



# Tsunyow

*Where Kitselas Connects*



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SAVE THE DATE FOR

## Our Next Meeting

Day of Week,  
February 13, 2024

● Family Day:  
● Feb 19, 2024

# KDC AGM Recap

## Dear Kitselas Community Members,

I hope this message finds you well. On behalf of the Development Corporation team, I want to express our deepest gratitude for your active and enthusiastic participation in our recent event on January 27.

Your presence and engagement truly made the event a resounding success. We were inspired by the thoughtful questions you raised and the passion you demonstrated for the future of the business side. Your valuable insights and perspectives added a layer of depth to our discussions, making it an enriching experience for everyone involved.

It's community members like you who make our endeavors meaningful and impactful. Your commitment to the growth and success of our community is truly commendable, and we are fortunate to have individuals who are not only interested but deeply invested in the future we are collectively building.

As we move forward, we are excited about the possibilities that lie ahead, and your contributions have further fueled our determination. We encourage you to continue sharing your thoughts and ideas, as they play a pivotal role in shaping the direction we take. Once again, thank you for your time, energy, and dedication. We look forward to more opportunities for collaboration and growth in the future. Together, we can achieve remarkable things.

**Warm regards,**  
**Darrin McCormack, CEO**

## Treaty Information

Join the Treaty team for dinner, a presentation comparing Treaty and other self-governance options.





# SINGLEHURST CREEK SALMON ENHANCEMENT: OVERWINTERING POOLS

## KITSELAS SALMON ENHANCEMENT PROGRAM HISTORY

Kleanza Creek is located 15 km east of Terrace, British Columbia and is situated within the heart of Kitselas First Nation (Kitselas) traditional territory. Historically, salmon spawned in great numbers throughout Kleanza Creek and the adjacent Singlehurst Creek, which provided an important fishery for Kitselas. Over time, Kitselas has witnessed a decline in salmon and is concerned that habitat loss, climate change, and other factors will continue to suppress salmon returns. In 2021, Kitselas initiated a multi-year salmon habitat enhancement project for Kleanza Creek and adjacent watersheds, with funding provided by the BC Salmon Restoration and Innovation Fund. The Kitselas Lands and Resources Department (KLRD) has brought together multiple strategic partners, including Fisheries and Oceans Canada, the Ministry of Transportation and Infrastructure, Ecofish Research Ltd., and Progressive Ventures Construction Ltd. to work collaboratively with the Nation and its environmental services company, Wai Wah Environmental, to assess, plan, and construct habitat enhancement works. The overall goal of the project is to return a sustained abundance of wild salmon to the region.

## SINGLEHURST CREEK PROJECT

Since 2021, nine salmon habitat enhancement options were identified, and after a series of additional studies and comprehensive evaluation, a series of overwintering pools, located on Kitselas IR #1 between Kleanza Creek and Gitaus, was selected as the preferred project:

- § 3 pools will be excavated along an existing, groundwater fed tributary to Singlehurst Creek.

- § The pools will range from 20 to 50 meters in width, and up to 2 meters deep.

- § Fish passage up the groundwater fed tributary will be improved to ensure year-round fish access.

- § The pools were designed to avoid culturally modified trees (identified by KLRD), other mature trees, and sensitive environmental sites.

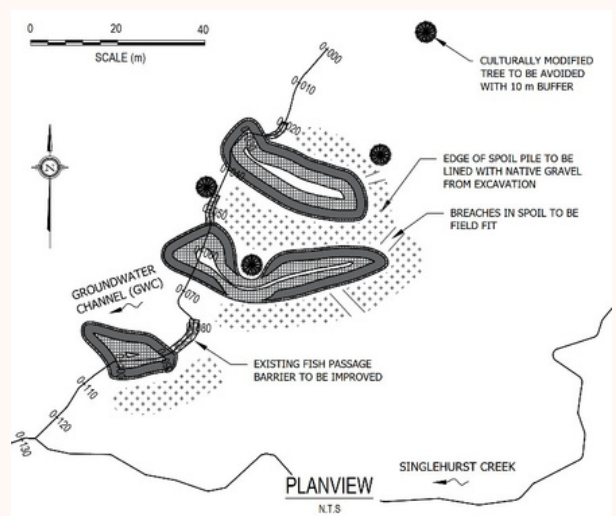
- § Equipment access will use an existing trail; no road construction is required, and all ground disturbance will be rehabilitated.

## NEXT STEPS

- § Jan 2024: Obtain all required permits to facilitate works.
- § Jan / Feb 2024: Develop a Kitselas-approved Long-term Effectiveness Monitoring Plan for implementation post-construction.
- § Feb / Mar 2024: Construct the salmon habitat enhancement at Singlehurst Creek.

## BENEFITS & RATIONALE

- § Deep pools are important salmon overwintering habitat.
- § Constructing overwintering pools are a known salmon habitat enhancement method (shown to successfully increase overwintering survival of juvenile fish).
- § These overwintering pools will be used by coho salmon that spawn in Singlehurst Creek, and likely by fish that spawn in Kleanza Creek and other streams along the Skeena River.
- § The project will have no negative impact to Singlehurst Creek or Kitselas land.









# ● ● ● Employment Opportunities



## KITSELAS GOVERNMENT JOB DESCRIPTION



### A. IDENTIFICATION

<b>Job Title:</b> Manager of Treaty Operations [Interim]	<b>Department:</b> Treaty
<b>Reporting to:</b> Director of Treaty Operations	<b>Employment Status:</b> Six Month Term
<b>Job Code:</b>	<b>Date:</b> March 1 – September 1 2024

### B. PURPOSE:

The Manager of Treaty Operations [Interim] is primarily responsible for the oversight of the department staff and contracts, as well as the development of work-place procedures, that includes the processing of Department Finances. The Manager of Treaty Operations reports to the Director of Treaty Operations [Senior Negotiator]. The Manager in collaboration with the Department Director, oversee the Kitselas Specific Claims topics.

### C. MAIN DUTIES AND RESPONSIBILITIES:

The goal of the Department and the Manager of Treaty Operations is to reach a final agreement with Canada and Support the Negotiation Team. This will include, at a minimum:

- Undertake and attend active and consultative negotiation process;
- Provide monthly negotiation updates;
- Conducting Research to support negotiating and Specific Claim positions;
- Recommend negotiating positions, strategies and instructions;
- Participating in or providing recommendations of expert direction for all side table negotiations;
- Resolving issues and conflicts arising from the negotiation process;
- Ensuring adequate, open and effective communication with citizens with regards to all aspects of the Treaty process;
- Work in collaboration, while being the link with the Negotiations Team and Treaty Team
- Working in collaboration with Tsimshian First Nation Treat Society (TFN) negotiators.

### D. EDUCATION AND EXPERIENCE

- Completion of Post-Secondary Education (i.e. Collage/ University);
- experience working in project management, or management;

**Manager of  
Treaty  
Operations  
(Interim)**

**Department:**  
**Treaty**  
**Status: Six month  
Term**  
**Date: March 1 -  
September 1,  
2024**

**FIND OUT MORE  
email:  
[jobopportunities  
@kitselas.com](mailto:jobopportunities@kitselas.com)**

# ● Employment Opportunities



- An equivalent combination of education and experience will be considered;
- Experience and knowledge of BC FN Treaty Process
- Knowledge of Kitselas History and the First Nations Historic & Political Landscape;
- Experience in networking and working with diverse populations and stakeholders;

## E. SKILLS AND ABILITIES

- Excellent written and verbal communication skills including report writing, position paper development and presentation of research results;
- Excellent interpersonal, time management, problem solving and organizational skills;
- Knowledge of Word, PowerPoint, Publisher and Excel
- Ability to diffuse situations;
- Effective researching ability;
- Time management skills;
- Job task planning and organizing;
- Problem solving and decision making ability;
- Interpersonal skills;
- Ability to work flexible hours; and

## F. PERSONALITY TRAITS

- Patience;
- Empathy;
- Compassionate; and
- Fair.

## G. ADDITIONAL REQUIREMENTS

- Valid BC Drivers' License;
- Criminal Record Check;



## Manager of Treaty Operations (Interim)

Department:  
**Treaty**

Status: **Six month  
Term**

Date: **March 1 -  
September 1,  
2024**

FIND OUT MORE  
email:

**jobopportunities  
@kitselas.com**



## KITSELAS MENS GROUP



### Bi-Weekly Meeting

Friday February 9th 2024  
5pm  
Darren Boltens Residence



DINNER WILL BE  
PROVIDED

5519 Gitseax Rd.  
In Gitaus

## Are you interested in becoming an Indigenous Doula?

Kermode Friendship Society is looking for Indigenous individuals who are interested in receiving Indigenous Doula Training and learn more about the Circle of Birth Keepers

A 4 day holistic approach from an Indigenous Cultural lens-  
NO COST

Led by Nicole Williams and Willow George

### Background:

- Doulas contribute to empowering birthing parents to feel more control of and secure in their birthing experience
- Birthers statistically have better health outcomes during and after birth with doula support
- Indigenous doula practice with western maternity care disrupts the colonization of birth and makes many contributions

Where: 4714 Park Ave, Terrace, BC

When: March 12-15

Time: 9 am—4 pm with lunch provided

For more information or to register, please contact:

Lisa Lawley

Email:

llawley@kermodefriendship.ca

Cell: 250-615-8416

or

Fiona Broome

Email

fbroome@kermodefriendship.ca

Cell: 250-641-1760



## Reminder

### Early Office Closure



Our Administration Offices will be having an early office closure to recognize for Family Day and closed on Monday day of holiday.

#### DATE

Friday February 16, 2023

#### TIME

1:00p.m. - 4:00p.m.

#### DATE

Monday February 19, 2023

#### TIME

8:30p.m. - 4:00p.m.



**KITSELAS**  
FIRST NATION



## Wills & Estates Planning Clinic 1

February 22, 2024

Kitselas Lands and Resources Department

Appointment times confirmed upon booking

### What to Expect

A Wills and Estates Planning Clinic will be hosted on February 22, 2024, at the Lands and Resources Department. You will have the opportunity to meet individually with a legal advisor, Laura Cochrane of Warner Bandstra Brown, who will discuss Estate planning and gather the information required to prepare your draft Will.



#### DID YOU KNOW?

If you don't have a Will, the Indian Act sets out who will inherit everything you own if you are status First Nations and live on reserve.

### Book Today!

Contact Megan, Reserve Lands Officer, to book your appointment:

Phone: 250-631-9496

Email: RLO@kitselas.com

# SAVE THE DATES

## K5T and Friends

invite you to join us:

### *"Celebrating Culture in the Workplace"* Regional Career Expo & Forum

at the Terrace Sportsplex

Tues, March 26, 2024 ..... Wed, March 27, 2024  
CAREER EXPO-Terrace Sportsplex CAREER FORUM-K5T Clubhouse  
9:00am-5:30pm ..... 10:00am-2:00pm

To register for a booth go to [k5t.ca](http://k5t.ca)

☎ 250-615-6232

✉ [info@k5t.ca](mailto:info@k5t.ca)

🌐 [k5t.ca](http://k5t.ca)



KITSELAS HEALTH INVITES YOU

LET'S JOIN HANDS  
TO

**STOP  
BULLYING!**

WE STAND UP AGAINST BULLYING

GUEST SPEAKERS:

CATHERINE TANSKI  
& MARY ANN

TUESDAY  
**FEBRUARY 27**

KITSELAS  
ADMINISTRATION  
(BASEMENT)

6:30PM TO 8:00PM

DINNER WILL BE PROVIDED

WORKSHOP IS OPEN TO ALL  
YOUTH AGES 6+ PARENTS  
WELCOME TO JOIN



Are you interested  
in the Trades?

### PRE APPRENTICESHIP OPPORTUNITIES

Including: Carpentry, Automotive,  
Electrician, Professional Cook, Heavy Equipment  
Operator, Landscape Horticulturist and more



Ongoing intake! Funded Tuition! Transportation and supports!  
Program hours: Mon to Fri 9am-3pm  
Place: 4404 Queensway Drive

See website for contact info

SKILLEDTRADESBC

K5T.CA





## K5T Job Posting

### Data Entry Lead

#### The role

- Manage the K5T participant database
- Work with the K5T team and participants to collect and input data
- Export data into reports
- Work with a team to make improvements to the database
- Training staff in the use of the K5T database

#### Requirements

- Relevant experience in data management
- Collaborative team player with a focus on continuous improvement
- Strong interpersonal skills, be an effective communicator and a team player
- If you self-identify as Indigenous, or have first-hand knowledge or experience working with an Indigenous community, we encourage you to apply



**CLOSING  
MARCH 1, 2024**



# K5T

*A community-built  
system promoting  
job and skills training*

📍 4562 Unit J Queensway Dr., 📧 [info@k5t.ca](mailto:info@k5t.ca)  
Terrace BC, V8G 3X6 ☎️ 1-250-641-2244

**APPLY BY EMAIL TO  
[EMPLOYMENT@K5T.CA](mailto:EMPLOYMENT@K5T.CA)**

## K5T.CA



## KITSELAS GOVERNMENT JOB DESCRIPTION

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### A. IDENTIFICATION

<b>Job Title:</b> Director of Finance	<b>Department:</b> Finance
<b>Reporting to:</b> Chief Administrative Officer	<b>Employment Status:</b> Full-time
<b>Job Code:</b> Finance	<b>Date Created/Revised:</b> January 30, 2024

### B. PURPOSE

The Director of Finance is responsible for planning, directing, and overseeing financial functions for the Kitselas First Nation. The Director of Finance is responsible for the operation of the accounting system, budgeting, statutory requirements, and adhering to the policies and procedures of the Kitselas First Nation, and in accordance with Federal and Provincial legislation and KFN Laws.

### C. DUTIES AND RESPONSIBILITIES

#### Strategic Financial Planning

- Provide financial advice to the Chief Administrative Officer.
- Participate in strategic and financial planning, and provide high-level long-term strategic financial planning.
- Lead the organization in the strategic financial planning process including the preparation and approval of annual budgets, 5-Year Financial Plans, Long-Term Capital Plans, Investment Plans, and forecasting.

#### Financial Management

- Oversee and manage all accounting and financial systems.
- Manage all financial internal controls and processes.
- Conduct financial analysis.
- Manage and maintain the local revenue account.
- Prepare monthly, quarterly, and other financial statements and reports.
- Provide financial and accounting advice, direction, and leadership.
- Monitor all procurement systems.
- Oversee payroll systems and processes ensuring compliance with financial legislation, policies and procedures.
- Contract, tendering, and RFP financial support.
- Manage all auditing and year-end requirements.
- Monitor disbursement policies and processes.
- Maintain ISC/CIRNAC including 10-Year Funding Grant and other reporting requirements.
- Maintain cash controls and cash flow management.
- Manage debt and debenture.
- Manage investments and reserves.





#### Financial Administration Law Functions

- Support financial and management services to the Finance and Audit Committee.
- Prepare and submit monthly and quarterly financial statements for approved by the FAC, and Chief Administrative Officer & Council.
- Ensure all Financial Administrative Law requirements are adhered to, including but not limited to:
  1. Maintaining a tangible capital assets schedule including insurance and other requirements.
  2. 5, 10, and 30 year forecasts of the estimated cost for replacement of Kitselas First Nation's tangible capital assets.
  3. Management of all policies and procedures required by the Financial Administrative Law.
  4. All other requirements under the Financial Administrative Law.

#### D. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting and a Professional Accounting Designation (CGA, CPA, etc).
- 3-5 years of senior-level experience in financial administration including experience with government financial systems, strategic financial planning, fund accounting, full-cycle accounting, financial statement preparation, accounting software systems (ADAGIO/Paydirt Payroll), and audit requirements.
- A suitable combination of education and experience may be considered.

#### E. SKILLS AND ABILITIES

- Excellent interpersonal communication skills (verbal and written).
- Excellent leadership, stress management, and time management skills.
- Excellent analytical and problem-solving skills.
- Ability to understand and interpret laws, regulations, and agreements.
- Attention to detail and a high level of accuracy.
- Effective organizational skills.
- Highly proficient in a computerized accounting environment.
- Ability to maintain confidence, build trust, and adapt to changing business requirements
- High proficiency with Microsoft Word, Excel, Outlook, and PPT.
- An understanding of relevant federal and provincial legislation, policies, and procedures.
- An understanding of the north coast BC cultural and political environment.
- Experience working in a First Nations community and/or organization.

#### F. ADDITIONAL REQUIREMENTS

- Criminal Record Check
- Valid Driver's License
- Copy of Certification/Professional Designation



**KITSELAS**  
FIRST NATION

## Get in Touch

Kitselas Connects is put together by the Kitselas Communication Department.

Please email [communications@kitselas.com](mailto:communications@kitselas.com) with any info (events, news, fundraisers, photos, etc) that you would like to share with the community.

**Deadline for submission is Tuesday.**  
**Call 250.635.5084 EXT 4071**  
**with any questions.**

**[www.kitselas.com](http://www.kitselas.com)**

### **KITSELAS ADMINISTRATION**

2225 Gitaus Road  
Terrace, BC V8G 0A9

**P** 250 635 5084

**F** 250 635 5353

### **OFFICE HOURS**

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

