

# **MUSQUEAM NEWSLETTER**

**Thursday June 30, 2016**

**Tel: 604-263-3261, Toll Free: 1-866-282-3261,  
Fax: 604-263-4212...Safety Patrol: 604-968-8058**

## **MUSQUEAM RECREATION**

**“CANADA DAY”!!!**

**PLEASE BE INFORMED THAT THE MUSQUEAM  
GYMNASIUM  
WILL BE OPEN  
ON CANADA DAY  
FROM 10:00 AM—5:00 PM  
THANK YOU**

**MUSQUEAM ADMINISTRATION OFFICES  
WILL BE CLOSED TOMORROW THURSDAY JULY  
1, 2016  
FOR “CANADA DAY”!  
(Statutory Holiday)**



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**ST. MICHAELS' CHURCH  
ON CROWN STREET,  
PLEASE COME JOIN US  
EVERY SUNDAY FOR  
MASS**



**FREE**



**FREE**

**\* Please be informed that you can view the MIB Newsletter and any Upcoming Meetings's and/or Workshops etc.  
On the Musqueam website ~ [www.musqueam.bc.ca](http://www.musqueam.bc.ca) ~ under the “Newsletter Section”.... Thank you :)**

Jun 28, 2016

*Open Letter to the Musqueam Community,*

Thank You Musqueam

It was almost 4 years ago that I walked down Crown Street and in to the Musqueam community to start my first day of work. As I got close to the corner of Salish and 51<sup>st</sup> I saw a woman walking with a teenage girl across the street from me, so I waved. The woman waved back and smiled. As I passed them, I could hear the girl say, “Do you know her... why did you wave?” The woman responded, “When someone is on the reserve you welcome them.”

Four years later the ways I have been welcomed into the community are too many to count. I have been blessed to share in the happy times, from watching your newest little members take their first steps to seeing them playing outside my office window at day care. It has also been an honour to lend my hands during Musqueam’s saddest hours as you help your loved ones move on.

The work has not always been easy, but at every difficult moment many people have stepped up to share Musqueam’s values – *Respect, Pride, Inclusiveness, Honour, and Shared Responsibility* – to keep me going.

It is with a heavy heart that I leave my role as the Secretary to Musqueam’s Chief and Council, but I could not do so without saying thank you. To Musqueam’s Councillors: I have learned something from each of you over the years, thank you. To Chief Wayne Sparrow: thank you for your trust, your laughter and for always making me feel welcome. And last but not least, to the members of this phenomenal community: thank you for your many kind words, laughter and support throughout the years.

I will never forget the Musqueam people!

hay ce:p qə

Frankie Mason  
Secretary to Chief and Council  
*Musqueam Indian Band*



**MUSQUEAM INDIAN BAND**

6735 Salish Drive  
Vancouver, B.C. V6N 4C4  
Telephone: 604 263-3261

**JOB POSTING**

**SUMMER CHILD CARE WORKERS  
(4 positions)**

**Summer Work Term July 06 – August 31, 2016**

The Musqueam Indian Band Day Care has **summer seasonal** opportunities to add to their team.

**Duties:**

- Develop daily activities for children.
- Lead children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use and taking the children to sites of interest.
- Guide and assist children in the development of proper eating, dressing and toilet habits.

**Knowledge and Abilities:**

- Skill and knowledge in working with children.
- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history an asset.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Ability to maintain confidentiality.

**Certificate:**

- First Aid Certificate is an asset

**Working Conditions:**

- Successful Criminal Records Check.
- Full-time student this past school year and currently registered to return to school in September 2016 as a full-time student. Student can only be funded who are 15-30 years of age
- Must have a Social Insurance Number.

Please apply by emailing resume and cover letter to Musqueam Indian Band, HR at  
[jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)

***Please write "Child Care Summer Worker" on the subject line.***

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

**The closing date for applications is Monday, July 4<sup>th</sup>**

*\* We thank all applicants; however, only those short-listed will be contacted.*



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**Job Posting**

**COMMUNITY CENSUS RECORDERS  
For the 2016 Musqueam Census**

**4 Summer Temporary Positions – July/August (8 Weeks)  
(35 hours/week, with some flexibility)**

**Position Summary:**

Musqueam Chief and Council approved nəčəmat tə šxʷqʷeləwən ct (We are of one heart and mind) – Musqueam's Comprehensive Community Plan (CCP) in 2011. The Community Plan provides leadership, administration, and membership with direction and guidance on how the community develops. As part of the Monitoring and Evaluation phase of the planning cycle, Musqueam is conducting a community Census to track progress towards achieving the community's vision and goals outlined in the CCP.

Reporting to the Planning Assistant and Associate Director of the Treaty, Lands & Resources Department, the Community Census Recorders will engage with Musqueam community members to promote and record responses to the 2016 Musqueam Census. This position is partially funded by the Human Resource and Skills Development Canada – Canada Summer Jobs Program (HRSDC-CSJP). To meet HRSDC-CSJP funding requirements, the applicant must be between 15 and 30 years of age (at the start of employment), have been registered as a full-time student during the preceding academic year, and intend to return to school on a full-time basis in the next academic year.

**Duties:**

- Raise community awareness about the Musqueam Census and promote the Census at community events;
- Contact Musqueam members to participate in the Musqueam Census through door-to-door canvassing on-reserve, telephone calls, mail-outs, social media, and emails;
- Conduct Census surveys with on and off-reserve members (over the phone or in-person);
- Transcribe responses to survey questions and input data into survey software;
- Liaise and work collaboratively with other Community Census Recorders;
- Complete related administrative duties.

**Qualifications**

- Have completed at least 2 years of high school;
- Have been registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis in the next academic year.

**Skills:**

- Effective organizational skills;
- Good reading and writing skills;
- Enjoys working with a range of community members (youth, Elders, etc.) from different families;
- Effective interpersonal, communications, and listening skills;
- Ability to work both independently and within a team environment;
- Ability to prioritize and work effectively under pressure to meet deadlines;
- Ability to maintain accuracy and attention to detail;

- Ability to maintain confidentiality;
- Knowledge of Musqueam and/or experience working in a First Nations community is a very strong asset.

**Working Conditions:**

- Work is performed in the office and out in the community;
- Census Recorders will work in teams of two and record Census responses in community members' homes or alternative locations if necessary;
- Must be flexible to work with the schedules of community members (i.e., possibly in the evenings and on weekends);
- Work will be conducted in July and August; start date July 4<sup>th</sup>
- Criminal Record Check must be completed.

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

Please e-mail a cover letter and resume to Musqueam Indian Band, HR at:

[jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)

Please write "*Community Census Recorders*" on the subject line.

**The closing date for applications is June 22<sup>nd</sup> and will remain open until filled.**

\*We thank all applicants; however, only those short-listed will be contacted



## **MUSQUEAM INDIAN BAND**

6735 Salish Drive  
Vancouver, B.C. V6N 4C4  
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Fax: 604 263-4212

### **JOB POSTING Musqueam Indian Band**

#### **Secretary to Chief & Council Regular Full Time**

Musqueam Indian Band is seeking a Secretary to Chief & Council. Reporting to the CAO/Band Manager **the Secretary to Chief & Council** (the Secretary) is responsible for providing a full secretarial service to the Band Council. The Secretary records and produces the minutes of Council meetings, General Band Meetings, Shareholders meetings, and other meetings as required. The Secretary ensures that the Band Council is provided with all related documentation required in their meetings by assembling a Council Meeting Kit and is responsible for distribution of their motions and decisions. The Secretary is also responsible for the development and maintenance of a tracking system to provide easy access to Council motions and decisions. The Secretary also coordinates any necessary travel arrangements for Band Council and the assembly of briefing materials and travel itinerary for Council Travel.

#### **Duties:**

- Prepares and ensures appropriate agenda items, information, and Council kits are ready, complete, and available for respective meetings. For weekly Council meetings this is on the Friday prior to the Monday meeting for approval of notes by Band Manager). Ensures the availability of any necessary equipment for the meeting.
- Coordinates the attendance of the appropriate Council members for special or extraordinary meetings. Establishes that a quorum will be present, or advises of meeting cancellation or postponement.
- Maintains up to date database of recipient of meetings and extraordinary meetings.
- Records, transcribes types, distributes, and tracks minutes, motions, and council or General Band decisions. Take minutes at weekly meetings held on a weekday evening and in extraordinary weekend meetings. Records decisions, capable of giving insight into why decisions were made, and ensuring non present Chief and Council are familiar with decisions in meetings.
- Drafts and writes letters and reports when called upon.
- Ensures minutes are accurate and despatch final working draft of the minutes to the following weekly meeting, and 4 weeks after General Band Meetings and extraordinary retreats.
- Finalizes any amendments to the Council minutes, once passed by Council, by making any changes and then creating and completing a meeting folder both hardcopy and electronic that includes the final minutes and all meeting materials both pre and post meeting.

- Ensures that all materials and preparations are made for Council meetings both regular, special, and weekend; and, all preparations for Council Retreats (materials, travel arrangements, meals, refreshments, etc.)
- Assists Council by making necessary Band related travel arrangements.
- Prepares and distributes isolated motions for the Band Manager and program heads for the management meeting and their follow up action.
- Maintain calendar of important dates for the Band. Arrange agenda; coffee/food for meetings.
- Help organize special events for Chief and Council.
- Ensure all files are confidential, in a safe place, and in order. Responsible for the hard copy and electronic copy of all Council materials and minutes including Council meetings, Special Community Meetings, General Band Meetings etc.; and all correspondence related to Council business.
- Maintain confidentiality and comply with data protection in respect of databases of recipients of minutes.
- Distributes the finalized minute's weekly, to those Band Members and other distribution lists as may be developed from time to time, and to the Member section of the Band's web site.
- Liaise with Executive Assistant regarding amendments.
- Develops and maintains effective working relationships with Council, Band Manager, colleagues and the Band membership; works closely with the Executive Assistant to the Band Manager.
- Performs related duties for Band community meetings as required.
- Ensures full supplies for all correspondence and minutes to the Chief and Council and executives at all times.

#### **Knowledge and Abilities:**

- Skill and knowledge usually attained by successful completion of High School and courses and post-secondary training and certification in Business Administration, legal secretarial, or journalism and /or advanced Secretarial Courses combined with at 3-5 years in a First Nations or similar administration office in a secretarial role to senior administrative manager or elected Council; or an equivalent combination of skill, knowledge, and experience.
- Ability to take minutes, type minimum 60 wpm, audio typing.
- Expertise software applications and equipment related to the position (Microsoft Office, advanced copy machine operation, digital recording equipment, smart boards, etc.)
- Knowledge of Roberts Rules of Order in order to advise management and Council.
- Excellent communication skills, with the ability to communicate effectively with all levels of the organization, from community members to senior business leaders. This includes a pleasant, professional and assertive communication manner.
- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history.
- Is self-directed with the ability to meet deadlines, as well as to prioritize under tight deadlines.
- Excellent organizational skills and is detailed oriented.
- Ability to understand and describe complex governance and business issues.
- Ability to use tact and good judgement in dealing with sensitive and complex issues.

- Ability to maintain confidentiality.
- Ability to drive and provide a licensed vehicle for work purposes.

**Licenses**

- Valid BC Driver's License;
- Successful Criminal Records Check

Please apply by emailing your cover letter and resume to Musqueam Indian Band, HR at:  
[jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)

Please write « *Secretary to C & C* » on the subject line.

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

***Posting close date is June 24, 2016 and will remain open until filled.***

*\* We thank all applicants; however, only those short-listed applicants will be contacted.*





## MUSQUEAM INDIAN BAND

6735 SALISH DRIVE  
VANCOUVER, B.C.  
CANADA V6N 4C4  
TELEPHONE: 604 263-3261  
FAX: 604 263-4212

### **Facilities Assistant**

**Full-time**

**(Leave of Absence Term Position)**

Musqueam Indian Band is seeking a Facilities Assistant to work as a front-line representative for Musqueam Facilities during events. Creating a welcoming connection for visitors to the community, the Facilities Assistant must be aware of community resources and customer related services.

Reporting to the Facilities Manager, the Facilities Assistant coordinates events and programs, generates Facility reports and answers inquiries, as well as a wide variety of other tasks. By liaising with internal and external users of Facilities spaces, the Facilities Assistant ensures that the highest standards are maintained while acting within budgetary and policy requirements.

This position is a full-time term position covering a leave of absence.

#### **Duties:**

- Complete all administrative functions to support Facilities Manager
- Ensure contract and/or Facilities policies are maintained and followed
- Generate quotes, proposals, reservations agreements ensuring compliance with rate structures
- Carry out pre and post event site audits relating to all aspects of the event
- Ensure compliance with event licensing and liability insurance, general insurance coverage and in-house responsibilities and requirements for insurance compliance
- Purchasing – arrange for the purchase of relevant goods/services (including administrative and event supplies)
- Maintain regular contact with Suppliers creating an open and professional relationship in terms of quality, service and price
- When dealing with Suppliers ensure procedures are followed regarding credit checks, purchasing, and specific vendor contracting processes
- Provide on-site event support to ensuring maximum efficiency and service excellence; work schedule may vary due to event scheduling
- Assist with pre and post event set up, tear down, and cleaning
- Ensure the safety, security and comfort of guests, staff, and volunteers
- Assist with orientation/training of event crew and volunteers
- Receive event and other deliveries
- Respond to maintenance and facilities equipment needs in a timely manner
- Provide excellent customer service to internal/external customers
- Demonstrate excellent customer service and respect for customs when dealing with cross cultural guests
- Demonstrate sensitivity toward all ages and abilities, able to respect unique requirements, including vision and hearing impairments, mobility concerns, language and protocol
- Assist with Facility and meeting space tours
- Increase event revenue by up-selling service packages and reservations add-ons
- Responsible for reviewing social media tools, trends and applications for ways that maximize our reach
- Execution of social media plan as discussed with Facilities Manager

- Identify and monitor opportunities that may be of interest to Musqueam
- Assist with exhibits for community events and trade shows

**Job Knowledge:**

- Skill and knowledge is usually attained by a diploma in Administration, Tourism, Hospitality, Marketing and/or a combination of education and minimum 2 years' experience in a related field
- Possess an understanding of Musqueam community, culture, and resources
- Proficient with MS Office Products (Excel, Power Point, Word), Outlook; and Drupal or similar webpage software
- Familiarity with Adobe Design Suite (Photoshop, Illustrator, InDesign) would be an asset
- Experience using CRM systems
- Ability to multitask and problem solve under pressure
- Able to work flexible hours as needed for events
- Proven experience working both independently and collaboratively within a team
- Excellent interpersonal, oral and written communication
- Good organizational and time management skills with the ability to take initiative when needed
- Solid demonstrated experience providing excellent customer service
- Strong financial acumen dealing with data capture and analysis, processing invoices and receipts for cash, credit card, and debit payments
- Comfortable giving presentations to a variety of audiences
- Be discreet and confidential with the ability to handle sensitive situations with diplomacy
- Be positive, enthusiastic, flexible, innovative, approachable, confident, and professional

**Certificates:**

- Food Safe
- Serving It Right
- First Aid
- WHMIS
- Successful Criminal Records Check

**Working Conditions:**

- Fast-paced environment
- Work done in multiple locations, including:
  - office environment
  - event venues
  - in the community
  - offsite with external clients
- Ability to lift up to 25 lbs. required
- Sometimes noisy working environment during event

**Please email cover letter and resume to Musqueam Indian Band, HR at [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)**

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

Deadline for this posting is **June 30, 2016** and will remain open until filled.

*We thank all applicants; however, only those short-listed will be contacted.*





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**JOB POSTING**  
**Musqueam Indian Band**  
**Payroll Administrator**  
**Regular Full-time**

**Position Summary:**

Reporting to the Finance & Administration Manager, the Payroll Administrator is responsible for processing the Band's payroll, including reconciling the payroll sub-ledger to the general ledger, remitting taxes and government reporting, preparing monthly, quarterly and year end payroll statements.

**Duties:**

- Process payroll for 120-180 personnel. Entries will be required two days of every pay period
- Prepare year-end audit files and schedules for audited financial statements
- Preparation of monthly reports including: pension reports, general ledger reports and any other printouts required for staff and financial control purposes
- Tracking of all vacation, staff holiday pay and ATO (Alternative Time Off)
- Answer payroll enquiries from staff and managers regarding leaves, including: sick leave, cultural and vacation leave
- Process and manage Records of Employment
- Prepare government reports, WCB, taxes, T4 and others as required and ensure to adherence to federal, province or MIB policy and procedures
- Adminstrating employee benefits including pension, health, dental and life insurance and prepare worksheet for GL entries and reconciliations
- Monthly/quarterly benefit plan reconciliations
- Preparation of payroll related government reporting
- Filing and records retention and other clerical duties as required
- Develops and maintains effective working relationships with colleagues, administrators and outside agencies
- Performs other duties as required

**Job Knowledge:**

The work requires the following knowledge, skill and/or abilities:

- 2 years payroll experience, with basic accounting knowledge
- A Payroll Compliance Practitioner (PCP) designation or equivalent work experience required; a Certified Payroll Manager (CPM) designation is an asset
- Strong MS Office skills
- Effective time management and problem solving skills
- Ability to work independently and within a team

- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history is an asset
- Ability to use good tact and judgment in dealing with staff and outside agencies
- Ability to use requisite accounting software like ACCPAC and/or other payroll system software
- Ensures that all transactions conducted in the course of work are accurate and adhere to legislative requirements, Band policy and standard financial practices
- Ability to maintain confidentiality
- Ability to drive and provide a licensed vehicle for work purposes

**Relationships:**

- Finance Manager
- Finance Team
- Outside agencies
- CAO/Band Manager

**Working Conditions:**

- Work is performed in an office environment
- Successful Criminal Record Check

Please email a cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and write "Payroll Administrator" on the subject line

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

This position will remain open until filled

*\* We thank all those who apply, however, only those short-listed will be contacted.*



## **MUSQUEAM INDIAN BAND**

6735 Salish Drive  
Vancouver, B.C. V6N 4C4  
Telephone: 604 263-3261  
Fax: 604 263-4212

### **Job Posting Housing Accountant Regular Full-time**

This position is responsible for financial month-end and year-end reporting, bank reconciliations, balance sheet reconciliations, preparing audit files and assisting with annual budgeting in support to Housing Department working with the Finance department. The Housing Accountant will be a mentor to the staff members, assisting in training and development.

#### **Duties:**

- Produces month end financials and year end draft financial statements, variance analysis and other reports as directed.
- Administers government fund revenue and cost variance.
- Manages chart of accounts, general ledger transactions and balance sheet reconciliations.
- Oversees A/R, A/P procedures and GL reconciliations with sub-ledgers.
- Prepares bank reconciliation statements.
- Reviews historical financial reporting to ensure current statutory reporting is accurate and prepares and reconciles statutory reporting
- Reconciles G/L to programs' databases, monitors and assists with financial models for Housing to set foundation for Housing Authority,
- Maintains capital assets models and accounts amortization expenses.
- Assists in annual budget preparations and variance analysis.
- Maintains data integrity in accounting systems and advises on organizations IT needs to meet financial reporting requirements.
- Assists with training and mentoring of junior staff with financial reports.
- Develops and maintains effective working relationships with colleagues, administrators, and outside agencies.
- Performs other related duties as required.

#### **Qualifications:**

- Knowledge of accounting principles, practices and applications
- CGA/CMA with Diploma/University degree in accounting/Business
- 3-5 years progressive accounting and finance experience in Housing or Property Management
- Ability to analyze and synthesize data to communicate key high level messages
- Prior experience with integrated financial software
- Proven proficiency in MS Office applications including Excel and Word
- Great oral and written communication skills
- Flexibility to respond appropriately to changes and a desire to work in a growth-

- oriented environment
- Fund accounting/not-for-profit experience are assets

**Knowledge and Abilities:**

- Excellent written and verbal communication
- Self-motivated; shows initiative
- Demonstrates a learning attitude
- Good team spirit
- Good critical thinking and problem solving skills
- Flexible and adaptable to growth-oriented environment
- Good organizational skills; able to meet established reporting deadlines
- Strong working knowledge of accounting principles, practices, procedures and operations
- Strong sense of honesty, integrity, ethics; ability to maintain strict confidentiality with sensitive information
- Attention to detail and accuracy

**Working Conditions:**

- Work is performed in an office environment.
- May require additional hours of work and /or flexible hours of work from time to time.
- Successful Criminal Record Check.

**Please email your resume and cover letter to Human Resources at  
[jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)**

***Ensure that you write "Housing Accountant" on the subject line.***

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

**The closing date for applications is July 15, 2016  
and will remain open until filled**

***We thank all applicants for their interest in this position; however, only finalists will be contacted.***

**LAST DAY OF THE PRESCHOOL PROGRAM IS JUNE 23, 2016**

**Daycare Hours:** Monday—Friday 7:45—5:00pm

The Children's House phone # 604 269-3302

Renee Stogan Supervisor email: [childcaresup@musqueam.bc.ca](mailto:childcaresup@musqueam.bc.ca)

**BIG SHOUT OUT TO MIKE STEWART:**

**THANK YOU FOR FILLETING THE SPRING SALMON FOR OUR PRESCHOOL CHILDREN'S GRADUATION  
DINNER!!!!**

**Preschool Registration**

Preschool Registration for children who are ages 3-5 will open July 4, 2016

If you would like to register your child for preschool please contact Renee Stogan Supervisor at:

604 269-3302 or email: [childcaresup@musqueam.bc.ca](mailto:childcaresup@musqueam.bc.ca)

**The Children's House Staff**

Renee Stogan Manager: 604 269-3302 email: [childcaresup@musqueam.bc.ca](mailto:childcaresup@musqueam.bc.ca)

Infant/Toddler Staff: Ernestine Herman, Sherry Point, Christy Friesen, Tamara Jones

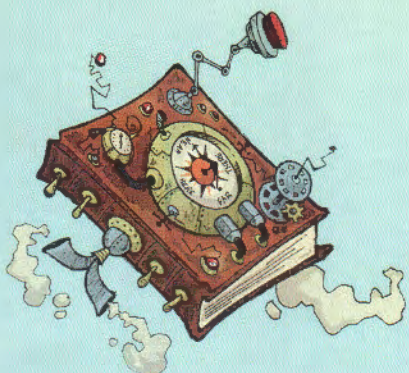
Preschool Staff: Marie Grant, Kelly Herman, Sarah Hussain





# Book A Trip

*Summer Reading Club 2016*



Have fun all season long  
with free summer programs  
for kids and families.

## DUNBAR BRANCH LIBRARY

4515 Dunbar St. | 604.665-3968

### Electric Bugs

Tue, July 5 @ 2:00 p.m. | Registration. 9-12 yrs.

### Lego! iPad program

Tue, July 19 @ 2:00 p.m. | Registration. 8-12 yrs.

### Paper Minecraft Travel Tales

Tue, July 26 @ 2:00 p.m. | Drop-In. 6-12 yrs.

### Castle Siege Challenge

Tue, Aug 9 @ 2:00 p.m. | Drop-in. 6-12 yrs.

### Book a Trip to Your Library

Tue, July 12, Aug 2 & 16 @ 2:00 p.m. | Drop-In.

### SRC Celebration

Tue, Aug 23 @ 2:00 p.m. | Drop-In. All Welcome!

For a complete listing of Summer Reading Club programs, visit [vpl.ca/SummerReading](http://vpl.ca/SummerReading)



Vancouver Public Library

[vpl.ca/SummerReading](http://vpl.ca/SummerReading)



Presented in partnership with the British Columbia Library Association with the assistance of Libraries Branch, Ministry of Education and the RBC Foundation. Illustrations by Lee Edward Fodi © 2016



## Musqueam Education Notice      Friday July 1, 2016



Answer to last weeks riddle: EMPTY

This week: If I have it, I don't share it. If I share it, I don't have it. What is it?



### Attention Recent High School Graduates

If you plan on going to a post-secondary institution in September please make sure that you have:

- Come in for a meeting with the Education Department
- Completed the MIB Education forms
- Sent in a copy of your acceptance letter

If you have any questions or would like to make an appointment please contact April (learning facilitator)

### Summer School

If you will be attending summer school and need to register, please come in for a meeting with the education department. Please bring a letter from your teacher confirming that you are required to take summer school.



### Scholarships and Bursaries

The First Citizens Fund student bursary program is now open. For eligible students the level of assistance will be \$700 per semester. Funding is distributed to students on a first come, first serve basis. Deadlines: **Fall Semester 2016- Due Aug 31st 2016; Winter Semester 2017– Due Dec 31st 2016; Summer Semester 2017– Due Apr 30 2017**

Applications can be found at: <http://www.bcaafc.com/programs/firstcitizensfund/31-studentbursary>

If you need any assistance you can contact April (Learning Facilitator)



#### Education Department:

Faye Mitchell, Education Coordinator,  
April Campbell, Learning Facilitator

Delphine Campbell, Education Assistant,

Ph. # 604 - 263 - 3261    Fax # 604 - 263– 4212

Toll free: 1-866-282-3261



# Employment and Training Department News

## **Looking to Start School Soon?** **Is the program you are interested** **in under a year in length?**

If you are interested in getting your trades certificate, working towards a red seal, or would like to take a program that is one year or less. Come see us in Employment and Training!!

We have some funding available this year and would like to invite you down to submit your application.

When you come in to meet with us it is helpful to bring the following information...

- Summary of the courses or program you are interested in.
- Your resume if we do not already have it on file.
- Cost of course and start dates.
- ID that we can photocopy

Please contact Lindsay Gibson or Terry Jordan at 604-263-3261 as soon as possible in order to ensure funding.

## **Office Administration Employment** **Training Program**

The Office Administration Employment Training Program prepares students for employment opportunities with government, industry, and Aboriginal organizations.

Students become proficient at creating business documents using MS Word, Excel and Outlook; gain confidence in public speaking through delivering PowerPoint presentations; learn basic bookkeeping and QuickBooks; develop interpersonal relations skills and the essential skills to become adept at managing the roles and responsibilities of the office professional. They will compose and format business documents; organize information, tasks, files and meetings; and learn to become the office go to person for information, organization and planning. Students will also gain skills in networking, interviewing and working with employers in a four-week practicum.

The Musqueam Employment and Training Department plans to deliver an Office Administration Program at the Musqueam Community Centre in early January. If you are interested in taking this program, please register with Lindsay Gibson 604-269-3355.

## **Employment Opportunity**

Civil Constructions Labourer with Heavy Machinery Experience.

TMJV is seeking an experienced full-time civil construction labourer with some experience on heavy machinery, and a desire to move ahead in their career. We provide career support through our Retention and Advancement program, which utilizes in-person interviews and directed training to help you reach your goals.

Enrollment into the CLAC union is immediate upon engagement.

TMJV is an equal opportunity employer. We encourage individuals of First Nation ancestry to self-identify.

Applicants without all listed required training and experience may still be considered.

If you are highly motivated, goal orientated and interesting in becoming part of our innovative team and progressive work environment, we want to hear from you.

For more information on this opportunity please review the posting that follows, or contact: **Nicci Bergunder** Project Manager | First Nation Liaison Tel: **604.802.9537** Email: **nicci@matconcivil.com**

## **Bookkeeping Job Opportunity with Milltown Marina**

Do you have both a strong customer service background and bookkeeping skills?

We are looking for an energetic support professional with a fabulous attitude to join our busy marina team. It's a part time position, 3-4 days per week, available immediately.

Duties to include:

- Answer customer calls in a professional, courteous and timely manner
- Maintain effective customer relations - identifying needs, quickly gaining trust, calmly approaching complex situations & resolving problems to maximize efficiency
- Efficiently and accurately enter and maintain all customer account data and activity in appropriate systems, including Accounts Receivable
- Accounts Payable and month end reporting
- Administer moorage contract renewals, accurately handle cash sales on a daily basis and prepare deposits
- Coordinate and allocate boat slips
- Daily office activities (Filing documents, scanning contracts, responding to inbound email, etc)
- Multi-tasking and able to work with many distractions

Requirements and qualifications:

- Minimum 2 years of customer service experience
- Minimum 2 years of bookkeeping experience – A/R and A/P
- Demonstrate high level of service
- Strong and detail-oriented data entry and administration skills
- Proficient in Microsoft office programs (Excel, Word, and Outlook)
- Ability to quickly learn new software
- Excellent organizational and interpersonal skills
- Self-motivated and resourceful
- Collections experience an asset
- Ability to complete multi-step tasks with minimal supervision and great time management skills
- Flexibility in availability including weekends
- Past marina experience is not required but will be taken into consideration

Please respond with cover letter and resume to:

Matthew Cote: Director  
Milltown Marina and Boatyard  
103 – 9191 Bentley St  
Richmond BC, V6P 0B9  
Mcote@milltownmarina.com



# Musqueam Health Department Newsletter—June 30, 2016



## Musqueam Elders Centre—Brenda Campbell

Please Note: **Ladies' Night** is changed to **WEDNESDAY** evenings 6:00-9:00pm, at the Musqueam Elders Centre.

### Our Next Elders Luncheon

Date: Thursday July 7, 2016

Time : 12:00 Noon

Location: Elders Centre.

For those Musqueam Elder's who are interested in attending the upcoming BC Elder's Gathering in July please call Brenda for more information. Ph: 604 263 – 6312.

*Thank you, Brenda Campbell, Musqueam Elders coordinator*

## Musqueam Primary Care Clinic

**Clinic with Nurse Practitioner:** Angela Remocker, NP

**Clinic Days:** Tuesday-Thursdays 9:30-4:00 \*\*see calendar below.

**Appointments:** Call 604 266 0043 during business hours only. Leave a message as NP may be with a patient)

**Clinic Location: Musqueam Elder's Centre.** Home visits are scheduled for the mornings.

**PLEASE NOTE:** *We will be getting a locum filling in for our GP soon!*

*In the mean time our NP Angela Remocker is here Tuesdays—Thursdays please see her schedule below.*

THE NURSE PRACTITIONER IS AVAILABLE TO BOOK APPOINTMENTS ON  
CLINIC DAYS: TUES.-THURS. FROM 9:30-11:30 / 3:00-4:00  
PLEASE CALL ON CLINIC DAYS: ANGELA REMOCKER (604)266-0043

**July 2016**  
**MIB Primary Care Clinic**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	No Clinic	Nurse Practitioner Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	8	9
10	11	Nurse Practitioner Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	15	16
17	18	Nurse Practitioner Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	Walk in hours 1-3	22	23
24	25	Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	Nurse Practitioner Walk in hours 1-3	29	30
31						



## Musqueam Health Department Newsletter—June 30, 2016

### National Native Alcohol and Drug Awareness Program - Cyndi Bell

**Coffee Time with Cyndi** - Wednesdays 5:00-6:00 pm in the Community Centre Café. Come join me for a chat over coffee! Everyone is welcome!! If you are around the Community Centre while your kids are at Bridge through Sport or MYP, feel free to visit me to just say "Hi" or to get some info about substance abuse and support for yourself or your loved ones.

**Did you know?**... More than 4 in 10 people who begin drinking before age 15 eventually become alcoholics.

I am available for 1:1 counselling, treatment referrals, outpatient resources, information and support with respect to drug and alcohol use and abuse. Feel free to stop by or call to make an appointment: 604-269-3454

NNADAP/Cyndi Bell's office hours:

Mon, Tues, Thurs → 10:00am-5:00pm

Wednesday → 12:00pm—7:00pm /5—6 pm *Coffee time w/ Cyndi in the café*

Friday → 9:00am- 4:00pm

### Home & Community Care Program—Romeo Cosio, HCN

**Home Care Program** is available to our community members to assist with hospital discharges, home care aide, and all medical equipment. Home care needs and equipment require a doctors note with your needs specified.

Home Care Office Ph: 604-263-6539.

*\*Please leave a message as Romeo may be on a home visit or with a client.*

**Home Care Office Schedule: Mon, Wed, Thurs, Friday 8:30-5:30 Tuesdays- OFF.**

**The Arjo Tub Program:** Is available at the Elder's Centre between 7-10am Monday to Friday. You will need a doctor's order for the use of the Arjo tub, describing your condition, and how often you are advised to use the tub per week.

Please call Patricia Mathison, Nurse Assistant for assistance with Arjo tub appointments or Home Care service scheduling changes or cancellations at 604-269-3354

Need help? Have concerns?



We're here to help.

*\*Please cancel 24hours in advance.*



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## Musqueam Health Department Newsletter—June 30, 2016

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### **Chronic Disease Management Program—*Merv Kelly***

Are you needing assistance with health information about Diabetes, high blood pressure, etc., and how to help manage these. Do you want to workout but don't know what's best for you?

You may call me or drop by my office:

**Hours – Monday to Friday:**

**9:30 am to 3:00 pm / 5:00 pm to 6:30 pm**



Available to assist all ages and levels of fitness for all community members.

Merv Kelly, Chronic Disease Management Facilitator

604-263-3261 – Extension 3455 / [merv@musqueam.bc.ca](mailto:merv@musqueam.bc.ca)

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### **Safe Drinking Water Monitor Program—*Charlene Campbell-Wood***

#### **How Much Water Do You Need?**

Your body weight is more than 50% water. Without water, you couldn't maintain a normal body temperature, lubricate your joints, or get rid of waste through urination, sweat, and bowel movements.

Not getting enough water can lead to dehydration, which can cause muscle weakness and cramping, a lack of coordination, and an increased risk of heat exhaustion and heat stroke. In fact, water is so important that a person couldn't last more than five days without it.

Taken from [www.drinkingwaterquality](http://www.drinkingwaterquality)



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### **Green Zebra Markets in the Musqueam Community**

Offers Farmers' Market Quality at or below Grocery Store Prices

Thursdays 3:00-6:00pm at the Musqueam Community Centre.




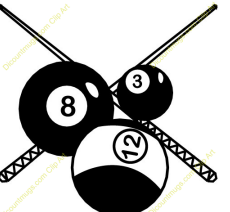

Fresh, in season, Local Fruits & Vegetables & More!

Volunteers appreciated Any amount of time you can volunteer to help us set up or take down is greatly appreciated - this is for our community to access fresh produce close to home! :) If you would like to volunteer a few minutes of your time to help us unload a few boxes. Contact Merv Kelly at the band office PH:604-263-3261.



## YOUTH CENTRE

Abigail Speck at the Youth Centre at 604-269-3465 Email: youthcentre@musqueam.bc.ca

Monday July 4th	Tuesday July 5th	Wednesday July 6th	Thursday July 7th	Friday July 8th
<b>D&amp;A</b>  10:00—2:00	<b>Scattergories</b>  12:00—4:00	<b>Colouring Contest</b>  11:00—3:00	<b>Pool Tournament</b>  11:00—4:00	<b>Movie Day</b>  all day

**\*The Youth Centre will be open from 9:00 am—9:00pm Monday—Friday summer hours\***  
**Children under 7 years old will be sent home; unless accompanied by a parent or guardian, who is at least 15 years old or older**

**Community Health Nursing Program** —Natalie Frandsen, RN, -Patricia Mathison, Assistant



### You are Invited!

Bring your 1-3 year old for a free dental check up, fluoride varnish application and toothbrush.

**We will be at the Musqueam Community Centre on:**

**Tuesday, July 12<sup>th</sup>, 2016 from**

**9:15AM to 12:00PM**

***Sign-in sheet at Health Dept.***

Our public health nurse will also be there to answer any questions you may have.

*Service provided by Vancouver Coastal Health*

**Community Health  
Updates:**

**Pre- and Post-natal  
Group—Postponed**





# Social Development Department

JUNE 30, 2016

Please note:



**Cheque Issue Day for July 2016 will be on**

**Thursday June 30, 2016**

**From: 8:30am—4:30pm**

**Friday July 1, 2016 office will be closed! It's Canada Day!**

Please provide all required paper work to the “Social Dev. Dept.” so we can process payments for you accordingly. Without your **“completed paperwork”** (renewal slips, job search forms, hydro, gas & phone bills) we cannot process payment for you!

Please **COMPLETE** your paperwork, **PRINT**, **SIGN YOUR NAME & DATE**, etc.

**Cut off date is the 20th of each month.**

**Please provide all necessary paperwork at your earliest convenience, so we can serve you better!**

If you are **employable**—you are expected to pick up your own cheque. If you are a **“person with disability”** or a **“person with persistent multiple barriers”** and you will not be picking up your own cheque, please provide a note or a phone call as to whom will be picking up your cheque.

We will not see any clients on or two days prior to cheque issue day! **SORRY!** No cheque processing on “cheque issue day” - ***if your paperwork is late, so is your cheque!***

Thank you for your cooperation,

From The Social Development Dept.