



XWCHÍYÒ:M

CHEAM FIRST NATION

COMMUNITY NEWSLETTER: February 23, 2024



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XWECHÍYOM XWEXWILMEXW SXWE EYELH

Kwetskwetsmet lis cha xwal letse sqwalewels ye xwe chiyom Xwexwilmexw;

Xw' eyehls cha ye mekw' wat ite xwech'í 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.



DATES TO NOTE:

February 27	Regular Cheam Council Meeting Cancelled
February 28	Honoring Wellness Celebration @ 5pm
March 12	Cheam Elder's Meeting & Lunch @ 12
March 12 & 26	Regular Cheam Council Meetings
March 18 - 21	Cheam Youth Spring Break Camp
March 22	Pelólxw Coast Jam @ Cheam 5pm
March 31	Cheam Community East Hunt & Dinner

Cheam Elders/Youth Gardening Program

Any Elders wanting to lead this program please contact Amanda in the Health Wing at Amanda.aubichon@cheamband.com or call 604-794-7927.

Honoraria and supplies will be provided throughout the summer.



Electronic Funds Transfer (EFT) Forms

Our goal is to slowly move all members on to electronic payments so that things like distribution, catering, and other benefits can be deposited right into your bank account. We know it will take time to get everyone switched over, so we are getting started now with the goal of having the majority switched over within one year. You can go into your bank and ask for the EFT form, or can download it from your online banking. If you need help figuring out how to download the form from your online banking please let us know and we will assist you. All forms go to deysi.hernandez@cheamband.com or can be dropped off at the Band Office attention: Deysi. *Rest assured that your EFT information will only be accessed by authorized personnel involved in the payment processing system.*



We appreciate your assistance in helping us switch over to a much more efficient payment system.



XWCHÍYÒ:M

CHEAM FIRST NATION

Community Notice: February 22, 2024

Dear Cheam Community,

I am pleased to share exciting news about the recent acquisition of the Bridal Falls Golf Course lands (53191 Bridal Falls Rd, Rosedale, BC V0X 1X0). The Chief and Council proudly announce that these lands are now owned by the Cheam First Nation community.

The finances for this purchase came from Cheam Enterprises Inc. funds, demonstrating our community's commitment to strategic and sustainable investments. We eagerly anticipate the potential this property holds for our community.

In late March, we will invite the community to tour the newly acquired lands and will seek community input as we continue this journey of building a strong and prosperous Nation.

Cheam First Nation is now the owner of the Bridal Falls Golf Course property.

Sincerely,

Eyteleq
Darwin Douglas
Chief of Cheam First Nation





XWCHÍYÒ:M

CHEAM FIRST NATION

HAVE YOUR SAY - JOIN A CHEAM FIRST NATION COMMITTEE!

We invite all members to submit an expression of interest (EOI) to join one of our Cheam First Nation Committees listed below. Based on the number of EOI's submitted we are hoping to have at least one Cheam Youth and Elder per committee. We value community feedback and engagement in all we do, and diverse committee membership helps us strive for fair and equal representation. Everyone's voice is important.

Committees to submit your EOI for:

- Land Governance Advisory
- Housing, Public Works & Capital Projects
- Culture, Tradition & Rights and Title
- Health, Education & Social Development
- Finance & Audit
- Safe Community
- Administration & Communication

Please submit an email to catana.tommy@cheamband.com or drop a letter off to the band office (Attn: Catana) explaining why you would like to participate, in what committee(s), and any relevant experience that you bring to support your EOI to Council.

Please submit by March 8, 2024.

Committees are responsible for:

- a) advising Council on specific mandates determined by Council
- b) making recommendations to the Council on matters within the mandate
- c) reporting to Council on the activities of the committee;
- d) ensuring that the committee mandate is achieved.

Honoring Wellness Ceremony



*you deserve a life
full of happiness
and positivity*



FEBRUARY 28, 2024 @ 5PM

Nominations to be honored can be sent by this Friday to
crystal.chapman@cheamband.com, roseanna.bello@cheamband.com
or phoned in to the Health reception at 604-794-7927.

.....

EY SWAYEL mekw'ewát

*Please Join us for a
Coastal Jam
DOORS OPEN @5PM*

MARCH.22 | 2024
DINNER @ 5:30PM

.....

**DANCING, SINGING,
DRUMMING**

IRONMAN

COMPETITIONS

12 & UNDER, 12+

EVERYONE WELCOME

.....

**PELÓLXW
COASTAL JAM**

Contact Info:

52161 wVictor Drive

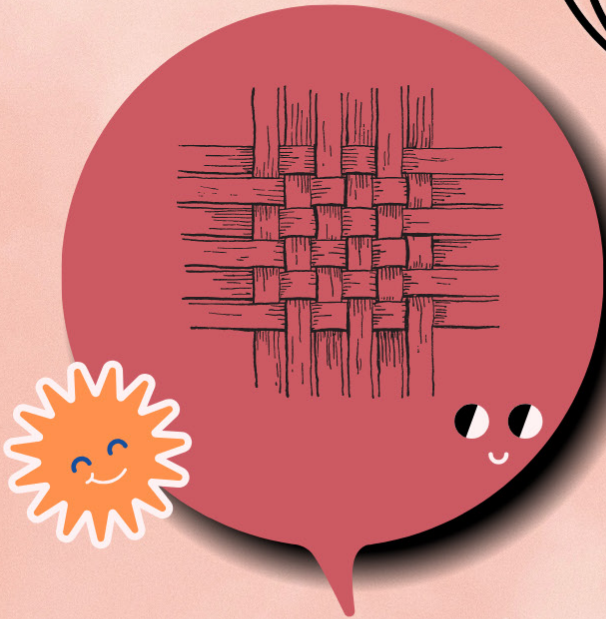
Rosedale B.C.

604-794-7927

CHEAM GYMNASIUM

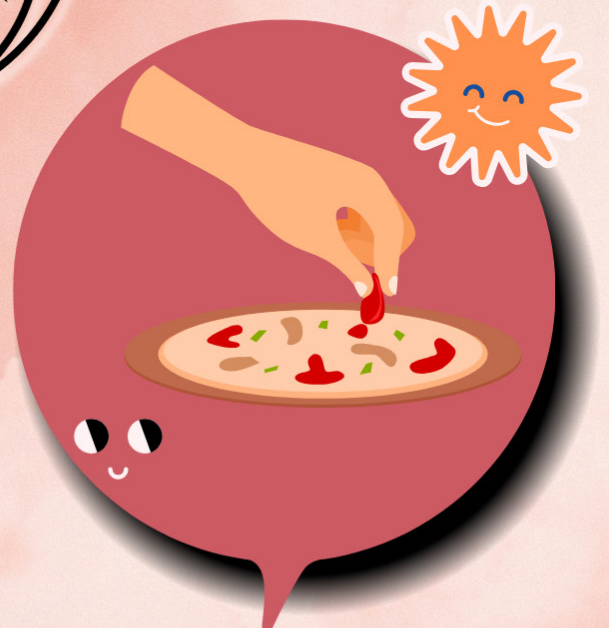


FAMILY FRIDAY NIGHTS



February 23

Cedar Weaving
Roses & a Mat



March 1

Pizza Making



March 8

Bowling & Pizza Outing
Must register with Daphne
daphnee@cheamband.com
(only 30 spots available)

**HAVE
FUN**

COMMUNITY MEETING



ACTIVE TRANSPORTATION NETWORK PLAN

Your Voice Matters!

Thank you to everyone who gave us feedback in person at our November open houses and online.

We will be sharing what we heard at four community meetings throughout our region.

Join us to:

- » Get a summary of the key feedback and insights shared through a staff presentation
- » Discuss the proposed strategies and actions
- » Share your thoughts on priorities

Can't make it? No worries! Visit
<https://haveyoursay.fvrd.ca/ATNP>
or scan the QR Code to learn more.



MONDAY, FEB 26
6 PM - 8 PM

Deroche Community Hall
41555 N Nicomen Rd, Deroche

TUESDAY, FEB 27
6 PM - 8 PM

Cultus Lake Community School
71 Sunnyside Blvd, Cultus Lake

TUESDAY, MAR 5
6 PM - 8 PM

Rosedale Community School
50850 Yale Rd, Rosedale

THURSDAY, MAR 7
6 PM - 8 PM

Yale Community Centre
65050 Albert St, Yale

Please be advised that photographs will be taken by the Fraser Valley Regional District (FVRD) at this event for use on the FVRD website, reports, social media, and all other FVRD publications and platforms. By entering this event, you consent to the FVRD photographing and using your image.



RATTLE MAKING WORKSHOP

Join IRSSS in Hope for a one-day workshop. Snacks, lunch, drinks & door prizes. Supplies provided.



IRSSS OFFICE
348 WALLACE ST, HOPE



MARCH 14TH, 2024
9:00AM-2:00PM

This workshop is for Survivors and/or those who have been impacted by Indian Day or Residential Schools to connect in a safe space.

Register in Advance - Space is Limited

Contact IDS Coordinator Rhianon Teegee:
778-222-5963 or RhianonTeegee@irsss.ca



**INDIAN RESIDENTIAL
SCHOOL SURVIVORS
SOCIETY**



March 22, Cheam Coastal Jam dinner bid

This is open for Cheam Members & Community members

Estimated total 200 people

Name of Bidder: _____

Phone number: _____

Is your catering business licensed? Yes___ No___

Do you and have a valid food safe certificate? Yes___ No___

Is your food safe certificate attached? Yes___ No___

Does your support kitchen crew have food safe certificate? Yes___ No___

Is their food safe certificate attached? Yes___ No___

Do you have your own transportation? Yes___ No___

Do you need to use the Gym kitchen? Yes___ No___

Did you attach a menu for 200 people? Yes___ No___

Did you attach the costs for?

Food Yes___ No___

Desserts Yes___ No___

Condiments Yes___ No___

Plates, cutlery, cups Yes___ No___

Coffee, tea, juice Yes___ No___

Do your costs include clean-up of the Gym and kitchen? Yes___ No___

Other catering ideas that you will include in your bid: _____

(If you need more room, please submit additional separate sheet of paper

Total catering cost is: _____

Signature of bidder: _____

Please include a copy of all supporting documents, including break down of per plate costs, any food safe certificates, and business license. Please also refer to the attached menu.

Please have all Documents Including bid sheet Into Evangeline Edwards, (Early years
ECE) by Friday March 8, 2024.



FREE TAX PREP & FILING

BY APPOINTMENT, DROP OFF, OR DROP IN – WE’LL PREPARE
AND E-FILE YOUR TAXES FOR FREE.

FEBRUARY 19 TO MARCH 31

CHEAM FIRST NATION

52161 VICTOR DRIVE, ROSEDALE BC V0X 1X1

Please bring your Government-Issued ID and All Tax Slips

You are NOT eligible for this program if you:

- Are filing a Pre/Post Bankruptcy Return
- Are filing a Deceased Return
- Are Self-Employed
- Have employment expenses
- Have income sources that include Capital Gains, Farming Income, Commission Income, Investment Income over \$1,000, Professional/Business Income, Rental Income
- Other complex returns

For further information please call Lydia at 604-745-8035



UPDATES:

21 UNIT – ISC HSP APPLICATION



The Cheam Housing Department received an update today on the ISC Housing Support Program (HSP) which was the BCR signed by C & C. This 21-unit application provides a subsidy towards regular, health and safety and energy efficiency (new) renovations and is inclusive of building inspection costs.

The application must include a completed application form, including, but not limited to Band Council Resolution (BCR), scope of work, BC BOABC certified inspector assessments for regular renovations, contractor estimates/quotes for new builds and renovations, proof of financing from other sources, and health and safety renovations must include a First Nations Health Authority (FNHA) health assessment. Each home has had all inspections from FNHA to the Building Inspector.

Housing received word from Eric Adamson, ISC. And we will be receiving good news in approximately 3 weeks on the proposal. 😊

13 UNIT – ISC HSP APPLICATION – FINAL INSPECTION

On Friday, Oct 13, 2023, Danny from Lalem Inspection will be going through the 13 units for final inspection. – The final inspection report must be provided for each unit. The report must be dated and signed by a qualified inspector indicating BC Building Code compliance as well as his or her qualification level. If there are any deficiencies where it cannot pass the inspection, it will be reported to have the contractor to remedy the situation. The 13 units will be delivered a notice on their time and a reminder before the actual date to do the deficiencies. 90% completed.

CMHC Emergency Repair Program 2024 (ERP)



CMHC has approved an application in February 2024 for Emergency Repair Program for 7 units to have roof and/or heat pumps installed this year. I am working with getting quotes to finalize the process. Once the evaluation for the application is fully done there will be work commence in the next month.

CMHC Special Contribution 2023 for Ph 3 Sec 95 units

CMHC has given a Special Contribution to assist with repairs/maintenance and replacement of capital items in Phase 3 of the Section 95 units that were built in 2000. The Special Contribution funding will be provided through an agreement linked to the terms and conditions of your existing CMHC Operating Agreement(s). It is intended that this funding will be released by June 1, 2023. Cheam Housing finalized the work on these units with replacing a specific item such as a new roof, flooring, or heating such as heat pump.

ENERGY CONSERVATION ASSISTANCE PROGRAM (ECAP)

The Energy Conservation Assistance Program (ECAP) is a free program available to First Nations communities. This program provides community members with a free home energy evaluation to help them understand their energy use, the installation of energy-saving products and advice. Some homes may also qualify for a free ENERGY STAR® refrigerator; insulation in walls, attics and/or crawlspaces; and/or an ENERGY STAR® natural gas furnace. To qualify, the homes must be heated by natural gas from FortisBC or electricity from FortisBC or BC Hydro.



ecofitt
A CLEAResult Company

Cheam FN had four units get new furnaces and two units received new fridge. Many units did get the energy-saving products installed in their home such as:

- LED light bulbs
- Weather stripping to reduce drafts around windows and doors
- High-efficiency showerheads
- Water-saving tap aerators
- LED night light
- Fridge and freezer thermometer



If you are interested in this program, please notify the Housing Department and we will put you on the list to have the ECAP crew come out to assess your home. Great Program 😊

HOUSING POLICY AMENDMENTS – 2023

Review and amend the following sections:

- Section 1 Introduction / Mission Statement / Glossary of Terms
- Section 2 Governance
- Section 3 General
- Section 4 Rental
- Section 5 Rent to Own
- Section 6 Renovations
- Section 7 Privately Owned Homes
- Section 8 Appeals

Add the following section under Homeownership.

- Section 9 Market Based Housing

There are 3 major revisions

- 1) Not cultivate or smoke cannabis in band owned unit**
- 2) Not permitted to do any renovations**
- 3) Comply with the Cheam Animal Control and Protection Law.**

Methodology

To provide the professional services as outlined above, Flaman Management Services will complete the project as follows:

- 1) Discuss with Cheam Housing deliverables.
- 2) Review existing Housing Policy with Housing to modify and amend to meet the needs of the community.
- 3) Add a new Market Based Housing Section under Homeownership.

**HOUSING
POLICY
UPDATES**



4) Meet with Chief and Council for review and approval.

5) Deliver Community presentation.

Update – The community meeting went well, and it was presented to the Council for approval of the amendments. The full amended document is online on the Cheam FN website. Thank you for everyone who contributed to this.

Have you ever wondered what is Market- or Loan-Based Housing?

Market- or loan-based housing is a broad term that includes private homeownership, rentals, and rent-to-own housing. Simply put, it means the owners and occupants pay for the cost of their housing either through rental or loan payments. Market- or loan-based housing provides First Nations with a powerful means to invest in their communities and gives First Nations families the ability to invest in their futures by building personal wealth in their homes. It also contributes to the sustainability of existing programs by providing another option and allowing funds to be targeted to where they are needed most.

Upcoming Event

***Tenancy Agreement Renewal for all
Tenants***

Start Monday, March 18 to Friday March 22nd, 2024.

All tenants are to call Daphne to book an appointment.



SAFETY NOTE:

Please if you don't have a CO and Smoke detectors in your home let Housing know and we can have it installed for you. It is important that all units are equipped with this as it was for one Elder in the community who had the loud alarm go off to warn him something was wrong. It was discovered that there was a crack in the gas line to his furnace. The gas is a silent killer and very important to have a CO/Smoke Detector installed if you have gas appliances or a furnace. **IT IS MANDATORY TO CALL 911 AND LEAVE YOUR HOME UNTIL IT IS INSPECTED BY THE FIRE DEPARTMENT.**



DO YOU WANT TO MOVE HOME??

The council is looking for more information for all future housing projects such as:

- Cheam FN is in the planning stage for new home construction
- Do you want to join the waiting list?
- Please tell us what your housing needs are.
 - Single Family
 - Duplex/Triplex
 - Apartment/Condo
 - Tiny Homes
- Rent or Own?
- Do you need help in Financing? Or do have your own financing.
 - A to A Financing
 - Bank Financing - Individual Mortgage thru BMO
 - Ability to build with own source revenue
 - Market Housing – CFN builds units and have available for sale

CHEAM HOUSING WILL BE PUTTING OUT A QUICK SIMPLE SURVEY TO BETTER UNDERSTAND THE NEEDS AND WILL BE ONLINE AND HANDOUTS AVAILABLE.

PLEASE KEEP AN EYE OUT IN THE NEXT WEEK FOR THIS TO BE DONE.



Keeping You Informed



April 25, 2023

Toxic Drug Response & Priority Populations Overdose Outreach Team

What's Happening?

The Fraser Health (FH) Overdose Outreach Team (OOT) works in allyship with individuals accessing the unregulated toxic drug supply to reduce the risk of toxic drug poisoning. OOT works with individuals to enhance wellness, personal resilience, self-determination and build knowledge to support safer navigation of or separation from the increasingly toxic drug supply.

OOT acknowledges not everyone who uses substances or experiences a toxic drug-poisoning event has a substance use disorder that requires clinical substance use services.

When Will This Happen?

OOT is currently taking referrals. Please see below for referral process.

Important Things To Know About OOT?

- Individuals are not required to alter their substance use to access OOT services.
- OOT is a multidisciplinary team comprised of peer support workers, outreach, and nurses working alongside social workers and consulting with harm reduction coordinators.
- **Target population:** Anyone ≥ 19 yrs., accessing the unregulated toxic drug supply and are at risk of toxic drug poisoning.
- **Referrals:** Anyone can refer to OOT and clients can self refer. Client consent for referral is required.

For Fraser Health sites that use PARIS:

Please refer by completing and submitting a referral through the 'Substance Use Referral Form' on PARIS. Select the OOT team for the region you are making the referral to, which is determined by the client's address (i.e. if you are making a referral for Fraser East, please select *PH Overdose Outreach Team East*).

Community and Fraser Health Programs that do not use PARIS:

Please refer by one of the methods listed below:

- **Email:** oot@fraserhealth.ca please include your name, address, and best way to reach you when emailing a referral. ***Please do NOT send client identifying information via email due to privacy.***
- **Fax:** 604.930.5432 please include your name, address, and best way to reach you when faxing a referral.
- **Phone:** 236.332.4857 **Non-Emergency Intake Line Open 24 Hrs** please leave a **voicemail** or **text** message with your name and best way to reach you.

****Please note:*** referrals will be responded to within 24-48 hours (weekends/holidays may extend this time).

The OOT team is available for consultation for reducing toxic drug poisoning risk across the region.



For more information

Erin Gibson, Manager, Clinical Operations erin.gibson@fraserhealth.ca

Pamela Carr, Manager, Clinical Operations pamela.carr@fraserhealth.ca

Sherif Amara, Director, Toxic Drug Response & Priority Populations sherif.amara@fraserhealth.ca

PROFESSIONAL DENTAL CLEANING WITH SARA BABAEIN, BDSC, RDH – SMILES VAN

March 14, 2024

Time: 10:00am-4:00pm

New clients will
receive a \$50
electric tooth
brush!



**Location: Cheam Multiplex
52161 West Victor Drive**

- 45-minute appointments
- Dental Hygiene exam + Cleaning
- Full status coverage

Book with Nikki at nichole.jackson@cheamband.com



HONOUR YOUR COMMUNITY

Screen for colon cancer regularly.
Early detection can save your life.

[FNHA.ca/Cancer](https://fnha.ca/Cancer)



HEALING TAKES TIME

ASKING FOR HELP IS A COURAGEOUS STEP

If you're struggling to stay grounded, want support or just need someone to chat with, there are many First Nations resources and people ready to provide support that is easy to access, free, safe and secure.



Indian Residential School Survivors Society (IRSSS)

IRSSS helps support youth throughout the province who are dealing with trauma and seeking support in their healing.

1-800-721-0066 | reception@irsss.ca



Foundry BC

Provides young people with health and wellness resources, services and supports across BC.

1-800-668-6868 | info@foundrybc.ca



Tsow-Tun Le Lum

Provides confidential outreach services, such as counselling and cultural support.

1-888-403-3123 | info@tsowtunlelum.org



First Nations Health Authority
Health through wellness

First Nations Virtual Doctor of the Day

Enables First Nations people in BC with limited or no access to their own doctors to make virtual appointments.

1-855-344-3800



KUU-US Crisis Line Society

24/7 First Nations and Indigenous specific crisis line, toll-free from anywhere in BC, specifically for children and youth.

250-723-2040





First Nations Health Authority
Health through wellness

First Nations Health Benefit Program

The First Nations Health Benefit (FNHB) Program covers specific medically necessary items, services, and travel that support First Nations peoples' health and wellness needs. The program is administered through partnerships with Pacific Blue Cross and PharmaCare.

Eligibility

The FNHB Program is available to First Nations people with Indian status who live in BC and infants (up to 24 months) of an eligible parent. To access the benefits and coverage under the Health Benefits Program, First Nations people must first enroll in the program. Please call 1-855-550-5454 or visit fnha.ca/benefits/eligibility for more information on how to enroll.

Health Benefits Coverage

The FNHB Program covers six benefit areas:



DENTAL

The Dental benefit provides coverage for items and services to maintain good oral health, prevent cavities, gum disease, and restore damaged tooth function. Some items and services covered under the dental benefit are bridges, crowns, exams and x-rays, fillings, and preventive services.



MEDICAL SUPPLIES AND EQUIPMENT

The Medical Supplies and Equipment (MS&E) benefit provides coverage for items and services needed in the short or long-term to support health and wellness. Some items and services covered under the MS&E benefit are bathing and toileting aids, hearing aids and repairs, limb and body orthotics, ostomy supplies, walking aids, and wheel-chairs.



MEDICAL TRANSPORTATION

The Medical Transportation (MT) benefit assists with the cost of meals, accommodation, and transportation towards travel for a medical appointment outside your community of residence. The MT benefit may also cover travel escorts under certain conditions.





MENTAL HEALTH

The Mental Health benefit covers in-person and virtual counselling services from a qualified mental health provider registered with the FNHB. Coverage is available for Mental Health counselling from four programs. The Mental Wellness and Counselling program is for Status First Nations individuals, while the Indian Day Schools Health Support Program, Indian Residential School Resolution Health Support Program, and Missing and Murdered Indigenous Women and Girls Health Support Services are available to both status and non-status individuals. Talk to your Mental Health Provider to determine the appropriate program for you.



PHARMACY

The Pharmacy benefit, administered mainly through Plan Wellness (Plan W), provides coverage for medications and items that support First Nations people on their wellness journeys. The Pharmacy benefit covers specific prescription drugs, over-the-counter drugs, non-drug over-the-counter items, and Shingrix® vaccine. Please call 1-855-550-5454 to enroll in Plan W.

In addition to Plan W, the provincial agencies, including the BC Cancer Agency, BC Transplant, BC Renal Agency, and the BC Centre for Excellence in HIV/AIDS, provide specialty pharmacy items to all BC residents living with specific illnesses or conditions.



VISION CARE

The Vision Care benefit provides coverage for items and services to ensure proper eye health and support access to preventative care. The benefit covers eye exams, sight tests, prescription eyewear and repairs.

OTHER COVERAGE

BC Medical Services Plan (MSP)

The FNHB manages MSP for First Nations people in BC. If you have status and need to register for MSP, call 1-855-550-5454.

Ambulance Bills

The FNHB covers the cost of ambulance transport to a hospital in an emergency situation and from a lower level care facility to a higher level care facility (e.g., long-term care home to a hospital).

View Your Plan Details

To check details about your coverage for dental, vision, medical supplies, and mental health, please create an online PBC Member Profile on www.pac.bluecross.ca or download the PBC app on your smartphone or tablet. The PBC Member Profile offers convenient and secure access to detailed information about your benefits coverage 24 hours a day.

Please call Health Benefits at 1-855-550-5454, email healthbenefits@fnha.ca or visit fnha.ca/benefits to learn more about the First Nations Health Benefits program and benefit coverages.



Chilliwack Public Health Drop-In Immunization Clinics

No Appointments Necessary. Ages <19 years old.



Chilliwack Health Unit

45470 Menholm Rd, Chilliwack

Every Tuesday & Thursday

2:30 – 5:30 PM

Gateway for Families – Central Elementary Community School

9435 Young Rd, Chilliwack – The Family Place door

The first Wednesday of every month

10:00 AM – 3:00 PM

Booked appointments also available Monday-Sunday at the Health Unit. Please call 604-702-4900.



Cheam Youth Activity Day Signup: March 18-22, 2024.

STUDENT NAME _____

GRADE: _____

Please fill out days attending, and drop off to the Cheam Health Department or email reception2@cheamband.com
The closing deadline is March 1st as we need to know how much material we will need to purchase.

<input type="checkbox"/>	March 18/24 (Monday) Paddle Vest making/Ribbon skirt making *10 am to 2pm
<input type="checkbox"/>	March 19/24 (Tuesday) Paddle Vest making/Ribbon skirt making *10 am to 2 pm
<input type="checkbox"/>	March 20/24 (Wednesday) Drum making/beading *10am to 2 pm
<input type="checkbox"/>	March 21/24 (Thursday) Wool Weaving *10 am to 2 pm
<input type="checkbox"/>	March 22/24 Cheam Coastal Jam (Friday) *5pm till over

**lunch will be provided each day.*

INDIGENOUS EDUCATION DEPARTMENT SD33

CULTURAL NIGHTS



Hosted by
Breanna Tso & Charlie Michell
Host drum: Cedar Hat -
Francis "Skootsie" James Jr

Intertribals:
Powwow Practice
Dancing,
Singing,
Learning &
Sharing!

EVERY THURSDAY
6:00 - 8:00 PM
MINI GYM

Thank you to our sponsors!
School District 33
VYPER
Skwah First Nation



Chilliwack Secondary School
46363 Yale Road, Chilliwack, BC

Drug & alcohol free event. Not responsible for any injuries, lost or stolen items.





THUNDER INDIGENOUS RUGBY CAMP

March 29th, 2024
G.W. Graham Secondary School

Youth Rugby Clinic hosted by Rugby Canada

Open to Indigenous Youth ages 6 to 18

10:00 am to 12:00 pm

Thunder Rugby vs. G.W Graham Grizzlies

Girls - 2:30 pm KO

Boys - 3:30 pm KO

Cultural Celebration & Guest Speakers

Tzeachtan Community Hall

5:00 pm



SCAN THE QR CODE to register
for the Thunder Rugby Indigenous
Rugby Camp and Cultural Celebration

REGISTRATION CLOSES MARCH 22ND, 2024



Sponsored By:
RCMP Indigenous Police Service & Rugby Canada



A fun exploration of natural sciences, designed to inspire girls and marginalized genders aged 11-14 to fulfill their curiosity & consider a future in STEM!

Celebrate STEM

with *Dr. Carin Bondar and Carrie Lynn Victor*

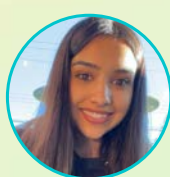


Where: Stó:lō Territory
UFV Chilliwack
45190 Caen Ave, Building A
Indigenous Meeting Space
When: 6-8:30pm



SCAN ME

Food! Art! Prizes!



UFV Science communication students (from left) Manjot Benning, Rhien Hare, Jusnoor Dheria and Taylor Evans will be taking turns moderating alongside Dr. Bondar.

October 13 - Mt. Slesse, Stitos

November 17 - AD Rundle, Chilliwack Middle

January 12 - Rosedale Traditional, Vedder Middle

February 9 - Chilliwack Secondary

March 15 - GWG, Distance Education students

April 05 - Imagine High and Kwiyeqel

May 10 - Sardis Secondary

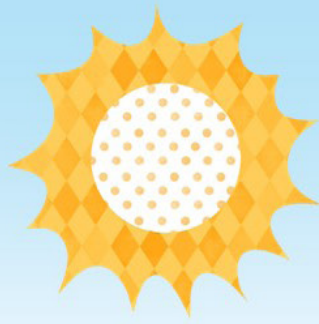
Background Image - Stó:lō logo

CYHC
SOCIAL GROUP
For ages 12-18
Come meet new people and hang out!

WHEN & WHERE?
Thursday's
4-5:30pm
at the Neighbourhood Learning Centre

Email us at chilliwackyhgc@gmail.com if you have questions!

Join us for fun games, activities and more!



**Email to
register**

Country Kids Childcare Spring Break Camp March 18-28

Come out and enjoy activity at camp through your spring break! Activities include crafts, cooking, gym games and more! Don't miss out on popcorn and a movie on the big screen at the end of each week! Please be sure to wear appropriate play clothes (outdoor appropriate) and shoes, pack a lunch and snacks, bring along a water bottle and be ready for Fun!

**Week One-Fictional
Characters Week**
**Week Two-Mixed Bag of
Camp Themes**
Art Camp
Band Camp
Camping Day
Space Camp



Ages Kindergarten –to Grade 5
Full Day of care available 7am-6pm
\$30/day (camp activities 9-5pm)

Registration closes March 8th

50850 Yale Road
Rosedale BC V0X 1X2
Phone: 604 378-0300
Email: rtcsc@rtcsc.ca
Web: www.rtcsc.ca



SPRING BREAK 2024

**SPACE IS LIMITED
REGISTER BEFORE FEBRUARY 29, 2024**

LAND AND LANGUAGE RESTORATION



**A SIX DAY EXPERIENCE FOR PELÓLXW YOUTH TO LEARN
ABOUT LAND AND LANGUAGE RESTORATION.
YOUTH WILL GAIN HALQ'EMÉYLEM LANGUAGE SKILLS AND
LEARN ABOUT PELÓLXW LAND STEWARDSHIP AS
TITLE HOLDERS FROM ELDERS, KNOWLEDGE KEEPERS,
AND WESTERN SCIENCE EXPERTS**

**SUITABLE FOR
YOUTH AGES 15-21**

**MARCH 18 – 23 2024
M-F 9:00-3:00, S 9:00-4:00**

**HONOURARIA
PROVIDED**

**EMAIL LISA@ALONGSIDERC.CA FOR MORE
INFORMATION AND TO REGISTER**

Job Title: Youth Intern – Xá:y Syí:ts'emílep (Gill Bar Restoration project)

Lead organization: S'olh Temexw Stewardship Alliance (STSA) and the Sto:lō Research and Resource Management Centre (SRRMC). The intern will be working closely with project partner Watershed Watch Salmon Society.

Location: The ideal candidate will be from Pelolhwx tribes- Sqwa (Skwah), Xwchiyo:m (Cheam), and Kwaw'Kwaw'Apilt Na – but the position is open to any Sto:lo youth under 25 years old.

Work space: Much of the work is remote so the Intern needs to have access to a computer and a stable internet connection. Access to a vehicle is ideal.

Duration: 2 months with potential to extend

Start and end dates: approximately February 7th (or ASAP) – March 15th, 2024

Compensation: The Intern will be compensated with honoraria as per the rates provided by the SRRMC.

About Us: Watershed Watch Salmon Society is a partner on the Xa:y Syi:ts'emílep (Gill Bar Restoration) Project that the S'olh Temexw Stewardship Alliance leads. This project aims to restore the gravel bar known as Gill Bar and plan for long-term stewardship of the area. In the short term, we are working to engage the Pelolhwx tribe and larger Chilliwack community on issues, visions and concerns for this reach. We are planning a Project Launch and Community Meeting for February 2024 and are looking for a responsible, dedicated Intern who can support us in planning and carrying out the event.

Key Responsibilities:

1. Event Planning:

- Collaborate with the team lead to plan and execute a successful public meeting.
- Assist in developing event timelines, schedules, and logistical plans.
- Coordinate with caterers, speakers, and volunteers to ensure seamless execution.

2. Outreach and Promotion:

- Develop and implement strategies to promote the event within the community.
- Utilize social media platforms, flyers, and other channels to increase awareness.
- Engage with local organizations, schools, and youth groups to maximize attendance.

3. Logistics and Support:

- Provide on-site support during the event, including registration and participant assistance.
- Assist with setting up and dismantling event infrastructure.
- Coordinate with speakers and presenters to ensure they have the necessary resources.

4. Documentation:

- Capture and document key moments of the event through photos and videos.
- Work with the team lead to prepare a post-event report highlighting successes and next steps.
- Collect feedback from participants to assess the event's impact.

Qualifications:

- Enthusiastic and proactive individual with a passion for community engagement.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Familiarity with social media platforms and event promotion.
- Keen interest in First Nations-led stewardship and restoration
- Ability to work well in a team and independently.

Benefits:

- Gain hands-on experience in event planning and community engagement.
- Networking opportunities with professionals and community leaders.
- Receive mentorship and guidance from experienced organizers.
- Letters of recommendation available upon successful internship completion.

How to Apply:

Please contact Lisa Wolgram via email (lisa@alongsiderc.ca) or by phone call or text (778-808-3451) for more information or to apply.

Application Deadline: As soon as possible!

TRAINING OPPORTUNITIES



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- For indigenous Peoples - Status, Non-Status, Métis and Inuit

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Canada



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Welding Level B

- 19 Weeks of Technical Training
- Work Placements Available
- Fully Funded Program
- For indigenous Peoples - Status, Non-Status, Métis and Inuit

Must have completed Welding Foundation to attend this training

DATE: March 18th - July 26th, 2024

Enroll by March 15th, 2024

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GET THE DIGITAL SKILLS
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COMPUTER-TECHNOLOGY JOBS of tomorrow!

This opportunity is open to all First Nations, Inuit and Métis women, Two-Spirit, transgender, and gender-diverse people across Canada who are 16 years of age and older.

It is offered through the collaboration of Microsoft, the Trust for the Americas, and the Native Women's Association of Canada (NWAC).

POETA Digispark offers the following five 10-hour, digital-skills courses. Certificates will be offered upon completion of each. Choose to do as many as you wish!

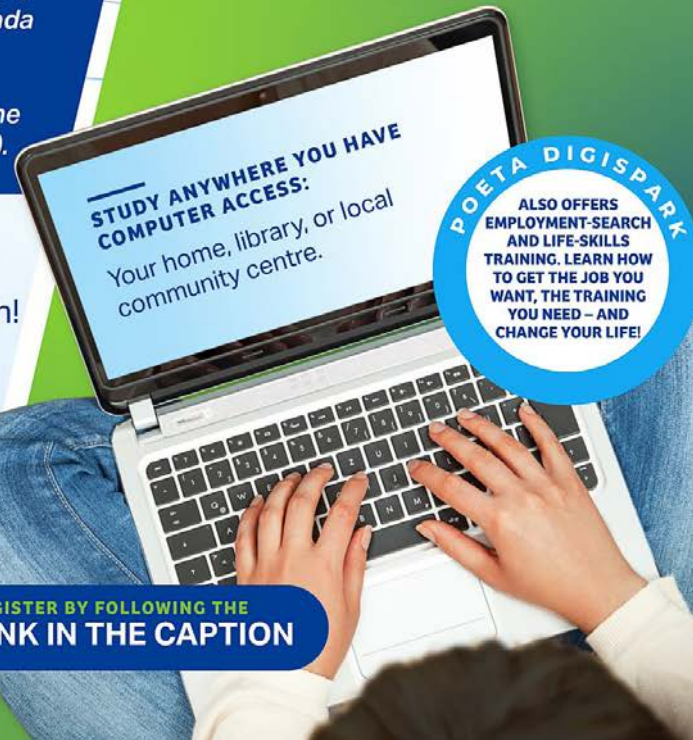
-  **Working with Computers and Devices**
-  **Working and Collaborating Online**
-  **Getting Started with Microsoft 365**
-  **Collaborating with Microsoft 365**
-  **Optimizing Your Work with Microsoft 365**

THE NEXT SESSION
BEGINS ON

MARCH 4

All courses are FREE!
You will be certified
after just 10 hours of
online study!

With the certificate you
earn through POETA, you
will be qualified to work
as a data input operator,
IT clerk, and similar roles.



Looking for a new career in computers or technology? Indigenous women and gender-diverse people (aged 16+) can get started with POETA Digispark, our free online digital skills training that only takes 10 hours!

Courses include Working with Computers and Devices, Getting Started with Microsoft 365, and more. No prior knowledge or skills needed!

Register here: <https://bit.ly/49gr2dv>



Canada

STOLO ABORIGINAL SKILLS &
EMPLOYMENT TRAINING IS HOSTING A

Traffic Control Training

**April 4 & 5, 2024
(8:30am - 4:30pm)**



This training is open to
Indigenous unemployed and
underemployed people living in
the SASET catchment area.

info@saset.ca
5B - 7201 Vedder Rd,
Chilliwack BC
604-858-3691

SASET—Chilliwack Office
5B-7201 Vedder Road
Chilliwack, BC
Phone: 604-858-3691

SASET—Sts'ailes Office
4690 Salish Way
Agassiz, BC
Phone: 604-796-5536

SASET—Seabird Office
2895 Chowat Road
Agassiz, BC
Phone: 604-796-6865



Chainsaw Safety Training Program

March 5 & 6, 2024

Are you an Indigenous individual who:

- Is un- or under employed
- Resides in SASET's catchment area
- Is willing to commit to a 2-day training 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 your Employment Counsellor!



TO APPLY PLEASE CONTACT SASET:

SASET - Chilliwack Office
5B-7201 Vedder Road
Chilliwack, BC
Phone: 604-858-3691

Sts'ailes Employment Centre
4690 Salish Way
Agassiz, BC
Phone: 604-796-5536

Seabird Employment Centre
2895 Chowat Road
Agassiz, BC
Phone: 604-796-6865

www.saset.ca





Sto:lo Aboriginal Skills & Employment Training is pleased to offer

CONSTRUCTION TRAINING PROGRAM



Course Includes:

- First Aid Level 1
- WHMIS
- Mini Excavator
- Skid Steer
- Confined Space
- Chainsaw Safety
- And more !

April 15 - 26, 2024

Training will take place on-site at Sto:lo Service Agency
Building 5B, 7201 Vedder Road Chilliwack, BC
Monday to Friday 8:30am to 4pm

Canada 

SASET—Chilliwack Office
5B-7201 Vedder Road
Chilliwack, BC
Phone: 604-858-3691

SASET— Sts'ailes Office
4690 Salish Way
Agassiz, BC
Phone: 604-796-5536

SASET—Seabird Office
2895 Chowat Road
Agassiz, BC
Phone: 604-796-6865



SOCIAL MEDIA 101

FOR CRAFT ARTISANS WORKSHOP

CALLING

all Indigenous novice artisans, budding crafters, and/or art enthusiasts ready to begin their journey as artisans! JOIN CYNTHIA PAVLOVICH, Indigenous business consultant, art teacher and the creator of Gwich'in Luxury for a special virtual workshop to learn:

- Practical insights for effective digital engagement.
- Strategies to enhance your social media presence and build your audience.
- Key knowledge to boost online sales.

FEBRUARY 28
6:00 – 7:30 PM EST

Register today by emailing:
workshops@nwac.ca

Please include your address to
receive the gift.



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WILL BE PROVIDED TO THE
FIRST 50 ATTENDEES



Native Women's Association of Canada

1d · 🌐



🔧 Find the career that's right for you with our National Apprenticeships Program. Through the program, we'll pair you with an inclusive employer who will help you develop the skills needed to secure a rewarding, well-paying job in the Red Seal trades. It could be a life-changer! Get started today:

📞 Call us now to speak to one of our advisors: 1-888-223-7089

🌐 Or visit our website: <https://bit.ly/3QJbGWZ>

#Apprenticeship #RedSeal #SkilledTrades #JobOpportunity #EarnWhileYouLearn

EMPLOYMENT OPPORTUNITIES

APPLICATION

Sto:Lo Aboriginal Skills & Employment Training and WorkBC Chilliwack, is pleased to announce....

JOB & CAREER FAIR

Due to popular demand date & location changed!

Coast Chilliwack Hotel
45920 First Ave, Chilliwack, BC

MARCH 1ST, 2024

10:00 AM - 3:00 PM

EVERYONE WELCOME!

MC'd by DJ SupaSweat

Door Prizes!

WorkBC Centre



Canada

BRITISH COLUMBIA

This program is funded by the Government of Canada and the Province of British Columbia.

For more information, please contact us at 604-858-3691
or email info@saset.ca

www.saset.ca



SASET Outreach Services

on-site at Cheam First Nation

Every Friday from 9:30am to 3:00pm

Who are we?

We provide Indigenous Employment and Training Services to First Nation working age population in the Fraser Valley Catchment area.

Who do we serve?

If you are an Indigenous person and are either the following:

- Is un-under employed
- Student
- Employed but unable to meeting basic living requirements
- Resides in SASET's catchment area (Langley to Boston Bar and throughout the Fraser Valley; or with 3 communities in the Head of the Lakes)

Outreach Employment Services:

Employment and Career Counselling
Resumes and Cover Letters
Education and training information
Computer with internet access
Job postings
Employment Readiness
Career Planning/Decision Making
Labour Market Information

Scholarships, Grants and Bursary information
Job Search assistance
Applying online
Employability workshops
Basic Computer Skills Workshops
And much more

Lucinda Louie, Employment Counsellor

Phone or text: 778-684-1464 or email: Lucinda.Louie@saset.ca

Or email: info@saset.ca

See our website for more information at www.saset.ca



Call for Traditional Plant Knowledge Holders and Riparian Restoration Contractors

CEI is hiring 3-week renewable contracts for Spring riparian planting and invasive removal on the Hope Slough through the project:

Shxwlístexw te Sqwá:la Shxwelí: Care for the Life Spirit of the Hope Slough

Required:

- 2-6 person crews
- Must be able to provide examples of previous planting projects and their effectiveness
- Proof of WCB and safety compliance for all crew members, including on-site First Aid Attendant. (WCB can be provided for Cheam, Sqwá, and Shxwha:y community members)
- Crews should be able to provide their own equipment, fuel, and PPE. Due to permitting restrictions, invasive removal below the top of the bank is to be done with hand machinery.
- Bids must include the cost of post-planting reporting, including photos and details of the planting area.

Preference is given to contractors with a minimum of 5 years experience in riparian restoration with knowledge of local First Nations' traditional customs and practices. Bids will be open to candidates of Indigenous ancestry s16(1) CHRA. until Feb 15/24 and then will be open to the public.

Please send bids to ashley.douglas@cheamenterprises.ca





EXECUTIVE DIRECTOR (ROSEDALE, BC)

On behalf of our client, Cheam First Nation ("Xwchíyò:m"), we are searching for an Executive Director to lead their team located in Rosedale, BC. The Xwchíyò:m have lived in S'ólh Téméxw for thousands of years and have stewarded the lands and waters within their territory, handed down to them by their ancestors. Their vision for the Xwchíyò:m is to continue to look after the environment and community so that the Nation is healthy and strong for their tómiyeqw.

Reporting directly to the Chief and Council, the Executive Director is responsible for managing, administering, and delivering all Band programs and services. Working closely with the Chief and Council, this position will play a key role in implementing the strategic plan and ensuring that staff members work as a team to meet the membership's needs. The Executive Director will ensure that legislation, core funding guidelines and financial policies and procedures are adhered to while ensuring that the membership's requirements are met. This will include overseeing all staff responsible for all financial transactions, programs and services created and implemented by the Band Council.

Key Accountabilities:

The Executive Director provides the day-to-day operational leadership and direction in executing the Nation's strategic plan. A crucial role, this works towards achieving the Nation's objectives and serves as the public-facing representative of The Cheam First Nation Band Office.

As the leader of all aspects of the Nation's operations, you will be expected to be highly organized and adept at managing various departments. Strong communication skills are expected, as is experience presenting your successes to the Chief and Council. You will be persuasive, diplomatic, and politically astute. You will understand the dynamics of First Nation governance and can build trusted relationships with internal and external stakeholders.

The following are the main responsibilities of the Executive Director:

Operations & Finance

- Provision of leadership to direct reports, overall management of the administration, operations, and service delivery of the Band
- Establishment with Council of the vision and strategic direction for the community; periodic updating of the Strategic Plan with Council
- Consolidation and review of the annual business plans and budgets (operating and capital) prepared by the departments and aligned to the community's strategic direction; leadership of the business plan and budget approval process with Council
- Oversee any fundraising/funding planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation
- Oversee financial funding planning and future forecasting
- Assisting the department leaders with their understanding and management of their budgets
- Monitoring performance of departments against business plans/budgets; reviews reports and initiates corrective action with the departments when necessary



- Reviews and recommends new or revised policies to Council, organization-wide and department leaders
- Recommends to Council covering the attraction and retention of talent through policies/practices of recruitment/selection, compensation/benefits, performance management, training/development, succession planning and the working conditions for the Band's employees including health and safety; recommendations to Council regarding corporate position/guidelines for contract negotiations
- Key management representative responsible for the coordination/cooperation among Band departments; provision of problem solving/decision making advice to the members of the Senior Management Team
- Review and approval of all materials and documentation sent to members of Council; oral presentation of material at Council and Council Committee meetings
- Implementation of Council directives and decisions; follow-up on implementation with initiation/projects; review of calls for tender for major projects/studies to ensure compliance with current policies/procedures
- Input to and approval of quality assurance programs covering the delivery of services to the community by various Band departments; review of recurring complaints
- Tracks pertinent legislation impacting on Band operations and administration with technical advice to Council; oversees claims settlements and litigation with recommendations to Council on cost-effective resolutions
- Oversight of the Band's sustainability planning and Asset Management Program including preventative maintenance and life cycle analysis for its infrastructure, facilities/buildings, equipment and rolling stock
- Coordinate and lead the Senior Management Team. Including providing mentorship, coaching, and working with the Senior Management Team to coordinate staff training when and where required

Communications & Representation

- Leads the development and implementation of programs aimed at marketing/promoting the Band and enhancing its image and visibility
- Represents the Band with individual community members, community groups/associations; special interest groups, developers, commercial interests and the written and electronic media
- Liaises with regulatory officials/agencies at the federal, provincial, and municipal levels
- Provides leadership including day-to-day supervision, work planning/scheduling, work distribution/follow-up, training/coaching
- Oversight of legal matters including claims by/against the community, agreements and contracts, and property matters

Education, Experience, and Competencies:

- Bachelor of Business Administration (BBA) or similar is required. However, an MBA, MPA or other post-graduate training in accounting or business/public administration is preferred
- 8+ years' of directly related experience in a senior administration position in a First Nation government
- Knowledge of structures, processes, and programs of various levels of government including Federal, Provincial and First Nations organizations, including FNHA and EMBC
- Knowledge of various funding sources available to First Nations governments
- Financially savvy with proven ability to successfully manage in a fiscal environment with significant improvement of financial, administrative, and operational processes and procedures
- Outstanding coalition-building skills with an ability to communicate and work effectively with various internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Possess an effective management style which fosters positive relationships across different departments with various stakeholders



- Outstanding presentation and communication skills. Strong written skills including business communications, policy and/or proposal drafting
- Effective listening skills and ability to incorporate input and feedback from Chief and Council, Staff and Membership
- Proactive and results-orientated: ability to focus initiatives and activities towards the objectives set by Chief and Council and execute with minimal deviation from time and cost
- Experience with strategic planning/comprehensive community planning
- Possesses strong ethical standards, work ethic, and highly motivated
- Advanced computer skills including Microsoft Office Applications (Word, Excel, Internet, Email, and database systems). Familiarity with Payworks and/or Xyntax would be an asset
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is also considered an asset
- Valid BC Driver's License
- Satisfactory Criminal Record Check

Application Instructions:

This role will appeal to a diplomatic and inspirational leader that can successfully lead the Nation through an exciting period of change for the community. This opportunity will best suit an experienced leader looking for a new challenge to make a lasting and meaningful difference to the Xwchíyò:m.

We ask that individuals interested in exploring this opportunity, send their resumes to kam.ketler@clearchoicehr.ca. We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to First Nation community members, but all who are qualified are encouraged to apply.



GROW YOUR BUSINESS WITH OUR BUSINESS LOANS

Stó:lō Community Futures offers business loans for Indigenous entrepreneurs located within S'ólh Téméxw, the Stó:lō Traditional Territory.

LOAN PROGRAMS

- Micro-Loan ✓
- General Investment Funds ✓
- Indigenous Impact Lending Fund ✓
- Entrepreneurs with Disabilities Program ✓

Contact Bridgette Hill, SCF Administrative Assistant by phone at 604-858-0009, or email at bhill@stolocf.ca, to book an appointment.



For more information
www.stolocf.ca

We are here to support you on your entrepreneurial journey!



JOB DESCRIPTION

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

Position Summary:

Reporting to Executive Director, the Executive Coordinator is responsible for performing daily tasks that will support Cheam Chief & Council and the Executive Director. The incumbent will be responsible for administrative, records, research and other supports as required.

Required Qualifications / Education / Experience / Skills:

- Business Administration Diploma and/or related Post-Secondary training.
- Minimum of five years' work experience in a related administrative position.
- Direct experience working with First Nations government as an Executive Assistant is considered an asset.
- Previous experience supervising or providing direction to employees
- Advanced computer literacy and skills in Xyntax System, Excel, MS Word and other databases.
- Ability to take and draft formal meeting minutes, and to write reports and proposals.
- Expertise in shorthand/speedwriting and/or typing/keyboarding; as well as experience with the creation and maintenance of various document management systems.
- 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 manage comprehensive scheduling of multiple stakeholders.
- Ability to be flexible and to work in an environment that applies cross training within other Departments.
- Strong research & information gathering abilities.
- Excellent listening, verbal and written communication skills. Proficient with community and staff engagement.
- 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.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5.
- Satisfactory Criminal Record Check.

Duties and Responsibilities:

Supervisory:

- Provide direction and mentoring to the Executive Assistant and Receptionist

Administrative and C&C Support Functions:

- Ensure the C&C calendars are maintained, including: prioritization, coordination and scheduling internal and external meetings, appointments, and conference calls. Assists to resolve time management/scheduling conflicts as required. This may include: booking accommodations, venues, catering, agenda preparation, registration requirements, preparing meeting document packages, minute taking and drafting of formal minutes. Ensure that a master calendar of all C&C schedules is updated regularly.



- Prepare confidential documents, memoranda, letters, Band Council Resolutions (BCR's), briefing reports, and other correspondence on behalf of C&C.
- Organize and maintain a master calendar for all C&C with the assistance of the Executive Assistant
- Manage expense forms for C&C.
- Attend, take and draft minutes of all Chief and Council meetings and conference calls, relaying action items and other activities required for follow-up when the Executive Assistant is absent
- Ensure that C&C stay abreast of all pending deadlines.
- Assist with assembling reports and/or other administrative paperwork.
- Coordinate venues, accommodations, registration, travel arrangements, catering etc. on behalf of C&C.
- Perform research on a variety of C&C related topics as required. Prepare researched information and make presentations to C&C for decision making purposes.
- Ensure timely, accurate and relevant reporting is provided to Chief and Council, the Executive Director, Management Team and Funding Agencies, as per prescribed deadlines.
- Coordinate and review communication and reports between Council and Administration as required.

Fiscal Responsibilities:

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

Asset Management and Compliance, Bylaw and Safety/Risk Management:

- Purchase necessary equipment, tools, materials, supplies, etc. within the established budget.
- Ensure that all assets, materials and supplies are safeguarded, tracked and that inventory records are updated as required.

Xyntax Systems Functions:

- Develop and/or maintain C&C/Governance related data into the Xyntax system.
- Develop and maintain an active Band Membership list and information database.
- Ensure the timely and accurate data entry. Ensure detailed data entry is being completed regularly and promote the increasing use of the software organization wide.
- Ensure the security and confidentiality of data including password user access to Xyntax program.

Records Management:

- Develop and/or maintain efficient electronic and physical filing systems, records storage and databases for C&C re: Governance and C&C related activities, projects, etc. Develop and maintain an organized system for all political info., service contracts and agreements, etc. Create a filing system that captures all info. in and out of C&C offices.
- Create forms, templates, and/or procedure/processes, as required
- Complete auditing of files on a periodic basis.
- Other duties or responsibilities as assigned by Chief and Council, and/or the Cheam Executive Director.

Reports To:

- Executive Director

Direct Reports:

- Executive Assistant and Receptionist



Back Up:

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

Professional Development:

Cheam First Nation 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:

Cheam 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. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

**To apply please send your resume, and any supporting documentation, to
hrapplications@cheamband.com**



**Community
Futures** Stó:lō

START SMALL, DREAM BIG

with Stó:lō Community Futures (SCF)

Are you dreaming of starting your own business but don't know where to begin? Do you have a great idea but need some guidance and support to make it a reality? If you answered yes to any of these questions, then you are in luck!

We are offering a free appointment to help you start your business today!



604-858-0009



bhill@stolocf.ca



**Threads of
Heritage**



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.
- Bachelor's degree in construction management or related field (preferred) plus proven experience in construction project management
- Proficient in reading and interpreting blueprints and construction drawings
- 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.

Oversight of Public Works and Housing Department Functions:

- Responsible for the overall coordination of Lands, Public Works, Housing and Capital Project activities.
- Oversight of Public Works and Housing: short and long-term planning, strategic and operational planning needs, and budget review. Ensuring that these departments are piggy-backing off each other's programs and services, whilst ensuring no duplication of services or activities and that departments are running in conjunction with each other for cost effectiveness.
- Oversight of Public Works and Housing Capital Assets Management Programs, inventory controls, etc.
- Public Works and Housing Managers will be responsible for annual workplans, budgets, and handling all day-to-day operations and staff supervision.
- Ensure that both Public Works and Housing departments follow internal Lands administration processes, when required.

Staff Supervision Functions:

- Responsible for the overall supervision of all staff and sub-contractors working for Cheam Band, under Lands and Capital Projects.
- Supervise, manage, mentor/coach/train and evaluate lands department personnel, Public Works and Housing Managers.
- Develop and implement standards of performance for all subordinate staff.
- Ensure Lands job descriptions are complete, accurate and current.
- Assist in the recruitment and selection of all Lands staff.
- Provide effective orientation, mentorship and training to new and previous staff. Ensure that staff members have the information, training, resources and equipment to perform their jobs effectively.
- Ensure that staff work priorities support the department's annual work plan.
- Complete supervision and provide staff with annual evaluations through Cheam's Performance Evaluation process. Provide staff with meaningful and timely performance feedback through verbal and written evaluations on a regular basis.
- Utilize performance management measures when and where required.
- Identify gaps in manpower, training, skills and abilities and work to strategize solutions for deficiencies.
- Promote staff accountability, staff morale and workplace safety.
- Conduct regular staff meetings to to define goals and objectives, identify and resolving issues, needs, etc. and improve teamwork and communication.
- Encourage positive morale, creativity and teamwork.
- Participate fully as an active member of the Management Team with respect to department and inter-departmental matters, ie: strategic planning, budgeting, etc

Other:

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

Direct Reports:

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

Professional Development:

Cheam First Nation encourages lifelong learning and supports professional development. Employees are encouraged to discuss professional development opportunities with their immediate supervisor. Further, additional training requirements may be added by supervisors to ensure skills meet the current or expected organizational needs.

Adjustments to Job Descriptions:

Cheam 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 given. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

To apply please send your resume and any supporting documentation to

hrapplications@cheamband.com



JOB DESCRIPTION

Position Title:	Lands and Capital Director	Department:	Lands
FTE/STATUS:	Full-Time, Permanent	Salary Range:	Dependent upon Education and Experience
Office Hours:	Mon.-Fri., 8:30am - 4:30pm (Standard Office Hours) Flexibility in Scheduling	Effective Date:	ASAP

Position Summary:

Under the direction of the Cheam Executive Director, the Lands and Capital Director will administer and implement the Cheam Land Code and will oversee all operations of the Cheam Lands Department. The incumbent is responsible for the safe and efficient operations of the Lands Department in accordance with Cheam policies and government regulations; and will supervise all Lands Staff.

Working closely with the Executive Director and Chief and Council, this position will play a key role in Cheam Land planning and development. This planning will coincide with Cheam's long-term strategic plan and comprehensive community plan, ensuring that Cheam Land Code is implemented and adhered to accordingly.

Required Qualifications / Education / Experience / Skills:

- Bachelor's Degree in one or more of the following: Lands Management, Land Use Planning, Civil Engineering, Community Planning and Development, Energy and Mineral or Environmental Engineering, Petroleum Land Management, or in a related discipline.
- Experience in developing and implementing strategic plans, policy or bylaw development, land or resource planning, community consultation and facilitation processes.
- Experience with First Nation Land Code is preferred. Experience with and knowledge of the Indian Act (land provisions), First Nations Land Management Act, the Framework Agreement on First Nation Land Management, and First Nations Land Registry, is an asset.
- Knowledge of land registration and land administration principals and procedures would be an asset.
- Knowledge of Land Leasing process, Estates process and Individual Land Holdings on-reserve would be an asset.
- Knowledge of the fundamentals of construction design and project management.
- Knowledge of basic construction techniques, systems and materials, building trades, local codes, contract law and administration.
- Minimum of 3-5 years' experience within the field or in a similar capacity is required.
- Minimum of 2-3 years of supervisory/managerial experience required.
- Ability to read, analyze and interpret construction drawings, construction specifications, building codes and other printed regulations as they apply to design and capital projects.
- Proven experience in project management techniques to meet deadlines, manage resources and meet reporting requirements, including: Ability to organize large quantities of information, to deal with frequently changing priorities; Ability to supervise and coordinate multiple architects/engineers, project managers and contractors, suppliers, and management of trades personnel.
- Ability to manage the programming and design of large, complex projects.
- Knowledge of facility operation problems as well as engineering and architectural systems and applicable codes, standards, and regulations.
- Ability to utilize the First Nation Land Registry System or Indian Lands Registry System would be an asset.
- Ability to utilize relevant online mapping systems.

- Strong proficiency in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications.
- Ability to write reports, project descriptions and scope and routine business correspondence.
- Possess mathematical skills to calculate figures and amounts such as square footage, area, volume, circumferences, and percentages. Has ability to apply concepts of basic algebra and geometry. Knowledge of cost accounting and purchasing methods is required.
- Ability to present information effectively, respond to questions and concerns immediately, and facilitate satisfactory resolutions to problems. Ability to handle sensitive situations with tact and diplomacy.
- Must have the self-confidence and assertiveness to present and support conclusions to a variety of groups including high-level administrators, architects, engineers, facility staff, and customers.
- Familiarity of Cheam's perspective in relation to lands, resources and governance is an asset.
- Flexible working week with after hour meetings and conferences.
- Be accountable to justify and explain written reports, operational and capital expenditures.
- Excellent leadership, time management, organizational, planning and analytical skills.
- Possesses strong ethical standards, work ethic, and highly motivated.
- Strategic, politically astute and strong negotiation skills.
- Strong conflict resolution and problem-solving skills.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Ability to balance competing priorities, multitask, and to work under pressure. Must have ability to work in an environment of constantly changing priorities and tight deadlines.
- Ability to work in an environment that applies cross training within the Department.
- Excellent verbal and written communication skills.
- 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.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5 and reliable transportation.
- Satisfactory Criminal Record Check.

Duties and Responsibilities:

Strategic Planning/ Lands Administration:

- Oversee and grow the Lands department by developing an internal strategy to implement ratified Land Code, while managing regulation and enforcement. Considering development regimes, negotiations of municipal service agreements, monitoring, and replying to development engineering needs, enforcing bylaws, completing permitting activities, handling lease negotiations, and various other development related activities.
- Administer and implement the Cheam Land Code and Individual Agreements; and provide expert and strategic advice on all matters pertaining to Cheam Lands.
- Set-up of departmental infrastructure, resources and staffing.
- Develop, negotiate, implement, process and review systems, policies, procedures, processes, and forms for all types of land transactions, including ownership transfers, land lease agreements, sub-leases, allotments, rights of way, and resource or usage related permits.
- Take a lead role in the development of land administration and resource related policies, procedures and laws. Develop and implement laws, policies and procedures related to lands administration, resource management and planning on reserve.
- Develop multi-year strategic plans and annual department budget and work plans.
- Provide leadership to land use planning and evaluation and interpret Land documents.
- Evaluate land use and develop protection policies, legislation, and regulations.
- Ensure that thorough and accurate files are maintained on lands, residential areas, surveying and mapping functions, including the management of photos, maps and imagery databases.

- Develop, implement and review interest agreements, leases, right of ways and permits, and ensure efficient communications with interest holders of potential expiration or changes.
- Prepare and manage proposals, legal land descriptions and surveys for additions to the reserve.
- Manage surveys and mapping preparation for economic development needs and designations. Manage exterior boundary surveys.
- Negotiate terms and conditions of land use activities by applicants.
- Conduct and participate in formal meetings and negotiations to develop agreements with other government departments and the private sector on all items relating to land use.
- Create and maintain systems to record all legal interests in Cheam Lands (Reserve and otherwise).
- Monitor compliance of land use permits.
- Coordinate public reviews of all public and private sector developments, commercial and industrial developments.
- Coordinate consultation and accommodation for public and private sector development within the Cheam traditional territory. Respond to all requests through the coordination of resources (archaeologists, lawyers, consultants, staff, community, and finances) including the negotiation of funding for consultation and eventual impact and benefits agreements.
- Manage consultants and legal advisors, including developing contracts and work plans.
- Coordinate Cheams' participation in mediation and litigation matters and provide recommendations. Prepare for court action and reaction to consultation and accommodation.
- Ensure that Band Council Resolutions (BCR's) and agreements related to lands and resources are drafted and implemented.
- Assist with monitoring and ensuring compliance of all leases on First Nation Lands to ensure terms and conditions are being met.
- Develop and implement information management systems and record control systems for the Lands and Resources Office.
- Read, interpret, catalogue and maintain maps, air photography and satellite images.
- Gather, maintain and input historical and current information into various system (GIS, MMS System, Xyntax Database, etc.)
- Coordinate registration in the FNLRS and assist in searches, preparing and registering documents.
- Assist with development and management of natural resource-based initiatives, including fishing, mining, and forestry, both on- and off-reserve.
- Monitor and evaluate the effectiveness of land related services to members.
- Actively participate in multi-departmental initiatives, as required.
- Establish effective decision-making processes that will enable CFN to achieve its long-term goals and objectives.
- Collaborate with the Cheam management team & CEI for planning and projects

Capital Project Management:

- Responsible for capital forecasting and planning. Including fundraising, proposals writing, requisitioning of Cheam capital assets, etc.
- Provide the necessary leadership and responsible for managing large and complex capital improvement projects.
- Facilitate the collection of project requirements, objectives and expectations, and clearly communicates this information to project teams.
- Lead definition of project objectives, scope development, and front-end engineering in support of the project development and execution.
- Develop Cheam's Project Management Process in execution of capital projects.
- Manage project documentation of all capital projects and drawings.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets all legal and project standards.
- Manage all project funds according to established accounting policies and procedures.

- Simultaneously manage multiple tasks and projects effectively.
- Accountable for project controls: project cost estimating, planning/scheduling, project benchmarking, effective cost control/forecasting, effective project progress control, contracting/procurement-plans, cash flow management and financial status of the project.
- Direct company or contract project engineers in supporting roles on Major Projects.

Financial Management:

- Oversee the financial status of the Lands Department by developing long and short-term financial plans, monitoring the overall budget. Assist with the preparation of the Band's long-range strategic financial plan, as required.
- Take overall responsibility for the planning, development, administration and monitoring of all financial matters under the Lands department. This includes reviewing and relaying financial reporting, accounting for budget shortfalls and contingency budgets.
- Formulate and execute comprehensive planning, marketing, and development strategies that will ensure consistency throughout the organization and enhance revenue streams for Cheam First Nation. This would include identifying a variety of revenue generating capital projects, funding opportunities and completing proposal writing.
- Develop the annual Lands and Capital Projects budgets and work plans.
- Oversee financial funding planning and future forecasting for all Lands related Capital Projects.
- Prepare the Lands annual capital and operating budgets. This includes performing research regarding cost estimations. Prepare and submit budgets for approval, including required timelines for projected completion dates. Budgets and timelines must have all associated costs, as well as incremental completion dates. Budgets and timelines to be updated as required.
- Develop, review, approve and submit departmental purchases and contracts, monitoring budget and expenditures, and revise annual budget plans/projections as required.
- Monitor budgets, compare estimates, and ensure there are no cost over-runs.
- Provide detailed financial information and reports as required.
- Request and review bid/tenders for all Lands related projects.
- Identify gaps in financing and budget based on Lands annual workplan, capital and operating budgets.
- Strategize solutions for funding deficiencies. Research funding opportunities and prepare proposals for funding as required, and fulfill full reporting requirements to funding agency.
- Research equipment, materials and supplies and seek cost effective methods with regards to vendor relations, contractors/subcontractors, etc.

Asset Management:

- Identify and establish policies and procedures with regards to the purchasing of Lands equipment and supplies.
- Purchase necessary equipment, tools, materials, supplies, etc. within the established budget.
- Develop a preventative maintenance plan to reduce maintenance costs and prevent larger projects/repairs under the Lands program.
- Ensure that all assets, materials and supplies are safeguarded, tracked and that inventory records are updated as required.

Community and Public Relations:

- Develop relationships/partnerships with industry, municipalities, levels of government, and other external organizations by sharing information and representing Cheam Band.
- Build relationships with Cheam Council and Executive Team, Economic Development arm Cheam Enterprises Inc. and Cheam Membership. Work with senior staff and Council to address gaps, changing and new responsibilities, and the needs for application of limited resources.
- Liaise with Cheam's' consultants/subcontractors on archaeological, environmental, and fisheries concerns.
- Build partnerships with municipalities, industries, political, and community leaders to further CFN's mission and goals.

- Build relationships at all levels of community - listening to, caring for and attending to their needs.

Communications and Reporting:

- Develop and implement a Lands communication strategy for Cheam Band.
- Manage communications and meetings with Chief and Council, a variety of stakeholders, lands committee, members and other third parties. Coordinate and facilitate Lands meetings to keep all stakeholders abreast of activities, assist in providing advice, etc.
- Report on all Lands activities and programs delivered annually to the Chief, Council and the Community of Cheam. Provide presentations to Membership for community engagement purposes.
- Report monthly to Executive Director, and Chief and Council on project activities and accomplishments, including reporting on budgets and expenditures.
- Lead community land and resource-related consultations and voting processes.
- Deliver presentations to Council, senior management, colleagues and clients/stakeholders on strategic plans and issues.
- Provide information to members and third parties about the status of their lands and issues related to the granting, alteration, transfer or alienation of interest in those lands.
- Notify interest holders of potential expiration and changes to land lease agreements, sub-leases, permits, rights of way, additions to reserve proposals, allotments, transfers, etc. and ensure the terms of the interest agreements are met.
- Represent Cheam Lands department as the delegated authority in meetings, workshops and communications with members, third parties and local governments.

Oversight of Public Works and Housing Department Functions:

- Responsible for the overall coordination of Lands, Public Works, Housing and Capital Project activities.
- Oversight of Public Works and Housing: short and long-term planning, strategic and operational planning needs, and budget review. Ensuring that these departments are piggy-backing off each other's programs and services, whilst ensuring no duplication of services or activities and that departments are running in conjunction with each other for cost effectiveness.
- Oversight of Public Works and Housing Capital Assets Management Programs, inventory controls, etc.
- Public Works and Housing Managers will be responsible for annual workplans, budgets, and handling all day-to-day operations and staff supervision.
- Ensure that both Public Works and Housing departments are following internal Lands administration processes, when required.

Staff Supervision Functions:

- Responsible for the overall supervision of all staff and sub-contractors working for Cheam Band, under Lands and Capital Projects.
- Supervise, manage, mentor/coach/train and evaluate lands department personnel, Public Works and Housing Managers.
- Develop and implement standards of performance for all subordinate staff.
- Ensure Lands job descriptions are complete, accurate and current.
- Assist in the recruitment and selection of all Lands staff.
- Provide effective orientation, mentorship and training to new and previous staff. Ensure that staff members have the information, training, resources and equipment to perform their jobs effectively.
- Ensure that staff work priorities support the department's annual work plan.
- Complete supervision and provide staff with annual evaluations through Cheam's Performance Evaluation process. Provide staff with meaningful and timely performance feedback through verbal and written evaluations on a regular basis.
- Utilize performance management measures when and where required.

- Identify gaps in manpower, training, skills and abilities and work to strategize solutions for deficiencies.
- Promote staff accountability, staff morale and workplace safety.
- Conduct regular staff meetings to to define goals and objectives, identify and resolving issues, needs, etc. and improve teamwork and communication.
- Encourage positive morale, creativity and teamwork.
- Participate fully as an active member of the Management Team with respect to department and inter-departmental matters, ie: strategic planning, budgeting, etc.

Records Management:

- Ensure that Lands staff develop and maintain confidential files re: Lands.
- Maintain efficient filing systems, records, storage and databases.
- Complete auditing of files on a periodic basis.

Other: Other duties as assigned by the Executive Director.

Reports To:

- Executive Director

Direct Reports:

- Lands Officer
- Project Manager
- Public Works Manager
- Housing Manager
- Lands Consultants / Subcontractors

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.

Adjustments to Job Descriptions:

Cheam 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. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

To apply please send your resume, and any supporting documentation, to

hrapplications@cheamband.com



JOB DESCRIPTION

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

Position Summary:

The Health and Wellness Director is responsible for the efficient, effective, and productive operation of the Health and Wellness Department. The Health and Wellness Director shall provide leadership and management expertise in accordance with standard operating policies and procedures as set out by Indigenous Services Canada and Health Canada. The Health and Wellness Director manages programs through the effective delegation of activities and tasks to direct reports.

Under the direction of the Cheam Executive Director, the Health and Wellness Director oversees a large variety of programs/services and tasks that require planning, coordination, control and evaluation of Cheam's Health Programs and Services. The main goal is to improve the Health of the community by providing efficient and effective programs and services that meet the needs and wants of the community at large.

Required Qualifications / Education / Experience / Skills:

- Bachelor's Degree in Human Services, Health Sciences or a related field (i.e. nursing, health care management, etc.) A solid understanding of healthcare procedures and regulations is required.
- 5-8 years of significant, recent, relevant and senior experience working in a health setting, including the development, implementation, delivery, monitoring, evaluation, and reporting of health and/or social service programs and services.
- Experience in the development of culturally relevant and safe programs and services, including monitoring and evaluation, with a health and/or social services focus.
- Experience in collaborative planning at a community level, ideally with a health and/or social services focus.
- Demonstrated experience in leadership, staff management, and conflict resolution.
- Current knowledge of the First Nations health systems in BC, as well as the tripartite relationships between Canada, BC and the FNHA, including knowledge of the key governing documents in the BC First Nation health care landscape (i.e. Tripartite First Nations Health Plan; Resolution 2011-01 and the Consensus Paper 2011, BC First Nations Perspective on New Health Governance; Resolution 2012-01 and the Consensus Paper 2012, Navigating the Currents of Change – Transitioning to a New First Nations Health Governance Structure; and the Tripartite Framework Agreement on First Nations Health).
- Knowledge of the services, structures, legislation, regulations and processes regarding First Nations health and wellness in BC, including on-and off-reserve jurisdiction issues and decisions. This includes knowledge of the structure of health and wellness services in BC and how the health systems interact.
- Knowledge of the *Privacy Act* and legislation that is applicable to the First Nations Health departments, *BC's Employment Standards Act* and the federal *Canadian Employment Standards Act*, and any other legislation that is applicable to the role.
- Knowledge of the health and wellness programs, services and related resources offered by First Nations organizations, as well as by the federal and provincial governments.
- Knowledge of the historical factors of trauma that are relevant to the aspects of colonization, etc.
- Knowledge of the social determinants of health (i.e. Health and Wellness, housing, food, security, education, social safety network, etc.)

- Knowledge of basic planning approaches and tools, as well as records management practices as it applies to health planning and reporting.
- Ability to access, apply research, and draft government and other funding proposals and reports.
- Ability to understand and interpret funding agreements and financial statements, including meeting required funding deadline submissions. Ability to draft reports under tight deadlines.
- Experience with financial monitoring, reporting, tracking and documentation. Knowledge of basic financial and budgeting processes and protocols.
- Ability to lead consultative processes regarding community health needs and opportunities.
- Ability to identify relevant community health priorities through involvement and consultation with community members.
- Ability to promote public health, First Nations concepts of health and wellness, and healthy ways of being.
- Ability to coordinate interventions, directly or indirectly, in trauma and crisis situations.
- Ability to demonstrate a clear understanding of the Health Director role, including the setting of professional and personal boundaries.
- Ability to foster significant internal and external relationships. This includes establishing and maintaining collaborative partnerships and sustainable relationships between BC First Nations, health and wellness organizations, and government agencies.
- Ability to negotiate with, and influence health system partners.
- Ability to organize and host community health events and engagements.
- Excellent customer service, time management, organizational, planning, analytical, administrative, and presentation skills.
- Strong conflict resolution and problem-solving skills.
- Possesses strong ethical standards, work ethic, and highly motivated. Resourceful and strong research capabilities.
- Ability to work under pressure and react effectively to emergency situations.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Ability to work with various cultures, personalities and other demographics from a variety of clientele and staff. Ability to develop strong positive relationships with all stakeholders and Membership.
- Must be accessible and accountable to Chief and Council, Cheam Management, Staff and Community Members.
- 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.
- Advanced computer skills including Microsoft Office Applications (Word, Excel, Internet, and Email).
- Excellent listening, verbal and written communication skills. Effective interpersonal skills and abilities to communicate with people from diverse backgrounds and points of view.
- 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. Knowledge and understanding of First Nations family dynamics and issues; and ability to develop trusting and positive relationships with Cheam First Nation Band Members and their families.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5 and access to a reliable vehicle.
- Satisfactory Criminal Record Check.

Duties and Responsibilities:

Program Administration/Compliance:

- Provide leadership and direction to planning, organizing, implementing, maintaining and evaluating culturally relevant and safe health and wellness programs and services. Ensure programs and services are managed, delivered, and evaluated in a coordinated and integrated approach and in a manner that is respectful of diversity, and in alignment with the culture and traditions of Cheam First Nation.
- Develop, implement and evaluate new and culturally relevant and safe health and wellness programs and services.

- Ensure in-depth involvement in health provision in order to deliver culturally relevant and safe Health and Wellness and treatment to community members.
- Promote community health, First Nations concepts and traditions regarding wellness, and healthy ways of being.
- Advocate for health and wellness needs of the community.
- Ensure that program goals are documented and communicated to the appropriate stakeholders.
- Ensure that health care practices meet Health Canada, Department of Indigenous Services Canada and Fraser Health Authority requirements.
- Oversees the application of policy and procedures related to the specified Health programs.
- Ensure the security and confidentiality of client files.
- Ensure that programs, services and health staff are in compliance with legislation, government funding policies and procedures, and within Cheam's organizational and departmental policies and procedures.
- Develop, implement, evaluate and amend health related, culturally relevant and safe policies, processes and procedures.
- Prepare and monitor annual workplans and related budgets, including regular and consistent reporting.
- Oversight of Health Department Event Planning

Strategic Planning:

- Lead consultative processes regarding community health planning needs and opportunities, including identification of relevant community health and wellness priorities.
- Plan for existing and emerging health and wellness needs, including soliciting input from the community and other health system professionals resulting in the development of Nation-based community health and wellness plans.
- Perform necessary research on innovative and creative health and wellness programs, services, policies and procedures, and administration. Stay abreast of emerging ideas, programs, and services.
- Create, develop, implement, evaluate, and monitor Nation-based community health and wellness plans, including both existing and emerging health and wellness needs, incorporating input from community and other health system professionals.
- Ensure emergency management, preparedness planning and/or pandemic planning is in place and well communicated to all staff and Cheam Membership.
- Organize and host relevant community health and wellness events and engagements.
- Develop annual department work plan.
- Prepare and/or review comprehensive reports, plans, contract documents, and budgets as required. Maintain accurate records.
- Work to achieve the goals identified in the Cheam's Comprehensive Community Plan, with regards to Health and Wellness. Identify and recommend strategic goals and objectives for the Health Department with the Cheam Band Manager, and Chief and Council.
- Implement Health and Wellness' program policies and procedures. Analyze, develop and implement new programs as required.
- Provide information regarding long-term impacts of issues, decisions and activities the department undertakes. Providing historical information and advice as required.
- Develop annual department strategic plan in collaboration with the Executive Director, and Chief and Council.
- Ensure that strategic planning goals and objectives are achieved on time and within budget.
- Maintain an all-inclusive (schedule, budget, etc.) planning file, which chronicles the implementation of the Strategic Plan in such a manner that a current status report can be provided as required.
- Research, introduce, develop, implement, evaluate and update Health and Wellness programs as required.
- Develop long-term plans and programs that enhance the Cheam Band Community. Present approved plans and programs to direct reports to carry out action plans, tasks, scheduling of personnel and equipment, etc. in order to meet plan and program objectives.
- Evaluate and respond to operational challenges and opportunities for improvement.
- Work in collaboration with other Departments regarding projects requiring inter-departmental consultation.

Financial Management:

- Oversee the financial status of the Health and Wellness Department by developing long and short-term financial plans, monitoring the overall budget. Assist with the preparation of the Band's long-range strategic financial plan, as required.
- Negotiation and Management of Health Services Agreements.
- Take overall responsibility for the planning, development, administration and monitoring of all financial matters under the Health and Wellness Department. This includes reviewing and relaying financial reporting, accounting for budget shortfalls and contingency budgets.
- Ensure financial management of programs and services, including all financial accountabilities and funding requirement compliance. This includes ensuring accurate and timely, financial and budgetary reporting and audits.
- Manage the budget and financial reports of the health and wellness programs and services, including efficient utilization of the funding.
- Prepare the annual Health and Wellness budget, and corresponding workplan. This will include oversight and review of Health, Social Development, and Education funding and budgeting. Ensuring that programs coincide with long-term Health and Wellness plans.
- Develop, review, approve and submit departmental purchases and contracts, monitoring budget and expenditures, and revise annual budget plans/projections as required.
- Provide detailed financial information and reports as required. Maintain an appropriate financial/accounting tracking/filing system that meets the requirements of the department.
- Manage and administer Health related accounts and funding. Prepare, review and approve purchase orders and cheque requisitions, ensuring that program expenditures are made within budgetary parameters.
- Conduct financial analyses on Health programs and services. Identify gaps in financing and budget based on programming needs.
- Proactively seek out diverse funding sources to sustain health and wellness programs including grants and other funding opportunities. Strategize solutions for funding deficiencies. Research funding opportunities and prepare proposals for funding as required, and fulfill full reporting requirements to funding agency.

Partnerships and Collaborations:

- Proactively build and nurture collaborative and respectful working relationships with all First Nations in BC, health and wellness partners and service providers, and government agencies. Utilize these relationships as an avenue to assist the Cheam community in achieving its health and wellness goals and objectives. (i.e. Indigenous Services Canada (ISC), First Nations Health Authority, First Nations Inuit Health Branch (FNIB), Sto Lo Nation, Sto Lo Aboriginal Skills Employment and Training (SASET) program, and other First Nation surrounding communities such as Seabird Island Band, neighbouring Health Directors, and community hubs, etc.)
- Collaborate and partner with FNHDA, FNHA, FNHC, Regional Health Authorities, Nations Assemblies, etc. to build effective partnerships that will improve the health and wellness of the Cheam community by being an active member at applicable meetings.
- Respect cultural protocols and acknowledge and embrace the diversity of knowledge systems.
- Serve as liaison, connector and convener between the community and its health system partners.
- Build and nurture collaborative, respectful, and good working relationships with community members.

Communications and Public Relations:

- Develop relationships/partnerships with industry, municipalities, levels of government, and other external organizations by sharing information and representing Cheam Band.
- Provide technical health related advice to First Nations' and Cheam leadership (Chief & Council, Regional Caucus, Regional Table, FNHDA, etc.) to improve health and wellness programs and service, and to promote self-determination.
- Ensure that Cheam Chief and Council have a base knowledge of the community health and wellness issues, ensuring they understand and appreciate the goals and priorities of all health and wellness programs and services.

- Facilitate communication with health system partners with a view to addressing Cheams' health and wellness opportunities and challenges.
- Communicate effectively with community members and diverse partners about health opportunities and challenges in an informed and knowledgeable manner.

Responding to Public Concerns:

- Communicate and interact effectively with multiple stakeholders in service delivery, Chief and Council, Cheam Band Managers, community members, all levels of Health personnel and other departments.
- Respond to complaints and/or concerns in a tactful and timely manner.
- Provide conflict/dispute resolution and advocacy support to Staff and individual Band Members.
- Prioritize issues raised by the public body (membership) and provide explanations where necessary.

Asset Management:

- Identify and establish policies and procedures with regards to the purchasing of Health and Wellness equipment and supplies.
- Purchase necessary equipment, tools, materials, supplies, etc. within the established budget.
- Ensure that all assets, materials and supplies are safeguarded, tracked and that inventory records are updated as required.

Oversight of Social Development and Education Department Functions:

- Responsible for the overall coordination of Health and Wellness, Social Development, and Education activities.
- Oversight of Social development and Education: short and long-term planning, strategic and operational planning needs, and budget review. Ensuring that these departments are piggy-backing off each other's programs and services, whilst ensuring no duplication of services or activities and that departments are running in conjunction with each other for cost effectiveness.
- Oversight of Health and Wellness Assets Management, inventory controls, etc.
- Social Development and Education Coordinators will be responsible for annual workplans, budgets, and handling all day-to-day operations and staff supervision.

Staff Supervision and Management Functions:

- Responsible for the overall supervision of all staff and sub-contractors working for Cheam Band, under Health and Wellness.
- Supervise, manage, mentor/coach/train and evaluate Health and Wellness department personnel, Social Development and Education Coordinators.
- Develop and implement standards of performance for all subordinate staff.
- Ensure Health and Wellness job descriptions are complete, accurate and current.
- Assist in the recruitment and selection of all Health and Wellness staff.
- Supervise, manage, orientate/mentor/coach/train and evaluate Health department personnel. Manage, lead, oversee and delegate the activities of all Health and Wellness personnel, ensuring that staff members have the information, training, resources and equipment to perform their jobs effectively.
- Complete supervision and provide staff with annual evaluation through Cheam Performance Evaluation process. Provide staff with meaningful and timely performance feedback through verbal and written evaluations on a regular basis.
- Utilize performance management measures when and where required.
- Identify gaps in manpower, training, skills and abilities and work to strategize solutions for deficiencies.
- Promote staff accountability, staff morale and workplace safety.
- Conduct regular staff meetings to define goals and objectives, identify and resolve issues, needs, etc. and improve teamwork and communication.
- Encourage positive morale, creativity and teamwork.

- Participate fully as an active member of the Management Team with respect to department and inter-departmental matters, ie: strategic planning, budgeting, etc.

Leadership Functions:

- Maintain membership with the First Nations Health Directors Association – mandated to support First Nations Health Directors and other community health organizations in BC.
- Lead and provide day-to-day supervision of health staff and contractors, including all aspects of human resource management. This would include assisting with full cycle recruiting, providing in-depth orientation and on-the-job training, learning and development planning, coaching, mentoring, sharing of knowledge, capacity building, and performance management, etc.
- Build an effective health team through recruitment and retention strategies.
- Foster a cooperative and collaborative working environment through team activities, personal leadership and professional incentives, including the management and resolution of conflicts.
- Facilitate and provide leadership and advocacy to the change management agenda and activities.
- Act as the community health and wellness teams “go-to person.”
- Plan, implement, and evaluate community health and wellness programs by involving community members, surveys, evaluation forms, etc.
- Understand, communicate and uphold the vision of community leadership.
- Lead a healthy lifestyle and promote cultural tradition, including achieving work/life balance and engaging in self-care, and promote this to community members and health staff.
- Demonstrate fluency, or willingness to learn local indigenous practices, culture and languages.
- Understand the role that the Health Director plays in transforming First Nations health and wellness programs and services.
- Act as a mentor and positive role model for staff and within the community.
- Participate fully as an active member of the Management Team with respect to department and inter-departmental matters, ie: strategic planning, budgeting, etc.
- Work with other Department Managers and/or provide input, feedback and advice for the development, revision, analysis, and implementation of departmental policies and procedures.

Emergency Response:

- Participate in emergency management, preparedness planning and/or pandemic planning is in place and well communicated to all staff and Cheam Membership.
- Coordinate intervention, directly or indirectly, in emergency, trauma and crisis situations.
- Work with Cheam Departments, Cheam Leadership, local police, fire, and emergency responders in a proactive and reactive manner for disaster prevention/relief and other emergency services.

Records Management:

- Develop and maintain confidential files re: Health and Wellness related programs, activities, projects, etc.
- Maintain efficient filing systems, records, storage and databases.
- Complete auditing of files on a periodic basis.

Xyntax Systems Functions:

- Ensure the timely and accurate data entry of required Health and Wellness’ information. Ensure detailed data entry is being completed regularly and continue the expansion of PW information within the system.
- Identify deficiencies in the Xyntax software and recommend solutions.
- Ensure the security and confidentiality of data.
- Other duties or responsibilities as assigned by the Cheam Executive Director, and/or Chief and Council.

Reports To:

- Executive Director

Direct Reports:

- Health and Wellness Manager
- Wellness Counsellor (D&A Counsellor)
- Medical Transport / Health Assistant
- Health Receptionist
- Executive Assistant
- Liaison to external providers (Seabird Island Health Doctors, Nurses, etc.)

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.

Adjustments to Job Descriptions:

Cheam 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. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

To apply please send your resume and any supporting documentation to

hrapplications@cheamband.com

CHEAM FIRST NATION

CAREER OPPORTUNITY - **Shelter Support Worker**

About the Opportunity



The Shelter Support Worker reports to the Wellness Housing Coordinator and is responsible for performing tasks that support the daily operation of the Cheam Emergency Shelter and our unsheltered relatives.

This job involves some physical demands, such as picking up boxes with donations, light housekeeping duties and grocery order pick up with a company vehicle. This role requires the ability to adapt to unforeseen situations, problem solve, be organized, and have good stress management skills. Shelter Support Worker's provide supportive counselling, information, referrals, and education.

Responsibilities will include, but are not limited to:

- Answer phones, provide supportive counselling, maintain confidentiality, provide information and/or referrals.
 - Screen potential shelter guests.
 - Complete Intake/Discharges and case notes
 - Ensure policies, shelter rules, and procedures are followed by shelter guests.
 - Complete record keeping such as daily log, client chore schedule, shower schedule, laundry schedule
 - Distribute emergency food, and personal hygiene kits.
 - Assign shelter guests to schedules and ensure followed/Monitor shelter guests for symptoms of illness.
 - Identify shelter issues and report to shelter supervisor.
 - Ensure shelter guests sanitize immediately upon entry into shelter and continue sanitizing frequently while staying at the shelter.
 - Disinfect any equipment you are using, before and after use
 - Report to work at least 15 mins prior to shift start to have debriefing with previous shift staff
 - Ensure shelter guests are following government regulations for health and safety.
 - Proper filing for case management
 - Obtain necessary data for reporting purposes.
 - Check bathrooms for condition and proper use/Check shelter surroundings regularly for health hazards.
 - Ensure removal of waste/Monitor cleaning of facility
 - Attend staff meetings.
 - Inventory of supplies at beginning of each shift to account for
 - Other duties or responsibilities as assigned by your supervisor.
-

About the Ideal Candidate

- Diploma in community social services; or education in mental health, addictions, concurrent disorders / co-occurring disorders and social work, is an asset.
 - 2-3 years of work experience in a related position or an equivalent combination of education, training, and experience.
 - Knowledge/familiarity with related resources such as Mental Health, Income Assistance, Harm Reduction, Trauma Informed Practice, Addictions Support organizations, etc.
 - Effective conflict resolution and crisis intervention skills. Ability to observe and recognize changes in guests.
 - Excellent time management, organizational, and planning skills.
 - Possesses strong ethical standards, work ethic workplace boundaries, and is highly motivated.
 - Ability to work in a team-gear, culturally and politically sensitive environment.
 - Ability to balance competing priorities, multitask, and work under pressure.
 - Excellent listening, verbal, and written communication skills. Proficient with community and staff engagement.
 - 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.
 - Experience working with First Nations community is considered an asset.
 - Valid BC Driver's License, Class 5.
 - Satisfactory Criminal Record Check.
 - Preference given to those who hold a valid First Aid ticket, Food safe, Naloxone training and Suicide Awareness (SafeTALK). – otherwise, training will be provided to the right candidate.
-

Send your resume to hr@cheamband.com



JOB DESCRIPTION

Position Title:	Peacekeeper	Department:	Security
FTE/STATUS:	Full-time, Permanent	Salary Range:	Dependent upon Education and Experience
Office Hours:	Flexible, up to 12-hr shifts	Effective Date:	

Required Qualifications / Education / Experience / Skills:

- 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
- Ability to assess need to seek additional supports and resources to ensure community safety.
- General Knowledge of differences between Federal and Provincial Laws that hold jurisdiction on First Nation Lands
- 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.
- Excellent verbal and written communication skills.
- 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.
- Experience working with First Nations community is considered an asset.
- Valid BC Driver's License, Class 5.
- Clean driving record.
- Satisfactory Criminal Record Check including vulnerable sector check.
- Available to work 12-hr shifts on a rotating schedule.

Duties and Responsibilities:

- 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.
- Conduct investigations and evidence gathering for Band Office.
- Transport high risk band members to court or hospital with appointments.
- Arrest and detain violators before contacting local police.
- Keeping detailed situation & incident logs.
- Providing regular reporting.

- Proper use and protection of Band Assets and tools required to perform job.
- Other duties as required in Emergency Situations.
- Other duties or responsibilities as assigned by your Supervisor, Manager, Director, or the Chief Administrative Officer.

Reports To:

- Immediate Supervisor
- Chief Peacekeeper

Back Up:

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

Professional Development:

Cheam First Nation 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:

Cheam 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. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.