



Pikwakanagan Tibadjumowin

CHÌBAYATIGO-KÌJIGAD ADITAGÀGOMIN KÌZIS 10, 2023

FRIDAY NOVEMBER 10, 2023

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

CONTENT

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- Chi-Miigwech - Jumpstart
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- Program & Events
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- Employment Opportunities
 - Home Maintenance Worker
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 - Jazz Solar Solutions - Indigenous Coordinator
- Membership Additions
- Community Information



Remembrance Day Ceremony

NOVEMBER 11TH, 2023

10:30 AM

POW-WOW GROUNDS AT WAR MONUMENTS

LUNCH AT THE MAKWA CENTRE TO FOLLOW

LINK TO ZOOM:

[HTTPS://US02WEB.ZOOM.US/J/6136252800?](https://us02web.zoom.us/j/6136252800?)

[PWD=TDFUWMLWDYTBNDJZDHJCN05ECHBKZZ09](https://us02web.zoom.us/j/6136252800?pwd=TDFUWMLWDYTBNDJZDHJCN05ECHBKZZ09)

Lest We Forget.

ADMINISTRATION OFFICE CLOSURE

Friday November 10th at 12:00

and

Monday November 13th

**The office will open for regular
business' hours on Tuesday
November 14th at 8:30 AM**

-LEST WE FORGET

The Heart of Bravery

As we pause together in silence today, let us find some stillness and
breath
and within that breath
and within that silence
let us listen.

I have been taught that the greatest weapon of a warrior is not a weapon
but a way of being
A ways of being kind
Noble
Compassionate
And brave.

And I have been taught that
The warrior who is brave
Is a warrior who practices bravery
Not only in grand, sweeping actions
But in those small moments that ask us to open our hearts and
To stay open in the face of whatever it is
That makes us want to close shut

So, in our breath
And in our silence
May we take courage
May we take courage from our ancestors' big and small acts of bravery
These acts which remind us to live our own.

• By Brittany Amell - indigenous student Carleton University



Algonquins of Pikwakanagan First Nation

November 8, 2023

MESSAGE FROM THE CHIEF & COUNCIL – FOR IMMEDIATE RELEASE

The traumatic event on November 6th has impacted our whole community and a number of you have expressed deep concerns for some time and on many fronts. We share your reactions and emotions. The problems facing us are large, and we are at a loss for words and how to resolve the long list of issues that have been expressed to the Council.

We share your pain, fears and concerns – we have family here too that are struggling. The way to begin to deal with this is together. We are committed to acting to find solutions along with our community.

We all must take time to allow the families, friends, and the community to grieve. Out of respect for them and ourselves we will take the next few days to reflect, mourn, and gain strength.

Supporting you is our priority and we can gather at the Makwa Community Centre on November 15, 2023 from 6:00 – 8:00 p.m. to provide you with a place to share your concerns and begin to heal. Health Services is always available for you, and you may contact them at 613-625-2259.

We are committed to addressing all concerns brought to our attention, while supporting safety and harmony for our community.

Please be kind and support each other.

1657A Mishòmis Inamo
Pikwakanagan, Ontario K0J 1X0

Tel: (613) 625-2800

Fax: (613) 625-2332

Chi-Miigwech to

THE PIKWAKANAGAN SPORTS & RECREATION DEPARTMENT RECENTLY APPLIED FOR AND RECEIVED A COMMUNITY DEVELOPMENT GRANT THROUGH CANADIAN TIRE JUMPSTART CHARITIES. WITH THIS GRANT WE WERE ABLE TO COVER THE ARENA RENTAL COSTS FOR THE AFTER-SCHOOL SKATING PROGRAM THIS YEAR WHICH INCLUDES 9 SESSIONS. OUR DEPARTMENT WOULD LIKE TO SAY CHI-MIIGWECH TO THE JUMPSTART INITIATIVE FOR ASSISTING OUR SPORTS & REC DEPARTMENT WITH THIS WONDERFUL ACTIVITY FOR OUR CHILDREN AND



WE ARE GRATEFUL FOR THIS OPPORTUNITY.

PIKWAKANAGAN SPORTS & RECREATION DEPARTMENT

Chronic Wasting Disease and traditional foods



Traditional food has significant nutritional, social, cultural and spiritual value, and is an important part of food security for Indigenous peoples. Indigenous knowledge and dietary studies show that eating traditional foods, even in small amounts, provides important nutritional benefits.

Traditional foods influence much more than health. They are closely linked to culture, identity, way of life, and overall health and well-being.

If you hunt, handle, or eat traditional foods like deer, elk, caribou, or moose, it is important to know about chronic wasting disease.

What is chronic wasting disease?

Chronic wasting disease (CWD) is a disease of the brain and nervous system that affects white-tailed deer, mule deer, moose, elk, red deer, and reindeer.

CWD belongs to the family of diseases known as transmissible spongiform encephalopathies (TSEs). While it shares features with similar diseases that affect cattle and sheep, CWD is only known at this time to naturally affect members of the deer (cervid) family. CWD is fatal to these animals.

Is CWD a risk to human health?

There are no known cases of human CWD. However, as a precaution, it is recommended that any part of a known CWD-infected animal not be used or consumed by humans.

Myth: People should not eat deer, elk, caribou or moose meat because of chronic wasting disease.

Fact: Deer, elk, caribou and moose meat is safe to eat and most body parts are safe to use. However, do not handle or eat any part of an animal that looks sick, has died from unknown causes, or has tested positive for CWD.

Always use care in handling the carcass of any animal.

What are the signs of CWD in animals?

Animals with CWD may show a number of signs as the disease slowly damages their brain. Some of these are very hard to detect.

Signs may include:

- » unusual behaviour
- » lack of coordination
- » listlessness
- » trouble swallowing
- » drooling
- » increased thirst
- » paralysis
- » pneumonia
- » separation from the other animals in the herd
- » excessive urination
- » unusual thinness



Signs can last for weeks to months before the animal dies; however, some animals may never show any signs of the disease.





NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |

- 01 Capital CHR 14 Presentation (Makwa Centre 4:30-7:30)
- 11 Remembrance Day
- 13 Office Closed
- 14 Parent Empowerment (Health Centre 12 -2)
Fly Fishing & Prostate Cancer Awareness (12 -1 Elders Lodge)
- 17 Deadline for Food Voucher
- 22 Food Voucher Pick up

News & Events:

Financial Assistance for Veterans

The Ontario **Soldiers' Aid Commission** can provide **up to \$2,000 a year** to Veterans and their eligible family members in financial need. It can help pay for essentials including:

- securing or maintaining housing
- specialized equipment and assistive devices
- health-related items and services
- personal items and basic needs support
- employment supports

Funding from the Soldiers' Aid Commission is in addition to any financial assistance from Ontario Works or ODSP. It will not impact eligibility for social assistance or your monthly payment.

» For more information about the Soldiers' Aid Commission, eligibility for funding and how to apply, please visit ontario.ca/SoldiersAid or call **416-327-4674**.



14
NOVEMBER



Dragonfly
Family and Learning Services

PARENT EMPOWERMENT

Support Group

HEALTH CENTRE | ROUNDROOM
1643 MISHOMIS INAMO, PIKWAKANAGAN
12-2PM

Providing parental support in a safe space, with topics like:

- Autism Education & Behaviour Strategies.
- Intellectual Disabilities Education & Strategies
- ADHD Education & Behaviour Strategies
- And more!!

Dragonfly
Family and Learning Services



Erin Curtis

Certified ABA Parent Trainer & Director



REGISTER HERE

REMINDER TO ALL AOPFN HARVESTERS

PLEASE REPORT YOUR HARVEST TO GATE MONITORS OR HARVEST CLERK

@

613-625-2800 EX. 249

EDUCATION SERVICES IS SEEKING A BACK UP DRIVER FOR THE FIRST NATION BUS

IF INTERESTED PLEASE CONTACT TERESA G. KOHOKO,
ADMINISTRATIVE ASSISTANT
EDUCATION SERVICES 613-625-2800 EXT 240
OR EMAIL
ASSISTANT.EDUCATION@PIKWAKANAGAN.CA



Programs & Events

PIKWAKANAGAN CHRISTMAS PARADE 2023!

A CANDY LAND CHRISTMAS

Sunday December 17, 2023

The parade will depart the Makwa Centre @12PM

Please contact Sports & Rec for float sign up **NO LATER THAN Wednesday December 13, 2023 @ 4PM** by calling the Makwa @ 613-625-2682

FLY FISHING WORKSHOP

&

PROSTATE CANCER AWARENESS



Free Lunch!

Friday, Nov 24th

12pm - 1pm
Elder's Lodge

Presenter:

JOHN FLACK -
ALGONKIN FLY
FISHERS CLUB
EGANVILLE

Q&A

DEREK FREW, NP

RSVP: Melissa CHR - 613-625-2259

THE ELDERS LODGE IS HOLDING A BREAKFAST

November 18, 2023

9:00 AM - 12:00 PM

AS THIS EVENT WILL BE CATERED, WE ASK THAT YOU RSVP NO LATER THAN NOVEMBER 10, 2023.

ONLY ACCEPTING THE FIRST 50 PEOPLE

TEXT 613-717-2894 WITH YOUR NAME TO RSVP

Family Christmas

Photos

With Pikwakanagan Sports & Rec

Photo times will be booked with Britney on December 5-6 2023 from 6-7:30PM

Families will be booked in 15 minute sessions

Each Family will receive one printed 8x10 photo.

Please call the Makwa 613-625-2682 to book your session.

Sessions will be on a first come first serve basis spaces are limited!

Programs & Events:



Nigig Nibi Ki-win Gamik Society

WEEKLY YOUTH DRUM GROUP

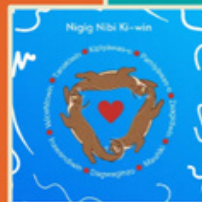
AGES 8- 18
GIRLS WELCOME TO
SING BACKUP
@Elder's Lodge

REGISTRATION
REQUIRED
613-625-2173 EX 227
WELLNESS.WORKER@
NIGIGNIBI.COM



Tuesday November 7th 2023
Tuesday November 14th 2023
Tuesday November 21nd 2023
Tuesday November 28th 2023
Tuesday December 5th 2023
Tuesday December 12th 2023
Tuesday January 9th 2024
Tuesday January 16th 2024
Tuesday January 23rd 2024
Tuesday January 30th 2024
Tuesday February 6th 2024
Tuesday February 20th 2024

FACTS GROUP PROGRAMMING



What is Facts?

Weekly afterschool programming offering culturally based, fun, and engaging preventative topics. Offering crafts, sacred teachings, native language development, community engagement, games, and more!

Jr. ages 4-7 Thursday Youth ages 8-12 Tuesday Teens ages 12-18 Wednesday

*Groups may be combined for special occasions or guest speakers and parents will be notified prior

Weekly Topics Sept-Dec

Sept 12-14: About me/photo day/ group rules
Teens-Canadian Armed Forces presentation
Sept 19-21: Coping mechanisms and mindfulness with Sahar
Sept 26-28: Tie Dye for Orange Shirt Day
Oct 3-5: Thanksgiving & Native Feasting Day
Oct 10-12: Jam making and canning
Oct 17-19: Animal medicine teaching
Oct 26th: All age Halloween party
Oct 31-Nov 2: Indigenous arts
Nov 7-9: National Aboriginal Veterans Day celebration
Nov 14-16: Indigenous Men's Empowerment
Nov 21-23: Beading
Nov 28-30: Christmas gift making
Dec 5-7: Gift making continued and baking
Dec 12-14 : Christmas movie, crafts, and games

*topics are subject to change due to availability of guests

Contact information

For further information contact the prevention team at 613-625-2173 ext. 230
prevention.assistant@nigignibi.com

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



Social Services

November Food Voucher



Pick up

Wednesday

November 22th , 2023

Register by Friday, November 17th, 2023

Text 613-639-1633

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

NNADAP Resources

ATS- Addiction Treatment Service
613-432-9855

Pathways Alcohol & Drug
Treatment Services
613-432-8573

Renfrew County Community
Withdrawal Management
(Renfrew)
613-432-7620

Renfrew County Crisis Line
1-866-996-0991

First Nations and Inuit Hope for
Wellness Line
1-855-242-3310

Pikwakanagan Mental Health
Services
613-625-2259

FREE DENTAL HYGIENE

EXPRESSION OF INTEREST



THE APPLICATION

Health Services is submitting a group Jordan's Principle Application to provide FREE dental cleanings to children aged 0-17 years.

Your child would be eligible if they live on the First Nation. Status is not a concern. Your child would not be eligible if they have private health insurance (not including NIHB).

*Pending approval of the Jordan's Principle application.



CLEANING

Provided by
Registered Dental
Hygienist Krista
Rintoul



PUT YOUR CHILD ON THE LIST!

CONTACT

Jessica Schwan, Community Health Nurse

chn@pikwakanagan.ca

613-625-2259

Request for Proposals

**Request for Proposals
Algonquins of Pikwakanagan First Nation
Algonquin Foods Program, Development and Implementation**

Issued by: Algonquins of Pikwakanagan First Nation (AOPFN)
1657A Mishomis Inamo,
Pikwakanagan, ON
K0J 1X0

Issue date: *November 10, 2023*

Proposal Delivery Deadline Date: *November 24, 2023 at 4:00 p.m. EST*

Proposal Delivery Location: communications.consultation@pikwakanagan.ca

Overview

The Algonquins of Pikwakanagan First Nation (AOPFN) invites proposals from qualified consultants to assist in the development and implementation of the Algonquin Foods Program in accordance with this Request for Proposals (RFP).

Direct Inquires and to obtain the full RFP, please contact PJ Leroux, at:

PJ Leroux (He/Him)

Communications, Consultation

Algonquins of Pikwakanagan First Nation

4-473 Kokomis Inamo, Pikwakanagan, ON K0J 1X0

Tel: 613-625-1551 Fax: (613) 625-2332 Mobile: 613-639-3833

Email: communications.consultation@pikwakanagan.ca

Call for Proposals

AOPFN'S 2ND ANNUAL ROUND DANCE

The Algonquins of Pikwakanagan First Nation invite proposals from qualified individuals or organizations to plan, coordinate, and execute a round dance event in our community.

The round dance is a traditional ceremony that brings people together to heal, honour, and celebrate life.

The event will be held in the winter of 2024, and will include singers, drummers, dancers, elders, youth, and guests from other First Nations communities.



Scope:

- Develop a project plan including a detailed budget, work plan and timeline for the event to avoid conflicts with other community and other First Nation events
- Secure a suitable venue and equipment for the event
- Recruit and contracting singers, drummers, MCs, and other performers for the event
- Solicit sponsors and partners
- Coordinate with elders, youth, and cultural advisors for the event
- Arrange catering, transportation, accommodation, and honoraria for the event
- Market and promote the event to the public and the media
- Manage registration, attendance, and feedback for the event
- Evaluate and report on the outcomes and impacts of the event

Objectives

- To promote and preserve the Algonquin culture and language
- To foster intergenerational and intercultural connections and understanding
- To provide a space for healing and reconciliation
- To showcase the talents and achievements of our community members
- Nation-building

Elements of Proposal

- A cover letter that summarizes the proponent's qualifications, experience, and interest in the project
- A work plan that outlines the proposed activities, deliverables, and milestones for the project
- A budget that estimates the costs and revenues for the project
- A list of references that can attest to the proponent's past performance and quality of work

Evaluation Criteria

- Alignment with the objectives and scope of the project
- Quality and feasibility of the work plan and budget
- Experience and expertise of the proponent and the team
- Creativity and innovation of the proposal
- References and feedback from previous clients
- The successful proponent will be notified by December 1, 2023, and will be expected to sign a contract and begin work by December 15, 2023.



Submission

Hand deliver, mail or email to:
Alanna Hein; Manager, Political Operations
1657A Mishomis Inamo
Pikwakanagan, ON
K0J 2A0

chiefcouncil@pikwakanagan.ca

CALL TO TENDER

Winter Solstice Feast

DECEMBER 21, 2023

The Algonquins of Pikwakanagan First Nation invite tenders from qualified caterers to provide catering services for a community solstice feast on December 21, 2023. The solstice feast is a traditional celebration that marks the longest night of the year and the return of the sun. The feast will be held at the Makwa Community Centre, and will include dinner, dessert, and drinks for up to 300 guests.

OBJECTIVES

- To provide delicious, nutritious, and culturally appropriate food and beverages for the feast
- To minimize waste and environmental impact by using reusable, recyclable, or compostable packaging and utensils
- To adhere to the health and safety standards and regulations for food preparation, handling, and delivery

SCOPE

- Designing a menu that features traditional and seasonal foods, such as wild game, fish, corn, squash, beans, berries, maple syrup, bannock, etc.
- Preparing, cooking, and serving the food and beverages for the feast
- Providing the necessary equipment, staff, and transportation for the catering services
- Cleaning up and disposing of the leftovers and waste after the feast

TENDER CONTENTS

- A Profile of the bidder and their qualifications, experience, and interest in the project
- A proposed menu that describes the food and beverage items
- A detailed budget
- A list of references that can attest to the bidder's past performance and quality of work
- A sample or proof of previous work that demonstrates the bidder's ability to provide similar catering services

EVALUATION CRITERIA

- Alignment with the objectives and scope of the project
- Quality and diversity of the menu and the food and beverages
- Reasonableness and competitiveness of the budget and the pricing
- Experience and expertise of the bidder and the team
- References and feedback from previous clients

SUBMISSION

Mail, hand deliver, or email to:

Alanna Hein; Manager, Political Operations
1657A Mishomis Inamo, Pikwakanagan ON, K0J1X0
chiefcouncil@pikwakanagan.ca

The successful bidder will be notified by November 30, 2023, and will be expected to sign a contract and begin work by December 1, 2023. The solstice feast is scheduled for December 21, 2023, from 6:00 pm to 10:00 pm



AOPFN EMPLOYMENT OPPORTUNITY

Home Maintenance Worker

Department: Health Services

Supervisor: Home & Community Care Coordinator

2-year Contract - 35 hours a week

\$19.00 hourly

Deadline to Apply: Friday, November 17 at 4:30

The Home Maintenance Worker will assist clients with heavy housekeeping and outdoor maintenance, and monitor client risks and safety during hydro outages, storms, or other community issues. The Home Maintenance Worker will assist in determining health and safety risks for clientele and will determine tasks that require services for maintenance that are out of the scope of work and assist clients in securing contracting resources if client requests. The Home Maintenance Worker will work as part of a multidisciplinary team to support client needs.

- Moving furniture, washing walls and ceilings, assisting with storage, washing windows, cleaning cupboards, cleaning ovens, minor painting, watering and tending to plants, emptying trash cans and other waste containers, assisting with recycling and contacting tradespersons for major repairs, etc.
- Informs clients of home maintenance supplies and equipment required to complete tasks.
- Determines tasks that require services for maintenance that are out of the scope of work and assists clients in securing contracting resources if client requests.
- Annual yard maintenance, cutting grass, snow removal from walkways and doorways, raking, shoveling, outdoor painting, window cleaning, light brushing, and all other work to maintain the yard and exterior of the home.
- Will carry firewood into the client's residence.
- Water and tend to plants, empty trash cans and other waste containers, assist with recycling.
- Participates in identifying clientele needs and reports to Home & Community Care Coordinator.
- Completes client data sheets and other documents required for reports and performance indicators.
- Submits calendars for planned services.
- Recognizes, reports and records safety, health risks and security needs for clients.
- Recognizes, reports and records safety and health risks for staff.
- Knowledge of general cleaning and seasonal home and yard maintenance.
- Knowledge of safety protocols.
- Knowledge of use of variety of equipment and supplies used for home and yard maintenance.
- Familiar with infection control.
- Ability to lift heavy objects over 50lbs

Funded in part by the
Government of Canada's
Age Well at Home Initiative

Canada

REQUIREMENTS:

- Grade 10 education with 2-years experience in home and/or yard maintenance.

CONDITIONS OF EMPLOYMENT:

- An acceptable Criminal Records Check and Vulnerable Sector Check; annually
- Certificate of medical health by a physician; annually
- Drivers abstract – clear of convictions for 3 years
- Possess a valid class “G” driver’s license
- Meet age requirements of Organizations Insurance Qualifications (25 or Older)

How to Apply:

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

HR@pikwakanagan.ca

Subject Line: Home Maintenance Worker

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Process:

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) professional references.

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 a member of the supervisor's immediate family preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers

Employee Benefits:

- Pension Plan
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Half days on Fridays prior to holiday Mondays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards

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.



AOPFN EMPLOYMENT OPPORTUNITY

Receptionist

Department: General Government

Supervisor: Executive Assistant, Rachel Mathieu

1-year Contract (leave coverage) - 35 hours a week

\$36,400 annual

Deadline to Apply: Friday, November 24 at 4:30

The Receptionist is responsible for providing reception services for Algonquins of Pikwakanagan's Administration Office; receiving and distributing information using various communication strategies

- Answers and forwards incoming calls.
- Greets visitors entering the office, confirms staff availability, directs visitors to the destination.
- Respond to public inquiries i.e. information about community, organization, programs and services directions, etc., and will refer the public to appropriate sources or departments for detailed information.
- Coordinates, operates and maintains various communication systems to set up, receive, sort, distribute, and deliver information: voice through a multi-telephone line system; Canada Post mail picked up/delivered daily, hand-delivered, and interoffice mail; courier services; faxes, email system;
- Prepares and updates resource material i.e. procedural manuals for front desk services, user manuals for equipment, instructional guides for the communication systems and organization/community directories.
- Ensures the reception area is tidy, presentable, and free from obstacles, reading material and advertisements are current and takes the lead on decorating for seasonal and/or special events.
- Ensures utility/communications room maintained, equipment is free of obstacles and shelves stocked.
- Provides administrative support to the Executive Assistant as directed.
- Assists with special assignments i.e. mass mail outs, reception services after hours for clinics, workshops etc.
- Maintain confidentiality on all incoming and outgoing information.

REQUIREMENTS:

- Grade 12 Diploma with 1-year experience in administrative field; OR
- Two years of work experience in the administrative field that includes reception services.
- Computer experience that includes software applications such as MS Office Suite.

How to Apply:

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

HR@pikwakanagan.ca

Subject Line: Receptionist

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

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Employee Benefits:

- Pension Plan
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Half days on Fridays prior to holiday Mondays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards

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Job Title: Indigenous Coordinator

Company: JAZZ Solar Solutions Inc.

Number of Job Openings: 1

Work Term Duration: Part-Time/Full-Time

Type: Hybrid

Location: Ottawa, Ontario

Salary: \$55,000/year or \$27.50/hr

Travel: 40% of time

About JAZZ Solar Solutions:

JAZZ Solar Solutions (JAZZ) is a Canadian Community Solar pioneer dedicated to making a meaningful impact on Indigenous Communities and Climate Change. JAZZ actively works with over 15 Ontario First Nations on energy projects. Since 2009, JAZZ has developed over 30MW and been responsible for engineering, procurement and construction (EPC) of over 500 Solar PV systems.

Lac des Mille Lacs First Nation (LDMLFN) and JAZZ won the Canadian Solar Industries Association (CanSIA, now CanREA) 2017 Game Changer Award for moving LDMLFN from Diesel to Solar and Batteries (<https://www.cansia.ca/news/and-the-2017-game-changer-award-goes-to>).

In 2021, JAZZ and 4 First Nations Communities commissioned 2MW of Community Solar and Batteries winning Ontario Sustainable Energy Association's 2021 Best in Class in Renewables award.

Position Summary:

The Indigenous Coordinator is a crucial role within JAZZ Solar Solutions, serving as a bridge between our company and the indigenous communities in Ontario. This role requires extensive traveling to different First Nations communities (up to 40% travel), building relationships, and understanding their unique energy needs. Additionally, the coordinator will be responsible for data collection related to solar sites.

Key Responsibilities

1. Relationship Building:

- Travel extensively to First Nations communities across Ontario.
- Foster and maintain strong relationships with community leaders, stakeholders, and members.
- Represent JAZZ Solar Solutions Inc. at community events, meetings, and gatherings.

2. Project Development:

- Set up regular meetings with FN CEC and Energy Team members
- Work in tandem with our technical team to assess and identify potential solar site locations within the communities.
- Collect site-specific data including electrical and structural details.
- Coordinate access to bills for Electricity and Heat (e.g. Propane/Oil/Diesel)
- Coordinate with Finance department to receive grants and pay invoices
- Facilitate the understanding of our solar projects within the communities and address any queries or concerns.

3. Networking:

- Act as the primary liaison between JAZZ Solar Solutions Inc. and First Nations.
- Recruit Energy Teams at First Nations
- Recruit local and indigenous contractors (electricians, installers)
- Establish relationships and Make presentations to with Chiefs & Councils and Administration
- Collaborate with other indigenous organizations and government bodies related to renewable energy projects.
- Attend Cultural Events
- Attend conferences, seminars, and workshops on renewable energy specific to indigenous communities.

4. Reporting and Feedback:

- Provide regular updates to the senior management team on the progress of networking and project development.
- Gather feedback from communities on potential improvements, suggestions, or concerns regarding the projects.

5. Continuous Learning:

- Stay updated on the latest trends, advancements, and best practices in the renewable energy sector.
- Participate in training and workshops as necessary.

Qualifications

- Must be of indigenous descent.
- Resourceful with good problem-solving skills.
- Ability to travel extensively and frequently.
- Demonstrated experience or familiarity with First Nations communities in Ontario.
- Strong interpersonal and communication skills.
- Motivated, independent, and self-driven with a passion for networking.
- Basic understanding of solar energy systems, particularly related to electrical and structural components (training will be provided).
- Valid driver's license.

Benefits:

- Competitive starting salary (Full-Time).
- High performers will receive profit-sharing bonus and ownership.
- Opportunity to make a significant impact in the field of renewable energy within indigenous communities.
- Comprehensive health benefits (full-time).
- Professional development and training opportunities.
- Supportive and inclusive work environment.

To apply, please send your resume, a cover letter detailing your experience with First Nations communities, and any relevant certifications to jon@jazzsolar.com.

We thank all applicants for their interest in JAZZ Solar Solutions, however only those selected for an interview will be contacted.

Membership Additions

ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

| Name | Family Line | Date Posted | Appeal Period Ends |
|----------------------|--------------------|-------------|--------------------|
| 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 July 23 | 19 Dec 23 |
| Amikons, Latisha | Amikons | 14 Aug 23 | 14 Jan 24 |
| Miller, Melanie | Tennisco | 24 Aug 23 | 24 Jan 24 |
| Jocko Rabay, Jordan | Jocko/Kohoko | 24 Aug 23 | 24 Jan 24 |
| White, Jessica | Benoit | 24 Aug 23 | 24 Jan 24 |
| Cumming, Renne | Sarrazin | 24 Aug 23 | 24 Jan 24 |
| Cumming, Penelope | Sarrazin | 24 Aug 23 | 24 Jan 24 |
| Cumming, Theodore | Sarrazin | 24 Aug 23 | 24 Jan 24 |
| Cumming, Cameron | Sarrazin | 24 Aug 23 | 24 Jan 24 |
| Lemieux, Ryan | Whiteduck/Francios | 07 Sept 23 | 07 Feb 24 |
| Tremblay, Michel | Montreuil | 07 Sept 23 | 07 Feb 24 |
| Tremblay, Isabella | Montreuil | 07 Sept 23 | 07 Feb 24 |
| Tremblay, Maxime | Montreuil | 07 Sept 23 | 07 Feb 24 |
| Tremblay, Martin | Montreuil | 07 Sept 23 | 07 Feb 24 |
| Keesic, Susan | Whiteduck | 08 Sept 23 | 08 Feb 24 |
| Hamadani, Cheyanne | Lamure | 08 Sept 23 | 08 Feb 24 |
| Egan, Ashton | Commanda/Baptiste | 11 Sept 23 | 11 Feb 24 |
| Jackson, Garth | Montreuil | 12 Sept 23 | 12 Feb 24 |
| Pon, Laurie | Benoit/Baptiste | 12 Sept 23 | 12 Feb 24 |
| Lamont, Emily | Lavalley | 18 Sept 23 | 18 Feb 24 |
| Gorgichuk, Kimberly | Baptiste/Benoit | 19 Sept 23 | 19 Feb 24 |
| Lamure, Jeffery | Lamure | 03 Oct 23 | 03 Mar 24 |
| Lamabe, Emily | Lamabe | 03 Oct 23 | 03 Mar 24 |
| Marenger Deni, Meteo | Lavalley | 03 Oct 23 | 03 Mar 24 |
| Codling, Robert | Benoit/Baptiste | 05 Oct 23 | 05 Mar 24 |

Membership Additions

| | | | |
|---------------------------|--------------------|-----------|-----------|
| Lee, Sarah | Benoit/Baptiste | 11 Oct 23 | 11 Mar 24 |
| Mosier, Rebecca | Benoit/Baptiste | 12 Oct 23 | 12 Mar 24 |
| Green, Jo-Anne | Benoit/Baptiste | 13 Oct 23 | 13 Mar 24 |
| Penberthy, Braden | Jocko | 17 Oct 23 | 17 Mar 24 |
| Penberthy, Avery | Jocko | 17 Oct 23 | 17 Mar 24 |
| Gould, Marion | Benoit/Baptiste | 20 Oct 23 | 20 Mar 24 |
| Isbester, Isabella | Sharbot | 31 Oct 23 | 31 Mar 24 |
| Carle, Elijah | Lavalley | 31 Oct 23 | 31 Mar 24 |
| Wellmen, Selma | Lavallee | 31 Oct 23 | 31 Mar 24 |
| Minnie, Helen | Lavallee | 31 Oct 23 | 31 Mar 24 |
| Campbell, Crystal | Ignance | 06 Nov 23 | 06 Apr 24 |
| Rockburn, Joseph | Lavalley/Partridge | 08 Nov 23 | 08 Apr 24 |
| Rockburn, Tyler | Lavalley/Partridge | 08 Nov 23 | 08 Apr 24 |
| Rockburn, Alexadre | Lavalley/Partridge | 08 Nov 23 | 08 Apr 24 |
| Shona, Woodland-Srinivsan | Partridge | 08 Nov 23 | 08 Apr 24 |

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

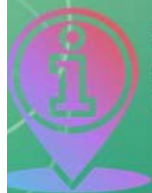


Not Online?

Call Alanna Hein at 613-625-2800 EXT 229 and leave a message to request information and instructions on how to join zoom by phone

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

Zoom details
minutes
Presentations/Attachments



Conways Pharmacy Remote Dispensing Location

BUSINESS HOURS

| | |
|-----------|-----------------------------|
| Monday | 9 am - 12 pm 1 pm - 4 pm |
| Tuesday | 9 am - 12 pm 1 pm - 4 pm |
| Wednesday | 9 am - 1 pm |
| Thursday | 9 am - 12 pm 1 pm - 4 pm |
| Friday | 9 am - 12 pm 1 pm - 4 pm |

We are closed weekends and Holidays

Delivery available 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



Community Information

Library Hours

TUESDAY: 12:00PM - 6:00 PM

WEDNESDAY: 10:00AM - 12:00PM
1:00PM - 6:00PM

THURSDAY: 12:00PM - 7:00 PM

Come take a look at the variety of First Nation books including fiction, non-fiction and children books.

Computers are available for public use to access Government Sites & other social media sites.

Estelle Amikons
613-625-2800 EXT:244

FOR YOUR INFORMATION

Canadian Police Record Checks are required for anyone who is applying for:

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

Applications, laws, and codes are available on our website.

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

hard copies can be requested from the Lands, Estates, and Membership Department
613-625-2800 | 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: 12:00pm - 6:00pm

Sundays: 9:00am - 3:00pm

Curbside Pick Up



Garbage: Wednesday

Cardboard: Thursday

Containers: Friday



ANIMAL CONTROL

June Logan:

613-625-2545 or

(613) 602-3626

Community Information

How To Access 'Members Only' Section of Website

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 K0J 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, Labor Day, National Day For Truth and Reconciliation, Thanksgiving, REMEMBRANCE Day & Christmas Day

2 week - Christmas Closure Dates will be ANNOUNCED

