



# *Pikwakanagan Tíbadjumowín*

Chibayatigo-kijigad Adikameg Kizis 18 2022

Friday November 18, 2022

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

Facebook : Algonquins of Pikwakanagan First Nation

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

## **Update on the Algonquin Tribunal**

It is well recognized that the beneficiaries of the proposed treaty with the Governments of Canada and Ontario must be aboriginal rights bearing Algonquins.

To that end, the Algonquin Tribunal is conducting inquiries to determine whether certain historic persons listed on the Schedule of Algonquin Ancestors meet the definition of “Algonquin Ancestor” as set out in the Enrolment Criteria.

The historic persons who are the subjects of the Tribunal’s inquiries are:

|                                    |                           |
|------------------------------------|---------------------------|
| Angelique Atkinson                 | Hannah Mannell            |
| Frederick Ferris and Walter Ferris | Michel Mcdonald           |
| Sophie Carriere did Jammes         | Anna Mcdonald-Mcdonnell   |
| Jacques Kamiskwabininch            | Cecile McDonnell-Mawiskak |
| Francois Kawitadijik               | Louis Michiminanakwa      |
| Thomas St-Jean dit Laguarde        | Joseph Paquette           |
| Toussaint Laronde                  | Mary Petrin               |

Members of the Algonquins of Pikwakanagan First Nation are invited to participate in the inquiry process.

The Enrolment Officer will be providing a report regarding each of the subject ancestors. This report will set out the available historic documentation that is presently available to the Enrolment Officer. This report will be made available on the Tribunal’s website: <https://www.tanakiwin.com/tribunal/>. Some reports are already posted to the website and additional reports will be added in the coming weeks.

You are encouraged to review these reports.

You may also file submissions: a) commenting on the Enrolment Officer’s report; b) providing additional documentation that is not already included in the Enrolment Officer’s report; and c) articulating your views on whether the subject ancestor is, or is not, an “Algonquin Ancestor.” You may also participate by attending the Tribunal’s hearings.

The Tribunal is to make decisions based on the available relevant evidence.

More information about how you can participate in these inquiries (including the Enrolment Officer’s reports, guidance on how to file materials and the schedule for filing submissions/evidence and the date/location of hearings) is presently posted on the Tribunal’s website (<https://www.tanakiwin.com/tribunal/>) or will be posted once it becomes available.

At the conclusion of each inquiry, the Tribunal will decide whether the evidence demonstrates that the subject ancestor is identified in a historic record or document dated on or before December 31, 1921, in such a way that it would be reasonable to conclude that the person was considered to be an Algonquin or Nipissing, or a sibling of such a person. The Tribunal will be issuing reasons explaining its decision in each of the inquiries.

Wendy Jocko, Chief  
On Behalf of Council, Algonquins of Pikwakanagan First Nation

# CUPE STRIKE

The Renfrew County District School Board has advised that:

“The Canadian Union of Public Employees (CUPE) gave their 5-day strike notice to the provincial government.

**Should a deal not be reached between CUPE and the provincial government in the coming days, CUPE will be in a full strike position set to withdraw all services starting Monday, November 21, 2022.**

**If negotiations are not successful between the parties, all students at the RCDSB will move to asynchronous learning starting on Monday (November 21st) and Tuesday (November 22nd), and begin synchronous learning on Wednesday (November 23rd).**

**Device deployment for students who require Chromebooks will begin on Monday (November 21st), and will be coordinated by your child/children’s home school. We appreciate your patience. Our IT support staff are also part of CUPE, and will not be available during the strike. If your child has a device they can use, we appreciate them doing so.**

**Parents/guardians can expect to hear from their schools shortly.**

A reminder that at the RCDSB, CUPE represents the following employee groups:

- secretaries;
- custodians;
- members of the Facilities, Finance, and Information Communications Technology departments.

As this situation is evolving and negotiations are ongoing, we will continue to provide updates to school communities through SchoolMessenger and social media as information becomes available.

You can also find a handy FAQ attached here to this email to assist with some of your questions:

[CUPE Strike FAQs November 16, 2022.docx.pdf](#) “

Education Department

**NOV 23**

**12PM-4PM**

## **Food Security Reminder**



**Reminder Food Security orders MUST be in by 12:00PM Monday November 21st, 2022**

**Pick up is Wednesday November 23rd, 2022 between 12:00PM - 4:00PM**

**NOV 23**

**12PM-4PM**

## **Reminder of Food Security Process:**



When you arrive at the health center:

1. Place your order Monday November 21st by 12:00 PM (only you can pick-up your order, if you require accommodations reach out to the staff before pick-up day)
2. When you arrive inform reception and you will be asked to wait at the door
3. Remain waiting at the door until the team brings you your items (You are NOT permitted to go get your own items without a staff member)
4. Be RESPECTFUL of all staff before, during and after pick-up
5. Harassment or Rudeness will NOT be tolerated at anytime

# **Masks STRONGLY RECOMMENDED Indoors**

**There is a larger than normal amount of children getting sick from respiratory illnesses (COVID, flu, RSV). This strong recommendation was made to prevent children from getting sick and to preserve beds in children's hospitals. As well, a shortage of pediatric medication makes it difficult for parents to treat children at home which makes emergency room wait times long.**

**The Ministry of Health and AoPFN Health Services strongly recommends everyone masks in indoor public settings, especially in school and childcare settings.**

**COVID and flu vaccines are available for all those over 6 months old. Contact CHN if interested: 613-625-2259**

**Thank you for protecting the community!**

**Omàmiwininì Pimàdjowin**  
is hosting  
**Algonquin Language Classes for Beginners**  
With Michele Whiteduck

**Every Tuesday Evenings**  
**Starting November 8, 2022**  
**Time: 7 - 8 p.m.**  
**Virtual Classes**

**Please register with Katie Commanda**

**katie@thealgonquinway.ca**  
**OR**  
**call: 613-625-1958**



## **AOO Canoe-grade White Birch Communication and Harvesting Protocol**

The Algonquins of Ontario (AOO) Resource Project Working Group has recently approved the AOO Canoe-grade White Birch Communication and Harvesting Protocol on September 7, 2022. It is a living Protocol that may be reviewed and revised over time.

The purpose of the Protocol is based on the needs within the AOO communities to have fair access to opportunities to harvest birch bark for canoe building purposes. It is a working agreement between the AOO Consultation Office, the AOO communities, and the Sustainable Forest Licensees operating within the AOO Settlement Area.

The Protocol ensures that canoe birch is identified, protected, and communicated to provide communities with the opportunities to harvest canoe bark and that there is proper data management.

## Algonquins of Pikwàkanagàn Socio-Economic and Wellbeing Baseline call for participation

Attention Algonquins of Pikwàkanagàn First Nation community members! The Economic Development Department is developing a Socio-economic and wellbeing baseline for AOPFN and need your input.

What is a Socio-economic and wellbeing baseline?

This study will build a better understanding of the current socio-economic, health and wellbeing conditions of AOPFN members living in traditional Algonquin territory . It seeks to develop a more accurate representation of the population for indicators that are meaningful to AOPFN, and identify priority areas for development.

This study will also support AOPFN's participation in impact assessments, including identifying potential impacts, benefits, and mitigations related to proposed projects in traditional Algonquin territory .

How can I help?

AOPFN are looking to collect input in two ways, a survey and focus groups.

The survey is available from October 17th to November 30th , 2022. It will cover a wide range of questions, and takes approximately 30-40 minutes to complete. Those that participate in the survey may enter a draw for one of five \$200 cash prizes.

You can access the survey online by following this link (<https://www.surveymonkey.com/r/PNCLTZS>) or by QR code. To use a QR code, open the camera on your compatible Android or iOS mobile or tablet, and focus on the QR code. When you do, a link should pop-up. Click on it, and it should take you straight to the survey.



You may also request a hardcopy of the survey or that a community researcher go through the survey over the phone with you by contacting the Project Lead, Dave Assinewai.

Focus groups will be occurring over in the coming months, and we are looking to have in-depth discussions on housing, education, employment, culture, health, and community. Specifically, we are looking for elders, youth (aged 18 to 30), women and AOPFN members living outside of Pikwàkanagàn to participate. If you would be interested to participate, please contact the Project Lead, Dave Assinewai. Honoraria will be provided to all those who participate.

For more information about either of these opportunities to participate, please contact:

Dave Assinewai, Project Lead – AOPFN Economic Development Department  
ecdev.projects@pikwakanagan.ca  
(613) 625-1551

Disclaimer

This project is being funded through the Impact Assessment Agency of Canada's Indigenous Capacity Support Program. The Firelight Group, an Indigenous-owned research firm has been contracted, through a competitive process, to support AOPFN in completing the work.

# AOPFN Natural Resources Standing Committee



## Protect & Restore the Natural Resources in Algonquin Traditional Territory

**Call out to AOPFN Membership for participation in the Standing Committee of the Natural Resources Department.**

The Natural Resources Department will build on the existing knowledge and understanding in a respectful, inclusive, and interdisciplinary way to benefit the community and Algonquins of Pikwakanagan First Nation membership, with the following:

- Ensure the right to self-determination through control over our Nation's natural resources and the right to participate in decisions affect our land and resources.
- Adopt a flexible, adaptive approach to resource management that integrates traditional knowledge, values local perspectives and western science in the decision making process.
- Ensure the local and regional contexts, needs, priorities, protocols, cultures and ways of knowing, involving the membership to produce tailored and effective climate change adaptation and mitigation efforts.

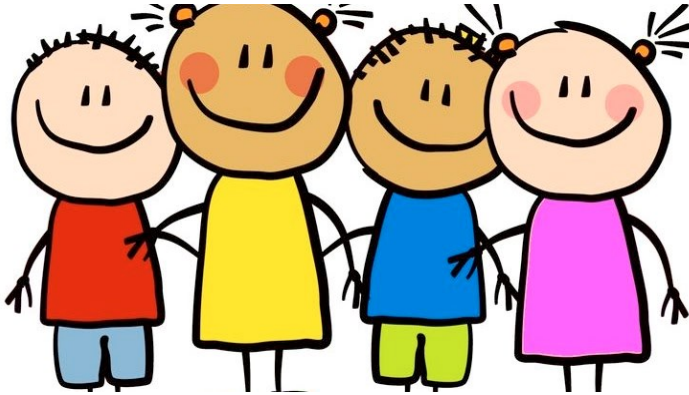
**If you are interested in participating on the Standing Committee for the Natural Resources Department, please use the contact information below:**

James Kushny  
Manager, Natural Resources  
613-625-2800 ext. 253  
[mgr.naturalresources@pikwkanagan.ca](mailto:mgr.naturalresources@pikwkanagan.ca)



**Final submission date Friday November 25**

## **Prenatal and Post-Partum Resources**



Are you expecting a baby or just had a baby? Need help with breastfeeding? The Community Health Nurse has resources, programs, and supplies for you! Call 613-625-2259 x 225 to book an appointment or a home visit.

PIKWAKANAGAN COMMUNITY HEALTH TEAM  
PRESENTS:

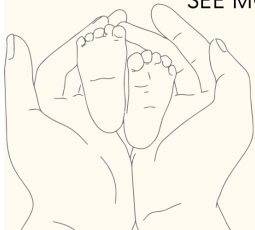
# Baby Buddies

Create, sing, and play with baby-mother-centred activities and learning to enrich your baby's development (Ages: 0-2)

EACH SESSION, YOU WILL BE  
ENTERED FOR THE CHANCE TO  
WIN A MONTHLY PRIZE!  
SEE MONTHLY CALENDAR FOR  
MORE INFO

FOOD & DRINKS  
WILL BE PROVIDED

THURSDAYS FROM 10-12 PM  
AT THE HEALTH CENTRE



## JR FACTS

When: *Every Tuesday*

Time: 4:00 - 5:15 PM

Where: 1467 Mishomis Inamo

Please contact either  
613-625-2173 or  
Kassidy  
([coordinator.fwb@pikwakanagan.ca](mailto:coordinator.fwb@pikwakanagan.ca)) for more  
information



# 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](http://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.algonquinsopikwakanagan.com](http://www.algonquinsopikwakanagan.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:
7. Click the “Register” button and wait for your email notification.

*“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***

| 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    | <a href="mailto:thunderbird@gmail.com">thunderbird@gmail.com</a> | Every member must have their own email address. This address with the pass- |
| 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



# Respiratory Syncytial Virus (RSV)

RSV is a common respiratory virus that can become really serious, very fast

Symptoms of RSV, COVID-19, and the flu can be similar:

Coughing  
Runny nose  
Fever  
Sneezing



Those most at risk of serious complications from RSV are babies, young children, older adults, and those who are immunocompromised

**!** Go to the hospital if you or your child has these symptoms **!**

**Wheezing** or rapid breathing and bluish skin, lips, or fingertips

**Fever** greater than 38.3C in babies under 3 months old

**Cough** that gets worse with breathing that causes their ribcage to retract/"cave-in"

**Mucus** that is yellow, green, or grey that is so thick that it clogs their nose and lungs, which makes it hard to breathe

How to prevent RSV and other respiratory virus infection

- Wash hands often with soap and water
- Cover coughs and sneezes
- Clean frequently touched surfaces
- Avoid close contact with those who may be sick
- Stay home if you are sick
- Get vaccinated for flu and COVID



## Influenza and COVID-19 vaccines are available

The best protection against influenza and COVID-19 is vaccination!

It is safe to receive both vaccines at the same time!

Everyone 6 months and older can receive a vaccine!

Those 65 years and older are at a greater risk for hospitalization from the flu. Vaccinate to protect yourself!

LET'S KEEP OUR COMMUNITY SAFE AND HEALTHY

1. Wash your hands after coughing and before eating and touching your face
2. Stay home and isolate if you feel ill, and for 24 hours after feeling better. Once you are done isolating, wear a mask in public for 10 days after you started feeling ill.
3. Cough and sneeze into a tissue or into the bend of your arm
4. Get your influenza and COVID-19 vaccine!
5. Disinfect high touch surfaces often



Scan for more information!

Contact the Family Health Team at 613-625-1175 to express interest in receiving either the influenza or COVID-19 vaccines, or if you would like to receive both!

Coming Soon!

Heritage Hearing Care

Offering service in the Pikwakanagan Health Centre once a month. Stay tuned for more details

Did you know that NIHB will cover some hearing health appointments? We offer a variety of services such as hearing tests, hearing aid maintenance/consultations, wax removal and much more. Please contact the office for more information 613-735-0776, or go to [www.heritagehearing.ca](http://www.heritagehearing.ca)

## Upcoming Events:



- 01 Nov: Smoking Cessation Workshop
- 08 Nov: Smoking Cessation Workshop
- 15 Nov: Smoking Cessation Workshop
- 23 Nov: Planned Food Bank

## Crisis Numbers

MH Crisis Line: 1-866-996-0991

First Nations & Inuit Hope for Wellness:  
1-855-242-3310

Kids Help Line: 1-800-668-6868 (24 hours)

## Our Programs:

### Adult Mental Health

Ruqqiah Adams: 613-625-2259 Ext. 231  
Available on Tuesday's & Wednesday's

### Child & Youth Therapy

Sharra Bernard: 613-625-2259 Ext. 246

### Child & Youth Mental Health

Tiffany Herron: 613-625-2259 Ext. 226

### Addictions Counselling

Matt Hutten: 613-625-2259 Ext. 238

### Community Justice/ Court Support

Sabrina Laframboise: 613-625-2259 Ext. 245

More info/Help?

Tiffany Herron: 613-625-2259 Ext. 226



# Mental Health Team

## Adult Mental Health

- Supportive Counselling
- Grief/Loss Therapy
- Depression
- Anxiety
- Family Counselling
- Crisis Intervention
- Other Mental Health Conditions

## Child & Youth Therapy

- Crisis Intervention
- Stress
- Loss
- Depression
- Anxiety
- Other Mental Health Conditions

## Child & Youth Counselling

- Social/Emotional/Relationship Difficulties
- Coping with Emotions
- Self-Regulation Skills

## Addictions Counselling

- Harm Reduction
- Addictions Counselling - Substance Use/Abuse
- Prevention Strategies
- Education

## Community Justice/Court Support

- Court Support
- Healing Circles
- Connections to Legal Aid

# MAKWA BINGO

**Grand Re-Opening!**

**Monday, November 14th!**

**Doors will open at 4:00 p.m. and  
Bingo starts at 6:45 p.m. sharp!**

**New prices in effect....**

**Great Door Prizes to be WON!**

**\$1500 JACKPOT TO GO!!**

**(for opening night only)**

**Canteen will be OPEN...**

**Masking is optional, but if you feel unwell we ask  
you to please be mindful of others  
and stay home. Looking forward to seeing you all...**

**Kerry Andrews, Bingo Manager**

## 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

### CONSUMER PRODUCTS SAFETY TIP OF THE WEEK



Do you know how dangerous button batteries can be if swallowed?

If you suspect your child has ingested a button battery, seek immediate emergency medical attention. Swallowing button batteries can cause serious or fatal injuries in as little as two hours.

Keep button batteries out of sight and reach of children.



Canada

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](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](mailto:ex.assistant.cfs@pikwakanagan.ca) or

**613-625-2173.**



LEARNING OUR CULTURE

# YOUTH MOOSE CAMP

# 2022



## A SUCCESSFUL HARVEST!

Together we have grown greatly while creating relations and connecting with our traditional territory.

Mígwèch to everyone that came together to make this event possible! Mígwèch to the Ontario Indigenous Youth in Partnership Project, AOPFN Mental Health services and AOPFN Chief & Council for supporting this project.



@learningourculture.mooscamp



Algonquins of Pikwukanagan First Nation



**CONNECT WITH CNL'S SUPPLY CHAIN!  
BUILD YOUR BUSINESS NETWORK.**

# Meet and Greet: CNL Major/Strategic Supply Chain Partners

Canadian Nuclear Laboratories (CNL) in partnership with the Algonquins of Pikwukanagan First Nation, County of Renfrew, and Pontiac Regional County Municipality (MRC), will be hosting the "Meet and Greet: CNL Major/Strategic Supply Chain Partners" networking event at the Best Western Pembroke Inn and Conference Centre on Wednesday, 2022 December 07, from 9:30 a.m. to 3:00 p.m.

The event welcomes local suppliers and the local business community to learn more about how they can work together with CNL and its supply chain. This event will showcase some of CNL's key suppliers, and their innovative technologies and business practices, and encourages discussions about working together and exploring future collaboration opportunities.

A strong supply chain plays a vital role in the Canadian nuclear industry, and CNL is working to ensure that businesses within our local communities are informed and geared to be future successful stakeholders.

## DETAILS

**Wednesday, December 07**  
9:30 a.m. - 3:00 p.m.

Best Western Pembroke Inn and  
Conference Centre

Free of charge. Open to all in the  
local business community.

Advance registration is encouraged.

[WWW.CNL.CA/PARTNERS](http://WWW.CNL.CA/PARTNERS)



## NOTICE OF VOTE

Notice is hereby given to the electors of the Algonquins of Pikwakanagan that a vote will take place for the acceptance of the Algonquins of Pikwakanagan Land Use Plan dated August 2022, and that such poll will be open from ten (10:00) o'clock A.M. until seven (7:00) o'clock P.M. at the Makwa Centre in Pikwakanagan on Saturday January 7<sup>th</sup>, 2023 and that I will count the votes at the Makwa Centre on Saturday January 7<sup>th</sup>, 2023, immediately after the close of the poll and declare the results of the Referendum. The Algonquins of Pikwakanagan Land Use Plan, if passed by Referendum, comes into effect immediately.

Given under my hand at Pikwakanagan this 1st day of November, 2022.

Kassandra Sackaney, Referendum Officer

## NOTICE OF INFORMATION MEETING

Information meeting will be held on Tuesday November 29<sup>th</sup>, 2022 from 5:00 pm to 7:00 pm at the Makwa Centre. The meeting is open to all members of the Algonquins of Pikwakanagan. Representatives from Urban Systems and the Referendum Officer will be in attendance to answer any questions or concerns that you may have on the voting procedure and Land Use Plan document.

Should you not be able to attend the scheduled meeting and have questions or concerns, please contact Referendum Officer at 613-625-2800 or e-mail [mgr.lem@pikwakanagan.ca](mailto:mgr.lem@pikwakanagan.ca)

**Algonquins of Pikwakanagan  
Elders Lodge**

**For Rentals contact Sandy  
@ 613 717 2894**

### **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.

### **Food Security Changes (Foodbank)**

Please note that the food security will be changing the upcoming months.

The reason for change is that the funding for the food security came from COVID-19 state of emergency funds. As we are no longer in a state of emergency these funds are no longer available. The food security will now change to essential items and will be smaller amounts than previously given.

We are working towards alternative options moving forward. However, for the time being we will be utilizing the remainder of the funds over the coming months.

For Questions and Concerns Please  
Contact  
613-625-2259



## EMPLOYMENT OPPORTUNITY

|                                |   |                          |  |
|--------------------------------|---|--------------------------|--|
| <b>Job Title</b>               | Field and Office Coordinator  |                          |  |
| <b>Department</b>              | Natural Resources Department  |                          |  |
| <b>Supervisor/Manager</b>      | James Kushny, Manager, Natural Resources  |                          |  |
| <b>Salary Scale</b>            | Salary Range of \$36, 400 to \$43, 268, Commensurate with Experience  |                          |  |
| <b>Job Status</b>              | Permanent   |                          |  |
| <b>Contract Length</b>         | <b>Start</b>  | Immediately              |  |
| <b>Hours Per Week</b>          | 35 hours weekly   |                          |  |
| <b>Benefits</b>                | 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.   |                          |  |
| <b>Posting Status</b>          | <b>Internal Only</b>  | <b>Internal/External</b> | <b>X</b>   |
| <b>Start Date of Posting</b>   | Friday November 18 <sup>th</sup> , 2022   |                          |  |
| <b>Closing Date of Posting</b> | Friday December 2 <sup>nd</sup> , 2022 at 4:30PM  |                          |  |
| <b>Selection Process</b>       | <b>Interview</b>  | <b>X</b>                 | <b>Rating</b> <b>X</b> <b>Selection</b> <b>X</b> |
| <b>Job Description</b>         | <p>The Field and Office Coordinator provides technical and administrative support to the Natural Resources Manager, other department staff, membership and the public. Assists the Manager and other Department staff in the field as requested and documents information collected and follow-up actions required as appropriate. This position provides support and coordinates responses to inquiries and requests which, duties also include file and data management and reporting, data entry, research, and analysis.</p> <p><b>Key Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support services for the Natural Resource Manager and the Department.</li> <li>• Maintain filing and document management systems and data entry.</li> <li>• Compile, file tracking and summary reports from the planning database and other sources for planning and regulations programs.</li> <li>• Assist with all department programs including scheduling programs and resources, co-ordinate event registration and notices, technical assistance with development of program materials, and responses to general inquiries.</li> <li>• Process fee payments and liaise with accounting department as required.</li> <li>• Provide coverage for other administrative staff, co-ordinate the training of administrative and field staff and assist with other administrative duties.</li> </ul> <p><b>Client Service Results</b></p> <ul style="list-style-type: none"> <li>• Provides multi-tasked coordination services to support office operations under minimal supervision. Requires a sound knowledge of best practices and guidelines in administration and aligns services with Algonquins of Pikwakanagan culture and protocols and the Administration policies.</li> </ul> <p><b>Technical Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Proven effective communication (written and verbal), including active listening skills and excellent interpersonal skills.</li> <li>• Ability to work in a team or independently with limited supervision and maintain a high level of work productivity, quality and confidentiality with a strong customer service delivery focus.</li> <li>• Demonstrated experience in file and document management with a high level of attention to detail and excellent organizational skills.</li> <li>• Advanced computer skills in Microsoft Office (i.e. MS Word, Outlook, Excel, Access and PowerPoint).</li> </ul> |                          |  |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Working knowledge of natural resource management and familiarity with the operation of the Algonquins of Pikwakanagan First Nation and the governments, organizations, and individuals they work with.</li> <li>Ability to exercise professional judgment and discretion in dealing with confidential information.</li> </ul> <p><b>Personal Suitability:</b></p> <ul style="list-style-type: none"> <li>Reliability</li> <li>Attention to detail</li> <li>Action oriented</li> <li>Team player</li> </ul>  |
| <b>Minimum Qualifications</b>            | <ul style="list-style-type: none"> <li>Graduation with a diploma from a recognized secondary education institution or an acceptable combination of education and experience.</li> <li>Experience working in a First Nations or Indigenous community an asset</li> <li>Experience in recording and transcribing minutes of meetings accurately.</li> <li>Experience in the use of Microsoft Office applications (Word, Excel and Outlook and/or PowerPoint).</li> <li>Experience in drafting and managing routine correspondence including tracking and filing.</li> <li>Experience providing administrative support services. Must include three or more of the following primary functions: <ul style="list-style-type: none"> <li>planning;</li> <li>organizing meetings;</li> <li>managing schedules;</li> <li>participate in reviewing and updating accounting and budgetary reports; and</li> <li>coordinating payment and processing of invoices.</li> </ul> </li> </ul> |
| <b>Submit Cover Letter and Resume To</b> | <p><b>Human Resources</b><br/> Algonquins of Pikwakanagan First Nation<br/> 1657A Mishomis Inamo<br/> Pikwakanagan, ON K0J 1X0<br/> <a href="mailto:hrrservices@pikwakanagan.ca">hrrservices@pikwakanagan.ca</a></p> <p><b>Indicate Position in Email Subject Line: Field and Office Coordinator</b></p>   |
| <b>How To Apply</b>                      | <p><b>Application Procedure:</b> 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><b>Screening Procedure:</b> 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><b>Interviews:</b> Interviews will 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>  |

*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

## Oshkabiwis - Education Liaison

**Job Code:** 3340386

Renfrew County District School Board

**Closing Date:** Nov 25, 2022 12:00 PM EST

**Posted on:** Nov 10, 2022

**Job Category:**  
ECE, EA and Support Staff

**Job Type:** Full Time

**Openings:** 1

**School:**  
Opeongo High School  
1990 Cobden Road  
Douglas, N/A K0J1S0  
Canada

**Start Date:** Immediately  
**End Date:**

**Salary:** \$61,000 per annum

### Description & Requirements



November 10, 2022

### THE RENFREW COUNTY DISTRICT SCHOOL BOARD and the ALGONQUINS OF PIKWAKANAGAN FIRST NATION

are seeking an

### OSHKABIWIS - EDUCATION LIAISON

We require an employee who will function as an advocate for the students and families of the Algonquins of Pikwakanagan First Nation and surrounding areas. They will work as part of a team to support the physical, mental, and academic success of First Nation, Métis and Inuit students at Opeongo High School.

We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous people
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities.

We recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings, and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.

**HOURS PER WEEK:** 35 hours per week, 10.5 months per year

**RATE OF PAY:** \$61,000 per annum

#### **Responsibilities:**

Support First Nations, Inuit, Métis students by:

- Acting as first point of contact to receive students;
- Building positive and productive relationships with students, families and communities;
- Affirming the identities and cultures of students;
- Acting as a mentor and an advisor and playing an essential role as an advocate for each learner with teachers, other school staff and families;
- Working with a range of stakeholders to support learning and engagement with culturally responsive approaches;
- Developing plans during breaks in regular programming for participating students, whenever needed;
- Tracking and monitoring academic achievement and well-being (i.e., engagement in school activities,

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attendance, credit accumulation, suspension/expulsion);

- Creating space for students to voice their experiences to enable the school to establish trusting relationships and responsive services;
- Collaborating with the Education Department at Pikwakanagan as well as the Indigenous Education Team for RCDSB;
- Supporting transitions for students in collaboration with the Indigenous Graduation Coaches (from community to school, between elementary and secondary, and to post-secondary pathways);
- Sharing practices, information and making referrals to board and community resources and programs to help improve First Nations, Métis and Inuit student achievement;
- Encouraging positive peer support networks, life skills, and wellness while promoting youth leadership, cultural pride, belonging, and community involvement;
- Identifying student-specific barriers, and strategize how to help students overcome these barriers;
- Providing on-site leadership and support for the Tutor to First Nations students, in partnership with the Education Manager at Algonquins of Pikwakanagan First Nation; and
- Providing flexible, mobile and accessible supports.

**Qualifications and Experience:**

- Post-secondary education in Indigenous studies or related discipline, plus one (1) year of experience **OR** alternatively a secondary school diploma along with a combination of equivalent and relevant experience as determined by the employer;
- Knowledge of Indigenous traditional teachings, perspectives, values and history, and an awareness of local Indigenous community resources;
- Ability to connect students and families to resources, both within the education system and in the community;
- Experience working with youth in an advocacy, supportive or mentorship role;
- Attend required meetings and functions (e.g. graduation) as directed by supervisor;
- Excellent communication skills (verbal and written);
- Ability to use computers, software, email and internet;
- Strong interpersonal and leadership skills;
- Able to work cooperatively with an inter-disciplinary team;
- Tact, discretion and a professional level of confidentiality;
- A high degree of initiative, self-direction and reliability;
- Maintain a life/work balance; and
- Access to transportation is required as travel between communities is a component of work.

Hiring will follow the requirements outlined in RCDSB Administrative Procedures.

Applications should consist of a cover letter, one-page concise resume and references that may be contacted.

**Only candidates selected for interviews will be contacted. All other applicants are thanked for their interest.**

All offers of employment are conditional upon receipt of a current vulnerable sector screening and educational qualifications acceptable to the District.

Please advise Human Resources ([hrdept@rcdsb.on.ca](mailto:hrdept@rcdsb.on.ca)) prior to the closing date if you require accommodation at any time throughout the application process so the appropriate arrangements can be made.

**The Renfrew County District School Board is committed to equity, diversity and inclusion in our employment practices. For more information please visit the [RCDSB Careers](#) page.**

**ALGONQUINS OF PIKWAKANAGAN FIRST NATION  
MEMBERSHIP ADDITIONS**

| <b>Name</b>                 | <b>Family Line</b>           | <b>Date Posted</b> | <b>Appeal Period Ends</b> |
|-----------------------------|------------------------------|--------------------|---------------------------|
| 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                 |
| Commanda, Zayden            | Commanda                     | 26 Aug 22          | 26 Feb 23                 |
| Gagnon, Charlene            | Meness                       | 26 Aug 22          | 26 Feb 23                 |
| Hutton-Payne, Marcus        | Meness                       | 26 Aug 22          | 26 Feb 23                 |
| Atkins, Leland              | Lavalley/Tenascon            | 26 Aug 22          | 26 Feb 23                 |
| Glassford, Dennis           | Meness                       | 30 Aug 22          | 2 Mar 23                  |
| Cavanagh, Camean            | Lavalley                     | 30 Aug 22          | 2 Mar 23                  |
| Broadbent, Aubrey           | Lavalley                     | 13 Sept 22         | 13 Mar 23                 |
| Broadbent, Cecilia          | Lavalley                     | 13 Sept 22         | 13 Mar 23                 |
| Kennedy-Grandmond, Jordan   | Pisindawate                  | 13 Sept 22         | 13 Mar 23                 |
| Kerr, Hailey                | Pisindawate                  | 13 Sept 22         | 13 Mar 23                 |
| Sarrazin, Mitchell          | Sarrazin                     | 27 Sept 22         | 27 Mar 23                 |
| Sarrazin, Josee             | Sarrazin                     | 27 Sept 22         | 27 Mar 23                 |
| Sarrazin, Michel            | Sarrazin                     | 27 Sept 22         | 27 Mar 23                 |

## Continued On

|                    |                     |           |           |
|--------------------|---------------------|-----------|-----------|
| Jalbert, Kali      | Lamure/ Commanda    | 04 Oct 22 | 04 Apr 23 |
| Jalbert, Todd      | Lamure/ Commanda    | 04 Oct 22 | 04 Apr 23 |
| Laporte, Randolph  | Kohoko/ Tensascon   | 19 Oct 22 | 18 Apr 23 |
| Dianna, Winship    | Milnense/ Ignace    | 19 Oct 22 | 19 Apr 23 |
| Lavallee, Dora     | Lavalley            | 25 Oct 22 | 25 Apr 23 |
| Langlois, Jackson  | Lamure/ Pesindewate | 25 Oct 22 | 25 Apr 23 |
| Langlois, John     | Lamure/ Pesindewate | 25 Oct 22 | 25 Apr 23 |
| Adcock, Sarah      | Partridge           | 26 Oct 22 | 26 Apr23  |
| Bizzarrino, Robert | Tensascon           | 26 Oct 22 | 26 Apr 23 |

**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

**LEGAL ADVICE**

Criminal or Family Legal advice contact:

Sabrina 613-732-0649

**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

**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*

