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PLENTY OF SMILES AT XATŚŪLL HUNTING CAMP

Three Xatśūll youngsters pose for a picture and have some fun with a deer antler at the annual hunting camp.

Page 2



Pictures from the hunting camp









Sign projects completed

Xatśūll communications, infrastructure and information technology staff worked to complete a number of sign projects around the Band.

Perhaps most significantly, the posts on the big welcome sign have been replaced.

A thank you goes out to the summer students for helping to peel the logs. Additionally, as some may have noticed, TVs have gone up in the Band Admin waiting room and the Health waiting displaying upcoming events and job openings.

Finally, the old community sign was restored and put up at the Heritage Village. A smaller sign explaining some of the history will be added later.



Sally Sellars completes Survey Program

Xatśūll Lands Coordinator Sally Sellars has completed a surveying program. A big congratulations to Sally as well as to the Williams Lake First Nation members who completed the program.

Addditionally, a thank you goes out to WLFN for inviting Sally to participate and for pushing the project forward.



NR and Housing collaborate on danger trees

A number of danger trees hanging over a member's house have been removed.

The Natural Resource Department paid to have the trees taken down. Additionally, the removal of the trees meant having to take down the member's woodshed so the Housing Department replaced that for them.

We thank Kylar Enterprises (Kyle Larden) for the professional job they did.



Mike Stinson is Xatśūll's new Mining Coordinator

Mike Stinson, previously the Natural Resource Coordinator for Xatśūll, has now taken on the role of Natural Resource Mining Coordinator.

"The Mining Coordinator position is one that we just developed and it's dealing with all the big mines that we have, which we have quite a few of at the moment. We have Barkerville Gold Mines. Mount Polley, Gibraltar, Karus Mining and Spanish Mountain Gold and on top of that, we're going to try and get a better handle on what's going on with all the placer mining. There's very little to no legislation on them right now, so we want to see better legislation made out for those placer mines. There are so many of them in the territory that they can do more damage than what the big mines are doing right now."

The position is not limited to just mining but will apply to anything that requires ground breaking such as gravel pits and Enbridge as well.

The biggest thing about the position will be serving as a liaison between the community and the mining companies. "In our community,

we have some very passionate people about our land and the stewardship of our land. A key piece to that position of Mining Coordinator is making sure emphasis is getting across to the mines that it's not just extraction, it's the longevity of the earth that we're worried about and the quality of the water. What we're seeing from the mines is inadequate and we want to see it better and bring it up to a standard where a person could walk up and not be shy of taking a drink of the water that's coming out."

There's a need to look at it from both sides of the picture because while there are some members who don't like mining that much, there are also members who work for the mining companies, he says.

Stinson has dealt with the mining companies before in his role as Natural Resource Coordinator and has previously worked as a miner, though he emphasizes that this is quite different from that. He'll be dealing with permitting, dealing with and minimizing



mistakes, ensuring they're complying with their permits and that they're keeping up with reclamation.

"The one thing I reiterate all the time is, 'you may only mine for 15 years but our community and our territory has to put up with the scar that's put there for the rest of time. So we're trying to make sure that that rest of time is a smooth ride and that the reclamation is being done adequately. And, we're not just looking at regular reclamation; we want to see the traditional plants

that were there put back in."

Stinson says the worry is not so much for right now but for the generations coming behind.

"What burden are we leaving them? We want to see that burden be as little as possible."

He's looking forward to engaging with the community, noting that the first community meeting will be coming up with Barkerville Gold Mine (BGM) in mid-November. He emphasizes he will be there as a facilitator only.

Melissa Lulua now working with Xatśūll Elders

Home Support Worker Melissa Lulua has been working with the Three Corners Health Services Society for six years and has recently started working with Xatśūll Elders.

"I'm from Xeni Gwet'in. I have three boys and two of them are in hockey so I keep busy with that."

They're not doing big events yet but eventually, she'll organize bingo, contests, luncheons, medication delivery, meal delivery, visits and help make sure everyone makes it to their appointments.

So far meeting with community Elders has been going pretty well and she enjoys working with them.

Elders can reach out to her if they need assistance with massage, chiropractor, dental or anything else they might need assistance with.



"I look forward to working with Xatśūll community Elders and meeting their families. She can be reached at Three Corners (250-398-9814) or email mlulua@tchss.ca.

Forestry/special projects update

The sawmill business we have started is moving along with a dedicated crew of four plus Brian Fuller as Supervisor. We have secured a lumber buyer who will take all the lumber we can produce as well as walk in orders. We have sent timbers to the Yukon for a Timber Frame company there.

We have been busy with our grinding operations pilot project on the Mountain House Road. One community member has been on site since the grinding started as Biomass Supervisor. He looks after recording cycle times, loads/day, break down time and logistics around road networks on the blocks as well as ensuring all post harvest obligations are being met.

We are looking to secure funding for special projects around the community for fire mitigation as well as incorporating training within the projects when we can.





Weykt, I hope everyone is staying safe and healthy.

We have made some changes, Mike Stinson is now the Mining Coordinator, we have the NR Coordinator position posted until filled.

I am part of a negotiations team called Joint Management

Edna Boston, Natural Resource Manager

Advisory Committee (JMAC), I work with Howard Campbell (XDC) and Rob Diaz (Landmark). Our main goal is to negotiate agreements with the Mining Companies. We have been working with the following Mines: Barkerville Gold Mine, Spanish Mountain Gold, Karus Mining, Gibraltar Mine, and Mount Polley Mine.

Currently, we have one Agreement signed with Spanish Mountain Gold, this agreement is called Engagement Protocol, basically it means we agree to sit at the table with them.

We also have agreements with Tolko and West Fraser (Williams Lake/ Quesnel), as of right now we are requesting that these agreements get amended.

As most of you know the four NStQ Chiefs signed a Yecweminul'ewc Land and Resource (G2G) Agreement in 2018, the Province is requesting that we sign and extension for one more year.

The Natural Resource

Department is planning on holding 2 public meetings.

We look forward to seeing community members again.

I would like to say
Congratulations to Mike
Stinson for taking the
leap into a new position,
I know he will do well, I
will miss him as my NR
Coordinator as he had
done exemplary work,
but I know he will do the
same in his new position.

Stay safe and healthy. Kukstemc

> Edna Boston NR Manager



Good Day Everyone. I have been hired as the Daycare Assistant in the

Ada Phillips,Daycare Assistant

Education Department.

I have been enjoying all that is involved in this area.

I have been assisting Kelly Menakian. I worked along side Cecelia Derose in the Beading and Language Workshop. These workshops have been a great success. It's great to see all the participants learning and enjoying their materials.

I've also been; organizing the office and Daycare area, Attended a Event Planning meeting. I also assisted in planning, prepping and Shopping for the Department.

I've labelled all the items that needed to be labelled.

I'm looking forward to our Upcoming Fall and Christmas Events. And Happy Halloween to Everyone.

> Ada Phillips Daycare Assistant



Hello everyone...Weytkp xwexwéytep!

I hope everyone had a great Thanksgiving! Some late Thanksgiving humor for you...

Why did the turkey cross the road?

To prove he wasn't a



chicken.

Now we focus on Halloween coming up this weekend! I hope you all have a safe and enjoyable Halloween. Please find attached some Halloween Safety Tips and interesting Halloween facts from our Department.

Here are some quick updates:

- The Head Start/Day Care Supervisor position is still vacant.
- The Youth Program position is still vacant.

Marnie Haines-Howell, Education Manager

• We require applicants with diplomas or certificates to run programs with children and so far, applicants that have applied do not have the qualifications required to work alone and unsupervised with our children. We'll keep the postings until we get them!

With Ada Phillips on board, we are trying a different approach to meet needs of our children in the community by having evening events such as the Language with Cecelia Derose and beading with Ada. These are proving to be very enjoyable and successful. We had high participation numbers in September and October with those events and people didn't want them to end. So, we intend to bring back a few more before the Christmas holidays. They will continue into the New Year. Kelly, Ada and Avo and I have enjoyed sponsoring them with the delicious meals from CJ's Western Grill! Plus, we are learning some Secwepemc!

There will be some language learning tips evenings that Kelly and Ada are organizing to be be held at the Education



Department, but I'm sure they will tell you more about this in their reporting.

Our financial advisor, Avo Menakian and I have completed some very huge and un-reported projects from the past that were required for Indigenous

Services Canada. We continue with the restructing and organization of tracking systems for budgeting with the Kindergarten-Grade 12 and Post-Secondary Education students. The updated forms, spreadsheets and data input for reporting allow us to run much smoother office operations and to stay on top of paperwork, reporting and funding requests for programming. This involved a lot of hard work and noses to the grindstone but now we can move forward with more efficient results. We just need staff in the Day Care Supervisor and Youth roles.

Stay safe, be happy and Happy Halloween, everyone!

> Marnie Haines-Howell Xatśūll Education Manager 250-989-2323 ext: 104 educationmanager@ xatsull.com





Hello Xatśūll Community Members!

We've had an enjoyable couple of months with the Greet, Eat & Bead group in September and October. It was nice seeing community members coming to the workshop week after week while still gathering safely together. Cecelia DeRose taught basic phrases and greetings in Secwepemetsin and Ada Phillips taught beading techniques for earrings, however, some people also completed bracelets and lanyards. On average, there were 18 participants each evening - it has been encouraging to see people having fun, and there are more workshops planned in the new year with weekly door prizes, basket draws and delicious food.

Ada has been a great addition to our team. We value her input and we're discovering she has a variety of experience from

Kelly Menakian, Head Start Outreach Coordinator





working in different parts of the community over the years. There have been some busy days coming and going but everything has been good so far.

This week we are distributing Halloween Learning packages to the Head Start children. Keep an eye and an ear out for Ada and me as we'll be delivering them to your home. If you would rather pick them up, please let us know. There will be books for the children, an adult colouring book for parents, matching games, Netflix

gift cards and other items to share with your family.

On November 10th & 17th, there will be Head Start workshops for parents/guardians of young children at the Education building. These were condensed from three evenings originally planned, while still covering all the same topics:

- Typical speech & language development
- Strategies to help with speech and language
- Baby navigator/autism/ hearing loss



The workshops, which will run from 5 p.m. to about 7 p.m., are presented by Alys Wardlaw, a Speech and Language Pathologist from Interior Health. We have six people signed up so far with a limit of ten places, please register with me before they fill up.

On Wednesday, November 24, and Wednesday December 1, we'll also be having craft nights for the Greet, Eat & Bead group. These workshops are to finish your earrings or complete a simple craft project for adults and kids. Further information will be posted on Facebook soon. Until then, have a Happy and safe Halloween!

Kelly Menakian, Head Start Outreach Coordinator (250) 989-2323, Ext 127 headstart@xatsull.com



Hi everyone,

Just a friendly reminder on what is going on in Social Development.

The Monthly Declaration forms now must be in by the 10th of every month. It is now mandatory, failure to do so, means there will be a delay in receiving your Income Assistance Cheques, and a delay in paying your household bills. If Social Development does not receive your monthly declaration form on time, then it answers question # 1, that one does not need Social Assistance.

Jennifer Stinson,Social Development Coordinator

Just a friendly reminder to all Income Assistance Clients, please have all your bills brought in on time, we cannot make a payment without a bill. One can email it to me at socdev@xatsull.com or you can drop it off at the front desk at the Band Office, or one can fax it to 250-989-2300.

The Pre-Employment
Program is every two
weeks on Monday and
Tuesdays from 10 a.m.
– 2 p.m., down in the
Deep Creek Gym. It is
mandatory for all Single
Employable to participate
and Single Parents with
children over three years

mandatory for all Single
Employable to participate
and Single Parents with
children over three years
old. If you do not
participate, it
will mean a
termination

of your

Income Assistance cheques. If you have questions regarding this, please do so in calling me at the office or emailing me.

The Food Bank is open every other Thursday from 1:30 pm – 4:00 PM, for all Community Members, please come to the Band Office and ask for Jennifer at the front desk. Remember to bring your own bags or boxes to carry your food items.

Just a heads up, I was informed that the earnings that Income Assistance Clients can make each month, without doing deductions on their I.A. cheques, has now changed to:

Earnings Exemptions

*Effective

January 1, 2021 Income Assistance -Eligible Clients Earnings Exemption Amount (per month)

All family units, including individuals eligible for income assistance but are **Single Employable** *\$500 (instead of the \$400.00).

All family units with a dependent child or caring for a supported child *\$750 (instead of the \$600.00)

A family unit where at least one individual is a **Person with Persistent Multiple Barriers** (PPMB). If both persons within the family unit have PPMB, the amount remains the same (it is not doubled). *\$900



November

2021

Social Development Department



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	Pre-Employment Program 10:00 — 2:00 pm Deep Creek Gym	MID- MONTH	4	5	6
7	8	C	FOOD BANK 1:30-4:00 PM	Office Closed	HOUSEHOLD BILLS DUE, EITHER BY EMAIL OR DROP OFF @ THE OFFICE MONTHLY DECLARATION FORM DUE TODAY TOO	13
14	Pre-Employment Program 10:00 — 2:00 pm Deep Creek Gym	Pre-Employment Program 10:00 — 2:00 pm Deep Creek Gym	SA DAY	18	19	20
21	22	23	24	25 FOOD BANK 1:30-4:00 PM	26	27
28	Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	Pre-Employment Program 10:00 — 2:00 pm Deep Creek Gym				

Pre-Employment 2021-2022

Provided By S.A.G.E Trainers
PRE-EMPLOYMENT PROGRAM

(for ALL Income Assistance Clients)

Training / Certificate Training

November 1st & 2nd

Selling It Right/Serving It Right/Construction Safety Training

November 15th & 16th Drum Making

November 29th & 30th Food Safe

Other Training will be offered from: December 2021 to March 2022

We are looking at Forestry Training, Flagging, Introduction to Trades.

Computer Training, and others that are identified by you that would be beneficial in assisting.

Come and join us!

Material and supplies Provided For Registration and further information Contact

Jennifer Stinson @ 250-989-2323 Ext. 102 Yvonne Funk/Jenna Rich @ 250-398-7137

Sponsor/Funded by: CCATEC



Free Flu shots are now available for community members. Clinics will be held at the Health Centres **by appointment** on the following days:

Dog Creek November 1, 2021 11:30am – 2pm

Soda Creek November 2, 2021 11:00am – 3pm

Canoe Creek November 4, 2021 11:00am – 3pm

Sugar Cane November 5, 2021 10:30am – 3:30pm

Three Corners November 8, 2021 10:30am – 3:30pm

If you are sick at your appointment time, please do not attend the clinic—we will rebook your appointment for when you are feeling better

If you are unable to make one of these clinics, please talk to your Community Health Nurse to set up a date and time for your flu shot.



Please call or text Stacey to book your appointment 250-305-4162

24pp

Hello.

My name is Bill McGinnis, I am a Registered Clinical Counsellor. I was born and raised in Williams Lake. I have over 10 years experience working with the Cariboo Friendship Society as the Aboriginal Wellness Coordinator and as well as the Aboriginal Wellness Clinician. I have a passion for assisting within my community and the surrounding areas.



THREE CORNERS HEALTH SERVICES SOCIETY

EVERY TUESDAY

10:00AM-12:00PM

SODA CREEK HEALTH STATION

TO MAKE AN APPOINTMENT CALL
HEALTH AT 250.989.2355



Integrative Healing Sessions

Heal the Body. Mind + Spirit together.

Creating wellness and healing trauma can be empowering and exciting process, but only if we include practices that attend to all the parts of our experience. Otherwise, we can work ourselves for years and years and just feel like we're spinning in circles.

Integrative Therapy is the practice of bringing these parts of our being back together, understanding how the body and environment influence the mind and spirit (and vice versa) and employing powerful practices that shift us out of old, damaging patterns. This isn't 'quick fix' medicine, but a process that can dramatically change a person's emotional + physical health over time.

Integrative Therapy reconnects a person with their innate capacity to heal and know themselves.

SESSIONS MAY INCLUDE:

Holistic Nutrition + Supplementation Guidance

Body-Based Trauma Release Breathwork + Yoga Meditation

Guided Visualization Massage + Energy Work

FRIDAYS 8:30AM - 3:30PM

In person appointments now available
Call Health, 250.989,2355 to book



ABOUT CIEL GROVE, MA

Ciel is a Crisis Counselor, Holistic Nutrition Consultant, Herbalist, Yoga Teacher, Certified Wellness Coach, Initiated Shamanic Practitioner, Doula, and a few other things. She holds a Masters Degree in Integrative Healing, and works with both groups and individuals around the world.

Ionic Foot Bath

An lonic Treatment is performed by placing your feet into a tub of warm water in which an array is placed into it. The array sends negative ions into your body through tiny pores in the bottom of the feet. The negative ions attach to debris throughout your body and are then expelled into the water.

The water often can become cloudy, filmy, or full of sediment. The water generally turns different colors; from white to orange, brown, green or yellow. Some believe these colors represent the organs that are releasing the most toxins.

Benefits include: Improving the immune system and immune functions, Increased peripheral blood circulation, Reduction of inflammation, Relief from allergy, asthma, acne, cellulitis, fungus, psoriasis, joint pain, water retention, headaches, Improved memory and sleep and much more.....



November 2 & 3 | 9:00am-4:00pm Health Station

If you would like an appointment, call Health at 250.989.2355 to book now.



Tammy Dormuth Guided Hands







LANGUAGE DEVELOPMENT

Join the Education Department for dinner and a workshop with Interior Health Speech and Language Pathologist, Alys Wardlaw on:

NOV. 10 & 17 - 5 PM

Topics will include:

- Typical speech and language milestones
- Common myths people may have when a child is not meeting typical milestones
- When to reach out for help

- Resources
- Following your child's lead
- Hi 5 Rule
- Interpret
- Everyday situations
- Autism assessment

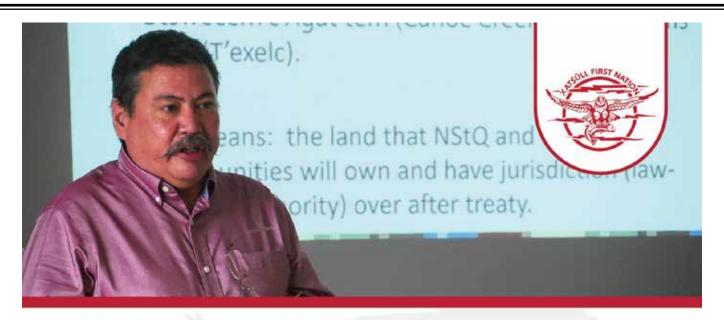
Please register ahead of time:

Seating is limited to 10 parents.

Call Kelly at (250) 989-2323, Extension 127. Email: headstart@xatsull.com

GIVEAWAYS FOR ATTENDEES

GAS CARDS AVAILABLE



TREATY MEETING

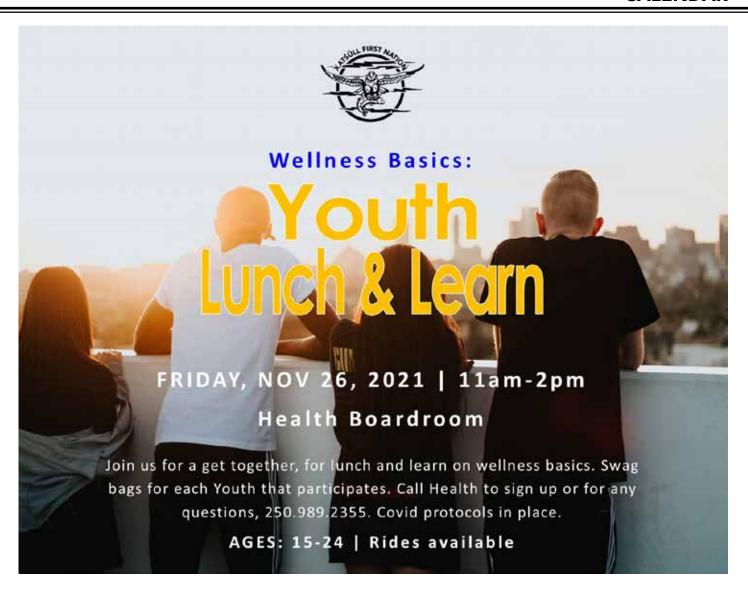
There will be a Treaty Meeting at the Xatśūll Gym at:

5:30 P.M., NOV. 3

To register, please call Jessie Hunlin at 250-989-2323 Ext. 120.

Seating is limited with priority given to members living in the community as there were meetings in Vancouver, Kamloops and Williams Lake for Urban Members.

DINNER PROVIDED













Children and Family Steering Committee Zoom Meeting

November 10th, 2021 at 5:00 pm



Please join us for a Children and Family Steering Committee Zoom Meeting for Xatsull Community.

Contact Health at 250.989.2355 or healthreceptionist@xatsull.com to sign up for the meeting. A zoom link will be sent to you.







Yoga

Live sessions with Heather Cherisse, Indigenous Pranayama



www.heathercherisse.com

OCT 18th to DEC 8th 4:30-5:30pm Health Station

Call Health at 250.989.2355, must pre-registar. Covid-19 Protocols in place. Open to Xatsūll Community Members only.





Chief, Council, and the Natural Resource Department Need Your Help

We want to hear from you!

Chief, Council, and the Natural Resource Department seek input of community and band members of all ages input on your environmental and cultural heritage priorities regarding the Mount Polley and Gibraltar Mine Projects. There are multiple ways to participate and share your thoughts.

Survey

Visit our website, https://xtresources.ca, scan the **QR code**, or go to, https://www.surveymonkey.com/r/LVNW6T9, to answer a survey and provide your comments. If you would prefer to fill out a hard copy of the survey, you can download a printable PDF version or pop into the Band Office to fill out a survey in person. Hard copies can be submitted in person or by mail to the Natural Resource Department at 3405 Mountain House Rd, Williams Lake, BC, V2G 5L5.



Scan to be taken to Survey

Win a Prize

Enter your name and contact information at the end of the survey. The first 10 respondents will win a \$25 gas gift card!

Speak to a Representative

If you would like to speak to a team representative to discuss your feedback and priorities, contact info@xtresources.ca or call Edna Boston at (250) 989-2323 (ext. 121) to set up a meeting.





Turkey stir-fry

This stir-fry uses turkey instead of the usual chicken or beef. Try adding any vegetables you have on hand.





PREPTIME 20 min



COOK TIME 25 min



SERVINGS

Ingredients

- 30 mL (2 tbsp) canola oil, divided
- 500 g (1 lb) ground turkey
- · Pinch ground cumin
- · 1 carrot, thinly sliced
- 1 onion, thinly sliced
- Pinch cayenne
- ¼ head cabbage, shredded

- · 2 cloves garlic, chopped
- 10 mL (2 tsp) low sodium soy sauce
- 15 mL (1 tbsp) ketchup
- 125 mL (1/2 cup) frozen green beans
- 125 mL (½ cup) frozen corn
- · Salt and pepper to taste

Directions

- In a large pan, heat 15 mL (1 tbsp) oil over medium heat. Add the turkey and cumin and cook for 6 to 8 minutes, stirring to break up the meat as it browns. Use a digital food thermometer to check that the turkey has reached an internal temperature of 74 °C (165 °F). Set turkey aside in a plate.
- 2. Add the remaining oil, carrot and onion. Cook for 2 minutes.
- 3. Add the cayenne, cabbage and garlic and continue to cook for 5 minutes or until soft.
- 4. Add the soy sauce, ketchup, green beans, and corn and return the cooked turkey to the pan. Stir well. Cook for 5 minutes.

Tips

- Experiment with different vegetable combinations by using your favorite fresh or frozen ones.
- Switch up ground turkey for ground chicken and serve over whole grain pasta.
- Looking for a vegetarian option? Substitute diced firm tofu for turkey for a vegetarian delight.
- Store leftover stir-fry for up to 3 days in the refrigerator.
- Remember, a little salt goes a long way. Taste the food before adding any salt.

Recipe developed by Indigenous Chef David Wolfman for PHAC and Health Canada. For more recipes by Chef Wolfman, see Nutrition North Canada.



Public Health Agency of Canada Agence de la santé publique du Canada



ijesty the Queenin Right of Canada, as represented by the Minister of Health, May 2021 | Pub.: 200510

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HARD PUZZLE

VERY HARD PUZZLE

 $\hbox{@} \ \textbf{Memory-Improvement-Tips.com.} \ \textbf{Reprinted by Permission.}$

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MEDIUM SOLUTION

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HARD SOLUTION

VERY HARD SOLUTION

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COMMUNITY ECONOMIC DEVELOPMENT/ EMPLOYMENT COORDINATOR



Job Summary:

Reporting to the Band Administrator, the Community Economic Development/ Employment Development Coordinator assists in the research, investigation and development of cultural, traditional and business opportunities that increase financial and social gains for the community, oversees the management of existing economic activities and coordinates social gatherings that strengthen the community. Responsible for the successful coordination of employment related services including providing job search support, identifying available positions, and providing training and information sessions and other assistance. Establishes effective working relationships with community groups, employers, funding agencies and other external contacts.

Skill and Abilities:

- Proven ability to build effective working relationships and have strong networking skills
- Excellent verbal and written communication skills, effective listening skills, and strong public relations, customer service and public speaking skills
- Proven ability to effectively self-manage workload to deliver on assignments and projects on time and with good results
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program

Qualifications Education:

- Diploma in Business Administration or Economic Development

Experience: - Two (2) years related experience in tourism, economic development, business, or administration

- Supervisory experience, as well as developing and managing budgets

Working

Conditions: - Minimal Supervision with occasional direction and very few checks of the work performed

- Non-standard hours of work maybe required on occasion

- Travel is required

Type of

Employment: - 35 hours per week, subject to 9O-day probation -full benefit package after completed probationary

period

Conditions of

Employment: - Must be able to obtain and maintain a Criminal Records Check

- Must be able to obtain and maintain a valid BC Driver's Licence

- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet

program requirements

How to Apply: - Please Provide a cover letter with salary expectations and availability.

Email your

Application to: Human Resources Email: hr@xatsull.com

Mail your

Application to: Xatsūll First Nation Fax: (250) 989-2300

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Application

Deadline: Open until filled

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HOUSING MANAGER



Job Summary:

The Housing Manager contributes to the overall success of the organization by coordinating access to housing assistance, advisory services, identifying housing needs, managing rent and maintenance fees, administering housing renovations, and maintenance, managing the budget and meeting reporting requirements for housing in the community according to the organization's vision, objectives, and strategic direction. The Housing Manager oversees staff and inspects facilities, using excellent communication skills to build productive and effective relationships.

Duties and Responsibilities

Operations:

- Develops an operational plan which incorporates goals and objectives for programs and services, including program delivery and evaluation
- Delivers the provision of housing to community members by establishing and implementing policies and procedures, managing maintenance of the premises through work orders and purchase orders, arranging for renovations and repairs that meet building codes and standards
- Prepares an annual budget for approval by the Band Administrator and monitors expenditures throughout the year to stay within budget
- Undertakes annual housing inspections documenting findings and adding new requirements to annual plans and budgets
- Develops tools and systems to educate tenants, promote reporting of maintenance issues and compliance with policies and sense of responsibility and ownership
- Oversees the collection of rents and maintenance fees, and develops a collection system for arrears, accounts for and forwards all payments to CMHC, loan applications and renewal documents
- Meets regularly with government bodies, industry, First Nations organizations, etc. to share information and identify problem areas, and works towards developing solutions to issues
- Identifies, promotes and coordinates partnership opportunities with Aboriginal and non-Aboriginal communities focusing on housing, public works, maintenance and capital initiatives
- Conducts needs assessment with the community to identify needs and to provide information to external agencies as well as governing body that feeds the operational plan
- 10. Consults and liaises with other housing, public works, maintenance and capital experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
- Chairs Housing Committee, sets up meetings and creates the agenda, minutes and other documentation
- Works closely with Social Development in the administration of rents for tenants on Social Assistance
- Creates a safe and healthy environment where facilities are well maintained

Human Resources and Administration

- and Administration: 1. Oversees contractors; involved in the recruitment and development of staff
 - 2. Takes responsibility for the orientation, performance review and development of staff
 - Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and administers progressive disciplinary actions as required
 - Ensures employee compliance with Band policies and procedures

- Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Band information to all staff
- 6. Keeps the Band Administrator informed of sensitive and important issues and events
- Prepares and submits regular activity reports and statistics to appropriate agencies and the community
- Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
- Maintains database to track and follow up on all contracts, projects, and properties
 Develops a communication strategy for public awareness of programs and events
- 11. Participates in various community, council and committee meetings
- Establishes and maintains annual operating budget and works to secure adequate revenue and funding
- 13. Other duties as assigned or required

Education: • Bachelor's Degree in Business Administration or related field

 Skills and Abilities: • Knowledge of the provision of housing principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies

- Knowledge of building codes and standards with an ability to read blue prints
 Proficiency in the use of computer programs for word processing, databases,
- spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Ability to work independently and build effective interpersonal relationships
 Ability to self-regulate, meet deadlines, have attention to detail, and respect
- Ability to develop reports that identify issues and solutions

Ability to plan, estimate, budget and manage finances

Experience: • Three years to five years business, property management, or related experience

Working Conditions:

Travel will be required
 Non-standard hours of work

 Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment:

Must be able to obtain and maintain a Criminal Records Check
Must be able to obtain and maintain a valid BC Driver's Licence

Must provide a vehicle in good operating condition and appropriate vehicle insurance to

meet program requirements

Email your

Application to: Human Resources Email: hr@xatsull.com

Mail your

Application to: Xatsūll First Nation Fax: (250) 989-2300

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Application

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NATURAL RESOURCE COORDINATOR



Job Summary:

The Natural Resources Coordinator coordinates and organizes various projects within the Xatśūll Natural Resources Department. Projects that the Natural Resources Coordinator will focus on may include fire recovery, emergency planning and support on other department files. You will contribute to the overall success of the Natural Resources Department by liaising with government & third parties, supporting internal capacity and maintaining information as required.

Duties and Responsibilities:

- Assists Natural Resources Manager in completing projects in the Natural Resources Department
- Works with and coordinates temporary staff/teams involved in any on-going projects
- Liaises with government and third parties in a professional manner
- Works collaboratively with other departments to achieve common goals
- Monitors project progress and adjusts workplans as necessary
- Aids in creating/managing departmental budgets and preparing funding applications
- Provides accurate records of all meetings and events and briefs management as required
- Has knowledge of current agreements with government and industry and tracks timelines and deliverables
- Participates/organizes in various community and staff meetings to engage community members and solicit input

Qualifications:

- Diploma/Degree in Natural Resources Management or equivalent combination of education and experience
- Familiarity with natural resource issues and a willingness to learn
- Experience working with First Nations is an asset
- Proficient with computers (Microsoft word, excel, powerpoint, etc)
 Knowledge of Secwepemc language, culture, and history is an asset

Conditions of

Employment:

- Must have a valid Class 5 BC Drivers Licence
- Must be physically able to meet fieldwork requirements (moderate hiking in remote site locations)

Fax to: 250 989-2300

• Office hours 8:30am-4:30pm, Monday to Friday

Email your

Application to: Human Resources **Email:** hr@xatsull.com

Mail your Application to: Attention: Human Resources

Xatśūll First Nation (Soda Creek First Nations)

3405 Mountain House Road, Williams Lake, BC V2G 5L5

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