

# | WEI WAI KUM TIMES |



February 10, 2022

| [weiwaikum.ca](http://weiwaikum.ca) | 250-286-6949 |

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## Community Road Signs



Wei Wai Kum recently installed new road signs through parts of the community.

Please pay attention to all road signs, the speed limit on residential streets is 30 km/hr.

Thank you to everybody for respecting these limits and making the Wei Wai Kum community a safe place to live.

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## STAFF CONTACT INFO |

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## **COVID-19 FOOD DISTRIBUTION**

### **ATTENTION WEI WAI KUM BAND MEMBERS**

**There will be fresh fruit & vegetable boxes and prepacked frozen meat packages available for pickup**

**Thursday February 17<sup>th</sup>, 2022**

**The food boxes can be picked up at the Thunderbird Hall, 1420 Weiwaikum Rd Campbell River, BC**

**Pick up Time is between 1pm and 3pm**

**(Packages will be delivered to all Elders and people with a disability on-reserve)**

**The food boxes are one per household and available for all Wei Wai Kum band members on and off reserve in the Campbell River area.**

**If you live outside the Campbell River area, please contact the Wei Wai Kum administration office to request a grocery gift card be mailed to you. Grocery cards are ONLY provided to members outside the Campbell River area.**

**If you wish to have a friend or family member pick up your packages for you, we will need written consent, please email consent to [reception@weiwaikum.ca](mailto:reception@weiwaikum.ca) PRIOR to the delivery date. Please include your first and last name as well as the first and last name of the individual picking up the packages for you.**

**Any requests received after February 16<sup>th</sup> will not be considered**

**If you have any other questions or concerns, please contact the band office at (250)286-6949 or email: [reception@weiwaikum.ca](mailto:reception@weiwaikum.ca)**



# Stay Connected with the FNHA

Looking for information to support you and your loved ones during the pandemic?  
Follow the FNHA for health care updates, wellness initiatives and opportunities to  
connect with other First Nations people across BC.



## Get the FNHA App

The FNHA app puts helpful information directly into your hands!  
Available from the Apple App store and Google Play store.  
<http://www.fnha.ca/app>



## Newsletter

Sign up for the FNHA's newsletter to get regular service updates,  
community stories, funding opportunities and resources.  
<https://www.fnhanewslettersignup.ca/>



## FNHA.ca

Visit the FNHA's website for program and service information as  
well as our news feed and wellness pages. <http://www.fnha.ca>



## Social Media

Join our vibrant social media community! The FNHA shares info  
and stories daily on our social media feeds. **Follow us:**

[f @firstnationshealthauthority](#) [@fnha](#) [@fnha](#) [@fnhealthcouncil](#)

**“ The pandemic can make us feel powerless and alone.  
But we are not. It's important to stay connected: to our  
communities, to our cultures, to each other. ”**

**– Dr. Nel Wieman,**  
Acting Deputy Chief Medical Officer, FNHA

Stay strong, stay the course. **Click here to learn more about COVID-19 Safety.**



**Elders,**

**We Cannot wait to have you  
back at the elders nest.**

**The new couches have arrived  
and are waiting to be used,  
when it's safe to do so.**



**Friendly Reminder to let Colleen know if you  
don't want lunch delivered on Thursdays**

**&**

**Happy February Birthday's  
to :**

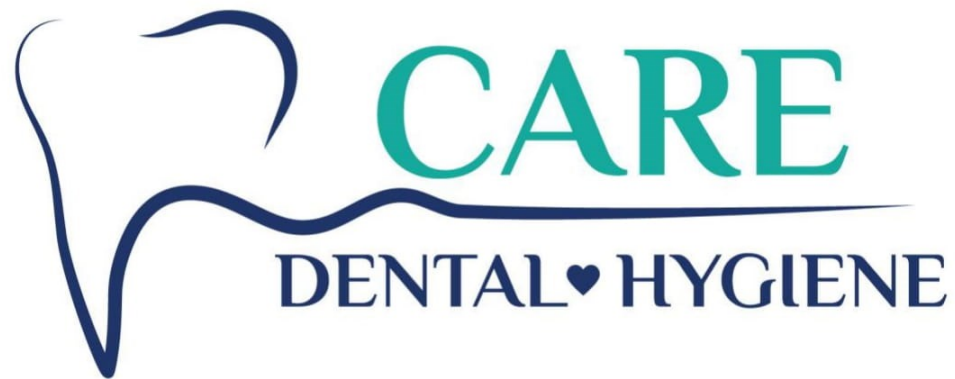


**Charolette Smith**

**Barb Rufus**

**Lisa Wells**

**Care Dental Hygiene has upcoming appointments for dental cleanings and more.**



**Please call the office (778-346-9400) to book or message us on Facebook @CareDentalHygiene**

**Open Tuesday-Saturday**

**8:30-4:30**



## 2021/22 First Nations Ski and Snowboard Program

**Authorized band members are entitled to the following benefits at Mount Washington Alpine Resort for the 2021/22 season:**

1. For **first-time skiers or snowboarders**, a FREE Learn to Turn pass:
  - Learn to Turn passholders are entitled to three days of skiing or snowboarding during the winter season, each of which includes a group lesson, rental equipment, and a lift ticket
  - After completion of the three lessons, Learn to Turn passholders ages 13+ are entitled to the following perks:
    - i. The option to purchase a season's pass for 90% off – only \$119 plus GST for the remainder of the season
    - ii. The option to purchase a Rossignol gear package from the Rossignol Demo Center for \$379
    - iii. The option to purchase a season's pass for the following winter for 50% off
2. Group ski and snowboard lessons for \$39 plus GST.
3. Complimentary rental equipment Monday through Thursday (non-holiday periods)
4. 50% off rental equipment during holidays and Fridays through Sundays
5. A FREE summer Learn to Ride bike lesson package including lesson, rental bike, and lift ticket
6. 50% off bike rentals and bike lift tickets during summer months

### **To participate:**

Guests must register their interest by emailing the Sales and Guest Services Supervisor Nicole at [nrobins@mountwashington.ca](mailto:nrobins@mountwashington.ca) with all participants full names, birthdays, phone numbers. We will confirm eligibility with the band office, and then contact the guest to schedule their visit.

Once qualified, all programs must be reserved in advance. Reservations can be made over the phone at 250-338-1386 ext. 384 or by email at [lessons@mountwashington.ca](mailto:lessons@mountwashington.ca)

Terms and Conditions apply. For more information please contact Sales and Guest Services Supervisor Nicole Robins at [nrobins@mountwashington.ca](mailto:nrobins@mountwashington.ca)

### **Terms and Conditions:**

1. First Nations included in the program are the K'omoks First Nation, the We Wai Kai First Nation, the Wei Wai Kum First Nation, the Kwiakah First Nation, and Nuu-Chah-Nuulth First Nations.
2. Guests must be verified by the First Nation as members in good standing before any reservations can be made.
3. All reservations must be made in advance of the visit.
4. Guests must adhere to all the terms and conditions of the Learn to Turn program, which includes being new to the sport of skiing or snowboarding, to qualify for the Learn to Turn pass.
5. "Holidays" include the Christmas holiday period from December 18<sup>th</sup> 2021 to January 2<sup>nd</sup> 2022 inclusive, Family Day Weekend including Monday February 21<sup>st</sup> 2022, and Spring Break from Monday March 21<sup>st</sup> 2022 to Friday April 1<sup>st</sup> 2022 inclusive.

## **Register now for the tuition-free Women in Construction Trades Program!**

This program is aimed to inspire women to pursue careers in the trades.  
Trades topics may include: welding, electrical, automotive, culinary,  
heavy mechanical and resource trades.



### **Program details**

Location: Campbell River  
Start Date: March 21, 2022 to April 1, 2022  
Delivery: On-campus



## Next steps

1. Download the registration form at <https://www.nic.bc.ca/pdf/ce-registration-form.pdf>
2. Submit in person at a NIC campus near you or submit by email: Save this completed form before sending (otherwise it will be blank). Email the completed form to [ashley.russo@nic.bc.ca](mailto:ashley.russo@nic.bc.ca)

## For more information contact:

Ashley Russo  
Faculty of Trades & Technical Programs  
[ashley.russo@nic.bc.ca](mailto:ashley.russo@nic.bc.ca)  
250-923.9700 ext. 7837

**APPLY NOW**

*"I LOVED this 2 week introduction and HIGHLY recommend it to women of all ages."*

- Janet Deakin, Women in Construction Trades student





# Mineral Exploration Field Assistant Micro-Credential

## Funded Programming

The mineral exploration field assistant micro-credential provides an overview of the mineral exploration and mining industry and introduces the knowledge and skills needed for positions as a field assistant in this exciting sector. It will cover geology and mineral deposits, mineral exploration and mining methods, field skills, mapping and data collection, environmental management, reclamation, community relations, and health and safety. Students will be prepared to write the Mines Supervisor Certificate Exam. The program will run through North Island College's Brightspace online learning system and will include weekly interactive instructor-led sessions, videos, digital resources, case studies, engaging weekly assignments and quizzes, and project-based learning in community.

To start your application, visit [Mineral Exploration Micro-credential](#)

**Apply No Later Than February 14, 2022**



To learn more:

[cheryl.oconnell@nic.bc.ca](mailto:cheryl.oconnell@nic.bc.ca)

**1-800-715-0914, local 9721**



*Funding provided by the Government of Canada through  
the Canada-British Columbia Workforce Development Agreement.*

NORTH ISLAND COLLEGE





THE UNIVERSITY  
OF BRITISH COLUMBIA

Centre for Excellence in  
Indigenous Health

# UBC Summer Science and the Virtual Indigenous Science Experience (VISE)

## 2022 applications open NOW!



### What is UBC Summer Science Program?

UBC Summer Science is a one-week cultural, health and science program for Indigenous students in grades 8-11. The program promotes interest in health and science programs through firsthand experience at the University of British Columbia. The Summer Science Program is a great opportunity to meet new friends, eat great food, connect with Elders/role models while enjoying fun, laughter and learning.

**Who:** Students entering grades 9 - 12 in fall 2022

**Where:** UBC Vancouver campus

**When:** July 10th - 23rd

### What is VISE?

The VISE 2022 is an online, interactive workshop program for Indigenous high school students. Students are introduced to the University of British Columbia and various science fields. They also learn Indigenous teachings from dedicated facilitators

**Who:** Students entering grades 9 - 12 in fall 2022

**Where:** Online

**When:** July 2022 (exact dates TBD)

## Application deadline May 1st, 2022

For more information: <https://bit.ly/UBCSSPVISE>

Got Questions? Email: [summer.science@ubc.ca](mailto:summer.science@ubc.ca)

SCAN ME



If COVID-19 restrictions do not allow us to gather in-person for UBC Summer Science from July 10th-23rd we will then offer VISE 2022. With respect to those that may not want to attend an in-person Summer Science this year, we are opening VISE 2022 applications to assess the demand for the program. Closer to April 2022, we will announce if one or both programs (UBC SSP & VISE 2022) will be running in July 2022.





### Program Overview

The AMP certificate program integrates leading-edge business knowledge and management training with Indigenous experience and contexts to create an integrated learning experience. Over the course of the program, students will participate in various business courses taught by UBC Sauder faculty and other business professionals. Participants will learn key business topics and develop a business capstone project, applicable to their entrepreneurial business idea, or that of their council, community or economic development corporation. Students will present their capstone project on the final day of class.

### Who is the program for?

The program is designed for someone who demonstrates drive, ambition, and a clear sense of purpose including:

- Development corporation staff with managerial and leadership potential
- Band management staff
- Indigenous entrepreneurs

### Core Curriculum Topics

- |  |                                      |
|--|--------------------------------------|
| • Introduction to Business               | • Accounting and Finance             |
| • Introduction to Economics              | • Conflict Resolution                |
| • Marketing Strategy                     | • Human Resource Management          |
| • Market Research                        | • Introduction to Project Management |
| • Operations and Supply Chain Management | • Professional presentations         |

### Time Commitment

Participants must commit to attending online and in-person classes. Travel for in-person classes is fully covered and tuition bursaries are available for students.

- March 3, Thursday (6:00 pm – 8:30 pm PT), delivered on Zoom
- March 7, Monday (6:00 - 8:30 pm PT), delivered on Zoom
- March 10, Monday (6:00 - 8:30 pm PT), delivered on Zoom
- March 22, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- March 29, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- April 5, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- April 9, Saturday (9:00 am - 4:00 pm PT), delivered on Zoom

- April 12, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- April 19, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- April 26 Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- May 3, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- May 10, Tuesday, **in-person** at UBC (9:00 am to 4:30 pm)
- May 11, Wednesday, **in-person** at UBC (9:00 am to 4:30 pm)
- May 12, Thursday, **in-person** at UBC (9:00 am to 4:30 pm)
- May 13, Friday, **in-person** at UBC (9:00 am to 12:00 pm)
- May 19, Thursday (6:00 - 8:30 pm PT), delivered on Zoom
- May 24, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- May 31, Tuesday (6:00 - 8:30 pm PT), delivered on Zoom
- June 6, Monday, **in-person** at UBC (9:00 am to 4:30 pm)
- June 7, Tuesday, **in-person** at UBC (9:00 am to 4:30 pm)
- June 8, Wednesday, **in-person** at UBC (9:00 am to 4:30 pm)
- June 9, Thursday, **in-person** at UBC (9:00 am to 4:30 pm)
- June 10, Thursday, **in-person** at UBC (9:00 am to 4:30 pm)

**Apply Now! Deadline: Feb 24, 2022 at 4:00 pm, PT**

Application details found here: <https://www.sauder.ubc.ca/programs/chnook-aboriginal-education/aboriginal-management-program/how-to-apply>

Learn more about the AMP: <https://www.sauder.ubc.ca/programs/chnook-aboriginal-education/aboriginal-management-program>

**Contact:**

Erin Catherall

Program Manager, [Aboriginal Management Program](#) (AMP)

UBC Sauder School of Business | Ch'nook Indigenous Business Education

University of British Columbia | Vancouver Campus | xʷməθkʷəy̓əm (Musqueam) Traditional Territory

Phone: 604.822.3135 | Email: [erin.catherall@sauder.ubc.ca](mailto:erin.catherall@sauder.ubc.ca)





# WEI WAI KUM FIRST NATION

1650 Old Spit Rd, Campbell River, BC, Canada V9W-3E8

Tel.: (250) 286-6949

Fax.: (250) 287-8838

Toll Free: 1-877-286-6949

SOCIAL DEVELOPMENT DEPARTMENT

**Next Income Assistance Cheque Issuance is:**

**Wednesday FEBRUARY 16TH, 2022, for March 2022**

Cheque Delivery will start at 11am-if you are needing cheques earlier – please call office and they can be left up front at Reception for pick-up

## **REMINDER:**

In order for your file to remain OPEN, please provide (Fully Filled out) DECLARATIONS and all necessary paperwork (Annual Reviews/Bills) NO LATER THAN FRIDAY Feb 11<sup>th</sup>, 2022 (Late paperwork – delay in cheque)

It is the **clients** responsibility to disclose any information that is required ie. EI payments, Earned Income, higher EPP payment on Hydro, within your Declaration, OR any change in circumstance. Declarations are a legal document that verifies your monthly eligibility.

## **MONTHLY DECLARATIONS:**

**No declaration = No cheque**

**TAXES –NEW:** Your T5007 Statement of Benefits for Income will be included with your March 2022 Cheque

**COVID BENEFIT – NEW:** All IA clients (per family unit) will be receiving a \$300 Covid Benefit top up, for the months of March 2022 – July 2022.

**HOME SUPPORT – REMINDER** that Home Support timesheets need to be submitted by the last Monday of every month. Cheques will be issued within 3-5 days of submission.

**BSDW weekly Schedule for Feb 14<sup>th</sup> – Feb 18<sup>th</sup>, 2022**

**Off Monday Feb 14<sup>th</sup>, 2022 in office Tuesday – Friday: 8:30 – 4:00**

*Gila'kasla, Nicole Dumont, Social Development Manager*





# WEI WAI KUM FIRST NATION

1650 Old Spit Rd, Campbell River, BC, Canada V9W-3E8

Tel.: (250) 286-6949

Fax.: (250) 287-8838

Toll Free: 1-877-286-6949

SOCIAL DEVELOPMENT DEPARTMENT

## Income Assistance Payment Dates for 2022 are:

Income Assistance Payment Dates	Benefit Months
JANUARY 19 <sup>TH</sup> , 2022	FEBRUARY 2022
FEBRUARY 16 <sup>TH</sup> , 2022	MARCH 2022
MARCH 23 <sup>RD</sup> , 2022	APRIL 2022
APRIL 27 <sup>TH</sup> , 2022	MAY 2022
MAY 25 <sup>TH</sup> , 2022	JUNE 2022
JUNE 22 <sup>ND</sup> , 2022	JULY 2022
JULY 20 <sup>TH</sup> , 2022	AUGUST 2022
AUGUST 24, 2022	SEPTEMBER 2022
SEPTEMBER 21, 2022	OCTOBER 2022
OCTOBER 26 <sup>TH</sup> , 2022	NOVEMBER 2022
NOVEMBER 23 <sup>RD</sup> , 2022	DECEMBER 2022
DECEMBER 21 <sup>ST</sup> , 2022	JANUARY 2023

# **CALL FOR INTEREST**

ARE YOU A BAND MEMBER OVER THE AGE  
OF 18 WITH A VALID DRIVERS LICNESE?

ARE YOU INTERESTED IN PURSUING A  
CAREER IN SECURITY?



If you are interested, please call Merci Brown at the Administration office (250)286-6949 or email [mercibrown@weiwaikum.ca](mailto:mercibrown@weiwaikum.ca).



## **JOB POSTING**

### **Part Time Chamber Maid / House Keeper**

**HOUSEKEEPER for year-round part time employment.** This position will lead into increased hours as we get into the busy summer season. At times being on call is needed, as bookings come in daily at times on short notice.

**Rate of Pay:** \$17.00

**Start Date:** As soon as possible

**Hours:** 8 to 22 Hours per week

**Our Housekeepers deliver exceptional guest experiences by:**

- Ensuring Guest Cottages and public areas at cottages are clean and safe
- Passionate about the hospitality industry and the guests we serve
- Ensuring the cleanliness of all linens and towels
- Keeping Cottages sanitized, stocked and organized
- Keep house-keeping storage and supply building tidy and organized and stocked, inform manager when supplies are low.
- Attention to detail is extremely important.
- Being highly responsible and reliable

*-Follow our COVID-19 operational protocols and procedures for staff and guest's.*

*-Regular sanitization of Cottages after guest's check-out, as required by new Worksafe BC protocol due to Covid-19.*

*-Sanitize all common areas in the RV Park/Resort as set out by management to adhere to Worksafe BC protocol.*

**Responsibilities:** Under direction and support of Office Management, responsibilities for this position include but are not limited to:

- Meet or exceed guest expectations of great service by providing and maintaining the highest level of professionalism, and cleanliness.
  - Contribute to a positive workspace through the use of effective communication skills within the housekeeping department and all office and outdoor maintenance staff.
  - Continually strive to improve cleanliness standards
  - Ensure the cleanliness and order of all work areas, common areas and equipment for cottages
  - Responsible for cleaning guest Cottage suites and common areas
  - Safe operation of standard Housekeeping equipment and other duties as assigned
  - Ability to work independently and part of a team is extremely important
  - Ability to work well under pressure in a fast-paced environment at times
- **Specific duties include:**
  - Cleaning and sanitize up to four small cottages
  - Laundry after check-outs (bedding, towels, blankets, etc.)
  - Keep cottage storage rooms tidy, organized and advise management when we need to restock supplies
  - Sanitize washrooms, laundry room and other related duties as they may arise or as requested
  - **Able to work a flexible schedule which may include weekends and able to work on a on-call basis with short notice at times. All hours are day shifts.**

#### **Qualifications:**

- Previous hotel/motel or Chamber maid or House Keeping experience considered an asset.
- W.H.M.I.S Certification would be considered an asset.
- First aid certification would be considered an asset.

Preference will be given to Weiwaikum Band members with the above qualifications.

We are willing to train the right person. Only those short listed will be contacted.

**Drop off your cover letter and Resume to the Thunderbird RV Park & Cottage Resort Office from 9am to 6pm.**



# Wei Wai Kum First Nation

1650 Old Spit Road, Campbell River, B.C., Canada V9W-3E8

Tel.: (250) 286-6949

Fax.: (250) 287-8838

## Community Services Manager

### Position Summary:

The Community Services Manager oversees the overall management and implementation of community programs and provides leadership to department staff including overseeing the development, implementation and evaluation of social development, recreation and Elders programs, services and activities for the wellbeing of all Wei Wai Kum members. The Community Services Manager reports to the Senior Manager of Operations.

### Duties and Responsibilities:

- Leading the day-to-day development and delivery of appropriate community centered programs and services for children, youth, Elders and families.
- Developing and implementing an Annual Workplan in collaboration with the Senior Manager of Operations.
- Developing and managing the annual departmental budget.
- Ensuring all programs are completed in accordance of WWK policies, standards and procedures.
- Establishes protocol agreements with MCFD, RCMP and other applicable agencies and service providers to define roles, relationships and responsibilities and common interests or clients.
- Provides day-to-day direction, supervision and coaching to direct reports ensure they are on track to complete their annual work plans.
- Undertaking staffing responsibilities for department including recruitment, performance management, training and development of direct report staff.
- Responsible to resolve member concerns related to social service programs and department focus.
- Assisting Senior Manager of Operations with the preparation of briefing notes, member concerns and reporting to Council.
- Acting as a resource and providing advice to the Community Services Council Working Group.

### Qualifications, Knowledge and Experience:

- Degree in Business administration, social services or related discipline or an equivalent level of education and experience.
- 3 years of direct experience related to management of staff and programs.
- Demonstrated business writing skills including policies, proposals, reports and briefing notes.

- Experience in financial management including but not limited to budget, planning and reporting.
- Experience in team building and development.
- Proficient at small and large group presentations and facilitation.
- Familiar with First Nation communities and Indigenous Youth.
- Understanding of community interests and needs with the ability to meet expectations by developing innovative programs and services that promote a healthy Wei Wai Kum community.
- Leadership skills including communicating, coaching and mentoring.
- Exceptional time management and organizational skills.
- Strong computer skills.
- Clean criminal record check and vulnerable sector search
- Valid BC Drivers license with acceptable driver's abstract

Salary Range: \$29 - \$35 per hour

Job Type: Full time, permanent

The hours for the duration are Monday – Friday 8:30 am to 4:00pm. Persons of First Nations ancestry will be given preference.

COVID-19 considerations:

All applicants must be double vaccinated and wear masks at all times when onsite.

Please mail, email or fax applications with a cover letter and resume to:

Merci Brown, Senior Manager of Operations

Wei Wai Kum First Nation

1650 Old Spit Road

Campbell River BC V9W 3E8

Email: [mercibrown@weiwaikum.ca](mailto:mercibrown@weiwaikum.ca) or

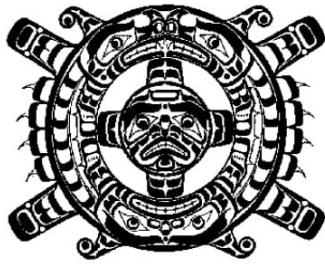
[careers@weiwaikum.ca](mailto:careers@weiwaikum.ca) or

Fax: (250) 287-8838

**CLOSING DATE: Friday, March 11<sup>th</sup>, 2022**

Only those short-listed will be contacted for an interview





**KWAKIUTL DISTRICT COUNCIL**  
Mail: P.O. Box 489 Campbell River, B.C. V9W 5C1  
Telephone (250) 286-3263  
Facsimile (250) 286-3268  
Toll Free 1-866-999-3263

**EMPLOYMENT OPPORTUNITY**  
**Permanent Full-Time Administrator**  
**(KDC Administration & Capacity Office)**

*As an employee of the Kwakiutl District Council (KDC) you will be a key member of the Administration team. This role will offer the right candidate a Full Time position.*

As Full-time Administrator of Kwakiutl District Council: this position will require an individual with extensive managerial and organizational experience. The primary purpose of the administrator's position is the smooth, orderly precise administration of KDC. A University education or relevant experience in First Nations administrative practice is an asset. The successful candidate requires expertise and knowledge and experience in directing and supervising employees in office administration, human and public relations, possess strong oratory written and communication skills. Robust experience in financial planning abilities to plan and carry out budgets, reports and proposals. The applicant ought also to have clear familiarity and experience in Federal and Provincial policy, programs, negotiations, systems and procedures pertinent to Aboriginal organizations and First Nation Tribal Governance. A substantial knowledge, recognition and appreciating for culture, direction, values, language and political objectives and aspirations of Kwakwaka'wakw/Liqwaka speaking peoples would be a considerable advantage.

**Reports to:** Chairperson/Executive Council

**Supervises:** KDC Administrative Staff including KDC Health Director

**Supervisor Duties**

- Supervises all administrative staff and where necessary other personnel as directed by KDC chair or executive council.
- Assists in recruitment, selection and hiring of new staff.
- Ensures all personnel policies and procedures are known and adhered to by all KDC staff.
- Ensures competent, fair and efficient distribution of employee's workloads and proficiencies.
- Participates as an ex-officio member of Kwakiutl District Council Executive as directed.

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KWAKIUTL DISTRICT COUNCIL  
Street Address 695 Head Start Road, Campbell River, B.C. V9H 1P9

### **Financial Duties**

- Oversees District Council budgets and funding proposals.
- Ensures maintenance of program budgets and the responsible expenditure of funds following scrupulous plans
- Ensure maintenance of KDC financial policies and regulations.
- Assists in Funding Negotiations, as directed.
- Approves financial expenditures as directed.
- Responsible for funding applications/deadlines and required reports and their timely submissions
- Responsible to schedule regular executive board meetings and the development of agendas and support documents as necessary.

### **Liaison/Public Relation Duties**

- Maintains applicable liaison and communications with member nations of KDC.
- Maintains appropriate liaison and communication with governmental, external, private sector and other agencies and First Nation organizations.
- Ensures maintenance of positive public relations with KDC member nations and adjacent other First Nations as well as non-First nation communities as directed.
- Participates and or directs negotiation sessions with many, various groups as directed by Chair and District Council Executive.
- Responsible to build strong relationships in support of all of KDC Personnel

### **Reporting/Communications**

- Monitors and responds to incoming and outgoing correspondence. Directs preparation and distribution of District Council reports and outgoing correspondence.
- Prepares internal and external correspondence and its distribution as required.
- Prepares weekly/monthly briefing reports of work accomplished in the line of administrative duties.

In circumstances where there is an equal combination of qualifications and experience, preference will be given to people of Aboriginal heritage.

Apply to: **John Powell – Acting Administrator/Chair KDC**  
**P.O. Box 489, Campbell River, BC, V9W 5C1**  
[johnpowell@kdcadmin.com](mailto:johnpowell@kdcadmin.com)

**To receive a comprehensive job description, please email: [johnpowell@kdcadmin.com](mailto:johnpowell@kdcadmin.com)**  
**Please provide with your application at least two written reference letters.**

<p>This posting will remain open until filled. Thank you in advance, but only those applicants selected for an interview will be contacted.</p>
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**Thunderbird Recreation  
1650 Old Spit Road  
Campbell River, B.C.  
V9W 3E8**

# **NOTICE**

## **SPRING BREAK FUNDING**

**At a Thunderbird Recreation meeting held January 31, 2022, a decision was made, by motion, to provide Spring Break funding of \$250.00 for each Spring Break week per Band Member Child to be used for Family Activities or Spring Break Camps.**

**To access this funding please complete the attached Application and attach receipts and the Recreation will either pay the registration directly to the chosen Organization or reimburse with receipts You can bring the completed forms to the CR KDC Health Office or email to [reception@kdchealth.com](mailto:reception@kdchealth.com)**

**THUNDERBIRD RECREATION EXECUTIVE COMMITTEE (TREC)**  
**YOUTH SPRING BREAK ACTIVITY FUNDING**  
**(MAXIMUM FUNDING \$250.00 per week)**  
**APPLICATION FORM**

Parent/Caregiver(s) Name: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ is Child a Band Member: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please tell the Recreation Committee about the activity you are seeking sponsorship for:

Type of Spring Break activity: \_\_\_\_\_

Week 1 Date(s): \_\_\_\_\_ Week 2 Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Total cost of activity: \$ \_\_\_\_\_ Total Requested Amount: \$ \_\_\_\_\_

Is/are Receipt(s) attached: Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please provide a copy of the registration form and the name & address of the organization you would like the cheque made out and mailed to:

Name & Address of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_\_\_