

# **MUSQUEAM NEWSLETTER**

**Thursday November 10 2016**

**Tel: 604-263-3261, Toll Free: 1-866-282-3261,**

**Fax: 604-263-4212...Safety Patrol: 604-968-8058**

## **EVERYONE WELCOME**

**MUSQUEAM 101 – Wednesday November 16, 2016**

**stem? (what?) Musqueam 101 November 16, 2016**

*Atayokee! On bookmaking, language and storytelling*

Join us for an evening with award-winning Cree-Metis children's author and illustrator, Julie Flett. Julie will talk about her sources of inspiration and her work to preserve and revitalize language through children's literature. She will bring artwork and storybooks with her to share. These include *Wild Berries/Pakwa Che Menisu*, *Lii Yuboo Nayaapiwak Swer (L'Alphabet De Michif)*, *Owls See Clearly at Night (A Michif Alphabet)*, and *We All Count*.

### Presenter:

Julie Flett lives in Vancouver. Along with her writing and illustrating she is currently teaching a course on First Nations Literature and Other Materials for Children and Young Adults at UBC.

### ni? ʔəncə? (where?)

Musqueam Administration Offices

### təmtəm? (when?)

Wednesday, November 16 Dinner will be served at 6:00 p.m. The presentation will start at 7:00 p.m.

**PLEASE JOIN US!**

### **Inside this issue:**

Mearns Thank you	1
Distribution	2
Census	3
Community clean-up	4
MIB Job Postings	5-18
Tea Time	19
Health	20-26
Recreation	27
Remaining News	28-30

### **St. Michael's Church**

**Please join us at  
Church, Every Sunday  
@ 12:45 AM**

**St. Michael's Church  
on Crown Street.**



\* 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 :)

A bald eagle is shown in flight, its wings spread wide, against a background of evergreen trees and a blue sky. The eagle is positioned vertically, with its head at the top and its tail at the bottom. The text is overlaid on the image.

With our heartfelt thanks...

Grace Mearns and family wish to convey our heartfelt thanks and gratitude to all in the Musqueam community following the recent loss of our dear Iris.

Your love and support was, and continues to be, absolutely invaluable in helping us to begin the healing. For this loving support, we are truly grateful.

We know that some of you loved Iris, and count her recent passing a great loss. The kind and caring words shared by the community tells us she had many friends in Musqueam - thank you for your friendship.

To all those who brought food to keep our strength up during our difficult time, we thank you for your kindness and generosity. Everything was so delicious and appreciated by all. We know that you prepared your wonderful dishes with love.

To Chief Wayne Sparrow, and all of his staff in the Safety, Public Works, Building Maintenance, Health Home & Community Care, Safe House, Facilities, and Office Administration, we thank you for your help and guidance.

Sincerely, with respect and love to all,  
Grace Mearns and Family

*"The Broken Chain"*

*We little knew that day, God was going to call your name.  
In life we loved you dearly, in death we do the same.*

*It broke our hearts to lose you. You did not go alone.  
For part of us went with you, the day God called you home.*

*You left us beautiful memories, your love is still our guide.  
And although we cannot see you, you are always at our side.*

*Our family chain is broken, and nothing seems the same,  
but as God calls us one by one, the chain will link again."*



# IMPORTANT: November 30, 2016 Distribution & Dividend

## AMOUNT OF DIVIDEND & DISTRIBUTION:

Christmas Distribution	\$ 250
Jericho Settlement Dividend (Per motion passed at general band meeting held on March 30, 2016)	\$ 622
<i>Total Dividend &amp; Distribution payment per member</i>	<b><u>\$ 872</u></b>

**ISSUE DATE:** NOVEMBER 30, 2016

**TIME:** 9:00AM – 7:00PM

**LOCATION:** Musqueam Administration Office – Board Room 1

## IMPORTANT INFORMATION:

- Band members who are in arrears with any payments payable to the band should contact the appropriate manager(s) to avoid the withholding of any dividend/distribution payments per Musqueam distribution policy.
- Band members who are under the age of 19 are considered minors for both distribution and dividend purposes. Guardians **must** complete FORM B for minor children. To avoid delays when picking up minor cheques, please submit Form B before November 18<sup>th</sup>, 2016.
- Deadline to have newborn registered for eligibility to receive November 30th distribution and dividend is November 18th.
- Members who would like to have dividend/distribution via DIRECT DEPOSIT **must** have forms submitted by November 18<sup>th</sup>, 2016. No direct deposit requests will be accepted after this date.
- While we will attempt to contact every band member on and off reserve, please inform any family or friends who are off reserve about the upcoming dividend and distribution.

For any questions regarding the upcoming dividend and distribution please contact:

**Krista Point**, Distribution Clerk

Phone number: (604) 263 3261 Ext: 3396

Toll Free number: 1 (866) 282 3261

Fax number: (604) 269 3369

Email: [mibdistribution@musqueam.bc.ca](mailto:mibdistribution@musqueam.bc.ca)

# MUSQUEAM 2016 COMMUNITY CENSUS

Musqueam Administration is collecting its own Census information to understand community composition and the needs and opinions of Musqueam community members living on and off-reserve.

*All information will be kept confidential and will only be used by the Musqueam Band.*

What  
do **YOU**  
think?

**The Census will be open until the Musqueam election!**  
**Paper copies due December 2nd, online responses due December 5th**

1:

## HOUSEHOLD CENSUS

*to be completed  
by ONE head of  
each Musqueam  
household.*

**AVAILABLE NOW!**

2:

## PERSONAL CENSUS

*to be completed  
by ANY member  
of the Musqueam  
community.*

**AVAILABLE NOW!**

**COMPLETE THE 2-PART 2016  
MUSQUEAM COMMUNITY CENSUS  
FOR YOUR CHANCE TO WIN!**

Each part  
you complete  
will give you  
an entry into  
monthly prize  
draws and the  
grand prize draw  
for a Lenovo  
tablet!



## WAYS TO COMPLETE BOTH THE HOUSEHOLD AND PERSONAL CENSUS:



### ONLINE

Please visit [census.musqueam.bc.ca](http://census.musqueam.bc.ca). You must register to receive a link to complete the survey. It is best viewed on a computer or tablet.



### AT HOME ON-RESERVE

Our Census Recorders, Brittany Point and Sacheen Sparrow, are going door-to-door on the reserve. They are also available by appointment. Please email [CCP@musqueam.bc.ca](mailto:CCP@musqueam.bc.ca) or call 604-269-3330 to make an appointment.



### IN THE COMMUNITY CENTRE

Our Census Recorders are available to meet you in the Musqueam Community Centre. Please email [CCP@musqueam.bc.ca](mailto:CCP@musqueam.bc.ca) or call 604-269-3330 to make an appointment.



### THROUGH MAIL

If you are off-reserve and would like to complete the Census on paper, please email [CCP@musqueam.bc.ca](mailto:CCP@musqueam.bc.ca) or call 604-269-3330 to make arrangements.



### AT CENSUS EVENTS

Keep your eyes on the newsletter and [Musqueam Community Census Facebook page](#) for details!



*A Comprehensive Community Planning Initiative*

# Community Clean-Up and Bylaw Violations

## October 26<sup>th</sup>, 2016

Musqueam Safety and Security is working in conjunction with various departments of the Musqueam Indian Band and Buster's Towing, to **ensure the safety and cleanliness** of our streets and property are of the utmost priority. We will be addressing unlicensed vehicles on public roads immediately.

Derelict vehicles, large boats and other debris on sidewalks and roads are not only unsightly but also cause a serious danger to our children and elders. We ask that you also keep in mind community pride. Our community and reserve is ours to care for both collectively and as individuals.

We have conducted a community wide sweep of roads and properties and noted Bylaw violations. We will be giving notice to those who are in violation of our Bylaws and asking that appropriate and timely action be taken to resolve these. Copies of all Bylaws are available at our main Administration Building during business hours.

By-Laws to note:

1. Traffic and Street Bylaw
  - Prohibits any person from placing, leaving or abandoning any derelict or abandoned motor vehicles on any street.
2. Nuisance By-law
  - Prohibits the storage or deposit of waste, vehicles, vessels, trailers, motor homes, fishing equipment, and commercial equipment on any Band Land.
  - Prohibits the storage or deposit of any substance or material that emits an obnoxious odor on any land, including real property for which a certificate of possession has been given.
3. Untidy Premises By-law
  - If you are to store any fishing equipment etc. on your real property it must be kept in a clean and non-hazardous manner
  - No owner of any real property may allow for accumulation of rubbish, discarded materials, hazardous waste, garbage, ashes, filth, offal or stored materials on said property.

Please note that all of these by-laws have provisions for the remedy of any violations, including but not limited to fines and the removal of vehicles, vessels, trash, and other offending materials.

We would like to thank those community members who have made an effort to ensure bylaw compliance and the cleaning up our streets. It has made a noticeable difference and community members have expressed their gratitude. If you have any questions or concerns please contact Laurence Paul, Safety Manager 604-263-3261 [lpaul@musqueam.bc.ca](mailto:lpaul@musqueam.bc.ca)

Thank you  
Musqueam Safety and Security

**MUSQUEAM INDIAN BAND**

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

**JOB POSTING**  
**Musqueam Indian Band**  
**Home Care Attendant**  
**Regular Part-time 20 hours/week**

Musqueam Indian Band is seeking to add to their Health Care Team a Home Care Attendant, regular part-time (20 hours/week). The Home Care Attendant assists clients with the activities of daily living to promote maximum independence; provides personal care and performs housekeeping and home management activities.

**Duties:**

- Provides personal care to clients including bathing, toileting, dressing, oral hygiene, and hair care
- Performs simple treatments, including non-sterile dressing changes
- Supervises, monitors and reminds client of daily activities, including assisting with medication as ordered; records medication and treatment in communication book
- Observes the behaviour, appearance and condition of the client/family, and reports changes to the Supervisor or Home Care Nurse, in order to maintain safe and supportive care of the client in his/her own home
- Assists with the preparation of healthy meals; encourages and assists the client to eat where required
- Performs lifts and transfers
- Assists the client to maintain a healthy environment in the home, i.e. cleanliness and safety, where required
- Maintains strict confidentiality of information gained during the course of duties
- Provides written reports as required
- Attends training and development, and staff meetings as required
- Performs other related duties as required

**Qualifications:**

- Skill and knowledge usually attained by successful completion of Secondary School, and a certificate as Home Care Support Worker from a recognized educational facility or an equivalent combination of skill, knowledge and experience
- Ability to communicate effectively, both orally and in writing
- Ability to organize work effectively using time management skills
- Physical ability to perform the duties of the job
- Understanding of geriatric issues and behaviour
- Ability to maintain strict confidentiality
- Ability to operate related equipment

**Licenses:**

- Valid First Aid Certificate, covering infants and adults
- Valid CPR Level 1 Certificate, covering infants and adults

**Working Conditions:**

- Work is mostly performed in the client's home

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

Please write "Home Care Attendant" on the subject line.

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

**The closing date for application is November 18, 2016.**

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





Musqueam Indian Band  
6735 Salish Drive  
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Tel.: 604-263-3261  
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**JOB POSTING**  
**MUSQUEAM COMMUNITY ARCHIVES ASSISTANT**

Full-time, 6 Month Term Position  
Training & Capacity Development Opportunity

The Musqueam Indian Band is seeking a motivated individual to join our Archives team on a six month term, Young Canada Works-sponsored position.

Under the direction of the Senior Archivist and Records Analyst, this position offers the successful candidate an opportunity to learn a variety of practical archival skills and to enhance connections between the Musqueam Community and its Archives. The Musqueam Community Archives Assistant will be trained to digitize and process a variety of media – including audio, photographic, and textual materials; prepare and participate in community presentations (e.g., how to care for photographs) and write community bulletins on archival care; and collaboratively develop/launch a microexhibit which will be hosted in the Musqueam Community Archives Reading Room.

This position is a unique opportunity for a recent college or university graduate to learn more about Musqueam, its community, the hən̓q̓əmi̓n̓əm̓ language, and archival practices.

Applicants must meet the criteria for Young Canada Works-funded positions. Please see <https://www.canada.ca/en/canadian-heritage.html> (Young Canada Works) for more details.

**Responsibilities for this position include:**

- digitization of cassettes, open reel audio, photographic prints and negatives, and textual records as directed (full training will be provided), and entering descriptive metadata into spreadsheets and our database (AtoM) in the prescribed manner;
- performing light conservation and processing activities under the guidance of the Senior Archivist and Assistant Archivist;
- increasing community awareness of the Archives and its associated services available through presentations, bulletins, posters, and other community engagement initiatives;
- collaboratively developing, installing, and launching an exhibit in the Musqueam Community Archives Reading Room, including consultation with the community throughout all phases to ensure that appropriate materials are presented in a manner that conforms to community values and protocols;
- researching and designing forms for use during the project;
- attending and participating in weekly Archives team meetings;
- writing and submitting reports to supervisors on request;
- other related duties.



**Job Knowledge:**

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

- knowledge of the Musqueam Indian Band and/or experience working with First Nations is preferred;
- interest and willingness to engage with community members in a culturally appropriate way is required;
- understanding of Microsoft Office is required, as well as an ability to learn new programs and software;
- must be able to work independently and escalate issues appropriately

**YOUNG CANADA WORKS IN HERITAGE ORGANIZATIONS – WHO CAN APPLY**

Please note that this is a position that is funded in part by the Young Canada Works in Heritage Organizations program. As such, candidates must conform with Young Canada Works eligibility criteria, as well as those of our delivery organization, the Canadian Council of Archives. A candidate may be eligible for this position if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- are legally entitled to work in Canada;
- will be between 16 and 30 years at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job during the Young Canada Works assignment;
- are an unemployed or underemployed college or university graduate who has graduated within the last 24 months; and
- are not receiving Employment Insurance benefits while employed with YCW.

Please email a cover letter and resume to Musqueam Indian Band, Human Resources at:

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

*Please write "Archives Assistant" on the subject line.*

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

**Please apply by November 14<sup>th</sup>. This position will remain open until filled.**

*\* We thank all applications, 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**

#### **Band Manager/Chief Administrative Officer Regular Full Time**

Reporting to Chief and Council of Musqueam Indian Band, this position is responsible for Band Administration and Budget. The Band Manager/Chief Administrative Officer administers a wide range of programs and services under the direction of the elected council members. Program and services to the 1000+ Musqueam Band Members are community- based and focus on respect for the strength and knowledge of both traditional and contemporary values. These programs and services cover the broad spectrum of community social and cultural services ordinarily provided by First Nation governments.

#### **Purpose:**

Administer and oversee Band programs and affairs including but not limited to; public works, education, housing, social development, health, recreation, by- law enforcement, security, community planning, feasibility studies, contracts, land entitlement/land selection process, financial management, membership, Band events, capital improvements, and office services. Responsible for day –to- day activities of Musqueam in accordance with Musqueam values, community plan, the Musqueam Band Administration bylaws, policies and direction from Chief and Council.

#### **Responsibilities**

##### **Administration**

- Supervise Band staff and programs, and ensure that the daily operation of Band government departments and services run smoothly and efficiently.
- Implement Band Council policies, decisions, and regulations.
- Conduct research, correspondence, and completion of reports, etc. arising from the decisions made by the Council, or as instructed by the Council.
- Make recommendations for the efficient operation of all programs and activities.
- Provide annual employee evaluation for the Administration Services staff and for senior staff positions in other departments; assists with other employee evaluations when requested.
- Handle crisis matters which arise on a day-to-day basis, and pass on relevant information to the appropriate Band staff or Council member.
- Upon authorization, negotiates agreements on behalf of the Chief and Council, with final approval provided by Chief and Council.

##### **Public Works**

- Works with committees, managers, and staff to deliver an efficient, coordinated program of construction, maintenance and other public works on Band property.
- Assists Program Managers in preparing annual budgets and planning priorities for housing and other public works for Band Council consideration.
- Prepares service contracts with Indian and Northern Affairs Canada, and ensures their compliance and completion.

**Advice to Band Council**

- Provides Chief and Council and Committees with background information on issues necessary for sound and informed decision making.
- Attends Chief and Council meetings;
- Provides Chief and Council with monthly reports on programs and operations.
- Recommends to Chief and Council changes and/or improvements to Band facilities, services, programs and policies.
- Seeks alternate sources of funding, and upon Council direction, submits proposals to funding sources.

**Financial Administration**

- Oversees that all contracts and financial transactions are conducted according to Band policy.
- Oversees CFO and ensures Band Council is fully informed on all financial matters. Ensures the Chief and Council is provided with detailed monthly financial statements as directed in the *Financial Administration Manual*, and interprets financial information upon request.
- Supervises the CFO's records of accounts to ensure all financial transactions are complete and accurate. Oversees the accuracy of financial statements, bank reconciliations, and budgetary reports. Ensures that all records, books of account, invoices, vouchers receipts and related documents are securely filed and stored.
- Ensures lines of credit are established and maintained with suppliers and agencies.
- Ensures that all requirements are met for annual audit purposes, including an up-to-date inventory.
- Assists in the development of annual budgets, and monitors all departmental/program budgets for compliance. Authorizes expenditures approved by Band Council.

**Clerk of Band Council**

- Prepares agenda for Chief and Council and/or committee meetings in cooperation with Chief or Committee chairperson. Ensures distribution of agenda, previous meeting minutes and required attachments to each Council or committee member two days prior to each meeting.
- Ensures recording of all Band Council Resolutions, minutes, decisions, regulations, policies and proceedings of Council and its Committees. Ensures that properly signed, indexed, filing and the forwarding of copies to appropriate agencies has been completed.
- attends Council and Committee meetings

**Administrative and media liaison**

- Communicate on behalf of the Band with: other First Nation Bands; organizations; agencies; and federal, provincial, or municipal officials or departments.
- Publish Band Council programs and policies. Advises and counsels Band members on programs and policies.
- Liaise with stakeholders, and different levels of government on key issues affecting Musqueam Indian Band.

**Any other relevant duties as instructed by Band Council.****Job Knowledge:****The work requires the following knowledge, skill and or abilities:**

- Significant and proven leadership skills developed through at least 8-10 years in a senior management role, preferably in band management and administration; previous experience as a Band Manager is strongly preferred.
- University degree, a graduate degree preferred, in business or public administration, or equivalent.
- Considerable high-level contacts within federal, provincial and municipal governments, other First Nations organizations, funding agencies and in the non-profit sector.

- Knowledge of and seasoned experience with the Indian Act, other relevant legislation, and Musqueam and First Nations history and culture. Political environment wisdom would be an asset.
- Ability to build effective relationships with external stakeholders and collaborative ventures with diverse constituents.
- Demonstrated success in overseeing organizational finances and budgets.
- Excellent leadership skills, including the ability to motivate managers and staff and the ability to inspire confidence in Councilors, staff, and Band members.
- Judicious and tactful communication style, necessary to coordinate staff's recommendations to Council and integrate overall strategic plan.
- Creative thinker.
- High level and respectful communication skills and the ability to influence and sway decisions internally and externally.
- Experience negotiating agreements.
- Excellent writing skills, grammatically exact and in a conversational style complimented with editing skills to develop reports, presentation and briefing materials
- High level personal qualities and ability to maintain strict confidentiality and exhibit the highest level of integrity

**Relationships:**

- Work requires consistent interaction with all groups, internal and external stakeholders, and interpersonal communications for the purpose of providing opportunities at Musqueam and delivering excellence to support all interested members.

**Working Conditions:**

- Work is performed in an office environment
- Work can include long hours to attend a variety of meetings, including Council and Committee meetings, retreats, and special requests or projects.

**Licenses**

- Valid BC Driver's License
- Successful Criminal Records Check and Background Check

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

**Please indicate "Band Manager" 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 short-listed applicants will be contacted.*



## **MUSQUEAM INDIAN BAND**

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

### **JOB POSTING** **Corporate Administrative Assistant** **Regular Full-time**

#### **Position Summary:**

Reporting to the Office Supervisor the Corporate Administrative Assistant is responsible for the providing administrative support for the Band Administration's four Divisional Standing Committees and other general office administrative duties as needed. This position will work closely with the Secretary to Chief & Council.

#### **Responsibilities:**

- For all meetings, prepare pre-meeting documents, attend the meetings, record minutes, and prepare follow-up documents within the 5 day deadline.
- Prepare/transcribe minutes, assist with agendas, notices, and follow-up correspondence as required.
- Assist with communication and updates regarding meetings and briefings as required.
- Available to cover for the Secretary to Chief & Council for back up and vacation relief.
- Maintain attendance of Committee members.
- Distribute honourariums for community members.
- Order supplies for Council and Committee meetings.
- Assist with travel arrangements for Committee events as needed
- Arrange per diem payments
- Assist with external meeting set-up and coordinate with venues as needed
- Assist with other administrative projects
- Provide reception and other administrative support as needed and as time permits

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

- Three (3) years' experience in a similar role, post-secondary education in office administration and or an equivalent combination of education and experience.
- Knowledge of Roberts Rules of Order.
- Musqueam Indian Band First Nation Member is an asset.
- Familiarity with First Nations Governance is an asset.
- Strong computer skills in Microsoft Office and Adobe
- Good interpersonal skills.
- Excellent verbal and written communication skills.
- Strong administrative and organizational skills.
- Ability to meet deadlines.
- Strong attention to detail.
- Ability to maintain confidentiality.
- This position requires availability to work a minimum of 4 evenings a month, and flexible to work variable hours for Committee support, including some weekend work.

**Working Conditions:**

- Work is performed in an office environment.
- Successful Criminal Record 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 « *Corporate Admin Assistant* » on the subject line.

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

***Position will remain open until filled.***

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



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### **JOB POSTING**

### **Environment & Stewardship Coordinator**

#### **Intergovernmental Affairs**

#### **Regular Full-Time**

#### **Position Summary:**

Under the direction of the Intergovernmental Affairs Divisional Lead, the Environment & Stewardship Coordinator will be responsible for water (non-fisheries), land and environment program within Musqueam's Traditional Territory. The Coordinator will provide manage, support, internally and externally, on policy, programs and projects related to Musqueam environment and stewardship issues. In addition, the coordinator will focus on the protection, enhancement and restoration of ecosystem and habitat and other MIB stewardship initiatives. The Coordinator will provide direction and provide advice on matters related to Stewardship within Musqueam Traditional Territory. In addition, the Coordinator will develop and maintain relationships across government and non-government institutions and organizations that impact Musqueam stewardship initiatives.

#### **Duties:**

- Serve as primary Musqueam liaison on environment and stewardship initiatives;
- Understand and evaluate the possible impacts projects will have on Musqueam use, interests, and proven rights;
- Project management of restoration projects including marine, estuarine and river environments in Musqueam Traditional Territory;
- Manages, reviews, analyzes and provides advice on water and land tenures in Musqueam Traditional Territory;
- Manage stewardship program which can include but is not limited to: Emergency Response, Spill Response & Readiness, Compliance and Monitoring and Cumulative Effects.
- Establishes and maintains positive communication and relationships within Musqueam First Nation, other government departments, various organizations and First Nation partners to ensure interests and expectations of these groups are identified and responded to.
- Leads or participates in projects as required and/or delegated - ability to manage projects which includes, but not limited to, coordinating resources, ensuring appropriate consultation, ongoing and final reporting.
- Leads or participates in sub meetings related to large projects in order to coordinate information for multiple departments across the organization. Follow up, develop responses, collect and disseminate information.
- Develop, manage and implement a Lower Fraser Stewardship Management Plan;
- Give assistance to various Musqueam departments on an as-needed basis;
- Assist in generating resources from third parties;
- Develops and manages departmental budgets;
- Manage timelines and deliverables for projects with deadlines; and
- Assists in coordinating relevant Musqueam projects and services.

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

- Skill and knowledge attained by successful completion of a Post-secondary degree in marine biology, ecology, environmental studies or other related natural resources program with a minimum of 3 years previous experience in environmental field work; previous supervisory experience is preferred; or an equivalent combination of education, training and experience.
- Thorough understanding of project management;
- Ability to work in a dynamic environment with limited supervision;



- Excellent interpersonal, written and oral communication skills;
- Highly detailed oriented;
- Ability to use tact and good judgment in dealing with sensitive and complex issues;
- Ability to maintain confidentiality;
- Ability to work in a team oriented environment, as well as work independently;
- Ability to handle multiple priorities and complete tasks/projects in accordance with stated deadlines.
- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history is preferred
- Cultural competency and knowledge of First Nation cultural traditions.

Please email a cover letter and resume to Musqueam Indian Band, Human Resources at:

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

*Please write "Environment&Stewardship Coordinator" 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 applications, however, only those short-listed 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)**

***Please write "Facilities Assistant" on the subject line.***

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

Please apply by November 18, 2016. This position 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  
Telephone: 604 263-3261  
Fax: 604 263-4212

**JOB POSTING**  
**Administrative Support**  
**Fisheries Department**  
**Casual**

The Fisheries Department is looking for administrative support over the next several weeks. This is a casual position working either full-time or part-time, as we are open to your availability.

**Duties:**

- Answer telephones
- Photocopying
- Prepare meeting kits and other meeting documents
- Filing
- Other general office duties

**Knowledge and Abilities:**

- Previous administrative/office experience
- Good computer skills
- Good interpersonal and written communication skills
- Strong organizational skills
- Ability to meet deadlines
- Strong attention to detail
- Ability to maintain confidentiality

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

Please write « *Fisheries Admin Casual* » on the subject line.

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

***Please apply as soon as possible; posting close date is November 17, 2016.***

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

## *Time for Tea!*

We are inviting all Elders to join us in the café  
**Wednesday November 16<sup>th</sup> from 1:30-3:00pm**  
**for tea time!**

The wonderful, creative, and crafty bakers from  
VCC/MIB Indigenous Pathways to Baking and  
Pastry Arts program will be there serving up their  
delicious treats.

Please join us in sharing time, snacks, and stories.

*(Tea, treats, and doilies all included!)*

If you need more information, please contact:  
Brenda (Elder's Centre) at 604-263-6312 or

Lindsay (Employment and Training) at  
[employassist@musqueam.bc.ca](mailto:employassist@musqueam.bc.ca)





## VILLAGE OF WELLNESS



Call now  
to make your  
appointment

## HEALTH FAIR & FLU CLINIC

**What:** Annual flu clinic and health fair

**Where:** Musqueam Community Centre

**When:** November 24, 2-6 PM

- ☞ Refreshments and snacks will be provided
- ☞ Health information & screening (blood pressure; blood sugar, HIV)
- ☞ Flu shots (all ages)
- ☞ Prizes

Hosted by Musqueam Health Department

**TO MAKE AN APPOINTMENT FOR YOUR FLU SHOT CALL  
Ashlee Point or Candice Sparkes 604-263-3261**





## Musqueam Health Department Newsletter—Nov.10, 2016



### MUSQUEAM PRIMARY CARE CLINIC

4010 Si-lu drive

Vancouver, BC, V6N 4K7

p-604-266-0043

f- 604-266-0048

With Doctor Michael Dumont, MD, CCFP. He is a First Nations family doctor with a focus in Aboriginal Health and takes a holistic approach to health and wellness. He is accepting new patients! Book your first appointment by calling our Primary Care Clinic. To book an appointment please call. Messages are checked Friday mornings.

Clinic hours are Friday from 10am to 4pm

Phone 604-266-0043

Located at the Musqueam Elder's Centre

Dr. Dumont will be away on November 18, November 25th, and Dr. Judy Kwan will fill for those dates.

*Our Clinic is providing a strong foundation for the health and wellness of our community, our goal is to improve access to culturally safe health services for generations to come!*

\*IN CASE OF AN EMERGENCIES CALL 911 For Non-emergency Questions CALL 811

### MUSQUEAM HEALTH HOME & COMMUNITY CARE PROGRAM

**Romeo Cosio, RN**

**Please note:** Friday, November 11th is a statutory holiday and we will be closed; including the Home Care program.

**For emergencies please call 911.**

**Romeo's Office Schedule:** Mon, Wed, Thurs, Friday 8:30-5:30 Tuesdays- OFF.

You may also call Patricia Mathison for assistance with your questions about home care service, or medical equipment. Patricia's Schedule: Monday-Friday 8:30-4:30

In-home care is available to our Band Members living on reserve, to assist with hospital discharges, home care aides, and medical equipment. In-home care and all medical equipment require a note from your doctor with your needs specified.

**Cancellations of service:** Please notify us as soon as possible for any Cancellations; at least 24 hours in advance is helpful.

**The Arjo Tub Program:** The Arjo Tub is a therapeutic bath offered through our Home Care Program and 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. For an appointment call Patricia Mathison, Nurse Assistant at: 604-269-3354

PLEASE BE REMINDED: Private or Semi-Private Hospital rooms are not a benefit of First Nations Health Authority or Health Canada. If you request this you will be responsible for the charges as the MIB Health does not receive funding for these extra charges. Thank you.



# Musqueam Health Department Newsletter—Nov.10, 2016

## Musqueam Elder's Centre—Brenda Campbell

### Our Next Elders Luncheon

Date: Thursday November 17, 2016

Time: 12:00 Noon

Location: Elders Centre.



### Musqueam Ladies Group

Tuesday Evenings

Time: 6:00 pm – 10:00 pm

Location: Elders Centre.

Any questions please call: 604-263-6312

*Thank you, Brenda Campbell.*

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

### **What are boil water advisories and boil water orders?**

Boil water advisories and boil water orders are public announcements advising the public that they should boil their tap water for drinking and for other uses noted below. They are preventative measures issued to protect public health from waterborne infectious agents that could be or are known to be present in drinking water. Boil water advisories are issued by either the local public health unit or other responsible authority, or by the water utility. Boil water orders are usually issued by the public health unit or other responsible authority.

### **What are the reasons for issuing boil water advisories or boil water orders?**

A boil water advisory may be issued as a result of any of:

1) on evidence of conditions such as:

- unacceptable levels of disease-causing bacteria, viruses or parasites in the water from the source to the tap, unacceptable levels in the cloudiness (turbidity) in the water at its originating source

These conditions can occur for many reasons including:

- inadequate filtration and /or disinfection during treatment, re-contamination during distribution,

2) precautionary measure when there is concern that contamination may **occur**, for example local emergency repairs in the distribution system

A boil water order is usually issued where evidence indicates that the drinking water is or may be responsible for an outbreak of illness.

**Chronic Disease Management Program**

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

**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**

I'm available to assist all ages and levels of fitness for all community members.

*Merv Kelly,*

*Chronic Disease Management Facilitator*

*Phone: 604-263-3261 – Extension 3455*

*Email: [merv@musqueam.bc.ca](mailto:merv@musqueam.bc.ca)*

**Green Zebra Markets @ Musqueam**

Offers Farmers' Market Quality organic produce at or below Grocery Store Prices.

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









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

*\*Volunteers are needed, if you would like to volunteer a few minutes of your time to help set up the market Contact Merv Kelly at the band office.*



## YOUTH CENTRE

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

Monday November 14th	Tuesday November 15th	Wednesday November 16th	Thursday November 17th	Friday November 18th
<b>BTS 3:30—5:30</b>  <b>Games Night</b> 	<b>Arts &amp; Crafts</b> 	<b>Just Dance competition</b> <b>4:00—7:00</b>  <b>MYP 6:00—8:30</b> 	<b>BTS 3:30—5:30</b>  <b>D&amp;A Night</b> 	<b>Movie Night</b> 

**The Youth Centre will be open from 2:00 pm—9:00pm Monday—Friday**

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

**\*\*Please note that the Youth Centre will be open @9:00 AM when kids have professional days\*\***

### National Native Alcohol & Drug Awareness Program

Michael McCarthy is covering as our NNADAP Counsellor until Cyndi Bell returns.

Office hours are:

**Monday—Friday: 9-5 / Wednesdays: 11-7**

Feel free to stop by or call me:

604-269-3454 to make an appointment.



*Is Closer Than You Think...*



# Musqueam Health Department Newsletter—Nov.10, 2016



## COMMUNITY HEALTH NURSE NEWSLETTER

### Multi-sport and Playtime for Toddlers: Register now!

UBC and MIB Health Department are partnering to host “Active Kids Multisport and Playtime” for Musqueam Toddlers

**1.5-3 year olds:** Mondays, 430pm-5pm (**November 7- December 12**); *parent or guardian participation required*

**3-5 year olds:** Mondays, 5-5:30 pm (**November 7- December 12**); no parent or guardian participation

**Location:** community centre gym—sign in will be in the community centre lobby

**Registration:** For more information or to register, please contact: Patricia Mathison (604-269-3354; nurseassist@musqueam.bc.ca).

### Are you pregnant or have you recently had a baby?

The Musqueam Health Department offers some valuable incentives to pre-natal and post-natal Mothers :

- From the onset of pregnancy until 3 months postpartum we offer weekly \$25.00 Save on foods Gift cards.
- Nursing pads, one box per week as needed
- A one time gift of an Electric Breast pump. One per family
- Welcome gift for your new baby

Community Health Nurse, Natalie Frandsen can register you for the “Healthy pregnancy, Healthy Babies” Program. If you are pregnant you may sign up by calling Natalie Frandsen, CHN at 604-269-3313 or Patricia Mathison, nurse assistant at 604-269-3354.

### Pre- and Post-natal Group:

Tuesdays noon-2 PM, Youth Centre

Please join us **Tuesdays at 12 noon** in the Youth Centre for an informal drop-in group (partners welcome!). We provide lunch, friendship with other young mothers, and special guests who provide education on pregnancy and baby related topics.

### Upcoming Pre- and Post-natal Group classes:

- November 15: Tour of Save On Foods with Nutritionist

### Mobile Mammography in Musqueam:

**November 30, 10:30-4:30**

The Mobile Mammogram program will be back in Musqueam with brand new digital vans for screening!

Eligible to BC residents, age 40 and up. For more information about screening and the new digital mammography van: <http://www.screeningbc.ca/Breast/GetMammogram/Mobile.htm>

**Pre-registration is required. Please contact Patricia Mathison at 604-269-3354 to book your mammogram.**

### St. John's Ambulance Save That Child

#### Infant choking & CPR & basic first aid: December 6

Child injuries require timely action, and over 80% of these injuries are caused by accidents in the home. **Save That Child** is the ideal course for child caregivers to provide them with the confidence to handle various emergencies, through prevention, recognition, and response. Trained instructors from St. John's Ambulance will teach the course at Musqueam (community centre). For more information or to register, please contact Patricia Mathison (604-269-3354; nurseassist@musqueam.bc.ca).

*Musqueam Community Health Program  
Natalie Frandsen, MN, RN, Musqueam Community Health Nurse Ph: 604-269-3313  
Patricia Mathison, Assistant Ph: 604-269-3354*



WE'RE WORKING YEAR ROUND FOR MEN  
TO LIVE HAPPIER, HEALTHIER AND LONGER LIVES  
**MOVEMBER FOUNDATION**

**WE WANT MEN TO LIVE  
HAPPIER, HEALTHIER,  
LONGER LIVES AND  
ARE COMMITTED TO  
ACHIEVING THIS  
THROUGH THE  
PROGRAMS WE FUND  
AND AWARENESS WE  
RAISE YEAR-ROUND**

**CHECK IN REGULARLY  
WITH FRIENDS & FAMILY**

It's all too easy to prioritize other aspects of your life but make sure you put effort into staying connected with friends – for your own benefit but also theirs too.

**MOVE**

The best thing you can do for your health is to stay active. How you MOVE is up to you. Whether it's a work out one day, a quick jog at lunchtime the next, an hour at the ping-pong table, or an epic bike ride, no MOVE is too big or small.

**TALK ABOUT THE BIG  
STUFF IN LIFE**

The break up of a relationship, loss of a job, financial trouble or becoming a father are big moments in a man's life that happen to many men. It's important to recognize the impact of these and know it's ok to talk about how you're coping with the change.

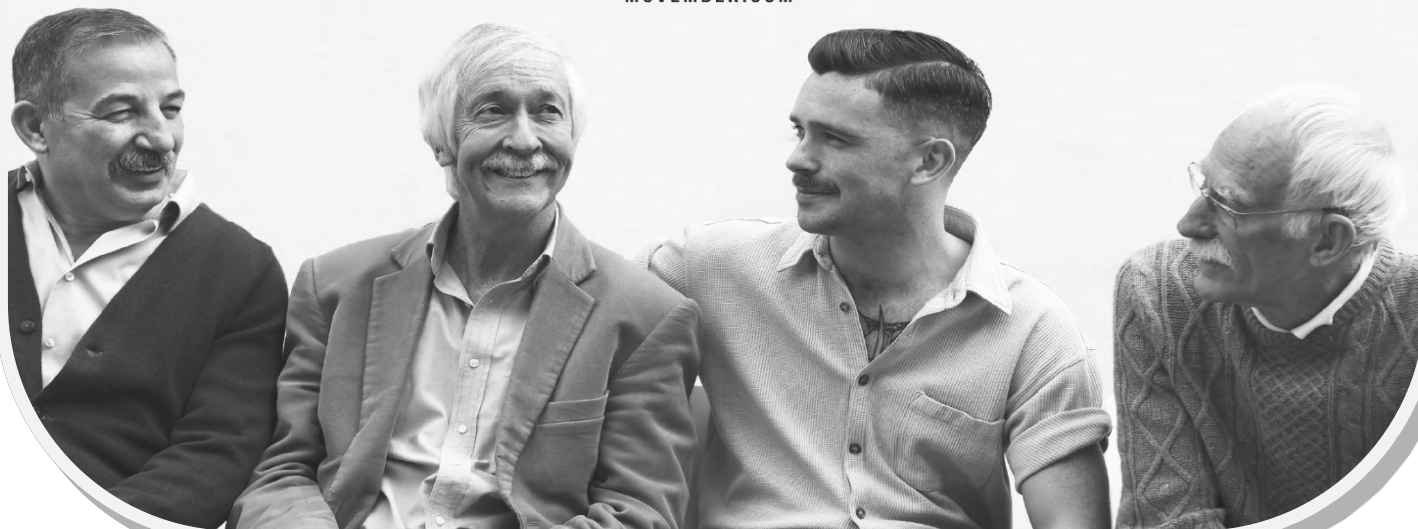
**KNOWLEDGE IS POWER**

Family history is one of the most powerful tools to understanding your health. Family history affects your level of risk for cancer, diabetes, heart disease and stroke, among other illnesses. It all starts with a conversation; talk to your family and take note of illnesses that a direct relative has experienced. Be sure to learn about relatives that are deceased as well.

**IF YOU NOTICE  
SOMETHING,  
DO SOMETHING**

You know your body better than anyone. If you notice something isn't feeling right, don't put it off and hope that it goes away, go to the Doctor and get it checked out. Early detection is the most important factor in treating the big issues.

JOIN THE MEN'S HEALTH MOVEMENT AT  
[MOVEMBER.COM](http://MOVEMBER.COM)



## Yoga - Upcoming

We would like to start a 4- 6 week yoga program rather quickly! These classes will be suitable for all ages and fitness levels and abilities. If you are interested please contact the Recreation Department ASAP with your name, phone number, email and the best day and times for you. As soon as we hear back from enough people we will schedule the class.



## Fitness Area

We would like to remind everyone to observe the fitness area rules when using the area. Please ensure that you...

- Put your own **weights** away after you use them
- **Clean** each machine after every use
- Be considerate and respectful of other fitness area users (do not use perfumes etc, listen to your **music on earphones**..especially if it is inappropriate, keep conversations at a respectful level)

## Gym Closure

Please note that in observance of Remembrance Day the community centre will be **closed Friday November 11<sup>th</sup>, 2016**. We will reopen for regular hours on Saturday November 12<sup>th</sup>, 2016.

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## Gymnasium information

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**Monday to Friday 8:30 am – 9:30 pm**

**Saturday/Sunday 10:00am – 5:00 pm**

### Contact Information

Gym Phone: 604.269.3464

Desk Line: 604.269.3451

Courtenay Gibson, Recreation Coordinator  
cgibson@musqueam.bc.ca/ 604.781.1470

Robyn Sparrow, Recreation Assistant  
rsparrow@musqueam.bc.ca

1<sup>ST</sup> Annual Musqueam Multi-Cultural

# Holiday Craft Fair    Nov 19-20 2016

Held by: Deanna M. Point (604) 219-8500

Email: [maavbrde@gmail.com](mailto:maavbrde@gmail.com)

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Where: Musqueam 51<sup>st</sup> Hall 6615    51<sup>st</sup> and Salish Drive

Time: 10:00 am to 7:00 pm both days

Vendors: 1 table is \$50 each day    only 22 tables available.

Limited spaces please let me know in advance if you need extra space and if you're bringing your own tables and chairs. There will be a cafeteria selling food there as well as 50/50's please no selling food or other 50/50s thank you.

Raffles are ok to have as long as it is drawn at the fair.



# *Musqueam Children's Christmas Party*

*Saturday December 10, 2016 @ 12:00pm*



## **It is that time of year again!**

Santa is working on his list – checking it twice, checking to see who is naughty or nice.

**Children: Newborn - 12yrs must attend to receive their gift,** so please complete the registration form on the back of this notice and return to the administration office by Thursday December 1, 2016 if your Child/ren will attend.

Santa and his helpers thank you in advance for your co-operation.



# Musqueam Children's Christmas Party

## Registration Form – Newborn to 12 years

A parent/Guardian must complete the section below and return or fax to the Musqueam Band Office.

**Child/children must be in attendance at party in order to receive gift.**

Phone: 604-263-3261 or Fax: 604-263-7212

Or email @ [mypoint@musqueam.bc.ca](mailto:mypoint@musqueam.bc.ca)

When: December 10, 2016

Time: 12:00pm

Where: 6777 Salish Drive (gymnasium)

Name of Child	Age	Gender m/f	Band No.	Date of Birth

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Name of Parent or Guardian  
(Please Print)

phone number

Please return to the Band Office a.s.a.p. **Deadline is Thursday December 1, 2016.** There is a box in the reception area for you to drop off your forms.  
Thank you.