



# Pikwakanagan Tibadjumowin

AKWAKODJISH KÌZIS 2, 2024  
FRIDAY FEBRUARY 2, 2024

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

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## FISH HARVEST

December 22, 23 - May 31, 24

This event will only take place when the ice is safe and on many lakes throughout our territory. Community members are requested to bring fish home for our Elders and Community. Once we feel we have enough to share we can come together and clean, debone, wrap and distributed to our Elders and community members.

Contact Dale at 613-401-3180

Everyone welcome to participate!



## Sweat Ceremony

Date: February 3, 2024

Conductor: Michael White - M'Chigeeng

Time: 1:00 p.m. (fire will be lit at 10:00 a.m.)

Location: Back Parking lot of Cultural Grounds

### How it will run:

- Teaching will begin when the fire is lit
- four sessions - mineral world, plant world, animal/ancestors, Self help
- 28 grandfathers
- Length - 1-3 hrs
- women on their moontime should talk to the conductor
- must be covered in lodge
- feast at the Elders Lodge

### What you will need:

- a covid test is required before entering the lodge (this test can be done on site or the day of at home)
- a change of clothes for the sweat, this could be shorts, t-shirt, ribbon skirt (not required)
- arrive early if you wish to participate in the teachings that will take place prior to the ceremony.

For more info contact

613-625-2259

or email

IES.hs@pikwakanagan.ca

Akakodjish Kìzis  
Groundhog Moon



# COMMUNITY UPDATE VII

Pikwakanagan Opioid Crisis

February 1, 2024



## STATE OF EMERGENCY

Algonquins of Pikwakanagan First Nation Chief and Council with the support and direction of the community members declared a State of Emergency recognizing the serious health, social, and safety issues that are ongoing in the community due to the opioid crisis.

This community-driven effort continues to grow and provide, education, programs, services, events, and activities for the community members through the Community Taskforce with the support of the Emergency Response Control Group (ERCG), AOPFN Staff, and Partnered Agencies to support the specific goals brought forward by the community for the community.

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## COMMUNITY TASKFORCE

The Community Taskforce meeting this week was postponed due to scheduling conflicts the taskforce will regroup next **Thursday, February 8th at 6:00PM at the Elders Lodge.**

The Community Taskforce continues to provide suggestions as to expanding their knowledge and the communities knowledge and will be working on developing Signage for the community on honouring and remembering loved ones as well as spreading awareness signage that will have a variety of uplifting, educational and supportive mantras displayed throughout the community in the coming weeks.

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## SEVEN THINGS YOU CAN DO TO REDUCE STIGMA

1. Know the facts. Educate yourself and children about mental illness including substance use disorders.
2. Be aware of your attitudes and behaviour. Examine your own judgmental thinking.
3. Choose your words carefully. The way we speak can affect the attitudes of others.
4. Educate other. Pass on facts and positive attitudes; challenge myths and stereotypes.
5. Focus on positive. Mental illness, including addictions, are only part of anyone's larger picture
6. Support people. Treat everyone with dignity and respect; offer support and encouragement.
7. Include everyone.

**The Crisis is Real - All of Canada and many communities are in the grips of a mental health crisis that ruins health, threatens lives and hurts families and loved ones. Knowing the facts is the first step on the way to creating new hope.**

## EMERGENCY RESPONSE

### CONTROL GROUP (ERCG):

The ERCG weekly meetings continue to develop and share, share research, connect with further partnerships with provincial and federal government agencies and surrounding communities on the goals that have been established by the community to gain access and provide supports and services to community members.

The ERCG is currently working on the following key items brought forward:

- State of Emergency Signage for Entryways
- Identifying & Connecting with private, public, indigenous led, etc. treatment centres.
- Identifying Local Services & Programs accessible to the community.
- Community Safety Survey Development underway.
- Additional Funding Supports through Ontario Health and Indigenous Primary Healthcare, this funding list continues to grow.

### Upcoming Programs & Services:

- Greif Support Group - Tuesdays 7PM
- Alcoholics Anonymous - Wednesdays - 7PM
- Cultural Socials - Saturday's 5PM - 9PM
- Sweat Ceremony - February 3rd & 10th
- Ottawa Round Dance - February 24th
- Kitigan Zibi Round Dance - March 2nd
- Community Harvest - Ongoing



# February 2024

S	M	T	W	T	F	S
				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		

## Notes:

- FEB 3RD - SWEAT CEREMONIE
- FEB 6TH - GRIEF SUPPORT CIRCLE
- FEB 7TH - 12 STEP PROGRAM
- FEB 9TH - DEADLINE FOR EMPLOYMENT
- FEB 10TH - SWEAT CERAMONIE
- FEB 23RD - TRIVIA NIGHT
- FEB 24TH - ROUND DANCE
- FEB 28TH - FOOD VOUCHER PICKUP



# News & Events:

## YOGA SERIES

with Amber

Beginner level classes  
Build mind-body-spirit  
connection through  
intentional movement and  
breath

Students can expect a one-  
hour facilitated class  
Mats and props provided

Jan 15 - April 01

MONDAYS 5 - 6 PM

HEALTH CENTRE

## ELDER ADVISORY COMMITTEE - DEVELOPMENT SESSION

THE ELDER ADVISORY COMMITTEE WILL SHARE THEIR EXPERTISE AND EXPERIENCES TO PROVIDE GUIDANCE AND DIRECTION TOWARDS THE VISION OF PIKWAKANAGAN'S RATIFIED CHILD WELL BEING LAW AND THE DELIVERY OF SERVICES, COMMUNITY INITIATIVES AND STRATEGIC DEVELOPMENT FOR NIGIG NIBI KI-WIN GAMIK

IF INTERESTED, PLEASE JOIN US ON:

**DATE:** TUESDAY, FEBRUARY 6TH, 2024

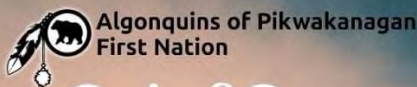
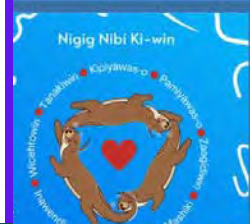
**TIME:** 9:00AM-11:00AM

**LOCATION:** ELDERS LODGE, 96 CHIBEKANA INAMO, PIKWAKANAGAN, ON K0J 1X0

**\*REFRESHMENTS PROVIDED\***

FOR FURTHER INFORMATION AND TO RSVP PLEASE CONTACT:

MICHELLE HUME, DIRECTOR ASSISTANT  
EMAIL: DIRECTOR.ASSISTANT@NIGIGNIBI.COM  
PHONE: 613-625-2173



## Grief Support Circle

Join this safe space to  
share and learn about  
grief and loss.

Please contact Alexis Roesler to receive Zoom link: (613) 625-2259


Tuesdays at 7pm EST,


February 6-March 12 on Zoom


**Blackbird  
Medicines**



## 12 Steps Program ALL WELCOME!

 Wednesday, February 7th, 2024

 7:00PM - 8:00PM

 Pikwakanagan Health Centre

Facilitated by Economic Development  
& Omamiwinini Pimadjowin



# FEBRUARY SOCIAL NIGHTS

SATURDAY, FEBRUARY 3RD, 2024  
BINGO HALL  
469 UNIT #1 KOROMIS INAMO

SATURDAY, FEBRUARY 10TH, 2024  
PIKWAKANAGAN ELDERS LODGE  
96 CHIBERANA INAMO

5-9PM

WE ARE INVITING YOU TO JOIN US TO LEARN  
AND SHARE CULTURAL TEACHINGS, LEARN  
TO BEAD, OR BRING YOUR BEADWORK, ART,  
DRUMMING, DANCING, PRACTICE LANGUAGE  
AND MORE!

MEAL AND BEVERAGES ARE PROVIDED.



EVERYONE IS WELCOME

WE ASK ANYONE THAT IS UNDER THE AGE OF 18 TO BE  
ACCOMPANIED BY A PARENT/GUARDIAN.

# LNHL FUNDRAISER...

# TRIVIA NIGHT

FRIDAY, FEBRUARY 23, 2024  
MAKWA COMMUNITY CENTRE

6:30 PM CASH BAR

# \$50

ENTRY FEE PER TEAM

4-6 PLAYERS ON A TEAM  
CALL SPORTS & REC TO REGISTER  
AT 613-625-2682 OR COMMENT BELOW

# Sweat Ceremony

Date: February 10, 2024

Elaine Kicknosway - Peter Ballantyne Cree Nation

Time: 1:00 p.m. (fire will be lit at 10:00 a.m.)

Location: Back Parking lot of Cultural Grounds

## How it will run:

- Teachings will begin when the fire is lit
- 4 rounds - 28 stones
- Length - 1-3 hrs
- women on their moontime should talk to the conductor
- must be covered in lodge/no see through clothing
- feast at the Bingo Hall

## What you will need:

- come early for teachings (10:00 a.m.)
- a change of clothes for the sweat, this could be shorts, t-shirt, ribbon skirt, or anything you are comfortable in
- tobacco for the conductor (can be provided if needed).

For more info contact  
613-625-2259  
or email

IES.hs@pikwakanagan.ca

*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

♥ hello ♥  
FEBRUARY



# Happy Birthday Larissa

## February 3rd 2024



All Our Love,  
MOM & DANNY

### REGISTER NOW!

## NCTP

NATIVE COUNSELLOR  
TRAINING PROGRAM

REGISTRATION DEADLINE  
**MARCH 15, 2024**



*Accredited by the Ministry of Education*

**PROGRAM DELIVERY: HYBRID REMOTE/ONLINE**

For more information visit [www.oneca.com](http://www.oneca.com)  
or email: [nctpregistration@oneca.com](mailto:nctpregistration@oneca.com)



**CLASSES BEGIN APRIL 1, 2024**

**ARE YOU AN ELDER/LAND  
USER?**

**ARE YOU PASSIONATE  
ABOUT SUSTAINABILITY?**

**ARE YOU INTERESTED  
IN SHARING YOUR  
KNOWLEDGE AND  
HELPING  
PIKWAKANAGAN'S  
CONSULTATION  
DEPARTMENT?**

**CONTACT VALERIE TAGGART,  
[PROJECTCO3@PIKWAKANAGAN.CA](mailto:PROJECTCO3@PIKWAKANAGAN.CA)  
613-625-4010**

Social Services

# FEBRUARY FOOD VOUCHER

## PICK UP

## WEDNESDAY FEBRUARY 28TH , 2024

Register by Friday, February 23rd, 2024

Text 613-639-1633



# WINTER SWEAT CEREMONIES

The ceremonies will be held with an open mind and will have no prior four day of sobriety rule, but please try to abstain from using substances the day of. There is no dress code, we just ask that you are covered when participating. The goal of these sweats is to provide the opportunity for those who have not participated to come and partake in this cultural activity, but is not limited to. Each sweat will have a different conductor to provide the opportunity of experiencing different protocols. Please watch for posters specific to each sweat, these will contain more information specific to each ceremony. The sweats will take place in the back parking lot of the Cultural Grounds, weather permitting. Lets come together in ceremony and healing for Pikwakanagan!

February 3, 2024 – Michael White  
February 10, 2024 – Elaine Kicknosway  
March 2, 2024 – Conductor TBD

For any questions or to register please  
contact: 613-625-2259  
or email  
[IES.hs@pikwakanagan.ca](mailto:IES.hs@pikwakanagan.ca)

# Are you interested in attending the A7G Round Dance in Ottawa?



## 7TH ANNUAL A7G ROUND DANCE SATURDAY FEBRUARY 24TH 2024 4PM-MIDNIGHT

### Invited Singers:

Edmund Bull  
Troy Moosuk  
Bryce Morin  
Ethan Pasquayak  
Lee Tootosis  
Darrell Paskimin  
Moise Dreaver  
Theland Kicknosway  
Nimkeehns Wemigwans

\*First 20 singers to register  
will receive honorarium

*Violence, intimidation,  
drugs and alcohol  
will not be tolerated!*

**MC's:** Fred McGregor & Fawn Wood

**Stickman:** Harvey Dreaver

**Pipe Carrier:** Kicknosway Family

### Invited Kwewak:

Fawn Wood  
Delia Waskewitch  
Kimberly Ratt  
Robin Decontie

4pm - Pipe

5pm - Feast

6pm - First Song

11pm - Giveaway &  
Midnight Snack

### Location:

Horticulture Building (Lansdowne Park)  
Princess Patricia Way, Ottawa, Ontario  
Underground Pay Parking Available\*

Chi-Miigwetch to our  
fundes and spons

If there is enough interest, transportation will be provided  
for this event on Saturday, February 24th, 2024.

Please contact Jayden at 613-625-1958 or  
[info@thealgonquinway.ca](mailto:info@thealgonquinway.ca)





## AOPFN ALGONQUIN KNOWLEDGE AND LAND USE STUDY

*We are looking for Algonquins of Pikwakanagan First Nation members to participate in our new study!*

### **What is an Algonquin Knowledge and Land Use Study (AKLUS)?**

An AKLUS is used to map AOPFN knowledge, land use, and places that have been used by AOPFN members.

### **How can I participate?**

We will be interviewing land users in the community as well as remotely. There will be an honorarium for participating.

### **Who is conducting this study?**

The AKLUS is being undertaken by AOPFN, with support from Shared Value Solutions (SVS).

### **Why are we doing an AKLUS?**

This AKLUS will help us determine the potential impacts of the Alexandra Bridge Replacement Project and the Energy Services Acquisition Program on our unceded Traditional Territory.

### **When is this happening?**

Interviews are taking place the weeks of **January 29<sup>th</sup>** and **February 26<sup>th</sup>**.

### **Email or call us to participate, or ask questions!**

Michelle Galoni 613-625-4010 Ext: 204  
[coordinator.projects@pikwakanagan.ca](mailto:coordinator.projects@pikwakanagan.ca) 613-625-4010 Ext: 204 OR Crystal Benoit  
[projectco2@pikwakanagan.ca](mailto:projectco2@pikwakanagan.ca)



**ATTENTION**  
**HOME-OWNERS OF**  
**PIKWAKANAGAN!**



This is your chance to contact **Ryan Carle – Project Coordinator** regarding the Water Treatment Plant and connecting to the Water Distribution System. **To be connected free of charge during the construction phase we require you to fill out a Water Service Agreement (WSA).**

**PLEASE NOTE:** If you have already completed a WSA, a site visit is still required to update your agreement due to changes in the connection process from the watermain to your residence. A connection will no longer be made at your current private well location. The water service connection will now be brought directly to your current water supply entry point of your home (EX. Where your well line enters your home). Private wells are still scheduled for decommissioning at the time of connection.

**If you wish to remain off the Water Distribution System,** we still require a completed Water Service Agreement from you stating this.

*Whether you wish to be connected or not your input is important to the project.*

***Don't forget!***

***The WSA comes to you and can take as little as TEN MINUTES to complete.***

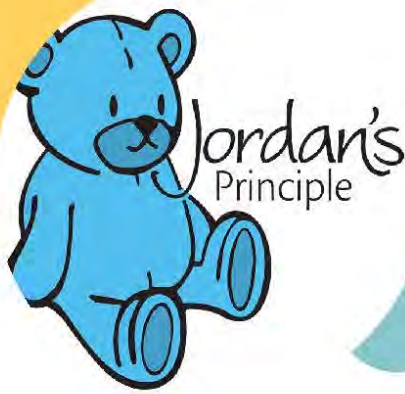
**For more Information or to schedule a visit**

**PLEASE CONTACT:**

Ryan Carle:

Project Co-ordinator (ASCO) & Water Treatment Plant Operator (AOPFN)

Cell: **613-635-3706** E-mail: **rcarle@ascoconstruction.com**



# JORDAN'S PRINCIPLE

## What Could Be Covered?



### Social

- Mental health services
- Respite care (individual or group)
- Specialized programs based on cultural beliefs and practices
- And more!



### Healthcare

- Medical supplies and equipment
- Assessments and screening
- Vision and dental care
- And more!



### Education

- School supplies
- Tutoring services
- Educational assistants
- Psycho-educational assessments
- Assistive technology and electronics
- And more!

## Contact Us

### Healthcare/Social Support

Zach Levasseur  
jpnnav1@pikwakanagan.ca  
(613) 401-0821

### Educational/Social Support

Jasmine Pessendawatch  
jpnnav2@pikwakanagan.ca  
(613) 401-2812

## What is Jordan's Principle?

Jordan's Principle is a legal rule established to help First Nations' children access the products and services they need.

Jordan's Principle offers reimbursements to families who purchased supports not covered by other agencies (e.g., OHIP, NIHB).

## Who is Eligible?

To access Jordan's Principle, a child (17 years or younger) must meet one of the following criteria:

- Permanent resident of Canada.
- Registered or eligible to be registered under the Indian Act.
- Has one parent or guardian who is registered or eligible to be registered under the Indian.
- Recognized by their nation for the purposes of Jordan's Principle.
- Ordinarily resident on the First Nation.

**Please note: Jordan's Principle has been taking longer than usual to process applications. We apologize for any inconvenience.**

# Health Information:

## 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



## *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 Nation & 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

Telahealth  
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

# February is **HEART HEALTH** month



The start of February also brings the start of Heart Month.

Heart disease is one of the leading causes of death in men and women. Oftentimes, people assume it's predominantly a disease of men, but it's important to note that it's also the leading cause of death in women. There are five main risk factors to look out for that can increase a person's risk for heart disease:

- **high blood pressure,**
- **high cholesterol,**
- **smoking,**
- **diabetes, and those who have a family history of heart disease.**



Those are the five big ones, but there are some that people don't often think about, like people who carry extra body weight, who have sedentary lifestyles, people who have poor diets, people who are drinking too much alcohol or drug use, more recently, the risk has been higher in people who have had preeclampsia or a history of gestational diabetes. That's an area for some women that has been overlooked in the past.

When looking out for heart disease, the symptoms are very similar between men and women. You should look out for chest pain and pressure in the chest, shortness of breath, dizziness, heart palpitations, swelling in the legs, fatigue, and light-headedness.

For women who are experiencing blockages of the arteries specifically, they can have a broader range of chest pain symptoms. They can have more unusual symptoms of chest tightness or a general ache in the chest. They can feel like they have flu-like symptoms. Take care of yourself watch for the signs and move your body **EVERYDAY!!**

# RSV Vaccine

Free for Indigenous adults  
aged 60 years and older

RSV is a major cause of respiratory illness in older adults. During peak RSV season, it causes a surge in ER visits and hospitalizations.

The RSV vaccine is used to prevent respiratory disease caused by RSV. The vaccine is 95% effective against severe RSV-related disease and 70% effective at preventing all RSV infections.

Call Jessica CHN to book an appointment or to ask questions: 613-625-2259



## RESPIRATORY ILLNESS INFORMATION

If you feel sick, please self-isolate until your symptoms are improving (and fever-free) for 24 hours. If you have gastrointestinal symptoms (nausea, diarrhea, abdominal pain), please self-isolate until your symptoms are improving for 48 hours and you are fever-free. Afterwards for 10 days after the symptoms started, please wear a mask in public and refrain from visiting those high-risk.

### SYMPTOMS could include:

- New or different from YOUR normal
- Fever, chills
  - Shortness of breath
  - Decrease or loss of taste or smell
  - Extreme tiredness
  - Muscle/joint pain
  - Nausea, vomiting, diarrhea
  - Sore throat
  - Runny nose or nasal congestion
  - Headache
  - Stomach pain
  - Pink eye
  - Decrease or loss of appetite

### Close contacts?

- A close contact is someone who had contact with the ill individual 48h prior to the first symptom or positive test (whichever is earlier). For 10 days after contact, the close contacts should:
- Self-monitor for symptoms and self-isolate if symptoms develop
  - Wear a mask in public settings
  - Avoid visiting those at high-risk

### Seek emergency medical attention immediately if:

- Trouble breathing or shortness of breath
- Persistent pressure or pain in chest
- New confusion
- Inability to stay awake or wake up
- Pale, grey, or blue-coloured skin, lips, or nail beds

### Personal Protection

- Sanitize high touch areas in your home
- Wash & sanitize hands often
- Avoid touching your face
- Get the recommended vaccines
- Follow public health advice

### Testing?

- Tests are available at Health for those who would like one
- Results of your test may or may not change treatment or symptom management

COVID-19, flu, RSV, and colds have very similar symptoms, so it is important to self-isolate when feeling sick to prevent spread of ALL respiratory illnesses

Health Services has RSV and flu vaccines available  
Call: 613-625-2259 to book



# HEALTH CARE + STARTING

JANUARY 11, 2024

RENFREW COUNTY YOUTH WELLNESS HUBS ONTARIO WILL HAVE A NURSE PRACTITIONER PROVIDING FREE SERVICES ON SITE AT OUR PEMBROKE LOCATION

COMMON REASONS FOR AN APPOINTMENT MAY INCLUDE:

- BIRTH CONTROL/CONTRACEPTION
- WOUNDS, INJURIES OR RASHES
- PREGNANCY TESTING
- STI TESTING
- DEPRESSION, ANXIETY, MENTAL HEALTH CONCERNS
- GENERAL MEDICAL CARE (FEELING SICK)
- BLADDER INFECTION, EAR OR THROAT INFECTION

AGES  
12-25

BOOK APPOINTMENT:

EVERY  
THURSDAY  
9AM-5 PM

- 613 570 8953
- mirsullivan@renfrewhosp.com
- 278 Nelson St. Pembroke ON





# AOPFN EMPLOYMENT OPPORTUNITY

## Community Restorative Justice Worker

**Department: Health Services**

**Supervisor: Mental Health Supervisor**

**Full-time Permanent - 35 hours a week**

**\$51,000 annual (Diploma) or \$61,000 (Degree) - based on experience**

**Deadline to Apply: Friday, February 9th at 4:30PM**

The Community Restorative Justice Worker is responsible for the development of a comprehensive community-specific Restorative Justice Program that promotes the Anishinabe approach to dealing with justice concerns and offers alternatives to mainstream justice processes in appropriate circumstances; for the development coordination and facilitation of healing circles and other cultural supports; for the coordination, leadership, direction and supervision of initial Justice Program services and workers; and for offering a court support service to the Algonquins of Pikwakanagan First Nation members who appear in the courts including bail, youth, and criminal courts in Renfrew County.

- Develop strategic collaborative partnerships at the courthouses and within the community with court worker, legal counsel, Crown Attorneys and other partner organizations.
- To assist people in Pikwakanagan in assuming greater responsibility for the administration of justice in their community
- To contribute to a decrease in the rate of victimization, crime, and incarceration among Indigenous people in communities with community-based justice programs funded by the Indigenous Justice Program.
- Consult with the community to identify traditional views of justice, past experiences, current issues with justice, recommendations to deter, rehabilitate, make restitution, and facilitate individual and community healing.
- Conduct research with other First Nation communities on their restorative justice models, practices, procedures and service delivery agreements etc.
- Identify and consult with relevant community and local area resources i.e., traditional persons, courts, enforcement agencies, programs and service providers involved in justice and healing practices to provide awareness, establish relationships, secure participation and to identify any elements or barriers to the implementation of Pikwakanagan's Justice Program.

### REQUIREMENTS:

- Bachelor's Degree in Criminal Justice, Social Work, Community/Social Services OR;
- Post-Secondary Diploma in Criminal Justice related field (i.e., social work, social services, police foundations) with three (3) years of experience.
- Able to work a flexible schedule including evenings and weekends.
- Experience working with First Nations Community or Indigenous population.
- A minimum of a valid class "G" driver's license and access to a dependable vehicle.

### CONDITIONS OF EMPLOYMENT:

- Proof of Bachelor of Social Work Degree or other relevant Degree in Human Services sector/criminology OR; Post-Secondary diploma in Social Services Worker Social Service Worker Diploma.
- Provide an acceptable and clear Vulnerable Sector Check.

## 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](mailto:HR@pikwakanagan.ca)

**Subject Line: Community Justice 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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

## Day Care, Supervisor

**Department: Social Services**

**Supervisor: Manager, Day Care**

**Full-time Permanent - 40 hours a week**

**\$56,429 annual - based on experience**

**Deadline to Apply: Friday, February 9th at 4:30PM**

The Daycare Supervisor is responsible for overseeing the overall day-to-day operations of the Midiwin Manido Daycare. The Supervisor will ensure that all staff are providing the continuous high quality care, services and support for children and families. The Supervisor is to ensure that the daycare is meeting any and all legislative, regulatory and licensing requirements and mandates and remain up-to-date on any changes that may require revision of practices and/or policies. The Daycare Supervisor provides an overview of needs, concerns, and challenges as they may present themselves from time-to-time to the Manager, Social Services and recommends appropriate actions for further discussion and for the Manager's approval.

- Identifies and prioritizes community needs for day care centre services and programming.
- Develops and delivers a comprehensive day care program and services; providing tutoring and academic counselling
- Ensures that the Language & Culture programming is secure and directed.
- Ensures that the Special Needs programming is secure and implemented where needed.
- Carries out regularly scheduled instruction as per supervisor's teaching manual.
- Provides guidance to other instructors relative to the instructor teaching assignments.
- Provides a learning environment which makes effective use of available resources, work experiences and field trips.
- Selecting of approved textbooks, learning material and equipment
- In collaboration with staff specifying or approving learning approaches and necessary resources, etc.
- Assess child program periodically to ensure the children are receiving quality of care required under the How Does Learning Happen curriculum.
- Supervises and provides direction to staff, motivates and influences collaborative team work and seeks ways to elevate and strengthen overall performance of all staff .

**FOR A FULL JOB DESCRIPTION, PLEASE CONTACT [HR@PIKWAKANAGAN.CA](mailto:HR@PIKWAKANAGAN.CA)**

### REQUIREMENTS:

- Post-Secondary Diploma in Early Childhood Education with three (3) years in as an early childhood educator with at least 1 full year in a supervisory capacity.
- Registered and in "good standing" with the College of Childhood Educators of Ontario.
- Experience in group child care environment.
- Post Secondary Diploma or Degree in Office/Business Administration, Operations Management, Business Management, or related field, would be considered an asset.

### CONDITIONS OF EMPLOYMENT:

- Must provide proof of registration and membership with College of Childhood Educators of Ontario.
- An acceptable Criminal Records Check and Vulnerable Sector Check; annually
- Certificate of medical health by a physician and complete record of immunization; annually
- Current First Aid and CPR "Level C" AED certification; annually

## 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](mailto:HR@pikwakanagan.ca)

## Subject Line: Day Care – Supervisor

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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

## Administrative Assistant

**Department: Political Office**

**Supervisor: Manager, Political Operations**

**Full-time Permanent - 35 hours a week**

**\$47,320 annual - based on experience**

**Deadline to Apply: Friday, February 9th at 4:30PM**

The Algonquins of Pikwakanagan First Nation provides for the Political Operations and as a minimum provide for the administrative services to meet the community needs.. Assists the Manager of Political Office in the day-to-day political, administrative duties of the Algonquins of Pikwakanagan First Nation.

- Responsible for the provision of minutes of all meetings, regular, special and community meetings.
- Provides administrative, technical and support to the Chief and Council.
- Provides regular communication with federal and provincial government, internal departments, businesses, agencies, organizations, and the First Nation membership.
- Aligns with the goals and objectives of the Algonquins of Pikwakanagan First Nation.
- Drafting and typing correspondence, reports, and memoranda; arranges as to format and methods of presentation in accordance with standard practices.
- Processing incoming correspondence (regular mail, email, facsimiles, texts, etc.,) and responding to routine inquiries; dissemination of information for action.
- Assisting the Manager of Political Operations and the Chief and Council in preparing preliminary written responses on various issues including views and comments of the Council in a timely manner.
- Keeps informed of the Manager of Political Operations and Chief and Council's schedules and advises of changes and assists in re-scheduling as required.
- Ensures the scheduling, planning, and execution of all arrangements necessary for the preparation of meetings i.e.: meeting rooms, set up, hospitality etc., and appointments.
- Arranging and confirming travel and accommodation and ensures that travel requirements are processed and delivered to the appropriate person.
- Assuming responsibility for taking minutes of regular and special meetings of Council, prepares meeting agendas, meeting information kits, distributions etc.,
- Ensures appropriate staff receives direction resulting from Council meetings in a timely manner.
- Maintaining a bring forward system for all materials relevant to the Chief and Council's responsibilities/duties, Council meetings (general government, treaty, and self-government negotiation), committees, boards, notices of meetings, etc.
- Implementing, organizing, and maintaining a records management system for correspondence, minutes, resolutions, and proceedings.

**FOR A FULL JOB DESCRIPTION, PLEASE CONTACT [HR@PIKWAKANAGAN.CA](mailto:HR@PIKWAKANAGAN.CA)**

### REQUIREMENTS:

- Successful completion of post-secondary in an Administrative Assistant or clerical study field OR;
- Successful completion of secondary school education diploma with relevant cultural appropriate experience in an office environment
- A minimum of a valid class "G" driver's license and access to a dependable vehicle.

## 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](mailto:HR@pikwakanagan.ca)

## Subject Line: Administrative Assistant – Political Office

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

**FOR A FULL JOB DESCRIPTION PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT**

## 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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

## Acquisitions Administrator

Department: Finance

Supervisor: Manager, Finance

Full-time Permanent - 35 hours a week

\$44,000 annually

**Deadline to Apply: Friday, February 9th at 4:30PM**

The Acquisitions Administrator is responsible for providing financial and administrative services that will ensure effective, efficient, and accurate operations of the purchasing and inventory systems.

- Purchasing – Goods & Services:
  - Receiving requisition requests and processing orders from beginning to end.
  - Ensuring the accuracy and specifications of the purchase request and accounting codes while applying best value practices.
  - Ensuring that requisitions for contractual services are supported with the actual contract that identifies the payment schedules.
- Receiving:
  - Receiving, and verifying goods, tracking deliveries, processing credits
  - Tracking deliveries when required to determine reasons for late delivery.
  - Contacting appropriate departments for pick-up of goods and/or coordinating the shipment of goods to various departments.
- Processing payment authorizations:
  - Receiving supplier invoices that require payment and reconciling against authorized purchase orders.
  - Ensuring invoices are approved by the appropriate levels prior to processing payment.
  - Verifying all invoices for mechanical accuracy and reconciling supplier statements.
  - Processing invoices for payment utilizing the “Payment Authorization Form” and forward to accounts payment.
- Inventory:
  - Maintaining a computerized inventory system and accurately documenting inventory.
  - Generating inventory reports when required and monitoring inventory levels.
  - Establishing an orderly and systematic approach to locating assets/items.
  - Maintaining a record of inventory transferred between departments.
  - Receiving and sorting unserviceable equipment and supplies for disposal, sale of reclamation.
- Administrative Procedures:
  - Preparing both confidential and general correspondence manually and/or electronically. (Internally and externally)
  - Maintaining current supplier files, various worksheets, and databases

**FOR FULL JOB DESCRIPTION , PLEASE CONTACT [HR@PIKWAKANAGAN.CA](mailto:HR@PIKWAKANAGAN.CA)**

### REQUIREMENTS:

- Successful completion of Post-Secondary education in an Accounting field; **OR**
- Successful completion of Grade 12 with one year demonstrated accounting/financial experience

## 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](mailto:HR@pikwakanagan.ca)

## Subject Line: Acquisitions Administrator

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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

## Human Resources Assistant

**Department: Human Resources**

**Supervisor: Manager, Human Resources**

**1-Year Contract with possibility of permanency - 35 hours a week**

**\$47,320 annual - based on experience**

**Deadline to Apply: Friday, February 16th at 12:00PM**

The Human Resources Assistant is responsible for providing assistance to the human resources department, with a wide range of administrative tasks and employee records. Duties include assisting with scheduling appointments, maintaining schedules for recruitment and selection, performance management, and group and pension administration.

- Recruitment & Selection:
  - Post job opportunities to candidates
  - Gather and organize applications
  - Coordinate screening, interview, and practical test (if applicable) in accordance with AOPFN Selection Policy and ensure the selection process is consistent.
- Onboarding & Employee Engagement
  - Assists with the onboarding of new staff as per procedures
  - Assists department with new employee announcements
- Group Benefits & Pension Administration:
  - Assists with the administration of group benefits and pension for all employees
  - Provide application forms and orientation to new employees on the group benefits and pension upon eligibility and explain the enrolment process.
  - Assist HR Manager to process all employee information, employment status and salary changes.
- Workplace Health & Safety:
  - Assists to maintain Healthy and Safety Records
  - Provides administrative support including (but not limited to) the keeping of minutes, to the Health and Safety Committee
- Records Management
  - Prepare and maintain human resources files and databases including but not limited to employee personnel file, pension and benefit files, recruitment files, etc.
  - Ensure new employee paperwork and changes are completed and submitted to finance
  - Process all personnel action forms and ensure proper approval
  - Develop annual recognition for employees reaching milestones.

**FOR A FULL JOB DESCRIPTION, PLEASE CONTACT [HR@PIKWAKANAGAN.CA](mailto:HR@PIKWAKANAGAN.CA)**

### REQUIREMENTS:

- Post-Secondary certificate or diploma related to administrative support, business or human resources, **OR;**
- Successful completion of secondary school with two (2) years of work experience in administrative support.
- Demonstrated experience with computer technology and software including MS Word, Excel, Outlook & Canva.
- Demonstrated understanding of maintaining confidential information

## CONDITIONS OF EMPLOYMENT

- Acceptable Criminal Record Check
- Willing to attend Cultural Awareness Training

### 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, K0J 1X0

[HR@pikwakanagan.ca](mailto:HR@pikwakanagan.ca)

**Subject Line: Human Resources Assistant**

Please allow for 24 hours to receive a 'Confirmed Receipt' of your applications

### 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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

## Economic Development Manager

**Department: Economic Development**

**Supervisor: Executive Director of Operations**

**Full-time Permanent- 35 hours a week**

**\$72,800 annual - based on experience**

**Deadline to Apply: Friday, February 16th at 12:00PM**

The Manager, Economic Development will deal with all matters relating to business and economic development, and employment services and all this may entail. Provides direction and is responsible for the planning, organization, and coordination of all economic sector activities, programs and services relevant to the Algonquins of Pikwakanagan. Develops and monitors the economic and employment programs. Provides direction and assistance to entrepreneurs. Assists in the provision of all business and economic sector services to ensure maximum continued benefit and effective management of all economic and business resources. Provides direction to the Employment Development Officer.

Responsible for the Industrial and Retail buildings, including property management, maintenance, and tenancy.

- Prepares the economic and employment development budgets and workplans;
- Administers related budgets within administrative guidelines;
- Recommends the employment, promotion, disciplining, and termination of program staff;
- Develop, maintain, and implement the Strategic Plan for Economic Development;
- Implement a 5-year Economic Development Strategy Plan and apply for funding every 5 years to update the 5-year plan;
- Identify, adopt, and promote programs and services to enhance the economic development of the Algonquins of Pikwakanagan First Nation;
- Establish and maintain an up-to-date inventory (database) of member-owned businesses and promote them to potential customers and contractors.
- Liaise and attend meetings representing AOPFN with federal, provincial and regional economic agencies;
- Prepare, review and submit funding applications to various funding avenues;
- Maintain AOPFN Business Registry and registration forms;
- Plans and implements the Algonquins of Pikwakanagan economic development projects;
- Work collaboratively with member owned businesses and business associations to plan and implement mutually beneficial objectives;
- Determine and conduct feasibility studies to support community ventures and initiatives;

**FOR A FULL JOB DESCRIPTION, PLEASE CONTACT [HR@PIKWAKANAGAN.CA](mailto:HR@PIKWAKANAGAN.CA)**

### REQUIREMENTS:

- Post-Secondary Diploma/Degree in relevant area of study such as economic development, economics, business administration, public administration or a related field with three (3) years of experience managing programs **OR**;
- Secondary School Diploma with demonstrated five (5) years managing programs.
- Understanding of Algonquins of Pikwakanagan First Nation Community

### 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, K0J 1X0

[HR@pikwakanagan.ca](mailto:HR@pikwakanagan.ca)

### Subject Line: Economic Development, Manager

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:** Applicant must not be a member of the supervisor's immediate family. 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:

- 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

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# Request for Proposals Algonquins of Pikwakanagan First Nation Public Relations and Communications

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

**Issued date:** January 23, 2024

**Proposal Delivery Deadline Date:** February 13th, 2023 at 4:00 p.m. EST

**Proposal Delivery Location:** [edo@pikwakanagan.ca](mailto:edo@pikwakanagan.ca)

## Overview

The Algonquins of Pikwakanagan First Nation (AOPFN) invites proposals from qualified communications consultants to collaborate with the Chief and Council, the Executive Director of Operations, the staff, the members of the community, and other stakeholders to shape and elevate the profile and public image and reputation of the AOPFN. They would also be responsible for developing and implementing a comprehensive Communications Strategy that would include elements required to support the creation of a centralized communication department, training, and mentoring Communications Staff, and disseminating information to various media channels and audiences. Additionally, they would monitor outside sources of relevant information and identify news releases of interest, potential interest, impacts, and or opportunity to the AOPFN, in accordance with this Request for Proposals (RFP).

Direct Inquires and to obtain the full RFP, please contact EDO, Lisa Meness, at: [edo@pikwakanagan.ca](mailto:edo@pikwakanagan.ca)

**“CALL TO TENDER”**  
**Construct Two Doorway Covers and Replace Emergency Exit Door**  
**at Mindiwin Manido Daycare**  
**83B Kagagimin Inamo**

**Scope of Work:**

1. Construct two doorway covers (porch style, safe entranceway supports). (Site visit available if needed).
2. Repair frame if needed around emergency exit door, replace old door with a new door.

**All materials, necessary equipment/tools and labor to be supplied by the bidder.**

***\*Please ensure you include valid Personal Liability and Property Damage Insurance Certificate, WSIB clearance certificate upon signing of contract.***

***Contractor must be willing to be flexible with hours around replacement of door to ensure that specific work is done when children are not present and on site.***

***Any questions or concerns can be directed to Kerry Andrews at 613-625-2682***

**Envelopes should be clearly marked:**

**“Tender for Doorway Covers and New Exit Door at Mindiwin Manido Daycare”**

**Addressed to:**

**Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo  
Pikwakanagan, Ontario, K0J 1X0**

**ATTENTION: Kerry Andrews, A/Manager, Mindiwin Manido Daycare**

***All tenders must be received by February 14<sup>th</sup> at 4:00 p.m.***  
***Tenders can be mailed to address above, emailed to [mgr.sports.rec@pikwakanagan.ca](mailto:mgr.sports.rec@pikwakanagan.ca) or***  
***hand-delivered to the front desk at the Administration Office.***

**THE ALGONQUINS OF PIKWAKANAGAN FIRST NATION IS NOT OBLIGATED TO ACCEPT THE LOWEST OR ANY TENDER**

\*\*\*\*\*

My “Tender” for Doorway Covers and New Exit Door at Mindiwin Manido Daycare  
(complete cost of labour and all materials)

is:

\$ \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**“CALL TO TENDER”  
Repairs & Renovations at 552 Kokomis Inamo**

**Site Visit Required, Call Kreed Knox at 613-625-2800. Ext 247**

**Interior:**

1. 4 Basement windows are damaged, broken and leaking, replace with new windows to fit existing opening with brickmold or metal capping.
2. Replacement of windows on main level. (site visit required to know exact amount)
3. Add interior wall insulation. Ensure that insulation be installed complete with vapour barrier (to maintain building envelope) to minimum levels of the Ontario Building code along interior sides of foundation wall; this includes all header spaces, with a framed wall to ensure protection from damage and to meet the requirements of Ontario Building Code 9.10.17.10. Ensure drywalled basement walls have receptacles as per the electrical code.
4. Replacement/Renovation of entire bathroom. Bathroom to be relocated to alternate room, made accessible and plumbing rearranged.

**PLEASE PRICE EACH INDIVIDUAL ITEM SEPERATLY**

**All materials and labor to be supplied by the bidder.**

***\*Please ensure you include valid Personal Liability and Property Damage Insurance Certificate, WSIB clearance certificate upon signing of contract.***

***Any questions or concerns can be directed to Kreed Knox or Dustin Logan at 613-625-2800 Extension 247 or 246***

**Envelopes should be clearly marked:**

**“Tender for work at 552 Kokomis Inamo”**

**Addressed to:**

**Algonquins of Pikwakanagan Administration Office  
1657A Mishomis Inamo  
Pikwakanagan, Ontario, K0J 1X0**

**ATTENTION: Dustin Logan, Manager, Public Works**

***All tenders must be received by February 9<sup>th</sup>, 2024 at 12:00p.m.***

**All tenders must be completed on this form and received by.**

**THE ALGONQUINS OF PIKWAKANAGAN FIRST NATION IS NOT OBLIGATED TO ACCEPT THE LOWEST OR ANY TENDER**

\*\*\*\*\*

My "Tender" for Repairs/Renovations at 552 Kokomis Inamo in Pikwakanagan

is:

**\$** \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# ALGONQUINS OF PIKWAKANAGAN FIRST NATION

## MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
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
Lee, Sarah	Benoit/Baptiste	11 Oct 23	11 Mar 24
Mosier, Rebeccca	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	Ignace	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
Amanda, Weichel	Leclair	14 Nov 23	14 Apr 24
Butler, Kareena	Baptiste	20 Nov 23	20 Apr 24

# Membership Additions

Helmer, Scot	Lavalee/Ignace	20 Nov 23	20 Apr 24
Helmer, Brock	Lavalee/Ignace	20 Nov 23	20 Apr 24
White, Skye	Meness	20 Nov 23	20 Apr 24
White, Brenna	Benoit/Baptiste	21 Nov 23	21 Apr 24
Hallick, Terrence	Lavalley	27 Nov 23	27 Apr 24
Dennome, Marcel	Ignace/Meness	06 Dec 23	06 May 24
Gaudry, Chante	Meness	06 Dec 23	06 May 24
Fleming, Alyssa	Lamure	11 Dec 23	11 May 24
Bowers, Jeremy	Lavalee	13 Dec 23	13 May 24
Cort, Brandy	Meness	18 Dec 23	18 May 24
Law, Patrick	Meness	19 Dec 23	19 May 24
Rennie, Stacey	Sararas	11 Jan 24	11 June 24
Rennie, Seirra	Sararas	11 Jan 24	11 June 24
Rennie, Shelby	Sararas	11 Jan 24	11 June 24
Rennie, Greyson	Sararas	11 Jan 24	11 June 24
Rennie, Gibson	Sararas	11 Jan 24	11 June 24
Cambell, Dustin	Ignace	29 Jan 24	29 June 24
Kolt, Knox	Sarazin	30 Jan 24	30 June 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](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 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.algonquinsopikwakanagan.ca](http://www.algonquinsopikwakanagan.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 cloths and towels**

# Community Information

## Library Hours

**WEDNESDAY: 8:30 AM - 4:30 PM**

**THURSDAY: 8:30 AM - 4:30 PM**

**FRIDAY: 8:30 AM - 4:30 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.algonquinsfpikwakanagan.ca](http://www.algonquinsfpikwakanagan.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 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

