



# Pikwakanagan Tibadjumowin

CHÌBAYATIGO-KÌJIGAD MISKOMINI KÌZIS 21, 2023  
FRIDAY JULY 21, 2023

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

## CONTENT

- Special Additions
- Programs & Events Calendar
- Events & Programs
- Health Information
  - Pleo & Partners Events
  - Health Coaching
- Harvest
- Employment Opportunities
- Membership Additions
- Community Information

## SPECIAL ADDITIONS:

- Community Engagement
  - Natural Resources
  - Housing Policy
  - Air Quality Protection
- Bill C-38 Update
- Call Out for Artists
- Nigig Nibi Ki-Win Gamik
  - Grandparent Tribunal

# FIRE BAN LIFTED

## 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**

# 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

# Community Engagement



## HOMEOWNERSHIP AND YOU

BOOK A ONE-ON-ONE, PERSONAL, AND CONFIDENTIAL MEETING WITH A REPRESENTATIVE OF THE FIRST NATIONS MARKET HOUSING FUND

### Build

Brand new construction on serviced lots. Must be approved through bank with band as guarantor.

### Purchase

Purchase or straight transfer of an existing mortgage when it comes up for renewal.

### Renovate

No down payment required. Must meet all requirements as set forth.



Monday, July 24<sup>th</sup> and Tuesday, July 25<sup>th</sup>, 2023

9 AM - 4 PM

Pikwakanagan Band Office

FOR MORE INFORMATION, CONTACT DUSTIN LOGAN  
MANAGER, PUBLIC WORKS

(613) 625-2800 EXT. 246 OR MGR.PUBLICWORKS@PIKWAKANAGAN.CA

## Natural Resources Department Community Engagement Meeting

Meeting with the Natural Resources Department of Pikwakanagan to seek input on the development of an updated community law concerning natural resources

All are welcome! Particularly those with knowledge of the land, fishing, harvesting, and trapping!

**Monday, July 24<sup>th</sup>**  
**4:30pm - 6pm at the Library in the  
Administration/Band Office**

Those wishing to attend can email:  
[nrd.policy@pikwakanagan.ca](mailto:nrd.policy@pikwakanagan.ca)

## 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

## SPECIAL AIR QUALITY PROTECTION

Health Services has obtained a supply of n95 masks for community use during Special Air Quality Statements.

Often times, Environment Canada recommends that if you are outside for an extended period of time during a Special Air Quality Statement, you should wear a n95 mask.

Come a pick up a free n95 mask!

Keep yourself up-to-date on weather alerts at:

[www.weather.gc.ca](http://www.weather.gc.ca)

## Update on Bill C-38 & the Parliamentary Process

### Algonquins of Pikwakanagan Community

**Lands, Estates and Membership Department has been actively advocating for you!**

**As you know, on December 14, 2022, Bill C-38, An Act to amend the Indian Act (new registration provisions) was introduced in Parliament. Since that time, we have been waiting for the Second Reading to take place. While we were hopeful the Bill would successfully move through the Second Reading and that Committee debates would have happened this Spring, sadly this did not occur. The Bill will not be moving forward until the House of Commons resumes in Fall 2023.**

**We know this is not the news you want to hear. Unfortunately, this is not the news we want to be delivering. The Department remains keenly aware of the continued impacts of the enfranchisement-related provisions of the Indian Act. We have continued to host countless sessions, heard the ways that this policy of assimilation continues to impact the lives of the people we serve, and advocated for this Bill's success.**

**As part of our update today, we do wish to highlight the news that the Minister continues to express a deep personal commitment to ensuring that this Bill proceeds and passes once the House of Commons resumes in the fall.**

## CALL TO ARTISTS

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### Commemorative Pictograph Installation

Looking for an Algonquin artist to design  
pictographs to be displayed on a boulder  
on the Ottawa Riverfront

A unique chance to explore the past  
and create a new, lasting piece of art that  
tells a story and will someday be a  
part of history itself

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For more information or to submit your  
design ideas, please contact

Valerie Taggart, Project Coordinator  
Algonquins of Pikwakanagan First Nation  
[projectco3@pikwakanagan.ca](mailto:projectco3@pikwakanagan.ca)

# Nigig Nibi Ki-win Gamik

## CONGRATULATIONS, NIGIG NIBI KI-WIN GAMIK SOCIETY!

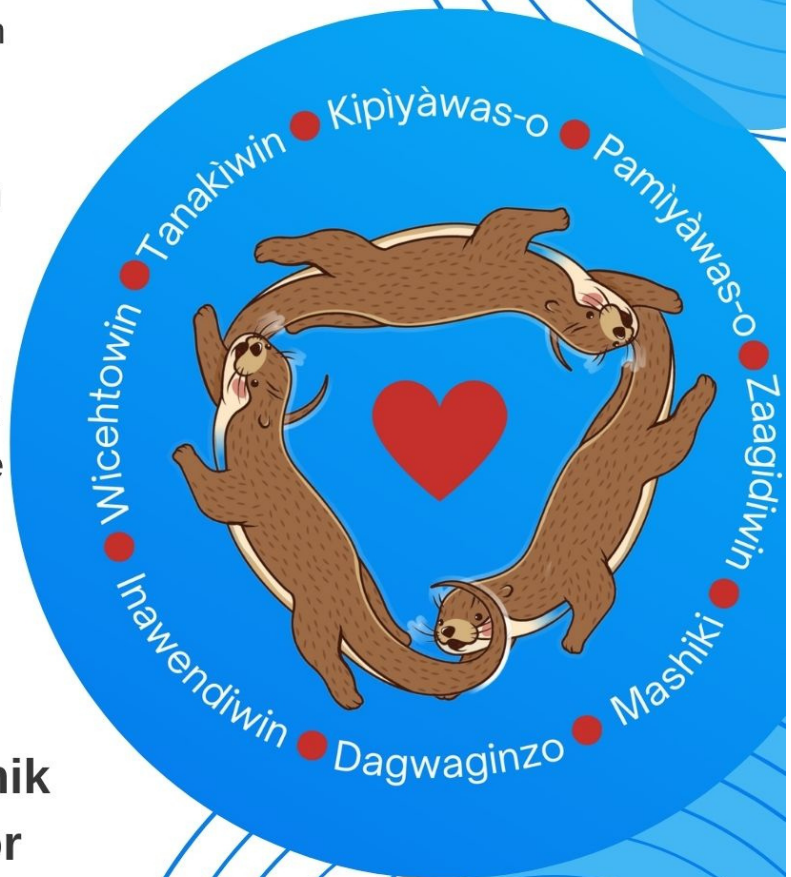
On the passing of your law on  
Saturday, March 25, 2023. The law  
will come into effect on April 2024.

### 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

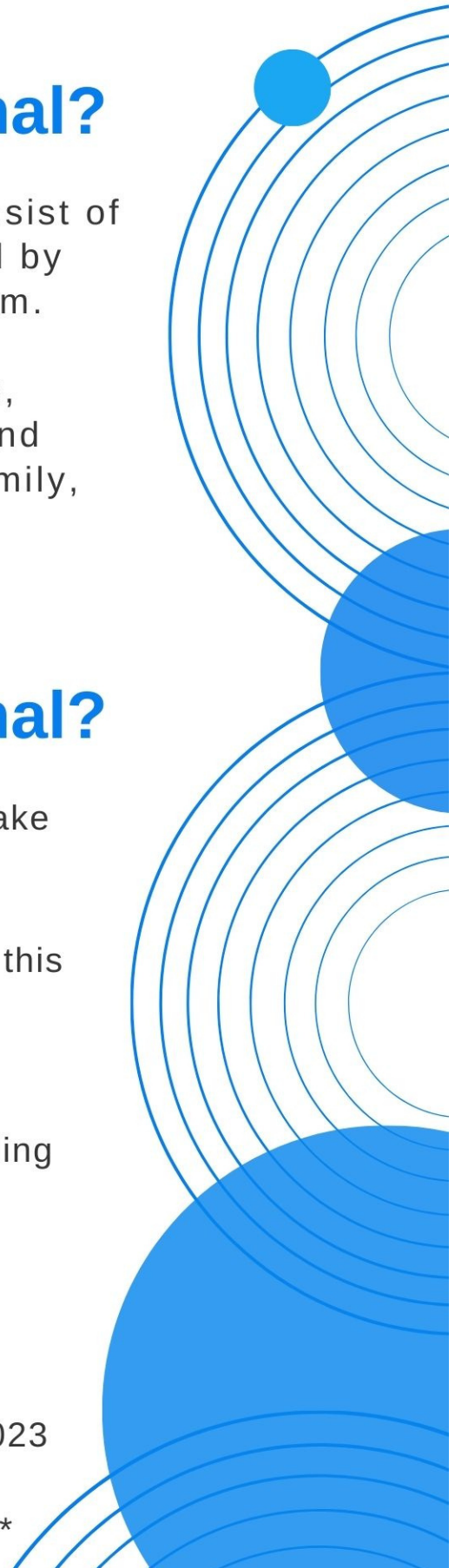
Grandparents who are interested in this training can contact:

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
						<b>1</b> <b>Canada Day</b>  Chief Pinesi Day 9:00-4:00 NewEdinburg Park
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>  Graduation Ceremony 7pm Makwa	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Cultural Activity Night 5:00-9:00 Elders Lodge	<b>14</b> Grounded Wellness Burchat Road	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Grounded Wellness Burchat Road  Food Voucher Registration Deadline	<b>22</b>  Fishing Derby 6:00am - 4:00pm Randy's Cottage
<b>23</b>	<b>24</b> Housing Info 9:00 - 4:00 Admin Office  Natural Resources Engagement 4:30 - 6:00 Admin Office	<b>25</b> Housing Info 9:00-4:00 Admin Office	<b>26</b> Food Voucher Pick Up	<b>27</b> Cultural Night 5:00 - 7:00 Elders Lodge  Movie Night 6:30 - 8:30 Nigig Nibi Ki-Win Gamik	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

# 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!

## JULY FOOD VOUCHER

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

Pick up **26 July 2023**

VOUCHER

\$XX

## CULTURAL NIGHT

Thursday July 27, 2023  
Elder's Lodge  
5-9 P.M.  
Supper provided

Come gather to share a meal and discuss traditional teaching. Bring your beadwork or projects to work on!

Hosted by:

Omàmiwininì Pimàdjwowin  
Natural Resources  
Economic Development

FOR MORE INFORMATION, CONTACT  
NRD.POLICY@PIKWAKANAGAN.CA

Nigig Nibi Ki-win Gamik Society Presents:

## OUTDOOR MOVIE NIGHT

CANDY.....POPCORN.....DRINKS

Thursday  
**July 27th**  
6:30-8:30PM

Please bring your own chair, pillow, or blanket for outdoor seating  
MOVIE WILL BEGIN PROMPTLY AT 7PM.

1467 Mishomis Inamo

FOR QUESTIONS, CONTACT THE PREVENTION TEAM @613-625-2173 ext. 230



# Programs & Events:

## *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

## SAVE THE DATE

### Language Cultural Conference

(Date has been changed)

Friday September 1, 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](mailto:gail.restoule@sac-isc.gc.ca)*

*By July 21, 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

# 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



## Pleo and Partners Mobile Support Group

For parents/caregivers of youth up to age 25 who are living with mental health/addiction challenges

3rd Tuesday of Every Month from 6:30pm - 8pm



[info@pleo.on.ca](mailto:info@pleo.on.ca)  
for more information



[pleo.on.ca](http://pleo.on.ca)

## Upcoming sessions

- 01 July 18, 2023 - Deep River**  
Deep River Public Library (55 Ridge Road)  
Partner: North Renfrew Family Services
- 02 August 15, 2023 - Barry's Bay**  
St. Francis Memorial Hospital (7 St. Francis Memorial Dr.)  
Partner: Madawaska Valley Family Health Team
- 03 September 19, 2023 - Renfrew**  
ATS (510 Raglan St N, lower level)  
Partner: Addiction Treatment Service (ATS)
- 04 October 17, 2023 - Golden Lake**  
Pikwakanagan Health Centre (1643 Mishomis Inamo)  
Partner: Algonquins of Pikwakanagan First Nation

# Health Information



## Health Coaching

One-one support to help you take control of your health



Meaningful and practical support

Health coaches provide support and guidance to help you make the healthy changes you want to work on



Health coaches expertise stems from their shared experience with chronic conditions



- Weekly phone support for 3 months
- Help you access community services and programs
- Provide education about self-management strategies
- Provide social and emotional support
- Support to develop plans and goals to improve your health

## Learn More

1-877-240-3941

[www.livinghealthychamplain.ca](http://www.livinghealthychamplain.ca)

## 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](mailto:hr@pikwakanagan.ca)**

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

# Harvest Package



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## *Algonquins of Pikwakanagan First Nation*

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**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](mailto:LEMHarvest@pikwakanagan.ca)

### DRAW DATE:

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



# Employment Opportunity



<b>Job Title</b>	Payroll Administrator
<b>Department</b>	Finance
<b>Supervisor/Manager</b>	Selena Roesler, Manager, Finance
<b>Salary Scale</b>	\$44, 000 - \$48, 568 annual range commensurate based upon experience
<b>Job Status</b>	Permanent
<b>Hours Per Week</b>	35 hours per week
<b>Benefits</b>	<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"> <li>• Paid sick days</li> <li>• 4% vacation</li> <li>• Provincial and Federal Statutory Holidays</li> <li>• Pension and Benefits</li> </ul>
<b>Posting Status</b>	<b>Internal Only</b> <b>Internal/External</b> <b>X</b>
<b>Posting Date</b>	Friday July 14 <sup>th</sup> , 2023
<b>Posting Closing</b>	Friday July 28 <sup>th</sup> , 2023 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 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><b>Key Responsibilities and Duties</b>  <b>Accounting and Administrative</b></p> <ul style="list-style-type: none"> <li>• Coordinate and prepare all payroll information for the bi-weekly payroll cycle by collecting, compiling, and entering payroll data using appropriate software.</li> <li>• Administer statements of payment to personnel either electronically or on paper.</li> <li>• Prepare and print payroll reports of earnings, hours worked, mandatory source deductions, voluntary deductions; retain this information on each employee's payroll file.</li> <li>• Prepare and provide reports for Management as requested.</li> <li>• 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.</li> <li>• Calculate and prepare T4's covering the period January 1<sup>st</sup> to December 31<sup>st</sup> for each calendar year, distribute T4's to each employee and file T4's and summary to the Canada Revenue Agency.</li> <li>• 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.</li> <li>• 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).</li> <li>• Formats and/or populates data spreadsheets.</li> </ul> <p><b>Collaborative Practice</b></p> <ul style="list-style-type: none"> <li>• Works with employees to ensure accurate completion of forms and authorizations.</li> </ul> <p><b>Quality Management</b></p> <ul style="list-style-type: none"> <li>• Participates in cultural awareness and cultural sensitivity training.</li> <li>• Participates in staff development initiatives and training requirements.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

# Employment Opportunity

	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Generally accepted accounting principles and payroll best practices.</li> <li>• Relevant legislation and regulations related to payroll and benefits.</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>• Experienced in payroll processing and software i.e. Sage</li> <li>• Analytical skills</li> <li>• Mathematical, numerical skills</li> <li>• Data entry skills</li> <li>• Experience with Microsoft Office programs.</li> </ul> <p><b>Personal Suitability:</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills, friendly, approachable, and experienced in customer services.</li> <li>• Possess tact, discretion, diplomacy, respectful, mature, and professional.</li> <li>• Sound work ethics, reliable, thorough, proactive, and flexible.</li> <li>• Attention to detail and a high level of accuracy.</li> <li>• Able to work independently and in a team environment.</li> <li>• Able to maintain a high level of confidentiality and honesty.</li> <li>• Is tolerant of constant interruptions, high levels of pressures and stress.</li> <li>• Possess cultural awareness and sensitivity.</li> </ul>
<p><b>Minimum Qualifications</b></p>	<p><b>Education and Experience</b> 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><b>Submit Cover Letter and Resume To</b></p>	<p><b>Human Resources</b> Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 <a href="mailto:hr@pikwakanagan.ca">hr@pikwakanagan.ca</a></p> <p><b>Subject Line: Payroll Administrator</b></p> <p><i>Please allow for 24hours for confirmation of receipt of application.</i></p>
<p><b>How To Apply</b></p>	<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> 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"> <li>a) the qualified indigenous person who is an Algonquin; then to,</li> <li>b) the qualified indigenous person; then to,</li> <li>c) the qualified non-indigenous candidate.</li> </ol> <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>
<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>	

# Employment Opportunity



## EMPLOYMENT OPPORTUNITY

<b>Job Title</b>	Manager, Emergency Services		
<b>Department</b>	General Government		
<b>Supervisor/Manager</b>	Lisa Meness, Executive Director of Operations		
<b>Salary Scale</b>	\$72, 800 to \$80, 358 annually commensurate on experience		
<b>Job Status</b>	Permanent, Full-Time		
<b>Contract Length</b>	<b>Start</b>	Immediately	
<b>Hours Per Week</b>	35 hours per week		
<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 July 21 <sup>st</sup> , 2023		
<b>Closing Date of Posting</b>	Friday August 4 <sup>th</sup> , 2023 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 Emergency Services Manager will provide overall management, leadership, development, design, and/or modification of the culturally safe and sustainable Emergency Services Plan in accordance with approved Emergency Measures Ontario and other regulatory requirements and/or governments, along with the surrounding elements the Emergency Services for the community.</p> <p>The Emergency Services Manager is responsible for the ongoing development of all emergency sector services.</p> <p><b>Key Responsibilities and Duties</b></p> <p><b>Program Management:</b></p> <ul style="list-style-type: none"> <li>• Provides direction for the identification of Emergency Services Plan, the development and evaluation of strategic plans and annualized work plans for Emergency Services, Emergency Services Plan (ESP)</li> <li>• Emergency Plan development, implementation, and revisions, including coordination of Emergency Response Group, and developing and leading emergency exercises.</li> <li>• Update and maintain the current Emergency Services Plan (ESP) in accordance with approved Emergency Measures Ontario and other regulatory bodies, including business continuity, emergency response, and disaster recovery.</li> <li>• Develops and implement policies and procedures for ESP.</li> <li>• Design communications and notification systems that will ensure the timely and accurate flow of information between the Emergency Control Response Team, community members, and other affected agencies.</li> <li>• Prepares ESP reports for Chief &amp; Council, Emergency Measures Ontario, management, and other regulatory bodies or governments.</li> </ul> <p><b>Management Member of Joint Health and Safety Committee:</b></p> <ul style="list-style-type: none"> <li>• Work with Human Resources Manager to develop and maintain a Joint Health and Safety Committee in compliance with Occupational Health and Safety laws.</li> </ul> <p><b>Service Delivery:</b></p> <ul style="list-style-type: none"> <li>• Recruiting, retaining, and managing volunteers and directory for the ESP</li> <li>• Delivers public education and awareness programs, and markets ESP to the public sector and employees.</li> </ul> <p><b>Community Development:</b></p> <ul style="list-style-type: none"> <li>• Ensures collaborative partnerships and sharing of field resources for the emergency planning process with First Nation departments and council, municipalities.</li> </ul>		

# Employment Opportunity

	<ul style="list-style-type: none"> <li>• Represent the First Nation on external agency emergency planning committees and working groups.</li> <li>• Ensures that the Algonquins of Pikwakanagan Emergency Plan is integrated into the plans developed by other agencies.</li> <li>• Community Education – Personal and Community preparedness.</li> <li>• Establish, develop, and maintain relationships with the Municipal &amp; Regional District Emergency Management sector, external agencies, as well as Provincial entities.</li> </ul> <p><b>Quality Management:</b></p> <ul style="list-style-type: none"> <li>• Completes the evaluation process of work plans and implements improvements.</li> <li>• Coordinates and facilitates monthly health staff meetings.</li> <li>• Attends monthly management team meetings and provides written reports.</li> <li>• Ensures all professional licenses, certifications and professional liability insurance are current.</li> <li>• Ensure that policies and procedures are developed and implemented in adherence to all relevant legislation and regulatory bodies.</li> </ul> <p><b>Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Completes and updates a comprehensive risk management plan for all emergency sector services.</li> <li>• Provides training on the risk management plan.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of basic concepts of emergency management response and components of ESP</li> <li>• Knowledge of federal and provincial Emergency Services resources, legislation, and regulatory bodies.</li> <li>• Demonstrated success in establishing and implementing an effective Emergency Services Plan for Community.</li> </ul> <p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to build strong relationships, influence collaboration, and positive engagement and contribution at all levels of interactions.</li> <li>• Excellent planning and organization skills for event implementation and outreach, including public presentations, demonstrations, and other related activities.</li> <li>• Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.</li> <li>• To research and analyze and reach a conclusion</li> <li>• Prepare detailed technical reports and prepare and maintain a variety of records, reports, statistics, and correspondence of an operational and administrative nature.</li> <li>• Leadership skills.</li> </ul> <p><b>Personal Suitability:</b></p> <ul style="list-style-type: none"> <li>• Effective interpersonal relationship skills, tact, judgment, reliability, and thoroughness</li> <li>• Strong interpersonal skills, including demonstrated ability in applying sensitivity and professionalism, strong influence, and negotiation skills.</li> <li>• Ability to negotiate and manage conflicting priorities and demands and manage stress.</li> <li>• Demonstrated problem-solving and conflict-resolution skills and abilities.</li> <li>• Demonstrates resilience and agility, flexibility and adaptability, tact, integrity, confidentiality, and discretion.</li> <li>• Possesses a high degree of initiative, self-motivation, reliability, and thoroughness.</li> <li>• Sensitive to First Nation culture and values.</li> </ul>
<p><b>Minimum Qualifications</b></p>	<p><b>Education and Experience</b></p> <ul style="list-style-type: none"> <li>• Post-Secondary diploma in Emergency Management, Emergency Preparedness, or related field <b>OR</b> successful completion of grade 12 with 3 years experience in a related field.</li> <li>• Proven emergency preparedness skills (prevention, mitigation, preparedness, and response)</li> <li>• Hold a valid Ontario Driver's License and have access to a reliable vehicle.</li> <li>• Project management experience would be considered an asset.</li> </ul>

# Employment Opportunity

<b>Submit Cover Letter and Resume To</b>	<b>Human Resources</b> Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 <a href="mailto:hr@pikwakanagan.ca">hr@pikwakanagan.ca</a>  <b>Subject Line: Manager, Emergency Services</b>  <b>Please allow for 24 hours to receive a 'Confirmed Receipt' of your application should you apply via email.</b>
<b>How To Apply</b>	<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. <b>Screening Procedure:</b> 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, preference will be given to: <ul style="list-style-type: none"><li>a) the qualified indigenous person who is an Algonquin; then to,</li><li>b) the qualified indigenous person; then to,</li><li>c) the qualified non-indigenous candidate.</li></ul> <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 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.*

# Employment Opportunity



## Energy Efficiency and Sustainability Intern

### Position Summary:

As an Energy Efficiency and Sustainability Intern, you will gain comprehensive knowledge and hands-on experience in sustainable housing practices. You will be actively involved in ongoing energy efficiency and sustainability projects in Pikwakanagan.

Interns will also be trained for and credited Registered Energy Advisor certification. **Closing Date: August 4<sup>th</sup>, 2023 at 4:30pm**

### Responsibilities:

- Learn and contribute to our energy efficiency and sustainability initiatives.
- Assist in performing energy audits and propose energy-saving improvements.
- Assist in engagement in meetings with Chief and Council, and community awareness events.
- Develop a specific area of interest within energy efficiency and sustainability, working closely with relevant team members on specialized projects.
- Prepare for and complete REA training.
- Prepare a final presentation summarizing your internship experience.

### Qualifications:

- Be a Pikwakanagan youth member, aged 18-27 years old.
- High school diploma or equivalent.
- Strong interest in energy efficiency and sustainability.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and in a team environment.

### Internship Duration and Pay:

- Part-time internship, August 2023 - February 2024
  - \$18/hr for 17.5 hours a week over 30 weeks
  - Receive comprehensive Certified Energy Advisor (CEA) training
  - Achieve your CEA certification
- Potential continuation with us beyond the program. Be part of our commitment to reduce greenhouse gases and to contribute to a more sustainable future in our community.

### How to Apply:

Interested candidates should submit a resume and cover letter detailing their interest in the position and relevant experience to [cec@pikwakanagan.ca](mailto:cec@pikwakanagan.ca).

Please use the subject line "Application for Energy Efficiency and Sustainability Intern".

### Screening Procedure:

The best qualified candidate will be defined and determined to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to: a) the qualified indigenous person who is an Algonquin.

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.

# Membership Additions

## ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
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
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

# Membership Additions

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
Bogart, Glenda	Baptiste	19 July 23	19 Dec 23
Bogart, Brianna	Baptiste	19 July 23	19 Dec 23
Hogan, Thomas	Benoit	19 July 23	19 Dec 23
Gould, Carl	Benoit/Baptiste	19 Jul 23	19 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](mailto:mgr.lem@pikwakanagan.ca)**



# Community Information

## Regular Council Meetings on ZOOM

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



### 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.

Available in the **members-only** section of [www.algonquinsopikwakanagan.ca](http://www.algonquinsopikwakanagan.ca):



Zoom details  
minutes  
transcripts  
presentations/attachments

## 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**

## 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



# 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:

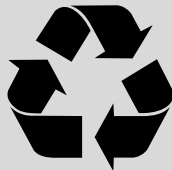
613-625-6800 | mgr.lem@pikwakanagan.ca |  
land.officer@pikwakanagan.ca |  
assistant.lem@pikwakanagan.ca

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](http://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	<a href="mailto:thunderbird@gmail.com">thunderbird@gmail.com</a>	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

