

Pikwakanagan Tibadjumowin

CHÌBAYATIGO-KÌJIGAD, NIKA-KÌZIS 22, 2024 FRIDAY, MARCH 22, 2024

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

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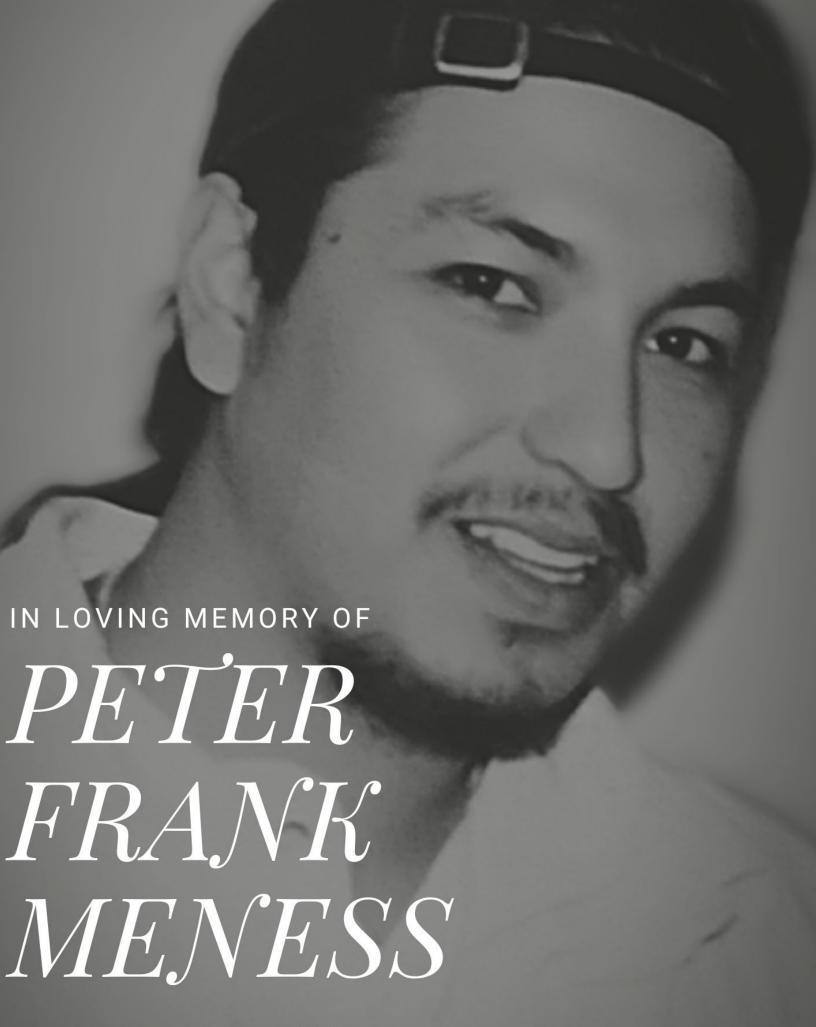
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Administration Office Closed: Friday, March 29th Monday, April 1st



OCTOBER 22, 1976 - MARCH 14, 2024

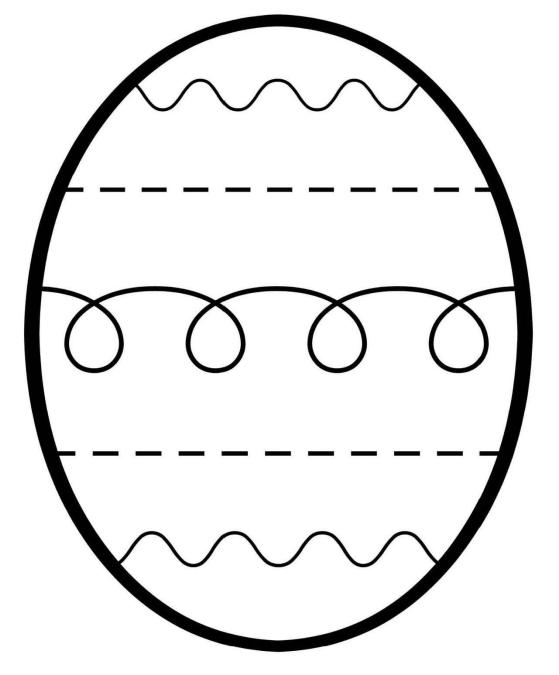
• MARCH 2024

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SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Sweat Ceremony 1:00 Social Night 5 - 9
3	4 Yoga 5 - 6	5 Grief Support 7pm	6 Wills & Estates with LEM 9-4 12 Step Program 7-8	7 Wills & Estates with LEM 9-4	8	Social Night 5 - 9
10	11 Yoga 5 - 6 Housing Policy Presentation	12 Grief Support 7pm	13 12 Step Program 7–8	14	15 Language Bingo Makwa Centre 9–11	16
17 Seniors' Dance 1:30 Killaloe Hall	18 Yoga 5 - 6	Spring Equinox Feast	20 12 Step Program 7-8	Proof Handlers Course 9:00 am - 3:30 pm Health Center	22	23
24	25 Yoga 5 - 6	26	27 12 Step Program 7-8	28	29 Art Contest Good Friday Office Closed	30

APRIL 2024

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Easter Monday Office Closed	2	3 12 Step Program 7-8	4	5	6
7 Yoga 11:00 - 2:00 Health Centre	8	9	Jordan's Principle Workshop 6:00 - Elders Lodge	11	12	13
14	15	16	17 12 Step Program 7–8	18	19	20
21	22	23	24 12 Step Program 7-8	25	26	27
28	29	30				

HAPPY EASTER



Name:

Age:_____

Sports & Recreation East Colouring Page Age 4-7



Name:		

News & Events:

COMMUNITY FISH HARVEST

Pikwakanagan Fish Harvesters:

We need your help to provide fresh fish to our Elders and Community members. Many do not or can not do this any longer for various reasons.

If you can harvest <u>6 fish per boat each night you are out</u> for the Community and our Elders that would be greatly appreciated.

Please clean and fillet your fish and call me for pick up and distibution.

Please try to not harvest any walleye in Golden Lake, if you must please do not spear any females as our walleye population has drastically decreased quite a lot over the years.

Harvest Responsible - only take what you need.

Thanks very much Councillor Dale 613 401 - 3180



Smelt will soon be running! Take all you can clean and eat.

Social Services

MARCH FOOD VOUCHER



The Community Task force on Opioids wish to remember those community members who have passed on due to the effects of illicit drug use. If you wish to have your family member acknowledged, please call or text helen at 613-717-1274 or fan at 613-585-3213 and we can discuss ways that this can be achieved.



WEDNESDAY MARCH 27TH, 2024

Register by Monday the 25th,2024 Text 613-639-1633

ITS THAT TIME OF YEAR AGAIN!

The Pow wow Committee is looking for your ideas about this year's theme and your creation of a logo for that theme.

The artwork can be sent to:

Amanda McGuire (Mandy) at 14C Shingwak Inamo Pikwakanagan, ON KOJ 1X0



WHAT DOES ANISHINABEK CULTURE AND EARLY LEARNING LOOK LIKE TO YOU?



ANISHINABEK NATION YOUTH GRADES K-12

CREATE ARTWORK TO BE FOUR FOLDERS WILL BE DISPLAYED ONTO OUR GREATED WITH ARTWORK BY CONFERENCE FOLDERS YOUTH FROM EACH REGION

TOP TWO ARTISTS FROM EACH REGION WILL RECEIVE ART SUPPLIES, A \$200 VISA GIFT CARD & HAVE THEIR ART SHOWCASED AT ANISHINABEK NATION LABOUR MARKET DEVELOPMENT EVENTS

CONTEST CLOSES AT 4:30PM

Dump Hours

RECYCLE

THURSDAY MARCH 28TH, 2024:

Double recycle pick up.

Cardboard & Plastic:

Thursday March 28th,

NO RECYCLE COLLECTION on Friday

due to the holiday.

Landfill/Dump:

SUNDAY MARCH 31, 2024

Landfill/Dump

OPEN

9:00 AM to 3:00 PM



Free Income Tax Clinic

The program helps eligible people with a simple tax situation and a low/modest income.

(individual \$35,000 couples \$45,000; add \$2500 per child).

Trained volunteers will prepare and e-file your returns.

March & April 2024

To book an appointment please call:

Killaloe: Jeanette @ 613-757-3108

Barry's Bay: Christine @ 613-602-3591

Madawaska / Whitney: Sylvia @ 613-412-9962

This is a collaboration between Canada Revenue Agency and

community organizations.

Brand New, Never Used Music Equipment FOR SALE!

Drums, Clarinets, Guitars, Bass Guitars, Saxophone, Trumpet, Flute, Piano, Music Books, Music Stands, Amplifier and so much more.

Contact Education Department if you have any questions or if you want to set up an appointment to come look at the music equipment.

Teresa Kohoko (Deede) (613)625-2800 ext.240

Kaitlyn Luckovitch (613)625-2800 ext. 238 or (613)504-1792



YOGA SERIES

with Amber

Beginner level classes
Build mind-body-spirit
connection through
intentional movement and
breath
Students can expect a onehour facilitated class
Mats and props provided

Jan 15 - April 01

MONDAYS 5 - 6 PM

HEALTH CENTRE

Restoring Inner Balance: Yoga for Regulating Your Nervous System

Registered Psychotherapist Marli Nicol & Yoga Therapist Katrina Kahn



WORKSHOP

WHEN

SUNDAY April 7th @ 11am - 2pm WHERE

Health Center

REGISTER W CAROLYN
BY APRIL OI
613 625 2259
MINIMUM OF
7 REQUIRED

workshop will include half hour lecture, practice and a tea break



12 Steps Program ALL WELCOME!

Every Wednesday!

7:00PM - 8:00PM

Pikwakanagan Health Centre



APRIL 10, 2024 @ 6:00PM

JOIN US LIVE

free workshop

Information session on Jordan's Principle!

Come & ask the questions you have about
the application process.

FOOD • BEVERAGES • QUESTIONS ANSWERED

THE ELDERS LODGE @ 96 CHIBEKANA INAMO



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 <u>Water Service Agreement</u> (WSA).

<u>PLEASE NOTE</u>: 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

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



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

COMMUNITY EDUCATION SESSION

NIGIG NIBI KI-WIN GAMIK SOCIETY

NIGIG LAW, COMING INTO FULL FORCE, APRIL 20TH, 2024.

MARCH 27TH, 2024 FROM 5:00PM-7:00PM.

THE ELDER'S LODGE

DINNER TO BE PROVIDED AT 5:00PM.

SESSION WILL BE OPEN TO AOPFN COMMUNITY AND MEMBERSHIP.

RSVP TO: KATHLEEN BARR - COMMUNICATIONS EMAIL: COMMUNICATIONS@NIGIGNIBI.COM PHONE: 613-625-2173



Health Information:

Addictions Resources

- Addiction Counsellors:

 Gillian McKay & Sabrina Laframboise
 613-625-2259
- Renfrew County Community Withdrawal

 Management:
 613-432-7620
- After Hours: Drug, Alcohol, Gambling
 Hotline:
 1-866-531-2600
- After Hours: National Overdose
 Prevention Line:
 1-888-688-6677

Medical Resources

VTAC 1-844-727-6404

> Telahealth 1-866-797-0000

> > Poison Control 1-800-268-9017

Foodbank Resources

- Sharing Place Golden Lake (11185 Hwy 60) 613-635-1904
- Food Vouchers (Pikwakanagan Social Services) 613-639-1633

<u> ATTENTION!</u>

Community Withdrawal Management Services

- Offers safe & supportive client centered withdrawal management services.
- Provides AT HOME and in office supports to clients by monitoring withdrawal signs and symptoms.
- Support is offered to family members during the withdrawal process.

Call 613-432-7620





Diabetic Retinopathy Eye Screenings

HVZDS
NCVKD
CZSHN
ONVSR
KDNRO
ZKOSV
DVOHO

If interested please contact Minopimadiz-I Gamik
(Health Services) at 613-625-2259 ext 245
to be added on a list for an upcoming date of
creenings (TBD) which will be offered at Algonquins
of Pikwakanagan Health Clinic.

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

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



NUTRITION MONTH IS CELEBRATED EACH MONTH TO REMIND US ALL OF HOW ESSENTIAL GOOD NUTRITION IS TO OUR HEALTH AND WELL-BEING



TAYLOR RECKZIN. CHRONIC DISEASE MANAGEMENT NURSE. ALGONQUINS OF PIKWAKANAGAN HEALTH SERVICES CDMN@PIKWAKANAGAN.CA

HEALTHY EATING MATTERS, AND IS IMPORTANT AT EVERY AGE. IT CAN HELP US FEEL GOOD. IT PROVIDES ENERGY TO POWER OUR BODIES AND MINDS TO DO THE THINGS THAT BRING US JOY AND FULFILMENT. IT PROVIDES ESSENTIAL NUTRIENTS TO MAINTAIN OUR OVERALL HEALTH. AND, IT HELPS PREVENT CHRONIC DISEASES LIKE HEART DISEASE AND TYPE 2 DIABETES. BUT, IT ISN'T ALWAYS EASY TO KNOW HOW TO MAKE HEALTHY FOOD CHOICES, OR HOW TO ACHIEVE HEALTHY EATING HABITS IN OUR BUSY LIVES. THAT'S WHERE DIETICIANS AND (WWW.CANADA.CA)

FUN DIABETIC FRIENDLY SNACK OF THE WEEK: HUMMUS!



D YOU KNOW:
HUMMUS HELPS CONTROL BLOOD SUGAR AS IT IS
LOW ON THE GLYCEMIC INDEX
CHICKPEAS CONTAIN LOTS OF FIBER AND
PROTIEN TO BALANCE OUT BLOOD SUGAR LEVELS
HUMMUS IS RICH IN HEART-HEALTHY
MONOUNSATURATED FATS. THESE FATS ARE
KNOWN AS GOOD FATS BECAUSE THEY HELP
PROTECT THE HEART BY LOWERING LDL (BAD).
CHOLESTEROL LEVELS AND MAINTAINING
STABLE LEVELS OF HDL (GOOD) CHOLESTEROL.

MAKING HOMEMADE HUMMUS COULDN'T BE EASIER! ALL YOU NEED IS CANNED CHICK-PFASI

BLEND CHICKPEAS AND EXPERIMENT WITH OLIVE OIL AND DIFFERENT SPICES! (LEMON JUICE, PEPPER, GARLIC ETC)

Canada's food guide

Eat well. Live well.

Eat a variety of healthy foods each day



Discover your food guide at

Canada.ca/FoodGuide

Canada

Canada's food guide

Health Santá
Canada Canada

Eat well. Live well.

Healthy eating is more than the foods you eat



Be mindful of your eating habits



Cook more often



Enjoy your food



Eat meals with others





STREP THROAT

There have been an increase in the number of strep infections in the community

Group A Streptococcus (Strep) is a bacteria that can cause strep throat and/or Scarlet Fever. If strep spreads to other parts of the body it can be called invasive Group A Strep (iGAS), which is a serious and critical illness.

Strep Throat

- Strep throat symptoms typically start 1-5 days after exposure
- Symptoms include fever, sore throat with red spots, and tender/swollen neck glands

Scarlet Fever

 Symptoms of scarlet fever include: high fever, sore throat, red rash that feels like sandpaper, red lines in skin folds





How does Strep spread?

Strep is spread by direct contact with secretions of an infected person.

Treatment

- Strep treatment requires antibiotics
- Other illness can look like strep, so strep is often tested for using a swab

If you or your child are experiencing symptoms such as the ones listed above, please visit your NP/MD or the emergency department ASAP

If you have questions please contact Jessica CHN at 613-625-2259



Are you or another family member living with diabetes, pre-diabetes, or have a family history of diabetes?

If you answered yes, please contact your community provider to find out more and to schedule a FREE diabetic retinopathy screen today!



EYE TIPS Earlier You Examine = Treatment = Increased Prevention of Sight Loss

How does EYE TIPS screening work?

Come to a screening day or book your 15minute appointment. The experience includes:

- A few questions will be asked
- 2. Images of your eyes will be taken
- Results will be received in 60 seconds!

Screening Date: **TBD**

Name: Family Health Services

Contact Information:

613-625-2259 ext 245

What is Diabetic Retinopathy?

Diabetic retinopathy occurs when elevated sugar (glucose) levels in your blood cause the blood vessels in the eye to swell and leak fluid into the retina. New blood vessels may also grow causing further damage.

See your eye doctor immediately, if you have any of the following diabetic retinopathy symptoms:

- Dark spots in your visual field
- Blurred, distorted or double vision
- Large "Floaters" (dots, circles, cobwebs that move across your field of vision)





Early Childhood Educator

Department: Mindiwin Manido - Daycare

Supervisor: Daycare Supervisor
Full-time Permanent - 40 hours a week

\$42,640.00 annual

Deadline to Apply: Thursday March 28th at 4:00 PM

The Early Childhood Educator is responsible for daily supervision, monitoring, care, and nurturing of children enrolled in the Mindiwin Manido Day Care program. The Early Childhood Educator is responsible for the delivery of a children's educational and developmental program that encompasses a wholistic and interdisciplinary team approach.

The Early Childhood Educator will interact and communicate with parents/guardians for the overall benefit of the child and/or children.

- Assists children with nutritional and personal care needs including but not limited to toilet, diapering procedures, personal hygiene, and medical.
- Interacts with children and builds positive relationships.
- · Ensures an inclusive environment for all children.
- Assists with the development, implementation, evaluation, and modification of a children's educational and cultural program.
- Provide activities and opportunities i.e. learning through play that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children.
- Creates an environment conducive to the learning of Algonquin culture and language development and appropriate to the physical, social, intellectual, and emotional development of the children.
- Observes, guides and facilitates the development and positive behaviour of children.
- Use and promote active listening skills.
- Assist with the development, implementation, evaluation and modification of individual educational and developmental plans (IEDP);
- Maintains daily journals and/or portfolios of each Childs' progress, including samples of their artwork, writing, etc.

REQUIREMENTS:

- Successful completion of Post-Secondary Education diploma in Early Childhood Education
- 1- year experience working in a licensed child care setting as an Early Childhood Educator
- · Registered and in "good standing" with the College of Childhood Educators of Ontario.

CONDITIONS OF EMPLOYMENT:

- 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
- In professional 'Good Standing' with College of Early Childhood Educators, on an ongoing basis.
- · Maintain 'Registration' with the College of Early Childhood Educators; 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 1XO

HR@pikwakanagan.ca
Subject Line: Early Childhood Educator

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, Perscriptions, 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

Post-Secondary Education Coordinator

Department: Education Services
Supervisor: Manager, Education Services
6 Month Contract with possible permanency - 35 hours a week
\$44,000 annual - based on experience

Deadline to Apply: Thursday, March 28th at 4:00 PM

The Post–Secondary Education Coordinator will be responsible for the administration and implementation of the Post–Secondary Education Student Support Program in accordance with the Algonquins of Pikwakanagan First Nation approved policies and procedures; they will be responsible for the application process, coordinating the student accounts, monitoring student success, budgeting, reconciling, and processing payments as well as maintaining effective communications strategies. The Post–Secondary Education Coordinator will be responsible for maintaining sensitive, personal, and confidential information that requires a high level of integrity, professionalism and sound judgement to ensure complete confidentiality and the protection of privacy, and entitlements for students and members of the community.

- Implements the Post-Secondary Education Student Support Program Policy and Procedures: application procedure, eligibility and restrictions on sponsorship, levels of education sponsored, priority system, eligible costs, overpayments, student responsibilities – due dates, withdrawing from studies, and the appeal process.
- · Identifies and makes recommendations for changes to the policy and procedures.
- Review all applications approved and creates a Post-Secondary budget for each student.
- Sets up student accounts at each institution, validates, reconciles, and pays all approved expenses such as tuition, books and supplies, and residency.
- Maintains a comprehensive record of on budget expenditures and provides a monthly report.
- Develops and implements an effective communication strategy; communicates post-secondary Education-related information and opportunities; communicates and monitors student success regularly and communicates with post-secondary institutions attended by our students.
- Establishes a referral listing of support services, advisory services, cultural resources etc.
- Maintains post-secondary section of website; will develop an on-line application process with designer.
- Completes various reports i.e. operational, project and statistical reports. Completes the annual Post-Secondary Education Register and Graduates Register.
- Develops and prepares correspondence, agreements, advertisements, pamphlets, forms, proposals and presentations, information kits, distribution materials etc.
- Coordinates meetings and co-facilitates meetings i.e. mandatory student sessions.

FOR A FULL JOB DESCRIPTION, PLEASE CONTACT: HR@PIKWAKANAGAN.CA

REQUIREMENTS:

- Post-Secondary School Diploma in Business Administration or a related field OR;
- Secondary School Diploma with 2–3 years' experience in program and financial administration.

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 1XO

HR@pikwakanagan.ca

Subject Line: Post-Secondary Education Coordinator

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, Perscriptions, 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.



Floating Assistant

Department: General Government
Supervisor: Rachel Mathieu, Executive Assistant
6 Month Contract with possibility of extension 35 hours a week
\$20.00 hourly

Deadline to Apply: Friday, April 5th at 4:30PM

The Floating Assistant will provide administrative support services and assist with the delivery of programs and services in a multi-departmental organization;

- Prepares correspondences, reports, forms, advertisements, posters etc.;
- · Assists with research assignments and presentations;
- Schedules, plans and executes all arrangements for meetings, conferences, training;
- · Attends meetings for the purpose of taking minutes, when required;
- · Provides reception services;
- Maintains administrative systems i.e. BF, attendance, purchasing, filing, mail logs;
- · Photocopies, scans, shreds; mails, couriers and faxes, general filing;
- Provide assistance and replacement service to various departments in the delivery of programs and services as approved.

FOR A FULL JOB DESCRIPTION, PLEASE CONTACT HR@PIKWAKANAGAN.CA

REQUIREMENTS:

- Ontario Secondary School Diploma with administrative office experience;
- · 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 1XO

HR@pikwakanagan.ca

Subject Line: GG Floating Assistant

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, Perscriptions, 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

Payroll Administrator

Department: Finance

Supervisor: Manager, Finance Full-time Permanent - 35 hours a week \$44,000 annually

Deadline to Apply: Friday, April 5th 4:30PM

The Payroll Administrator is responsible for providing financial and administrative services to ensure effective, efficient, and accurate financial and administrative operations as it relates to payroll and employee benefits.

- Payroll:
 - Coordinate and prepare all payroll information for the bi-weekly payroll cycle by collecting, compiling, and entering payroll data using appropriate software.
 - Ensure appropriate approvals are provided on the collected data.
 - Calculate post-payroll deductions. Process approved pay advances and retroactive pay.
 - Administer statements of payment to personnel either electronically or on paper.
 - Prepare and print payroll reports of earnings, hours worked, mandatory source deductions, and voluntary deductions; retain this information on each employee's payroll file.
 - Investigate and resolve payroll discrepancies and errors.
 - Update payroll records by recording changes including insurance coverages, wage assignments, salary increases, exemptions, etc.
- · Remittances & Reporting
 - Calculate and prepare all source deductions for the payroll cycle by calculating and processing payments to the Receiver General for Canada, Workplace Safety and Insurance Board; Manulife Financial Group; Chambers of Commerce Group Insurance, etc.
 - Calculate and prepare T4s covering the period January 1 to December 31 for each calendar year,
 distribute T4s to each employee, and file T4s and summary to the Canada Revenue Agency.
- · Leave and Overtime Benefits:
 - Verify and calculate employees leave and overtime benefits by preparing individual employee spreadsheets; ensuring that the appropriate opening calculations are recorded at the first of the fiscal year; vouching; and recording the hours of use under each category (annual, sick, special, overtime worked, overtime used).

FOR FULL JOB DESCRIPTION, PLEASE CONTACT HR@PIKWAKANAGAN.CA

REQUIREMENTS:

- · Successful completion of Post-Secondary education in an Accounting field; OR
- Successful completion of Grade 12 with one year demonstrated payroll/accounting experience
- Registration with the National Payroll Institute and possession of or working towards Payroll Compliance Certification would be considered an asset.
- ASSET NPI Registration and Payroll Compliance Certification, or working towards it.

ASSET:

 Registration with the National Payroll Institute and possession of or working towards Payroll Compliance Certification would be considered an asset.

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 1XO

HR@pikwakanagan.ca

Subject Line: Payroll 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, Perscriptions, 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.



Cook

Department: Mindiwin Manido - Daycare

Supervisor: Manager, Day Care

Full-Time Permanent - 35 hours a week \$20.00 hourly - based on experience

Deadline to Apply: Friday, February 23rd at 4:30PM

To provide nutritional meals and snacks for the children of Mindiwin Manido Daycare, meeting dietary requirements, and strictly adhering to all known food allergy alerts for children of the centre.

- · Dietary Planning & Delivery/Meal Preparation
 - prepare menus at least two weeks in advance, identifying and ensuring a wide variety of foods from Canada's food guide and the Eating Well with Canada's Food Guide – First Nations, Inuit, and Metis to create well-balanced meals and snacks for the children.
 - prepare morning snack/breakfast, noon meal, and afternoon snack; assist with serving the children as required.
 - ensure that children with special dietary requirements and children with food allergies are served meals and snacks according to their special needs and allergies.
 - Familiarize yourself with any anaphylactic allergies within the centre regarding food, and read labels thoroughly when conducting food orders to ensure the safety of all food items that enter the centre.
- Maintain Sanitary environment
 - maintain the kitchen in a clean and sanitary manner at all times.
 - clean children's eating area after each meal and snack, wiping tables, sanitizing, and sweeping floors, mopping up spills as they occur.
- Maintain inventory
 - ensure that food stock is adequately maintained.
 - submit orders to replenish stock in a timely and consistent manner.
 - maintain a list of all kitchen equipment and utensils and replace, when necessary, i.e., broken, discoloured, etc.
 - ensure appropriate ordering of perishable fruit, veggies, etc. to minimize waste.

FOR A FULL JOB DESCRIPTION, PLEASE CONTACT HR@PIKWAKANAGAN.CA

REQUIREMENTS:

- · Secondary School Diploma or equivalent
- Minimum 2 years cooking experience in commercial/daycare environment

CONDITIONS OF EMPLOYMENT:

- Valid Food Handler's Safety Course, or equivalent certificate.
- First Aid/CPR or willingness to take this training; annually
- · An acceptable Criminal Records Check and Vulnerable Sector Check; 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 1XO

HR@pikwakanagan.ca

Subject Line: Daycare Cook

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, Perscriptions, 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.

Good News Pikwakanagan!! PLATO has just launched recruitment for PLATO's Indigenous Software Tester Training Program in Ottawa-Gatineau! Everyone who successfully completes our 20-week training program is offered fulltime employment as a junior software tester, a great way to launch your career in technology. To apply you must be of Indigenous heritage (First Nation, Inuit or Metis) our third Class in the Ottawa Gatineau area Starts on May 21, 2024. Don't wait - Apply TODAY!

Looking to chat with someone on our team about whether you could be a good fit for the PLATO program? Reach out to us by email at Ellery.Furlong@platotech.com



Are you a naturally curious person? Do you like figuring out how things work?

Join our training program to become a software tester (5-months of in-class training followed by a paid internship placement).

Graduates will become full-time software testers with paid vacation and full benefits.

Requirements:

- · Desire to learn and start a new career
- Interest in technology
- Indigenous heritage
- High school diploma, GED 12 and/or work experience

THIS PROGRAM IS FOR PEOPLE WHO ARE: Critical Thinkers Problem Solvers Detail Oriented Motivated to Learn Location: Start Date: Ottawa-Gatineau May 21, 2024

APPLY TODAY!

For more information and to apply:

platotech.com/training/ottawa-gatineau







CALL TO TENDER

Janitorial Services Units 3 & 4, 473 Kokomis Inamo Retail Small Business Centre

The contractor will supply all necessary labour required to complete the services described in "Schedule A" Cleaning supplies and equipment will be supplied by the Consultation department. Cleaning services will be conducted after the close of the business day and before the next business day begins.

Duration of contract: April 8, 2024 to March 31, 2025.

Closing date of tender: March 28, 2024 at 4:30 pm.

Your tender submission must include the completed form below and proof of current WHMIS certification/training.

As successful bidder, you must provide, at your own expense and upon signing of the contract,

- Proof of Personal Liability and Property Damage Insurance
- Companies: If bidding as a company, all other individuals must meet the above requirements 1. Proof of WHMIS certification provided with Tender Submission. 2. Names on the policy as an insured if the company is the successful bidder.

Interested person(s) may contact Laura Sarazin, Executive Assistant, Consultation Department at assistant.consultation@pikwakanagan.ca to obtain "Schedule A" and if you wish to schedule an appointment for a site examination. Said site examination will be conducted on Monday, March 25, 2024 for one hour beginning at 11 a.m.

Submit your Tender in a sealed envelope clearly marked "Tender for Janitorial Services, Consultation Department" and dropped of at Unit 3, 473 Kokomis Inamo between the hours of 8:30 am and 4:30 p.m. weekdays, or you can email your completed tender to assistant.consultation@pikwakanagan.ca

We are not obligated to accept the lowest or any tender.

	Tender for Janitorial Se	ervices, Units 3 and 4, 473 Kokomis Inamo
I,		having read the tender specifications
above and Schedu	le A (site inspection option	onal), submit my tender for janitorial services as:
		per month.
Dated this	day of	, 2024
Signature:		

Membership Additions ALGONQUINS OF PIKWAKANAGAN FIRST NATION **MEMBERSHIP ADDITIONS**

Name	Family Line	Date Posted	Appeal Period Ends
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
Helmer, Scott	Lavallee/Ignace	20 Nov 23	20 Apr 24
Helmer, Brock	Lavallee/Ignace	20 Nov 23	20 Apr 24
White, Skye	Meness	20 Nov 23	20 Apr 24
White, Brenna	Benoit/Baptiste	20 Nov 23	20 Apr 24
Hallick, Terrence	Lavalley	21 Nov 23	20 Apr 24
Dennome, Marcel	Ignace/Meness	27 Nov 23	21 Apr 24
Gaudry, Chante	Meness	06 Dec 23	27 Apr 24
Fleming, Alyssa	Lamure	11 Dec 23	06 May 24
Bowers, Jeremy	Lavallee	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
Knox, Kolt	Sarazin	30 Jan 24	30 June 24
Cort, Cree	Ignace/Meness	05 Feb 24	05 July 24
Martin, Dana	Amikons/Ignace	05 Feb 24	05 July 24
Mikaelian, Susan	Sararas	06 Feb 24	06 July 24
Cabrel, Evan	Tenniscoe	07 Feb 24	07 July 24
Cabrel, Ethan	Tenniscoe	07 Feb 24	07 July 24
Lee, Arianna	Benoit/Baptiste	09 Feb 24	09 July 24
Tregunna, Rochelle	Lamure	15 Feb 24	15 July 24
Grandmond, Annette	Pisindwate	14 Feb 24	14 July 24
Paul, Fayth	Pisindwate	14 Feb 24	14 July 24
Grandmond, Milton	Pisindwate	14 Feb 24	14 July 24
Dicorato, Frank	Baptiste	27 Feb 24	27 July 24
Dicorato, Julia	Baptiste	27 Feb 24	27 July 24
Dicorato, Olivia	Baptiste	27 Feb 24	27 July 24
Craftchick-Lavalley, Amelia	Lavalley	27 Feb 24	27 July 24
Bennett, Joan	Tenniscoe	27 Feb 24	27 July 24
Bennett, Beverly	Tenniscoe	27 Feb 24	27 July 24
Elliot, Riley	Lavalley	4 Mar 24	4 Aug 24
Lalonde, Briana	Benoit/Baptiste	4 Mar 24	4 Aug 24
Murca, Mathew	Lavalley	6 Mar 24	6 Aug 24
Codling, Vivian	Benoit/Baptiste	6 Mar 24	6 Aug 24
Codling, Renee	Benoit/Baptiste	6 Mar 24	6 Aug 24
Bujold, Lhea	Lamure	11 Mar 24	11 Aug 24
Crumb, Hayden	Lamure	11 Mar 24	11 Aug 24
Crumb, Jordan	Lamure	11 Mar 24	11 Aug 24
Crumb, Dani	Lamure	11 Mar 24	11 Aug 24
Paquette, Donald	Lamure/Montreuil	11 Mar 24	11 Aug 24
Paquette, Konnor	Lamure/Montreuil	11 Mar 24	11 Aug 24
Paquette, Ricky	Lamure/Montreuil	11 Mar 24	11 Aug 24

White-Kohoko, Chayton	Kohoko	11 Mar 24	11 Aug 24
McGivern, Jade	Lambe	15 Mar 24	15 Aug 24
Holmberg, Kerry	Lavalley	18 Mar 24	18 Aug 24
Fraser, Bonnie	Baptiste	18 Mar 24	18 Aug 24

To appeal the addition of one of the above persons becoming a Member of the Algonq Pikwakanagan First Nation, please refer to your Membership Code, available on our wor in the Lands, Estates & Membership Department, or email at mgr.lem@pikwakanagan.ca



Community Information

Regular council meetings on zoom

Every second and last Tuesday of the month beginning at 9AM



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



Zoom details minutes Presentations/Attachments

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

BELIEVE IN YOURSELF

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

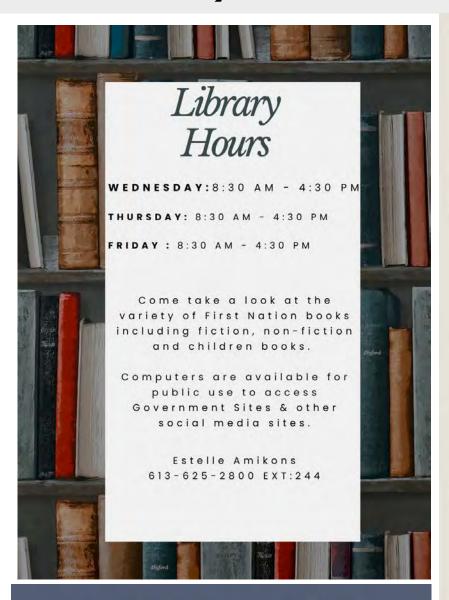
Thank you Natalie Commanda, Pharmacy Technician Joseph Conway, Pharmacist

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



Waste Disposal Site

Wednesday: 12:00pm - 6:00pm Sundays: 9:00am - 3:00pm

Curbside Pick Up

Garbage: Wednesday
Cardboard: Thursday
Containers: Friday



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.algquinsofpikwakanagan.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.



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



