

**Kitasoo Xai'xais Nation
Operations Manual**

**Section 10
Resource Stewardship
Authority & Fisheries**



Updated Version: August 30, 2023

Section Ten

Resource Stewardship Authority & Fisheries

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10.01 Resource Stewardship Authority & Fisheries Departments

– The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee in cooperation with the Council, oversee and manage the direction of all natural resources activities within the Kitasoo Xai'xais territory in such a way which represents the values and best interests of the Kitasoo Xai'xais First Nation.

10.02 Resource Stewardship Authority & Fisheries Departments

Organizational Structure – The organizational structure for the Resource Stewardship Authority & Fisheries Departments is shown on the Resource Stewardship Authority & Fisheries Departments Organizational Chart in **Appendix “10A”** with lines of authority as indicated.

10.03 Kitasoo Xai'xais Integrated Resource Stewardship

Authority Committee - The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is a Community Planning Team which consists of a small focus group (5 to 10) with broad representation of the community including: Members of Council, Elders, Members of the Fisheries Committee and Fisheries Program, Commercial Fishermen, Subsistence Harvesters, Community Youth, and Members at Large. Three (3) Committee Members are identified as Community Advisors and responsible to provide ongoing support and advice to the Resource Stewardship Authority Department Manager. The Terms of Reference of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee describing their role and responsibilities are as contained in **Appendix “10B”**.

10.04 Kitasoo Xai'xais Integrated Resource Stewardship

Authority Committee Meetings – The following applies with respect to the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Meetings:

- a. **Standing Meeting** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meets monthly on the second Thursday of the every month, and such further other meetings as may be necessary;
- b. **Standing Agenda** – The Standing Agenda for the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings is as contained in **Appendix “10C”**;
- c. **Standing Chairperson** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee appoints one (1) of their numbers as the Standing Chairperson for the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings which person holds such position until otherwise changed by the Committee. The duties of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Chairperson are set out in the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Terms of Reference;
- d. **Standing Secretary** – The Standing Secretary for the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings is selected from among their numbers, and can be changed from time to time;
- e. **Minutes** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee keeps the minutes in a standard format similar to the sample minutes as contained in **Appendix**

- “10D” and the management of such minutes are subject to the procedures as contained in the Operations Manual;
- f. **Committee Operations** – The Kitsoo Xai’xais Integrated Resource Stewardship Authority Committee operates in accordance with the rules contained in the Terms of Reference of the Kitsoo Xai’xais Integrated Resource Stewardship Authority Committee.

10.05 Resource Stewardship Authority & Fisheries Departments

Job Descriptions - The job descriptions for the personnel working within the Resource Stewardship Authority & Fisheries Departments are as follows:

- a. **Resource Stewardship Authority Dept. Manager** attached and marked as **Appendix “10E”**;
- b. **Marine Use Planning Implementation Coordinator** attached and marked as **Appendix “10F”**;
- c. **Referral Coordinator** attached and marked as **Appendix “10G”**;
- d. **SEP Operations Supervisor** attached and marked as **Appendix “10H”**;
- e. **SEP Operations Assistant** attached and marked as **Appendix “10I”**;
- f. **Fish Culturist** attached and marked as **Appendix “10J”**;
- g. **Co-Management Salmon Program Supervisor** attached and marked as **Appendix “10K”**;
- h. **Co-Management Salmon Program Assistant** attached and marked as **Appendix “10L”**;
- i. **Co-Management Shellfish Program Supervisor** attached and marked as **Appendix “10M”**;
- j. **Land and Marine Watchman Supervisor** attached and marked as **Appendix “10N”**;
- k. **Land and Marine Watchman** attached and marked as **Appendix “10O”**;

The job for each of the above is determined at the time each such person is hired, which job description is in writing. Each job description for the Resource Stewardship Authority & Fisheries Departments Personnel incorporates by reference the provisions contained in the Operations Manual. The Resource Stewardship Authority Department Manager may vary the above job descriptions from time to time in consultation with the Human Resources Manager, and in the event a new job is created then the approval of the Council is required.

10.06 Hiring & Firing – The following are the hiring/appointment and firing/removal rules as they relate to the following positions:

- a. **Resource Stewardship Authority Department Manager** - The Resource Stewardship Authority Department Manager is hired by the Council on the recommendation of the General Manager and Kitsoo Xai’xais Integrated Resource Stewardship Authority Committee and in consultation with the Human Resources Officer. If the Department Manager is dismissed, the Department Manager may request that the Government reconsider.

10.07 Resource Stewardship Authority & Fisheries Departments

Financial Information – The Resource Stewardship Authority Department Manager implements and follows the Financial Information Flow as described in the Operations Manual, subject to the direction of the Finance Officer. In addition, the Resource Stewardship Authority Department Manager reports all financial information to the Kitsoo Xai’xais Integrated Resource Stewardship Authority Committee.

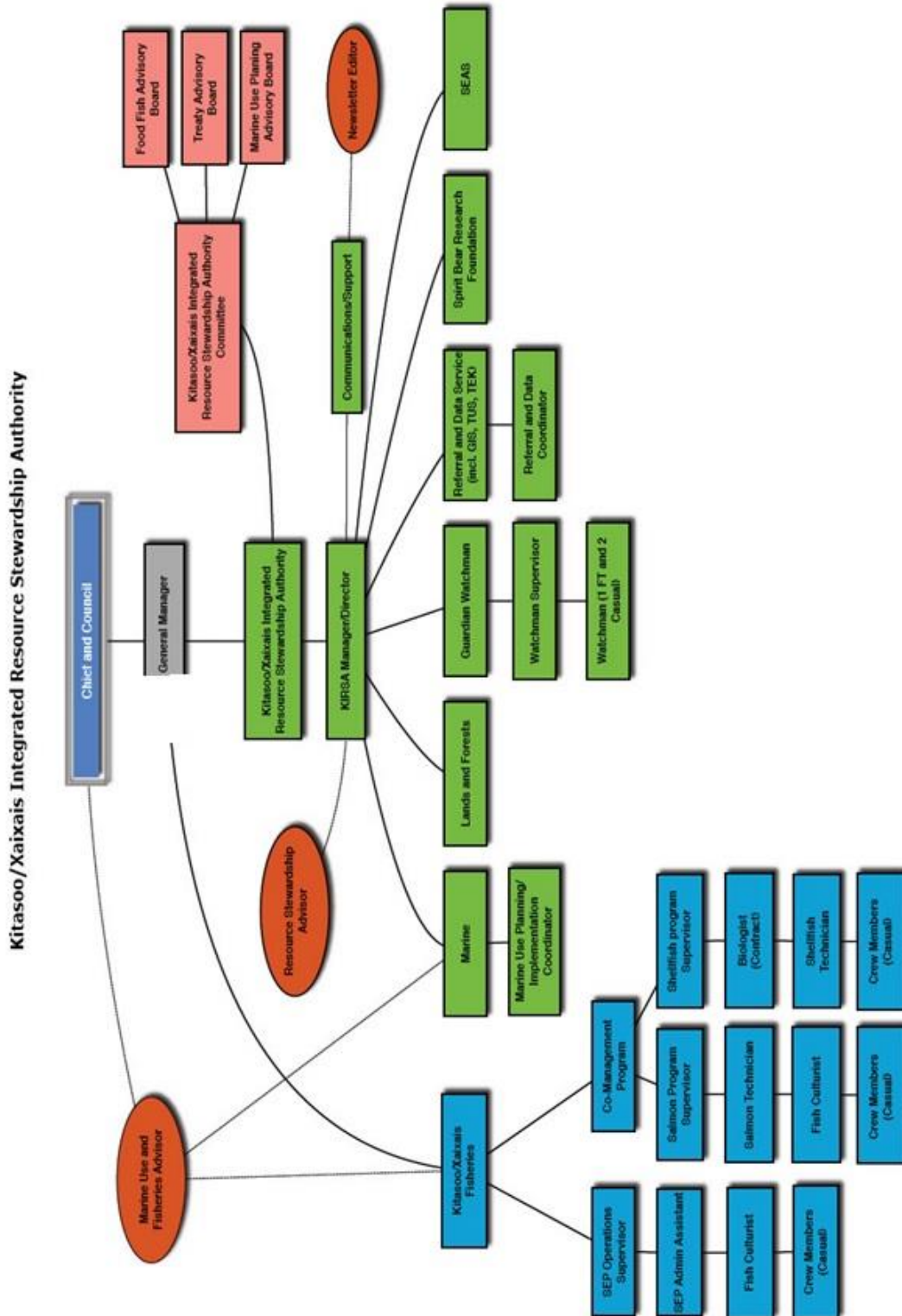
10.08 Resource Stewardship Authority & Fisheries Departments

Service Delivery Information – The Resource Stewardship Authority Department Manager prepares respective monthly Service Delivery Status Reports that are delivered at the monthly management meeting with the General Manager as per the Service Delivery Information Flow specified in the Operations Manual and subject to the direction of the General Manager. In addition, the Resource Stewardship Authority Department Manager provides monthly Service Delivery Status Report to the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee.

10.09 Resource Stewardship Authority & Fisheries Departments

Compliance – All Resource Stewardship Authority and Fisheries Departments Personnel comply with the provisions contained in the Operations Manual.

Appendix A: Resource Stewardship Authority & Fisheries Departments Organizational Chart



Appendix B: KXN Integrated Resource Stewardship Authority Committee Terms of Reference

The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is subject to the provisions in the Operations Manual, and has the following Terms of Reference:

Committee Mandate and Responsibilities

- 1. Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Mandate** - The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee in partnership with the Kitasoo Council, oversee, plan and manage the direction of all natural resources activities within the Kitasoo Xai'xais territory in such a way which represents the values and best interests of the Kitasoo Xai'xais First Nation.
- 2. Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Responsibilities** - In order to fulfill its mandate, the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee has the following responsibilities:
 - a. Develop community vision, goals, objectives and outputs (i.e. Maps, documents, management plans) for local marine use planning as well as inform and seek feedback from the people;
 - b. Provide information, direction, and outputs on the management of human activities in the marine area in a manner that values, interests, and direction reflect those of the community as a whole;
 - c. The Committee will provide ongoing support and direction to the Resource Stewardship Authority Department Manager and area technical teams;
 - d. Develop work plans with Resource Stewardship Authority Department Manager and area technical teams;
 - e. Provide regular planning updates to constituents (i.e. community, council, fisheries committee, elders, treaty, etc.);
 - f. Establish reporting protocol agreements and communication strategies including: newsletters, fact sheets, add channel updates, community workshops, flyers, questionnaires, and map/planning displays as per the "Kitasoo Xai'xais Communications Strategy";
 - g. The key output of this committee will be an Integrated Marine Use Plan that will represent the values and interests of the Kitasoo Xai'xais Nation and define the management direction for resource activities within the Kitasoo Xai'xais territory; and
 - h. Outputs will require the review and approval by Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee and Hereditary Chiefs before going to the Community for feedback and final approval.

3. **Reporting** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is to submit copies of all Committee meeting minutes to the Chief and Council as per the meetings minute information flow contained in the Operations Manual. The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee will also provide reports to the Band membership at General meetings.
4. **Finances** - The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is responsible for managing and monitoring the annual budget allocated to the Resource Stewardship Authority.
5. **Authority** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee has no specific authority with respect to the management of KXN Employees. The Committee also has no authority to sign or enter into a contract with any third parties. All matters relating to service contracts must be referred to Chief and Council. The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee makes recommendations to Council with respect to contracts.

Structure, Appointment and Removal

6. **Structure** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is a Community Planning Team which consists of a small focus group (5 to 10) representing a broad spectrum of the Community including: Members of Council, Elders, Members of the Fisheries Committee and Fisheries Program, Commercial Fishermen, Subsistence Harvesters, Community Youth, and Members at Large. Three (3) Committee Members, known as Community Advisors are identified and responsible to provide ongoing support and advice to the Resource Stewardship Authority Department Manager.
7. **Term of Committee Members** - Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee members will sit on the committee until the integrated marine use planning process is complete or the Committee is dissolved by the Community.
8. **Removal and Resignation** - Such persons remain members of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee for the term of office as specified above or offer his/her resignation. A Committee Member can be removed from the Committee by a simple majority vote when a Committee meeting has a quorum or pursuant to the Operations Manual Section 11 Code of Conduct and Managing Conflicts of Interest..
9. **Disqualification:** A member of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is disqualified from holding office for any of the following reasons:
 - a. Term expires;
 - b. Being absent for three (3) consecutive Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings, unless the Chair or the majority of the balance of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee declare, in writing that the reason of such absenteeism is acceptable;
 - c. Declared mentally incompetent;
 - d. Resigns or is removed from the Committee by a majority vote.
10. **Quorum** – A simple majority of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee present at a meeting constitutes a quorum to hold a meeting, and a simple majority of the

Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee members present at a meeting is required to pass motions.

11. Chairperson – Archie Robinson and/or another Committee Member appointed by the Committee will act as the Standing Chairpersons for the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee, which persons hold such position until otherwise, changed by the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee. The Chairpersons conduct the following duties:

- a. Preside at all Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee meetings;
- b. Establish and distribute the Agenda for each Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee meeting;
- c. Rule on questions of order at Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee meetings;
- d. May set specific time limit for discussion on any matter before the Committee or may require certain procedures prior to the matter being discussed;
- e. Possess the same rights as other Committee members in the matters of offering resolution, proposing motions, and the like and shall have the right to vote on all motions;
- f. Call special meetings of the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee;
- g. May appoint any Committee members to a representative position on special projects or initiatives as required;
- h. Is responsible for notifying all concerned parties about all Standing and Special Meetings of the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee;
- i. Forwards records of Committee Members' meeting attendance to payroll;
- j. In the event the Chairperson is absent for a meeting, Committee members present must pass a resolution as a first order of business, appointing a temporary Standing Chairperson to preside over the meeting from their number. The motion must be duly recorded in the meeting minutes. The temporary appointed Chairperson shall have the duties outline above.

12. Secretary - The Standing Secretary for the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee is selected from among their numbers.

13. Resource Stewardship Authority Department Manager - The Resource Stewardship Authority Department Manager shall attend all Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee Meetings and provide Service Delivery reports, Financial reports and any other pertinent information on the Resource Stewardship Authority Department as required.

14. Political File Manager – The Political File Manager will be a member of the Community Planning Team and Treaty Board, and will be appointed for the duration of the planning process. The Political File Manager will represent the views and opinions of the Community at the Central Coast Area Planning Committee meetings which are normally held on a quarterly basis.

Committee Meetings

15. Meetings – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meets at least once per month and more frequently if necessary.

- a. Committee meetings are scheduled to be held the second Thursday of every month;
- b. Meeting agenda and packages will be distributed to Committee Members for review one week prior to the meeting date.
- c. In-Camera sessions may be held to discuss matters of confidential nature relating to confidential or personal matters. At the conclusion of the in-camera session, the regular meeting shall be reconvened to record the decision of the “in-camera” session.
- d. The public, including media, shall be permitted to attend Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings. Persons other than Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee members and/or persons requested to attend shall not be permitted to attend “in-camera” sessions of the meeting.
- e. It shall be the responsibility of the Secretary to ensure that the minutes of each Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meeting are properly recorded, typed and distributed to Committee Members and Chief and Council as per the information flow contained in the Operations Manual.
- f. All meetings adopt Robert's Rules of Order to conduct an efficient meeting.

16. Committee Meeting Standing Agenda – The order of proceedings for all regular committee meetings shall follow the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Standing Agenda attached as **Appendix “10C”** of the Operations Manual, which is as follows:

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Business arising out of the minutes from the previous meeting (Tabled Business);
5. Reports presented by Resource Stewardship Authority Department Manager;
 - a. Resource Stewardship Authority Service Delivery Report;
 - b. Resource Stewardship Authority Financial Report;
6. New Business;
7. In-Camera Session;
8. Confirmation of Committee Member's attendance;
9. Confirmation of next meeting;
10. Adjournment.

17. Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Members Honorarium – The three (3) Community Advisors of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee are the only members of the Committee entitled to receive honorarium as prescribed in the Operations Manual (Finance Policy - Section 4.10).

Conduct

- 19. Politicization** – The Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee is mandated to focus on managing the direction of all natural resources activities within the Kitasoo Xai'xais territory in such a way which represents the values and best interests of the Kitasoo Xai'xais First Nation, and to the extent possible, de-politicizes all issues that directly and indirectly relate in the fulfillment of their mandate.
- 20. Code of Conduct** - Each Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Member complies with the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11
- 21. Confidentiality** - All *in camera* discussions, debate, and draft documents of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee are confidential. No member of the Committee, or alternate member, present at a Committee meeting, shall make public any information or business from the Committee meeting unless that information or business is deemed to be public information by the Committee as a whole. Each Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Member at their first Committee meeting signs the Oath of Confidentiality as a precondition to becoming a member of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee in the form as contained in the Operations Manual and the signed Oath of Confidentiality forms are attached to the meeting minutes and filled.
- 22. Amendments to Terms of Reference** - Amendments may be necessary from time to time. Either the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee may suggest amendments to these Terms of Reference. Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Chairpersons will review and make comments. Any and all suggestions for amendments to these Terms of Reference shall be discussed at a duly convened Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meeting prior to approval. Once discussed, a motion to amend the Terms of Reference must be made and passed by vote during a duly convened Committee meeting. Once the motion is passed, the said amendment can take absolute effect.

Appendix C: KXN Integrated Resource Stewardship Authority Committee Meeting Agenda

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Business arising out of the minutes from the previous meeting (Tabled Business);
5. Reports presented by Resource Stewardship Authority Department Manager;
 - a. Resource Stewardship Authority Service Delivery Report;
 - b. Resource Stewardship Authority Financial Report;
6. New Business;
7. In-Camera Session;
8. Confirmation of Committee Members' Attendance;
9. Confirmation of next meeting;
10. Adjournment.

Appendix D: KXN Integrated Resource Stewardship Authority Committee Meeting Sample Minutes

Date: _____ Location: _____

Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Meeting No: _____
(Consecutive and Sequential)

Number of Motions Made as Attached: _____

Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Members in Attendance

Yes <input checked="" type="checkbox"/>	Name	Note any Parts of Meeting Missed to result in Honorarium Reduction
√	Chairperson	
√	Co-Chairperson	
√	Secretary	
√	?????	
√	?????	

Other Guests in Attendance

Name	Position

Minutes

Motion No. RSA-101 May 10, 2012	Chairperson ???? could not be in attendance at this meeting, Committee Member ?????? will be acting as Standing Chairperson for this meeting. Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-102 May 10, 2012	The agenda as attached and marked as Schedule "A" to these minutes is approved and proper notice of the within meeting is acknowledged. Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-103 May 10, 2012	The minutes of the February 9 th , 2012 meeting are approved and the Secretary is directed to endorse the same as being approved. Moved by: _____ Seconded by: _____

	Carried:
Motion No. RSA-104 May 10, 2012	The tabled business from last meeting on recommendation from Committee Member ????? to <i>***insert topic of tabled business here***</i> . (Insert any document in support or being subject of discussion or decision if applicable) is marked and attached as Schedule "A" . The motion is the approved the <i>***insert the topic of the motion***</i> as per the work plan attached as Schedule A . Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-105 May 10, 2012	The Resource Stewardship Authority Department Service Delivery Status Report for April 2012 presented by Department Manager Doug Neasloss is acknowledged as received and the Secretary is instructed to file the same as part of the Committee records. Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-106 May 10, 2012	The Resource Stewardship Authority Department Financial Report for April 2012 presented by Department Manager Doug Neasloss is acknowledged as received and the Secretary is instructed to file the same as part of the Committee records. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-107 March 14, 2012	The following committee members were absent from part the meeting but their honorarium will not be reduced due to exceptional circumstances: _____ Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-107 May 10, 2012	The next Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meeting is set for August 9 th , 2012 at the Community Hall commencing at 1:00 p.m. Moved by: _____ Seconded by: _____ Carried:
Motion No. RSA-108 May 10, 2012	The within meeting is adjourned. Moved by: _____ Seconded by: _____ Carried:

Certified and approved this ____ day of _____, 20__ to be a true copy of the Minutes of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee Meeting held on the date shown, and approved by Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee.

Secretary, Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee

Appendix 10E: Job Description: Resource Stewardship Authority Department Manager

Immediate Supervisor: General Manager

A. SUMMARY OF DUTIES:

The Resource Stewardship Authority Department Manager, also known as ``Kitsoo Natural Resources Director`` position has been designed to integrate within a broader structure developed by the Great Bear Initiative that will support the position and promote multi-community interaction. The incumbent is responsible to oversee the implementation of programs that falls under the department's mandate and supervise all personnel within the department.

The Department Manager reports to the General Manager and the Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee. During the performance of his duties, the Department Manager will be assisted by the Kitsoo Natural Resources Advisor and other Great Bear Institute technical staff.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Coordinate and complete all written documentation on all land and marine use referrals required by the Provincial and Federal Governments in the time frames allotted. This will include coordinated responses to government or private sector from the KXN with input from the various Resource Stewardship Authority sections (Co-mgt., SEP, Forestry, watchman, GIS) as required. This may include coordinating and facilitating public meetings or special gatherings of committees or selected individuals;
2. Supervise, support and act as the key advisor to the marine use planning coordinator on all marine use planning activities to ensure proper conveyance of Council positions to the government to government processes. This includes being present for all Kitsoo Xai'xais Integrated Resource Stewardship Authority Committee meetings and, as required, represent the Nation in meetings and forums outside of Klemtu;
3. Provide coordination and oversight for the Kitsoo Watchman Program to insure efficient and proper monitoring and good connection between the Kitsoo land and marine use plans, Kitsoo resource boards, Kitsoo public and the field activities of the watchman;
4. Participate in forestry meetings involving Kitsoo Forest Company tenure acquisition, logging planning and forest planning;
5. Work closely with the Kitsoo Natural Resources Advisor and other Greta Bear Institute technical staff in the implementation and delivery of programs;
6. Create linkages and synergies between all Kitsoo resource programs through regular communication and by encouraging annual or bi-annual meetings for the Resource Stewardship Authority employees, Council and interested community members to share work plans and support needs;

7. Generate and provide a Kitasoo Resource Stewardship Authority newsletter to report on Kitasoo natural resources programs;
8. Provide guidance and supervision to all Resource Stewardship Authority Department personnel and is responsible to complete annual performance evaluation to employees reporting directly to the Department Manager;
9. Handle complaints and discipline issues concerning the Resource Stewardship Authority Personnel;
10. Exercises sound financial management and control of Resource Stewardship Authority Department funds;
11. Consults and plans with the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee on all financial needs for the programs;
12. Participates in the preparation of the annual budget for the Resource Stewardship Authority Department;
13. Carries out the instructions of the Finance Officer and Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee concerning financial information;
14. Carries the instructions of the Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee related to his general duties as provided from time to time;
15. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Resource Stewardship Authority Department as contained in the Operations Manual;
16. Prepares, cause the preparation or ensure proper information is provided to the Finance Officer for the preparation of monthly, quarterly and annual financial reports as per the information flow contained in the Operations Manual;
17. Attend all Kitasoo Xai'xais Integrated Resource Stewardship Authority Committee meetings and present Service Delivery and Financial Reports;
18. Insure compliance by the Resource Stewardship Authority Department Personnel with the provisions of the Operations Manual;
19. Encourages and fosters a team spirit within the Department and KXN operations in general;
20. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;

C. QUALIFICATIONS: The qualifications of the Resource Stewardship Authority Department Manager are determined in the absolute discretion of the Government depending upon the needs of the Kitasoo Xai'xais First Nation at the time. The following attributes are assets:

- Experience in the area of Land and Marine use planning;
- Practical knowledge and understanding of other natural resources programs undertaken by the Kitasoo Xai'xais First Nation;
- Ability to work independently;
- Ability to travel outside of Klemtu regularly;
- Demonstrate strong communication and interpersonal skills;
- Demonstrate ability to manage personnel and budgets;
- Possess strong work ethics and is dependable.

Appendix 10F: Job Description: Marine Use Planning Implementation Coordinator (*Community Coordinator*)

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

The increasing number of activities occurring in our oceans is leading to greater management complexity. In order to ensure the sustainability of our ocean resources a proactive strategic planning process is required. As such DFO has started marine use planning off the west coast of BC in an area referred to as The Pacific North Coast Integrated Management Area (PNCIMA). More imminently, DFO must create a host of annual management plans and update policies to reflect new ocean management complexities.

To ensure successful outcomes from DFO planning, policy and management decisions in First Nations territories it is essential that DFO receive legitimate feedback from First Nations communities. The Community Coordinator and marine use planning committees are instrumental in providing this legitimacy.

Community Coordinators coordinate the planning process in each of the First Nations communities involved in Marine Use Planning process. For planning to be truly integrated it must consider the social, economic, and environmental impacts of all marine industries at various temporal and spatial scales. As PNCIMA is an integrated planning process, the Community Coordinators role includes facilitating all facets of marine use planning in the community from the creation of spatial planning units to objectives and strategies for specific marine issues and industries. The resulting products will help inform the community planning process which will in turn assist the community when participating in the PNCIMA process and other specific DFO management processes.

Community Coordinators also facilitate information exchange between DFO, other stakeholders and their community. This includes interpreting DFO documents and communicating them to their First Nations community, facilitating marine use planning committee processes to respond to DFO management and consultation processes, and facilitating the presentation and discussion of external planning documents pertinent to PNCIMA.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

The objectives and responsibilities of the Marine Use Planning Implementation Coordinator also referred to as Community Coordinator position include:

Objectives

1. Facilitating the marine use planning committee planning process. The final output will be a First Nations marine use plan that considers the integrated management of a broad number of marine industries across space and time within their territory and PNCIMA;
2. Coordinating community responses to DFO management and consultation processes;
3. Facilitating information exchange between DFO, other stakeholders and their community;
4. Implement key elements of Kitsoo Xai'xais marine use plan;

Scope of Work

The community coordinator will fulfill these objectives through the following activities and deliverables:

5. Coordinate community identification of various special marine use management areas. Integrated management requires mitigating the negative impacts of different marine resource uses on other marine uses and values in order to allow them to occur together. However, in some cases this mitigation is only possible through the spatial or temporal separation of certain activities. Where this is the case First Nations will identify special management areas, which will exclude certain activities from occurring. While the types of management areas that the communities will identify have not been chosen potential types of management areas include: Food, Social and Ceremonial exclusive use area, commercial aquaculture development areas, transportation corridors etc. The Community Coordinator is responsible for facilitating the identification of these special marine use management areas by the community.
6. Facilitate a community approval of marine planning outcomes for priority issues. Each Marine Use Planning committee has identified a series of marine issues that are a priority to the community. For each marine use issue the community is writing goals, objectives and strategies for the areas of management authority, sustainable resource management, capacity building and economic development. These documents will contain important non-spatial planning information and be incorporated into each community's marine use plan. The Community Coordinator is responsible for facilitating the objectives and strategies papers workshops, document write-up, and community ratification.
7. Coordinate community marine planning committee meetings and community workshops. In order to ensure that the community marine use planning processes is representative of the community's values and beliefs each community creates a planning committee to initiate the marine use plan. However, all planning proposals created by the marine use planning committee are brought to the broader community for ratification. The Community Coordinator is responsible for ensuring that planning products are ratified by the community at large and reflect the community's beliefs and values.
8. Provide a record of community planning team meetings and community workshops including general discussion topics and outputs. Strong planning not only requires an inclusive and integrated approach but also a coordinated and organized effort. The Community Coordinators are responsible for all aspects of record keeping including: recording, organizing and backing up all planning outputs; creating meeting agendas and recording and distributing meeting minutes and action items; developing and distributing community newsletters updating the community on the marine use planning process; and, coordinating community workshops, recording community input, providing a response to the community, and incorporating their feedback into planning documents.
9. Implement key elements of community marine use plan. As the focus shifts from development of the plan to implementation of the plan the community coordinator will be responsible, based on direction from the planning committee, for implementing priority elements of the marine plan.
10. Represent Kitasoo/Xaixais marine planning interests when negotiating with other First Nations and Stakeholders. Successes of the communities planning process will be dependent on the ability of the Nation to negotiate community interests with other First Nations and key stakeholder groups. The community coordinator, with support from the political file manager,

will be responsible understanding and bringing the information provided in the plan to these negotiating tables.

11. Provide administrative support. This includes procuring office space, telephone and internet connections, photocopier and fax machines etc.;
12. Follow the provisions of the Operations Manual;
13. Adhere to the Code of Conduct as contained in the Operations Manual;
14. Encourage and foster a team spirit within the Department and KXN operations in general.

C. QUALIFICATIONS:

The qualifications of the Marine Use Planning Implementation Coordinator (*Community Coordinator*) are determined in the absolute discretion of the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Experience in the area of Marine Use Planning;
- Ability to work independently;
- Demonstrate strong communication and interpersonal skills;
- Possess strong work ethics and is dependable.

Appendix 10G: Job Description: Referral Coordinator

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

New position under development

Appendix 10H: Job Description: Salmon Enhancement Program (SEP) Operations Supervisor

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

Under the supervision of the General Manager, the SEP Operations Supervisor manages, supervises and oversees all hatchery operations and activities as per the DFO-CEDP-SEP contract.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Provide general management of all hatchery , enumeration fence and sea pen activities, maintenance and operations as per the fulfillment of the DFO –CEDP-SEP contract including:
 - a. Broodstock capture
 - b. Egg takes
 - c. Incubation monitoring and water quality monitoring
 - d. Shocking and picking and enumeration of all live and dead eggs
 - e. Ponding and initial feeding
 - f. Transport to seapens
 - g. Long term feeding and fish care
 - h. Release of fish
2. Order all supplies and equipment to fulfill the contract;
3. Ensure all equipment is maintained and in operable condition;
4. Keep the hatchery clean and tidy;
5. Supervise, direct and manage all hatchery crew members. As the immediate supervisor, is responsible for completing annual Performance Evaluation on all permanent part time and full time employees;
6. Ensure all reports are complete in a timely manner;
7. Liaise and attend meeting with the DFO contract authority as required;
8. Identify any safety concerns or equipment deficiencies to the Kitsoo General Manager or the DFO contract authority as appropriate;
9. Participate in training sessions as requested;
10. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Salmon Enhancement Program (SEP) as contained in the Operations Manual;
11. Prepares, cause the preparation or ensure proper information is provided to the Finance Officer for the preparation of monthly, quarterly and annual financial reports as per the information flow contained in the Operations Manual;
12. Insure compliance by the SEP Personnel with the provisions of the Operations Manual;

13. Carries the instructions of the General Manager related to his general duties as provided from time to time;
 14. Encourages and fosters a team spirit within the Program and KXN operations in general;
 15. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.
- C. QUALIFICATIONS:** The qualifications of the SEP Operations Supervisor are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:
- Several years of experience in the Salmon Enhancement Program;
 - Ability to work independently;
 - Leadership qualities and ability to manage personnel and budgets;
 - Demonstrate strong communication and interpersonal skills;
 - Possess strong work ethics and is dependable.

Appendix 1IF: Job Description: Salmon Enhancement Program (SEP) Operations Assistant

Immediate Supervisor: SEP Operations Supervisor

A. SUMMARY OF DUTIES:

Under the supervision of the SEP Operations Supervisor, the SEP Operations Assistant supports the SEP Operations Supervisor in all aspects of the administration and operation of the hatchery.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Support the Operations Supervisor in all hatchery operations , enumeration fence and sea pen activities, maintenance and operations as per the fulfillment of the DFO –CEDP-SEP contract including:
 - a. Broodstock capture
 - b. Egg takes
 - c. Incubation monitoring and water quality monitoring
 - d. Shocking and picking and enumeration of all live and dead eggs
 - e. Ponding and initial feeding
 - f. Transport to seapens
 - g. Long term feeding and fish care
 - h. Release of fish
2. Track the budget and all contract expenditures including coding invoices on a daily and monthly basis and complete the financial claims for DFO on a monthly basis;
3. Ensure all equipment is maintained and in operable condition;
4. Keep the hatchery and grounds clean and tidy;
5. Ensure all data entry and summary reports as requested by the Operations Supervisor are completed in a timely manner;
6. Liaise and attend meeting with the DFO contract authority as requested;
7. Identify any safety concerns or equipment deficiencies to the Operations Supervisor, Kitasoo General Manager or the DFO contract authority as appropriate.
8. Participate in training sessions with the Operations Supervisor or outside support people as requested.
9. Comply with the provisions of the Operations Manual;
10. Carries the instructions of the SEP Operations Supervisor related to his general duties as provided from time to time;
11. Encourages and fosters a team spirit within the Program and the KXN operations in general;
12. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section

C. **QUALIFICATIONS:** The qualifications of the SEP Operations Assistant are determined in the absolute discretion of the Government depending upon the needs of the Kitasoo Xai'xais First Nation at the time. The following attributes are assets:

- Some experience with the Salmon Enhancement Program is an asset;
- Ability to work independently;
- Good understanding of the Kitasoo financial management system and ability to complete financial reports and work with budgets;
- Proficient in the use of a computer;
- Demonstrate strong communication and interpersonal skills;
- Possess strong work ethics and is dependable.

Appendix 10J: Job Description: Fish Culturist (SEP)

Immediate Supervisor: SEP Operations Supervisor

A. SUMMARY OF DUTIES:

Under the supervision of the SEP Operations Supervisor, the SEP Fish Culturist supports the SEP Operations Supervisor and Assistant in all aspects of the hatchery operations.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Support the Operations Supervisor and Assistant in all hatchery operations , enumeration fence and sea pen activities, maintenance and operations as per the fulfillment of the DFO –CEDP-SEP contract including:
 - a. Broodstock capture
 - b. Egg takes
 - c. Incubation monitoring and water quality monitoring
 - d. Shocking and picking and enumeration of all live and dead eggs
 - e. Ponding and initial feeding
 - f. Transport to seapens
 - g. Long term feeding and fish care
 - h. Release of fish
2. Maintain all equipment in operable condition;
3. Keep the hatchery and grounds clean and tidy;
4. Ensure all data entry and summary reports as requested by the Operations Supervisor and Assistant are completed in a timely manner;
5. Liaise and attend meeting with the DFO contract authority as requested;
6. Identify any safety concerns or equipment deficiencies to the Operations Supervisor, Kitsoo General Manager or the DFO contract authority as appropriate.
7. Participate in training sessions with the Operations Supervisor or outside support people as requested.
8. Comply with the provisions of the Operations Manual;
9. Carries the instructions of the SEP Operations Supervisor related to his general duties as provided from time to time;
10. Encourages and fosters a team spirit within the Program and KXN operations in general;
11. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.

C. QUALIFICATIONS: The qualifications of the SEP Fish Culturist are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:

- Some experience with the Salmon Enhancement Program is an asset;
- Ability to work independently;
- Possess strong work ethics and is dependable.

Appendix 10K: Job Description: Co-Management Salmon Program Supervisor

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

Under the supervision of the General Manager, the Co-Management Salmon Program Supervisor oversees the management of all salmon and related activities as per the DFO-CO-MGT-AFS contract.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Provide general management of all salmon and related activities as per the fulfillment of the DFO –CO-MGT –AFS contract including:
 - a. All surveys including
 - i. Juvenile trapping
 - ii. Trail clearance
 - iii. Wild salmon sea lice sampling
 - iv. Adult salmon enumeration
 - v. Roderick Lake sockeye enhancement
 - vi. PSP water quality sampling
 - vii. FSC catch monitoring
2. Order all supplies and equipment to fulfill the contract;
3. Ensure all equipment is maintained and in operable condition;
4. Keep the floathouse and vessels clean and tidy;
5. Develop annual work plan with the project advisor;
6. Coordinate all daily operations;
7. Supervise, direct and manage all salmon crew members and temporary crew ensuring safety in all operations;
8. Ensure all data is complete and provided to the project advisor or DFO authority in a timely manner;
9. Supervise, direct and manage all hatchery crew members. As the immediate supervisor, is responsible for completing annual Performance Evaluation on all permanent part time and full time employees;
10. Liaise and attend meeting with the DFO contract authority as required;
11. Identify any safety concerns or equipment deficiencies to the Kitasoo General Manager or the DFO contract authority as appropriate;
12. Participate in training sessions as requested;
13. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Co-Management Salmon Program as contained in the Operations Manual;

- 14.** Prepares, cause the preparation or ensure proper information is provided to the Finance Officer for the preparation of monthly, quarterly and annual financial reports as per the information flow contained in the Operations Manual;
 - 15.** Insure compliance by all Co-Management Personnel with the provisions of the Operations Manual;
 - 16.** Carries the instructions of the General Manager related to his general duties as provided from time to time;
 - 17.** Encourages and fosters a team spirit within the Program and KXN operations in general;
 - 18.** Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.
- C. QUALIFICATIONS:** The qualifications of the Co-Management Salmon Program Supervisor are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:
- Several years of experience in the Salmon Co-Management;
 - Ability to work independently;
 - Leadership qualities and ability to manage personnel and budgets;
 - Demonstrate strong communication and interpersonal skills;
 - Possess strong work ethics and is dependable.

Appendix 10L: Job Description: Co-Management Salmon Program Assistant Technician

Immediate Supervisor: Co-Management Salmon Program Supervisor

A. SUMMARY OF DUTIES:

Under the supervision of the Co-Management Salmon Program Supervisor, the Co-Management Salmon Program Assistant supports the Supervisor on all salmon related activities as per the DFO-CO-MGT-AFS contract.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Work with the Salmon Program Supervisor on all salmon related activities as per the fulfillment of the DFO –CO-MGT –AFS contract including:
 - a. All surveys including
 - i. Juvenile trapping
 - ii. Trail clearance
 - iii. Wild salmon sea lice sampling
 - iv. Adult salmon enumeration
 - v. Roderick Lake sockeye enhancement
 - vi. PSP water quality sampling
 - vii. FSC catch monitoring
2. Maintain all equipment in operable condition;
3. Keep the floathouse and vessels clean and tidy;
4. Collect and record data as directed by the Salmon Supervisor and Project Advisor or DFO authority in a timely manner;
5. Liaise and attend meeting with the DFO contract authority as required;
6. Identify any safety concerns or equipment deficiencies to the Salmon Supervisor, the Kitasoo General Manager or the DFO contract authority as appropriate;
7. Participate in training sessions as requested;
8. Comply with the provisions of the Operations Manual;
9. Carries the instructions of the Salmon Supervisor related to his general duties as provided from time to time;
10. Encourages and fosters a team spirit within the Program and KXN operations in general;
11. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.

C. QUALIFICATIONS: The qualifications of the Co-Management Salmon Program Assistant Technician are determined in the absolute discretion of the Government depending upon the needs of the Kitasoo Xai'xais First Nation at the time. The following attributes are assets:

- Experience in the Salmon Co-Management is an asset;
- Ability to work independently;
- Possess strong work ethics and is dependable.

Appendix 10M: Job Description: Co-Management Shellfish Program Supervisor

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

Under the supervision of the General Manager, the Co-Management Shellfish Program Supervisor oversees the management of all shellfish activities and works closely with the shellfish biologist as per the DFO-CO-MGT-AFS contract.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Provide general management of all shellfish activities and work closely with the shellfish biologist as per the fulfillment of the DFO –CO-MGT –AFS contract including:
 - All surveys including
 - i. Abalone rehabilitation and research
 - ii. Sea cucumber surveys
 - iii. Crab assessment
 - iv. Salmon farm impact assessment
 - v. Salmon stream walks
2. Order all supplies and equipment to fulfill the contract;
3. Ensure all equipment is maintained and in operable condition;
4. Keep the floathouse and vessels clean and tidy;
5. Develop annual work plan with the project biologist and advisor;
6. Coordinate all daily operations;
7. Supervise, direct and manage all shellfish crew members and temporary crew ensuring safety in all operations, especially diving operations. Ensure all WCB dive regulations are enforced;
8. Ensure all data is complete and provided to the biologist or DFO authority in a timely manner;
9. As the immediate supervisor, is responsible for completing annual Performance Evaluation on all permanent part time and full time employees;
10. Liaise and attend meeting with the DFO contract authority as required;
11. Identify any safety concerns or equipment deficiencies to the Kitsoo General Manager or the DFO contract authority as appropriate;
12. Participate in training sessions as requested;
13. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Co-Management Shellfish Program as contained in the Operations Manual;
14. Prepares, cause the preparation or ensure proper information is provided to the Finance Officer for the preparation of monthly, quarterly and annual financial reports as per the information flow contained in the Operations Manual;
15. Insure compliance by all Co-Management Personnel with the provisions of the Operations Manual;

16. Carries the instructions of the General Manager related to his general duties as provided from time to time;
 17. Encourages and fosters a team spirit within the Program and KXN operations in general;
 18. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.
- C. QUALIFICATIONS:** The qualifications of the Co-Management Salmon Program Supervisor are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:
- Several years of experience in the Co-Management;
 - Ability to work independently;
 - Leadership qualities and ability to manage personnel and budgets;
 - Demonstrate strong communication and interpersonal skills;
 - Possess strong work ethics and is dependable.

Appendix 10N: Job Description: Land & Marine Watchman Supervisor

Immediate Supervisor: Resource Stewardship Authority Department Manager

A. SUMMARY OF DUTIES:

- Kitasoo will deploy a single two man crew who will operate from Klemtu from April 15th – Oct. 31st. They will randomly sweep the entire territory using on a weekly basis utilizing a 20 ft. aluminum runabout vessel.
- The crew will maintain daily activity reports and observation sheets on commercial operators, overnight pleasure craft use, wildlife observations, fishing activity and other indicator data during their trips around the Kitasoo territory. These activity sheets will be kept on file in hard copy and digital form and used for annual statistics and for specific requests from the community or other government agencies.
- While in the field the crew will interact with the general public and industry where safe and practical to collect use information and to promote the purpose of the guardian watchmen program and provide printed materials. (Guardian watchman contact information brochure and resource pamphlets such as abalone watch etc.)
- The crew will report on an administrative basis to the designated Kitasoo supervisor and on a reporting basis to the Kitasoo supervisor and where applicable the Coastal First Nations Guardian watchman coordinator or other designated officer (i.e. BC parks).
- An annual Report will be prepared to the Council and appropriate agencies that summarizes the activities and observations during the watchman season, problems encountered and recommendations to improve the activities for the next year.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

The following is the expected prioritized job description for the mobile watchman crew:

1. Observe, record and report incidents of concerns or illegal activities as required to respective enforcement agencies. (MSRM, MAFF, WALP, DFO, EC etc);
2. Recording use of the areas by commercial tourism, recreational and other users;
3. Providing public education to visitors on the purpose of the watchman program, enforcement of the Kitasoo land use plan and awareness of the Kitasoo/Xaixais initiatives in general;
4. Provide interpretive talks and tours to commercial tourism operators with valid protocol agreements with the Kitasoo;
5. Monitoring commercial tourism operators in the area for compliance with agreements and management plans;
6. Collection of wildlife observation data, marine, terrestrial and bird life;
7. Collect random/opportunistic freshwater/saltwater harvest data from non-commercial users;
8. Conduct some salmon enumeration and creek assessments as determined with the Kitasoo Fisheries Program;

9. Visit forestry and other industrial operations (as determined by the Council) to monitor compliance to agreements and management plans;
 10. Open and close and monitor (hail catch data) any commercial fishing opening as determined by the Council;
 11. Maintain equipment by conducting regular maintenance and repairs of equipment and cabins as applicable. Keep logs on outboard motors;
 12. Participate in monthly guardian watchman conference calls and annual workshops as coordinated by the Guardian Watchman network or Kitsoo stewardship office;
 13. Supervise, direct and manage Land & Marine Watchman crew members. As the immediate supervisor, is responsible for completing annual Performance Evaluation on all permanent part time or full time watchman;
 14. Insure compliance by all Land & Marine Watchman Personnel with the provisions of the Operations Manual;
 15. Perform other related duties as required;
 16. Encourages and fosters a team spirit within the Program and the KXN operations in general;
 17. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.
- C. QUALIFICATIONS:** The qualifications of the Land & Marine Watchman Supervisor are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:
- Several years of experience in the Watchman Program;
 - Ability to work independently;
 - Small boat operator;
 - Leadership qualities and ability to manage personnel;
 - Demonstrate strong communication and interpersonal skills;
 - Possess strong work ethics and is dependable.

Appendix 100: Job Description: Land & Marine Watchman

Immediate Supervisor: Land & Marine Watchman Supervisor

A. SUMMARY OF DUTIES:

- Kitasoo will deploy a single two man crew who will operate from Klemtu from April 15th – Oct. 31st. They will randomly sweep the entire territory using on a weekly basis utilizing a 20 ft. aluminum runabout vessel.
- The crew will maintain daily activity reports and observation sheets on commercial operators, overnight pleasure craft use, wildlife observations, fishing activity and other indicator data during their trips around the Kitasoo territory. These activity sheets will be kept on file in hard copy and digital form and used for annual statistics and for specific requests from the community or other government agencies.
- While in the field the crew will interact with the general public and industry where safe and practical to collect use information and to promote the purpose of the guardian watchmen program and provide printed materials. (Guardian watchman contact information brochure and resource pamphlets such as abalone watch etc.)
- The crew will report on an administrative basis to the designated Kitasoo supervisor and on a reporting basis to the Kitasoo supervisor and where applicable the Coastal First Nations Guardian watchman coordinator or other designated officer (i.e. BC parks).
- An annual Report will be prepared to the Council and appropriate agencies that summarizes the activities and observations during the watchman season, problems encountered and recommendations to improve the activities for the next year.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

The following is the expected prioritized job description for the mobile watchman crew:

1. Observe, record and report incidents of concerns or illegal activities as required to respective enforcement agencies. (MSRM, MAFF, WALP, DFO, EC etc);
2. Recording use of the areas by commercial tourism, recreational and other users;
3. Providing public education to visitors on the purpose of the watchman program, enforcement of the Kitasoo land use plan and awareness of the Kitasoo/Xaixais initiatives in general;
4. Provide interpretive talks and tours to commercial tourism operators with valid protocol agreements with the Kitasoo;
5. Monitoring commercial tourism operators in the area for compliance with agreements and management plans;
6. Collection of wildlife observation data, marine, terrestrial and bird life;
7. Collect random/opportunistic freshwater/saltwater harvest data from non-commercial users;
8. Conduct some salmon enumeration and creek assessments as determined with the Kitasoo Fisheries Program;

9. Visit forestry and other industrial operations (as determined by the Council) to monitor compliance to agreements and management plans;
 10. Open and close and monitor (hail catch data) any commercial fishing opening as determined by the Council;
 11. Maintain equipment by conducting regular maintenance and repairs of equipment and cabins as applicable. Keep logs on outboard motors;
 12. Participate in monthly guardian watchman conference calls and annual workshops as coordinated by the Guardian Watchman network or Kitsoo stewardship office;
 13. Comply with the provisions of the Operations Manual;
 14. Perform other related duties as required;
 15. Encourages and fosters a team spirit within the Program and the KXN operations in general;
 16. Adheres to the Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11.
- C. QUALIFICATIONS:** The qualifications of the Land & Marine Watchman are determined in the absolute discretion of the Government depending upon the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are assets:
- Experience in the Watchman Program is an asset;
 - Ability to work independently;
 - Small boat operator;
 - Demonstrate strong communication and interpersonal skills;
 - Possess strong work ethics and is dependable.