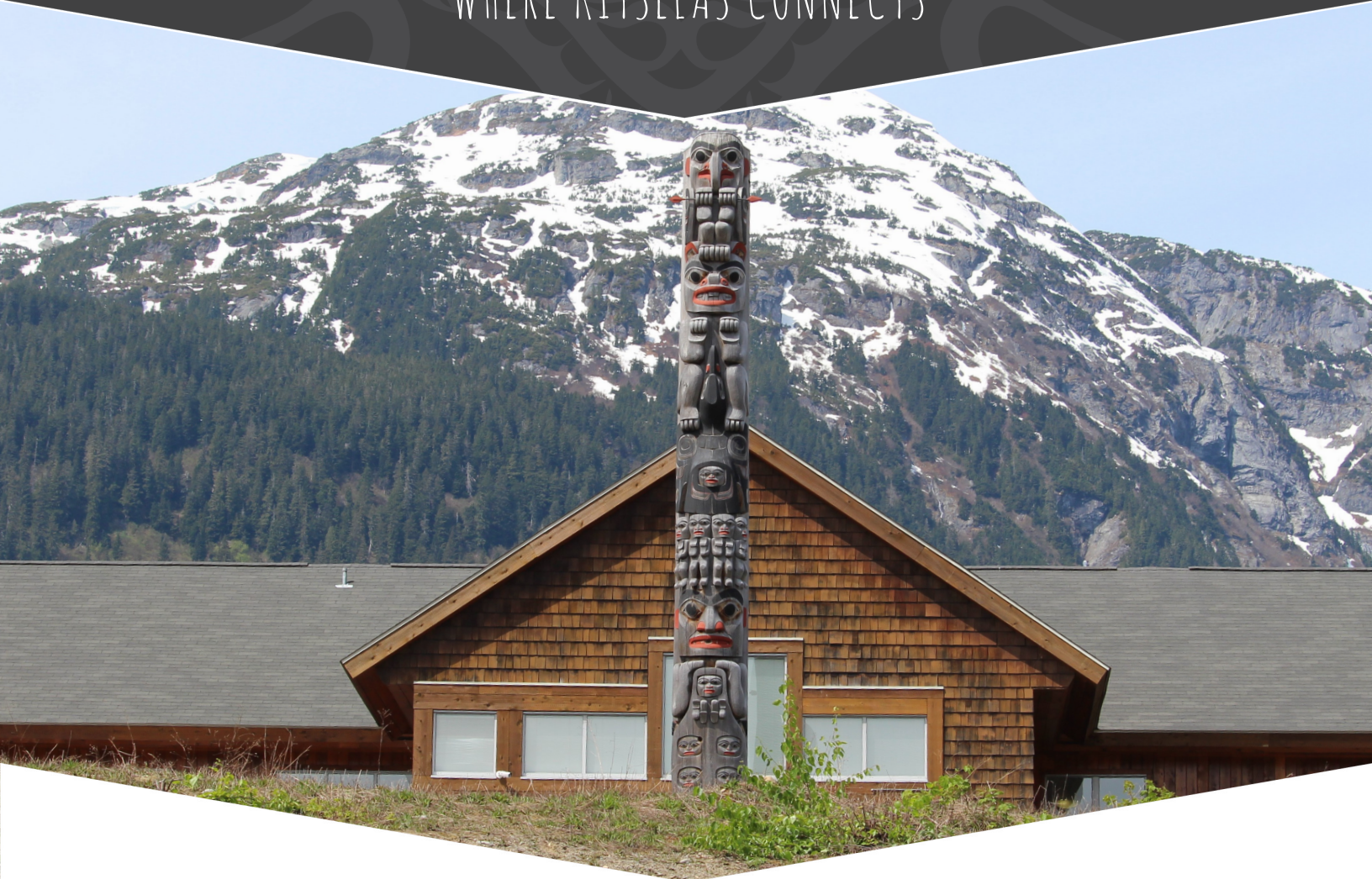


TSUNYOW

WHERE KITSELAS CONNECTS

JANUARY 14, 2022



A Bi-Weekly newsletter from the



Kitselas Band Council & Administration

IN THIS ISSUE

- | | | | |
|---|----------------------------------|----|------------------------------------|
| 1 | In this issue index | 7 | Dog License Renewal |
| 2 | Extended Office Closure | 8 | KLRD Admin. Asst. Job Posting |
| 3 | Gitselasu Stewardship Society | 9 | KLRD Admin. Asst. Job Posting pg.2 |
| 4 | Kitselas Marine Plan Update | 10 | Housing Payments |
| 5 | Kitselas Marine Plan Update pg.2 | | |
| 6 | Youth Calendar—January 2022 | | |



KITSELAS BAND COUNCIL

2225 GITAUS ROAD, TERRACE, BC V8G 0A9
TEL. (250)635-5084 S FAX (250)635-5335 S T.F. 1-888-777-2837

COMMUNIQUE TO KITSELAS MEMBERS

Extended Office Closure January 4-21, 2022

January 7, 2022–Gitaus, BC Due to the rapidly spreading Omicron coronavirus variant in BC, all Kitselas First Nation offices and community buildings will be closed and staff are directed to work from home.

During this period, every attempt will be made to carry on the essential services in a safe manner so as to protect the community and staff. Kitselas staff have all the required equipment to carry on business and will be available to respond to your requests.

The community is advised to continue to follow the recommendations of the Public Health Officer on how to protect oneself from contracting the coronavirus.

If you are experiencing difficulties contacting our office, please email or call the CAO, Laurie Mercer at cao@kitselas.com or cell phone 250-922-4845.

Gitselasu Stewardship Society is a newly formed society for Kitselas First Nation. The goal of GSS is to support development and growth of Kitselas Canyon.

An interim Board of Directors has been appointed. The Board consists of Judy Gerow, Pat Squires, CJ Nabess. This board is interim and will follow Provincial Society guidelines and will submit a report after the 1st year to the Province and possibly new appointments to the board after the 1st year.

Kitselas members may see information from GSS as the board continues to work toward strategic planning and staff for GSS to implement the strategic plan. The interim board is very excited to support the growth and development for the Kitselas Canyon and look forward for great long overdue support for the Canyon.



Kitselas Marine Plan Update Project Round 1 Community Engagement Summary



Background

Kitselas Lands and Resources Department (KLRD) has received funding to update our *Integrated Marine Use Plan (2010)*. Since 2010, many of the projects and initiatives Kitselas works on have changed and we now need to incorporate those programs into our plan and outline how the community can support marine initiatives and priorities.

This Project will **update** the *Kitselas Integrated Marine Use Plan (2010)* by seeking critical community feedback and will include updates on the following:

- Strategic direction (i.e., guiding principles)
- Values and key issues of concern
- Implementation direction



This plan update will incorporate existing documents and information and community will be engaged to provide input that will inform values and specific actions to support re-connecting Kitselas with the marine territory. Once completed, this updated plan will guide marine resource management advice and provide strategic direction in the marine territory.

Community Engagement Sessions

Over the week of Nov 29th – Dec 2nd, 2021, Kitselas staff hosted several community engagement sessions with Elders, Youth, other Kitselas Administration departments, Ocean Users, and general community. The goal of these sessions was to initiate an ongoing dialogue with Kitselas community members around their values and vision for Kitselas marine territory. The sessions were well attended, discussions were engaging, and the feedback received was insightful and will be integral in updating this plan moving forward.



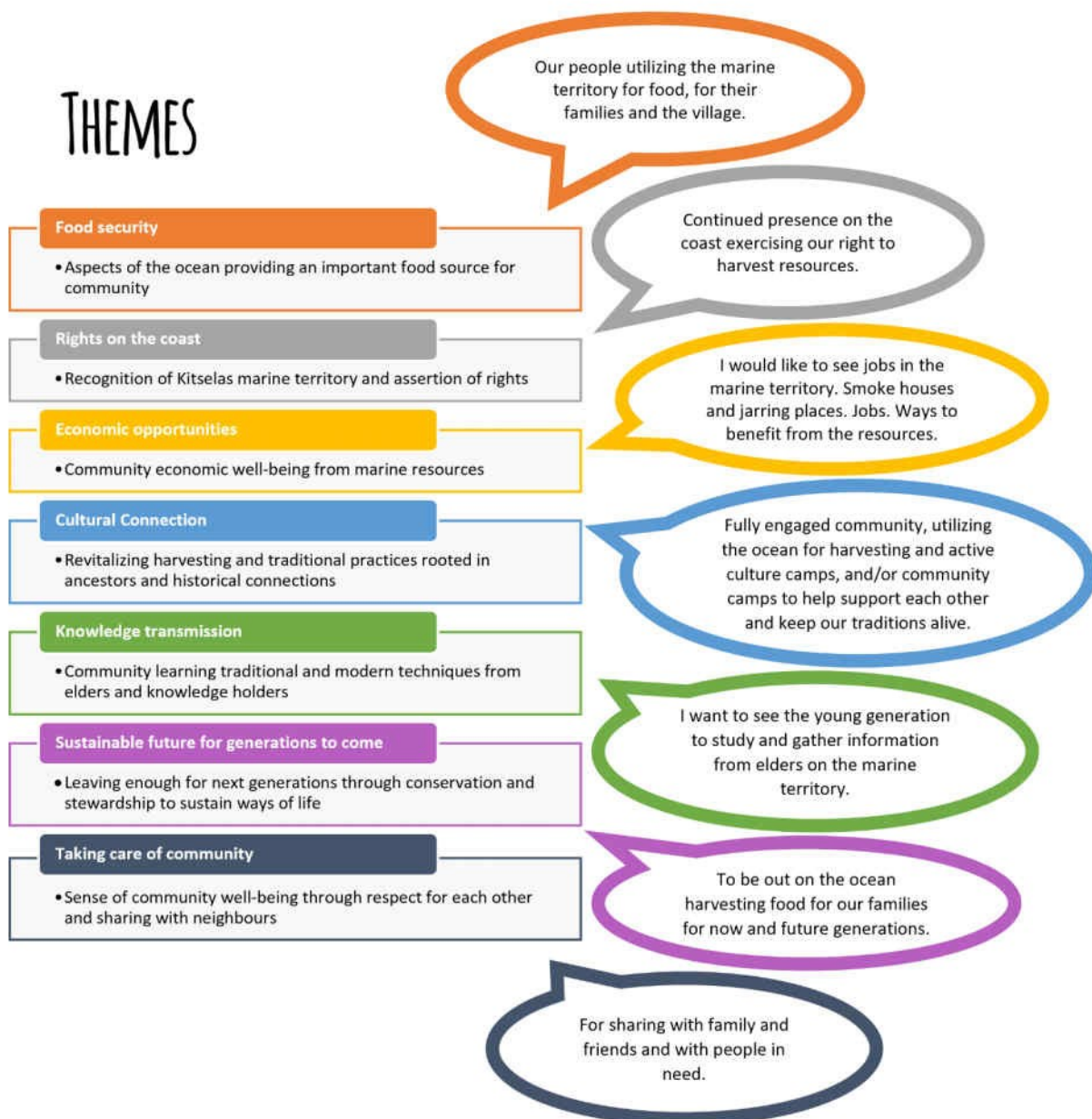
What We Heard – Community Feedback

Feedback from the engagement sessions can be grouped into 7 main themes that represent a community vision for the future of Kitselas' marine territory.

- Food security
- Rights on the coast
- Economic opportunities
- Cultural Connection
- Knowledge transmission
- Sustainable future for generations to come
- Taking care of community

Representative quotes from community members for each theme are shown in the illustration on the next page.

THEMES



Next Steps

We recognize the importance of meaningful community engagement throughout the project as the plan is updated. KLRD is planning multiple community engagement sessions as a follow-up to the first round. Once this initial feedback is integrated into a draft updated plan in early 2022, comprehensive community engagement will take place and will include surveys, focus groups, and/or community meetings. As with our previous engagements, this will take place with a cross-section of various groups in the community including leadership, elders, youth, staff and others.

For more information or if there are any questions, please contact Sachi Ouchi by phone (250-922-5539) or email (mrso@kitselas.com). Thank you for engaging with us and stay tuned for more Marine Plan engagements throughout 2022!

January

2022

Right to Play & Kitselas Youth

Events

ASP Ages 6 to 11 @ 3:30pm to 5:00pm

YLP Ages 12 to 18 @ 7pm to 9pm

Basketball:

Girls 5:15pm to 6:45pm

Boys 5:15pm to 6:45pm

Adult 4:15pm to 5:45pm

Any Changes will be announced asap



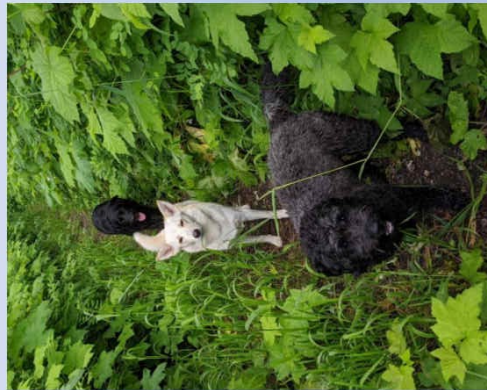
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4	5	6	7	8
10 Administration Day (Plan/Prep) Girls Basketball	11 ASP-Baking YLP-Games	12 ASP- Crafts/Paint YLP-Girls ONLY Group Boys Basketball	13 ASP-Games Day YLP-Boys Only Group Adult Basketball	14 ASP-Free day (Kids Choice)	15 Ski/Snowboarding Link will be posted
17 Administration Day (Plan/Prep) Girls Basketball	18 ASP-Baking YLP-Games	19 ASP- Crafts/Paint YLP-Girls ONLY Group Boys Basketball	20 ASP-Games Day YLP-Boys Only Group Adult Basketball	21 ASP-Free day (Kids Choice)	22 Mini Basketball Camp w./ Keifer Link will be posted
24 Administration Day (Plan/Prep) Girls Basketball	25 ASP-Baking YLP-Games	26 ASP- Crafts/Paint YLP-Girls ONLY Group Boys Basketball	27 ASP-Games Day YLP-Boys Only Group Adult Basketball	28 ASP-Free day (Kids Choice)	29
31 Administration Day (Plan/Prep) Girls Basketball					



Dog Licence Renewal Reminder

Dog licences must be renewed each year in January with the Kitselas Lands and Resources Department. An annual licence costs \$15 per dog each year, but the licence fee is waived for the month of January 2022.

Reminder that your dog should always be wearing its dog tag



To renew or obtain a dog licence, please fill out the [Dog Licence Application Form](#) and email the completed form to the Reserve Lands Officer at:

RLO@kitselas.com



For more information or questions about dog licences and dog control on Kitselas Reserve Lands please visit [Kitselas Dog Control Services](mailto:RLO@kitselas.com) or contact the Reserve Lands Officer at RLO@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: February 11, 2022	Date Posted: January 10, 2022 *repost

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

E: jobopportunities@kitselas.com



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

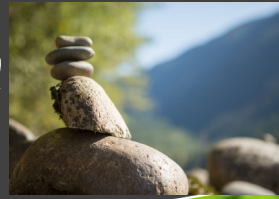
Notify By: email

***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.

JANUARY 14, 2022



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