

Kitsumkalum Band Manager Letter of Expectations

Kitsumkalum Departments

Kitsumkalum Band Council¹

Role of the Chief

- ⇒ Leads Council
- ⇒ Key community representative
- ⇒ Chairs Council meetings
- ⇒ Supervises the Administrator
- ⇒ Exercises powers delegated by members & Council - guidelines ideal
- ⇒ Enacts Council decisions - not unilateral
- ⇒ Help Council be an effective team
- ⇒ Make sure Council does work of Council
- ⇒ Make sure Council focuses on long – term needs of community and members
- ⇒ Plans Council's annual agenda
- ⇒ Runs meetings with good rules
- ⇒ Follows up on Council decisions

Role of each Councillor

- ⇒ Exercises trustee role & authority only when in duly convened meeting, or
- ⇒ As delegated by community and/or Chief/Council – with written purpose and clear Limits of authority
- ⇒ May chair committee(s) of Council – based on terms of reference
- ⇒ Advocates community interests
- ⇒ Contributes to Council decision – making

Band Manager

- The Band Manager is responsible for the management, administration and delivery of all Band programs and services to ensure that the needs of Band Members are met in a reasonable, effective, and efficient manner.
- Daily, Weekly, and Monthly work schedules, much like Chris Murphy's analogy of Spring Weather are consistently inconsistent, reliably unreliable, and predictably unpredictable, as Band staff shift from task to task.

¹ Patrick Kelly, Aboriginal Governance Instructor

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Chief Don Roberts: Treaty; Consultation; IBA; Negotiations

Laura Miller, Executive Assistant

1. Assists Band Council, Legal Counsel, Consultation, Referrals, and Impact Benefits Agreement (IBA) Negotiations,
2. Sets direction for the development of Strength of Claim, Strategic Planning, research and organizing Traditional Leadership support of Kitsumkalum Strength of Claim Research,
3. Treaty, Consultation, and IBA Negotiations using the Canadian Constitution Act, 1982 and Supreme Court Case Law which defines section 35 of the Canadian Constitution's affirmation of Aboriginal Title and Rights,
4. Directs development of Economic Development entities for the transition of IBA and EBA agreement implementation by Kitsumkalum economic entities,
5. Provides strategic development direction for IBA and Treaty Negotiations:
 - Directs Strength of Claim Research and Development
 - Directs Evidentiary Records Project,
 - Directs Kitsumkalum Social History Research Projects, (Brenda Guernsey),
 - Directs Culture & Heritage Project (Christina (Tina) Sam-Stanley)
 - Directs Kitsumkalum Consultation and Referrals
 - Directs BR Law; Consultation – Referrals – Aboriginal Law, Strength of Claim Research, Specific Claim, Evidentiary Records Project,
 - Directs Ashcroft & Co. Law; Aboriginal Governance – Corporate Governance
 - Directs John Logan, Litigation Law
 - Directs Rosenberg Law, Aboriginal Title and Rights
 - Directs Woodward & Company; Litigation Law – Aboriginal Title and Rights

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Alex Bolton, Kitsumkalum Treaty Office

1. Conducts negotiations on key aspects of treaty in tri-partite working groups with Canada and British Columbia by:
 - determining the expectations of the Kitsumkalum Leadership and membership and formulation of negotiations strategies
 - determination of necessities for achieving a treaty agreement through strategic planning with Kitsumkalum Leadership (typically House Chiefs)
 - leading the development of a consolidated position by obtaining appropriate expert advice on Aboriginal Title and Rights as recognized by the Canadian Constitution Act, 1982
 - brief Kitsumkalum Leadership on issues which stall treaty negotiations and coordinate reconciliation of negotiating principles as set out in formulating strategies and approaches to negotiations
 - prepare executive progress reports on negotiating positions and the range of options available for the Kitsumkalum Leadership

2. Manage Treaty staff and negotiation's consultant experts to thoroughly analyze aboriginal title and rights as affirmed by the Canadian Constitution Act, 1982 and further defined by Supreme Court Case Law to ensure that a treaty with Kitsumkalum will provide certainty and recognition of Kitsumkalum Aboriginal Title and Rights, and ownership of Kitsumkalum Traditional Lands and Resources
 - Gerald Wesley, Sim'oogit Xpilaxha – Treaty Board
 - Vera Dudoward, Sigidm hana'ax Xbisuunt – Treaty Board
 - Don Roberts, Sim'oogit Wiidildaldil – Treaty Board
 - Gerald Wesley, Chief Negotiator, TFN Treaty Society
 - Mark Stevenson, Treaty Legal Advisor
 - John Munro, Treaty Lands Consultant,
 - Bill Stipdonk, Treaty Professional Economist
 - Brenda Guernsey, Kitsumkalum Social History
 - Lidia Jendzjowsky, Strategic Planning and Research
 - Liz Obomsawin, Film and Video PR

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- Mel Bevan, Strategic Planning
 - Allan Bolton, Research/GIS, and Communications Coordinator
 - Julie Nyce, Community Liaison
 - Jenniefer Bolton, Community Liaison
 - Joanne Bertsch, Community Liaison
3. Provide technical advice to Kitsumkalum leadership, Tsimshian Treaty Society to promote self-determination, fostering a cooperative and collaborative working environment through team activities, include planning, coaching, mentoring, sharing of knowledge, capacity building and performance management,
 4. Support Kitsumkalum Social Research, Kitsumkalum Specific Claims initiatives and Kitsumkalum Consultation and Referrals in furtherance of Kitsumkalum Strength of Claim on the Skeena River and on the North Coast of BC in support of IBA and Treaty Negotiations,

Brenda Guernsey, Heritage Research Project

1. Setting up research library with Kitsumkalum Anthropological Research Archival information bequeathed to Kitsumkalum by Dr. James McDonald, including
2. Research materials collected while documenting Kitsumkalum's Heritage from interviews with Kitsumkalum Elders, other Tsimshian Elders and Archive Research carried out through the 1970s to current on-going research
3. Working with Chief Don Roberts, Legal Counsel, Legal Anthropologist Researcher and Treaty to fill in the gaps, tying Kitsumkalum Sim'oogits to the land in support of Kitsumkalum's Strength of Claim for Impact Benefits Agreement negotiations
4. Fill in the gaps in Kitsumkalum's history, tying Kitsumkalum Sim'oogits and Sigidm hana'ax to the land in support of Kitsumkalum's Strength of Claim in preparations for possible litigation
 - Waap genealogy; Food, Social and Ceremonial Harvest sites mapping; and Laxyuup sites on the Skeena River and on the Coast

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Christina Sam-Stanley, Culture & Heritage Project Manager

1. Assist Kitsumkalum Waap of the four Pteex; Ganhada, Gisbutwada, Laxsgiik and the Laxgibuu with researching their history and tying their respective Waap, Sim'oogits and Sigidm hana'ax to the land,
2. Initiated and overseeing the Tsimshian Feasting Protocol Book Project; documenting how a traditional Tsimshian name is passed down through the ancestral lineages, under what circumstances a name cannot be passed down, as well as the roles and responsibilities of the Sim'oogit (Chief), Sigidm hana'ax (Matriarch), and members of each Pteex Waap within Kitsumkalum's Ganhada, Gisbutwada, Laxsgiik and the Laxgibuu. Each Sim'oogit, the leader of a Waap has the responsibility of taking care of a particular Laxyuup (geographic territory) and the people within their respective Waap.

Rina Gemeinhardt, RPF, MF, Consultation and Referral Specialist,

1. Responsible for management and directing Kitsumkalum's response to consultation and referrals for the protection of Kitsumkalum's inherent Aboriginal Title and Rights as a tribe proper of the Tsimshian Nation and the protection of the lands and resources within Kitsumkalum's tribal territories on the Skeena River and on the North Coast of British Columbia, including:
 - Directing Kitsumkalum's "professional" advisors and legal counsel's focus on using the Canadian Constitution Act, 1982 and Aboriginal Case Law which define section 35 of the constitution act,
 - Working with Kitsumkalum's legal counsel and advisors and coordination and development of position papers for the initiation of negotiations with the Crown and development Proponents,
 - Actively lead the planning and the organizing of strategic planning for the effective promotion and protection of Kitsumkalum's Aboriginal Title and Rights,
 - Consulting closely on these matters with Band Council, Treaty Office, Hereditary Chief's Office, Economic Development Office and Kitsumkalum's Fisheries Department Office,
 - Document Kitsumkalum's transactions and strategic planning and response to Consultation and Referrals, and

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- Setting the stage for Impact Benefit Agreements as compensation to Kitsumkalum for cumulative impacts to Kitsumkalum's Aboriginal Title and Rights,
2. Rina has assistance from the following to carry out the above tasks:
- Don Roberts, Sim'ooḡit Wiidildaldil Na'algyax Gaax, Chief Councillor and Kitsumkalum historian,
 - Brenda Guernsey, MA, Research Consultant; Cedarwood Heritage Consulting,
 - Quinton Ball, BSc, E.P., ASCT, McPM, Environmental Scientist, Lands and Referrals; Sophrosyne Environmental Consulting,
 - Alyson Watt, BNRSc., BIT, Natural Resource Supervisor and Safety Coordinator; Silverwood Natural Resources Consultants,
 - Nicole Wallace, R.P.Bio - Environment, Lands and Referrals, Natural Resources,
 - Bram Rogachevsky, Aboriginal Law; BR Law
 - Jennifer Hill, Aboriginal Law; BR Law,
 - Maya Duvage, Aboriginal Law; BR Law,
 - Erick Wolfhard, Aboriginal Law/Anthropologist Researcher; Independent Consultant,
 - David Rosenberg, Aboriginal Litigation Law; Rosenberg Law,
 - Ian Kennedy, Aboriginal Litigation Law; Rosenberg Law,
 - Towagh Behr, MA, Anthropologist, Principal - Kwusen Research & Media
 - Amanda Marshall, MA, RPCA, Principal, Archaeologist - Kleanza Consulting

Finance:

Dusan Jankovics, Chief Financial Officer

1. In accordance with Kitsumkalum Financial Administration Policy, responsible for the day-to-day management of the systems of the financial administration of the Band including the following:

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- Administer and maintain the accounts of the Band, with the exception of the local revenue account,
- Ensure that the financial administration systems, policies procedure, directions and internal controls are appropriately designed and operating effectively,
- Prepare Kitsumkalum's annual operating budgets,
- Prepare the monthly financial information required in section 59, the quarterly financial statements required in section 60 and the annual financial statements required in section 61,
- Prepare the financial components of reports to the Council and of any short-, medium-, and long-term plans, projections and priorities referred to in subsection 13(1),
- Actively monitor compliance with all funding agreements and funding arrangements entered into by the Band,
- Administer and supervise the preparation and maintenance of financial records and the financial administration reporting systems,
- Administer and supervise the maintenance of the records of all receipts and expenditures of the Band to facilitate the annual audit,
- Actively monitor compliance with all financial aspects of the Band's legal obligations, and with any policies, procedures and directions of the Council respecting the financial administration of the Band other than those matters that are the responsibility of the tax administrator under this policy, another policy or law of the Band or the Act,
- Prepare or provide any documentation and financial information required by the Council or the Finance Committee,
- Evaluate the financial administration systems of the Band and recommend improvements,
- Develop and recommend procedures for the safeguarding of assets, and ensure that approved procedures are followed,
- Develop and recommend procedures for identifying and mitigating financial reporting and fraud risks, and ensure that approved procedures are followed,
- Perform any other duties of the Chief Financial Officer under the Financial Administration Policy, and

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- Carry out any other activities specified by the Council that are not inconsistent with the Chief Financial Officer's duties under the Financial Administration Policy
2. To carry out these duties, Dusan has the following working with him in the finance department:
- Wayne Bolton, Bookkeeper,
 - Cynthia Bohn, Bookkeeper,
 - Debbie Snider, Accounts payable,
 - Geraldine Robinson, Data Entry Clerk
 - Stella Gerow, Payroll Clerk

Kitsumkalum Health

Charlene Webb, Health Director

1. Provide leadership and direction to planning, organizing, implementing, maintaining, and evaluating culturally relevant and safe health and wellness programs and services. Conduct this in a manner that is respectful of diversity, and in alignment with the culture and traditions of Kitsumkalum,
2. Develop, implement, and evaluate culturally relevant and safe health and wellness programs and services,
3. Ensure in-depth involvement in health provision to deliver culturally relevant and safe health services and treatment to community members,
4. Promote community health, through culturally (Tsimshian) sensitive concepts and traditions regarding wellness, and healthy living,
5. Advocate for the health and wellness needs of the community,
6. Coordinate intervention, directly or indirectly, in emergency, trauma and crisis situations,
7. Lead community consultative processes regarding community health planning needs and opportunities, including identification of relevant community health and wellness priorities,
8. Create, implement, evaluate, and monitor Nation-based community health and wellness plans, including both existing and emerging health and wellness needs, incorporating input from community and other health system professionals,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

9. Ensure emergency management, preparedness planning and/or pandemic planning is in place and well communicated for the community served,
10. Ensure programs and services are in compliance with legislation and organizational policy, processes and procedures,
11. Ensure financial management of programs and services including all financial accountabilities and compliance,
12. Prepare and monitor work plans, including reporting quarterly and annual reports,
13. Proactively build and nurture collaborative and respectful working relationships with Kitsumkalum Health staff, First Nations in BC, Health and Wellness partners, and government agencies,
14. Respect cultural protocols and acknowledge and embrace the diversity of knowledge,
15. Serve as a liaison, connector and convener between the community and its health system partners,
16. Provide technical advice to Kitsumkalum leadership, Regional Caucus, Regional Table to improve health and wellness programs and services and to promote self-determination,
17. Collaborate and partner with the FNHDA, FNHA, FNHC, Regional Health Authorities, Nation Assemblies,
18. Lead and provide day-to-day supervision of health staff, including all aspects of human resources management. Foster a cooperative and collaborative working environment through team activities, include planning, coaching, mentoring, sharing of knowledge, capacity building and performance management for the health staff:
 - i. Carrie Bazil, Reception/Administrative Support,
 - Performs administrative support functions, answering visitors' enquiries about Kitsumkalum Health operations and services, directing visitors to staff members, registering and sorting incoming mail, answering incoming calls on multi-line telephones, setting/confirming appointments with staff, filing, records keeping, keyboarding/data entry and performing a variety of other office tasks.
 - ii. Andrea Sam, Community Health Representative,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- Representative is responsible for the Administration and delivery of Medical Support Services and Preventative Measures Programs, carries out and is responsible to ensure that elderly residents, especially those who are 'shut-in' or who have disabilities, are regularly checked on and medically assisted as necessary, and provide emotional support and referrals as necessary for those who are dealing with stress, grief due to death, disability and/or abuse.
- iii. -- V A C A N T --, Home Care Aide, (covid-19 stopped home visits)
 - Provides personal care for seniors and persons with disabilities and convalescing clients as necessary and provide emotional support and referrals as necessary.
- iv. Lissa Parker, Brighter Futures,
 - Provide support and work with the Kitsumkalum Social Services and Health Services in coordinating and enhancing health services delivery in a culturally sensitive manner, works collaboratively with Kitsumkalum's Social Services and Health Services to support the well-being of children, individuals and families with activities that focus on:
 - Community mental health,
 - Child development,
 - Injury prevention,
 - Parenting skills, and
 - Healthy babies
 - Building Healthy Communities with the development of:
 - Mental health crisis management services,
 - Solvent abuse prevention, and
 - Early identification program
- v. Delilah Jones, LPN Community Health Nurse/Home Care Nurse,
 - The Community Health/Home Care Nurse combines health sciences knowledge with health promotion teaching, assessment, clinical nursing skills to effectively assess and coordinate client services:
 - Applies and utilizes key nursing knowledge and critical thinking to assess, plan, implement, and evaluate interventions

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

to address health issues, considering relevant evidence, legislation, regulations, and policies.

- Collects, assesses, analyzes, and applies information from various data sources to make evidence informed decisions for nursing services, including program planning, development and priority setting with individuals, families, groups, and communities, and interprets information for professional and community audiences.
- Provides individualized care to clients/families by initiating discussions to identify what is important from the perspectives of the client/family, assessing client health status, identifying priorities and plans and discussing professional care and services that support these plans.
- Coordinates the Community Health and Home Care Programs to meet the needs of the clients through promoting family and community support while encouraging independence.
- Establishes therapeutic relationships with clients/residents and families and provides emotional support through identifying individual and family perspectives on health, conducting learning assessment and understanding life views and priorities for the individual and family

vi. Blaine Stensgaard, NNADAP Support Worker,

- Providing personal and family counseling and delivering the National Native Alcohol & Drug Addiction Program (NNADAP). The NNADAP Counselor coordinates all Therapists coming into the community using Client Case Conferencing, conduct individual needs assessments, developing one to one caseload plans, delivering treatments plans, evaluating client progress, adjusting alcohol or drug counseling, and therapeutic approaches for individual healing and wellness,

vii. Toby Hilton, Nurse Practitioner, (not a staff member)

- Advanced practice nurse that helps with all aspects of patient care, including diagnosis, treatments, and consultations, working in both inpatient and outpatient situations and perform independently, performing important task of educating patients about preventative care and prescribed treatments.

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- viii. Visiting Dental; -- V A C A N T--, (not a staff member)
 - Deliver a range of preventative and treatment-focused oral health services under the supervision of a dentist including:
 - dental care such as routine check-ups, oral cancer examinations and emergency examinations,
 - preventative services, including teeth cleaning, polishing, fluoride applications, pit and fissure sealants and individualized client-centered education and product recommendations,
 - restoration of teeth affected by tooth decay, and
 - extractions

Barbara Niemi, Manager/ECE Teacher, Gila Kyew ‘Nluulk Head Start and Daycare

1. Promote teamwork and collaboration, has an understanding and practice of Aboriginal protocols, has group facilitation skills and an ability to inspire others with a strong vision of family centered, quality early childhood program delivery,
 - i. Develop and deliver age-appropriate children’s programming designed to meet the six components of Aboriginal Head Start that empowers individuals to develop a sense of self and a connection with the Aboriginal community,
 - ii. Adhere to all Community Care and Licensing Regulations under the *Community Care and Assisted Living Act, Parts 1-6*, which include: Supervision of Children, General Care Requirements, Guidance and Treatment of Children, Illness and Records,
 - iii. Bring Tsimshian culture and language into the program daily and interact directly with the children
 - iv. Lead and provide day-to-day supervision of Gila Kyew ‘Nluulk Head Start and Daycare staff, including all aspects of human resources management. Foster a cooperative and collaborative working environment through team activities, include planning, coaching, mentoring, sharing of knowledge, capacity building and performance management for the Gila Kyew ‘Nluulk Head Start and Daycare staff:

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- Pam Guno, Early Childhood Education Teacher,
- Millie Roberts, ECE Cook,
- Emily Bryant, ECE Cultural Teacher,
- Alison Guno, Janitor

Shirley Bolan, Social Development

1. Income Assistance available for eligible individuals and families who are ordinarily resident on-reserve through:
 - i. Basic Needs,
 - Basic needs for food, clothing and shelter,
 - Employment and pre-employment support is provided,
 - ii. Special Needs,
 - goods and services which are essential to the physical or social well-being of an eligible client but are not included as items of basic need
 - iii. Guardian Financial Assistance,
 - Replaced by Child Out of the Parental Home (COPH),
 - Provides income assistance to children who are placed with a relative living on-reserve,
 - iv. In Home Care,
 - Provides financial assistance for non-medical personal care for adults who need assistance with activities of daily living. Services range from housekeeping, meal preparation, and attendant care to community supports, such as adult care, meals on wheels, psycho-social programs, short-term respite care for caregivers, and non-health transportation.
 - v. Prevention Projects,
 - Primary objective of the Family Violence Prevention Program (FVPP) is to support women, children and families living on-reserve with family violence shelter services through funding core shelter operations.
 - Secondary objective is to support family violence prevention activities through funding Aboriginal communities and organizations to deliver public outreach and awareness initiatives,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

conferences, seminars, workshops, support groups and community needs assessments.

- vi. National Child Benefits Reinvestment,
 - Reduction in the effects of child poverty,
 - Reduction in barriers that impede parents/guardians from becoming or remaining attached to the workforce, and
 - Decrease incidence and depth of child poverty on-reserve.

Charlotte Guno, Education Administrator

1. Responsible for the overall planning, operations and performance of the Kitsumkalum Indian Band's Education Programs, promoting education from Kindergarten to Grade-12 and all credible aspects of Post-Secondary education that will empower Kitsumkalum members to become independent of social programs,
 - i. Provides academic and counselling support to Kitsumkalum members, both on-reserve and off-reserve,
 - ii. Provides support services to students as required:
 - Guidance & Counselling,
 - Ancillary Support,
 - Post-Secondary,
 - Private Schools,
 - Recreation Reading,
 - Aboriginal Youth Initiative,
 - Language
 - iii. Acts as a liaison between parent/students, school officials, Chief and Council or any other relevant organization,
 - iv. Notifies the parents of the options and choices their child(ren) have in terms of Secondary and Post-Secondary Education,
 - v. Monitors the attendance of each student,
 - vi. Provides and/or arranges tutoring services to students as requested by the parent(s), student, or school,
 - vii. Ensures First Nations Ethnology, particular to Kitsumkalum/Tsimshian is developed and taught in the schools that Kitsumkalum members attend,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Elmer Moody, Principal 'Na Aksa Gyilak'yoo School

1. Responsibility for managing, developing, updating, and implementing the 'Na Aksa Gyilak'yoo School Education Plan, including
 - i. Leadership and Climate
 - ii. Development of Programming
 - iii. School Organization and Staffing
 - iv. Professional Development for staff
 - v. Staff Supervision and Evaluation.
 - vi. Student Control and Supervision.
 - vii. Student Evaluations and Reporting.
 - viii. Communication and Public Relations.
 - ix. Budgeting and buying.
 - x. Health, Safety, Supervision

'Na Aksa Gyilak'yoo School Teachers and Teacher Aids

- i. Jill Squires – Kindergarten/Grade 1
 - Education Assistant
- ii. Theresa Jones, Grades 2, and 3
 - Jenna Prest, Education Assistant
- iii. Ian Goslin, Grades 4, 5, and 6
 - Kirsten Henry, Education Assistant
- iv. Cheyenne Morrison, Grades 7, 8, and 9
 - Jon Blumhagen, Education Assistant
- v. Dexter Fuhrman, Grades 10, 11, and 12
 - Margaret Samson, Education Assistant
- vi. Carolyn Morrison, Special Education Coordinator
- vii. Sondra Henry, Administrative Assistant
- viii. Darryl Bryant, Custodian/Maintenance

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- ix. Kelly Georgelin, Bus Driver
- x. Jaron Starlund, Bus Driver

Communications

Heather Bohn, Communications Coordinator

Frances Campbell, Communications, and Graphics

- i. Develop, implement, and evaluate communication strategies for programs designed to inform community members,
- ii. Facilitate focus groups, committee meetings and information meetings when required,
- iii. Advise Chief and Council on communications matters when required,
- iv. Write and edit various communications documents for Kitsumkalum First Nation,
- v. Plan, organize, and implement various communications initiatives on behalf of Kitsumkalum First Nation (when required),
- vi. Gather, research, and edit communications material for internal audiences,
- vii. Prepare (when required) or oversee preparation of reports, briefs, biographies, speeches, presentations, and press releases,
- viii. Develop and organize workshops, meetings, ceremonies and other events for publicity and information purposes,
- ix. Prepare and deliver educational and publicity programs to increase awareness about Kitsumkalum First Nation,
- x. Develop, forecast, and manage various communications budgets for Kitsumkalum First Nation,
- xi. Arrange interviews and news conferences when required,
- xii. Assist in the preparation of brochures, reports, newsletters, and other communications materials,
- xiii. Organize venues, catering, invitation mail-outs and attendance for communications meetings, events, and open houses,
- xiv. Coordinate and follow up with photographers, designers, and printers,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

- xv. Document production and distribution of fact sheets, newsletters, brochures, handouts, etc.
- xvi. Prepare and assist in the preparation of audiovisual material,
- xvii. Assist with production and coordination of display material,
- xviii. Coordinate travel arrangements related to communications activities,
- xix. Respond to correspondence related to communications activities when required,
- xx. Respond to issues and concerns from the community members related to communications activities,
- xxi. Research, compile and make recommendations on events that Kitsumkalum First Nation should participate in,
- xxii. Coordinate and organize Kitsumkalum First Nation participation in speaking engagements, events, and obtain feedback from various groups,
- xxiii. Coordinate Kitsumkalum First Nation spokespersons. This includes liaising with organizations, groups, and communications officers from various levels of governments; booking speakers; getting written confirmation and arranging for necessary equipment.

Employment & Training

Tom Harwood, Employment & Training Coordinator

- i. Assist clients with back to work action plans and/or career goals through assessments/evaluations,
- ii. Assist with obtaining other funding to complete training,
- iii. Assist with completing the required forms and required documentation to apply to other sources of training funds,
- iv. Direct clients to appropriate employment opportunities,

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Housing & Property

V A C A N T, Property and Housing Coordinator

- i. Administer Kitsumkalum Housing and Property Management in accordance with Kitsumkalum Policies and Procedures, including Kitsumkalum Housing Policy, and the Terms of Reference for Kitsumkalum Housing Committee,
- ii. Develop and Project Manage new house construction initiatives,
- iii. Develop and Project Manage house renovations,
- iv. Project Manage the maintenance and care of Band owned housing and Band owned public buildings,
- v. Assist Band members with development of applications for individual housing subsidies and new house construction mortgage,
- vi. Aboriginal Affairs' New Housing Approach:
 - Long term planning and development of home construction programs with an apprenticeship component to the program
- vii. Develop and Project Manage new subdivision construction initiatives

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Public Works

Richard Inkster, Manager - Public Works

- William Osborne, WTP Operator & P/W
- Chris Mills, WTP Operator Trainee
- Seasonal Equipment Operator(s)
 - Community Infrastructure Maintenance,
 - Implement Infrastructure Maintenance Program in accordance with Asset Condition Reporting System (ACRS) Group 1, 2, and 3 criteria,
 - Maintain Roads, Drainage Ditches, and Bridges to subdivision standards throughout the year,
 - Maintain village water distribution systems,
 - Maintain village sanitation sewer systems,
 - Maintain Community Buildings, and public spaces,
 - Assist community with solid waste removal,
 - Maintain the Water Treatment Plant to optimize water quality for domestic use and maintaining adequate water reserve for fire protection,
 - Maintain Public Works equipment in optimal operating condition,
 - Seek funding for Infrastructure replacement as required prior to end of serviceable life of infrastructure,
 - Assist Emergency Program response to protect the community as required.

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

FISH & WILDLIFE

V A C A N T , Fish & Wildlife Operations Manager
Tammy Roberts, Program Administrator
James K. Roberts, Fisheries Coordinator
Jim Webb, AFO/G

- * Continued search for a qualified individual to rebuild Kitsumkalum Fisheries Program,
- Maintain and build on Aboriginal Fisheries Strategy (AFS) and programs,
- Maintain and build on Fish & Wildlife Operations,
- Maintain and build on AFS Fisheries Monitor Program,
- Maintain and build on Environmental Monitor Program,
- Maintain and build on Chinook Creels Census Program,
- Capacity building for Environmental Assessment and Monitoring
- North Coast Skeena First Nations Stewardship Society (NCSFNSS) Stewardship Society Habitat and Aquatic Resource Committee (SSHARC),
- NCSFNSS member communities' development of a Tsimshian driven Fish Management Plan for the Tsimshian Fishery Resources,
- NCSFNSS PICFI Initiative
- Maintain and build on Kitsumkalum FSC Fisheries,
- Maintain and build on Community Fisheries Program,
- AFS Notional Commercial Communal Licenses and Quota,
- Marine Use Plan and Implementation,
- Economic Fisheries Opportunities.

Kitsumkalum Band Manager Oversees the Following Department Heads Presentations

Kitsumkalum Economic Development operates independently under the umbrella of the Kitsumkalum Economic Development Group Board of Directors and operate in the spirit of the Kitsumkalum Band Council.

- * Neil Okabe, Board of Director
- * Vera Dudoward, Board of Director
- * Susan Spalding, Board of Director
- * Clint (JR) Budden, Board of Director

Diane Collins, General Manager, KEDG

- Strategic planning,
- Managing Kitsumkalum group of companies:
 - Kitsumkalum Economic Development Corporation,
 - Kalum Land Fill,
 - Kitsumkalum Development Corporation,
 - Kitsumkalum Development Limited Partnership,
 - Kalum Ventures Ltd.
 - Kalum Ventures Limited Partnership,
 - Kalum Quarry Ltd.
 - Kalum Quarry Limited Partnership,
 - Kalum Land Holdings Corporation,
 - Kalum Gas Bar Limited Partnership,
 - Kalum Gas Bar Ltd.
 - Kalum Management Company
- ⇒ Guiding principles of Kitsumkalum group of companies;
 - Embody the ideals and spirit of the Kitsumkalum people and the Kitsumkalum Band Council,
 - Creation of capacity building, economic and long term sustainable employment opportunities,
- ⇒ Development plans for Kitsumkalum group of companies;
 - Developing Land Designation process for Kitsumkalum IR # 1,
 - Managing and developing long term plans for Rock Permit