



Musqueam Community Newsletter

Friday January 28, 2022

TOLL FREE: 1-866-282-3261, FAX: 604-263-4212

SAFETY & SECURITY PATROL: 604-968-8058

Important Notice: Musqueam School Bus Information

Children boarding the bus will be asked to sanitize their hands, they will also be asked Covid-19 health screening questions.

If your child is unwell or is a close contact with someone with Covid-19 or suspected Covid-19 please keep them home and isolate.

Children are required to wear a mask at all times on the bus and to practice social distancing.



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Musqueam Community COVID-19 VACCINE Clinic

Date: February 4, 2022

Drop-in Time: 2:00-4:30pm

Location: Musqueam Gym

- **Children's Vaccines & Boosters**
- **Adult Vaccines & Boosters**

Registration: Walk-in Registration, no need to make an appointment.

To Pre-Register call the Musqueam band office at 604-263-3261 & ask for :

✚ Arlene Haldane, Ashlee Point, Candice Sparkes

Please have your information ready for pre-registration, i.e.: Care Card #

What to Bring:

- Your CARECARD,
- and previous yellow slip:
- & or white & blue card with the date of last COVID19 Vaccine(s) received.

**Watch for any changing or updated information in future Health Department Notices.*



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MUSQUEAM HEALTH DEPARTMENT NEWSLETTER ~ JANUARY 28, 2022
PLEASE BE KIND TO OUR STAFF IN THESE DIFFICULT TIMES.
WE ARE WORKING HARD TO LOOK AFTER YOU.

MUSQUEAM HEALTH UPDATE:

COVID TESTS

WHO TO CONTACT FOR A (Take Home) COVID TEST:

Call the COVID19 LIAISON

Call: 236-688-4821 7days/wk.

Or

Email: covid@musqueam.bc.ca

Be advised MIB Health is following the Updated BC Centre for Disease Control Guidelines with regard to Covid tests.

We are running low on all Covid Tests (nasal swab, gargle, and rapid tests) due to a recent surge in testing requests; more have been ordered but we are unsure of exact timeline on when we will receive more.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none">• Fever (above 38° C)• Chills• Cough	<ul style="list-style-type: none">• Loss of sense of smell or taste• Difficulty breathing	1 or more of these symptoms: Get tested and stay home.
<ul style="list-style-type: none">• Sore throat• Loss of appetite• Headache• Body aches	<ul style="list-style-type: none">• Extreme fatigue or tiredness• Nausea or vomiting• Diarrhea	If you have 1 symptom: Stay home until you feel better. 2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.

WHAT NEXT AFTER YOU'VE DONE YOUR TEST?

If you receive a take home testing kit from MIB Health, it is helpful to us to self report to the CHN or Covid Liaison to help you navigate through next steps based off of your test result. If you or someone in your household tests positive, the Covid Liaison can assist with supports (like grocery orders) if needed.

- The Community Health Nurse is available to assist with questions, concerns around Covid testing, and/or results.
- The Covid Liaison is also available for additional information and/or supports during self-isolation.



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PLEASE BE KIND TO OUR STAFF IN THESE DIFFICULT TIMES.

WE ARE WORKING HARD TO LOOK AFTER YOU.

Please [be kind](#) to our staff in these difficult times.

[We are working hard to look after you.](#)

We have reassigned various health staff to support the current COVID crisis.

RAPID TESTS

If you live in community, if you feel sick & are experiencing any symptoms & would like a rapid test;



- If you have a vehicle and can drive,
- Proceed to the nearest testing sites to receive a rapid test kit.
- Local Testing sites: St.Vincent Drive-up 4875 Heather St., YVR 5911 N.Services Rd.,Richmond.

*Due to limited numbers of available rapid tests, we are making this request to our community. If you need assistance call the Musqueam COVID-19 Liaison: 236-688-4821.

IF YOU HAVE TESTED POSITIVE for COVID-19 Please call the COVID-19 Liaison for assistance and further supports and supplies such as masks. Call: 236-688-4821 7days/wk.

GROCERY ORDERS: Please be advised our local grocery stores are experiencing shortages and some grocery orders are missing requested items- please note that we are doing the best we can with what we have access to.

(Please keep your receipts from your grocery order and bring to Musqueam reception after your isolation is done.)

CONTACT TRACING & SELF ISOLATE:

- Notify your household members and or your close contacts that you have tested positive so that they may monitor their symptoms, and their loved ones.
- Self-isolate. Stay, and sleep in separate room from other family members, use separate bathroom.
- If you must share kitchen/bathroom, wear a mask.
- STAY HOME, do not visit house to house. This is an added precaution for our community to take extra care for our Elder's and community and to ensure everyone in community is supported and stays safe.



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COMMUNITY HEALTH PROGRAM

Crystal Point, RN, CHN

MUSQUEAM PRE- AND POST-NATAL GROUP

Are you pregnant or have you recently had a baby?

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

From the onset of pregnancy, until 3 months postpartum we offer weekly \$25.00 Save-on Foods Gift cards for nutritious foods such as – **milk, eggs, cheese, fruits & vegetables** to support healthy nutrition during pregnancy and breastfeeding.

- Nursing pads, as needed
- A one-time gift of an Electric Breast pump. **One per family**
- Welcome gift for your new baby

To register for the Program, call the Community Health Nurse, Crystal Point, RN in the Health Department.

Due to Public Health Guidelines, the Pre-Natal program is currently not meeting in person. The Community Health Nurse is available to assist with maternal child health supports (electronically, virtually and/or home visit.

Crystal Point, CHN: Ph: 604-362-9200 | Email: chn@musqueam.bc.ca

Arlene Haldane, Assist: Ph: 604-655-0580 | Email: nurseassist@musqueam.bc.ca

NEED HELP REGISTERING BABY FOR MSP/FNHA HEALTH BENEFITS? GIVE US A CALL!

For assistance with registering your Newborn you may call Candice Sparkes: 604-269-3312.

For questions or concerns about your Health Benefits or assistance with the PBC website or APP? You may contact: Ashlee Point 604-269-3395

**** Please stay tuned for updates on Musqueam's Pre- and Post-Natal Luncheons – coming soon! ☺ .**

HOME & COMMUNITY CARE PROGRAM

The Home Care Program is available to our community members to assist with hospital discharges, home care aides, all medical supplies & equipment.

Home care services & medical equipment require a note from your doctor with your needs specified.

- **Romeo's Office Hours:** Monday, Wednesday, Thursday & Friday from 8:30-5:30 Tuesdays - Off
- **Phone:** 604-269-3463
- **email:** homecare@musqueam.bc.ca
- **or** nurseassist@musqueam.bc.ca

HOME CARE CLIENTS: If you will not be home during your scheduled HCA visit, please contact the Nurse Assistant, Arlene Haldane – 604 269 3354 or 604 655 0580.

If there is no answer please leave a message. ***For Emergencies Call 911 ***

*Supporting the **Fighters**,
Admiring the **Survivors**, Honouring the **Taken** &
Never Giving Up **Hope**!*

WHAT?
Mobile Mammography is returning to Musqueam, have your mammogram right on site, a 10 minute procedure!

WHEN? January 24th 2022
10:10am – 12:40pm | 2pm – 4:20pm

WHAT NEXT?

1. See attached registration form for eligibility!
2. If you are eligible to ALL questions—you can:
3. Fill out registration form, send to Arlene, in the Health Department: nurseassist@musqueam.bc.ca
4. Questions contact Crystal, CHN: 604 362 9200

COVID Protocols are in place (masks required; **DO NOT** attend your appointment if you have **ANY** symptoms of illness)

**SUPPORTING THE FIGHTERS
ADMIRING THE SURVIVORS
HONORING THE TAKEN
AND NEVER, EVER GIVING UP HOPE**



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MUSQUEAM HEALTH DEPARTMENT NEWSLETTER ~ JANUARY 28, 2022
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MUSQUEAM NATIONAL NATIVE ALCOHOL & DRUG ABUSE PROGRAM

**NNADAP
DEPARTMENT
January 20, 2022**

**WE CAN HELP
YOU ~
YOUR LOVED
ONE~
OR A FRIEND...**

We can help with Addiction supports & Education, resources are available to you or a loved one: such as Detox or assist you with getting at home medicated detox, treatment centers, family support, meetings for Alcohol, drugs, co dependency, al-anon, Indigenous meetings, family Interventions, one-on-one counselling.

Brad 604-652-1368
W, TH, F 6-9 pm
Sat & Sun 1-5 pm

Nicolette 236-558-8482
M, T, W & F 8:30—4:30 pm
Thursday 1-8 pm



WE CAN HELP. MEDICATION SUPPORT FOR ADDICTION

Health Department - Programs and Services - Musqueam Indian Band

The Musqueam Primary Care Clinic offers Musqueam community and band members addiction support through the issuance of prescribed medications.

We offer support for opioid addiction (i.e. methadone, suboxone), and for alcohol addiction (i.e. naltrexone), and for overdose prevention (i.e. naloxone).

CALL THE PRIMARY CARE CLINIC TO MAKE AN APPOINTMENT WITH THE NURSE PRACTITIONER OR DOCTOR REGARDING MEDICATION SUPPORT FOR ADDICTION.

PLEASE CALL TO BOOK AN APPOINTMENT AT 604-266-0043.

HOURS OF OPERATION: MON-FRI, 9:30AM-3:30PM (CLOSED 12:00PM-1:00PM FOR LUNCH)



HEALTH PATIENT NAVIGATOR

Lisa Mitchell

Lisa Mitchell is the Patient Navigator in the Musqueam Health Department. I am available to assist and support community members on their healthcare journeys.

If you have any questions regarding your health care coverage, FNHA Benefits, or need assistance filling out medical forms please do not hesitate to contact me.

I am available Monday to Friday from 8:30am to 4:30pm by phone: 604-764-5349 or email:

navigator@musqueam.bc.ca

BREAKFAST CLUB

Breakfast Club is open we do the sandwiches first thing in the morning we'd like you to pick them up between 730-8:00am

If your Child Is **younger than 7** they must have a guardian who is **older than 14** with them at all times who will care for them. **Children 0-6 without a parent or guardian will be sent home.**

Breakfast Club phone number: 604-269-3465

ART THERAPY FOR CHILDREN, YOUTH & ADULTS

Janice Carroll, RCAT

I am available Monday to Thursday from 830-430, for phone calls, emails or text conversations, and also, I can hold sessions via Zoom.



I can be reached on my **cell at:** 778-829-0242 or my **email is** jcarroll@musqueam.bc.ca

MUSQUEAM MENTAL HEALTH AND WELLNESS PROGRAM

Janice Cross

This confidential counseling services are available Monday-Friday: 8:30- 4:00pm to our Musqueam people via phone or virtually. Call or email to and set up a time to talk to Janice Cross.

Email: mentalwellness@musqueam.bc.ca

For Private Counseling Call: 236-558-9977

SAFE DRINKING WATER MONITORING PROGRAM

Charlene Campbell-Wood

1. Health Benefits

We all know how important it is to stay hydrated, but it is not always clear how our beverage choices impact our health. Evidence links the consumption of sugary drinks to excess weight gain and an increased risk of chronic disease and tooth decay. The solution? Drink water most often! Make it more exciting by adding fresh fruit and herbs like strawberries and basil for a delicious hint of flavour.



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First Nations Health Benefits (Plan W)

Plan W is designed to meet the unique needs of B.C. First Nations.

Plan W covers 100 percent of:

- Eligible prescription costs
- Certain medical supplies
- Certain over-the-counter drugs
- Some natural health products
- Pharmacy services

Plan W is funded by the [First Nations Health Authority \(FNHA\)](#).

Who is eligible for Plan W?

You do not need to apply for Plan W.

Your pharmacist submits your prescription claim online, and your BC PharmaCare coverage is applied immediately.

Over-the-counter medications

To be eligible for coverage for many [over-the counter \(OTC\) medications](#) you will need a prescription from your:

- Physician, Nurse practitioner, or Midwife

OR

- **A recommendation from your pharmacist**

For all covered OTCs, your pharmacist must submit a claim to PharmaCare at the time of purchase.

Contact the First Nations Health Authority if you have questions about your coverage. See [general coverage policies](#) for information about PharmaCare plans, including Plan W.

Note that FNHA clients are eligible for other [PharmaCare plans](#) if they meet the criteria for the plan(s).

Call FNHA Health Benefits Support Line Toll Free: 1-855-550-5454

Email the FNHA: HealthBenefits@fnha.ca

FNHA website: <https://www.fnha.ca/benefits>

<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/pharmacare-for-bc-residents/who-we-cover/first-nations-health-authority-clients#contact>



MUSQUEAM HEALTH 2SLGBTQ+ SUPPORT

Dawn Marie, Trans Care Program Coordinator

What does 2SLGBTQIA stand for?

Sexual orientations and gender identities that aren't heterosexual or cisgender are often described by the acronym 2SLGBTQIA (or a variation of this acronym). 2SLGBTQIA+ stands for:

2S – Two-Spirit (or 2 Spirit or 2S): *Often it gets pushed to the back of the acronym, so to decolonize and take up space, we consciously put it first.* It is an important term within some Indigenous cultures and some Indigenous people, meaning a person with both a feminine and a masculine spirit living in the same body. This is often used to describe sexual orientation, gender identity and/or spiritual identity.

L – Lesbian: a woman who is physically and emotionally attracted to other women and who identifies as lesbian.

G – Gay: a man who is physically and emotionally attracted to other men and who identifies as gay. Gay is also used as a broad term to describe people attracted to someone of the same gender.

B – Bisexual/Bi: a person who is physically and emotionally attracted to people of their own and other genders and who identifies as bisexual (bi). Some people may prefer bi+ to honour their sexual and emotional attraction to more than one gender.

T – Transgender/Trans: a term often used by people whose gender identity differs from the sex they were assigned at birth. People whose gender identity falls outside of the gender binary (the idea that there are only two genders — man and woman) may also call themselves trans. It's up to each individual to choose how they want to identify (in other words, no one else can decide if/when a person is or isn't trans). Other terms to describe gender identity that may be used by some people include genderqueer, gender fluid, gender non-conforming, non-binary and androgynous.

Trans is not a sexual orientation — it's a gender identity. "T" (for transgender/trans) is grouped with the sexual orientations in LGBTQ2S+ for many reasons, including shared civil and human rights activism and similar experiences of discrimination.

Q – Queer: a broad term that includes all sexual orientations and gender identities within the 2SLGBTQIA+ community, including those who don't identify with any other identity in 2SLGBTQIA+. The term queer can be both positive and negative. Historically, queer was used as an insult, but it has been reclaimed by the 2SLGBTQIA+ community to self-identify in a more positive and empowering way.

Q – Questioning: some people may feel unsure about their sexual orientation and/or gender identity and describe themselves as questioning. They may be questioning for a period of time, or continue to be questioning throughout their lives.

Intersex: intersex describes when a person is born with both male and female sex organs or other sexual characteristics. Some intersex individuals are assigned a sex at birth that they're raised as, which may or may not fit with how they view their gender identity

Asexual (ace): a person who doesn't experience or rarely experiences physical attraction to other people, but may be emotionally attracted to others.

+ (plus): a way to include additional sexual orientations and gender identities. For some, the plus stands for love and acceptance.



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MUSQUEAM PRIMARY CARE CLINIC

Musqueam Elders Centre, 4010 Si Lu Drive, Vancouver BC V6N 4K7

Located in the Primary Care Trailer

(Clinic closed 12:00pm – 1:00pm for lunch)

Monday Jan. 31	Tuesday Feb. 1	Wednesday Feb. 2	Thursday Feb. 3	Friday Feb. 4
Karen Chandra, NP	Dr. Dumont, GP	Karen Chandra, NP	Karen Chandra, NP	Karen Chandra, NP
9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm
Traditional Healing and Song (Facebook Live)		Traditional Healing and Song (Facebook Live)		Traditional Healing and Song (Facebook Live)

Call 604-266-0043 to book an appointment

Please leave a voicemail if you cannot get through - we will return your call as soon as possible.



Missed your telehealth or in-person appointment? Call us to rebook for the next available date.

Please be available 15 minutes before and after your scheduled appointment call.



Naloxone kits available. (Injectable or Nasal Spray)
Please check to see if your current kit has expired.
Naloxone training on Wednesdays by appointment only.



Prescription running low? Please book an appointment a few days in **advance**. Or, ask your pharmacy to send us a refill request.



Influenza vaccines available, call the clinic to schedule an appointment

The MIB Primary Care Clinic

will not be testing for Covid-19

Please call COVID Liaison 236-688-4821



**Walk/Drive-up Covid-19
Testing Site @ St. Vincent's**

Entrance off West 33rd Avenue by Heather Street, Vancouver.

Open daily 8:00am – 7:00pm (drop-in only)

Ages 4+

Nasopharyngeal and saline gargle available.

*Community members must identify that they are from Musqueam First Nation.



SCHOOL CHEQUES

February high school cheques will be mailed, if we don't have your address on file the cheque will be available for pick up at the office. Post-secondary will remain direct deposit.

2022 Graduates

Grade 12 Musqueam band members are eligible to receive support for graduation costs including dinner tickets, outfits, and photos. Please contact the Education Department for more information.

Planning for Post-Secondary in Grade 12

- Check that the Grade 12 courses you are taking meet the admission requirements of the program/institution you want to attend
- Make sure you have the following information available to you: Social Insurance Number, Personal Education Number, transcripts
- Check the admission and documentation deadlines for the institutions you plan on applying to on their website; for most institutions the deadline is between Jan-Mar
- The Education Dept will cover the cost of post-secondary application fees for band members in grade 12, submit receipts for reimbursement

Tutoring

If students require tutoring for the upcoming school year please contact the Education Department so that we may offer assistance.



Education Department:

Faye Mitchell, Education Manager:

fmitchell@musqueam.bc.ca

April Campbell, Learning Facilitator:

learningfacilitator@musqueam.bc.ca

Cary Campbell, School Bus Driver

Dona Grant, School Bus Supervisor

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

Toll free: 1-866-282-3261

Kindergarten Registration Deadline is Monday January 31st, 2022



Please register for your neighborhood catchment school, even if you plan on applying for private schools or cross boundary. The catchment school for Musqueam is Southlands Elementary.

Registration is a two-part process:

<https://www.vsb.bc.ca/School/School-Registration/Pages/Default.aspx>

Step 1. Complete online application:

<https://vsbapplynow.vsb.bc.ca>

Step 2. Verify documentation: contact catchment school and bring supporting documentation. Proof of residency, child's birth certificate, immunization records.

Catchment school info:

Southlands Elementary

5351 Camosun St

Vancouver, V6N 2C4

Phone: 604-713-5414

Email: southlands@vsb.bc.ca

KINDERGARTEN REGISTRATION TIMELINE

- **NOV 1-JAN 31**
 - **PRIORITY KINDERGARTEN REGISTRATION**
 - Children born in 2017 are eligible to register
- **JAN 10-FEB 3**
 - **DISTRICT CHOICE PROGRAM REGISTRATION**
 - Optional programs offered by the District.
 - Includes: French Immersion, Mandarin Bilingual, Fine Arts, Indigenous Focus and Montessori
- **FEB 1-FEB 28**
 - **CROSS-BOUNDARY REGISTRATION**
 - For families who wish to attend a school outside of their catchment area
- **MID FEBRUARY**
 - **WAITLIST NOTIFICATION**
 - Only families registered in identified full schools and district choice programs will be notified
- ★ **LATE APRIL**
 - **KINDERGARTEN ENROLMENT CONFIRMED**



Vancouver School Board

Student Registration Information & Check List

- ✓ If possible, please bring your child to the school during registration

DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS

In accordance with the School Act Section 82, Ministry of Education policy, and school district AP's 300, a student is eligible for a provincially funded education if Custodial Parent(s) or Legal Guardian(s) meet residency requirements. Students who are ordinarily resident in BC and whose Custodial Parent or Legal Guardian is ordinarily resident in BC and are enrolled in a program in School District No. 39 (Vancouver) are eligible for Ministry funding.

- ✓ **STATUS IN CANADA** required by Custodial Parent or Legal Guardian and Child:

CUSTODIAL PARENT OR LEGAL GUARDIAN:

One of:

- | | |
|---|--|
| <input type="checkbox"/> Canadian birth certificate | <input type="checkbox"/> Status Card |
| <input type="checkbox"/> Canadian passport | <input type="checkbox"/> Nexus Card with Citizen listed as CAN (Canadian) |
| <input type="checkbox"/> Canadian Citizenship card | <input type="checkbox"/> Confirmation of Landed Immigrant or Permanent Residence (8-1/2 x 14" sheet) |
| <input type="checkbox"/> Permanent Resident Card (front and back) | |

CHILD:

One of:

- | | |
|---|--|
| <input type="checkbox"/> Canadian Birth certificate | <input type="checkbox"/> Permanent Resident Card (front and back) |
| <input type="checkbox"/> Canadian Passport | <input type="checkbox"/> Status Card |
| <input type="checkbox"/> Canadian Citizenship card | <input type="checkbox"/> Confirmation of Landed Immigrant or Permanent Residence (8-1/2 x 14" sheet) |

- ✓ **RESIDENCY** required by Custodial Parent or Legal Guardian - Custodial Parent or Legal Guardian must be ordinarily resident in British Columbia with a sufficient degree of continuity to ensure that there is a settled purpose other than to obtain free public education:

One of:

- | | |
|--|--|
| <input type="checkbox"/> Long-term Tenancy agreement - showing name and address | <input type="checkbox"/> Property tax statement - showing name and address |
| <input type="checkbox"/> Property purchase agreement - showing name and address | <input type="checkbox"/> Proof of employment within the community (For Canadians and Permanent Residents only) |
| <input type="checkbox"/> Income Tax statement - showing name and province of residency | |

And Two of:

- | | |
|--|--|
| <input type="checkbox"/> Utility bill | <input type="checkbox"/> Canadian bank account statement - showing name and address |
| <input type="checkbox"/> BC Driver's Licence or Enhanced BC Driver's Licence | <input type="checkbox"/> Canadian credit card statement - showing name and address |
| <input type="checkbox"/> BC ID | <input type="checkbox"/> Proof of current school year membership in a local organization |
| <input type="checkbox"/> BC vehicle registration | |

- ✓ **GUARDIANSHIP** required by Custodial Parent or Legal Guardian:

One of:

- | | |
|---|--|
| <input type="checkbox"/> Paper Birth Certificate - parents are named | <input type="checkbox"/> If not the parent, the legal guardianship must be by <u>will</u> in accordance with the Infants Act or <u>court order</u> in accordance with the Family Law Act in British Columbia |
| <input type="checkbox"/> Income Tax statement - children are declared | |
| <input type="checkbox"/> Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents - children named on document | <input type="checkbox"/> Child in Care |
| <input type="checkbox"/> If parents live separately, court order or written agreement granting care to accompanying parent | |

- ✓ **OTHER RECORDS** required by Child:

One EACH:

- | | |
|---|--|
| <input type="checkbox"/> Original School Report Cards with certified translation in English if needed. (Report cards from two most recent school years. | <input type="checkbox"/> Child's immunization records since birth and, if necessary, any other important health documents. |
|---|--|

A message from Sara Louie

Hello Musqueam Community

As an educator, I am looking create and strengthen our Learning Community. We have so many community members that are diversely rich in knowledge about Musqueam as well as their own specific Career fields.

I understand that we don't all learn the same way and that's okay!

My focus for all of us, students, parents, families is to connect the learning that is happening in schools with bigger ideas that are related our very existence as Musqueam.

My learning always takes me back to the Fraser River and Cedar these are 2 very important aspects that sustained our peoples for millennia!

To get the dialogue going on sustaining a livelihood for the next generations we as a community also need to inspire, motivate and actually have these conversations with our youth as they are the future of Musqueam. To do this it requires us to "connect with the land" and to do that we simply just need to spend more time outside.

With a concentrated area to focus on this brings me to our immediate health of the Environment, Climate change, stewardship of the land, our Salmon streams and creeks, there's so much more for now lets just get the dialogue going and get outside.

I am open to hear your feedback and ideas. Stay tuned for more what I am thinking and what we can plan together.

slouie@musqueam.bc.ca





Musqueam Indian Band
6735 Salish Drive
Vancouver, BC, V6N 4C4
Tel.: 604-263-3261
Fax: 604-263-4212

Job Posting
EXECUTIVE ASSISTANT
Full-Time, Permanent

Position Summary:

Musqueam Indian Band (MIB) has an opening for a permanent, full-time Executive Assistant with a focus on **administrative and research** duties. Reporting directly to the UBC Liaison, the Executive Assistant will provide organizational, administrative and clerical support to the Liaison. The Executive Assistant works on tasks such as communications, research, office administration and planning meetings, gatherings and occasional travel.

The Executive Assistant must be community oriented. The ideal candidate will have the ability to work independently and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities:

- Completes a broad variety of administrative and logistical tasks for the UBC Liaison, including: managing an extremely active calendar of appointments; composing and preparing correspondence that is confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Coordinates and books meeting arrangements
- Provides content support for meetings (including assisting with meeting preparation, taking minutes, transcribing, providing meeting summaries, and learning about negotiations.
- Manages and tracks ongoing communications of the UBC Liaisons and responsible for writing additional communications materials.
- Communicates as directed by the UBC Liaison, with the CAO on matters related to the UBC Liaison's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the UBC Liaison, including those of a sensitive or confidential nature.
- Build relationships crucial to the success of the organization and reviews a variety of special projects for the UBC Liaison, some of which may have organizational impacts.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting personal correspondence, and other tasks.
- Reviews materials.
- Manages access to information requests and procedures.
- Offers support to the UBC Liaison and Negotiations team with document tracking and labelling (digital and physical) and maintaining specific project files.
- Provides support on related initiatives and projects.
- Tracks and manages the UBC Liaison's action items and helps to define timelines and follow-ups.
- Knowledge of MIB-UBC policies, procedures, precedents and mandates.

- Supports the UBC Liaison in managing calendars and commitments through careful planning, communication, and coordination.
- Manages daily administrative functions of the UBC Liaison, including anticipating daily needs, and ensures the UBC Liaison is briefed on all appropriate matters.

The successful candidate:

- Be adaptive, flexible, and be able to prioritize multiple competing demands with frequent interruptions.
- Be knowledgeable about and support the mandate and mission of the Musqueam Indian Band.
- Demonstrate an understanding of BC History and Indigenous land rights issues.
- Has the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills.

Qualifications:

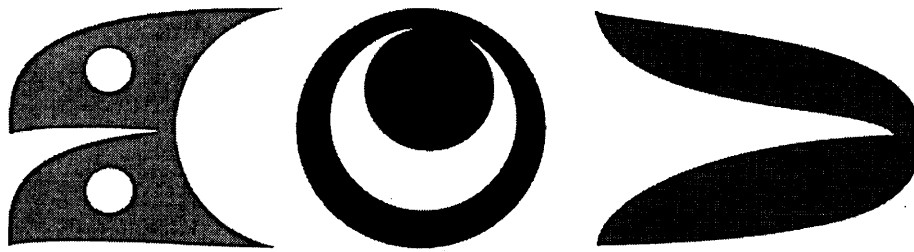
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills
- Expert level written, verbal and analytical skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker

Education and Experience Requirements

- Bachelor's degree preferred
- 3 to 5 years of experience supporting Executives
- Experience and interest in internal and external communications, and partnership development
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media platforms.

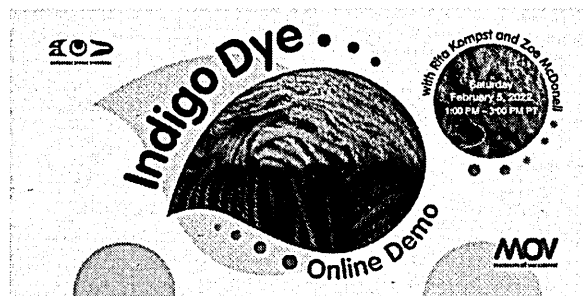
Compensation

- Salary Range starts at \$28/hour
- Comprehensive benefit and pension plan



Indigenous artisan workshops

Online Indigo Dyeing Demo



We invite you to the fascinating world of dyeing with natural Indigo! Although it is not a traditional colour, it is certainly very interesting!



discuss the history of Indigo while dyeing!
Each participant can pick up their dye sample card after the workshop.

We will explore the incredible history of Indigo while participants learn how to set up an indigo vat, as well as techniques on dyeing their own animal and plant fibers. Learn how you can zero in on the perfect shade of blue and how indigo can be used for many more colours.

Date: Saturday, February 5, 2022

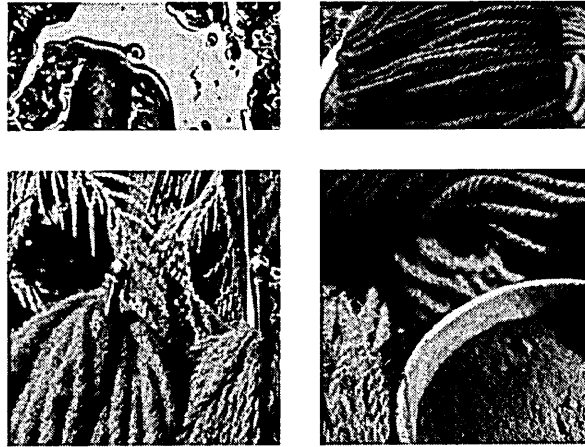
Time: 1:00 PM – 3:00 PM (PT)

Platform: Zoom (Information about how to connect will be sent to participants prior to the event through Eventbrite)

Tickets: \$25 for non-members, \$20 for MOV members, \$15 Indigenous Peoples*

*Please call 604-736-4431 during MOV business hours to obtain a discount code if you are an MOV Member or Indigenous. A service fee and GST is also applied to ticket sales. Please note that this price point is based on covering the artist's fee and materials.

Please note: This class will be held virtually on Zoom. You will receive a link after you register. If you are new to Zoom, [find out more here](#). Participants are invited to build on the demonstration by picking up their own indigo kit. This can be purchased as a [Natural Indigo Thiox Kit from Maiwa](#) - located on Granville Island at [1663 Duranleau St, Vancouver, BC V6H 3S3](#). Kits are reserved for the MOV demo and can be



DEMONSTRATION FACILITATORS



Rita Kompst, Local Artist, Musqueam

Rita was born and raised in Musqueam. Her late father, Joseph Becker (Point), was a former Chief of Musqueam. He was also a self-taught artist who was well known for his wood carving and Salish designs. Her late mother, Evelyn Norris (Campbell) was also from Musqueam but lived on Vancouver Island. She is the eldest child and had 5 sisters and 5 brothers.



passion for cedar weaving and knitting. I currently work full-time as an executive assistant and now that my children are grown, spend my free time being creative! I met Zoe at a dye workshop in Musqueam and felt an instant connection to her and the work of dyeing mushrooms and other products. It is an honour to study and teach the art of dyeing with mushrooms and locally foraged products!"

Zoe McDonell , Wildlife Ecologist & Mushroom Dyer

Zoe is a Vancouver artist of settler-descent who specializes in dyeing using the plants, windfall lichens and mushrooms from our forests. She has been teaching workshops, lectures and demonstrations on historical natural dye techniques and other fiber arts for almost 20 years.

When not dyeing, Zoe is an ecologist and studies how forest communities can be more effectively managed for conservation. She lives with her husband and children on the Musqueam Reserve.

"I first met Rita at a mushroom dye workshop and knew we were destined to have some great collaborations together. I am very excited to partner with Rita to teach this workshop."

WATCH



Social Development Dept.

January 28, 2022

FEBRUARY 2022 cheque issue day will be issued on

TUESDAY FEBRUARY 1, 2022 8:30am -12noon - 1- 4:30pm

Please bring in renewal slips and job search forms to the admin bldg.

If you have not already done so please bring in your renewal slip and job search forms a.s.a.p. They should have been in by the 20th if you require continued assistance. For your convenience there is a mailbox by the back door of administration building.

If you are not on direct deposit please reconsider at this time and if you can, bring us a void cheque and or a direct deposit form from your bank . If you are eligible for your bills (hydro, gas and phone) to be paid please bring in a.s.a.p. We cannot pay them if you do not provide your bills.

Thank you,

From Your Social Development Dept.



CHILDREN OUT OF THE PARENTAL HOME MONTHLY RENEWAL DECLARATION

PRIVACY OF INFORMATION STATEMENT

Provision of information requested on this document is voluntary and is being collected for the purposes of determining eligibility for Children Out of the Parental Home Income Assistance. The information will be stored in a secure location by your First Nation Administering Authority, who will ensure the confidentiality of the information contained in this document in accordance with standards set out in the Social Development Policy and Procedures Manual of the Department of Indian Affairs and Northern Development (B.C. Region) and will be maintained pursuant to the *Privacy Act* and described in the personal information bank INA-PPU-240. The accuracy of the information in this document may be checked by comparing it against information held by any federal or provincial department or agency or any private agency.

OFFICE USE ONLY

Administering Authority (AA) and Number: _____	Name of Worker: _____	Date Declaration Reviewed: _____
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Child

Last Name	First Name	Middle Name
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1. Is the child still in need of Children Out of the Parental Home (COPH) Assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are there any changes in the composition (make-up) of persons age 18 or older living in the relative's home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain change(s): _____		
3. Are there any changes in the amount of financial contribution to the COPH Assistance child?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain change(s) to the amount: _____		
4. Are there other changes concerning the COPH Assistance child or the information provided by the relative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain change(s): _____		
5. COMPLETE THIS SECTION ONLY IF THE RELATIVE'S ADDRESS HAS CHANGED		
New Address	Telephone ()	
Mailing Address (if different)		

DECLARATION

I declare that the information that I have provided on behalf of _____ is true and complete.
(Child's Name)

I give my permission for this information to be verified and consent to a report being obtained from any reporting agency (for example, but not limited to, Canada Revenue Agency, the BC Ministry of Children and Family Development or the BC Ministry of Housing and Social Development) for that purpose.

Relative's Signature _____	Relative's Name (Print) _____	Date Signed _____
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Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

SOCIAL ASSISTANCE MONTHLY RENEWAL DECLARATION

PRIVACY ACT STATEMENT

Provision of the information requested on this document is voluntary and is being collected in order to make a fair decision.
The information will be stored in personal information bank INA/P-PU-020 and is protected under the provisions of the Privacy Act.

If you require continued Social Assistance, please complete this form and return to your local administering Authority at least 2 weeks before the next cheque issue.

1. Are you still in need of Social Assistance?

☐ Yes

☐ No

2 Has your marital / employment situation changed?

☐ Yes

☐ No

If yes, explain change _____

3. List any changes in your living situation (e.g. address, rent, etc.). Submit new receipts.

901-28 (6-88)

Canada

4. Have you had **any earned or unearned
Income this month?**

☐ Yes ☐ No

If yes, complete *

Earnings	\$
Child tax	\$
Family Maintenance	\$
Employment Insurance	\$
Other (specify)	\$
Pension	\$
	\$

5. Has there been any change in your assets? ☐ Yes ☐ No

If yes, complete *

Bank Account	
Property	
Other (specify)	
TOTAL	

6. Is there any change in your number of dependents or their school status?

☐ Yes

☐ No

If Yes, explain the change(s) _____

I declare that this is a true statement concerning my monthly income, assets, marital, employment, and family status. I give permission for this information to be verified and I consent to a report being obtained from any reporting agency for that purpose.

Band Name and #

Print Name

Signature of Applicant

Date

Do you want direct deposit Yes or No (please circle one)

If you are turning 65 this year, Please remember that income assistance cut off is your 65 birthday. You must apply for your Old age pension. This can be done one month after your 64th birthday!

Musqueam Indian Band

Active Job Search Statement

List dates, names and phone numbers of employers seen and results of job interviews. When completed, **Sign** the declaration at the bottom of this form.

Please return no later than the 20th of every month

Date contact made with Employer	Business name and address	Person contacted	Phone Number Or email	Type of Work sought	Results of your request for a job

If you have taken No Action to find Employment, Indicate **why**:

☐ Found work ☐ Sick or Incapable (Need a Dr's note) ☐ Other (explain) _____

☐ Pregnancy ☐ Attending a course of Instruction – Where? _____

Declaration: I declare that All Employers listed on this form and on any attached sheets of paper have been contacted. The information I have given on this form is true.

I understand that confirmation of my contacts may be obtained from Employers whose names I have shown

Printed name of Claimant:	Signature of Claimant:	Date:
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