



# *Pikwakanagan Tíbadjūmowín*

**Friday July 2, 2021**

view on-line at: [www.algonquinsopikwakanagan.com](http://www.algonquinsopikwakanagan.com)

Facebook : Algonquins of Pikwakanagan First Nation

Email: [reception.admin@pikwakanagan.ca](mailto:reception.admin@pikwakanagan.ca)

**Ontario moves to Step 2 of its' Re-Opening Plan on June 30, 2021.**

**AOPFN Offices remain closed until further notice. All employees will be working remotely.**

**All employees will be equipped with their work phones, lap tops and will have access to their email.**

## **Ontario's Reopening Plan – Step 2**

June 30, 2021

Dear Members of Pikwakanagan:

**As Ontario transitions into Step 2 of its reopening plan, Pikwakanagan will continue to follow the rules and public health measures under the provincewide emergency break. The provincewide Step 2 reopening plan will be launched on June 30<sup>th</sup>, 2021.**

All reopening steps will be reviewed by the provincial government and are dependant on various key public health factors including but not limited too the rate of vaccinations in Ontario, number of cases, number of hospitalizations, number of ICU beds. Ontario is surpassing milestones identified in the roadmap and proceeding to the next step quicker than expected.

Attached is a Roadmap to reopen for further information about the reopening steps and what will be permitted during those steps. This information can also be found at the following link, [Reopening Ontario | Ontario.ca](https://www.ontario.ca/en/health/reopening-ontario).

Pikwakanagan remains at zero count of Covid-19 cases. The Emergency Response Control Group (ERCG) is acknowledging the hard work and dedication the community is doing to keep our community safe. We must remain diligent in our efforts to combat COVID-19, there is light at the end of the tunnel.

We must continue to follow temporary restrictions and public health and safety measures to ensure that we remain safe and diligent against the spread of COVID-19.

Always:

Stay home if you have symptoms, even if they are mild.

Stay two metres apart from people you do not live with.

Wear a mask or face covering in indoor public spaces or any time physical distancing is not possible.

Thank you for doing your part to keep Pikwakanagan COVID-19 free.

Emergency Response Control Group

**AOPFN Offices will be closed on July 1 & 2, 2021**

**Staff will return to work on Monday July 5, 2021 at 8:30 am**

# Step 2: Roadmap to Reopen

Effective June 30, 2021

**Wednesday, June 30, 2021**, Ontario will move into **Step 2** of the *Roadmap to Reopen*. This is a **three-step plan** to safely and cautiously reopen the province and gradually lift public health measures. In Step 2, the following is **now permitted**:



- ✓ Indoor social gatherings and organized public events for **up to 5 people**.
- ✓ Outdoor social gatherings and organized public events of **up to 25 people**.
- ✓ Outdoor dining for **up to 6 people** per table, with exceptions for larger households.
- ✓ Essential retail capacity permitted at 50%. Non-essential retail capacity permitted at 25%.
- ✓ Indoor religious services, rites, or ceremonies, including wedding services and funeral services permitted at up to 25% capacity of the particular room.
- ✓ Outdoor fitness classes limited to the number of people who can maintain 3 metres of physical distance.
- ✓ Outdoor sports without contact or modified to avoid contact, with no specified limit on number of people or teams participating, with restrictions.
- ✓ Overnight camps for children operating in a manner consistent with the safety guidelines produced by the Office of the Chief Medical Officer of Health.
- ✓ Outdoor sport facilities with spectators permitted at 25% capacity.
- ✓ Outdoor concert venues, theatres and cinemas, with spectators permitted at 25% capacity.
- ✓ Outdoor fairs, rural exhibitions, festivals, permitted at 25% capacity and with other restrictions.
- ✓ Personal care services where face coverings can be worn at all times, and at 25% capacity.



**Renfrew County and District Health Unit**

*"Optimal Health for All in Renfrew County and District"*

[www.rcdhu.com](http://www.rcdhu.com)



# Algonquins of Pikwakanagan First Nation COVID-19 Weekly Situation Report

June 30, 2021

**State of Emergency Declared: March 20, 2020**

## Current COVID-19 Case Status:

### Ontario

**Cases:** 552,180  
**Resolved:** 540,594  
**Active:** 2,444  
**Deaths:** 9,142

### Renfrew County

**Cases:** 742  
**Resolved:** 727  
**Active:** 6  
**Deaths:** 9

### Pikwakanagan

**Cases:** 0  
**Resolved:** 0  
**Active:** 0  
**Deaths:** 0

## Community and Status Update

The Ontario Government has announced that the province is shortening the break between the first and second COVID-19 vaccine doses as 65% of Ontarians ages 18 and over have now received their first dose. The timing of second dose appointments may vary based on local considerations, vaccine supply and the date of first dose appointments.

## School Updates

Premier Doug Ford has announced that all school districts across the province will continue with remote learning for the rest of the school year. Students who are currently attending in school learning due to an accommodation may continue.

## Global Update

The COVID19 Delta Variant has been confirmed in all health units in Ontario. This variant is known to be responsible for over 25% of cases in Ontario. We have learned this variant is more transmissible than the Alpha variant and the 2nd dose of the vaccine provides more protection than one dose does.

## Province Updates

Ontario has expanded the eligibility for the COVID-19 vaccines in May. There will be millions of doses of Pfizer-Bio-NTech and Moderna, arriving in Ontario. They are expecting all adults to be able to register for their first doses of the vaccine by the end of May. 2nd Dose appointments are now being offered.

## Symptoms

## Where To Get Help

### COVID-19 symptoms compared to common conditions

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No

VTAC-Renfrew County Virtual Triage and Assessment Centre: 1 (844) 727-6404.

Pikwakanagan Family Health Team: (613) 625-1175

## **Food Bank in Pikwakanagan Information**

### **Change in service hours and days.**

The Food Bank will be available one day a week.  
You can access the Food Bank service on  
Wednesday evenings.

**The Foodbank will be open ONE evening per week and that evening is Wednesday's from 5:00 p.m. to 8:00 p.m.**

*We ask you to be mindful of these accommodations and ensure you place your orders as outlined below and to please respect the hours and days in place.*

**Please return all culligan bottles and note that the Culligan water service provided by the Foodbank will not be in operation any longer! All Foodbank users must revert back to how they got their Culligan water prior to Covid-19!**

#### **How to place an order:**

- Call **613-639-1633** and place an order over the phone
- Text **613-639-1633** and place an order via text
- Go to this link online <https://forms.gle/SNxriP159GJ63Jmv9> and place your order

#### **When to place an order:**

- Foodbank users are to call by Tuesday's at noon or place and online order by Tuesday's at noon each week!
- Online orders can be placed at any time before Tuesday's
- arranged/requested when placing your order

For any questions about the foodbank please email Kerry at [mgr.sports.rec@pikwakanagan.ca](mailto:mgr.sports.rec@pikwakanagan.ca)

**TEMPORARY COVERAGE PROVIDED BY:**

Manager – Kerry Andrews

### **Reminder**

Please note that I am unable to retrieve messages left for the NNADAP office at the health centre.

**Matt Hutten can be reached by cell at:**

**613-570-0356**

**8:30 am—4:30 pm weekdays**



Miigwetch

### **Community Justice Worker**

Available Monday-Friday 8:30 a.m.-4:30 p.m.

email: [Justice.mhs@pikwakanagan.ca](mailto:Justice.mhs@pikwakanagan.ca)

**Mobile: 613-633-3586**

### **SAFETY OF OUR COMMUNITY**

We need your help to make our community a healthier and safer place to live. Investigations are ongoing on potential illegal activities that are taking place within our community.

We are asking if you see any type of illegal activity taking place to call Crime Stoppers  
**1-800-222-TIPS (8477) or 613-735-8477**  
and report it every time you see it happening. By doing this you will be providing information that is necessary for police investigations.

**The police need the support and help of the community to stop criminal activity that is putting our community at risk.**

The Training & Learning Centre is cancelling all in-person classes until further notice. We can still help you on Zoom, by phone and by sending lessons in the mail. If you would like to get started with your training from home, please contact us at: **613-628-1720.**

# **Join us at the Drive—Thru (Makwa Centre)**

**Friday, July 9th from 4:00-5:30 p.m.**



*On behalf of the Pikwakanagan Sports & Recreation dept, Education Services, Prevention Services, Family Well-Being, Mental Health Services and OP we invite all households of Pikwakanagan to our Friday Night Drive-Thru!*

## **Menu:**

***Burger Platter (includes side salads & dessert treat)***

***Hotdog Platter (includes side salads & dessert treat)***

*You **MUST** pre-order your platters that are required for the residents in your home.*

***Please call 613-625-2682 between the hours of 9:00 a.m. and 3:00 p.m. on Monday, July 5th and Tuesday, July 6th***

*A delivery service will be available for our Elders and those without transportation, please indicate that you require delivery when you call to register for this event!*

*On behalf of Sports & Recreation, Education, Mental Health Services, Family Well-Being, Prevention Services and Omamiwinini Pimadjuwin we hope you all enjoy our Friday Night Drive-Thru!*



# CALL FOR INDIGENOUS ARTISTS

DESIGN THE ART FOR THE PIKWAKANAGAN  
**SELF GOVERNMENT LOGO**

THIS IS OUR TEMPORARY LOGO



Algonquins of Pikwakanagan  
First Nation  
**SELF GOVERNMENT**

WE NEED YOUR HELP TO  
MAKE IT **DEADLY**

inquire  
here



EMAIL BLAZE COMMANDA

[BCOMMANDA@PIKWAKANAGAN.ONMICROSOFT.COM](mailto:BCOMMANDA@PIKWAKANAGAN.ONMICROSOFT.COM)

please inquire for full scope of work and submission directions by **July 16th**  
the successful artist will be commissioned to create the artwork for the new  
self government logo!



# Future Rivers **INCUBATOR**

## Announcing the Future Rivers Arts Incubator for Indigenous youth!

The Future Rivers Arts Incubator aims to connect Indigenous youth (including young adults and students) with Indigenous artists and cultural workers. Through small-scale virtual meetups, they will share their experiences and creative practices.

**Explore art making, curating, writing and more!** For each session you attend, you will receive a \$100 honourarium and be entered to win a door prize. Sessions are held on Zoom.

Find all the sessions and sign up:

<https://cuag.ca/event/future-rivers-arts-incubator-for-indigenous-youth/>



### **SESSION 1**

curator Alex Kahsenni:io  
Nahwegahbow  
July 15 at 7:00 – 8:30 p.m



### **SESSION 2**

artist Joi T. Arcand  
July 22 at 7:00 – 8:30 p.m.



### **SESSION 3**

poet and writer Albert Dumont  
August 9 at 10 a.m – 11:30 a.m



### **SESSION 4**

scholar and artist Camille  
Georgeson-Usher  
August 12 at 3:00 – 4:30 p.m



### **SESSION 5**

curator and gallery manager  
Jessica Kotierk  
August 26 at 7:00 p.m – 8:30 p.m

This incubator series is organized and led by Danielle Printup (Onondaga/Algonquin). She is a curator and arts administrator from Kitigan Zibi Anishinabeg.

If you have any questions, please feel free to contact her at [danielleprintup@gmail.com](mailto:danielleprintup@gmail.com)

**Please share widely!**

**cuag** Carleton University  
Art Gallery



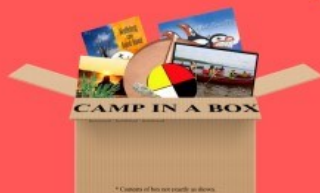
Reesa Greenberg  
Digital Initiatives Fund



**Building  
Together**

TRAVELING THE RIVER TOGETHER  
WITH THE CREATOR - CELEBRATING CULTURE

# PINAAZ-I ZIBI MAAMAWI SUMMER CAMP 2021



AUGUST 2 TO 6, 2021  
ALGONQUIN TRADITIONAL LANDS  
(GOLDEN LAKE/PIKWÀKANAGÀN/CAMP MISHEWAH AND BEYOND)

MAKONS (Bear Cub) Day Camp (Ages 6 to 11)

MAKWA (Bear) Youth Circle (Ages 12 to 16)

ONLINE "Camp in a Box"

Overnight camp returning in 2022!

- Cultural Teachings
- Storytelling
- Games
- Activities
- BINGO
- Prizes
- Crafts
- Astronomy
- Self Care
- ... and many more!

CONTACT: [pzm@bell.net](mailto:pzm@bell.net) or 613-602-7970

Follow Pinaaz-i Zibi Maamawi on Facebook and Instagram

REGISTER NOW!

In person spaces limited according to local health guidelines





**Help Us Save Money**

**When you don't break down your boxes,  
we fill up the recycling bins more quickly**

**and pay more \$\$\$  
to replace them more often**

Anishinabek Gamik/  
Prevention Services



# Kids Friendly Cookbook

Send in your kid friendly recipes  
that kids can enjoy and help in the  
kitchen.

prevention2.cfs@pikwakanagan.ca/  
or on Facebook at Anishinabek Gamik



## AOPFN COVID-19 Testing

AOPFN is offering expanded COVID-19 Testing for all Community members in the event your family members are experiencing symptoms or may have come into contact with a suspect case.

Testing will take place at the Mino-Pimadizi Gamik Health Center.

To book an appointment please contact:  
**613-625-1175**

**Monday 9:00 am - 11:00 am**

**Tuesday 9:00 am - 10:00 am**

**Wednesday 9:00 am - 10:00 am**

**Thursday 9:00 am - 10:00 am**

**Friday 9:00 am - 10:00 am**

## RECYCLING PICK UP NOTICE

Recycle pick-up on Thursday July 1, 2021 and Friday July 2, 2021 will be cancelled due to the holiday and site maintenance. The Land fill site will be open on Sunday and recycle picked up will commence on Thursday July 8, 2021.

If anyone has any questions, contact Bonnie at  
613-625-2800 ext. 245.

# 8th Annual Pikwakanagan Open Golf Tournament

Saturday, August 14, 2021 @ Whitetail Golf Club

*Covid regulations for either tee times or shotgun, teams will be contacted closer to the tournament date as we continue to monitor regulation changes!*



4 Person Scramble

18 Holes



### Prize Holes:

Men's/Lady's Longest Drives on numerous holes

Men's/Lady's Closest to the Pin on all par 3 holes

Incredible Prizes to be won on **EVERY HOLE!!**

Cost: \$100/non-member, \$85/member without cart or flex members, \$70/members with cart package

Includes: Green Fee, Cart, Dinner

**HOLE IN ONE PRIZE ON HOLE #8**

**\$10,000 gift card sponsored by Eganville Foodland**

Fees are payable @ time of registration and/or day of event  
Payment methods at Whitetail: Cash/Debit & Credit Card

**Call to register your team by August 9, 2021**

To register your team or for more info contact:

Kerry Andrews: 613-625-2682

Email: [mgr.sports.rec@pikwakanagan.ca](mailto:mgr.sports.rec@pikwakanagan.ca)

# INDIGENOUS CRISIS LINE

**1-800-588-8717**

Available 24/7 for you or anyone you know who needs to talk due to the current events and findings from residential schools

Please know that Sandi and the mental health team is available for support as well

Sandi Wright: Adult Mental Health  
Counsellor

**613-639-9189**

**Monday-Friday  
8:30am-4:30pm**



## Notice: Algonquins of Pikwakanagan First Nation Members

Do you own your own business?

Are you a partner in a business?

What goods or services are provided by your business?

What industry do you service?



✓ Accounting, Financial Services

✓ Construction

✓ Fuel

✓ Information Technology

✓ Manufacturing

✓ Engineering

✓ Minerals & Aggregates

✓ Landscaping

✓ Professional, Scientific & Environment Technology

✓ Retail

✓ Project Management

✓ Sales, Rental, Lease

✓ Restaurant

✓ Professional, Community Services

✓ Transportation

The AOPFN is interested in your business. We would like to find out more about your business.

A Proficiency Collection is being created to identify AOPFN member businesses like yours.

To Participate in the database please contact:



Lisa Meness Kohoko

PH: 613-633-7712

Email: [lisameness@msn.com](mailto:lisameness@msn.com)

Facebook: Lisa Meness Kohoko (Messenger)

**Complete the survey and you will be eligible for a Participation Draw of a \$100 Visa Card.**





## Notice: Algonquins of Pikwakanagan First Nation Members



AOPFN Consultation Office is developing a Labour Market-Proficiency Collection database. This will identify the specific skills, knowledge, and experience of the AOPFN membership.

The Collection will be shared with the Administrative Organization, Federal, Provincial and Private Industry as opportunities arise.

### Information Required to Create Your Profile:

What is your field of expertise?

What experience do you possess?

What skills do you possess?

Are you a skilled trade worker?

Do you have a diploma, degree, or certificates?

Are you an Indigenous Knowledge Keeper?

Algonquin Language Speaker/Translator?

Environmental Worker?

Security Clearances?



**Post Secondary Students** - What is your field of study? Are you seeking Co-op or summer student employment? What additional training or certificates do you need to pursue employment in your field?

**Apprentices** are also encouraged to participate. There are opportunities to provide on-the-job training and apprenticeships.

[This Photo](#) by

AOPFN is interested to learn and incorporate your information into our Proficiency Collection database. To participate in the database please contact:

**Lisa Meness Kohoko**

**PH: 613-633-7712**

**Email: [lisameness@msn.com](mailto:lisameness@msn.com)**

**Facebook: Lisa Meness Kohoko (Messenger)**

**Collection end date:**

**June 30, 2021**

**Complete the survey and you will be eligible for a Participation Draw of a \$100 Visa card.**



## **EMPLOYMENT OPPORTUNITY**

### **Manager, Public Works**

Are you an experienced and professional Public Works Manager and/or Project Leader looking for your next exciting project? Algonquins of Pikwakanagan First Nation (AOPFN) is seeking a Manager/Project Leader to lead all public works and infrastructure projects as approved by our First Nation government. A new Water Treatment Plant is at the forefront and is currently in the design stage so you will have an immediate opportunity to lead this critical project from design to successful completion.

#### **Responsibilities include but are not limited to:**

- Leads and manages infrastructure projects from concept design to completion including building the necessary human and fiscal capacity for the operation and on-going maintenance as may be required (i.e. water treatment plant at 33% design stage).
- Plans, directs, coordinates, implements and evaluates all programs and activities in relation to Public Works Department within a fiscally responsible framework.
- Provides professional advice and recommendations in areas of expertise, including civil and structural engineering, land use planning, housing, grounds and facilities maintenance.
- Develops and manages the Public Works dept budget, capital assets, equipment, tools, negotiates leasehold agreements, contracts for services.
- Fosters and maintains sound working relationships with all AOPFN departments and staff, members of the community, government representatives, and all other key stakeholders in relation to AOPFN lands, resources, infrastructure and public services.
- Directs, coordinates, and evaluates the department, including supervising employees and contractors in accordance with AOPFN policies, goals, plans, applicable reserve, federal/provincial/municipal laws, bylaws, standards, codes, rules and regulations.

#### **Qualifications:**

- ◆ Bachelor's degree (Chemical, Environmental or Civil Engineering preferred)
- ◆ Registered P.Eng. in Ontario preferred
- ◆ 10+ years experience in Project Management, Design and Construction related to infrastructure
- ◆ Experience in budget preparation, reporting techniques, contract administration, tendering techniques, project management and supervision of personnel.
- ◆ Excellent written and verbal communication including the ability to simplify and present technical and complex information to a variety of audiences so that it is easily understandable.
- ◆ Adept at interpersonal relationship building, conflict resolution, leading diverse teams and creating and building key and meaningful partnerships both within and outside of the organization.
- ◆ Working knowledge of the practice, operation, and maintenance of First Nations infrastructure as well as First Nations and local government functions and responsibilities.

**Condition of Employment:**

- ◆ Must be bondable
- ◆ Must consent to a Criminal Record and Judicial Matters background check and upon receiving the results from the provider, consent to their release to the AOPFN.

Preference will be given to those applicants who self-identify as First Nations, Metis, or Inuit.

Please specify the number of years of relevant experience and highlight the key projects you have worked on in your application and/or cover letter. In addition, please provide 3 references which include at least 1 direct manager/supervisor.

The intent of this process is to establish a pool of fully or partially qualified candidates that could be used to staff similar positions with various tenures at AOPFN.

**Status:** 2 year term with possibility of going permanent

**Salary:** \$65,625. To \$84,500. (commensurate with experience)

**Location:** Pikwakanagan, Ontario

**Deadline for Applying:** Friday July 16<sup>th</sup>, 2021 at 4:30pm

**WHY WORK FOR ALGONQUINS OF PIKWAKANAGAN FIRST NATION?**

Engaging and collaborative team

Training and career development

Business casual office

Group benefits plan & pension plan

Please send your application to Tiffany Dedo, Employment Development Officer

[employment.officer@pikwakanagan.ca](mailto:employment.officer@pikwakanagan.ca)

Algonquins of Pikwakanagan Administration Office, (613) 625-2800 ext. 237

1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

*We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.*

*AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*



## EMPLOYMENT OPPORTUNITY

**Position Title:** Project Administrator

**Tenure:** 3-Year Term Contract (with possible permanency)

**Salary:** \$45,000 per annum

**Direct Supervisor:** Amanda Two-Axe Kohoko, Consultation Coordinator

### Summary

The Project Administrator is responsible for supporting the tri-partite working group represented by the Algonquins of Pikwakanagan (AOP), Atomic Energy of Canada Limited (AECL), and Canadian Nuclear Laboratories (CNL). The Administrator will manage projects of the working group and coordinate necessary administrative functions associated with working group activities; implement assigned consultation projects that will include researching, planning, budgeting, and documenting all aspects of the work projects; will be responsible for supervision of delegated staff.

### Basic Requirements

#### Education and Experience

- Post-secondary diploma or certificate in Business Administration or related field and a minimum of two years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization) or
- Five or more years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization).
- The position requires travel between CNL sites and AOP office(s), most travel will occur in, but is not limited to, Renfrew County.

**Eligibility List Will Be Established:** YES

### See Back of Newsletter for Application Procedure

**Contact Person:** Tiffany Dedo, Employment Development Officer

Algonquins of Pikwakanagan Administration Office, 1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

Ph: (613) 625-2800 ext. 253

[employment.officer@pikwakanagan.ca](mailto:employment.officer@pikwakanagan.ca)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Crew/ Harvest Coordinator

**Salary:** TBD

**Tenure:** TBD

**Department:** Ec.Dev/ LEM

**Direct Supervisor:** Tiffany Dedo, Employment Development Officer

**Closing Date:** Friday July 2<sup>nd</sup>, 2021 at 4:30pm

### Summary

Appointed as the Crew/ Harvest Coordinator, you are to provide group leadership to the Pikwakanagan Earthwalkers and assist in researching and identifying learning opportunities, organizing and implementing Pikwakanagan Program activities. You will also provide leadership and direction of the Harvest Program.

### Basic Requirements:

- Highschool Diploma
  - Experience in report writing, supervision, team management, problem solving and working with the public;
  - Good interpersonal, verbal and written communication skills;
  - Knowledge of the Stewardship Ranger Program and relate standard is an asset;
  - Ability to organize and provide training needed for the Earthwalkers Program;
  - Valid Class G Driver's License;
  - Valid Boating Operators License with access to a boat is an asset;
  - WHMIS and Standard First Aid is an asset;
- Must be punctual, reliable, pleasant personality, positive attitude and be able to work well with others.

**ELIGIBILITY LIST WILL BE ESTABLISHED:** YES

**Contact Person:** Tiffany Dedo, Employment Development Officer  
(613) 625-2800 ext. 237  
[employment.officer@pikwakanagan.ca](mailto:employment.officer@pikwakanagan.ca)  
Algonquins of Pikwakanagan Administration Office  
1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

### EMPLOYMENT OPPORTUNITY

**Position Title:** Executive Assistant, Social Services

**Salary:** \$44, 652 per annum

**Tenure:** Permanent, Full-Time

**Department:** Social Services

**Direct Supervisor:** Karen Levesque, Manager, Social Services

**Closing Date:** Friday July 16<sup>th</sup>, 2021 at 4:30pm

#### Summary

To provide executive/administrative services and assistance to the Manager, Social Services in all matters pertaining to the day-to-day operations and management of the Social Services Department; to provide executive/administrative assistance in meeting the established goals and objectives of the Algonquins of Pikwakanagan.

#### Basic Requirements:

Successful completion of relevant Post-Secondary education with 1 year relevant work experience or grade 12 with 3 years' extensive work experience.

#### ELIGIBILITY LIST WILL BE ESTABLISHED: YES

**Application Procedure:** Interested persons must submit a resume demonstrating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If direct supervisor references are not available, then references that know your work may be accepted. Indicate which competition you are applying for by referencing the Position Title. **Screening Procedure:** Applicants will be screened on the following: 1.) Conflict of Interest - the applicant must not be a member of the Supervisor's immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements. **Interviews:** AoPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes an eligibility list.

**Contact Person:** Tiffany Dedo,  
Employment Development Officer  
(613) 625-2800 ext. 237  
employment.officer@pikwakanagan.ca  
Algonquins of Pikwakanagan Administration Office  
1657A Mishomis Inamo, Pikwakanagan, ON  
K0J 1X0

### EMPLOYMENT OPPORTUNITY

**Position Title:** Administrative Assistant, Social Services

**Salary:** \$37, 401 per annum

**Tenure:** Permanent, Full-Time

**Department:** Social Services

**Direct Supervisor:** Karen Levesque, Manager, Social Services

**Closing Date:** Friday July 16<sup>th</sup>, 2021 at 4:30pm

#### Summary

To provide administrative support services and assistance in all matters pertaining to the Social Services Department of the Algonquins of Pikwakanagan, and all this may entail.

Appointed as Administrative Assistant to assist the Manager, Social Services of the Algonquins of Pikwakanagan in the day-to-day administrative duties of the Department.

To provide administrative support services and assistance in meeting the established priorities and objectives in accordance with the administrative policies and procedures of the Algonquins of Pikwakanagan Social Services Department.

The Administrative Assistant, Social Services, shall carry out all administratively related functions in such a manner as to maintain their complete confidentiality in recognition of the privacy entitlements of all members of the community.

#### Basic Requirements:

Successful completion of post-secondary education in the Administrative Assistant field or Secretarial field; or, successful completion of Grade 12 with one year experience in the administrative field.

Minimum typing speed 40 wpm with a minimum 95% accuracy rate. Knowledge of various office procedures and office technology gained through work experience

Good knowledge preferably gained through related experience, of community social services programs

#### ELIGIBILITY LIST WILL BE ESTABLISHED: YES

**Application Procedure:** Interested persons must submit a resume demonstrating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If direct supervisor references are not available, then references that know your work may be accepted. Indicate which competition you are applying for by referencing the Position Title. **Screening Procedure:** Applicants will be screened on the following: 1.) Conflict of Interest - the applicant must not be a member of the Supervisor's immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements. **Interviews:** AoPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes an eligibility list.

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employment.officer@pikwakanagan.ca  
Algonquins of Pikwakanagan Administration Office  
1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

# AOPFN DIRECTORY

VOICEMAILS AND EMAILS WILL BE CHECKED REGULARLY THROUGHOUT OUR REMOTE CLOSURE.

**ADMINISTRATION OFFICE STAFF LISTED BELOW ARE NOW ABLE TO CHECK VOICEMAILS THROUGH EMAIL, NON-URGENT VOICEMAILS WILL BE CHECKED DAILY DURING REMOTE CLOSURE.**

## CHIEF AND COUNCIL 613-625-2800

Alanna Hein	chiefcouncil@pikwakanagan.ca	228
Kevin Lamarr	negotiations@pikwakanagan.ca	

## EXECUTIVE OFFICES 613-625-2800

Dale Booth	edo@pikwakanagan.ca	235
Claudette Cournoyer	assistant.edo@pikwakanagan.ca	254
Lisa Meness	communications@pikwakanagan.ca	253

## PUBLIC WORKS 613-625-2800 **EMERGENCY CONTACT 613-639-3309**

Vacant	mgr.publicworks@pikwakanagan.ca	246
Bonnie Commanda	assistant.publicworks@pikwakanagan.ca	245
Kreed Knox	housing@pikwakanagan.ca	247

## HUMAN RESOURCES 613-625-2800

Shelley Wilcox	hr@pikwakanagan.ca	236
Tiffany Dedo	employment.officer@pikwakanagan.ca	237

## RECEPTION SERVICES 613-625-2800

Sasha Sarazin	admin.reception@pikwakanagan.ca	221
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## FINANCE 613-625-2800

Selena Roesler	mgr.finance@pikwakanagan.ca	224
Stephanie Stone	assistant.finance@pikwakanagan.ca	223
Sandy Nash	acquisitions@pikwakanagan.ca	225
Laurie Amikons	payroll@pikwakanagan.ca	226

## LANDS, ESTATES & MEMBERSHIP 613-625-2800 **EMERGENCY CONTACT: 613-401-0057**

Kassandra Sackaney	mgr.lem@pikwakanagan.ca	222
Vacant	assistant.lem@pikwakanagan.ca	231

## ECONOMIC DEVELOPMENT 613-625-1551

Amanda Two-Axe Kohoko	consultation@pikwakanagan.ca	105
Laura Sarazin	assistant.consultation@pikwakanagan.ca	104
Lucas Bramberger	coordinator.projects@pikwakanagan.ca	102
Samantha Galbraith	coordinator.studies@pikwakanagan.ca	

## SOCIAL SERVICES 613-625-2800

Vacant	mgr.social@pikwakanagan.ca	242
Karen Levesque	social.ow@pikwakanagan.ca	241



## OTHER AOPFN SERVICES

### MINDIWIN MANIDO-DAYCARE CENTRE 613-625-2047

Nikoma Tennisco

daycare@pikwakanagan.ca

### SPORTS & RECREATION 613-625-2682

Kerry Andrews

mgr.sports.rec@pikwakanagan.ca

Lance Thorpe

reactivator@pikwakanagan.ca

Natasha Dick

events.sports.rec@pikwakanagan.ca

### FIRE & RESCUE 613-286-1018

Chris Sarazin

chrissarazin53@gmail.com

### HEALTH SERVICES 613-625-2259

Maureen Sarazin Tomasini

mgr.health@pikwakanagan.ca

227

Rachel Mathieu

assistant.health@pikwakanagan.ca

223

Carolyn Smoke

reception.health@pikwakanagan.ca

221

Vacant

chn@pikwakanagan.ca

225

Melissa Pessendawatch

chr@pikwakanagan.ca

224

Marlene Sackaney-Keeling

hcc@pikwakanagan.ca

232

### MENTAL HEALTH TEAM 613-625-2259

Sandi Wright

supervisor.mhs@pikwakanagan.ca

231

Sharra Bernard

navigator.mhs@pikwakanagan.ca

261

Matt Hutten

addictions.mhs@pikwakanagan.ca

238

Sabrina Laframboise

counsellor.mhs@pikwakanagan.ca

226

Ruqqiah Adams

therapist.mhs@pikwakanagan.ca

263

### TENNISCO MANOR 613-625-1230

Peggy Dick

homecare.supervisor@pikwakanagan.ca

Maggie Benoit

assistant.homecare@pikwakanagan.ca

Victoria Luloff

homecare.tsp@pikwakanagan.ca

Kim O'Brien

clientcare.tm@pikwakanagan.ca

### PREVENTION SERVICES

#### EMERGENCY PHONE NUMBERS

Alexandra Freed

supervisor.cfs@pikwakanagan.ca

613-585-1275

Veronica Miller

prevention2.cfs@pikwakanagan.ca

613-639-4188

Holly Patterson

prevention1.cfs@pikwakanagan.ca

613-401-6301

### FAMILY WELL BEING

Kassidy Bernard

coordinator.fwb@pikwakanagan.ca

613-401-0091

Jamie Roesler

assistant.fwb@pikwakanagan.ca

## ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
Harley, Anna	Lavalley	14 Jan 21	14 July 21
Popoff, Beverley	Sharbot	19 Jan 21	19 July 21
Lavalley, Scarlett-daye	Lavalley	28 Jan 21	28 July 21
Gibson, Shane	Lavalley/Francois	18 Feb 21	18 Aug 21
Landry, Christopher	Benoit	18 Feb 12	18 Aug 21
Landry, Nathaniel	Benoit	18 Feb 21	18 Aug 21
Tokio-Carr, Elizabeth	Lavalley	18 Feb 21	18 Aug 21
Tokio-Carr, Shannon	Lavalley	18 Feb 21	18 Aug 21
Reid, William	Bernard	18 Feb 21	18 Aug 21
Gagnon, Andrea	Meness	26 Feb 21	26 Aug 21
Gagnon, Joseph	Meness	26 Feb 21	26 Aug 21
Robbins, Sonny	Jocko	26 Feb 21	26 Aug 21
Hutton, Natalie	Meness	03 Mar 21	03 Sept 21
Commando, Isabel	Commanda	09 Mar 21	09 Sept 21
Turner, Meagan	Aird	15 Mar 21	15 Sept 21
Meness, Decotta	Meness	15 Mar 21	15 Sept 21
Sarrazin, Nicholas	Pesindewate/Lamure	08 Apr 21	08 Oct 21
Phillips, Lisa	Pesindewate/Lamure	08 Apr 21	08 Oct 21
Phillips, Brody	Pesindewate/Lamure	08 Apr 21	08 Oct 21
Phillips, Kierra	Pesindewate/Lamure	08 Apr 21	08 Oct 21
Brett, Asiale	Lavallee	08 Apr 21	08 Oct 21
Brett, India	Lavallee	08 Apr 21	08 Oct 21
Tokio Carr, Samantha	Lavalley	08 Apr 21	08 Oct 21
Gagnon, Jessica	Meness	08 Apr 21	08 Oct 21
Monette-Bressette, Chad	Meness	08 Apr 21	08 Oct 21
Monette, Sarah	Meness	08 Apr 21	08 Oct 21
Salahovic, Benjamin	Lavalley	15 Apr 21	15 Oct 21
Lanigan, Quinn	Kohoko	25 May 21	25 Nov 21
Greenwood, Gladys	Sharbot	27 May 21	27 Nov 21
Dodgson, Jack	Bernard	27 May 21	27 Nov 21
Peacock-Cabral, Heather	Tennisco	27 May 21	27 Nov 21
Baptiste, Magann	Baptiste	29 June 21	29 Dec 21

To appeal the addition of one of the above persons becoming a Member of the Algonquins of  
Pikwakanagan First Nation, please refer to your Membership Code, available on our website or in the  
Lands, Estates & Membership Department or email at [mgr.lem@pikwakanagan.ca](mailto:mgr.lem@pikwakanagan.ca)

***Algonquins of Pikwakanagan First Nation***  
***1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0***

**Office : (613) 625-2800 Fax : (613) 625-2332**

**HOURS OF OPERATION Monday - Friday 8:30 am to 4:30 pm**

**12:00 -1:00 pm Closed for LUNCH**

**\*\*HOLIDAY CLOSURES\*\***

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, National Aboriginal Day, Canada Day,  
Civic Holiday, Labour Day, Thanksgiving, Remembrance Day & Christmas Day.  
Closed between Christmas & New Year's Day

**AOPFN EMPLOYMENT  
OPPORTUNITIES**

**Application Procedure:** Interested persons must submit a resume demonstrating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If direct supervisor references are not available, then references that know your work may be accepted. Indicate which competition you are applying for by referencing the Position Title.

**Screening Procedure:** Applicants will be screened on the following: 1.) Conflict of Interest - the applicant must not be a member of the Supervisor's immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements.

**Affirmative Action Criteria:** Positions may be subject to AoPFN Policy supported by Section 16 of the Canadian Human Rights Act - Aboriginal Employment Preferences Policies.

**Interviews:** Due to Covid-19 all interviews will be conducted virtually by Zoom. AoPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes an eligibility list.

**ANIMAL CONTROL**

June Logan: 613-625-2545 or (613) 602-3626

**WASTE DISPOSAL SITE**

Open Wednesdays: 12-6 pm & Sundays 9am-3:00 pm

**CURBSIDE PICK-UP**

Garbage: Wednesdays Cardboard: Thursdays  
Containers: Fridays  
*Must have items at curbside by 9 am*

**LEGAL ADVICE**

Criminal or Family Legal advice call:  
Duty Counsel at 613-735-3400

**CONWAY'S PHARMACY REMOTE  
DISPENSING LOCATION IS OPEN**

Regular business hours are

Mondays, Tuesdays, Thursdays Fridays 9am to 4pm  
(closed 12 - 1)

And Wednesdays 9am to 1pm

We are closed weekends and holidays

Delivery is available Monday to Friday

Phone 613-625-9974 Fax 613-625-2068

Thank you

Natalie Commanda, Pharmacy Technician

Joseph Conway, Pharmacist

**CRISIS NUMBERS**

EMERGENCY SERVICES 911

Toll-free, bilingual telephone support via the 24/7  
Crisis Line: 1-866-996-0991

Drug, Alcohol, Gambling Hotline 1-866-531-2600

Bernadette McCann House 1-800-267-4930

Women's Sexual Assault Centre 1-800-663-3060

Ontario Caregiver Helpline 1-833-416-2273