



# Tla-o-qui-aht Bulletin

October 2015

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## CHECK IT OUT:

[www.tla-o-qui-aht.org](http://www.tla-o-qui-aht.org)

## Did you know....

WE ARE DOING A DRAW FOR UPDATING YOUR CONTACT INFO??? See "MEMBER CONTACT UPDATE"

## Contact Us

[treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org)

Toll Free:  
1.888.425.3350

Phone: 250.725.3350

Fax: 250.725.3352

Mailing Address:  
Tla-o-qui-aht First  
Nation

PO Box 18 Tofino, BC  
V0R 2Z0

## COMMUNITY MEETING EMPLOYMENT / TRAINING OPPORTUNITIES

The Community Meeting is scheduled for Thursday November 5<sup>th</sup> 2015 in Opistaht for 10am to 4pm. Water taxi service will be available for members.

For any more information regarding this meeting please contact Ted Adnitt via email at [ceo@tla-o-qui-aht.org](mailto:ceo@tla-o-qui-aht.org) or call 250.725.3350 (ext:27)

## UPDATE YOUR INFO - \$100 GIFT CARD DRAW

ALL REGISTERED TFN MEMBERS! We need your updated addresses, phone, and email contacts. Over the next few months, we are going to be developing a communications tool that will allow us to better connect with you. **THIS INCLUDES PREPARTORY INFO FOR THE ELECTIONS & BEING ON THE LIST FOR THE CHRISTMAS EVENTS!** Please get your information in. This will include updates of all types. Each member that emails, or calls in their updated phone and contact info will be put into a **Draw for a \$100 DEPARTMENT STORE GIFT Card**. Each adult and teen member must call or email their information in for themselves at [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org) or by calling 250.725.3350. In the subject line of your email please include: UPDATE OF CONTACT INFORMATION. We need: Your Legal Name as it would be stated on your Driver's License, BC ID, Passport etc. Mailing Address, Phone Number, and EMAIL ADDRESS. Those who provide a valid email address will get their name added TWICE TO THE DRAW! So please use your email contact to double your chances of the draw! This information you provide will be for internal use for communications (Newsletters, Job Postings, Updates on Projects, etc) Please, let us keep you informed...

## IRA - Status Cards

Call the TFN Treaty Office to make an appointment for a status card with IRA Clerk Shelley Amos. IRA services are only available with a prearranged appointment with Shelley. Please call ahead to arrange. IRA services are being booked for Thursday afternoons.

**A reminder to parents with newborn children, to avoid any complications with medical coverage, get the paper work started on your child's registration AS SOON AS THEY ARE BORN, and you have a Birth Certificate. This is extremely important to know that a birth registry takes about 8-12 months for processing. Avoid any complications by getting your papers filled out and filed with Shelley.**

Phone: 250.725.3350

Email: [ira@tla-o-qui-aht.org](mailto:ira@tla-o-qui-aht.org)

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## Social Development Clients



A reminder to all Social Development Clients, that a renewal form is REQUIRED each month by no later than the 5th of each month. These forms are very important to update your information and circumstances.

Please make a point to come into the office to do your form, or call to arrange a time to come see the SD Clerk.

## *Opitsaht Service – Every Wednesday*

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Tla-o-qui-aht Service Staff will be available at the Opitsaht office every Wednesday. To reach us call the Opitsaht Office at 250.725.3233

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## WILDLIFE SIGHTINGS

We have received notifications of wildlife sightings in the community. Please be sure to keep an eye on your children, as Bears, and Wolves have been sighted in the middle of high traffic areas.

With dark coming earlier, please give your children/youth advice on commuting through the community and to be extra cautious.

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## OFFICE HOURS

Tla-o-qui-aht Offices are open from 8:30am- 4:30pm each day. Note our office is closed during the lunch hour (12noon-1pm)

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## TEMPORARY STAFF CHANGES

Tla-o-qui-aht First Nation is going through some staff shifting. Please be advised that in the interim Jennifer George will be serving as Housing Assistant, and Addie David is on as our temporary receptionist. Stay tuned for any further developments as internal personnel requirements are assessed. Anna Masso has moved on from her position with Tla-o-qui-aht and we thank her for her service and wish her luck in her future.

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## COMMUNITY GARDEN

Hello, Family, Friends & Neighbors, Thanks for taking the time to read my update for the garden project. For those who are new to the community or haven't been aware of what has been happening on this front let me fill you in:

Through the initiating of hard-working community minded people like Terry Dorward, Marika Swan, Stephanie Hughes, Shawn Quick, Corey Charlie, to name just a few, garden areas at Esowista & Opitsaht were established about five years ago, When Lisa & I moved back home in 2011 I was encouraged to join the effort and have been at it since. A Green house was built at Opitsaht to grow things like cucumber & tomato that need some protection from the weather also, some fruit trees were planted there. At Esowista, a couple of small plots were established (behind Elmer & Melanie's house), Since 2011 we have been growing things like peas, green beans, radish, carrots, strawberries, lettuce & kale. All of this in very small quantities (just enough for a taste for some of the elders) because of the very small garden size. This year we built a fenced in area in front of the Elders units in Tyhistanis. We are going with a raised bed system to make it easier for elders and those with mobility issues to participate. Also, the raised beds present less weed problems, and the soil heats up earlier in the spring, so we can plant earlier we've had to purchase soil from Ucluelet to jumpstart the growing this year as we got a rather late start because of garden area construction. Now for the current good news results: The salad greens we have been growing are now harvestable. My loving wife & I have already enjoyed a couple of delicious salads and some green smoothies. There is absolutely no comparison to a fresh cut salad or smoothie with the veggies you buy at the store. "Fresh is Best" as they say. Planting into the fall and winter is very limited and we have only a few varieties that will be finished in the next couple of months. So I encourage you to come out and at least try one or two fresh green salads before they are finished for the season. Growing now are: two types of lettuce, three or four types of kale (a harder version of lettuce), Onions, peas, beets, cauliflower, broccoli, a few swiss chard and a few green beans. For the most part it is the lettuce and kale that are ready now. If you are unfamiliar with all of this knock on my door (D-51) or call me on my landline (250-725-3625) and I'll be more than happy to show you how to cut the plants to gather your salads without harming the growth of the plant itself (bring a knife & bag) I am far from a master gardener but enjoy learning & doing. For those who do garden or have always wanted to come on out and "dig in" it's very satisfying and contributes to a healthy lifestyle. We have lots of future plans moving forward. Greenhouse, Composting Program, Seaweed & kelp gathering, Soil building more fence, box -bed building construction so there are many ways to contribute. Come over and for a visit and we'll talk and share ideas. Watch for more updates

With much love & respect

Craig Devine

TFN Community Garden Coordinator



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## MAIL PICKUP AT OFFICE

Members must call into the office to authorize someone to pickup mail on their behalf. Please do this via email or phone. For every transaction you must notify us, please be reminded of this.

Receptionist: [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org) or 250.725.3350

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## SOCIAL MEDIA / CONTACTING EMPLOYEES

Tla-o-qui-aht employees cannot be contacted via social media for any Tla-o-qui-aht related business.  
EX: Facebook, Twitter etc.

If you need to reach employees please call the toll free # or come to our offices where we can assist you in getting in touch with employees.

Toll Free: 1.888.425.3350 or 250.725.3350 or via email: [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org)

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## PATIENT TRAVEL - CHEQUES & PROCESSING

Submit your documents – WELL IN ADVANCE to Patient Travel Clerk Carol Tom. Have your appointment confirmations sent to her via fax or email at: 250.725.3270 or [caroltom@hotmail.com](mailto:caroltom@hotmail.com). Once you confirm with Carol that your transaction is being prepared be sure to get an ETA On when the cheque/transaction will be ready. Cheques are only generated once the appointment date is nearing. Therefore it's important to get your paperwork into Carol Tom in a timely fashion.

If you wish to check on your transaction being ready call the **Treaty Office Receptionist**

Toll Free: 1.888.425.3350 or 250.725.3350 or via email: [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org)

**If you are unable to pickup your mail, please call and make necessary arrangements to authorize a family or friend to pick it up.**

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## TLA-O-QUI-AHT MAINTENANCE WORKERS

The Tla-o-qui-aht Communities are looking great! A big thanks to Matt Seitcher, Eric Seitcher, and Bobby Burns for the hard work in the communities on keeping the grounds clean, repaired, and safe! Over the last several months the guys have picked up garbage, repaired public areas, did maintenance on the grounds with the rest of the O&M Dept.

Homeowners please be reminded that you are responsible for the upkeep of the grounds around your home (yard and driveways etc). Keep with the spirit of our beautiful communities and let's keep this place looking good. We also will be looking for volunteers to assist with a community cleanup very soon. Keep watch for notices in the bulletins.

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## HELP WANTED: NEWSLETTER DELIVERY PERSONS

Looking for motivated individuals interested in doing regular newsletter deliveries for both Opitsaht and TyHistanis/Esowista. Approximatley twice monthly. If you reside or live near one of these communities, please email your interest with your contact numbers, or call the office to be put on our newsletter delivery list. Call 250.725.3350 or email your name and information in at [treatyoffice@tla-o-qui-aht.org](mailto:treatyoffice@tla-o-qui-aht.org)

**Any parents of youth willing to put their name in for this, need to be aware that during the winter time, for the youth's safety driving them around or chaperoning is required. With it getting dark sooner, we want to ensure their safety.**

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## OFFICE CLOSURES

Tla-o-qui-aht Offices will be closed in accordance with the following statutory holidays:

- Wednesday November 11, 2015 – Remembrance Day
- December 21<sup>st</sup> to January 1<sup>st</sup>, 2016 – Christmas Break (Re-open January 4, 2016)

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## CHIMNEY SWEEPING

Any homes in Esowista/TyHistanis, and Opitsaht that need their Chimney's swept, please contact the Housing Department to get your name put on the list. They would like to do this in a timely fashion before the weather turns.

Call 250.725.3350 ext:28



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## TLA-O-QUI-AHT MANAGER CONTACT INFORMATION

### **Community Human Services Manager – Naomi Seitcher**

Manager of the following departments: Social Development, Family Care, A&D, FIC, Health and Home and Community Care Program (Personal Care Aide's)

250.725.3350 Ext: 23 / Email: [nseitcher@tla-o-qui-aht.org](mailto:nseitcher@tla-o-qui-aht.org) / Cell# 250.534.9280

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### **Education Manager– Barb Audet**

Manager of the following departments: Education, Youth & Recreation, and Headstart (Preschool)

250.725.3233 / Email: [tfned@tla-o-qui-aht.org](mailto:tfned@tla-o-qui-aht.org) / Cell# 250.266.0270

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### **Natural Resources Manager – Saya Masso**

Manager of the following Departments: Tribal Parks, SEP, AFS, TFNEDC, Hydro Depts, and Natural Resources

250.725.3233 / Email: [Saya@tla-o-qui-aht.org](mailto:Saya@tla-o-qui-aht.org) / Cell# 250.726.5076

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### **Public Works Manager – David Dennis**

Manager of the following departments: Housing, O&M Esowista/Tyhistanis/ and Opitsaht, Janitorial, and Buildings

250.725.3350 ext: 28 / Email: [pwmanager@tla-o-qui-aht.org](mailto:pwmanager@tla-o-qui-aht.org) / Cell# 250.266.0004



# Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
ʔIIHATIS / ČIINAXINT  
HESQUIAHT  
HUPACASATH

HUU-AY-AHT  
KA:YU:K'TH'/CHE:K:TLES7ET'H'  
MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
TLA-O-QUI-AHT

TOQUAHT  
TSESHAHT  
UCHUCKLESAHT  
YUUŁ.UʔİŁ.ʔATH

P.O. BOX 1383  
PORT ALBERNI, BC  
V9Y 7M2

Tel: 250-724-5757  
Fax: 250-724-2172

## Request for Proposals

Uu-a-thluk (NTC Fisheries) is seeking proposals from interested individuals to provide administrative services for Nuuchahnulth Nations that are negotiating rights-based economic fisheries with the government of Canada (through DFO). Five Nuuchahnulth Nations (Ahousaht, Ehattesaht, Hesquiaht, Mowachaht/ Muchalaht, and Tla-o-qui-aht) lead the negotiations, and are collectively referred to as the T'aaq-wiihak Nations.

### Terms and Conditions for Proposal Development

The Contractor will have knowledge of the Nuuchahnulth Fishing Rights decision (*Ahousaht et al.*).

The Contractor will have their own vehicle and be willing and able to travel to remote communities on the west coast of Vancouver Island and other locations as required.

The Contractor will work for, be accountable to, and report to the T'aaq-wiihak Nations. The Contractor will be supervised by the Uu-a-thluk Program Manager. The Contract will be administered by the NTC. The Contractor will provide administrative services as outlined below:

- Coordinate arrangements for T'aaq-wiihak meetings such as venues, catering, agendas, and materials for meeting kits. Reimbursement for meeting expenses (catering, venue) will be paid by the NTC upon submission of eligible receipts, per NTC policies.
- Record minutes at meetings, transcribe and summarize minutes in a format acceptable to the T'aaq-wiihak Nations; prepare and distribute minutes and meeting summaries to appropriate parties within one month of meeting date.
- Maintain, revise, and distribute as necessary, a schedule of T'aaq-wiihak meetings.
- Identify and record T'aaq-wiihak decisions and action items; report on the status of decisions and action items to the Nations.
- Create and maintain all aspects of file maintenance in both print and digital copies related to T'aaq-wiihak related correspondence, minutes, decisions, action items, legal documents, reports, presentations, and other information and media.
- Serve as a point of contact for the T'aaq-wiihak Nations and follow-up with inquiries or requests as necessary; coordinate information as requested by the Nations; forward internal/external letters as necessary.

- Assist with funding agreements and/or reporting requirements as needed.

It is estimated that the T'aaq-wiihak administrative services will require about 30 – 75 hours (4 – 10 days) per month. The amount of time may increase if a more aggressive negotiations schedule is adopted, or if the Nations determine a greater need for services.

Interested individuals, organizations, or businesses should respond to the contact person below by NOON, October 28, 2015, with a minimum of the following information:

- Cover letter indicating skills, knowledge, and ability to meet the conditions specific to the administrative services being requested.
- Résumé.
- Day rate to provide services listed, excluding travel expenses. Travel expenses will be reimbursed at NTC policy rates in effect at the time of travel.
- At least three references.

**Deadline for Proposals: NOON, October 28, 2015**

Submit Proposals to: Uu-a-thluk (NTC Fisheries)  
Attention: Sally Hill  
Email: [sally.hill@nuuchahnulth.org](mailto:sally.hill@nuuchahnulth.org)  
Fax: 250-724-2172  
Address: PO Box 1383  
Port Alberni, BC V9Y 7M2

Please phone Sally Hill or Don Hall at (250) 724-5757, or email [don.hall@nuuchahnulth.org](mailto:don.hall@nuuchahnulth.org) if you have any questions.

Only individuals selected for further consideration will be contacted.



[Home](#) » [Job Postings](#) » Job Listings for Tofino

## Job Listings for Tofino

This page is updated daily with local postings from newspapers, the Internet, and direct from employers. Due to the wide range of possible sources, not all jobs can be included on our site, and we only include listings for jobs in our immediate area. Job-seekers are strongly encouraged to check for additional postings on other websites, like those listed in the Job Postings section of our Links page.

Postings on this page are not screened. The Alberni Valley Employment Centre is NOT responsible for their content or arrangements made between employers and employees. *Please apply for jobs exactly as instructed in the How To Apply section or by following the links provided.*

Jobs without specified deadlines are listed for two weeks

Job Number	Job Title	Employer	Date Posted	Apply By
13322	<a href="#">Assistant Store Manager</a>	<a href="#">Long Beach Market</a>	Oct 20	Nov 10
13320	<a href="#">Various Positions</a>	<a href="#">Wickaninnish Inn</a>	Oct 20	Nov 10
13318	<a href="#">Housekeeper</a>	<a href="#">Cox Bay Beach Resort</a>	Oct 19	Oct 30
13317	<a href="#">Administrative Position (contract)</a>	<a href="#">Tofino-Long Beach Chamber of Commerce</a>	Oct 19	Oct 30
13315	<a href="#">Administrative Position (contract)</a>	<a href="#">Tofino-Long Beach Chamber of Commerce</a>	Oct 19	Oct 30
13311	<a href="#">Accountant</a>	<a href="#">Yuutu?if? First Nation</a>	Oct 19	Oct 30
13300	<a href="#">Room Attendant</a>	<a href="#">Pacific Sands Beach Resort</a>	Oct 14	Nov 4
13291	<a href="#">Front Desk / Housekeeping</a>	<a href="#">MacKenzie Beach Resort</a>	Oct 9	Oct 20
13290	<a href="#">Daycare Supervisor</a>	<a href="#">DISTRICT OF TOFINO</a>	Oct 9	Oct 23
13287	<a href="#">Laundry &amp; Environmental Services Worker</a>	<a href="#">Vancouver Island Health Authority (Tofino General Hospital)</a>	Oct 9	Oct 23
13282	<a href="#">Housekeeping Supervisor</a>	<a href="#">Marina West (Tofino)</a>	Oct 8	Nov 30
13270	<a href="#">Fish Cutter - Fish Processing</a>	<a href="#">Ucluelet Harbour Seafoods Ltd./0822759 BC Ltd.</a>	Oct 5	Dec 31
13266	<a href="#">Guest Service Agent</a>	<a href="#">Long Beach Lodge Resort</a>	Oct 5	Oct 23
13265	<a href="#">Guest Service Supervisor</a>	<a href="#">Long Beach Lodge Resort</a>	Oct 5	Oct 23
13264	<a href="#">Guest Service Manager</a>	<a href="#">Long Beach Lodge Resort</a>	Oct 5	Oct 23
13260	<a href="#">Recreation Programmer 1 (Temporary)</a>	<a href="#">District of Tofino</a>	Oct 1	Oct 23
13252		<a href="#">Jamie's Rainforest Inn</a>	Sep 29	Dec 1



Job Number	Job Title	Employer	Date Posted	Apply By
	Cooks and Dishwashers includes staff accom.			
13244	Night Time Food Service Supervisor	Tony's Pizza	Sep 28	Jan 23
13226	Junior Sous Chef - Pastry	The Wickininnish Inn	Sep 23	Nov 1
13192	Cooks & Dishwashers	Wolf in the Fog Restaurant	Sep 16	Dec 1
13177	Fly Fishing Guide	Clayoquot Ventures LTD Tofino Fishing	Sep 11	Nov 1
13176	Fishing Guide	Clayoquot Ventures LTD Tofino Fishing	Sep 11	Nov 1
13172	Surf Instructor/Photographer	Westside Surf School	Sep 11	Jan 7
13068	Personal Care Attendant - Home Care	Joseph Anton Kranabetter	Aug 19	Nov 30

Employment Program of BC Partners:



The Employment Program of British Columbia is funded by the Government of Canada and the Province of British Columbia.

**3 Resource Centers To Serve You:**

Port Alberni	Tofino	Ucluelet
4805-B Mar Street Port Alberni, BC V9Y 8J5 Phone: (250) 724-4560 Fax: (250) 724-4565 <a href="mailto:info@avemployment.ca">info@avemployment.ca</a>  Hours: 8:30 am to 4:30 pm, Monday to Friday	381 Main Street, Box 1050 Tofino, BC V0R 2Z0 Phone:(250) 725-8805 Fax:(250) 725-2845 <a href="mailto:wcinfo@avemployment.ca">wcinfo@avemployment.ca</a>  Hours: Monday, Wednesday & Friday, 9:00 am to 4:00 pm (closed from 12:00 - 1:00 for lunch)	101-1801 Bay Street, Box 38 Ucluelet, BC V0R 3A0 Phone:(250) 726-4243 Fax:(250) 726-2975 <a href="mailto:wcinfo@avemployment.ca">wcinfo@avemployment.ca</a>  Hours: Tuesday & Thursday, 9:00 am to 4:00 pm (closed from 12:00 - 1:00 for lunch)

## External Relations Manager III

**Reference number:** CAP15J-013460-000070  
**Selection process number:** 2015-CAP-CBC-OC-195

Parks Canada - Coastal BC Field Unit  
Vancouver (British Columbia)  
PM-06

\$89,390 to \$102,208 (Currently under review)

For further information on the organization, please visit [Parks Canada](#)

**Closing date: 26 October 2015 - 23:59, Pacific Time** ([more on closing date](#))

**Who can apply:** Persons residing in Canada and Canadian citizens residing abroad.

[Apply online](#)

### Duties

Manages the development and delivery of Parks Canada's external relations program in the Coastal BC area, supervising a team of approximately 12 full time employees. The work involves partnering, consultation and collaboration, public outreach, promotions, communications and media relations to engage partners, stakeholders and the public in the understanding, appreciation and support of Canada's natural and cultural heritage places managed by Parks Canada. The Coastal BC Field Unit includes two national parks and four national historic sites characterized by external relations challenges, opportunities and issues of high complexity and scope.

### Intent of the process

The intent of the process is to fill one indeterminate full-time position.

### Positions to be filled: 1

### Information you must provide

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

### In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Graduation with a degree from a recognized university with specialization in communications, public relations, journalism, education, business administration or other discipline relevant to the position or an acceptable combination of education, training and experience.

#### [Degree equivalency](#)

### The following will be applied / assessed at a later date (essential for the job)

English essential

#### [Information on language requirements](#)

Recent and significant experience\* in the development, delivery and management of strategies and programs to reach priority audiences, in two of the following three fields:

- stakeholder and partner engagement
- public outreach education
- communications and public relations

Recent and significant experience\* in developing and managing relationships with a wide range of external stakeholders and partners

Experience in issues management including providing briefings and expert advice to senior management on sensitive issues, priorities and policy positions with respect to external relations

Recent and significant experience\* in the management of human resources and financial resources

Note: Recent and significant experience\* is defined as the depth and breadth of experience that would have normally been acquired over a period of approximately three (3) years within approximately the past five (5) years

Note: Candidates with the following experience will receive extra credits in the assessment portion of the selection process: Experience in tourism, marketing and/or promotions.

Knowledge of theories and principles related to external relations

Knowledge of external issues and trends that impact on external relations

Knowledge of Parks Canada, its mandate, corporate orientation, objectives and programs

Knowledge of the federal legislation, policies and guidelines governing external relations

Knowledge of the principles of co-operative management with First Nations and how it relates to external relations in this field unit

Ability to manage people and resources

Ability to identify, analyze and manage complex issues and initiatives and provide strategic advice to management

Ability to identify strategic partners and develop and maintain respectful and collaborative arrangements

Ability to communicate effectively both orally and in writing

An effective leader who exercises sound judgment, personally connects with people, demonstrates integrity, strives for excellence and makes things happen

### **The following may be applied / assessed at a later date (may be needed for the job)**

Willingness to wear a Parks Canada uniform when required;

Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required

May be required to obtain a secret security clearance for acting purposes

Willingness to work from various locations

Willingness to travel extensively, including overnight, off site and/or weekends

Possession of a valid Driver's license OR personal mobility to the extent normally associated with the possession of a valid Driver's license within the limits of the Treasury Board Policy

### **Conditions of employment**

Reliability Status security clearance

### **Other information**

Parks Canada Agency considers applications from all individuals who have legal status to work in Canada and does not give preference to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Persons who have a priority entitlement as defined by the Parks Canada Agency Priority Policy and Guidelines will be considered first.

Interviews will be conducted.

Written test(s) may be administered.

Reference checks will be conducted.

The work description is available on request

Proof of education must be submitted at the interview.

Successful candidate(s) must meet and maintain the Conditions of Employment throughout their employment.

You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter, and/or in answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiation by examples.

Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

PLEASE NOTE: For this selection process, our intention is to communicate with applicants by e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for written tests and interviews).

Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users.

The hiring organization will accept job applications in various formats.

Applicants are strongly encouraged to submit their application on-line to take advantage of the many benefits in using this electronic recruitment system. Some of these benefits are that:

Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.

Applicants can modify their application/resume at anytime BEFORE the closing date indicated on the job advertisement.

Applicants can verify the status of their applications, at any time.

Applicants can be notified electronically of tests or interviews and results.

For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

Persons who are unable to apply on-line can: fax it to (250) 654-4044, or email it to [CoastalBC.HR@pc.gc.ca](mailto:CoastalBC.HR@pc.gc.ca)

Persons who have received pay in lieu of unfulfilled surplus period, a Transition Support Measure (TSM) or an Educational Allowance and are re-appointed to the Parks Canada Agency are required to reimburse an amount corresponding to the period from the effective date of such reappointment or hiring, to the end of the original period for which the TSM and education allowance was paid. Please contact [CoastalBC.HR@pc.gc.ca](mailto:CoastalBC.HR@pc.gc.ca) if you are one of these individuals to find out how this applies to your particular situation..

Persons who are in receipt of a Canadian Government Public Service pension and are considering this employment opportunity with the Parks Canada Agency, should contact the PWGSC Public Service Pension Centre (1-800-561-7930)

in order to determine the impact of an appointment on their pension benefit entitlements.

Your résumé must clearly demonstrate how you meet the requirements.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**We thank all those who apply. Only those selected for further consideration will be contacted.**

### **Contact information**

**Elena Jenner, HR Advisor**

[CoastalBC.HR@pc.gc.ca](mailto:CoastalBC.HR@pc.gc.ca)

### **[Apply online](#)**

Date modified: 2015-09-03

# External Relations Manager III

Reference Number: CAP15J-013460-000070  
Selection Process Number: 2015-CAP-CBC-OC-195

## Screening Questionnaire

Please answer the following FIVE questions related to your education and experience as outlined in the competition poster:

### Question 1

Do you have a degree from a recognized university with specialization in communications, public relations, journalism, education, business administration or other discipline relevant to the position OR an acceptable combination of education, training and/or experience?

If yes, Please specify the postsecondary institution you attended, dates and specific courses taken, as relevant to the position, OR information to support the consideration of your application as meeting an acceptable combination of education, training, and/or experience relevant to the position

### Question 2

Do you have recent and significant experience\* in the development, delivery and management of strategies and programs to reach priority audiences, in two of the following three fields?

- stakeholder and partner engagement
- public outreach education
- communications and public relations

Note: Recent and significant experience\* is defined as the depth and breadth of experience that would have normally been acquired over a period of approximately three (3) years within approximately the past five (5) years

If yes, Please describe with concrete examples, the nature and scope of your experience and indicate where it was acquired and the dates.

### Question 3

Do you have recent and significant experience\* in developing and managing relationships with a wide range of external stakeholders and partners?

Note: Recent and significant experience\* is defined as the depth and breadth of experience that would have normally been acquired over a period of approximately three (3) years within approximately the past five (5) years.

If yes, Please describe with concrete examples, the nature and scope of your experience and indicate where it was acquired and the dates.

#### **Question 4**

Do you have experience in issues management including providing briefings and expert advice to senior management on sensitive issues, priorities and policy positions with respect to external relations?

If yes, Please describe with concrete examples, the nature and scope of your experience and indicate where it was acquired and the dates.

#### **Question 5**

Do you have recent and significant experience\* in the management of human and financial resources?

Note: Recent and significant experience\* is defined as the depth and breadth of experience that would have normally been acquired over a period of approximately three (3) years within approximately the past five (5) years.

If yes, Please describe with concrete examples, the nature and scope of your experience and indicate where it was acquired and the dates.

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## **Gestionnaire des relations externes III**

**Numéro de référence:** CAP15J-013460-000070

**Numéro du processus de sélection:** 2015-CAP-CBC-OC-195

### **Questionnaire de pré-sélection**

**Veillez répondre aux CINQ questions suivantes relatives à votre éducation et expérience tel qu'indiqué dans l'avis de concours :**

### **Question 1**

Avez-vous un diplôme d'une université reconnue avec spécialisation en communications, en relations publiques, en journalisme, en éducation, en administration des affaires ou dans une autre discipline pertinente OU une combinaison acceptable d'études, de formation et/ou d'expérience?

Si oui, Veuillez préciser l'établissement post-secondaire que vous avez fréquenté, les cours que vous avez suivis et qui se rapportent aux tâches de ce poste, et à quelles dates vous avez suivi ces cours, OU des renseignements justifiant la prise en considération de votre demande et qui confirment que vous possédez une combinaison acceptable d'études, de formation, et/ou d'expérience pertinent au poste

### **Question 2**

Avez-vous l'expérience récente et appréciable\* de l'élaboration, de l'exécution et de la conduite de stratégies et de programmes visant à atteindre les publics prioritaires dans deux des trois domaines suivants?

- mobilisation des intervenants et des partenaires
- éducation du public en diffusion externe
- communication et relations publiques

Nota : Expérience récente et appréciable\* s'entend d'une expérience vaste et approfondie normalement acquise sur une période d'environ deux (2) ans au court des cinq (5) dernières années approximante.

Si, oui, Veuillez décrire par des exemples concrets, la nature et la portée de votre expérience en indiquant où elle a été acquise et en précisant les dates.

### **Question 3**

Avez-vous l'expérience récente et appréciable\* du développement et de la gestion des relations avec un large éventail d'intervenants externes et des partenaires?

Nota : Expérience récente et appréciable\* s'entend d'une expérience vaste et approfondie normalement acquise sur une période d'environ deux (2) ans au court des cinq (5) dernières années approximante.

Si, oui, Veuillez décrire par des exemples concrets, la nature et la portée de votre expérience en indiquant où elle a été acquise et en précisant les dates.



#### **Question 4**

Avez-vous de l'expérience de la gestion des questions d'actualité, y compris séances d'information et de conseils éclairés aux cadres supérieurs, sur les questions de nature délicate, et sur les priorités et les positions de principe touchant les relations externes?

Si, oui, Veuillez décrire par des exemples concrets, la nature et la portée de votre expérience en indiquant où elle a été acquise et en précisant les dates.

#### **Question 5**

Avez-vous l'expérience récente et appréciable\* de la gestion des ressources humaines et financières?

Nota : Expérience récente et appréciable\* s'entend d'une expérience vaste et approfondie normalement acquise sur une période d'environ deux (2) ans au cours des cinq (5) dernières années approximante.

Si, oui, Veuillez décrire par des exemples concrets, la nature et la portée de votre expérience en indiquant où elle a été acquise et en précisant les dates.

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## Melanie Touchie

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**From:** Barb Audet <barbaudet@gmail.com>  
**Sent:** October-06-15 3:25 PM  
**To:** Melanie Touchie  
**Subject:** FW: Talk to Your Teen about Internet Challenges

For newsletter insert

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**From:** Carol Sedgwick <csedgwick@sd70.bc.ca>  
**Date:** Monday, October 5, 2015 at 17:08  
**To:** "<Undisclosed recipients;>"  
**Subject:** Talk to Your Teen about Internet Challenges

Hello parents & guardians

From time to time we share information that parents may find helpful. The topic of today's email is a topic that you may want to discuss with your teens.

You may have heard of internet challenges before. Usually the challenges are put out there with a request for people to film themselves completing the challenge and post their video on public sites like YouTube, Facebook or other forms of social media.

Some of these challenges such as the "Ice Bucket Challenge" are positive. They are designed to bring awareness and/or raise funds for a particular cause. For those of you who don't know what the Ice Bucket Challenge check out the ALS website to find out about how they are raising funds for research at <http://www.als.net/>

Some challenges are not only negative, but are also dangerous. The "Cinnamon Challenge" and "Salt & Ice Challenge" have resulted in hospitalization. We have not heard much about these challenges in the last couple years, but it has come to our attention that some young people within our communities are once again taking the Salt & Ice Challenge. We want parents & guardians to be aware of what it is so you can have informed conversations with the teens in your household.

"The **salt and ice challenge** is a internet phenomenon wherein participants pour salt on their bodies, usually on the arm and ice is then placed on the salt.<sup>[1][2]</sup> This causes a "burning" sensation, and participants vie to withstand the pain for the longest time. The challenge is recorded and posted on YouTube or other forms of social media.<sup>[2]</sup> The salt causes the ice to lower its freezing temperature, and in the process absorbs heat from the environment (including a participant's hand) as it melts. As a result, skin temperature drops far more than with ice alone, even though the temperature of the ice is the same.<sup>[3][4][5][6]</sup> This can quickly cause second and third-degree injuries similar to frostbite. Due to the numbing sensation of the cold and possible nerve damage during the stunt, participants are often unaware of the extent of any injuries sustained during the challenge. Skin discoloration from the challenge may remain after the challenge has been attempted.<sup>[7][8][9]</sup>" (copied from Wikipedia)

Please talk with the teens in your household about the dangers of participating in these types of challenges, especially the Salt & Ice challenge. We have students who will most likely have permanent scars from participating in this challenge.

Take care.  
Carol Sedgwick  
Principal

## Melanie Touchie

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**From:** Sharon Slippery <sslippery@afao.ca>  
**Sent:** September-28-15 12:30 PM  
**To:** tfned@tla-o-qui-aht.org  
**Subject:** Calling Aboriginal students in grade 11 & 12

Dear Guidance Counsellors, Teachers and Parents of Aboriginal Students in Grade 11 & 12,

**Do you know an Aboriginal student in Grade 11/12? Could they benefit from a \$5,000 scholarship and learning new leadership skills? If so, we are looking for 3 students to join us in Montréal, QC during our 16<sup>th</sup> Annual National Conference February 16-18, 2016. We would love to see someone from your area win this award.**

There is a huge demand both within Aboriginal communities and off-reserve for Aboriginal financial management professionals. However, very few of our young people are pursuing an education in financial management after high school.

That is why AFOA Canada & PotashCorp have come together and we are proud to present **The PotashCorp Aboriginal Youth Financial Management Awards** Now open to Aboriginal youth in grades 11 & 12.

Students are asked to submit a 1,500 word essay on the questions noted in the application form and submit 2 letters of recommendation.

Recipients will attend AFOA Canada's 16<sup>th</sup> Anniversary National Conference which is being hosted in Montréal, Québec this year and will participate in a 4 day youth program designed to introduce youth to careers in Aboriginal finance and management.

**Successful Recipients are also eligible for a \$5,000 scholarship.**

**Deadline to Apply is: Friday, December 4, 2015.**

**For more information:**

**Call us:** 1-866-722-2362 or

**Email us:** [youthawards@afao.ca](mailto:youthawards@afao.ca) or

**Visit us:** [www.afao.ca](http://www.afao.ca)

Please [CLICK HERE](#) for a copy of the Awards Flyer, Application Form and [CLICK HERE](#) for the Fact Sheet that may answer any questions you and your students might have about the awards.

Should you have any other questions, please feel free to contact me directly at 1-866-722-2362 ext. 111 or by email at [youthawards@afao.ca](mailto:youthawards@afao.ca)

Kindest Regards,

**Sharon Slippery**

Public Relations Coordinator

[AFOA Canada](#)

Suite 301 – 1066 Somerset Street West

Ottawa, ON K1Y 4T3

Phone: (613) 722-5543, ext. 111



# *Native Fishing Association*

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**Contact NFA office at either (604) 913-2997/  
emailing [reception@shoal.ca](mailto:reception@shoal.ca) or go to [nativefishing.ca](http://nativefishing.ca)  
for a Herring Gillnet Licence Lease application and for more  
information on the halibut quota leases contact Violet Hill.**

**Deadline: November 30, 2015**