

Public Service Announcement

TITLE

Caretaker Administrator to the Cannabis Control Board

TERM

18-month contract

HOURS OF WORK

5-10 hours a week on average

PROFESSIONAL FEES

Professional fees to be negotiated based on interview with the candidate and level of experience

RESPONSIBILITIES

The Caretaker will be limited to maintaining the status quo and limiting the liability of the cannabis industry in Kahnawà:ke, more specifically the caretaker is authorized to and responsible for:

- Renewing licences for holders who maintain a parallel Health Canada licence, have paid all required fees, and meet the renewal criteria.
- Requesting all documentation required to calculate community contributions and inform licence holders and the Finance Unit of any amounts owing. If no amounts are owing, documenting that in the KCCB records and confirming it with the licence holder.
- Formally documenting and recording all decisions made, permits renewed, and monies received.
- When necessary and with the support of subject matter experts , providing necessary documents and instructions to external legal counsel.
- Reviewing incoming email and mail, including quarterly reports from Health Canada.
- Informing the Portfolio Chiefs of any urgent matters requiring their attention and otherwise providing monthly updates.
- Communicating with Health Canada as needed pursuant to the MOU.

The caretaker will NOT have the authority to:

- Issue new licenses
- Draft or amend regulations
- Revoke licenses
- Issue fines
- Conduct inspections

Contact Trina C. Diabo, Office of the Council of Chiefs at 514-779-4756 or 450-632-7500 for more information on the posting.