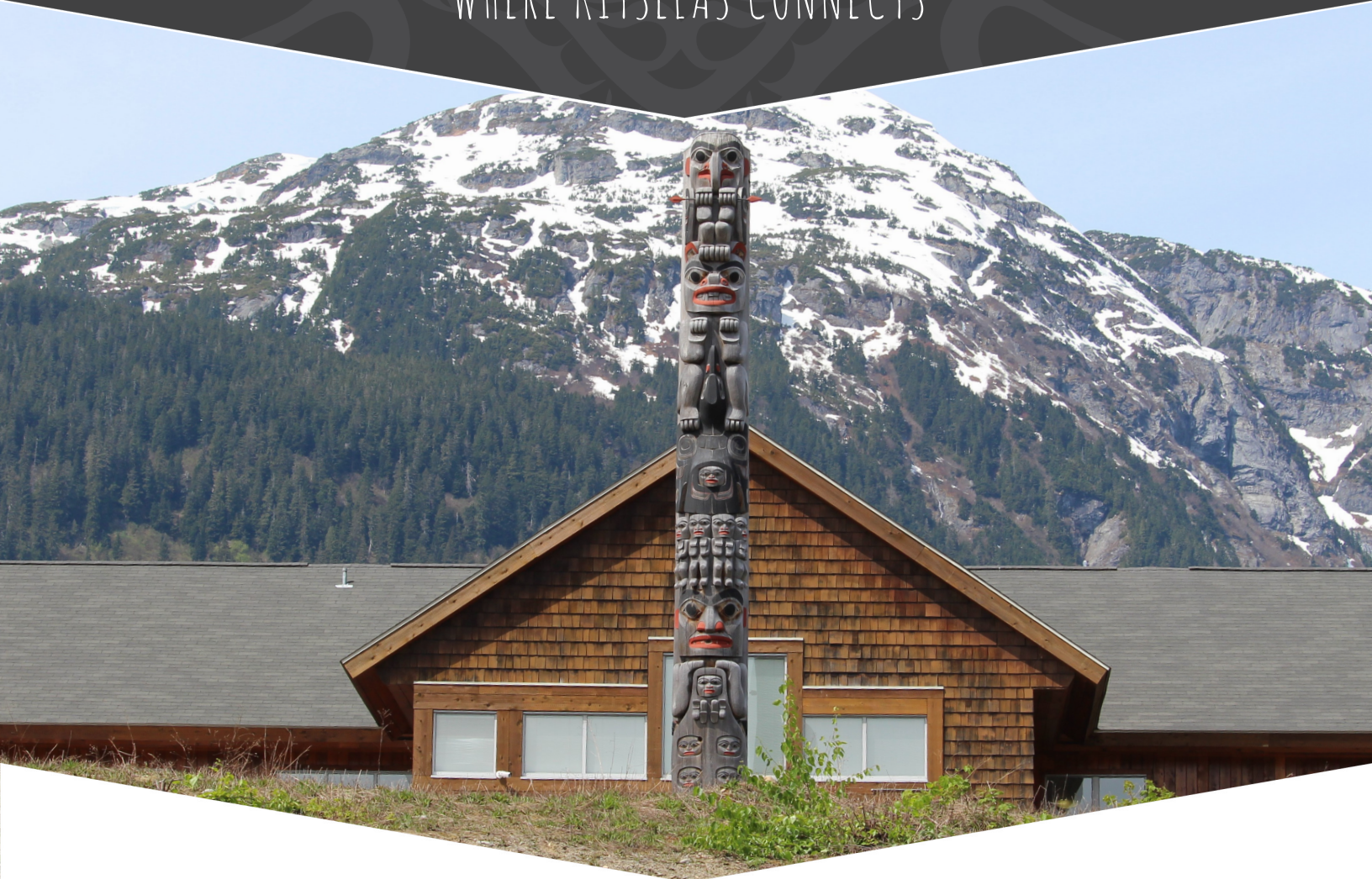


TSUNYOW

WHERE KITSELAS CONNECTS

OCTOBER 22, 2021



A Bi-Weekly newsletter from the



Kitselas Band Council & Administration

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KITSELAS BAND COUNCIL

2225 GITAUS ROAD, TERRACE, BC V8G 0A9

TEL. (250)635-5084 • FAX (250)635-5335 • T.F. 1-888-777-2837

Upcoming Meetings Reminder

Note: In previous AGM meeting's, we included KDC/ KFP and Employment and Training (K5T) these separate entities will be holding their own meeting.

Our main focus this weekend will be reporting on Kitselas Administration Departments. We have presented our financial statements in a previous meeting, which can be located on our website.

Community Engagement Meeting/Pre-AGM

Date: Friday October 22, 2021

Time: 5:00 pm

Location: Kitselas Community Hall

Dinner provided

Annual General Meeting

Date: Saturday, October 23, 2021

Time: 10:00 am - 3:00 pm

Location: Kitselas Community Hall

Lunch provided

Covid protocols will be in place, masks are mandatory for all attendees. We are limited to 50% capacity. If you would like to attend online, we would like you to email communications@kitselas.com for a link to be sent of the Webex meeting invite. Once you've signed into the meeting, we will be taking names to be entered into the door prize.



KITSELAS FIRST NATION

2225 GITAUS ROAD, TERRACE, BC V8G 0A9
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October 4, 2021

To all members of the Kitselas Band

Re: Financial Distribution

Kitselas Band Council, at their September 14 Council meeting, approved a one-time financial distribution from the LNG Benefits to all members of Kitselas Band.

The distribution will be as follows:

- 1) Kitselas members age 0 to 64 years of age, a one-time payment in the amount of \$2,500.00
- 2) Kitselas members age 65 years of age and older, a one-time payment in the amount of \$5,000.00

Payment schedule (**allow 10 business days**):

- 1) Applications received prior to October 20 will have a payment date of November 2, 2021
- 2) Applications received prior to October 27, will have a payment date of November 9, 2021
- 3) Applications received prior to November 10 will have a payment date of November 23, 2021.
- 4) Applications received after November 10 will be processed within 10 business days.

Application forms will be made available for download online at Kitselas.com or for pick up at our Administration Office and Queensway Office, during office hours, Monday to Friday, 8:30 a.m. – 4:00 p.m. (closed on statutory holidays).

On behalf of Chief & Council,

Laurie Mercer, CAO

FLU CLINIC

Gitaus

Health & Admin

October 26, 2021

5—7:30 pm

November 3, 2021

5—7:30 pm



K u l s p a i

Community Hall

October 23, 2021

12—2:30 pm

Satellite Health
Office

October 28, 2021

5—7:30 pm



Caring for Our Dogs & Our Community

The Thornhill Animal Shelter has started weekly patrols to keep our communities safe from dogs at large. A reminder that all dogs need to be licenced with the Kitselas Lands and Resources Department. Your dog should always be wearing its dog tag.



An annual licence costs \$15 per year, but the fee is waived if you licence in January. To licence your dog, please contact the Reserve Lands Officer at RLO@kitselas.com.



*The licence fee will also be waived at the Kitselas AGM on October 23rd

For additional information or questions about dog licences and dog control on Kitselas Reserve Lands please contact the Reserve Lands Officer at RLO@kitselas.com



KLRD is updating the Kitselas Marine Plan!



What is the Kitselas Marine Plan?

It is a strategic document to guide marine resource management in Kitselas marine Territory.

Why does it need to be updated?

The current plan was drafted in 2010. As with any plan, it is best practice to update as we learn, and as the context we are working in changes over time. There is also a need to fill gaps in the current plan.

How will it be updated?

KLRD and other Kitselas Admin staff will be updating the plan based on community wants and needs. So we need your input! We are currently planning opportunities for community engagement, an initial engagement in Winter 2021 and more fulsome engagement of the draft updated plan in 2022. More opportunities for engagement will be considered as the project progresses.



Upcoming Community Engagement in Winter 2021, stay tuned!

For more information, please call Sachi Ouchi at
250-260-0229 or email mrso@kitselas.com



**KITSELAS GOVERNMENT
JOB DESCRIPTION
FULL-TIME, PERMANENT**

Kitselas First Nation is seeking an Administrative Assistant for the Lands and Resources Department. Hours of work are 8:30 am – 4:00 pm with a half-hour lunch, Monday – Friday. The location of the position is in the community of Gitaus (~ 20 km east of Terrace, BC).

A. IDENTIFICATION

Job Title: Administrative Assistant	Department: Lands and Resources Department
Reporting to: Manager	Employment Status: Full-time permanent
Date Expires: October 31 st , 2021	

B. PURPOSE:

The Administrative Assistant working under the direction of the Manager of the Kitselas Lands and Resources Department (KLRD) is responsible for a variety of reception and clerical duties in the office. The Administrative Assistant maintains various records, files and related data for filing/tracking systems. This includes coordinating with various departments, maintaining financial database for budget tracking, and providing technical and administrative support on a variety of issues concerning the work of the Department.

C. MAIN DUTIES AND RESPONSIBILITIES

- Direct phone calls and visitors in a professional manner to appropriate staff and take detailed messages when staff are unavailable
- Develop relevant documents and/or templates that will assist in the overall administrative functions of the Department
- Assist Manager with project tracking, contract management and financial workflow
- Maintain physical and digital filing systems
- Monitor and maintain office equipment and supplies; request repair or restock when necessary
- Ensure office space and common areas are kept tidy and professional at all times
- Assist with various meeting preparations
- Process outgoing mail
- Undertake various other projects to ensure that all office functions are maintained
- Other related duties as assigned.



D. EDUCATION

- Completion of Office Administration/Office Technology diploma. An equivalent combination of education and experience may be considered.
- A Project Management certificate is an asset.
- Proficiency in program such as:
 - Microsoft Word, Excel, PowerPoint and Outlook
 - Adobe Reader and/or Adobe Acrobat
- Previous experience working in a First Nation community and/or organization is preferred

E. SKILLS AND ABILITIES

- Communicate effectively, tactfully and courteously with staff and the general public
- Ability to maintain confidentiality
- Attention to detail is a must to ensure accuracy of documents
- Strong team orientation, demonstrating a high level of cooperation
- Ability to follow instructions and ask for direction when needed
- Excellent verbal and written communication skills
- Ability to problem solve and resolve conflicts
- Identify opportunities to improve systems and processes; recommend solutions and refer issues appropriately
- A general understanding of the types of work undertaken by a Lands & Resources Department for a First Nation
- Knowledge and understanding of the Kitselas First Nation's culture, history, reserve lands and traditional territory an asset

F. ADDITIONAL REQUIREMENTS

- Criminal Record Check
- Valid Drivers' license
- Drivers' abstract

HOW TO APPLY

A competitive salary is offered. This position will remain open until filled. However, interested applicants should apply at their earliest convenience with a resume and cover letter to:

jobopportunities@kitselas.com. Please reference "Administrative Assistant" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.



Effective February 1, 2021 Email Money Transfers for Housing payments will be available.

To send an Interac e-transfer, you will first need to add **Kitselas Indian Band** as a recipient.

Please enter as follows with your Banking Institution via banking app or desktop:

Name: Kitselas Indian Band

Email: rent@kitselas.com

Notify By: email

***Note** that Auto deposit is enabled, and a security question is not required.

» Under Message, please include the month the payment is intended. If a message is not entered, the payment will be applied to the month the payment is received and any remaining funds will be applied to arrears. If there are no arrears on your account, it will be left as a credit on your account.

» You will **NOT** be receiving a written receipt from Kitselas when paying with a Electronic Money Transfer, but you will receive an email confirmation of payment being made with a Reference Number from your banking institution. If you do not receive a confirmation from your bank, please email housing.clerk@kitselas.com to request an email copy of the automatic deposit.

OCTOBER 22, 2021



KITSELAS CONNECTS

Is put together by the Kitselas Communications Department.

Please email communications@kitselas.com with any info - events, news, fundraisers, photos, etc. - that you would like to share with the community.

Deadline for submissions is Tuesday.

Call 250-635-5084 Ext. 4071 with any questions

KITSELAS ADMINISTRATION

2225 Gitaus Road, Terrace, BC V8G 0A9
Phone: 250-635-5084 Fax: 250-635-5335

Office Hours

Monday to Friday 8:30am-4pm
Closed for lunch 12-12:30pm

WWW.KITSELAS.COM