



POSTPONED!

GENERAL BAND HYBRID MEETING

Wednesday, October 1, 2025.

5:00pm Dinner at N’Kwala Gym

6:00pm at N’Kwala School Gym Via Zoom.

Join The Zoom Meeting at:

Join Zoom Meeting

<https://us02web.zoom.us/j/83172157546?pwd=UStK6Cin11vlfUCJNnPUeqogYQxp1e.1>

Meeting ID: 831 7215 7546

Passcode: 840714

Agenda:

1. Adoption of the Agenda
2. Review and Approval of the June 25, 2025, GBM Meeting Minutes
3. RCMP Letter of Expectation with UNB
4. UNB Custom Election regulation Proposed Amendment.

IMPORTANT NOTICE- This meeting will be recorded for note taking purposes only and will not be shared for any purpose.

Our North Star Vision for community safety is: Because our safety is grounded in culture, community members of all ages are safe in their homes, when we gather, in all the ways we communicate, and all the places we travel.

All Band Meetings are a safe space for all membership and visitors; therefore, all in attendance must be respectful.

Any abusive language, belligerence, or non-respectful actions will result in members being ejected from the Band Meetings.

UPPER NICOLA BAND

Call out for On-call Firewood Harvesters

Send your letter of interest
to Praharshi at:
hr@uppernicola.com

Must have Valid Class
5 Drivers License and Chainsaw
Safety training.

Rate of pay will be based on
numerous factors

Please call Emily at 250-378-5058
if you have any questions





Earth-Based Solutions for Indigenous Housing in Canada

Invitation to Participate in Community En'owkinwix[™] Sessions

What are the En'owkinwix[™] Sessions about?

We are asking Upper Nicola Band Members about their insights on housing as it relates to community wellness, security, and cultural expression and practice.

❖ **Session 1: Tmxwulaxw as Our Home**

This workshop, held on September 13th, explored the relationship between people, their homes, and the land, focusing on the use of earth-based materials for construction. We delved into how these materials connect us to our environment, honor our cultural heritage, and promote sustainability. We examined how housing contributes to the spiritual, mental, emotional, and physical well-being of Upper Nicola Band members.

❖ **Session 2: Our Homes, Our Health**

This workshop will explore how housing functionality and performance contribute to individual and community health, with a focus on sustaining traditional knowledge for future generations.

Facilitated by Clare Paul, with assistance from UBC students Danilo Caron, and Noah Kaiser.

When and where will the sessions be conducted?

The September 20th En'owkinwix[™] was postponed and is rescheduled for **October 15th at the N'kwala Gym from 5-7pm**. We will start the session with a meal.

Tentative agenda

- Opening prayer, session Overview, review consent forms & protocols
- Discussion 1
- Break
- Discussion 2
- Dinner
- Closing Prayer

Link to registration

To assist us in planning the venue, food, and refreshments, please visit the link to indicate your interest in attending; or you can also contact Clare or Danilo. While this is not necessary, it will help ensure the space will hold us and that we have enough food. Should anything change, we can also notify attendees if they provide their contact information. The consent form will be accessible on the registration page and copies will be available in-person.

Link: https://ubc.ca1.qualtrics.com/jfe/form/SV_3r8vDACIFxm1Cgm



What is the purpose?

The sessions are a small part of a study on Earth-Based Solutions for Indigenous Housing in Canada, that will examine housing through the Syilx worldview that considers *housing more holistically*, including physical, mental, emotional, and spiritual aspects of housing and *housing in relation to the land*. This study is informed by both a review of existing earth-based construction processes, design standards, and building codes from around the world and community-based activities done with members and staff of the UNB.

The long-term objective is to enable the use of alternative construction methods and promote more culturally relevant housing for Indigenous communities.

The research has been co-developed by the University of British Columbia (UBC) research team, including Primary Investigator Dr. Lisa Tobber, Dr. Sheryl Staub-French, Mr. Danilo Caron, and Mr. Noah Kaiser, and UNB community member Clarine Paul, with input from UNB Housing and Stewardship Departments.

What to expect during the En'owkinwix™

A consent form will be reviewed by the facilitator, any questions answered, and signed or oral consent provided prior to engagement. The En'owkinwix™ sessions will be audio recorded for the purposes of transcription, which will be shared with participants to review and provide corrections or clarifications; then be added to the UNB Community Knowledge Keepers database, as outlined in the consent form (linked to in the registration page). If anyone would like to attend, but not consent to participating in the study, the research team will delete contributions made in the transcription and audio file.

How is the research team sharing back what we learn?

Firstly, the findings of the study will be shared through a report and presentation to UNB leadership and staff. Then, the findings will also be shared with the UNB community through a YouTube vignette, the UNB podcast, and in a summary included in the community newsletter and posted to UNB social media.

If you have any questions about the study, please contact Danilo Caron at danilo.caron@ubc.ca or at 250 571 4103; or Clare Paul at seclare@gmail.com or at 250-280-4757.

CALL FOR

UPPER NICOLA BAND FAMILIES

BOSTON ARCHACHAN LINDLEY
JACK MOON/GARCIA MICHEL
McRAE CHARTERS ALEXANDER STEWART
SADDLEMAN COUTLEE PAUL MANUEL
HOLMES MARSHALL McCAULEY STEWART
SHEENA CHILLIHITZIA NED
TOM
SAUL/MCLEOD



As part of the 2025-26 budget, and to work towards implementation of our Strategic Plan to empower members - UNB will support with \$2,000.00 for Family Reunions/Gatherings.

Each one of our main families can make one application.

Come together - work on family trees, socialize, bond, tell stories, enjoy a meal together.

CRITERIA:

- ✓ UNB will not support purchase of drugs or alcohol
- ✓ Budget must be submitted
- ✓ Submission of receipts

Information for Application should include the following:

- ✓ Family Name
- ✓ Name for Payment
- ✓ Date of Family Reunion/Gathering
- ✓ Location
- ✓ Budget



Application and receipts are to be submitted before **March 31, 2026.**

Applications can be sent to and/or for more information contact:

Director of Our Relations - Debra Manuel - dor@uppernicola.com

Kwu'stemtima? Assistant - Sylvester Cohen - kwustem.assist@uppernicola.com

WE WANT

YOUR

FEEDBACK

**FEEDBACK
FORM**



Scan here to
complete the form

N'kwala School is seeking feedback from parents/ guardians on how they can best meet the needs of your child(ren).

You can also provide feedback by email anytime, to Travis Klak, Principal, N'kwala School: nk.principal@uppernicola.com

***Are you interested
in learning the
nsyilxcn language ?***



**UNB Nsyilxcn department
has some unique
opportunities coming up.**

**We are starting an Immersion
Language House**

**We will be looking to hire
Immersion Teachers
&**

Dedicated Learners

GET PAID TO LEARN AND WORK IN THE LANGUAGE

Keep an eye out for upcoming Job postings



**Upper Nicola
Language Department**



way' Upper Nicola Band Members

At the October 25, 2023, General Band Meeting, the following motion was passed:

It was moved and seconded to appoint the following people to the Tribunal Committee:

1. Elder (65+years): Cindy Tom Lindley
 2. Woman: Emily Payout
 3. Man: Ernie Ducharme
 4. UNB member with a basic understanding of Syilx Language;
Maynard McRae Jr
 5. Person: Diana Boston
- On January 20, 2025, Emily Payout resigned her position as Tribunal Committee Member.
 - On January 29, 2025, Cindy Tom-Lindley resigned her position as Tribunal Committee Member.

As a result of the resignation, there are two Tribunal Committee positions vacant.

We are in search of two UNB members that is interested in serving on the Tribunal Committee: Elder (65+years), and person at large, with option, at least one person younger than twenty-five(25) years of age.

To apply please contact Jamilynn Viviers, Governance Executive:

Email: gov.executive@uppernicola.com

Phone: 250 350 3342

NOW OPEN FOR 2025/2026

N'KWALA SCHOOL REGISTRATION

YOUR KIDS DESERVE, THE BEST EDUCATION!

250-350-3370
 nkwala@uppernicola.com
 9410 N'kwala Road,
 Douglas Lake, BC, V0E 1S0

Our Program Includes:
 K - 12 program, Individualized learning, excellent student to teacher ratio, 1:1 support, nsyilxcan (Okanagan) language & on the land experiences. Open to all students. Busing for Merritt & Lower Nicola area. Breakfast & lunch program. School supplies provided. Ministry of Education accredited.

Find a Health Care Provider in Merritt

With humility, we acknowledge that the practice of family medicine will take place on the unceded, traditional, and ancestral territories of the Syilx and Nlaka'pamux peoples

New Patients

A confidential patient waitlist is now available to connect local residents to a family physician or nurse practitioner providing primary health care in Merritt

Health Connect Registry

Register online at www.healthlinkbc.ca/health-connect-registry or call 8-1-1
 You will need to provide:
 Personal Health Number, phone number, email and home address with postal code

Eligible Patients

Register yourself, family members, and/or persons in your care if each person resides within the Merritt local health area

Ineligible Patients

Persons who already have a family doctor or nurse practitioner in Merritt
OR do not currently live in the Merritt area
OR do not have a personal health number*
 *PHN is found on the BC Services Card

What Happens Next

You will be contacted as soon as a provider has capacity to accept you as a patient. We are not able to provide an estimated timeline or any indication of your position on the list but it is expected to take some time and your patience is appreciated.

Health Care Help

HealthlinkBC.ca: 8-1-1
 Urgent Care Clinic - Kamloops: 250-314-2256
 Pharmacists: can renew certain prescriptions
 PathwaysBC.ca: community health resources
 Virtual Doctor of the Day - First Nations
 Health Authority: 1-855-344-3800

The Health Connect Registry is a provincial initiative of British Columbia's Ministry of Health, administered in this community by the Rural and Remote Division of Family Practice. Recruitment of new family physicians and nurse practitioners is an ongoing priority and registration also helps us to better understand how many primary care providers are needed so we can plan and advocate appropriately. While the goal is to connect every registrant to a primary care provider, it is not a guarantee. Please call 8-1-1 to make any changes to your registration.

SALMON WARRIORS Fall Gathering 2025

October 15-19, 2025 | Penticton BC

*Open to Syilx Okanagan, Secwépemc, and Ktunaxa Nation young adults ages 19-29 years

INVITATION TO JOIN the 4th Annual Salmon Warrior Gathering open to Syilx Okanagan, Secwépemc, and Ktunaxa young adults, ages 19-29. We will learn to blend Indigenous and western knowledge, while assisting the ONA Salmon Broodstock Crew in the Okanagan River, and at the Kl'páak stírn Hatchery in Penticton. Mark your calendars as you will not want to miss this amazing event! Hosted by the Bringing the Salmon Home Initiative, in collaboration with the Okanagan Nation Alliance Fisheries Dept. and the Kl'páak stírn Hatchery. We are enacting our sacred duty returning salmon to their rightful home in the upper Columbia region.

✓ Walking Land Tour with Erlokwie
 ✓ Hands-on Technical Work with Salmon Broodstock & Hatchery
 ✓ Indigenous Cultural Knowledge
 ✓ Rights and Responsibilities: We are Salmon People of the Columbia River
 ✓ Honorariums, Mileage, Accommodations and Meals Provided
 ✓ Waivers and Boats Provided

OCTOBER 15-19, 2025
 CHECK IN: 3 PM Wed. Oct. 15
 CHECK OUT: 11 AM Sun. Oct. 19

ACCOMMODATIONS
 Balcome, a Ramada by Wyndham
 1050 ECKHARDT AVE W,
 PENTICTON, BC

LEARN NEW SKILLS

- PERSONAL: Confidence, Work Ethic, Time Management, Self Awareness
- ENGAGEMENT: Communication, Listening, Relationship Building
- FISHERIES: River & Fish Biology, Hatchery Operations
- CULTURAL: Land Tour, Story/Language, Traditional Ecological Knowledge

SCAN QR CODE TO APPLY NOW! Application deadline Sept. 15, 2025
 Contact your Tri-Nation Outreach & Engagement Organizers:
 Syilx Okanagan: billiejeangabriel@outlook.com
 Ktunaxa: clifford.dorion@ktunaxa.org
 Secwépemc: ort@ehuswapnaton.org
 ColumbiaRiverSalmon.ca

April 1, 2025 to March 31, 2026 Recreational Funding for UNB members.

Upper Nicola

To be eligible

- Each UN member who is eligible and approved will be allotted up to the amount of three hundred dollars (\$300.00), maximum yearly amount.
- Receipts need to be dated between April 1, 2025 to March 31, 2026

Eligible Activities:

Any recreational activity that includes sports fees and equipment, gym fees and equipment, outdoor activities, equipment, ect

You are also able to submit for traditional supplies you may be buy to do: bead work, Hide tanning, fishing/ hunting and canning

You can submit your applications to:
Thelma Chillihitzia officemanager@uppernicola.com



N'kwala School – Parents Club

Friday, September 19, 2025

Hello N'kwala Parents/Guardians and UNB Members,

The First Nations Education Steering Committee (FNESC) is currently providing support to schools who are interested in creating a parents club. This initiative is intended to help achieve the club's goal of supporting First Nations parents and the important role they play in the education of their children. The term "parents" intends to be inclusive of grandparents, family members, and other caregivers who contribute to the lives of First Nations children. Funding is provided to support this. The grant can be used to support activities such as in-person and virtual parent gatherings, guest speakers for parent workshops, and books/games/resources to encourage parental involvement and learning. This parents club can provide a wide range of support to our students. Some activities that can be part of this club include:

Activities to bring parents and schools closer together, such as:

- Hosting parent luncheons or evening events in schools, with guest speakers or other learning activities, possibly including participation from children, parents, teachers and Elders.
- Providing supports to promote parent participation in school activities, such as childcare assistance, meals, refreshments, transportation to the school, etc.
- Sponsoring workshops or sessions with the school to share information about to help children with homework / home learning activities.
- Organizing family board game nights, or family recreation activities, or family arts and crafts nights, etc. held at the school.
- Efforts to promote parent volunteerism in schools, possibly including funding criminal record checks, or training for parents, or prizes/gifts to recognize volunteers.
- Purchasing books of interest to parents to locate in the school.
- Setting up a space for parents to visit in the school, possibly with refreshments and scheduled opportunities to "meet and greet," such as "coffee and cookie with the principal," or "coffee and muffins with other parents," or "meet the special education teachers," etc.
- Hosting of graduation celebrations and sending certificates from the Parents Club to graduates.
- Organizing parents and grandparents to read one-on-one with children in classrooms.
- Other relevant activities.

Activities to help parents support their children to be successful in school, such as:

- Delivering kits for home-based science / art / baking projects to families.
- Sharing strategies for student success through community and club networking/exchanges.
- Taking children and their parents on field trips to universities, science centres, or career fairs to promote career and education planning (or sharing information about virtual tours).
- Inviting guest speakers on education topics, e.g. students with disabilities or diverse abilities.

- Sharing resources to support parents in addressing challenges with the school, such as racism, bullying, temporary suspensions, expulsions, etc. Activities to strengthen First Nations cultural learning, such as:
- Inviting a First Nation community leader, author, or artist to lead a workshop with families. • Offering workshops on topics such as learning on the land, virtual storytelling, etc.
- Supporting language activities for students and families.
- Holding an art or photo contest.

Activities to support parents to be school leaders, such as:

- Holding regular meetings to discuss education topics and concerns.
- Organizing opportunities for parents to get involved in school decision-making.
- Providing training for parents to be coaches (e.g. coaching certification for Basketball BC).
- Providing leadership training to support parents being advocates.

Activities to promote family health, such as:

- Inviting guest speakers to speak on healthy living topics.
- Supporting a community kitchen.
- Holding workshops focused on healthy foods and cooking, skills such as canning, etc.
- Organizing outdoor learning activities with families, such as family hikes.

Activities to celebrate and support family togetherness, such as:

- Organizing family photo sessions.
- Using Kahoot (a free game-based learning platform) to hold a quiz night online (where you can make your own quiz or use the ones already available).
- Hosting evenings for scrapbooking, baking and learning new crafts.
- Promoting parent/student bonding through recreation events.

Activities to promote improved attendance, such as:

- Hosting workshops on the importance of school attendance, using the Attendance Toolkit • Sharing information about current guidelines for when students should stay home for illness and when they are well enough to go to school – a particularly significant issue now. • Working with the school to involve parents in reviewing attendance policies to ensure they are relevant, feasible and well understood.
- Organizing incentive programs to promote attendance (see the Attendance Toolkit for ideas related to incentive raffles for families)
- Preparing and sharing materials to encourage parents to promote regular attendance.

If you would like to lead, or become a member of a parents club for N'kwala School, please let me know and I'd be happy to get that process started.

Please reach out to me at any time if you have any questions or concerns:

School phone: (250) 350-3370

Email: nk.principal@uppernicola.com

Respectfully,

Travis Klak, Principal, N'kwala School



Job Posting

Position: Grant Writer

Department: Administration

Start date: Open Until Filled

Wage: Grade 5 (\$25.00 - \$30.00 per hour)

Hours of Work : 32-40hrs per week

Reports to: Band Administrator

Role:

The Grant Writer is responsible for researching, developing, reviewing, and editing grant proposals to support the Upper Nicola Band's programs and initiatives. This role requires strong research skills, excellent writing abilities, and the capacity to liaise between the Band and funding agencies. The Grant Writer will contribute to identifying new funding opportunities and help ensure successful submission of grant applications.

Key Responsibilities:

- Research and review potential funding sources from government, foundations, and corporations.
- Develop and write grant proposals, ensuring clarity, accuracy, and compliance with funder requirements.
- Coordinate interdepartmental meetings to identify and prioritize funding needs.
- Edit grant proposals for accuracy and quality before submission.
- Provide timely updates and advice on funding opportunities and the application process.
- Establish and maintain relationships with external funding agencies.
- Track and report on the status of grant applications, including preparing quarterly or annual reports for funding agencies.
- Maintain confidentiality of financial records and grant materials.
- Ensure compliance with all funding requirements and regulations.
- Perform other duties as required.

Qualifications/Experience:

- Bachelor's Degree in English, Communications, or a related field (preferred).
- 1-3 years of experience in grant writing or a similar role.
- Previous experience in a government agency is preferred.
- Valid Driver's License required.
- Strong knowledge of the grant application process and fundraising strategies.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to work under pressure to meet deadlines.
- Ability to develop strategic plans and provide documentation to support grant requirements.

Required Knowledge, Skills and Abilities:

- Knowledge of public and private funding sources, proposal development, and compliance requirements.
- Experience with basic budgeting and financial concepts.
- Strong problem-solving skills and critical thinking.
- Ability to adapt in a fast-paced environment and manage multiple priorities.
- Ability to work both independently and as part of a team.
- High level of discretion in handling sensitive information.

hr@uppernicola.com

Job Posting

Position: Nsyilxcen Language Apprentice (6 positions)

Department: Nsyilxcen Language Department

Department Term: Permanent Full-Time

Wage: \$25 /hr

Hours: 32 hrs per week

Term: October 2025 – August 2027

Reports to: Nsyilxcen Language Manager

Role:

The Nsyilxcen Language Apprentice will be expected to actively engage in daily learning and speaking the nsyilxcen language. They will work through a designed language and culture curriculum. The objective of this role is to become an Advanced level Nsyilxcen speaker with a strong cultural knowledge base; with the future intention of engaging in a career in Language Revitalization efforts.

The UNB Nsyilxcen Language House is a newly developed program. Nsyilxcen Learners play a vital role in UNB's Nsyilxcen language revitalization efforts.

Key Responsibilities:

- Participate in daily immersion instruction
- Complete any work designated by the instructors, including written and speaking work
- Meet specific learning milestones
- Participate and maintain a safe, trauma-informed learning environment
- Participate in an immersive environment that encourages daily language use and fluency development at the learning level
- Engage and participate in cultural events
- Cooperate in the planning and celebrating the milestone successes of the cohort
- Other duties that support the UNB Nsyilxcen Program with Nsyilxcen resource development, program planning, and other actions which align with the UNB Nsyilxcen Operational Plan

Qualifications/Experience:

- No prior language and culture experience required
- Ability to travel daily to the Language House located in spaḥmn (Douglas Lake)
- Priority will be given to Upper Nicola Band members

Required Knowledge, Skills and Abilities:

- Adaptability
- Proficient attendance
- Effective communication skills
- Willingness to put the work in
- Passion for language revitalization and immersive strategies

Send cover letter and resume by via hand delivery, mail, or e-mail, to on or before October 10, 2025:

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

Position: Early Childhood Educator
Department: UNB Daycare/Headstart
Term: Permanent Full Time
Start date: ASAP (or until position is filled)

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

Reports to: Daycare/Headstart Manager

Role:

The Early Childhood Educator provides education and development services to children aged 0-5. The Early Childhood Educator works specifically in the UNB Daycare/Headstart.

Key Responsibilities:

- Develops and provides excellent curriculum-based programming for the children that promotes Syilx Okanagan culture and language, school readiness, health & nutrition, and social support.
- Keeps records as pertinent to the program i.e., Attendance, Incidence, Fire Drill, etc.
- Follows policies and procedures as outlined by the Ministry in accordance with licensing policies and UNB policies.
- Prepares and provides nutritious snacks for the children.
- Promotes health and hygiene, to prevent the spread of illness, by following best practices for hand washing, diapering, food preparation and by implementing regular cleaning routines (sanitization of toys, kitchen, and other surfaces).
- Keeps a neat and organized work environment.
- Meets and greets parents and guests in a professional manner.
- Communicates with the parent and provides written and oral communication regarding all incidents both positive and negative. Updates professional qualifications in a timely manner.
- Enhances personal skills as part of professional development. Administers assessments (ex. Ages and stages).
- Performs all duties and responsibilities in accordance with the UNB policies, standards, and procedures, and as directed by the UNB Headstart Manager.

Qualifications/Experience:

- BC Early Childhood Educator License or pursuing
- Valid First Aid with CPR Level B
- Valid Driver's License and acceptable driving record
- Valid Food Safe Certificate (preferred)
- Acceptable Criminal Record Check (with Vulnerable Sector Search)
- Minimum 2 years Early Childhood Educator experience (preferred)
- TB Screen is required annually

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

Human Resources

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

Tel: 250 350-3342

hr@uppernicola.com

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



Upper Nicola

July 3, 2024

CALL FOR ONE MEMBER

UNB Housing Society Board of Directors

On November 22, 2018, UNB received conditional approval for a 26-unit housing development via the BC Housing, Building BC Indigenous Housing Fund. The new homes are being constructed on Lot 142 (previously known as Lot 7), IR 3 Douglas Lake Road, approximately 3kms East of Band Office.

Chief and Council passed a motion at the January 14, 2019, Council to form Housing Society to be responsible for new housing development on Site 7, IR 3 that require arms-length relationship to shield liability of Upper Nicola Band.

The Board of Directors will consist of 5 members that will be appointed by UNB Chief and Council. 5 members include:

1 Member of council	Daniel Manuel appointed in May 2023	
1 Member from administration	Collette Sunday appointed in May 2023	
1 UNB Housing Tenant	Trudy McLeod appointed on February 6, 2024	
Upper Nicola Band Member from the general population	Rita Manuel appointed January 2021	
Upper Nicola Band Member from the general population	Sylvester Cohen Jr appointed in 2019. Resigned November 23, 2023	Needs to be filled.

We are in search of one more person to serve on the UNB Housing Society Board of Directors.

If you are interested in serving on the UNB Housing Society, please submit letter of interest, addressed to UNB Administrator to the UNB Administration Office or by email: admin@uppernicola.com.

If you have questions, please contact Collette Sunday, Band Administrator.



Job Posting

Position: Tenants Relations Officer
Department: Community Services
Start date: ASAP
Wage: Grade 4 (\$19.38-25.40)
Hours of Work : 32-40hrs per week
Reports to: Housing Manager

Role:

This role is essential for administering rental housing units, ensuring tenants understand and fulfill their housing responsibilities, and ensuring the consistent enforcement of housing policies. The Tenant Relations Officer will also assist in community outreach, offering support and assistance to applicants seeking rental housing.

Key Responsibilities:

- Work closely with existing tenants to help them understand and comply with their housing responsibilities, as well as the responsibilities of the Band concerning rental units.
- Review and explain lease agreements, housing policies, and enforcement procedures to tenants.
- Monitor rental payments, follow up on arrears, and ensure compliance with payment agreements.
- Conduct home visits and interviews for community members applying for rental housing assistance, including affordability assessments and confirmation of required deposits.
- Respond to tenant complaints and concerns, investigating issues and recommending corrective actions.
- Maintain tenant files, including payment records and communication logs, and prepare monthly reports on tenant accounts and concerns.
- Liaise with other departments, such as the Finance Department, to ensure the accuracy and reconciliation of rental payments.
- Provide tenant counselling as requested and assist with housing-related issues.
- Participate in community meetings and information sessions related to housing programs and services.
- Perform other administrative and housing-related tasks as required by the Housing Manager.

Qualifications/Experience:

- High School Diploma (or equivalent).
- Valid driver's license and access to a vehicle daily.
- Local fire smart representative course or willing to complete it upon hire.
- Capital planning and asset management courses will be a plus.
- Consent to a criminal record check (no criminal convictions).
- Ability to travel within the community and attend training sessions or workshops, including outside the nation if required.

Required Knowledge, Skills and Abilities:

- Strong community engagement and involvement.
- Proficiency with current computer programs.
- Effective communication skills.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

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

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.

Job Posting

Position: Nsyilxcen Language House Instructor (2 positions)

Department: Nsyilxcen Language Department

Department Term: Permanent Full-Time

Start date: August 2025

Wage: \$30-\$35 /hr

Hours: 35-40 hrs per week

Reports to: Nsyilxcen Language Manager

Role:

The Nsyilxcen Language House Instructors will work collaboratively to instruct and deliver an adult Nsyilxcen immersion fluency program. The objective of this role is to develop Advanced level Nsyilxcen speakers with a strong cultural knowledge base.

The UNB Nsyilxcen Language House is a newly developed program. Nsyilxcen Language House Instructors will support in the initial setup and maintenance of this immersion program. They play a vital role in UNB's Nsyilxcen language revitalization efforts.

Key Responsibilities:

- Prepare and plan for daily immersion instruction to an adult learner cohort
- Develop work plans to reflect curricular progression and milestones
- Assess language learner's progress
- Create and maintain a safe, trauma-informed learning environment
- Create an immersive environment that encourages daily language use and fluency development
- Collaborate with elders and knowledge keepers to integrate cultural perspectives into instruction
- Assessing student progress and adapting teaching strategies to meet individual learning needs
- Cooperate in the planning and celebrating the milestone successes of the cohort
- Other duties that support the UNB Nsyilxcen Program with Nsyilxcen resource development

Qualifications/Experience:

- Mid to High proficiency in Nsyilxcen language
- Adequate training and experience teaching the Nsyilxcen Language
- Knowledge and respect of Syilx culture and traditional ways
- Valid Driver's License and reliable vehicle

Required Knowledge, Skills and Abilities:

- Knowledge of Paul Creek Language Curriculum series
- Adaptability
- Effective communication skills
- Proficient basic computer skills
- Ability to read, write, type the Nsyilxcen language
- Passion for language revitalization and immersive strategies

Send cover letter and resume by via hand delivery, mail, or e-mail, to on or before July 28th, 2025:

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.



Upper Nicola

Job Posting

Position: sqilxʷ4 cáwt Community Safety Events Coordinator

Department: Community Safety

Start date: ASAP

Wage: Grade 4 (\$19.38-\$25.40)

Hours of Work : up to 40hrs per week

Reports to: Cultural Safety Lead

Role: The sqilxʷ4 cáwt Community Safety Events Coordinator supports cultural safety and land-based programming by organizing community events that reflect Syilx values of connection, respect, and collaboration. Working with the sqilxʷ4 cáwt team, Nkwala School, Elders, and others, the role helps create safe, inclusive spaces for cultural learning through the 13 Moons framework and related initiatives.

Key Responsibilities:

- Provide administrative and coordination support to the sqilxʷ4 cáwt – Cultural Safety Lead and team.
- Plan, schedule, and assist in delivering land-based learning events aligned with the 13 Moons and cultural safety framework.
- Manage event logistics, including venue bookings, transportation, catering, supplies, budgeting, and honoraria.
- Collaborate with Nkwala School to support cultural learning opportunities for students and families.
- Build and maintain respectful relationships with Elders, Knowledge Holders, community members, and departments.
- Assist in creating event materials such as posters and community notices.
- Maintain attendance records, event summaries, and support basic reporting requirements.
- Perform additional duties as needed to support sqilxʷ4 cáwt programming.
- Taking meeting minutes, advisory meeting minutes and organizing them.

Qualifications/Experience:

- High School Diploma (or equivalent).
- Experience in event coordination, administration, or community engagement.
- Knowledge of or willingness to learn about Syilx cultural values, land-based learning, and trauma-informed approaches.
- Valid driver's license and access to a vehicle daily.
- Ability to travel within the community and attend training sessions, events or workshops.

Required Knowledge, Skills and Abilities:

- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Comfortable using Microsoft Office (Word, Excel), email, and scheduling tools.
- Strong communication skills—clear, respectful, and community-oriented.
- Ability to work independently and collaboratively within a team.
- Valid driver's license and reliable transportation is an asset.
- Criminal Record Check is required.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

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

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted. Open until filled.



Job Posting

Position: Education Manager
Department: Administration
Start date: ASAP
Wage: \$65,000 - \$75,000 per year
Status : Full time, Permanent
Reports to: Band Administrator

Role:

Upper Nicola Band is seeking a motivated and experienced Education Manager to lead and oversee the development, implementation, and evaluation of educational programs and services that support lifelong learning and cultural enrichment within the community. This leadership role is responsible for managing and delivering a wide range of education services that support UNB students from elementary through post-secondary. The Education Manager will work closely with families, schools, community partners, and funding agencies to ensure educational success and support for our learners.

Key Responsibilities:

- Lead departmental planning aligned with UNB and community goals.
- Oversee elementary, secondary, and post-secondary education programs, including support, mentoring, and summer student initiatives.
- Prepare and manage the education department budget, submit funding proposals, and ensure compliance with funding agreements.
- Manage education staff and summer students, fostering a supportive and productive work environment.
- Collaborate with students, families, schools, and post-secondary institutions to enhance student opportunities.
- Administer education policies and submit reports to AANDC, Chief and Council, and other stakeholders.

Qualifications/Experience:

- Minimum of a Grade 12 completion or higher.
- 1-3 years of related experience in education administration or a similar field.
- Understanding of post-secondary education systems.
- Strong leadership, planning, and administrative skills.
- Valid driver's license and access to a vehicle daily.
- Consent to a criminal record check (no criminal convictions).

Required Knowledge, Skills and Abilities:

- Proven ability in program management, budgeting, and team supervision.
- Proficiency with Microsoft Office Suite.
- Knowledge of syilx history and culture is an asset.
- Demonstrates confidentiality, integrity, and a strong commitment to community values.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

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

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CURRENT JOB POSTINGS PLEASE SEE OUR WEBSITE

WWW.UPPERNICOLA.COM

To get the full job description please see them on our website www.uppernicola.com. Please send applications to hr@uppernicola.com

Next newsletter is October 15th, 2025 so please have submissions in by October 10th, 2025 by 4PM.



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.



A Day On t̓x̓aʔx̓ikn With Our Relatives



OCTOBER 10/2025

way k^wu ksʔullùsaʔx iʔ k̓l t̓x̓aʔx̓ikn (Taheetkin)
uʔ iʔ snəqsilx^wtət uʔ iʔ sləx̓lax̓tət

Upper Nicola and Okanagan Indian Band are coming together to invite you to join us for a day up t̓x̓aʔx̓ikn.

Come share a meal and connect with our relations.

Light breakfast, lunch will be provided.

Dress warm, bring a lawn chair and your hand drum.

Watch for the Yellow cloth road markers and signs

10:00 Am Light breakfast

1:00 Pm Lunch



For more information:
Trish Manuel UNB 13 Moon Facilitator
syilx3@uppernicola.com
(250) 575-4907