



**LOWER NICOLA
INDIAN BAND**

181 Nawishaskin Lane | Merritt, BC Canada V1K 0A7

LNIB ADMINISTRATION SECTOR WORKPLAN


For the Fiscal Year of 2015- 16

ADMINISTRATION SECTOR WORKPLAN

**PRESENTED TO CHIEF & COUNCIL OF
LOWER NICOLA INDIAN BAND**

MARCH 6TH & 7TH, 2015

MERRITT CIVIC CENTRE

<p>VISION STATEMENT OF LOWER NICOLA INDIAN BAND</p>	<p>We, the people of the Lower Nicola Indian Band, commit ourselves to being a peaceful, prosperous and secure community made up of healthy individuals rooted in the Nlaka’pamux culture, respecting ourselves, each other, the environment and all Creation. We will honour and protect our children, the sacred gifts from the creator, and our elders, the wisdom keepers.</p> <p>Together as one, we will take responsibility to regain control of our own destiny and rebuild our relationship with other people on a firm footing of respect and justice.</p> <p>We will possess our traditional territories and defend our hereditary and Aboriginal rights as Nlaka’pamux people, and promote the unity and strength of the Nlaka’pamux Nation as a whole.</p> <p>We will be a sovereign community with a government based on traditional values, guided by leaders who know and respect the language, culture, and people.</p> <p>We recognize that injustices have been committed against our people: our lands have been occupied, our culture eroded, and our sovereignty denied. We will not allow this to continue and will ensure that it never happens again.</p>
<p>WHAT GUIDES OUR VISION</p>	 <p>The diagram features a central blue oval labeled "Vision". It is surrounded by six other blue ovals, each connected to the center by a thin grey line. Starting from the top and moving clockwise, the ovals are labeled: "Dreams", "Potentials", "Aspirations", "Values", "Interests", and "Roots / History".</p>
<p>LNIB ADMINISTRATION SECTOR MISSION STATEMENT</p>	<p>LNIB Administration provides effective, quality client service by emphasizing personal effectiveness, integrity and accountability. As a team, we are committed to a positive environment that values initiative, diversity, and commitment to LNIB vision and values.</p>

<p>LNIB ADMINISTRATION SECTOR VISION STATEMENT</p>	<p>We see LNIB as the community where everyone wants to be a member.</p>
<p>LNIB ADMINISTRATION SECTOR MANDATE</p>	<p>Provide administrative support to Chief & Council and programs, sectors and departments of LNIB</p>
<p>LNIB ADMINISTRATION SECTOR GUIDING PRINCIPLES</p>	<ol style="list-style-type: none"> 1. <i>Integrity</i> – We act ethically and with integrity at all times, and we are firm against unethical practices. 2. <i>Law Compliance</i> - We comply with all applicable laws and policies; 3. <i>Transparency</i> – we uphold that complete transparency is followed in all actions and situations at all times; 4. <i>Avoidance of Conflict of Interest</i> – We obey rules guiding conflict of interest; 5. <i>Disclosure</i> – we make sure that all information, facts, processes and decisions are disclosed in full to all interested parties in advance and in time, so people have the necessary time and knowledge of the facts to make decisions; 6. <i>Due diligence</i> – We act with care, prudence, and responsibility in all tasks we complete. We make an effort to assess the risk for all options that we have available for the solution of a challenge; 7. <i>Public process</i> – We make sure that all relevant information is widely distributed among stakeholders and is available for consultation at any time in an accessible location by all parties; 8. <i>General application</i> – We always keep in mind that all provisions apply equally to all interested parties to avoid the advancement of any special interests at any time in any process; 9. <i>Accountability</i> – we ensure that all parties are fully accountable to all other parties interested in a transaction, by disclosing all interests, conditions, factors, timelines, parties involved, nature of transaction, and how a transaction affects each party involved; 10. <i>Timeliness</i> –we strive to complete our work on time. 11. <i>Confidentiality</i> – We treat confidential information confidential, and, as a matter of principle, we do not disclose unnecessary information to unrelated parties.
<p>LNIB ADMINISTRATION SECTOR CORE BUSINESS</p>	<p>The core business of the Administration Sector of LNIB is to assist Chief & Council in communication, reaching decisions, and implementation of its decisions, and provide administrative support to the operations of LNIB; we are the oil that keeps the engine running through meeting minutes, contacting people, control correspondence for the Band and coordinate with Finance;</p>

<p>LNIB ADMINISTRATION SECTOR - WHO ARE OUR CLIENTS?</p>	<p>LNIB Chief & Council LNIB Sectors, programs, and employees LNIB Members General Public</p>
<p>LNIB ADMINISTRATION SECTOR STAKEHOLDERS</p>	<p>LNIB Chief & Council LNIB Sectors LNIB Members / Residents LNIB Owned-Businesses, and LNIB Entrepreneur-owned businesses AANDC, BC FN Health Authority, CMHC, FN Market Housing Fund, BC MARR FN Tax Commission, FN Management Board, FN Land Management</p>
<p>LNIB ADMINISTRATION SECTOR TEAM</p>	<p>Helder Ponte, Executive Director Sondra Tom, Executive Assistant Rosanna Narcisse, Receptionist Barbara Nippi, Part-Time Receptionist</p>
<p>SERVICE AREA (WHAT IS THE AREA THAT WE COVER WITH OUR SERVICES)</p>	<p>LNIB reserve lands Residents and off-reserve members. Most activities take place on reserve or are related to LNIB Indian Reserve lands; However, we do have a sizeable number of members who receive services from LNIB but reside off-reserve (mostly in Merritt, in the other four Nicola Valley Bands, Kamloops, Kelowna, Vancouver, and elsewhere in Canada and in the United States.</p>
<p>PESTLE ANALYSIS</p>	<p>P – Political – Tsihlot’in Supreme Court decision opened new opportunities for First Nations’ prosperity E - Economic – Pervasive poverty, high unemployment and lack of entrepreneurs all contribute to LNIB not having a healthy economy. IMBAs can provide opportunities for meaningful careers and successful business partnerships. S – Social – Social capital of LNIB community is underutilized T – Technological – Investment in human capital (education & training) will bring the highest returns in society. L – Legal – Lack of clear land title interests on LNIB IR lands. Litigation is costing LNIB a major share of its thin revenues. E – Environmental –Land and water, two of three most precious resources (the other is people) are being threatened by a growing number of factors and challenges ex. Bio solids, Pipelines, Air quality from the Mine</p>

<p>LNIB ADMINISTRATION SECTOR SWOT ANALYSIS (FOR EACH SEGMENT/PROGRAM)</p>	<p>Strengths Staff commitment Principle centered approach Community acceptance</p> <p>Weaknesses Narrow base of support staff Governance systems & institutions not clearly defined Optimize community engagement</p> <p>Opportunities Address community needs and aspirations – Rocky Pines Community Centre; Expansion of LNIB School; Work on resolution of long-standing problems involving title of reserve lands and affecting a number of families; Enter into a new path of transparency – Conflict of Interest work done will enable us to move forward and leave behind factors that were holding the progress of the community</p> <p>Threats Losing the trust of the Community Establishment of business entities may not result in immediate profits Excessive weight of conflict of interest concerns may lead us to inaction Unsettled land title & estates condition economic and community development</p>
<p>TIME AND SCOPE OF PLANNING</p>	<p>Short-term – Program / Department Workplan (Current Fiscal Year) Medium Term – Program / Department 3 to 5 years Business Plan Long-Term – Program / Department Strategic Plan (10 to 30 years)</p>

**LNIB ADMINISTRATION
SECTOR FUNCTIONS & CORE
BUSINESS**



<p>LNIB ADMINISTRATION SECTOR ORGANIZATION CHART</p>	<pre> graph TD ED[Executive Director] --- EA[Executive Assistant] ED --- SIC[Strategic Initiatives Coordinator] EA --- R[Receptionist] </pre>
<p>TASKS/ ACTIVITIES</p>	<ol style="list-style-type: none"> 1. Chief & Council Support 2. Administration of Service Contracts & Sector Administration 3. Communications 4. Information technology 5. Membership & Community Engagement 6. Governance & Law and Policy Development 7. LNIB C&C Committees & Boards 8. Corporate Affairs Management & Administration 9. Special Projects 10. LNIB Comprehensive Community Plan 11. Nlaka’Pamux Nation & Nicola Valley Bands Affairs 12. Aboriginal rights & title (Stuwix ancestral lands, traditional land use; ancestral economy; fisheries, hunting, and trapping; shared history; 13. Staff professional development 14. Environmental Stewardship 14. 15.

LNIB Administration 2015-16 Workplan Details

Goal Area # 1 Chief & Council Support				
#	Tasks / Activities / Action Items	Who	Timeframe	Outputs & Outcomes
1.1	Video/audio Recording of C&C meetings			
1.2	Streamline agenda			Establish and enforce deadline for topics added to agenda And providing supporting documents
1.3	Better timing in providing pertinent information to C&C			
1.4	Travel Advance, Claims, and Reservations for Chief and Council			
1.5	Band General, catering, visual technology and set up prior to meetings			

Goal Area # 2 Administration of Service Contracts & Sector Administration				
#	Tasks / Activities / Action Items	Who	Timeframe	Outputs & Outcomes
2.1	Improve contract template			
2.2	Coordinate the effort of managing consulting contracts			
2.3	Reduce legal costs by engaging less in litigation			
2.4	Require evidence of budget available before consulting contracts are considered			
2.5				

Goal Area # 3 Communications				
#	Tasks / Activities / Action Items	Who	Timeframe	Outputs & Outcomes
3.1	Redesign LNIB Website			
3.2	Organize task of feeding useful information in Facebook			
3.3	Continue to improve monthly n̄ēṛiȳk spil̄əxm. Offer newsletter in digital format, email, add jokes page			
3.4	Build bulletin board near Health Centre, Rocky Pines, Joeyaska, and Godey			
3.5	Enrich monthly Band general meeting			
3.6	Update address database			

Goal Area # 4 Information Technology				
#	Tasks /Activities / Action Items	Who is Involved	Timeframe	Outputs & Outcomes
4.1	Offer one-day workshops on use of software used across LNIB offices every 2-3 months			
4.2	Increase the size of file allowed to be transmitted over LNIB internal network and over the email system			
4.3	Offer old computer equipment to interested Band members			
4.4				
4.5				

Goal Area # 5 Membership & Community Engagement				
#	Tasks / Activities / Action Items	Who is Involved	Timeframe	Outputs & Outcomes
5.1	Rocky Pines community engagement			
5.2	Joyeaska Community engagement			
5.3	Zoht Community engagement			
5.4	Email communications			
5.5	Profile Sectors in the n?e?iyk spiləxm			
5.6	Contests held every 2-3 months for submissions on stories, poems, and jokes etc			

Goal Area # 6 Governance and Law & Policy Development				
#	Tasks / Activities / Action Items	Who	Timeframe	Outputs & Outcomes
6.1	By-law development plan – one by-law enacted every second month. Suggestions: Conflict of interest by-law; Unsightly Premises By-law; Fire Protection By-law; Subdivision, development, and servicing by-law; Council Remuneration & expense by-law; Matrimonial Real Property by-law; Allotment by-law; Comprehensive Community Plan by-law			
6.2	Update conflict of interest provisions in Chief & Council Policy			
6.3	Development of LNIB Constitution			
6.4	Review, consolidation and update of LNIB Personnel policies			

6.5	Information technology policy			
6.6	One Policy addressed every 3 months ex Personnel, funeral protocol for offices, housing			
6.7	Constitution of LNIB			

Goal Area # 7 LNIB C&C Council Committees & Boards				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
7.1	LNIB School Board			
7.2	LNIB Prosperity Committee			
7.3	Terms of Reference templates with improvements for committees			
7.4				
7.5				
7.6				

Goal Area# 8 Corporate Affairs Management & Administration				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
8.1	Transfer of LNIB-owned businesses' corporate records to LNIB Development Corporation			

8.2	LNIB Sector Review: Administration, Finance, & Human Services			
8.3				
8.4				
8.5				
8.6				

Goal Area # 9 Special Projects				
#	Activity / Action Item	Who is Involved	Timeframe	Outputs & Outcomes
9.1	2014-15 LNIB Annual Report			
9.2	2015 LNIB Annual General Assembly			
9.3	LNIB School expansion project			
9.4	Rocky Pines Community Centre coordinated with Infrastructure			
9.5	Guichon Village Development coordinated with Housing			
9.6	LNIB Annual General Meeting			
9.7	LNIB Open House			
9.8	Renovation of Board Room			
9.9	Flooring, painting walls and outside of Band Office			

Goal Area # 10 LNIB Comprehensive Community Plan				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
10.1	Establishment of LNIB Prosperity Committee			
10.2	Consolidation of LNIB Sector's Strategic Plans			
10.3	Community engagement sessions			
10.4	Overview of LNIB			
10.5	Who we are			
10.6	Values and Guiding Principles			
10.7	Language & Culture			
10.8	Spirit of Community			
10.9	Governance			
10.10	Education & Learning			
10.11	Health & Wellness			
10.12	Leisure & Recreation			
10.13	Economy Building			
10.14	Infrastructure & Services			
10.15	Housing			
10.16	Safety & Security			
10.17	Environmental Stewardship			
10.18	Band General Meetings find topics to focus on ex Economy, Language, Culture			

Goal Area # 11 Nlaka'pamux Nation & Nicola Valley Bands Affairs				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
11.1	Elders' Lodge Project			
11.2	Alcohol & Drug Counselling/Recovery Centre			
11.3	Spayum Resources			
11.4	Newsletter sharing			
11.5	Bio Solids			
11.6	Culturally Sensitive Areas			
11.7	Nlaka'pamux Cultural Center or NAIK Cultural Center			

Goal Area # 12 Aboriginal Rights & Title				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
12.1	Negotiations with Chief and Council re Culturally Sensitive Areas			
12.2	Styoma			
12.3	Inherent Rights of Nlaka'pamux			
12.4				
12.5				
12.6				

Goal Area # 13 Staff Professional Development				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
13.1	Minute Taking			
13.2	Human Resources			
13.3	Every other month offer workshops on Microsoft Office			
13.4	Administrative Assistant modules or online			
13.5	Nlaka'pamuxcin Immersion classes one hour per week or half hour twice a week			
13.4				
13.5				
13.6				

Goal # 14 Environmental Stewardship				
#	Activity / Action Item	Who is Involved	Timeframe	Outputs & Outcomes
14.1	Composting in all buildings possibly for coffee grounds and food			
14.2	Recycling			
14.3	Reduce paper consumption digital when possible			
14.4	Move from disposable plates and cutlery to reusable plates and cutlery			

14.5				
14.6				

Goal Area # 15				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
15.1				
15.2				
15.3				
15.4				
15.5				
15.6				

Goal Area# 16				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
16.1				

16.2				
16.3				
16.4				
16.5				
16.6				

Goal Area # 17				
#	Activity / Action Item	Who is Involved	Timeframe	Outputs & Outcomes
17.1				
17.2				
17.3				
17.4				
17.5				
17.6				

Goal Area # 18				
----------------	--	--	--	--

#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
18.1				
18.2				
18.3				
18.4				
18.5				
18.6				

Goal Area # 19				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
19.1				
19.2				
19.3				
19.4				
19.5				
19.6				

Goal Area # 20

#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes
20.1				
20.2				
20.3				
20.4				
20.5				
20.6				

Goal Area #				
#	Activity / Action Item	Who	Timeframe	Outputs & Outcomes

