



DRAFT Nisga'a Ts'amiks Vancouver

Society

Communications Program Guide



Nisga'a Ts'amiks Vancouver Society

Mandate

Our mandate is to provide liaison and contact between the Nisga'a Lisims Government, along with other Nisga'a locals and Village Governments, and Nisga'a citizens ordinarily residing in the Greater Vancouver, Victoria and Nanaimo regions of British Columbia, as well as to deliver social services and promote individual, family and community wellness for Nisga'a citizens living within our boundary.

Vision Statement

*To nurture a vibrant and prosperous community that is an integral part of a unified
Nisga'a Nation*

Mission

*To create a community that enhances the social, economic, physical, cultural and spiritual well-being of the Nisga'a citizens whose ordinary residence is within southern
British Columbia.*



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If at any time you have questions regarding the Education and Training Program please contact

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Introduction

This Guide is intended to outline the NTVS Communications Programs and Services offered to eligible Nisga'a citizens. The information contained in this Guide is drawn from NTVS policies, which are subject to periodic review and amendment by the NTVS that are intended to support improving the well-being of Nisga'a citizens. Nothing in this policy Guide shall impose any legal obligation on the NTVS. Funding and or services under this policy Guide is subject to availability and is discretionary.

Communications Program Objectives

The objectives of the Communications Program are to provide Nisga'a citizen supports that include:

1. Communications with Nisga'a Citizens with the NTVS;
2. Hobiye, coordination and support for the annual event;
3. Youth Council, coordination and support; and
4. Elders Council, coordination and support.

The NTVS intent is to establish this program guide, policies, and procedures to support fair and equitable Communications support for Nisga'a citizens, within available funding and budgets. The NTVS has prioritized Communications and every effort will be made to support Nisga'a citizens, however funding may change that affects the Communications Program. If budgets do change that impact Communications Program updates will be provided to the Nisga'a citizens, with as much notice as possible.

Program Description

The NTVS Communication Program provides the following services within the limits of NTVS available resources (human, financial, other). This includes, but is not limited to services and financial support for:

1. **Communications** in accordance with NTVS Policies, and in accordance with the communications preferences of Nisga'a citizens;
2. **Hobiyee**, coordination and support for the annual event in accordance with NTVS Hobiyee Policies and Procedures;
3. **Youth Council**, coordination and support in accordance with the Youth Council Terms of Reference; and
4. **Elders Council**, coordination and support in accordance with the Elders Council Terms of Reference.

Program Limits

For all communications services the NTVS must adhere to the following programs limits:

- All Nisga'a citizens who wish to apply to participate in Hobiyee, the Youth Council or Elders Council they must do so in accordance with the policies and Terms of Reference attached as an appendix to this Guide;
- All Youth Council and Elders Council members must sign the Council Oath, and complete the form attached as an appendix to this Guide.

Eligibility Criteria

Eligibility and Application

All participants of Hobiye, the Youth Council and Elders Council must adhere to the specific eligibility requirements that include:

- a. Be a Nisga'a citizen in good standing;
- b. Agree to adhere to NTVS policies and this guideline, including the Youth/Elders Council Terms of Reference, as evidenced by the Hobiye Application Form or Council Membership Registration Form;
- c. Communication services and support will be made available to any Nisga'a citizen residing in the NTVS service areas.

Decision-Making

All decision for relating to Hobiye, the Youth Council, or Elders Council must operate in accordance with NTVS Policies and funding agreements.

Appeals

All appeals for funding decisions will be addressed to the Communications Program Coordinator, in accordance with the NTVS Issue Resolution Policy.

Client Service Standards

In addition to the service standards outlined in the NTVS Human Resource Policy Manual, the Communications Program will endeavor to provide services in a manner that enhances the health and well-being of all Nisga'a citizens today and for future generations.

Program Roles and Responsibilities

NTVS Program Coordinator

The Program Coordinator is responsible to ensure that the Communications services adhere to NTVS policies and funding agreements, while supporting to ensure the health and well-being of staff and Nisga'a citizens.

To the greatest extent possible all Nisga'a citizens will be provided Communications support utilizing culturally relevant approaches (e.g., language, protocols, and practices) that will be shared with NTVS partners.

Nisga'a Citizen Responsibilities

In supporting the success of Nisga'a citizens NTVS recognizes the immediate responsibilities of Nisga'a citizens, which are as follows:

- a. Treat all NTVS employees with respect, in accordance with Nisga'a values; and
- b. Accept responsibility to manage funding received from NTVS (if applicable) as agreed upon and intended, based upon this Program Guide and the Application Form.

Limitations

- a. As outlined in the NTVS Human Resource Policy Manual the NTVS will adhere to all aspects of the Personal Information Protection Act and Human Rights Act apply to all aspects of NTVS Program design, development, implementation, monitoring, assessment and reporting.
- b. In the event that a section of this guide contravenes a policy of the Nisga'a Government or NTVS, the Office Manager is responsible for promptly proposing an amendment(s) to the appropriate policy to remove the conflict.
- c. Should the need arise the Office Manager may determine interim guidelines until the policy amendments are complete and approved.

Program Guide Availability

Consistent with NTVS Board Policies, the Office Manager will ensure that all NTVS Policies and Program Guides are available for Nisga'a citizen viewing at any time. Any Nisga'a citizen who wishes to review this or any NTVS policy or policy guide upon request.

Guide Maintenance and Amendment

To ensure the effectiveness of this Guide the Office Manager will work collaboratively with employees to review this Guide annually, before April 1st of each year, doing so in consideration of the coming year's strategic plan and projected organizational capacity requirements. This Guide may be reviewed earlier if warranted, to ensure alignment with applicable legislation.

Procedures

The following procedures will apply in making an amendment to this policy:

- a. Preparing proposed amendments is the responsibility of the Office Manager, for ED/CEO approval. All employees will be invited to submit recommendations for the policy change, at any time. The Office Manager will regularly (e.g., quarterly or annually) present all proposed changes to the ED/CEO for review and approval, with all supporting documentation required (e.g., current legislation).
- b. The ED/CEO will review the proposed changes, approve in principle with changes or reject the proposed amendment. The ED/CEO may retain technical support (e.g., accountant, lawyer) to consult on issues, prior to finalizing their decision to approve in principle.
- c. The final approval of this Guide, and/or any updates, remains with the NTVS Board.
- d. The Office Manager is responsible for ensuring that all employees are familiarized with amendments that are approved by NTVS Board. All employees are to acknowledge their understanding and commitment to adhere to these amended policies by signing Office Manager Policy Guide Receipt and Acknowledgment Form and Office Manager will track the electronically acknowledge and ensure that all employees have signed copies held in their personal files.

Appendix A: NTVS Hobiyeer Policy

Preamble

HOBIYEE: Nisga'a New Year Celebration

Hobiyeer {Ho-be-yeh} is a celebration of the waxing crescent moon, during the latter part of winter, each year. The Nisga'a People of North Western British Columbia, watch for the positioning of the moon and the stars as a prediction of the coming harvest. Hobiyeer is celebrated wherever Nisga'a people live. Like many other communities, they celebrate the New Year with family, friends and community.

The Nisga'a New Year is also celebrated each year in one of the four 4 respected Nisga'a communities in the beautiful Nass Valley.

The Simigat-Nisga'a Chieftains- in past centuries studied the celestial heavens. They were knowledgeable in the behaviours of the stars in proximity to the moon which forecasted the weather patterns. They studied the astrology not from textbooks but by years of observing the heavens. The Halayt- Simigat {Spiritual Leader- Chief} Studied the "Buxw-laks" moon, The Moon of February. Over time, they observed that whenever the first crescent moon is in the shape of a "Hoobix"- The bowl of a Nisga'a wooden Spoon, thin shaped and the ends pointing upward- that in the following seasons the resources of our lands would be plentiful, the oolichan, salmon, berries and various other resources, bountiful. Hobiyeer is about the point in time when our "Gal-ha'ink" Cedar Bent Boxes of the Nisga'a are near empty of their winter provisions and

they have begun to ration the last of their provisions. The Nisga'a are hoping and praying for a bountiful season of oolichans {saviour fish} and a fruitful year. So the Nisga'a say, "Hobiyeer" meaning, "the spoon is full." In the spirit of "Sayt K'il'im Goot" One Path, One Heart, One Nation!

The Nisga'a of Ts'amiks (Vancouver), hosts this celebration each year and invites dance groups from other Nations to celebrate with them, the strength, beauty and diversity of indigenous cultures. The 1400 Nisga'a of Ts'amiks invite the general public to Hobiyeer to share the rich Nisga'a culture.

Policy:

- a. The Hobiyeer celebration is the responsibility of the Program Coordinator with the support of the Hobiyeer Committee.
- b. The Program Coordinator is responsible to ensure that all coordination and activities are undertaken in accordance with NTVS Policies.
- c. The Hobiyeer celebration must have an annual plan developed no less than 60 days in advance and annual report no less than 30 days after the celebration for the Board.
- d. The Annual Hobiyeer Plan must operate in accordance with event coordination best practices, and where needed include updates to these policies to ensure conformance with best practices.
- e. The annual Hobiyeer celebration is made up of Ambassadors, volunteers, and exhibitors. Each of these groups must complete the appropriate application forms.

- f. The annual celebration and adjudication of application form is the responsibility of the Hobiye Committee.
- g. The following are the requirements of Ambassadors, volunteers and exhibitors:
- i. Ambassadors:
 - Hobiye Ambassadors are Nisga'a Nation volunteers over the age of 19 who are responsible for representing and promoting Nisga'a Ts'amiks community.
 - Ambassadors must provide a clearance letter confirming that they do not have a criminal record, paid for by the NTVS.
 - Ambassadors over the age of 16 must also provide a Vulnerable Persons check, paid for by the NTVS.
 - Ambassadors ensure the surrounds and spectators are protected and respected while in attendance at the NTVS Hobiye cultural celebration.
 - First aid certification is an asset but not a requirement.
 - ii. Volunteers:
 - Hobiye volunteers are persons over the age of 19 who assist with the delivery of the celebration.
 - Volunteers must provide a clearance letter confirming that they do not have a criminal record, paid for by the NTVS.
 - Volunteers over the age of 16 must also provide a Vulnerable Persons check, paid for by the NTVS.
 - Volunteers ensure the surrounds and spectators are protected and respected while in attendance at the NTVS Hobiye cultural celebration.
 - First aid certification is an asset but not a requirement.
 - iii. Vendors/Exhibitors must:
 - Pay the rental fee immediately in full upon confirmation of approval by the Hobiye Committee. No terms will be provided to any vendors. Vendors/Exhibitors who do not pay in full will be put on the waitlist until payment in full is made with availability of vendors tables subject to availability at the time of receipt of payment;
 - Rental fees are final and non-negotiable. There will be NO REFUNDS once vendors have paid rental fees for the event.
 - Exhibitors/Vendors/Exhibitors will abide by the exhibitor agreement.
 - Tables/booths are assigned, and exhibitors will not be permitted to move or alter tables from their assigned location or the position that they are set up.

- There are no additional benefits with the role as a vendor; there will be no backstage passes, Elder's passes or any other passes, unless notified otherwise by NTVS staff.
- All Exhibitors/Vendors/Exhibitors are responsible for bringing necessary materials for setting up their table/booth (i.e.- tape, paper for signage, table covers), no materials will be provided by NTVS Staff or Hobiye Committee.
- Not sell any type of food or beverage.
- Not sell Raffle or 50/50 tickets are permitted to be sold by vendors.
- Vendor products are encouraged to be made locally, or in collaboration with First Nations artists. Imported/in-authentic goods will not be accepted to sell.
- Rules and regulations are subject to change, vendors will be informed of any changes.
- We gratefully accept any donated items from our vendors for our event to raffle off as a door prize.

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