



Pikwakanagan Tíbadjumowín

Chibayatigo-kíjigad Aditagagomin Kizis 26, 2022

Friday August 26, 2022

view on-line at: www.algonquinsopikwakanagan.com

Facebook : Algonquins of Pikwakanagan First Nation

Email: reception.admin@pikwakanagan.ca

EMPLOYMENT OPPORTUNITY

YOUTH WORK EXPERIENCE PROGRAM 2022/2023

The Algonquins of Pikwakanagan First Nation, Economic Development Department, is now accepting applications for the Youth Work Experience Program 2022/2023

Eligible Participants – Youth Work Experience Program

Eligible participants include:

- First Nation youth who ordinarily reside on reserve.
- Inuit youth who are residents in Canada but who reside outside their territory and are no longer eligible to be funded by their territory (proof of refusal is required).
- Between the ages of 15 and 30 (inclusive) at the time of application.
- Not in school, unemployed, or underemployed.
- Priority will be given to youth who have never been in the program



Tenure: October 11, 2022, to March 31, 2023

Salary: \$15.55 per hour

All positions in the following areas are pending funding:

| Position | Number of Positions | Department |
|--------------------------|---------------------|----------------------|
| Finance Clerk | 1 | Finance |
| GG Floating Assistant | 1 | General Government |
| Teacher's Assistant | 1 | Social Services |
| Home Maintenance Trainee | 1 | Manor |
| Clerical Assistant | 1 | Economic Development |

Deadline to apply: September 2nd, 2022 at 12:00pm

Screening Procedure: The Board will screen all applications as present. Applicants will be screened on the following: 1) Conflict of Interest- the applicant must not be a member of the supervisor's immediate family; and 2) Resume- the Board will review the contents of the applicant's resume to ensure the applicant meets the basic requirements as identified on this poster.

Application Procedure: Interested persons must submit a resume and covering letter stating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If a direct supervisor reference is not available, then references that know your work are acceptable. Applications will be accepted in person, through the mail in a sealed envelope marked personal and confidential and addressed to the attention of the contact person, or by email.

CONTACT PERSON: Alexis Roesler, Employment Development Officer Phone #: (613) 625-1551 x 106

Address: Algonquins of Pikwakanagan First Nation, 3-469 Kokomis Inamo, Pikwakanagan, ON K0J 1X0

Electronic applications can be sent to: employment.officer@pikwakanagan.ca

COMMUNITY UPDATE FROM PUBLIC WORKS

RAPID HOUSING INITIATIVE - Is a grant we applied for, and we were accepted in round 2 for 12 modular homes. This is the reason there is lot development in process up on Tranquility Bay Drive Road and cutting across to Kagagimin Inamo. We need to build and name a road: Below is what we found in the Algonquin dictionary with assistance of Estelle Amikons.

Naming of New Road from Kagagimin Inamo to Tranquility Bay Drive Road

| Algonquin Word | Meaning of Word |
|-----------------------|-------------------------------------|
| Sàging | the inlet of a lake |
| Wànaki | to be at peace, being serene |
| Wànakiwin | peace, tranquility |

Any suggestion or comments please contact the Public Works department at 613-625-2800.

Bonnie Commanda Ext: 245

Dustin Logan Ext: 246

Kreed Knox Ext: 247

ATTENTION - Ontario Works Client

Please be advised that we are open to normal office hours,

Monday—Friday 8:30 a.m. – 4:30 p.m.

We are no longer mailing out monthly interview documentation or cheque's.

Should you have any questions please do not hesitate to contact the office.

SEEKING OUR FAMILY - CAN YOU HELP?

We are looking for our grandmother or any family member. Our mother was adopted locally, and she was a member of this community and she since passed on. Her birth date, was February 28th.

All files are closed to the adoption process, but we are hoping that our grandmother is still out there, or any other family we have. We are two sisters, reaching out looking to connect with family, not for any gain, but to have the connection to a family. We have our status now. We are asking you to only call this number if you want to get to know us, and you suspect we are family, and not to be inquisitive for information. You can call (613)-732-9236

Camp YES!

Say **YES** to yourself, and have an epic time doing it!

Anyone 18 or older who identifies as a woman is welcome.

You're coming to Camp because you need to say yes to **YOU**. So if your 'yes' is chilling on a hammock for hours, or laughing until you cry going down a water slide, you will have space to enjoy it without guilt, knowing that's the reason you're in Camp YES!

CAMP yes 

Please contact Tiffany to sign up & for more info: (613) 625-2259

Join our Cultural Services Team



We are looking for Elder/Knowledge Keepers, Cultural Resource Advisors and Circle Facilitators. These roles are the heart of our agency, ensuring we honour who we are as First Peoples of this land.

- Are you First Nations, Inuit or Métis with a good understanding of traditional ways of knowing and being?
- Are you comfortable working with children, youth and families in a good way? Guiding discussions to reach a resolution, ensuring everyone in the process is included and respected.
- Are you able to pass on traditional knowledge to others and lead ceremony?
- Are you on your own cultural learning journey?

If any of this applies to you and you are interested in any of these roles, please email us. You will be connected with a member of our Human Resources team to learn more about this work.

Email careers@binnoojiiyag.ca



Dnaagdawenmag Binnoojiiyag
Child & Family Services

This symbol represents our commitment to achieve gender and sexual equity at all levels of our organization.



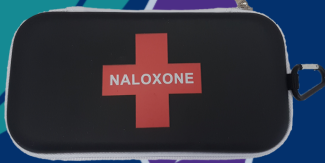
31

AUGUST
1-3 DROP-IN
HEALTH CENTRE

OVERDOSE
AWARENESS DAY

**NALOXONE
TRAINING**

RECEIVE A PURPLE RIBBON TO SHOW
YOUR SUPPORT FOR RECOVERY MONTH



CONTACT MATT HUTTEN: (613) 570-0356

HOW TO DETERMINE IF YOU SHOULD COME TO GET NALOXONE KIT & TRAINING:

- Individuals taking high doses of prescribed opioids for pain management
- Individuals taking prescription opioids and continue to drink alcohol or other sedating medications (i.e. benzodiazepines)
- Individuals using illicit opioids such as heroin
- Individuals with a history of opioid use disorder
- Individuals recently discharged from emergency medical care following an opioid overdose
- Family and friends of people who have opioid use disorder
- Community members who come into contact with people at risk for opioid overdose
- Naloxone kits have expiry dates (bring in your old kit to be recycled)



Omàmiwininì Pimàdjwòwin
is looking for 10 members of AOPFN to
participate in our summer

HIDE CAMP AUGUST 2022

WITH AMBER HEIN

August 22 - 25 & 29 - 31 from 2pm-8pm
At the Pow-wow Grounds

Register with Katie Commanda
katie@thealgonquinway.ca
(613) 625-1958

Omàmiwininì Pimàdjwòwin

Annual General Meeting

As a member of The Algonquins of Pikwakanagan First Nation,
you are invited to attend our meeting.

September 24, 2022

10:00 am

Elder's Lodge

There will be a zoom link.



To register your attendance for in person
or to obtain a virtual meeting link please
contact Katie Commanda
by email: katie@thealgonquinway.ca
or phone 613-625-1958

REGISTER NOW!

NCTP
NATIVE COUNSELLOR
TRAINING PROGRAM



Accredited by the Ministry of Education

PROGRAM DELIVERY: HYBRID REMOTE/ONLINE

For more information visit www.oneca.com
or email: nctregistration@oneca.com



Algonquins of Pikwakanagan
First Nation
SELF GOVERNMENT

JOIN THE CONSTITUTION COMMITTEE!

The Self Government Team is looking for Algonquins of
Pikwakanagan Citizens to be members of the Ad Hoc
Committee of Council, Constitution (Chi Naaknigewin)
Advisory Committee or the Constitution Committee for short!

The Constitution of Pikwakanagan will be created by and for
Pikwakanagan. A constitution, or Chi Naaknigewin, lays the
ground work for self-government. It reflects the culture,
traditions, values and voice of the people and establishes
the principles and rules by which Pikwakanagan will govern
its lands, resources and people for generations.

The Committee meets a minimum of once a month and is
reliant on Committee members dedicated to the important
work being done.

Committee members also receive an honourarium to
compensate for the time and work involved.

If you are interested in joining this Committee or would like more
information contact Blaze Commanda at:
bcommanda@pikwakanagan.ca
(613) 281-6695

Regular Council Meetings on ZOOM

EVERY SECOND AND LAST TUESDAY OF THE MONTH BEGINNING AT 9AM



Available in the **members-only** section of www.algonquinsofpikwakanagan.ca:



Zoom details
minutes
transcripts
presentations/attachments

Not online?

Call Kevin Lamarr at 613 625 2800 ext. 230 and leave a message to request information and instructions on how to join ZOOM by phone.

MEMBER LOGIN” SECTION - WEBSITE

Please Note that the link to Regular Council meetings, minutes and agenda packages are available in the Members only section of the website.

1. Open a browser and enter: www.algonquinsofpikwakanagan.com
2. Find the “Member Login” box (scroll down on homepage or look on the side bar of any other page)
3. Click on the words “Log in as a member of the Algonquins of Pikwakanagan First Nation”
4. You will be brought to the “Member Login” section
5. Click on the words: Or Click Here for the registration form
6. You will be brought to the “Member Registration” section which says:

*“This website contains content that is private for Algonquins of Pikwakanagan members only. To access the private content, please fill in the registration form. A Membership official will verify your membership in the community and you will receive an email to confirm you can log in to access private content. **Please note the name you enter on this form must be the same as shown on your status card. You must 14 years of age to register.**”*

| Field | Example | Explanation |
|------------------|--|--|
| Family Name | Bird | must be as it appears on Certificate of Indian Status card |
| Given Names | Thunder Bolt | must be as it appears on Certificate of Indian Status card |
| Registry Number | 1630301001 | 10 digits starting with 1630 on Certificate of Indian Status card |
| Date of Birth | 2006/01/01 | enter as per format |
| Email Address | thunderbird@gmail.com | Every member must have their own email address. This address with the password will be used to log in once membership has been verified. |
| Password | Tbirds | make up a password – note: it will be case sensitive |
| Confirm Password | Tbirds | re-enter password – note: it will be case sensitive |
| Address 1 | 10 Cloud Street | street address |
| Address 2 | P.O. Box 100 | apartment #, box # or rural route # |
| City | Blue Skies | community/town/city |
| Province | ON | province/state |
| Postal Code | K0J 1X0 | postal code/zip code |
| Country | Canada | country |
| Phone | 613 625 2800 | code and number as per format |

Member Login



AUGUST

IS SPINAL MUSCULAR DYSTROPHY AWARENESS MONTH

Neuromuscular disorders are defined as health conditions that are caused by spelling changes in the genetic code (mutations) or changes in the autoimmune system that in turn impact muscles and/or the nerves that connect to muscles.

Muscular dystrophies are a group of disorders and are one type of neuromuscular disorder. Other types of neuromuscular disorders also under MDC's umbrella include myopathies, neuromuscular junction disorders, peripheral neuropathies, and lower motor neuron disorders. Neuromuscular Disorders include the following disorder groups:

- Muscle (such as muscular dystrophies, hereditary or immune mediated myopathies),
- Neuromuscular Junction disorders (such as hereditary or immune mediated myasthenic conditions)
- Peripheral nervous system disorders (such as hereditary motor and sensory neuropathies and immune-mediated neuropathies; lower motor neuron disorders).



Do you recognize any of these signs or symptoms in you or someone you know?

IT'S NOT IN YOUR HEAD

IT'S IN YOUR MUSCLES

| | |
|--|---|
| <input type="checkbox"/> Poor balance with frequent falls | <input type="checkbox"/> Gradual muscle loss or wasting |
| <input type="checkbox"/> Muscle weakness | <input type="checkbox"/> Muscle soreness, cramps or pain |
| <input type="checkbox"/> Difficulty walking or running | <input type="checkbox"/> Loss of function |
| <input type="checkbox"/> Walking with swaying hips or a waddle | <input type="checkbox"/> Fatigue, daytime sleepiness or morning headaches |
| <input type="checkbox"/> Difficulty performing sports | <input type="checkbox"/> Trouble breathing while sleeping (sleep apnea) |
| <input type="checkbox"/> Difficulty climbing stairs | <input type="checkbox"/> Difficulty chewing or swallowing |
| <input type="checkbox"/> Difficulty rising from an armchair | <input type="checkbox"/> Tongue weakness |
| <input type="checkbox"/> Difficulty rising from a lying position | <input type="checkbox"/> Acid reflux (heartburn) |
| <input type="checkbox"/> Difficulty carrying or lifting objects (even light ones) | <input type="checkbox"/> Lower back pain |
| <input type="checkbox"/> Difficulty raising arms over your head or keeping arms up | <input type="checkbox"/> Scoliosis |
| <input type="checkbox"/> Difficulty washing or brushing your hair | <input type="checkbox"/> Limited range of movement |
| | <input type="checkbox"/> Drooping eyelids |

Talk to a healthcare professional if you or someone you know are experiencing these signs or symptoms - it could be related to a neuromuscular disease

Here are some questions you can ask:

1. What do my signs or symptoms mean?
2. Could I have a neuromuscular disease?
3. How can I find out if I have a neuromuscular disease? What tests are available? Should I get genetic testing?
4. Should I be referred to a neuromuscular specialists and/or neurologist?
5. I have been diagnosed with _____. Is it possible that my signs or symptoms could actually be something else?

Write down any other questions you may have:

> Visit muscleweakness.ca for more information and to find out who else you can talk to about your signs and symptoms

If you have questions or if you feel this applies to you or a loved one, contact your health care provider for further information.



Canadian Food Inspection Agency's (CFIA) – Food & Product Safety Recalls

Check to see if you have the recalled product (s) in your home

Tootsie Baby Water-Filled Teethers and Teether Keys, Lot# 44003/08 & 44003/06.

Health Hazard: Microbial Contamination
Distribution: Sold in ON.

Recalling Firm: CTG Brands Inc. 1-905-761-3330

What to do: Immediately stop using the recalled teethers and dispose of the product.



Crescent Brand - Pastrami, Turkey Breast - Tuscan Flavored, 175g

Health Hazard: Microbial Contamination - Listeria

Distribution: Sold in ON

Recalling Firm: Crescent

Foods, Phone: (416)297-9822

What to do: Do not consume, use, sell, serve, or distribute recalled products



Zero Tolerance Plus Sanitizer, Gel

Health Hazard: Microbial Contamination - Listeria

Distribution: Sold in ON

Recalling Firm: Health Canada, 1-866-225-0709

What to do: Return the product to your local pharmacy for proper disposal.



Aditagagomin Kizis

Blackberry Moon

August



The Anishinabek Gamik Child and Family Services office would like to invite all AOPFN members to fill out a survey that will help inform the new Child Well-Being Law that is being created. Your feedback is greatly appreciated!

Online survey link: https://docs.google.com/forms/d/e/1FAIpQLSfdS2SYy1AfAEecDmJGneQEzJicETfeKRV6oVRNTHqcurWr1g/viewform?usp=sf_link

If you would prefer a paper copy, please contact Kellie Cooke at

ex.assistant.cfs@pikwakanagan.ca or **613-625-2173**.

NNADAP

Matt Hutten

BEST WAY TO REACH

MATT:

613-570-0356

Monday-Friday

8:30AM-4:30PM

ALTERNATIVE CONTACT INFORMATION

• Email: addictions.mhs@pikwakanagan.ca

• Office: 613-625-2259 ext. 238

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

REMINDER

The next Foodbank date is August 31st, we now move to every two weeks.

August/September Foodbank dates are:

Wednesday, Aug. 31, 2022

Wednesday, Sept. 14, 2022

A reminder to all foodbank users that aggressive behaviour and actions to any staff or volunteers assisting with the Foodbank program **WILL NOT** be tolerated. Any further actions by any clients will result in a permanent ban from this service.

Also, to remind clients that families that are in need that have children, they are a priority for this service and this should be respected for the sake of families in need.

The same ordering process will be in effect as normal....

We appreciate kindness, respect and appreciation in all interactions with the Foodbank staff and volunteers!

Algonquins of Pikwakanagan
Elders Lodge
For Rentals contact Sandy
@ 613 717 2894

Euchre

Sunday Afternoons @ 1 PM
Elders Lodge

Doors open at 12:15 PM

\$5 to play
\$2 or 3/\$5 for 50/50 Draw
\$1 pop/water

Highest \$20
Runner Up \$10
Lowest \$5





EMPLOYMENT OPPORTUNITY

| | | | |
|--------------------------------|--|--------------------------|--|
| Job Title | Clerk/Receptionist | | |
| Department | General Government | | |
| Supervisor/Manager | Rachel Mathieu, Executive Assistant, EDO | | |
| Salary Scale | Commensurate based on experience | | |
| Job Status | Permanent Full-Time | | |
| Contract Length | Start | Immediately | |
| Hours Per Week | 35 hours weekly | | |
| Benefits | AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada. | | |
| Posting Status | Internal Only | Internal/External | X |
| Start Date of Posting | Friday August 19 th , 2022 | | |
| Closing Date of Posting | Friday September 2 nd , 2022 at 4:30pm | | |
| Selection Process | Interview | X | Rating X Selection X |
| Job Description | <p>The Clerk/Receptionist is responsible for providing reception services for Pikwakanagan's Administration Office; receiving and distributing information using various communication strategies.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Answers and forwards incoming calls. • Greets visitors entering the office, confirms staff availability, direct visitors to destination. • Responds to public inquiries <u>i.e.</u> information about community, organization, programs and services, directions etc. and will refer public to appropriate sources or departments for detailed information. • Coordinates, operates and maintains various communication systems to set up, receive, sort, distribute and deliver information: voice through a multi-telephone line system; Canada Post mail picked up/delivered daily, hand delivered and interoffice mail; courier services; faxes, email system; • Provides administrative support to the Executive Assistant as directed. • Assists with special assignments <u>i.e.</u> mass mail outs, reception services after hours for clinics, workshops etc. • Communicate professionally, accurately and efficiently (verbally and in writing). • Organize, prioritize, multi-task, coordinate, schedule and meet deadlines. • Provide administrative and clerical support. • Knowledge of Algonquins of Pikwakanagan First Nation Community, Government, Programs, & Services. • Knowledge of standard office procedures and reception services. • Operate office equipment: multi-line telephone, computer, photocopier/fax/scanner, postage meter, etc. • Organize, prioritize, multi-task, coordinate, schedule and meet deadlines. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Strong interpersonal skills. • Punctual, reliable and manage time effectively. | | |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Ability to deal with difficult situations. • Maintain a high level of confidentiality. • Tact and discretion. |
| Minimum Qualifications | <ul style="list-style-type: none"> • Grade 12 Diploma with one year experience in the administrative field; OR two years of work experience in the administrative field the included reception services. • Computer experience that includes and software applications such as MS Office Suite. |
| Submit Cover Letter and Resume To | <p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Clerk/Receptionist</p> |
| How To Apply | <p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>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</p> <p>Interviews: Interviews may be conducted in-person OR virtually by Teams Meeting. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p> |
| <p><i>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 <u>above mentioned</u> 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.</i></p> | |



EMPLOYMENT OPPORTUNITY

| | | | |
|--------------------------------|--|--------------------------|--|
| Job Title | Band Representative | | |
| Department | Child Welfare Department | | |
| Supervisor/Manager | Alexandra Freed | | |
| Salary Scale | Commensurate based on experience | | |
| Job Status | Permanent Full-Time | | |
| Contract Length | Start | Immediately | |
| Hours Per Week | 35 hours weekly | | |
| Benefits | AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada. | | |
| Posting Status | Internal Only | Internal/External | X |
| Start Date of Posting | Friday August 19 th , 2022 | | |
| Closing Date of Posting | Friday September 2 nd , 2022 at 4:30PM | | |
| Selection Process | Interview | X | Rating X Selection X |
| Job Description | <p>The Band Representative is responsible for representing, protecting and advocating for the best interests of the children of Algonquins of Pikwakanagan First Nation (AOPFN) in all Child Welfare matters pertaining to AOPFN members undertaken.</p> <p>The Band Representative will be assigned duties that are encompassed and required as may be included in various appointments such as AOPFN representative for child protection investigations, court proceedings, under the Child, Youth and Family Services Act, 2017, and membership on committees, internal and external, as may be required or as deemed appropriate and necessary by the Manager of the Child Welfare Department, the Executive Director of Operations of AOPFN or by the Supervisor, Band Representative.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Responds to all Child Welfare agency notifications within the prescribed time. • Provides brief intervention, crisis intervention, counselling, and seeks other supports, including alternative dispute resolution and Jordan's Principle, as needed. • Acts as the Band Representative for each case and to each Family & Children Services Worker during investigations and processes in AOPFN traditional territory. • Works with legal counsel to support the preparation of court documents and to represent the FN in complex court cases. • Develops a working relationship with Family & Children Services engaged with AOPFN members. • Ensures that AOPFN members are fully aware of their rights in child welfare proceedings. • Attends all court proceedings as a party to represent the interests of AOPFN and advocate on behalf of AOPFN children and youth in all child welfare cases. • Supports and contributes to alternative dispute resolution processes as an alternative to court proceedings. • Prepares Plans of Care that are culturally sensitive and include recommendations for placement of children and youth with community and family placements through Prevention Services. • Monitors, evaluates Plans of Care and prepares, serves and files additions or amendments. | | |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Investigates, researches and compiles evidence related to the case. • Prepares documents, arguments, draft orders and responds to and processes legal documents. • Provides family support services that promote the cultural aspirations of AOPFN. • Ensures client case files are maintained and updated regularly. • Provides on-going follow-up and support in all cases. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Strong interpersonal and leadership/management skills • Able to work effectively in a multidisciplinary team environment. • Tact, discretion and a high level of confidentiality. • Sensitivity to indigenous issues, with strong appreciation and empathy to the customs, traditions, culture and values and aspirations of AOPFN. • Pleasant personality, and positive attitude self-motivation, reliable and thorough. • Exhibit a high degree of initiative, self-direction; excellent verbal and written communications skills and possess excellent analytical and organizational skills • Proactive and able to engage in a respectful, friendly and approachable manner. • Exhibit a high degree of versatility and professionalism throughout the performance of responsibilities. • Interpret legislation and legal documents. • Research, investigate, analyze, critical thinking and evaluation skills. • Strong negotiation and advocacy skills and techniques. • Exceptional written skills <i>i.e.</i> Plans of Care, reports, documents, proposals etc. • Exceptional verbal skills <i>i.e.</i> presentations, facilitation, court appearances etc. • Strong computer skills with experience in the application of software, internet and email. • Facilitation, coordination and management skills in Alternative Dispute Resolutions, Circles of Care, Multi-Disciplinary Case Management Meetings, Family & Group Conferencing and <u>Workshops</u>. |
| <p>Minimum Qualifications</p> | <ul style="list-style-type: none"> • BSW degree or Diploma in Social Services with three-years of experience in child welfare; • Registered member in good standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW). • A minimum of a class "G" drivers' licence. <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Band Court Representative Certificate Course, cost incurred by the Employer and the Employee must successfully complete the Course within the 3-month probationary period. • Proof of Diploma or BSW • Vulnerable Sector Check • CPR and First Aid Certification • Proof of a valid class "G" driver's license; clear driver's abstract and access to a dependable vehicle. |
| <p>Submit Cover Letter and Resume To</p> | <p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrrservices@pikwakanagan.ca</p> <p>Subject Line: Band Representative</p> |
| <p>How To Apply</p> | <p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> |

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: Interviews may be conducted in-person OR virtually by Teams Meeting. 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 OPPORTUNITY

| | | | |
|--------------------------------|--|--------------------------|--|
| Job Title | Human Resources, Manager | | |
| Department | General Government | | |
| Supervisor/Manager | Executive Director of Operations | | |
| Salary Scale | | | |
| Job Status | Permanent Full-Time | | |
| Contract Length | Start | Immediately | |
| Hours Per Week | 35 hours weekly | | |
| Benefits | AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada. | | |
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| Closing Date of Posting | Friday September 2 nd , 2022 at 4:30PM | | |
| Selection Process | Interview | X | Rating X Selection X |
| Job Description | <p>The Human Resources Manager provides guidance and advice to AOPFN management in all HR related matters, including, development and implementation of programs, policies and procedures. The incumbent interprets a wide variety of employment laws and regulations, federal and provincial, which are significantly complex and provides advice regarding defensible application of these in all employment and HR related matters. The Manager, makes decisions regarding the interpretation and application of employment/labour laws and negotiates employment contracts, benefits plans, pension plans on behalf of AOPFN. Recommendations regarding new and/or significant changes to existing HR related issues are referred to the EDO.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Manages the day-to-day management of HR, including policy, procedures and programs interpretation and implementation and ensures compliance with relevant legislation for both federal and provincial jurisdictions. • Manages the performance management program, recommends, and develops performance improvement plans, succession planning and ensures evaluations are completed in a fair, respective, consistent and timely manner. • Manages recruitment requirements and processes including conducting interviews and facilitating sound, objective, and defensible recruitment decisions. • Liaises and consults with legal counsel in employment related matters, as required. Participates in, attends and represents the AOPFN in HR related legal proceedings such as arbitration, conciliation, civil and/or legal actions, Human Rights Tribunal. • Manages and chairs the AOPFN's Occupational Health & Safety Committee. • Manages and responds to all HR related inquiries/investigations from external bodies including all provincial and federal government departments, agencies and representatives. • Develops job descriptions, advises on job levels, compensation, pay and employment equity and organizational structure. • Conducts salary surveys and makes recommendations regarding AOPFN's pay lines and items related to total compensation. • Conducts investigations, advises management on appropriate corrective actions and participates in employee discipline meeting including terminations. • Acts as liaison between employee and management to answer questions or concerns regarding company policies, practices, and regulations. • Liaisons, advocates and lobbies with federal, provincial, regional agencies and boards for enhancement to existing resources and new resources <p>Other Key Skills</p> <ul style="list-style-type: none"> • Demonstrated extensive knowledge of federal and provincial employment and labour laws and legislation especially as they related or apply to First Nations and indigenous communities. • Knowledge and experience managing total compensation programs. • Demonstrated ability to build strong relationship, influence collaboration, and positive employee engagement and contribution at all levels. • Experience in organizational restructuring in a multi-layered and cross-functional matrix operation. • Ability to negotiate and manage conflicting priorities and demands and manage stress • Culturally sensitive to First Nation Communities and willingness to acquire cultural sensitivity training • Ability to represent the best interest of Algonquins of Pikwakanagan First Nation in all internal and external dealings | | |

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| Minimum Qualifications | <ul style="list-style-type: none"> • BA Degree in Administration, Human Resources Management or a related field and holds a valid and recognized HR professional designation with the Human Resources Professional Association or another recognized and accepted similar HR regulatory body/association OR a diploma in Human Resources Management or Administration with three (3) years in a management role. • <u>Eligible for</u> and committed to obtaining Certified Human Resources Professional (CHRP) designation within a year of employment. • HR management experience would be considered an asset <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • BA in Administration, Human Resources Management or a related field; • Valid and recognized HR professional designation with the Human Resources Professional Association |
| Submit Cover Letter and Resume To | <p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 edo@pikwakanagan.ca</p> <p>Subject Line: Human Resources, Manager</p> |
| How To Apply | <p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>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</p> <p>Interviews: Interviews may be conducted in-person OR virtually by Teams Meeting. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p> |
| <p><i>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 <u>above-mentioned</u> Employment Equity Designated Groups.</i></p> <p><i>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.</i></p> | |

Call for: Temp help for the Public Works Department, looking for an updated Public Works temp help list, and also, we need a winter time back up driver for the plow, they need to have their DZ license

Congratulations

Shelley Wilcox on your new position as Manager, Education Services effective August 29th, 2022.



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

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| Job Title | HR Officer |
| Department | Algonquin of Pikwakanagan First Nation |
| Supervisor/Manager | Curtis Cook, EDO |
| Salary Scale | Commensurate with Experience |
| Job Status | Permanent Full-Time |
| Contract Length | Start Immediately |
| Hours Per Week | 35 hours weekly |
| Benefits | AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada. |
| Posting Status | Internal Only X Internal/External |
| Start Date of Posting | August 25, 2022 |
| Closing Date of Posting | September 8 at 12:00pm |
| Selection Process | Interview X Rating X Selection X |
| Summary | <p>The Human Resources Officer is responsible for providing human resources services, including recruitment and selection, performance management, group and pension administration, workplace health and safety, records maintenance, staff training and professional development and general administration.</p> <p>PRIMARY FUNCTIONS AND ACCOUNTABILITIES</p> <p><u>Recruitment and Selection:</u></p> <ul style="list-style-type: none"> • Developing of job postings • Post job opportunities to candidates • Partnering with managers/coordinators to determine staffing needs, develop interview questions • Screening applications • Coordinate the interview and practical test (if applicable) in accordance with AOPFN Selection Policy and ensure the selection process is consistent • Perform reference and background checks • Compile Board Report for approval <p><u>Performance Management:</u></p> <ul style="list-style-type: none"> • Coordinate probationary and annual performance appraisals with Managers • Participates in employee performance with supervisors upon request |



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

- Assists in communicating performance expectations, and identifying professional development opportunities and requirements
- Assists the Executive Director and Managers with progressive discipline issues up to and including termination
- Assists employees with policy interpretation
- Assists in conflict resolution between employees in the workplace

Group Benefits and Pension Administration:

- Oversee the administration of group benefits and pension for all employees
- Act as the Plan Administrator on behalf of the First Nation staff
- Provide orientation to new employees on the group benefits and pension upon eligibility and explain enrolment requirements
- Assist employees with claims processing to resolve benefits related problems
- Process and maintain all employee information, employment status and salary changes
- Maintain and verify data related to premiums, claims, costs, etc.
- Monitor pension account
- Schedule group benefits and pension information session for employees with the First Nation broker

Workplace Health and Safety:

- Responsible for Health and Safety program
- Advises and assists management and all employees in the development and operation of the Employee Health and Safety records
- Maintains Health and Safety records
- Provides administrative support including (but not limited to) the keeping of minutes, to the Health and Safety Committee
- Responsible for coordinating workplace accident investigations
- Responsible for filing of all reports and annual summaries to Labour Canada to ensure compliance with legislated reporting timelines
- Assist in identifying Health and Safety training needs and coordinate instruction as appropriate

Records Management:



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

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| | <ul style="list-style-type: none"> • Prepare and maintain human resources files and databases including but not limited to employee personnel files, pension and benefit files, recruitment files, etc. • Ensure new employee paperwork is completed and submitted to Finance • Inform new employees of their job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, time sheet requirements, etc. • Process all personnel action forms and ensure proper approval • Perform file audits to ensure all required employee documentation is collected and maintained <p><u>Staff Training and Professional Development:</u></p> <ul style="list-style-type: none"> • Plan organizational training programs • Evaluate the effectiveness of training programs • Maintain records of employee participation in all training and development programs • Develop annual recognition for employees reaching milestones <p><u>Administration:</u></p> <ul style="list-style-type: none"> • Maintain a high level of familiarity and understanding of the Canada Labour Code, Employment Standards Act, Ontario Human Rights Code and Freedom of Information Act and the Health and Safety Act • Recommend new policies and/or policy revisions to ensure compliance • Assist in the Development and maintenance of employee job descriptions • Assist all employees with the grievance process • Conduct exit interviews on departing employees • Research, analyze, prepare and present hiring statistics • Addressing any employment relations issues in the workplace • Meet with employees when requested for pension, benefits or other human resources related issues • Complete termination paperwork and ensure appropriate staff are notified • Provide other related duties as may reasonably be required by the Executive Director |
| <p>Minimum Qualifications</p> | <ul style="list-style-type: none"> • University degree in Human Resources Management with two years experience in the field; OR Post-Secondary School diploma in Human Resources Management, |



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

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| <p>Rated Qualifications:</p> | <p>Business Administration or Legal Administration with three years work experience in that field</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • Extensive knowledge and understanding of the Canada Labour Code, Employment Standards Act, Ontario Human Rights Code, Freedom of Information Act and the Health and Safety Act. • Knowledge of various funding agencies/criteria for staff training and development • Extensive knowledge of computer programs and software including Microsoft Word, Excel, Access, Outlook, email, internet browsers, etc. • Knowledge of the First Nation organization <p>Abilities</p> <ul style="list-style-type: none"> • Must be able to communicate clearly, both written and orally, as to communicate with employees and in group presentation and meetings • Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information • Must have the ability to multi-task, keep organized, develop work plans and ensure accountability <p>Personal Suitability</p> <ul style="list-style-type: none"> • Strong appreciation of the need for confidentiality, tact and discretion with all staff • Excellent problem solving and judgement capabilities • Must be organized, accurate, thorough, and able to monitor work for quality <p>Condition(s) of employment</p> <ul style="list-style-type: none"> • As a condition of employment, the incumbent must provide on an annual basis a clear criminal reference check. |
| <p>Submit Cover Letter and Resume To</p> | <p>Christine Nadeau, Human Resources Consultant for AOPFN (613) 281-9165 Chris.nad@hotmail.com</p> |
| <p>How To Apply</p> | <p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>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.</p> |



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

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.

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.



ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

| Name | Family Line | Date Posted | Appeal Period Ends |
|--------------------|----------------------|-------------|--------------------|
| Foster, Houston | Sarazin/Lavalley | 09 Mar 22 | 09 Sept 22 |
| Leverre, Melissa | Tenniscoe | 09 Mar 22 | 09 Sept 22 |
| Leverre, Kenneth | Tenniscoe | 09 Mar 22 | 09 Sept 22 |
| Robicheau, Vanessa | Bernard | 09 Mar 22 | 09 Sept 22 |
| Craftchick, Chole | Lavalle | 09 Mar 22 | 09 Sept 22 |
| Craftchick, Wyatt | Lavalley | 09 Mar 22 | 09 Sept 22 |
| Sarrazin, Gloria | Passindwatch/ Lamure | 09 Mar 22 | 09 Sept 22 |
| Stoneburgh, Harley | Lamure/ Commanda | 10 Mar 22 | 10 Sept 22 |
| Robbins, Alexa | Jocko | 30 Mar 22 | 30 Sept 22 |
| Robbins, Kayla | Jocko | 30 Mar 22 | 30 Sept 22 |
| Liberty, Zachary | Bernard | 30 Mar 22 | 30 Sept 22 |
| Scott, Jack | Meness/Ignace | 30 Mar 22 | 30 Sept 22 |
| Cort, James | Meness/Ignace | 30 Mar 22 | 30 Sept 22 |
| Beaudoin, James | Lamure | 30 Mar 22 | 30 Sept 22 |
| Boggs, Lily | Lavalley | 30 Mar 22 | 30 Sept 22 |
| Law, Hunter | Meness | 30 Mar 22 | 30 Sept 22 |
| Munro, Palmer | Commanda | 30 Mar 22 | 30 Sept 22 |
| Amikons, Derrick | Amikons | 12 Apr 22 | 12 Oct 22 |
| Fass, Callin | Lavalley/Tennisco | 29 Apr 22 | 29 Oct 22 |
| Fass, Lauren | Lavalley/Tennisco | 29 Apr 22 | 29 Oct 22 |
| Lebrun, Jayce | Commanda | 03 May 22 | 03 Nov 22 |
| Anderson, Hayden | Lavallee | 03 May 22 | 03 Nov 22 |
| Mayer, Blake | Ignace | 03 May 22 | 03 Nov 22 |
| Minnie, Scott | Lavalley | 03 May 22 | 03 Nov 22 |
| Sharbot, Isis | Sharbot | 03 May 22 | 03 Nov 22 |
| Goodwin, Nakona | Lamure | 05 May 22 | 05 Nov 22 |
| Minnie, Wayne | Lavallee | 05 May 22 | 05 Nov 22 |
| McCloskey, Braeden | Lavallee | 04 May 22 | 04 Nov 22 |
| Pitts, Nathan | Aird | 05 May 22 | 05 Nov 22 |
| Pitts, Nicholas | Aird | 05 May 22 | 05 Nov 22 |
| De Geer, Carley | Sharbot | 11 May 22 | 11 Nov 22 |
| Cooke, Mackenzie | Kohoko | 11 May 22 | 11 Nov 22 |
| McAdam, Damien | Aird | 11 May 22 | 11 Nov 22 |
| Mountney, Jenna | Jocko | 11 May 22 | 11 Nov 22 |
| Lavalle, Carolyn | Lavalley | 12 May 22 | 12 Nov 22 |
| Smith, Roxane | Sharbot | 16 May 22 | 16 Nov 22 |

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

Continued on

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| Guevara, Rhea | Sharbot | 16 May 22 | 16 Nov 22 |
| Lemieux, Ashton | Pisanawich | 16 May 22 | 16 Nov 22 |
| Perry, Chanel | Buckshot | 18 May 22 | 18 Nov 22 |
| Lamour, Lori | Sharbot | 18 May 22 | 18 Nov 22 |
| DeSousa, Loretta | Sharbot | 18 May 22 | 18 Nov 22 |
| Wodzak, Penny | Lavalley | 18 May 22 | 18 Nov 22 |
| Wodzak, Amanda | Lavalley | 18 May 22 | 18 Nov 22 |
| Burns, Michelle | Jocko | 25 May 22 | 25 Nov 22 |
| Kapitanchuk, Logan | Commanda | 13 June 22 | 13 Dec 22 |
| Lemieux, Jaxon | Whiteduck/ Francios | 13 June 22 | 13 Dec 22 |
| Lemieux, Mandy | Whiteduck/ Francios | 13 June 22 | 13 Dec 22 |
| Warnick, Sawyer | Tennisco, Lavalley, Baptiste | 13 June 22 | 13 Dec 22 |
| Warnick, Sophia | Tennisco, Lavalley, Baptiste | 13 June 22 | 13 Dec 22 |
| Tennisco, Thomas | Tennisco | 29 June 22 | 29 Dec 22 |
| Bradley-Tennisco, Ethan | Tennisco | 29 June 22 | 29 Dec 22 |
| Bradley-Tennisco, Christian | Tennisco | 29 June 22 | 29 Dec 22 |
| Sarazin-Lasenby, Maverick | Sarazin | 30 June 22 | 30 Dec 22 |
| Sarrazin, Dexture | Pisindawate/ Lamure | 12 July 22 | 12 Jan 23 |
| Sarrazin, Colton | Pisindawate/ Lamure | 12 July 22 | 12 Jan 23 |
| Sarrazin, Kyra | Pisindawate/ Lamure | 12 July 22 | 12 Jan 23 |
| Jones, Jason | Amikons | 13 July 22 | 13 Jan 23 |
| Olsen, Owen | | 13 July 22 | 13 Jan 23 |
| Diabo, Kinoje | Sarazin | 20 July 22 | 20 Jan 23 |
| Whitehead-Francois, Arianna | Lavalley | 26 July 22 | 26 Jan 23 |
| Amikons, Kimya | Amikons | 03 Aug 22 | 03 Feb 23 |
| LeBlanc, Nicole | Lavalley | 03 Aug 22 | 03 Feb 23 |
| Sarrazin, Maurice | Sarrazin | 16 Aug 22 | 16 Feb 23 |
| Grandmond, Tabitha | Pisindawate | 16 Aug 22 | 16 Feb 23 |
| Grandmond, Larry R. L. | Pisindawate | 16 Aug 22 | 16 Feb 23 |

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.

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)

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

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

