Contract Opportunity – Partnership Coordinator for Shuswap Indian Band – District of Invermere Partnership

Context: Since 2018, Shuswap Indian Band and District of Invermere have participated in the First Nation – Municipal Community Economic Development Initiative (CEDI). CEDI is a national program delivered jointly by Cando (the Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM). The SIB – DOI partnership is 1 of 9 partnerships (out of 90+ applicants) participating in the CEDI program between 2016 – 2021 from across Canada**.** With support of the program, the two communities are working to build and strengthen their inter-community relationships, and to build capacity for joint planning and collaborative community economic development. Utilizing the CEDI program supports, including third-party neutral facilitation, monthly meetings, bi-annual workshops, and joint strategic and work planning, Shuswap Indian Band and District of Invermere elected officials and staff identified several shared joint social and economic development priorities.

Over the course of the past three years, the SIB – DOI partnership has accomplished a lot together, specifically:

- Established a Working Group that continues to meet monthly (staff and elected officials)
- Engaged in shared learning on topics of culture, history, governance and jurisdiction
- Identified four priority joint community economic development initiatives and selected a first joint initiative based on co-created criteria
- Co-created a Joint Strategic Plan for Connected Communities – A Joint Active Transportation Network Plan
- Co-applied for and received the BC Active Transportation Network Plan Grant and co-hired Urban Systems to create the Joint Active Transportation Network Plan
- Created joint communications and community engagement materials
- Designed a Friendship Agreement (both Councils participated via Zoom) and engaged communities to submit art intended for the Friendship Agreement and partnership logo
- Signed the Friendship Agreement in socially-distanced and safe way to reinforce commitment
- Councils and staff meet twice annually for full-day workshops
- Created a draft Joint Strategic Plan and Working Group Terms of Reference for partnership longevity

The SIB – DOI partnership will complete their participation in the CEDI program at the end of April 2021. Together, SIB and DOI envision and are committed to working towards a long-term community to community partnership and working relationship. The partnership is seeking support from a third-party neutral facilitator to assist with partnership coordination, administration and facilitation. SIB – DOI is looking to fill a 1-year contract (April 16, 2021 – April 15, 2022), with the intention of working with the successful Partnership Coordinator for many years to come. It is important that the applicants have interest in working with SIB – DOI past the one year contract to maintain continuity.

On behalf of the SIB – DOI partnership, the Partnership Coordinator will be contracted by the District of Invermere, and report to Andrew Young, CAO, District of Invermere.

Key Aspects of Partnership Coordinator Role:

- Supports SIB – DOI partnership with ongoing monthly Working Group meetings, partnership administration and communications.
- Ensures that SIB – DOI partnership identifies annual partnership priorities with timeline, and remains on schedule.
- Supports SIB – DOI partnership to engage with, action, and monitor and evaluate the joint agreements: Joint Strategic Plan, Friendship Agreement, Working Group Terms of Reference
- Manages the design and delivery of three joint Workshops (joint agreement review, council to council meeting, and joint workshop)
- Manages the design and delivery of a Friendship Agreement Anniversary celebration

Required Skills: strong facilitation skills and understanding of dialogic process design, and strategic planning; familiarity with Indigenous cultures and protocols; understanding of community and regional economic development practices and techniques; strong strategic thinking, collaborative planning and program management skills; experience working with First Nation and municipal staff and elected officials. Looking for a candidate who is pro-active, flexible and highly motivated.

Fees: Contract rate for third-party neutral facilitator $60 all found per hour rate (based on a $450 day rate). Estimated 275 hour contract ($16,500 +GST).

Timeline: April 16, 2021 – April 15, 2022

Application Deadline: To apply, please submit your CV and cover letter to **Sierra Stump via email: landclerk@shuswapband.ca by Friday, April 12th, 2021 at 5pm**. **Note:** Interviews and reference checks will take place on April 15th.

For any questions on the contract, please contact Marissa Lawrence: marissa.lawrence@edo.ca

Contract Level of Effort: Estimated 275 hour contract. As is identified below, the contractor should expect to provide a minimum of 14 hours/per month which will increase and fluctuate in preparation and delivery of the workshops and event, and as directed by the Working Group. **Note:** the successful applicant will need to be available for 2-4 hours Monday, April 19th and Tuesday, April 20th, and from 8:30am – 5:00pm on Thursday, April 22nd, 2021.

Proposed Scope of Work/Deliverables:

Activity	Task	LoE (estimate)	Frequency
General Partnership Administration	- Onboarding and shadowing CEDI team (April 2021) Ongoing General Partnership Administration: - Ongoing maintenance and updating of shared documents (i.e. based on outcomes of WGM and workshops)	18 hours (one time) 4 hour/mo. (48 hours annually)	One time Monthly

	- Ongoing maintenance and updating of shared online file storage - Liaising with Working Group Members, administrative support at SIB and DOI as required - Maintain an annual SIB – DOI delivery and engagement schedule/timeline - Support the partnership with funding proposal preparation when required (i.e. Community to Community Forum funding) - Miscellaneous scheduling and communication needs and requests from Working Group		
Joint Media/ Communication Materials	- Support partnership to create and update shared messaging (ongoing) for all communications (i.e. social media, formal media release, joint initiative messaging) - Preparation of joint media releases including photos, liaise with Working Group for review and approval - Liaise with media (when asked)	10 hours (annually)	As required
Working Group Meetings	- Facilitate WGMs (bi-monthly or monthly TBD) - Preparation of WGM agendas - Preparation of WGM meeting minutes - Administrative responsibilities (scheduling meetings, reminders for review, follow-up with Working Group members and action items)	7 hours (84 hours annually)	Monthly
Annual Workshop #1: Annual Review and Maintenance of Joint Agreements: Working Group TOR, Joint Strategic Plan, Work Plans (?) and Friendship Agreement - Option for this workshop to include Working Group members only, or	- Facilitate 1-day Joint Agreement review Workshop - Preparation of the workshop agenda (build from CEDI template), including monitoring and evaluating progress. - Preparation of the workshop summary, including joint document revisions - Administrative responsibilities (scheduling meetings, reminders for review, follow-up and action)	30 hours	Annually

optionally, and Councils	- Manage logistics (catering, venue, AV) and cultural protocol (manage budget)		
Annual Workshop #2: Annual Council to Council Meeting - Will this workshop include WG staff?	- Facilitate annual Council to Council meeting (2.5 hour meeting?) - Preparation of meeting agenda in collaboration with Working Group - Preparation of meeting minutes or summary, including joint document revisions - Work with SIB and DOI council administrative supports to address following responsibilities: (scheduling meetings, reminders for review, follow-up and action)	10 hours	Annually
Annual Workshop #3: Joint Workshop (as directed by joint interests and opportunities) - WG, staff and Councils	- Facilitate 1-day Joint Workshop - Workshop agenda and process design; including liaising with WG - Engage subject-matter experts in design and for presentation (if required) - Preparation of the workshop summary report, including joint document revisions (if required) - Manage invitations (internal and external) and participant communication - Manage logistics (catering, venue, AV) and cultural protocol (manage budget) - Schedule debrief with WG (either separate meeting or at next WG); identify lessons learned and improvements for next Workshop. - Misc. administrative responsibilities (follow-up/reminders for review, follow-up and action, pay invoices, etc.)	35 hours	Annually
Recognition/Celebration of Friendship Agreement anniversary	- Liaise with WG to identify scope, objectives, messaging, roles, protocol and invitees - Create a work plan for the event, including timeline, roles and action items - Liaise with all necessary parties for venue/location, AV/sound, catering,	40 hours	One time

	set-up and take down, culture and protocol - Manage budget - Create day-of run of show and distribute to WG and organizing team - Review run of show with walk through or meeting with elected officials and organizing team		