



## **Contract Position: First Nations Advisor**

The District of Oak Bay is located within the traditional territory of the Coast and Straits Salish Peoples, specifically the Lekwungen people, known today as the Songhees and Esquimalt Nations. We recognize and honor that their historic connections to these lands continue to this day.

Oak Bay is a picturesque oceanfront community within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining a sense of community and charm.

The First Nations Advisor is an integral member of the team and is responsible to provide skills-based training to staff and Council on intercultural competencies, engage with local First Nations to identify areas of mutual interest and explore potential partnerships.

The District of Oak Bay values diversity within the workplace. For this position, we also want to highlight that First Nations, Inuit, Metis ancestry is regarded as directly relevant to the skills and knowledge for excellence in the position. Pursuant to Section 41 of the *British Columbia Human Rights Code*, preference will be given to applicants of Indigenous ancestry.

This contract is for a 1-year period with an opportunity for extension. The approved budget is \$50,000. Additional resources may be required in subsequent years as the Advisor's work plan evolves and mid to long-term strategies are implemented.

We would like to hear from you if you are qualified and see yourself supporting the District in this important work. Please apply in confidence, by **June 10, 2022** to Selina Williams, Chief Administrative Officer [swilliams@oakbay.ca](mailto:swilliams@oakbay.ca).

A position description is attached and outlines, in more detail, the key accountabilities and required qualifications. It is important to note that while the description includes potential duties, this role will be refined by the successful candidate and in conversations with the Songhees and Esquimalt Nations.

*We thank you for your interest in supporting the District of Oak Bay in this important work.*



## CONTRACT POSITION DISCRPTION

<b>Position Title:</b>	First Nations Advisor
<b>Reports to:</b>	Chief Administrative Officer
<b>Position Description Date:</b>	May 1, 2022

### POSITION SUMMARY

As the District's advisor on First Nations relationship building, the First Nations Advisor will provide skills-based training to staff and Council on intercultural competencies, engage with local First Nations to identify areas of mutual interest and explore potential partnerships, and undertake other projects as identified by Council and through discussions with First Nations.

*The District of Oak Bay values diversity within the workplace. For this position, we also want to highlight that First Nations, Inuit, Metis ancestry is regarded as directly relevant to the skills and knowledge for excellence in the position. Pursuant to Section 41 of the British Columbia Human Rights Code, preference will be given to applicants of Indigenous ancestry. Candidates who wish to qualify for preferential consideration are encouraged to self-identify as such in their application.*

### KEY DUTIES

- Design and deliver education to District staff and Council members on the history of Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous Law, and Indigenous-Crown relations.
- Lead the Sitchanalth / Willows Shared Knowledge Planning Project.
  - Willows Beach and Willows Park form one of the most beloved beaches and beachfront parks in greater Victoria, drawing hundreds of thousands of visitors throughout the year. This land, Sitchanalth, was a former village site which holds deep historic, cultural, social, and spiritual values for the Lək'wəŋən people. Songhees Nation and the District of Oak Bay wish to embark on a shared learning process between Councils to better understand these lands in the context of history and culture. This process will build mutual understanding and knowledge that can inform an appropriate and shared approach in the area.
- Without assumption and in the absence of consultation with First Nations, the following is a draft scope of work that the District could be interested in advancing in partnership with local First Nations. Importantly, this draft list itself will need to be developed in an attitude of true partnership, i.e. what interests do the First Nations have and where would there be overlap/mutual interest. This would require consultation and engagement.

#### **Recognition of First Nations**

- Identify First Nations that wish to have a relationship with the District
- Identify what reconciliation means for First Nations wishing to connect with the District
- Advise on revised territorial acknowledgement (current version approved by First Nations numerous years ago)

### **Relationship Building**

- Advise on how best to develop and advance the District's relationship with First Nations on whose territory the District operates
- Liaise with First Nations communities in such a way as to build strong, long-lasting, and mutually beneficial relationships
- Build solid, trusting, and respectful relationships with internal partners and stakeholders

### **Partnerships**

- Support development of mutually beneficial, collaborative ongoing partnerships or opportunities
- Consider place naming
- Review existing and new signage, plaques, monuments, etc.
- Hold Community to Community forums (C2C)

### **Environmental Protection**

- Identify how the District can work with First Nations to incorporate traditional knowledge of biodiversity and of the interactions among all living things and the physical environment into practices for protecting and conserving natural resources including heritage values

### **Training and Education**

- Design and deliver training for District staff and Council members aimed at increasing awareness and recognition of First Nations' histories, cultures, governance, values, and interests and to build understanding within the District of First Nations' interests, District responsibilities and what reconciliation entails from various levels of Local Government

### **Project Support**

- Lead District's engagement with First Nations on major projects
- Define priority areas for Indigenous inclusion in project execution and business development
- Identify which First Nations' interests may be impacted by proposed projects
- Assist with developing plans that avoid impacts to First Nation interests and are responsive to the broader interests and values of the local Indigenous Communities
- If necessary, maintain records of engagement with First Nations documenting how projects considered and addressed potential impacts

### **Correspondence**

- Identify proper channels for communicating with First Nations including points of contact
- Initiate and follow-up on referrals to First Nations regarding District projects
- Assist with responding to enquiries and other requests for support and guidance from First Nations staff, Chiefs and Councils and other First Nations community members regarding Oak Bay activities, governance, policies and working groups

### **Advisory**

- Provide professional support, advice and guidance to senior staff and Council and advisory committees on matters regarding First Nations relations, initiatives, and interests in a manner consistent with reconciliation

**Policies/Procedures/Protocols**

- Develop policies, practices, and procedures to engage, share information, clarify roles and responsibilities

**KNOWLEDGE, KEY SKILLS, AND ABILITIES**

- Relevant degree or diploma with work at least 3-years of directly applicable experience
- Demonstrable working relationships with local First Nations and/or Indigenous community groups
- Well-developed consultative and facilitation skills, including experience in leading committee or working-group meetings and reporting back on results
- Good communication, interpersonal and organizational skills
- Superior presentation skills
- Ability to work independently, including developing and following work plans and meeting deadlines