



Water Use Advisory

Wednesday June 7th, 2023

ATTN:

Residents of Nicola Lake IR#1 and Douglas Lake IR#3 we are experiencing high water usage. Please minimize your use of water. If your house number is an even number water on even days. If your house number is an odd number water on odd days.

This voluntary advisory is meant to help conserve water for emergencies.

If you have any questions, please contact the Community Services Department. 250-350-3342

PLEASE JUMP ON THE APP AND ENTER TO WIN ONE OF TWO GIFTS. THERE WILL BE TWO WINNERS FOR A WHOLE BUNCH OF GIFT CARDS!! DRAW DATE JUNE 30, 2023.

tix^wm tə p'łqin

- Mushroom Gathering



Upper Nicola
Language Department

kn tix ^w m tə p'łqin.	I gathered some mushrooms.
kaʔkín akstix ^w m i? p'łqin?	Where do you gather mushrooms?
lut k ^w ikscúnǵ!	I'm not going to tell you!
k ^w inx p'łqin asctíx ^w ?	How many mushrooms did you gather?
ʔurǵkst isctíx ^w .	I gathered ten.
talí q ^w amq ^w amt !	Delicious!



Nsyilxcen Language Community Engagement Sessions



The Nsyilxcen Language Dept. is looking to invite the Upper Nicola community to come together and share your thoughts around community language revitalization efforts and moving forward together.

Mon. June 19 ZOOM 6:00pm-7:30pm

Tues. June 20 IN-PERSON 5:00pm-7:00pm

Location: The Meeting Place, spaʔmn

Mon. June 26 IN-PERSON 5:00pm-7:00pm

Location: The Meeting Place, spaʔmn

Tues. June 27 ZOOM 6:00pm-7:30pm

**DINNER PROVIDED
FOR IN-PERSON
SESSIONS**

Join Zoom Meeting
[https://us02web.zoom.us/j/
89930743011](https://us02web.zoom.us/j/89930743011)

Meeting ID: 899 3074 3011

DOOR PRIZES & HONOURIA

COME SHARE WITH US!

If you have any questions,
please email Justine
syilx2@uppernicola.com



ZOOM MEETING



Upper Nicola
Language Department



GUIDING QUESTIONS



Upper Nicola
Language Department

What does language revitalization mean to you?



What are some successes you see in our community around language revitalization?



What are some challenges around language revitalization?




What would you like to see in our community around language revitalization?



How can you support language revitalization efforts?



Where should the community prioritize our language revitalization efforts?



STATUS CARD APPOINTMENTS

will ONLY be available on
FRIDAY'S

If you need to update or
replace your Status Card,
you need to call
& book an appointment.

WALK-IN'S WILL
NO LONGER BE ACCEPTED

Please call Becky 250-378-5058





13 MOONS "TRAIN THE TRAINER" "BECOME A CULTURAL LEADER/FACILITATOR"

Details:

- **Become a Cultural Knowledge Keeper**
- **Discover your gifts**
- **Teach, Learn & Share Sessions**
- **Colors Workshop**
- **Cultural Activities**
- **Facilitation training**

When: July 4-7, 2023

Time: 9:00 am - 4:00 pm

Where: UNB Meeting Place/Pit house

For more information please contact:
Geneve McRae Email: ec@uppernicola.com
or Phone: (250)350-3342
Jeanette Alexander
Email: pespnicola@okangan.org or Phone:
(250)315-3844





ARE YOU COVERED?

Do you plan on traveling to the USA this Summer?

Summer will be here before we know it!
People will be traveling and enjoying
the warmer weather.

If you and your family are traveling to the USA
please remember to

GET HEALTH INSURANCE BEFORE YOU GO

The average cost of an ER visit in the USA is \$2,200

The average overnight Hospital stay in the USA is \$2,873 - \$3,726

First Nations Health Authority/ Blue Cross will NOT cover the cost

UPPER NICOLA BAND MEMBERS

LETS GET ACTIVE ON THE LAND



Medicine Mondays

Join us every Monday as we will be harvesting and preserving plants and medicines throughout the year.



Workout Wednesdays

We will meet every Wednesday to train and get ready for the UNB and ONA Unity Runs.



Fish Fridays

Join us on Fridays as we begin to prepare to harvest fish at the high level lakes this spring. Activities include gill net making / repair, fishing and preserving.

**ACTIVITIES WILL
BEGIN APRIL 24TH**

**FOR MORE INFORMATION
CONTACT BUZZ MANUEL**

C: 250-315-3457

E: EVENT.COORDINATOR@UPPERNICOLA.COM





UPPER NICOLA BAND

Recognition Awards

**K to grade 12 , Post Secondary &
High School Graduates**

**Where : N'Kwala School Gym
Date: Monday, June 26, 2023**

**Time: 5:30 pm – Dinner
Guest Speaker
Awards Presentation**

EVERYONE INVITED

**CONGRADULATIONS TO
PARENTS & GUARDIANS**

**DOOR PRIZES
GIFT CARDS**

PENNASK LAKE FATHER'S DAY FISHING DERBY!



Donation of a Gift Certificate or prize appreciated!

JUNE 16th, 17th and 18th, 2023

Men's Fishing Derby Prize	Tweenie Fishing Derby Prize
Women's Fishing Derby Prize	Kid's Fishing Derby Prize
Teen's Fishing Derby Prize	Toddler Fishing Derby Prize

NO DOGS
LIFE JACKETS MANDATORY



Job Posting UNB Human Resources Manager

The Upper Nicola Band (UNB) is inviting applications for an exciting new position of Human Resources Manager. Reporting to the Band Administrator, the Human Resources Manager will develop, build and manage the human resources function for the band which currently has approximately 80 employees. As part of the senior management team, and to support the strategic priorities of the Band, the HR Manager will:

- Provide expert advice and consultation on a full range of human resource matters to the Band Administrator, staff and Chief and Council.
- Assume primary responsibility for corporate policy, legislative compliance, risk management and standards development in the human resources function.

Duties and Responsibilities:

Provide a full range of generalist human resources services i.e.;

- Human Resources Strategy, Planning and Policy Development
- Professional Practice
- Recruitment and Retention
- Total Rewards
- Health, Wellness and Workplace Safety
- Learning and Development
- Workforce Planning and Talent Management
- Employment Relations
- Human Resources Metrics
- Capacity development within the community.

Skills, Qualifications and Experience:

- Certified Human Resources Professional (CHRP) designation is desirable.
- Bachelor's degree in Human Resources or Human Resource Management Diploma (or Commerce or Business Administration with a major in Human Resources Management).
- Minimum of 5 years related HR experience, preferably within an Indigenous environment.
- Experience in management and supervisory principles, organizational theory, job design and evaluation, total compensation, recruitment and retention, employee relations, performance management and health and safety.
- A sound understanding of legislation and regulations governing human resources practice including: Canada Labour Code, BC Employment Standards; the Human Rights Code; the Pay Equity Act; the Labour Relations Act; Workman's Compensation Act; Occupational Health and Safety Act; Employment Insurance; pension legislation; the Canada Pension Plan; the Income Tax Act
- Demonstrated project management, organizational, analytical, presentation, interpersonal, oral and written communication, and computer skills.

Total Compensation: in alignment with the current UNB's wage grid and benefits package.

Please send résumé and cover letter by DATE via e-mail to:

Human Resources - Upper Nicola Band - General Delivery, Douglas Lake, BC V0E 1S0

hr@uppernicola.com

UNB wishes to thank all applicants, but only those selected for an interview will be contacted.

General Delivery, Douglas Lake, BC V0E 1S0

T 250.350.3342

www.uppernicola.com



Job Posting

Position: Payroll Clerk

Department: Administration

Department Term: Permanent Full Time – 35 hours per week

Start date: ASAP (or until position is filled)

Wage: Commensurate with experience, as per salary range for Grade 4 level employee in UNB Personnel Policy

Reports to: Chief Finance Officer

Role: To ensure the Payroll and associated functions are provided in compliance with the Upper Nicola Financial Administration Law, Personnel Policies and Procedures, and Federal Labour Code legislation.

Key Responsibilities (main points)

- Process all timesheets and conduct payroll functions for all staff (using direct deposit and/or cheque). Reconcile payroll accounts to the general ledger; ensure coding is correct.
- Create new employees into the payroll system.
- Maintain electronic records of employees' attendance, leave and absence and calculate benefits are needed.
- Process documents for employment insurance (ROEs), and prepare other government documentation and remittances such as WCB, GST, and source deductions.
- Undertake payroll filing and provide assistance to staff and managers of payroll matters.
- Ensure hard copies of payroll records are filed in a confidential and secure manner.
- Assist Account Payables to process payment for all expenses, honoraria for staff, Chief and Council and community members.
- Comply with all applicable legislation, and UNB Policies and procedures including the Financial Administration Law.
- Provide support to other members of the Finance Team.

Qualifications/Experience:

- Grade 12 education required.
- Completion of a bookkeeping or payroll course is required.
- A minimum of two years' experience in a payroll function is preferred.
- Reliable vehicle. Valid BC Driver's License

Knowledge/skills/abilities

- Must be familiar with the use of Xyntax Software or be willing to learn.
- Must be willing to undertake training and refresher courses as required.
- Knowledge of general accounting procedures and proficient in data entry.
- Good verbal and written communication skills, Good interpersonal skills.
- Good organizational skills to achieve desired results.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability and dependability. Self-motivated and an ability to work independently and within a team environment.
- Flexibility is a must to adapt to changing work priorities.

Other: Criminal Record Check – An acceptable criminal record check is required.

Send cover letter and resume by via hand delivery, mail, or e-mail, to:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.



Job Posting Director of Community Services

The Upper Nicola Band (UNB) is inviting applications for an exciting new position of Director of Community Services.

The Director of Community Services is responsible for managing and supervising positions under the authority of the Upper Nicola Band Community Services (Capital Works, Operations and Maintenance and Housing).

Duties and Responsibilities:

The Director of Community Services is responsible for the overall day-to-day management, administration, and delivery of UNB's Capital Works (O&M) and Housing programs and services, within approved budgets, to ensure the capital works and housing needs of members are met in a responsible, efficient, and fair manner.

The Manager provides direction and supervision to the Community Services Department staff to ensure all planned programs and services of the department are delivered in accordance with (i) UNB Personnel Policies, Financial Administration Law, policies, and regulations and (ii) the program policies and regulations of AANDC.

This position is responsible for the oversight of building management, operation, and maintenance of the UNB's infrastructure systems, band owned buildings, housing, and other physical assets, and, in conjunction with other managers, the development of UNB capital assets. This position requires close working relationships with all departments, in particular, Lands and Administration.

In fulfilling the job purposes, the Director maintains internal relationships with all departments, in particular lands and economic development, and external relationships with Federal and Provincial governments including the Nicola Tribal Association (NTA), Okanagan Nation Alliance (ONA) and Aboriginal Affairs Northern Development Canada (AANDC), and Highways.

Skills, Qualifications and Experience:

A degree in Business Management, supplemented by a Trades certificate or equivalent is required.

Certified Professional Level in areas such as: Project Management, Housing Projects/Construction, Business, Urban Planning, Land Management, Environmental management, or related field is required.

A minimum of 5 years of Management and Public Administration experience including managing projects and resources, or equivalent is required.

A Safe Water Operations certification is required.

Personal Attributes:

The Director of Community Services position maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: integrity, respect, trust, honesty, patience, ethics, and accountability.

Other:

Valid Class 5 driving license and access to a reliable vehicle required.

Total Compensation: in alignment with the current UNB's wage grid and benefits package.

Please send résumé and cover letter by June 6, 2022, via e-mail to:

Human Resources - Upper Nicola Band - General Delivery, Douglas Lake, BC V0E 1S0

hr@uppernicola.com

UNB wishes to thank all applicants, but only those selected for an interview will be contacted.



Job Posting

Position: Heat Start Custodian

Term: 25 hours per week

Start date: Open until Filled.

Wage: Commensurate with experience, as per salary range for Grade 2 level in UNB Personnel Policy (\$16.75-\$21/hour).

Reports to: Head Start Manager

Scope: This position is responsible for performing custodian duties for the Upper Nicola Band Head Start Building and related areas in accordance with established schedules and procedures and using approved cleaning supplies, to maintain clean and safe buildings.

Key Responsibilities:

- Follow the appropriate schedule for the assigned building.
- Use the appropriate cleaning materials, supplies, tools, and equipment.
- Ensure proper labelling, dilution and use of all chemicals. Provide safe transportation of supplies to various sites, as required. Clean and provide minor maintenance on cleaning equipment such as utility carts and vacuums. Make recommendations for repair and improvements to buildings and equipment.
- Order cleaning supplies as necessary & requisition supplies, equipment, tools, and materials as needed.
- Be aware of and implement requirements of the First Nations Health Authority Environmental Health Officer as they apply to custodian duties.
- Comply with all applicable legislation and UNB policies and procedures.
- Check areas for signs of break-in or damage and report concerns to the assigned Department Manager; set alarms. Discuss with the Departmental Manager any areas of concern (such as inability to clean any area).
- Any other appropriate duties as assigned by the Director of Community Services or assigned Departmental Manager.

Qualifications/Experience/Knowledge/Skills/Abilities

- High School Diploma or GED
- 1-2 years previous janitorial experience is preferred.
- WHMIS Certification is preferred.
- Knowledge of appropriate use of various cleaning, sanitizing, stripping, and waxing compounds, occupational hazards, safety rules, regulations, of building and property security procedures.
- Knowledge of MSDS is preferred.
- Ability to schedule work and meet deadlines with little or no supervision.
- Ability to use appropriate techniques to move up to 50 lbs.
- Ability to deal with staff and visitors in a professional manner.
- Ability to maintain confidentiality and integrity.
- Ability to respond to emergencies.
- Knowledge of syilx history and culture is an asset.

SUMMER STUDENT

Employment Opportunities 2023

Upper Nicola Band has FOUR POST SECONDARY & HIGH SCHOOL STUDENT job opportunities. The position are as follows:

<u>(POST SECONDARY & HIGH SCHOOL Positions Available)</u>	
Wage: Dependant upon Position	
High School Students! Start Date: July 2, 2023 End Date: 25 August 2023	Post Secondary student! Start Date: ASAP! End Date: 25 August 2023

Youth Worker/Labourer – Maintenance - Reporting to the UNB Director of Community Services; the Youth Worker/Labourer will assist with the UNB Summer Day Camps. The Youth Worker/Labourer will supervise groups of youth in a safe manner, monitoring interactions and behaviours and will also be responsible for assisting the 5 Stations within the Day Camps. These individuals will also be required to help the UNB Operations Department with assigned labourer duties which could include lawn maintenance, cleaning up worksites, assisting tradespeople on-site, handle and transport materials and equipment and using power tools and machinery when needed. Other duties as assigned. All safety protocols i.e.: face masks, social distancing, and hand washing, are being observed.

Day Camp Leaders/ Beautification - The Camp Leaders will assist with planning and implementing daily activities for a group of 30 students ages 8 - 17 years old, at Glimpse Lake from July 4, to July 22, 2022. Camp Leaders will maintain leadership, relationship skills with their peer co-workers and our youth and stays alert to potential safety to all Day campers. The leaders will be working in larger groups activities, learn, lead & engage our youth in cultural and traditional activities. There will be educational workshop such as Health and Nutrition - Cooking, and basic life skill class.

Office Assistant - Perform the duties the skills for Office Assistant. Assists the with Department in organizing and managing the Office support systems of the Managers in a manner that maximizes effectiveness and efficiencies. Implements and maintains a confidential records-management/filing system that: enables expedient retrieval of organizational documents, records, and reports. Maintains of office calendar to tack and coordinate meetings, work demands and critical deadlines. Performs general clerical duties including photocopy, A/Ps, notices, and mailing. as well as responses to correspondence received, for approval by supervisor.

Qualifications: Proven leadership skills: strong written and verbal communication skills, reliable transportation and/or, strong time management, organizations skills, and must be returning to High School or Post-Secondary School September 2022 – 2023

Summer Student Assistant -Documenting all Band Council Resolutions and Chief and Council Motions into a master spreadsheet. Organizing all Band Council Resolutions into their proper files destroying duplicates unless signed. Scanning and digitizing all Chief and Council documentation, ensuring all documents are in order and Signed Band Council Resolutions are included in the relevant documentation. Organizing all general Band Meeting minutes, digitizing, and archiving.

Aid with organization with the Upper Nicola Annual General Assembly.

Organizing and archiving documents in Chief and Council office, ensuring relevant documents remain in office, and archiving remainder as needed. Other duties as assigned.

Please send current resume and cover letter to:

Upper Nicola Band, HR Manager, General Delivery, Douglas Lake, BC, V0E 1S0

Apply either in person, or by email: hr@uppernicola.com

Deadline to apply: Open until filled.

Rec Policy

Every fiscal year each band member is eligible for up to \$300 reimbursement for the purchase of recreational items. These items are to keep you active & away from screens.

For a form package please contact Diana Boston
communications@uppernicola.com or
250-315-5030

Contact Us

Upper Nicola Band

Visit us on the web at www.uppernicola.com

General Delivery
Douglas Lake, BC V0E 1S0

T: (250) 350-3342
F: (250) 350-3311



<https://www.facebook.com/uppernicola>

Visit our Facebook page for the latest news from the Community and notifications from Upper Nicola staff.