KITSELAS FIRST NATION
2225 GITAUS ROAD
TERRACE, BC V8G 0A9

KITSELAS FIRST NATION
CONTRACTING OPPORTUNITY

Contract Title: Community Safety Officer	**Contracting Department:** KLRD, Watchmen Division
Program: Pilot Program	**Contract Type:** Independent Services Agreement **Contract Period:** Up to 12 months
Contract Fee: $821.80 per completed five-night service rotation	**Schedule:** 5 nights on / 5 nights off, 11:00PM–6:00 AM

CONTRACT SUMMARY

Kitselas First Nation invites expressions of interest from **four (x4)** qualified individuals interested in providing independent community safety and prevention services under the Watchmen Division's one-year pilot program. The purpose of the program is to support safe, peaceful and respectful communities through visible preventative patrols, early identification of potential safety concerns, community engagement, incident documentation and referral to appropriate authorities. Contractors will provide services primarily in Gitaus and occasionally in Kulspai, based on mutually agreed service assignments. This is a prevention-focused service contract, not a policing, enforcement or emergency response position. The successful contractor will operate as an independent service provider, responsible for delivering agreed services in accordance with the service agreement, applicable laws and community safety requirements.

SCOPE OF CONTRACTED SERVICES

a. Community Safety and Prevention

The contractor will provide the following services during accepted coverage periods:

- Conduct preventative community patrols by vehicle or on foot.
- Maintain a visible, respectful and approachable presence in designated public spaces.
- Observe community quiet hours between 11:00 PM and 6:00 AM and encourage voluntary compliance.
- Monitor designated community spaces for closure between 11pm and 6am, including parks, basketball courts, trails, smokehouses, community gardens, Administration &Health Centre, Lands &Resources Office, Lighthouse Office, Adult School, Elders Centre, Youth Centre, Utility RoW's, Housing &Public Works Laydown, and Kitselas Canyon National Historic Site.
- Monitor to prevent Squatting and illegal Camping
- Provide an approved community quiet-hours notification when included in the agreed service assignment.
- Identify and document conditions that may contribute to unsafe activities, disturbances or property damage.

b. Community Engagement and Early Intervention

- Engage respectfully with community members, including youth, families and Elders.
- Promote awareness of community safety expectations and shared responsibilities.
- Encourage positive behaviour and voluntary cooperation through calm, non-confrontational communication.
- Identify emerging concerns and take appropriate preventative action within the limits of the service agreement.
- The contractor may issue a letter requesting non-members / non-residents to leave community.
- Avoid confrontations and refer matters requiring intervention to the appropriate authorities.

c. Hazard Identification and Prevention

- Observe and report vandalism, property damage, fire hazards, unsafe gatherings, illegal dumping, off-road vehicle activity and other safety concerns.
- Identify visible safety concerns involving public facilities, infrastructure and roadways.
- Document unsafe driving concerns, including school bus safety when daytime coverage is included in an accepted assignment.
- Remove minor litter or obstructions only where safe, appropriate and within the agreed scope of services.
- Refer hazardous conditions to the appropriate responsible department or agency.

d. Incident Documentation and Referral

- Maintain a service activity log for each completed coverage period.
- Document preventative activities, safety observations, incidents and agency referrals.
- Notify the RCMP, emergency services or other appropriate agencies when circumstances require.
- Provide an incident report when a significant safety concern is identified.
- Submit a completed service report with each invoice.
- Protect confidential information obtained while providing contracted services.

e. LIMITATIONS OF SERVICES

Contractors are engaged to provide preventative services only. **Contractors are not authorized to:**

- Arrest, detain, search or physically restrain individuals.
- Exercise policing or peace officer powers.
- Physically enforce community rules or quiet hours.
- Enter private homes or interfere with residents on their lots.
- Investigate suspected crimes or engage in unnecessary confrontations.
- Transport community members using program vehicles.
- Undertake enforcement or emergency response responsibilities outside their lawful qualifications and authority.
- Situations requiring enforcement or emergency intervention must be referred to the appropriate authorities.

f. INDEPENDENT CONTRACTOR RELATIONSHIP

The parties intend to establish an independent contract for services rather than an employment relationship. Subject to the terms of the agreement:

- The contractor retains responsibility for the manner and means of delivering the agreed prevention services.
- The contractor is responsible for their own business administration, invoicing, taxes and applicable operating expenses.
- Kitselas will identify service objectives, approved coverage locations, required deliverables and applicable safety requirements without directing every aspect of how the contractor performs the services.
- The agreement does not guarantee a minimum number of assignments or require the contractor to accept every offered rotation.
- No employee benefits, vacation pay or other employment entitlements are provided under the intended independent service arrangement, except where required by applicable law.

g. SERVICE SCHEDULING AND COVERAGE

The Watchmen Division requires regular community prevention coverage, normally between 11:00 PM and 6:00 AM.

- Kitselas will offer five-night service rotations to available contractors.
- Contractors may accept or decline proposed rotations, subject to the terms of their agreement.
- Once accepted, the contractor is responsible for delivering the agreed service coverage.
- Contractors are responsible for organizing their activities and reasonable rest periods while ensuring that accepted coverage obligations are fulfilled safely.
- Alternative service periods, additional coverage or assignments in Kulspai may be negotiated separately.
- Changes to confirmed assignments must be agreed upon by both parties.
- Contractors must notify the designated KLRD Representative promptly if they cannot fulfill an accepted assignment.

The contractor is responsible for arranging any approved replacement coverage in accordance with the agreement.

h. CONTRACT FEES AND INVOICING

Compensation is based on completed service assignments rather than employee wages.
Standard Service Fees:

- Seven-hour overnight service coverage: $164.36
- Five-night service rotation: $821.80
- Equivalent reference rate: $23.48 per hour

The standard five-night rotation includes 35 hours of scheduled coverage.
The contractor must submit an invoice following each completed rotation identifying:

- Contractor name or business name
- Invoice number and date
- Dates of services provided
- Completed service rotations or coverage periods
- Agreed service fees
- Applicable taxes, if any
- Completed service activity reports

Invoices are payable following verification of the agreed deliverables and approval by Kitselas.
Additional assignments, extended coverage or changes in service fees must be approved through a written amendment or separate service authorization.
Contractors are responsible for their own income tax reporting and applicable business obligations, subject to any legal obligations imposed on Kitselas.

i. EQUIPMENT AND OPERATIONAL REQUIREMENTS

Kitselas may make designated program equipment available to contractors for the purpose of delivering approved services, including:

- Program patrol vehicles
- Communication equipment
- Dash cameras
- Approved Uniform
- Approved safety equipment
- Any Kitselas-owned equipment remains the property of Kitselas First Nation and must be used in accordance with an equipment-use agreement.
- The contractor is responsible for the proper care and authorized use of equipment in their possession and for reporting damage, defects or safety concerns.
- Contractors are otherwise responsible for ordinary business tools, administrative supplies and operating expenses unless otherwise agreed in writing.
- Program identification must not imply policing or peace officer authority.

j. CONTRACTOR QUALIFICATIONS

Interested contractors must demonstrate:

- Reliability, sound judgment and professionalism.
- Ability to deliver overnight community safety services.
- Strong communication and conflict-prevention skills.
- Respectful engagement with First Nations communities, youth and Elders.
- Ability to maintain accurate service documentation.
- A valid driver's licence and satisfactory driver's abstract.
- A satisfactory criminal record/background check.
- Applicable business and professional qualifications required for the services.

The following are assets:

- Basic Security Training or Advanced Security Training.
- First Aid and CPR certification.
- Conflict de-escalation training.
- Previous experience in community prevention, public safety, emergency services or volunteer firefighting.
- Knowledge of Kitselas communities, customs and community safety priorities.
- Contractors must meet applicable minimum-age and licensing requirements for the activities they undertake.

k. SERVICE PERFORMANCE AND ACCOUNTABILITY

Kitselas will assess contracted services based on completion of agreed coverage and prevention deliverables, including:

- Completion of accepted prevention patrol assignments.
- Documented community safety observations.
- Appropriate preventative engagement.
- Timely incident identification and referral.
- Submission of accurate service reports.

- Compliance with agreed safety and confidentiality requirements.

- The designated KLRD Representative will be responsible for contract administration, reviewing deliverables, approving invoices and addressing service agreement matters.

I. CONTRACT TERM AND TERMINATION

The intended service agreement will be for a period of up to 12 months, subject to program funding and the terms of the final contract.
Either party may terminate the agreement in accordance with its written termination provisions.
Kitselas may suspend or terminate a service assignment where there are serious safety concerns, material breaches of contract, or a failure to meet agreed service requirements.

APPLICATIONS

Interested individuals are invited to submit an expression of interest and résumé or business profile outlining relevant qualifications and experience.

Email: jobopportunities@kitselas.com
Closing Date: Open until filled.
Kitselas First Nation – Lands & Resources Department | *Watchmen Division*