



Barbara Calderone
Band Councillor/Human Resource Manager

Since the completion of the Comprehensive Community Based Planning process within the community, we have continued to address the concerns and needs that were felt by the community. Over the past year, we have been working on improving the qualifications, skills base, knowledge, and resources available within the community. Our goal is to have an administration that can deliver a level of professional care/services to the community members that is comparable to other government agencies throughout Canada. We need to have a strong managerial structure in place to ensure our community continues to grow and move forward with the community's vision. Also to ensure professionalism is provided at all times by having trained and knowledgeable administration and staff.

The Council has been working closely with various organizations such as legal, New Brunswick Employment Laws, and HRDC in the development of policy's & procedures. Some of the ones that have been implemented are:

- Duties of the Council
- Employee Confidentiality & Non-Disclosure Agreement
- Authorization to Release Employment/Confidentiality Information
- Conflict of Interest Guidelines
- Employment Agreements
- Roles & Responsibilities
- Progressive Discipline Guidelines
- New Employee Orientation
- Discrimination & Harassment Policy
- Non-Disclosure Agreement for Chief & Council
- Updated Pabineau First Nation Personal Policy

Within the Human Resource office, all employee files are housed and maintained. I also monitor the sick day entitlements and vacation leave of the regular staff. As the need arises, I arrange for professional development for program directors and coordinators. Employees, who are interested in furthering their education on a part time basis, are supported and their schedules are fitted into their work plans.

Other things that I contribute to within this administration is proposal development to INAC, Health Canada, Service Canada, PETL, Heritage Canada, HRDC, CHMC, and various others as they come available. With proposal development also involves the reporting requirements in which I also take care of. The community website www.pabineaufirstnation.ca was developed and is regularly maintained by myself.

Some committees that I am part of is the Oinpegitjoig Sports Authority, Pan Flu Emergency Response Team, Tribal Pow Wow, and soon to join the Human Resource Forum in Bathurst.

I am honoured and very proud to represent my community as a member of this council and to be part of the success of continuing the momentum that Pabineau is currently going through.