ATTACHED. USE LEGAL NAMES WHEN COMPLETING THIS FORM. IF LEGAL NAME DOES NOT MATCH, INCLUDE COPY OF MARRIAGE OR CHANGE OF NAME CERTIFICATE, ETC.**

SPOUSE LEGAL LAST NAME	SPOUSE LEGAL FIRST NAME	SPOUSE LEGAL SECOND NAME
PERSONAL HEALTH NUMBER (PHN)	BIRTHDATE (MM / DD / YYYY)	GENDER
		<input type="checkbox"/> M <input type="checkbox"/> F
STATUS IN CANADA (MARK ONE - <input checked="" type="checkbox"/> )	STATUS INDIAN?	FULL STATUS NUMBER
<input type="checkbox"/> CANADIAN CITIZEN - Canadian Birth Certificate, Canadian Citizenship Card or Passport	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> HOLDER OF PERMANENT RESIDENT STATUS - Record of Landing, Permanent Resident Card (front & back) or Confirmation of Permanent Residence	MARRIAGE DATE (MM / DD / YYYY)	SPOUSE'S PREVIOUS LAST NAME (IF APPLICABLE)
<input type="checkbox"/> OTHER - Work or Study Permit, etc.		
PROVIDE PHOTOCOPIES OF ALL APPLICABLE DOCUMENTS (DO NOT SEND ORIGINALS). IF LEGAL NAME DOES NOT MATCH, INCLUDE COPY OF MARRIAGE/CHANGE OF NAME CERTIFICATE, ETC.	HAS SPOUSE LIVED IN BC SINCE BIRTH?	MM / DD / YYYY FROM (PROVINCE OR COUNTRY)
	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, MOST RECENT MOVE TO BC →	
	IS THIS A PERMANENT MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	REG. # OF MEDICAL PLAN IN PREVIOUS PLACE OF RESIDENCE



**3 (CONT'D) SPOUSE AND CHILD INFORMATION (LIST ONLY THOSE ELIGIBLE)**

CHILD LEGAL LAST NAME		CHILD LEGAL FIRST NAME		CHILD LEGAL SECOND NAME	
<div></div>		<div></div>		<div></div>	
PERSONAL HEALTH NUMBER (PHN)	BIRTHDATE (MM / DD / YYYY)	GENDER	STATUS INDIAN?	FULL STATUS NUMBER	
<div></div>	<div></div>	<div>M</div> <div>F</div>	<div>YES</div> <div>NO</div>	<div></div>	
STATUS IN CANADA (MARK ONE - <input checked="" type="checkbox"/> )		HAS CHILD LIVED IN BC SINCE BIRTH?		MM / DD / YYYY FROM (PROVINCE OR COUNTRY)	
<div><input type="checkbox"/> CANADIAN CITIZEN - Canadian Birth Certificate, Canadian Citizenship Card or Passport</div> <div><input type="checkbox"/> HOLDER OF PERMANENT RESIDENT STATUS - Record of Landing, Permanent Resident Card (front &amp; back) or Confirmation of Permanent Residence</div> <div><input type="checkbox"/> OTHER - Work or Study Permit, etc.</div>		<div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>IF NO, MOST RECENT MOVE TO BC →</div>		<div></div>	
		IS THIS A PERMANENT MOVE?		REG. # OF MEDICAL PLAN IN PREVIOUS PLACE OF RESIDENCE	
		<div><input type="checkbox"/> YES <input type="checkbox"/> NO</div>		<div></div>	
		IF CHILD IS NEWLY ADOPTED, INDICATE DATE OF ADOPTION AND ENCLOSE PROOF OF ADOPTION →		ADOPTION DATE (MM / DD / YYYY)	
				<div></div>	

☐ IF YOU HAVE MORE THAN ONE CHILD, PLEASE MARK BOX (☒) ATTACH ADDITIONAL SHEET AND PROVIDE ALL INFORMATION

**IF THE APPLICANT IS THE PARENT OF, OR STANDS IN PLACE OF A PARENT TO A DEPENDENT POST-SECONDARY STUDENT (SEE BELOW), PLEASE COMPLETE THE SECTION BELOW**

STUDENT LEGAL LAST NAME		STUDENT LEGAL FIRST NAME		STUDENT LEGAL SECOND NAME	
<div></div>		<div></div>		<div></div>	
SCHOOL NAME AND FULL ADDRESS		DATE STUDIES WILL BE FINISHED (MM / DD / YYYY)		IF SCHOOL IS OUTSIDE BC, ORIGINAL DEPARTURE DATE (MM / DD / YYYY)	
<div></div>		<div></div>		<div></div>	

☐ TO ADD MORE DEPENDENT POST-SECONDARY STUDENTS, PLEASE CHECK BOX, ATTACH ADDITIONAL SHEET AND PROVIDE ALL INFORMATION. POST-SECONDARY STUDENT MUST SIGN THE INFORMATION IN ORDER TO APPLY FOR ENROLMENT

**DEPENDENT POST-SECONDARY STUDENT** means a BC resident who is older than 18 and younger than 25 years of age, in full-time attendance at a post-secondary institution approved by the Commission, and supported by a beneficiary who is the person's parent or a person who stands in place of the person's parent.

**4 AUTHORIZATION - MUST BE SIGNED BY APPLICANT AND ANY POST-SECONDARY STUDENT APPLYING FOR ENROLMENT (DO NOT CHANGE TEXT OF AUTHORIZATION BELOW)**

I have received information about MSP and agree to abide by the terms and conditions of MSP. I understand that if a discrepancy exists between the information provided and the legislation, the legislation will govern.

I authorize the Ministry of Health to collect my health information from practitioners who provide publicly funded health care service(s) to me under MSP and other publicly funded health care programs, and I provide consent for those practitioners to disclose such information to the Ministry of Health for the purposes of assessing eligibility for, and in regard to the administration of, MSP and other Ministry of Health publicly funded health care programs.

I declare that all information provided is true and I understand that the Ministry of Health and/or Health Insurance BC may verify this information with immigration authorities, law enforcement authorities and other public authorities, agencies and persons as appropriate. I declare that all persons listed are residents of British Columbia.

SIGNATURE OF APPLICANT	SIGNATURE OF SPOUSE	DATE SIGNED (MM / DD / YYYY)
<div></div>	<div></div>	<div></div>
SIGNATURE OF POST-SECONDARY STUDENT	DATE SIGNED (MM / DD / YYYY)	
<div></div>	<div></div>	

**SUBMIT THIS FORM, MARKED CONFIDENTIAL, TO:**

First Nations Health Authority, Health Benefits Department, #501 - 100 Park Royal South, West Vancouver BC V7T 1A2

**5 FIRST NATIONS HEALTH AUTHORITY AUTHORIZATION - MUST BE SIGNED BY A FIRST NATIONS HEALTH AUTHORITY REPRESENTATIVE**

FIRST NATIONS HEALTH AUTHORITY AUTHORIZATION	THE ABOVE INFORMATION IS SUPPORTED BY
MEDICAL SERVICES BRANCH REPRESENTATIVE	
<div></div>	<div></div>

**6 IMPORTANT INFORMATION**

For further important information about eligibility for and enrolment in MSP, please visit <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>

**To complete MSP enrolment, new and returning adult residents must obtain a Photo BC Services Card by visiting an Insurance Corporation of BC (ICBC) driver licensing office. To find an ICBC driver licensing office near you, please visit [icbc.com](http://icbc.com).**

Personal information is collected under the authority of the *Medicare Protection Act* and section 26 (a), (c) and (e) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) for the purposes of administration of the Medical Services Plan. Information may be disclosed pursuant to section 33 of FOIPPA. If you have any questions about the collection and use of your personal information, please contact the Health Insurance BC Chief Privacy Office at Health Insurance BC, Chief Privacy Office, PO Box 9035 STN PROV GOVT, Victoria, BC V8W 9E3 or call 604 683-7151 (Vancouver) or 1 800 663-7100 (toll-free).