



Pikwakanagan Tibadjumowin

CHÌBAYATIGO-KÌJIGAD MISKOMINI KÌZIS 14, 2023
FRIDAY JULY 14, 2023

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

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- **Programs & Events Calendar**
- **Events & Programs**
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SPECIAL ADDITIONS:

- **Severe Weather Information**
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 - **Harvest Package**
- **Nigig Nibi Ki-Win Gamik**
 - **Grandparent Tribunal**

OPEN
LIBRARY

NEW

FIRE BAN LIFTED

Tuesday 12:00PM - 6:00PM

Wednesday 10:00AM - 12:00PM & 2:00PM - 7:00PM

Thursday 12:00PM - 7:00PM

Come take a look at the variety of First Nation books including, fiction, nonfiction and children's books.

Computers are available to the public to access government sites for such things car registration and income tax returns. Also many other social media sites.

Estelle Amikons, Librarian
613-625-2402 ext 244

Level 1 - Campfire Burning

Rules:

- Burning must take place at an approved site
- Fire pits maximum of three feet wide
- Clean dry wood should be used to cut back on smoke
- Burning is not permitted with winds greater than 16km/h or in gusting conditions
- Have hose or extinguisher nearby while burning
- **Fires must be supervised at all times**

severe Weather Information

JUST IN CASE WILDFIRE PREPAREDNESS



WILDFIRES OFTEN START SMALL AND OFTEN GO UNNOTICED, BUT CAN SPREAD VERY QUICKLY. AS THEY TRAVEL ACROSS LARGE AREAS THEY IGNITE BRUSH, TREES, HOMES AND BUILDINGS. BURNING DEBRIS CAN BE THROWN UP TO TWO (2) KILOMETERS AHEAD OF A WILDFIRE. SPARKS AND EMBERS CAN IGNITE MATERIALS ON OR NEAR YOUR HOME

BEING PREPARED

- Ensure your home insurance covers damage due to fire
- Educate yourself and family on safety and emergency practices.
- Listen to weather reports
 - Weather Apps, Radio, Television, Social Media, etc.
- Have an Emergency Kit on standby.
- Keep your vehicle fueled.
- Follow instructions on evacuation.

WEATHER REPORTS

Environment Canada is responsible for warning the public when conditions exist. You can find this information through:

- Radio
- Television
- Internet Sites
- Weather Apps and Alerts
- Weather Phone Lines

EMERGENCY KIT

The basics checklist:

- Water (two liters per person)
- Non-perishable foods
- Can opener
- Medication
- Battery-powered radio
- Battery-powered flashlight
- Batteries
- First Aid Kit
- Extra Keys (car, house, etc.)
- Cash
- Important documents

EVACUATION

- Choose a route away from fire hazards
- Watch for changes in speed and direction of fire and smoke
- Wear long sleeve/pants and closed-toe shoes to protect against flying sparks and ashes
- Take your pets with you.
- If there's time:
 - Pack a week of clothes, medications, money, etc.
 - Move fire hazards away from home
- Tell someone when you leave and where you're headed.

MORE INFO

<https://www.getprepared.gc.ca/cnt/hzd/wldfrs-en.aspx>

JUST IN CASE TORNADO PREPAREDNESS



TORNADOES ARE DESTRUCTIVE AND FAST SPINNING FUNNEL-SHAPED WIND THAT STRETCHES FROM A THUNDERSTORM TO THE GROUND.

SOMETIMES THEY MOVE QUICKLY AND LEAVE A LONG, WIDE PATH OF DESTRUCTION. LARGE OR SMALL THEY CAN UPROOT TREES, FLIP VEHICLES AND/OR DAMAGE HOUSES.

WARNING SIGNS

- Sever thunderstorms, with frequent thunder and lightning.
- An extremely dark sky, sometimes highlighted by green or yellow clouds.
- A rumbling or a whistling sound.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

BEING PREPARED

- Listen to weather reports
 - Weather Apps, Radio, Television, Social Media, etc.
- Recognize a Safe Place
 - Know of a place you can go in the event of a tornado.
- Have an Emergency Kit on standby.

SAFE PLACES

House:

- Go to the basement
- Take shelter in a small interior ground floor room (bathroom, closet or hallway)
- Take shelter under heavy table or desk.

Office or Apartment:

- Take shelter in an inner hallway or room, ideally in basement or on the ground floor.
- Do not use elevator.
- Stay away from windows.

In all cases:

- In all cases, stay away from windows, outside walls and doors.
- Get as close to the ground as possible, protect your head and watch for flying debris.
- Do not chase tornadoes.

WEATHER REPORTS

Environment Canada is responsible for warning the public when conditions exist. You can find this information through:

- Radio
- Television
- Internet Sites
- Weather Apps and Alerts
- Weather Phone Lines

ALERTS INFO

Tornado Watch: a tornado is possible in your area. Stay alert to act accordingly.

Tornado Warning: a tornado is already occurring or will occur soon in your area. Move to a safe location right away.

EMERGENCY KIT

The basics checklist:

- Water (two liters per person)
- Non-perishable foods
- Medication
- Can opener
- Battery-powered radio
- Battery-powered flashlight
- Batteries
- First Aid Kit
- Extra Keys (car, house, etc.)
- Cash
- Important documents

AVOID

Cars, Trailers & Driving

- More than half of all deaths from tornadoes happen in trailers.
- Take cover in a low-lying area like a ditch and protect your head.

MORE INFO

<https://www.getprepared.gc.ca/cnt/hzd/trnds-drng-en.aspx>

ALERTS INFO

Evacuation Alert: be ready to leave on short notice, as instructed.

Evacuation Order: you are at risk and should evacuate the area immediately. Follow routes specified and move away from the fire.

Self Government – Advisory Committee



Algonquins of Pikwakanagan
First Nation
SELF GOVERNMENT

THE CHI NAAKNIGEWIN ADVISORY COMMITTEE NEEDS YOUR VOICE

Self-Government is the future of Pikwakanagan where we govern ourselves, our territory and our resources. This has been our objective for generations. Developing our constitution is the first step. The **Chi Naaknigewin** Advisory Committee is one way for citizens (members) to shape our future.

Pikwakanagan's **Chi Naaknigewin** will be created by and for Pikwakanagan. **Chi Naaknigewin** (or constitution), lays the ground work for self-government. It reflects the culture, traditions, values and voice of the people and establishes the principles and rules.

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.

Please contact Alanna,
or complete the form
on www.pikwakanagangov.ca
to express your interest

Alanna Hein
chiefcouncil@pikwakanagan.ca
(613) 625 2800 x 228

If you have expressed interest in the past,
please renew your interest by email or phone.

HARVEST 2023-2024

Applications for the annual adult Moose and Elk Harvest draw are now available to the Membership for pick up:

- ◇ At the Administrative Office and;
- ◇ Online under the Harvest menu tab on the Pikwakanagan website.

Submission deadline is Tuesday, August 15, 2023, @ 4:30 pm and the Tag draw is on Friday, August 18, 2023, @ 1:30 pm Elders Lodge.

Pikwakanagan Harvest Applications are available at the administration office for pick up and are available on our Algonquins of Pikwakanagan First Nation website. Link— [Harvest • Algonquins of Pikwakanagan](#)

Mail-out harvest packages are available upon request.



Harvest Monitors

The LEM Department is looking for individuals who are interested in being a monitor for this year's hunt.

Applicants must have a valid driver's license and a reliable working vehicle with proof of insurance; First Aid and CPR are an asset.

Responsibilities:

- ◇ Maintain monitoring stations at designated areas and specific times as determined by the Manager of Lands.
- ◇ Assist with the preparation of Field monitoring equipment and ensure equipment is in good working order daily.
- ◇ Collect and report harvest data and any other related responsibilities.

If interested, please provide your resume and interest in being a monitor to AOPFN HR Services— hr@pikwakanagan.ca

Please provide your name— Monitor in the subject line of the email.

Harvest Package



Algonquins of Pikwakanagan First Nation

June 2023

TO THE MEMBERS OF THE ALGONQUINS OF PIKWAKANAGAN FIRST NATION:

Enclosed with this package will be **the Code of Conduct**, the **Group Application Forms** for this year's **Adult Moose & Elk Draw** and a **Calf Tag Registration Form**.

A. ELK DRAW:

- **Application Deadline:** August 15, 2023, at 4:30 p.m.
- **Draw Date:** August 18, 2023, at 1:30 p.m. at the Elders Lodge.
- **Season:** September 1, 2023 – December 21, 2023, or until filled.

B. MOOSE DRAW:

- **Application Deadline:** August 15, 2023, at 4:30 p.m.
- **Draw Date:** August 18, 2023, at 1:30 p.m. at the Elders Lodge.
- **Cow Season:** October 07, 2023 – December 21, 2023, or until filled.
- **Bull Season:** October 07, 2023 – January 15, 2024, or until filled.

C. SUCCESSFUL APPLICANTS:

- Harvest Tags will be available at the Administration Office. If you cannot pick it up, you can arrange to have someone from your group sign for it.
- **Pick-up:** Monday to Friday from 9:00am - 4:00pm. ***Closed: 12:00pm-1:00pm.**

D. UNSUCCESSFUL APPLICANTS:

Note: If your group is unsuccessful in the draw, you can apply for a Moose Calf Tag. Calf Tags will also be available for those not wishing to enter in the Annual Adult Moose Draw.

- **Calf Tags:** Restrictions apply based on the results of Moose Draw.
Season: October 07, 2023 – January 15, 2024, or until filled.

➤ **Deer Season:**

1. Inside Algonquin Park: October 07, 2023 - January 15, 2024
2. Outside Algonquin Park: September 1, 2023 - January 15, 2024

If you require any additional information, please contact the LEM- Department at (613) 625-2800 or LEMHarvest@pikwakanagan.ca

Meegwetch!

LEM-Harvest Department



**ALGONQUINS OF PIKWAKANAGAN
FIRST NATION
LEM HARVEST DEPARTMENT
2023-2024**

APPLICATION FORM - CALF MOOSE TAG

This application is for those who were not successful for an Adult Moose Tag or for those who chose not to enter in the draw and wish to apply for a calf tag. Tags will be available the Administration Office. Please complete this form and bring it with you when you are applying for a calf tag.

APPLICANT NAME: _____

REGISTRY NUMBER: _____

DATE OF BIRTH: _____

MAILING ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

TAG ISSUED: _____

DATE OF ISSUED: _____

ISSUED BY: _____



Algonquins of Pikwakanagan First Nation

ALGONQUIN ANNUAL LEM HARVEST 2023-2024 Application for the Adult Moose & Adult Elk Draw For (1) One Adult Moose Tag And/or For One (1) Adult Elk Tag

REQUIREMENTS:

- Six (6) adult Pikwakanagan members must be listed with their information to be eligible for the draw for one (1) Adult moose tag and (1) Adult elk tag. Group members must be 18 years of age or older by the draw date.
- The main applicant must provide their contact information. Ensure you have obtained the member's permission to have their name on your tag.
- **APPLICATION DEADLINE: AUGUST 15, 2023 @ 4:30 pm** Any application will not be accepted if any information is missing, incomplete, or passed the deadline.

Please check the box beside which draw you want to enter (one or both) ADULT MOOSE ADULT ELK

	MAIN APPLICANT NAME	REGISTRY NUMBER	DATE OF BIRTH
1.			

Address: _____

Home #: _____ Cell #: _____ Email: _____

	GROUP NAMES	REGISTRY NUMBER	DATE OF BIRTH
2.			
3.			
4.			
5.			
6.			

SUBMIT APPLICATION BY:

- **MAIL/IN PERSON:** LEM - Harvest Dept. 1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0
- **FAX:** (613)-625-2332
- **EMAIL(s):** LEMHarvest@pikwakanagan.ca

DRAW DATE:

**August 18, 2023 @ 1:30pm At the Elders Lodge
28 Chigibig Inamo Pikwakanagan K0J 1X0**

Nigig Nibi Ki-win Gamik

CONGRATULATIONS, NIGIG NIBI KI-WIN GAMIK SOCIETY!

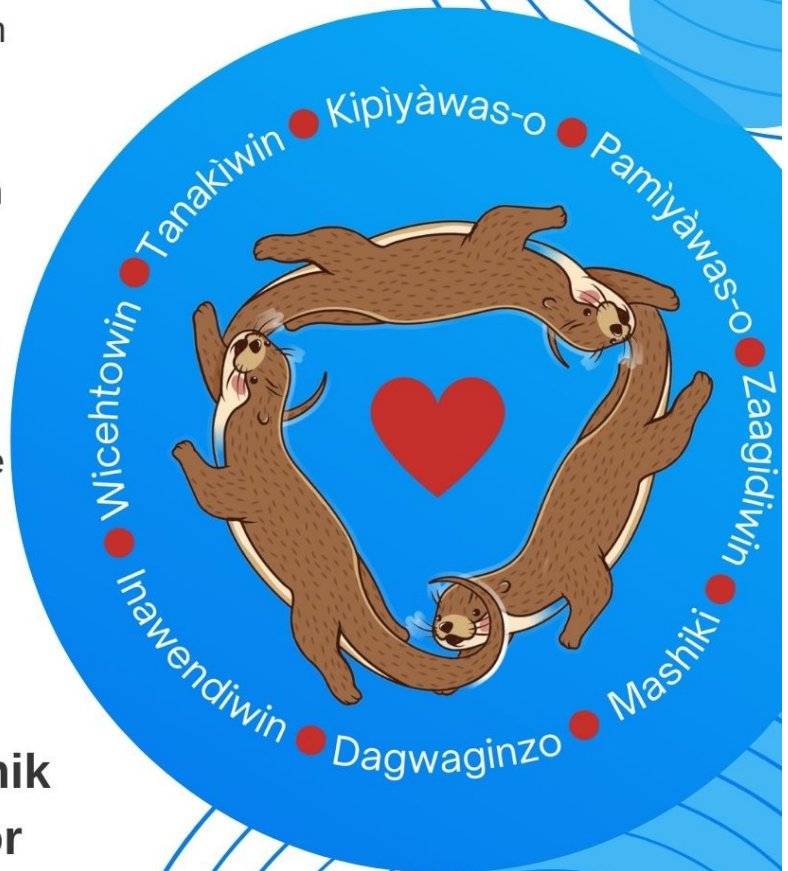
On the passing of your law on
Saturday, March 25, 2023. The law
will come into effect on April 2024.

PURPOSE OF NIGIG NIBI KI-WIN:

Nigig Nibi Ki-win is an expression of Inàkonigewin (AOPFN Law) that allows Algonquins of Pikwakanagan First Nation to meet its obligations towards Ninìdjànisinànig (our children) and Weshkinìgidjig (youth) and to prepare them to become the elders of AOPFN's future generations.

WHAT'S NEXT?

Nigig Nibi Ki-win Gamik Society is looking for Elders interested in joining the Grandparents Tribunal.



What is the Grandparents Tribunal?

The Grandparents Tribunal will consist of of grandparents who will be trained by Katherine Hensel and her legal team.

Training will consist of:

- How to address safety concerns,
- And what programs, services, and supports are available to the family, etc.

What is the Grandparents Tribunal?

Training for interested Elders will take place in September 2023

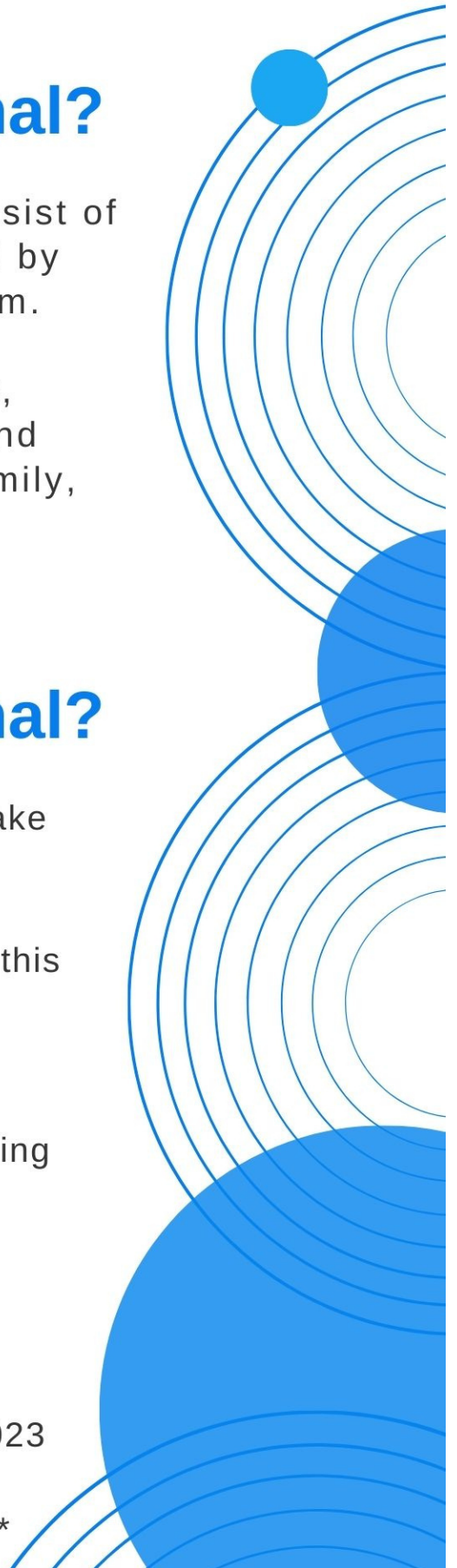
Grandparents who are interested in this training can contact:

Barbara Sarazin at
elder.barb@nigignibi.com or by calling
613-602-6354.

She will also be visiting in the
Pikwakanagan community.

Sign-up period ends: August 31, 2023

Compensation to be determined



JULY

2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Canada Day Chief Pinesi Day 9:00-4:00 NewEdinburg Park
2	3	4	5	6 Graduation Ceremony 7pm Makwa	7	8
9	10	11	12	13 Cultural Activity Night 5:00-9:00 Elders Lodge	14 Grounded Wellness Burchat Road	15
16	17	18	19	20	21 Grounded Wellness Burchat Road Food Voucher Registration Deadline	22 Fishing Derby 6:00am - 4:00pm Randy's Cottage
23	24	25	26 Food Voucher Pick Up	27	28	29
30	31					

Programs & Events:

Programs & Events

FOR ANY QUESTIONS REGARDING A PROGRAM OR EVENT, PLEASE CONTACT THE COORDINATOR LISTED IN THE ADVERTISEMENT FOR THE MOST ACURATE AND UP-TO-DATE INFORMATION!

Elders Lodge Euchre every Sunday

DOORS OPEN AT NOON

CARDS START AT 1PM

\$5 ENTRY

50/50 - \$2.00 EACH OR 3 FOR \$5.00

COLD DRINKS - \$1.00

ANNUAL FISHING DERBY

ALGONQUINS
OF
PIKWAKANAGAN
FIRE
DEPARTMENT

JULY 22 6AM - 4PM

LOCATION:

RANDY COMMANDA CAMPSITE

ENTRY FEE:

\$20 FOR ADULTS - KIDS 12 &
UNDER FREE

EARLY REGISTRATION:

FIRE HALL JULY 21, 2023 FROM
7PM TO 9PM

BBQ WITH MEAL TO FOLLOW!

BRING YOUR FAMILY OUT
FOR SOME FUN WITH THE
FIREFIGHTERS OF
PIKWAKANAGAN

FOR MORE
INFORMATION
FIRE CHIEF
CHRIS SARAZIN
613-286-1018

XX\$

VOUCHER

**JULY FOOD
VOUCHER**

Register on or before **July 21st, 2023**
text 613-639-1633

Pick up **26 July 2023**

Programs & Events:

The Algonquin Traditional Pow-Wow Committee is Proud to Announce

Pikwakanagan's 34th Traditional Pow Wow

**Saturday, August 19th
& Sunday, August 20th**

2023

**Grand Entry
@ 12:00 Noon**

Our Anishinabe Family Celebrating our Culture and Traditions

Master of Ceremonies

Fred McGregor

Arena Director

Gabriel Whiteduck

Featuring

High Ridge Singers
(Moose Factory)

Kitchisipirini
(Pikwakanagan)

Whirlwind Singers
(Chippewas Nawash)



Head Dancers

Amber Hein

Sonny Robbins

Youth Head Dancers

Ryder Two-Axe

Kylie Two-Axe Kohoko

Dance registration is at
the log building on Friday,
from 6 pm - 9 pm and
Saturday, 9 am - Noon

Signage will direct traffic to Pikwakanagan's Cultural Grounds. Limited rough camping is available for participants . (First come first serve)

All are welcome!

- **ABSOLUTELY NO DRUGS OR ALCOHOL**
- **PLEASE STAY HOME IF FEELING ILL**
- **NO PETS ARE ALLOWED ON GROUNDS**

Vendor spots are very limited. Contact
Jamie Sarazin at (613) 625-1109 to
register. (Please leave message)

Food Vendors - \$300

Craft Vendors - \$150

Programs & Events:

FIRE KEEPERS WANTED

Pow Wow Committee is looking for 10 men to be fire keepers for this years Pow Wow from August 17th to August 20th.

Please contact Amanda McGuire at 613-633-0331

SAVE THE DATE

Language Cultural Conference
Friday August 25, 2023
Time: 9am - 4:30pm
Cultural Grounds



Invitation to all Members
Urban Treaty Payment Event

Hosted by:

THE GOVERNMENT OF CANADA, INDIGENOUS SERVICES CANADA PARTNERING WITH THE ODAWA NATIVE FRIENDSHIP CENTRE, WHO ARE HOSTING A CULTURAL CELEBRATION AND TRADESHOW:

SEPTEMBER 14, 2023

ODAWA NATIVE FRIENDSHIP CENTRE

815 ST. LAURENT BLVD, OTTAWA

11:00AM - 8:00PM

The event will offer access to a range of government services:

Status Card

Registration

Employment Recruitment

Among other services, there will be a Treaty Annuity payment which does not apply to AOPFN

If you are interested in attending, Please RSVP to Gail Restoule at gail.restoule@sac-isc.gc.ca

By July 21, 2023

Health Information

Crisis Lines

EMERGENCIES - 9-1-1

Mental Health Crisis Line -
1-866-996-0991

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

National Overdose Prevention Line -
1-888-688-6677

Kids Help Line -
1-800-668-6868

**First Nations & Inuit Hope for
Wellness Help Line -**
1-855-242-3310

Canadian Human Trafficking Hotline-
1-833-900-1010

Local

EMERGENCIES - 9-1-1

VTAC-
1-844-727-6404

Telehealth-
1-866-797-0000

Poison Control-
1-800-268-9017

Eganville Foodbank (165 John St.) -
613-401-5785

Pembroke foodbank (295 1st Ave.)-
1-855-242-3310

PROTECTING YOUR INDOOR AIR FROM OUTDOOR POLLUTANTS

When **OUTDOOR AIR QUALITY** is poor, Health Canada recommends that individuals, particularly children, the elderly and those with pre-existing health conditions remain indoors as much as possible. Ensuring good **INDOOR AIR QUALITY** is especially important during periods of poor outdoor air quality.

Strategies to reduce levels of pollutants indoors include the following:



Do not smoke indoors.



When possible, limit the use of any combustion source, such as incense, candles, and wood stoves. Consider choosing a low-emission wood stove.



Make sure you use cleaning products properly. Some may emit higher levels of volatile organic compounds (VOCs).



Install carbon monoxide alarms near bedrooms, and preferably one on each floor.



Maintain humidity levels between 35 and 50%.



Avoid using ozone generators, as exposure to ozone can be harmful to your health.



Use a vacuum cleaner with a high efficiency particulate air (HEPA) filter that traps small particles.



Portable HEPA filtration units may also reduce indoor particulate levels.

These are some strategies to reduce infiltration of outdoor air pollutants:



Keep windows and doors closed, and use air conditioning if required.



Properly seal windows and doors with weather stripping.



Set your ventilation system to recirculate when the outdoor air is poor, and bring in fresh air when the outdoor air has improved. Install a high quality air filter.

HOW DO I KNOW IF THE **OUTDOOR AIR QUALITY** IS POOR?

The **Air Quality Health Index (AQHI)** provides local and real-time information in regards to the quality of outdoor air, and recommends specific advice based on the health risk posed by air pollution levels. Further information on the AQHI can be found at:

www.airhealth.ca

WILDFIRE SMOKE 101

Wildfire smoke and your health

Learn how to protect yourself from wildfire smoke.

Wildfire smoke and pollution levels

In Canada, wildfires can significantly increase air pollution levels. Wildfire smoke is a complex mixture of gases, particles, and water vapour that contains:

- ozone
- sulphur dioxide
- nitrogen dioxide
- carbon monoxide
- volatile organic compounds
- fine particulate matter (PM_{2.5})

It is the fine particles (PM_{2.5}), not visible to the human eye, that get deep into our lungs and bloodstream. These fine particles are the main health risk from wildfire smoke.

There is no evidence of a safe level of exposure for most of these pollutants. This means that smoke can impact your health even at very low levels. As smoke levels increase, your health risks increase. Air quality may be decreased even if you can't see or smell smoke.

Symptoms of smoke exposure

Milder and more common symptoms of smoke exposure include:

- headaches
- a mild cough
- a runny nose
- production of phlegm
- eye, nose and throat irritation



These symptoms can typically be managed without medical intervention.

More serious symptoms include:

- dizziness
- chest pains
- severe cough
- shortness of breath
- wheezing (including asthma attacks)
- heart palpitations (irregular heart beat)

If you have any of these symptoms, talk to a health care provider or seek urgent medical attention. Less commonly, exposure to wildfire smoke can lead to heart attack, stroke and even premature death. If you think you are having a medical emergency, dial 911 and seek immediate medical assistance.

Some people are at a higher risk of health problems when exposed to wildfire smoke including:

- seniors
- pregnant people
- people who smoke
- infants and young children
- people who work outdoors
- people involved in strenuous outdoor exercise
- people with an existing illness or chronic health conditions, such as:
 - > cancer
 - > diabetes
 - > lung or heart conditions

It is important to listen to your body and reduce or stop activities if you are experiencing symptoms.



Reduce your exposure to wildfire smoke

The best way to protect your health is to reduce your exposure to wildfire smoke.

Pay attention to the **Air Quality Health Index (AQHI)**, special air quality statements or other indicators of smoke levels in your community. If necessary, limit outdoor activity and strenuous physical activities. If you have difficulty breathing, stop altogether.

Stay indoors and keep windows and doors closed. If it is too warm, turn on the air conditioning if possible. If you do not have air conditioning and it is too warm to stay inside with the windows closed, seek out local cooling or clean air space.

Use a clean, good quality air filter (for example, HEPA) in your ventilation system.

Use a portable air purifier to filter particles from wildfire smoke. For more information on selecting a portable air purifier that is appropriate for your needs, refer to the [“Using an air purifier to filter wildfire smoke”](#) factsheet.

If you must spend time outdoors, a well-fitted respirator type mask (such as a NIOSH certified N95 or equivalent respirator) that does not allow air to pass through small openings between the mask and face, can help reduce your exposure to the fine particles in smoke. These fine particles generally pose the greatest risk to health. However, respirators do not reduce exposure to the gases in wildfire smoke.

If you need to work outdoors, check with your provincial or territorial occupational health and safety organization or your local health authority. They can provide guidance on how to work safely outdoors during wildfire smoke events.

If you need additional support during a wildfire event, contact your local jurisdiction for information on local cooling or clean air spaces. Community centres, libraries, and shopping malls can also provide a break from the smoke.

Other recommendations to protect your health

Check in on others who are in your care or live nearby who may be more vulnerable to wildfire smoke. Frequently check in on neighbours, friends and older family members, especially those who are chronically ill.

Take [additional actions](#) to reduce sources of indoor air pollution.

When driving, keep vehicle windows closed and set the ventilation system to recirculate.

For more information on topics related to wildfire smoke and health, please visit [Wildfire smoke, air quality and your health](#).

If smoke is present for more than a few days:

- stay active when you can. Try finding a place with clean air to exercise indoors, for instance at the gym, the community centre or at home. Consult the AQHI to look for breaks in the smoke to find opportunities to go outdoors.
- don't forget to take care of your mental health. It's not unusual to feel anxious, stressed out, sad or isolated during a smoke event. Eating well, getting enough sleep, exercising and staying in contact with friends can help. Anyone who is having trouble coping with symptoms of stress, anxiety or depression should seek help from a health care provider.

Employment Opportunity



EMPLOYMENT OPPORTUNITY

Job Title	Payroll Administrator
Department	Finance
Supervisor/Manager	Selena Roesler, Manager, Finance
Salary Scale	\$44, 000 - \$48, 568 annual range commensurate based upon experience
Job Status	Permanent
Hours Per Week	35 hours per week
Benefits	<p>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.</p> <ul style="list-style-type: none"> • Paid sick days • 4% vacation • Provincial and Federal Statutory Holidays • Pension and Benefits
Posting Status	Internal Only Internal/External X
Posting Date	Friday July 14 th , 2023
Posting Closing	Friday July 28 th , 2023 at 4:30pm
Selection Process	Interview X Rating X Selection X
Job Description	<p>The Payroll Administrator is responsible for providing financial and administrative services to ensure effective, efficient, and accurate financial and administrative operations as it relates to payroll and employee benefits.</p> <p>Key Responsibilities and Duties Accounting and Administrative</p> <ul style="list-style-type: none"> • Coordinate and prepare all payroll information for the bi-weekly payroll cycle by collecting, compiling, and entering payroll data using appropriate software. • Administer statements of payment to personnel either electronically or on paper. • Prepare and print payroll reports of earnings, hours worked, mandatory source deductions, voluntary deductions; retain this information on each employee's payroll file. • Prepare and provide reports for Management as requested. • Calculate and prepare of all source deductions for the payroll cycle by calculating and processing payment to: Receiver General for Canada, Workplace Safety and Insurance Board, Manulife Financial Group; Chambers of Commerce Group Insurance Plan etc. • Calculate and prepare T4's covering the period January 1st to December 31st for each calendar year, distribute T4's to each employee and file T4's and summary to the Canada Revenue Agency. • Calculate and prepare various reports including on/for Human Resources Development Canada, Workplace Safety and Insurance Board, Records of Employment, payroll reports for annual audit cycle etc. • Verify and calculate employees leave and overtime benefits by preparing individual employee spreadsheets, ensuring that the appropriate opening calculations are recorded at the first of the fiscal year, vouching; and recording the hours of use under each category (annual, sick, special, overtime worked, overtime used). • Formats and/or populates data spreadsheets. <p>Collaborative Practice</p> <ul style="list-style-type: none"> • Works with employees to ensure accurate completion of forms and authorizations. <p>Quality Management</p> <ul style="list-style-type: none"> • Participates in cultural awareness and cultural sensitivity training. • Participates in staff development initiatives and training requirements. <p>Risk Management</p> <ul style="list-style-type: none"> • Compiles with all appropriate Acts, Generally Accepted Accounting Principles and the Algonquins of Pikwakanagan's Policies and Procedures as it relates to payroll and employee benefits. • Conducts all financial and administrative services in such a manner as to maintain confidentiality in compliance with the Privacy Act and Personal Information Protection and Electronic Documents Act.

Employment Opportunity

	<p>Knowledge</p> <ul style="list-style-type: none"> • Generally accepted accounting principles and payroll best practices. • Relevant legislation and regulations related to payroll and benefits. <p>Abilities</p> <ul style="list-style-type: none"> • Experienced in payroll processing and software i.e. Sage • Analytical skills • Mathematical, numerical skills • Data entry skills • Experience with Microsoft Office programs. <p>Personal Suitability:</p> <ul style="list-style-type: none"> • Strong interpersonal skills, friendly, approachable, and experienced in customer services. • Possess tact, discretion, diplomacy, respectful, mature, and professional. • Sound work ethics, reliable, thorough, proactive, and flexible. • Attention to detail and a high level of accuracy. • Able to work independently and in a team environment. • Able to maintain a high level of confidentiality and honesty. • Is tolerant of constant interruptions, high levels of pressures and stress. • Possess cultural awareness and sensitivity.
<p>Minimum Qualifications</p>	<p>Education and Experience Successful completion of post-Secondary education in an Accounting field; or, successful completion of Grade 12 with one year demonstrated payroll/accounting experience.</p>
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hr@pikwakanagan.ca</p> <p>Subject Line: Payroll Administrator</p> <p><i>Please allow for 24hours for confirmation of receipt of application.</i></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: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process and not be a member of the supervisor's immediate family., preference will be given to:</p> <ol style="list-style-type: none"> a) the qualified indigenous person who is an Algonquin; then to, b) the qualified indigenous person; then to, c) the qualified non-indigenous candidate. <p>Interviews: 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>
<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 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.</i></p>	

Membership Additions

ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
Rypstra, Melanie	Sarrazin	17 Jan 23	17 Jul 23
Murphy, David	Sharbot	17 Jan 23	17 Jul 23
Mountney, Jesse	Jocko	18 Jan 23	18 Jul 23
Cifford, William	Sharbot	18 Jan 23	18 Jul 23
Toutant, Avery	Lavalley	18 Jan 23	18 Jul 23
McMunn, Madison	Commanda/Lamure	31 Jan 23	31 Jul 23
Wellman, Terrence	Lavalley	01 Feb 23	01 Aug 23
Russell, Marlene	Pisinawate	21 Feb 23	21 Aug 23
Cassidy, Krista	Aird	21 Feb 23	21 Aug 23
Ferk, James	Amikons	22 Feb 23	22 Aug 23
Sarazin, Kayla	Sarazin	23 Feb 23	23 Aug 23
Lamont, Marie	Lavalley	06 Mar 23	06 Sept 23
Perrin, Theresa	Lamure	06 Mar 23	06 Sept 23
Westlake, Brian	Lamure	06 Mar 23	06 Sept 23
Meconse, Dean	Amikons	07 Mar 23	07 Sept 23
Dehler, Wendy	Sarazin	07 Mar 23	07 Sept 23
Rypstra, Calvin	Sarrazin	09 Mar 23	09 Sept 23
Rypstra, Anastasia	Sarrazin	09 Mar 23	09 Sept 23
Minnie, Edgar	Lavalley	16 Mar 23	16 Sept 23
Marshall, Alana	Tenascon	24 Mar 23	24 Sept 23
Taylor Lukas	Bernard	29 Mar 23	29 Sept 23
Taylor, Isaac	Bernard	29 Mar 23	29 Sept 23
Taylor, Sophia	Bernard	29 Mar 23	29 Sept 23
Meconse, Real	Amikons	29 Mar 23	29 Sept 23
Meconse, Serge	Amikons	30 Mar 23	30 Sept 23
Campbell, Austin	Whiteduck	12 Apr 23	12 Sept 23
Lagace, Jaden	Baptiste	18 Apr 23	18 Sept 23
Larbie, Peter	Tenascon	18 Apr 23	18 Sept 23
Gardiner, Richard	Francois	18 Apr 23	18 Sept 23
McLean, Heather	Lavalley/Francois	27 April 23	27 Sept 23
Petrin, Kari	Lavalley/Francois	27 April 23	27 Sept 23
Allen, Micah	Partridge	05 May 23	05 Oct 23
Savard, Maxime	Amikons	08 May 23	08 Oct 23
Savard, Alex	Amikons	08 May 23	08 Oct 23

Membership Additions... Continued

Savard, Mario	Amikons	08 May 23	08 Oct 23
Bremner, Finnley	Lavalley	09 May 23	09 Oct 23
Lavalley, Coltrane	Lavalley	12 May 23	12 May 23
Lafontaine, Lise	Amikons	12 May 23	12 May 23
Switzer, Zachary	Meness	15 May 23	15 Oct 23
Foster, Thena	Sarazin/Lavalley	26 May 23	26 Oct 23
Larmon, Dawn	Jocko/Turcotte	31 May 23	31 Oct 23
Rainville, Matthew	Sarrazin	07 June 23	07 Nov 23
Rainville, Liam	Sarrazin	07 June 23	07 Nov 23
Rainville, Emma	Sarrazin	07 June 23	07 Nov 23
Knights, Rhonda	Benoit	12 June 23	12 Nov 23
Hogan, Bernie	Benoit	22 June 23	22 Nov 23
Robertson, Donald	Lavalley	05 July 23	05 Dec 23
Blackman, Avery	Ignace	10 July 23	10 Dec 23
Blackman, Shayla	Ignace	10 July 23	10 Dec 23
Blackman, Dakota	Ignace	10 July 23	10 Dec 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

Community 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.algonquinosofpikwakanagan.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.

CONWAY'S PHARMACY REMOTE DISPENSING LOCATION IS OPEN

REGULAR BUSINESS HOURS:

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

ALGONQUINS OF PIKWAKANAGAN ELDERS LODGE

For Rentals contact
Sandy
613-717-2894

**Reminder - for sanitary
purposes individual
hosting meals & catering
will require to supply
their own dish clothes
and towels**

PLATFORM OR DECK FOR SALE

12' x 12' pressure
treated
Pre-assembled deck
\$700.00

Contact:
Sandy Nash
613-717-2894

Community Information

OPEN

LIBRARY

Tuesday 12:00PM – 6:00PM

Wednesday 10:00AM – 12:00PM
2:00PM – 7:00PM

Thursday 12:00PM – 7:00PM

Come take a look at the variety of First Nation books including, fiction, nonfiction and children's books.

Computers are available to the public to access government sites for such things car registration and income tax returns. Also many other social media sites.

Estelle Amikons
613-625-2402 ext 244

FOR YOUR INFORMATION

Canadian Police Information Record checks are required for anyone who is applying for:

- **Membership (applicants who are 18 years or older)**
- **Residency (applicants who are 18 or older)**

Applications, Laws, and Codes are available on our website at:

<https://www.algonquinsopikwakanagan.com/laws-and-by-laws/>

Hard copies can be requested from the Lands, Estates and Membership

Department:

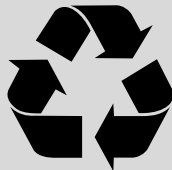
613-625-6800 | mgr.lem@pikwakanagan.ca |
land.officer@pikwakanagan.ca |
assistant.lem@pikwakanagan.ca

Notice: Killaloe OPP - record check applications are now online!

WASTE DISPOSAL SITE

Wednesday
12PM – 6PM

Sunday
9AM – 3PM



CURBSIDE PICK-UP

Garbage: Wednesday
Cardboard: Thursday
Containers: Fridays



ANIMAL CONTROL

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

Community Information

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

Steps:

1. Open a browser and enter: www.algonquinsofpikwakanagan.ca
2. Find the "Member Login" box (scroll down on home page or on side bar)
3. Click on "Log in as member of the Algonquins of Pikwakanagan First Nation"
4. You will be brought to the "Member Login" section
5. Click on the words "Click Here for the registration form"
6. You will be brought to the "Membership Registration"
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 access.

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

Administration Information

Algonquins of Pikwakanagan First Nation

1657A MISHOMIS INAMO PIKWAKANAGAN, ON KOJ 1X0
OFFICE: 613-625-2800 | FAX 613-625-2332

HOURS OF OPERATION: MONDAY - FRIDAY 8:30AM - 4:30PM

12:00PM - 1:00PM CLOSED FOR LUNCH

HOLIDAY CLOSURES

NEW YEAR'S DAY, FAMILY DAY, GOOD FRIDAY, EASTER MONDAY, VICTORIA DAY,
INDIGENOUS PEOPLES DAY, CANADA DAY, CIVIC HOLIDAY, LABOUR DAY, NATIONAL
DAY FOR TRUTH AND RECONCILIATION, THANKSGIVING, REMEMBRANCE DAY &
CHRISTMAS DAY

2 WEEK - CHRISTMAS CLOSURE DATES WILL BE ANNOUNCED

