



Pikwakanagan Tibadjumowin

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

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Upcoming Closure

AOPFN ADMINISTRATION

MONDAY DECEMBER 23RD

TO

SUNDAY JANUARY 5TH,

Pidji-Pibon Kizis

Moon of Coming Winter

December

Sweat Ceremony

Date: December 14, 2024

Conductor: Dean Sayers - Batchewana Bay

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:

- The ceremony is intended for healing
- four sessions
- 18 grandfathers
- A feast will follow the ceremony and the location will be shared the day of.
- New people are always welcome

What you will need:

- a towel for drying and a change of clothes for the sweat, this could be shorts, t-shirt, ribbon skirt (not required)
- arrive early for any additional questions or inquiries on the day of ceremony. Women are advised to speak with conductor on protocols around moontime.
- bring a chair for sitting.

For more information contact

613-625-2259

or

IES.hs@pikwakanagan.ca



Algonquins of Pikwakanagan First Nation

Chief & Council Update

During the week of December 2nd, Chief Greg Sarazin and members of Council welcomed hundreds of First Nation Chiefs to the Assembly of First Nations, Special Chiefs Assembly being held in Ottawa.

Chief Sarazin provided the opening remarks, welcoming everyone to our unceded, unsurrendered Algonquin territory and noted that Ottawa exists within our Algonquin lands, right alongside of the Great River of the Algonquin Nation, the Mighty Kichesippi. Chief Sarazin acknowledged our residential school victims and survivors, our missing and murdered indigenous women and girls, and our 60's scoop survivors.

Inside the Rogers Centre, Chiefs from all across Canada came together to discuss, develop solutions and to take action on the many issues that First Nation communities are facing such as human trafficking, housing, economic development, child welfare, and the need for clean water.

Other notable speakers included the Prime Minister of Canada, Justin Trudeau, Jagmeet Singh, Leader of Canada's New Democratic Party, Yves-François Blanchet, Leader of the Bloc Québécois, The Honourable Gary Anandasangaree, Minister of Crown Indigenous Relations, and The Honourable Patty Hajdu, Minister of Indigenous Services Canada.

Chief Sarazin and Councillors also took the opportunity to meet with Chiefs from Algonquin First Nations in Quebec to discuss how we could continue to work together and advance Algonquin unity. Chief and Council also met with various government officials to advance various issues that benefit Pikwakanagan.

The week ended with a drumming session by the Spirit Wolf Singers, final remarks from Assembly of First Nations National Chief Cindy Woodhouse Nepinak, and a closing prayer by Algonquin Elder Jane Chartrand.



Algonquins of Pikwakanagan First Nation

Revision from last week regarding AOPFN LP

Recently, AOPFN announced exciting developments regarding our AOPFN Limited Partnership. Chief Greg Sarazin and Council are highlighting the AOPFN Limited Partnership on the development of three successful partnerships and the award of 5 Battery Energy Storage System Projects (BESS) bids in the IESO LT1 – Long Term Request for Proposal for energy procurement awarded in the spring of this year.

AOPFN was awarded five out of the ten available contracts for BESS projects in the LT1 bidding process. Only three First Nations in the province received contracts, and AOPFN secured the largest number of any bidder.

BESS projects are battery facilities that store electricity from the grid during off-peak hours (when demand and costs are low) and sell it back during peak hours (when demand and prices are high). These projects are set to provide a stable source of revenue for our community for the next 20 years and will help stabilize our power grid for future generations, ensuring access to reliable and renewable power.

The AOPFN Limited Partnership's goal is to create wealth and prosperity for the AOPFN Membership by creating long-term revenue generation. As the AOPFN Limited Partnership strives to create sustainable Economic Development for AOPFN for generations to come, it works in collaboration with the AOPFN Consultation Department to ensure that AOPFN rights are asserted/recognized, and measures are put in place to ensure the protection of the environment.

This is exciting news for the AOPFN Membership and our environment!

1657A Mishòmis Inamo
Pikwakanagan, Ontario K0J 1X0

Tel: (613) 625-2800

Fax: (613) 625-2332

Pidji-pibòn-Kìzis December 2024

Manàdjitàganiwan Sunday	Metisowini-kijid Monday	Ànjeni-kijigad Tuesday	Sòzep-kijigad Wednesday	Ishpiniganiwan Thursday	Chibayàtigo-kijigad Friday	Màni-kijigad Saturday
1	2 AOPF Career Fair Makwa 11:00 - 8:00	3	4	5	6 World Diabetes Day Elders Lodge 12:00 - 3:00	7
8	9 Record Suspensions Virtual 5:00-6:00	10	11 Alexandra Bridge Makwa 6:00 - 8:00	12	13 Food Voucher Pick Up	14 Stuff a Cruiser Food Drive
15	16	17 Legal Clinic Health Centre 4:30 - 6:00	18	19 Winter Solstice Market & Feast Makwa	20	21
22	23	24	25	26	27	28
	Office Closed	Christmas Eve	Christmas Day	Office Closed	Office Closed	
29	30 Office Closed	31 New Years Eve	1 New Years Day	2 Office Closed	3 Office Closed	4

COMMUNITY HEALTH

DECEMBER

2024

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1	2	3	4	5	6	7
		Chair Exercises Tennisco Manor 1:15pm-2:15pm		Chair Exercises Tennisco Manor 1:15pm-2:15pm	The Elders Lodge: Baby Food Making Workshop & Diabetes Day Event	
8	9	10	11	12	13	14
		Chair Exercises Tennisco Manor 1:15pm-2:15pm		Chair Exercises Tennisco Manor 1:15pm-2:15pm		
15	16	17	18	19	20	21
		Chair Exercises Tennisco Manor 1:15pm-2:15pm		Chair Exercises Tennisco Manor 1:15pm-2:15pm		
22	23	24	25	26	27	28
29	30	31			Christmas Closure is from December 23rd - January 6th	

Angel Program

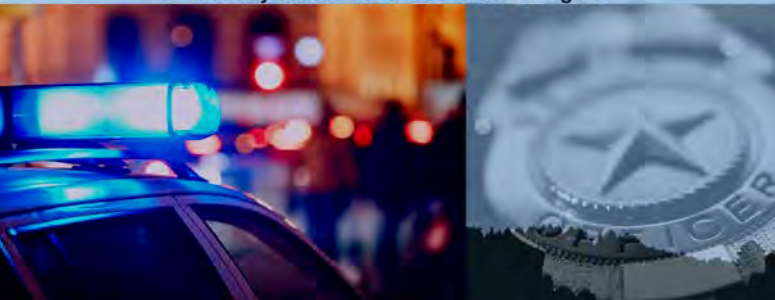


Algonquins of Pikwakanagan
First Nation

Community Notice: The Upper Ottawa Valley Ontario Provincial Police (OPP) have launched their 28th annual Christmas Angels Program. Christmas is a time for giving, and the community is encouraged to support those in need by participating in the Christmas Angels program. Each "Angel" represents a local resident who could use some holiday cheer. Everyone is invited to visit any of the following locations to select an "Angel" and purchase a gift:

- Pembroke and Petawawa OPP
- Detachments Pembroke City Hall
- Pembroke Library Petawawa Library
- Petawawa Town Office Laurentian Valley
- Township Office Whitewater Region

You are being asked to place the unwrapped gift in a gift bag with the "Angel" tag attached to the outside. Gifts should be returned to the location where the "Angel" was selected by December 9th, 2024. Last year, the community's generosity helped brighten the holiday season for a record 602 "Angels."



UOV OPP Launches Festive R.I.D.E. Campaign to Tackle Impaired Driving

UOV OPP Launches Festive R.I.D.E. Campaign to Tackle Impaired Driving

The Upper Ottawa Valley (UOV) Detachment of the Ontario Provincial Police (OPP) has launched its annual Festive R.I.D.E. (Reduce Impaired Driving Everywhere) campaign. Running now, to January 1st, 2025, the initiative aims to reduce impaired driving during the holiday season.

Drivers in the UOV region, including AOPFN should expect RIDE checkpoints any time, day or night. Officers can request Standardized Field Sobriety Tests (SFSTs) or Drug Recognition Expert (DRE) evaluations to detect alcohol or drug impairment. Under the Mandatory Alcohol Screening law, officers can demand a roadside breath test from any lawfully stopped driver, even without prior suspicion of alcohol use.

Impaired driving is a leading cause of collisions and endangers public safety. Drivers are urged to use taxis, designated drivers, or other alternatives. To report suspected impaired drivers, call 9-1-1 or contact Crime Stoppers at 1-800-222-TIPS.

STUFF A CRUISER FOOD DRIVE

Saturday Dec. 14
10am to 3pm

City of Pembroke
Wal-Mart, No Frills, Metro
and Giant Tiger

Town of Petawawa
Independent Grocers



PETAWAWA
PANTRY
Kiwanis
CLUB OF PEMBROKE



Construction Updates:



ascoconstruction.com

FOR THE WEEKS OF DECEMBER 2ND – DECEMBER 13TH, BEI WILL CONTINUE WORK AS FOLLOWS:

WATERMAIN:

CREW 1 – WILL CONTINUE AND COMPLETE INSTALLATION OF WATERMAIN ON KOKOMIS INAMO.

CREW 2 – WILL CONTINUE AND COMPLETE INSTALLATION OF WATERMAIN ON KOKOMIS INAMO.

CREW 3 – WORKING ON LONG SIDE SERVICES

-ROCK BREAKERS WILL BE ON SITE CONTINUING WITH BLASTING OF LONG SIDE SERVICES ON NOPOMING INAMO AND MISHEWE INAMO.

-REMOVE TRENCH BOXES AND BACKFILL ON ININATIG INAMO IN DIRECTIONAL DRILL AREA.



Reminder that Health Services Christmas closure starts **December 23rd – January 6th**. The last day staff are in office is Friday, December 20th.

Please ensure any concerns are addressed, and items you may need from Community Health Staff (ex: Food Vouchers) are collected before the end of the day Friday December 21st.

Meegwetch!

WINTER SOLSTICE

Market & Feast



ART VENDORS, FEAST,
SANTA & GIFTS

ARTISAN MARKET 2PM
FEAST AT 5:30 PM
DECEMBER 19
MAKWA CENTRE



CALLING ALL PIKWAKANAGANS ARTISTS & CRAFTERS!

**WE INVITE YOU TO SHOWCASE & SELL YOUR HANDMADE GOODS & ART.
NO COST! EACH VENDOR WILL HAVE TABLE & CHAIRS.**

**CONTACT 6136251958 / PROGRAMCOORDINATOR@THEALGONQUINWAY.CA TO
RESERVE A TABLE**

**GIFTS WILL BE PROVIDED FOR CHILDREN AGES 0-18 WHO RESIDE IN PIKWAKANAGAN.
MEMBERS WHO RESIDE OUTSIDE OF PIKWAKANAGAN ARE MORE THAN WELCOME TO
JOIN BUT PLEASE BRING A WRAPPED GIFT FOR YOUR CHILD(REN).**

COMMUNITY NOTICE

PUBLIC WORKS CHRISTMAS SCHEDULE

CONTACT 613-639-3309 for all rental & housing emergencies

Other means of contact will be by email

ALL Emails will be check often during office closure

Dustin – mgr.publicworks@pikwakanagan.ca

Bonnie – assistant.publicworks@pikwakanagan.ca

Kreed – housing@pikwakanagan.ca

CURBSIDE, RECYCLE, LANDFILL SCHEDULE

Wednesday December 25th -NO CURBSIDE & LANDFILL CLOSED

Thursday December 26th – NO RECYCLE & LANDFILL CLOSED

FRIDAY DECEMBER 27TH – DOUBLE RECYCLE PICKUP

CURBSIDE GARBAGE PICK UP

LANDFILL OPEN 8:30 TO 4:30

SUNDAY DECEMBER 29TH – LANDFILL OPEN 9:00 TO 3:00

Wednesday January 1ST - NO CURBSIDE & LANDFILL CLOSED

Thursday January 2nd NO RECYCLE & LANDFILL CLOSED

FRIDAY JANUARY 3RD - DOUBLE RECYCLE PICKUP

CURBSIDE GARBAGE PICK UP

LANDFILL OPEN 8:30 TO 4:30

SUNDAY JANUARY 5th - LANDFILL OPEN 9:00 TO 3:00

SEASONS GREETINGS

FROM THE PUBLIC WORKS DEPARTMENT



News & Events:



Substance Use Recovery Meeting

Join us on Thursday's from
6:30 - 8:00 pm

Located at the Elder's Lodge

This meeting is open to individual's struggling with any
substance use.

AOPFN COLLEGE & UNIVERSITY STUDENTS

IF YOU ARE INTERESTED IN BEING CONTACTED
ABOUT BURSARIES, GRANTS, CO-OP & INTERNSHIP
OPPORTUNITIES, EMPLOYMENT OPPORTUNITIES OR
WORKSHOPS AND EVENTS, PLEASE REGISTER WITH THE
AOPFN ECONOMIC DEVELOPMENT DEPARTMENT ASAP.

Angelina Commanda
Business Development Coordinator
business.coordinator@pikwakanagan.ca
613-625-1551



Nigig Nibi Ki-win Gamik Society

WEEKLY YOUTH DRUM GROUP

Girls welcome to sing
backup

5:30 pm to 7 pm
@Elder's Lodge

FOR MORE INFO
PLEASE CONTACT:
Familywellness@
nigignibi.com

OPEN TO
PIKWAKANAGAN
MEMBERS & THEIR
FAMILIES

Tuesday October 1st 2024
Tuesday October 8th 2024
Tuesday October 22nd 2024
Tuesday October 29th 2024
Tuesday November 5th 2024
Tuesday November 12th 2024
Tuesday November 19th 2024
Tuesday November 26th 2024
Tuesday December 3rd 2024
Tuesday December 10th 2024
Tuesday December 17th 2024

AOPFN PARENTS

IF YOU HAVE A CHILD IN
GRADE 7-12 THIS IS FOR YOU

- The Economic Development Department wants to know who our AOPFN Students are and how to connect with them for upcoming events/workshops and other opportunities.
- Please call or email us asap as we are entering into our planning stages for next year

Angelina Commanda
Business Development Coordinator
business.coordinator@pikwakanagan.ca
613-625-1551

REQUIRED INFORMATION

- PARENTS CONTACT INFORMATION (NAME,PHONE#,EMAIL)
- STUDENTS NAME
- SCHOOL OF ATTENDANCE
- STUDENTS D.O.B
- GRADE

News & Events:

GET YOUR REGALIA & MOCCASINS
READY FOR:

PIKWAKANAGAN'S FIRST CHRISTMAS COMMUNITY POWWOW!



Location: Makwa Community Centre

83 Kagagimin Inamo Pikwakanagan

Date: December. 28th, 2024

Time: 1:00pm - 9:00pm

Hosted by: Nevaeh Sarazin

Kitchi Miigwetch to Nevaeh & all Sponsors

Emcee:

Kevin Lamarr Jr.

Drums:

Host drum: Spirit Wolf

Co-host drum: Buckshot

(PLEASE NOTE THERE
WILL BE A FEAST!)

If you have any questions regarding this event, please contact Nevaeh Sarazin for more details!

(613) 717-9275
(613) 625-1109

Miigwetch and I hope to see you all there!

Harvesting Within Pikwakanagan Boundary

Please be aware that Chief and Council of the Algonquins of Pikwakanagan First Nation (AOPFN) have received complaints of Non-band members harvesting deer on our First Nation. This will remind you that only Pikwakanagan band members have the right to harvest within Pikwakanagan Boundary.

**Please Direct any Questions or Concerns to the Natural
Resources Department, AOPFN**

613-625-2800 ext 253



mgr.naturalresources@pikwakanagan.ca

FIREARM SAFETY NOTICE

**SAFETY
FIRST**

Firearm safety in Pikwakanagan has become a concern. Please note that all persons must abide by Ontario Provincial Firearm Regulations and not encroach on residential properties and CP holders' rights. Failure to do so may result in Criminal Code offenses and penalties.

To legally discharge a firearm in Canada, certain requirements – in addition to holding a valid firearms licence (PAL) – must be met. Individuals must have a lawful reason for discharging a firearm. Common reasons may include hunting, sport shooting, or target practice. It is illegal to discharge a firearm for malicious purposes or in a manner that endangers the public or property.

Individuals must always be aware of their surroundings and ensure that there is a safe area to discharge their firearm. This means avoiding areas where the discharge of firearms is prohibited, such as residential areas or commercial/administrative buildings, such as businesses or schools. It is also essential to be aware of any potential hazards in the area, such as roads, buildings, or other individuals.

Please ensure safe practices and respect private property in Pikwakanagan.

2024 HARVEST RAFFLE



HARVESTERS HAVE THE OPPORTUNITY TO BE ENTERED IN A RAFFLE DRAW FOR A CABELA'S GIFT CARD!

Harvesters name and information will be entered in the draw upon completion and submission of their 2024 Harvest Report Form.

1st Prize: \$300 Cabelas Gift Card
2nd Prize: \$100 Cabelas Gift Card
3rd Prize: \$50.00 Cabelas Gift Card
4th Prize: \$50.00 Cabelas Gift Card



**FRIDAY, FEB 4
2025**

FOR ANY ADDITIONAL INFORMATION
PLEASE CONTACT LARISSA.
(INFORMATION BELOW)



613-625-2800 x 249



field.admin@pikwakanagan.ca



Senior Frauds and Scams

Infographic

Common Scams

1 Phishing Scams

Phishing is an attack where a scammer calls you, texts or emails you, or uses social media to trick you into clicking a malicious link, downloading malware, or sharing sensitive information.



2 Grandparent Scam

Grandparent scams (also called emergency scams) are common scams that target seniors. These scams usually involve a phone call from someone who pretends to be your grandchild.



3 Phone or Voicemail Scams

You receive a call or a voicemail from a criminal who is posing as a government agency or member of law enforcement.



4 Romance Scams

If you meet someone online but have not seen them in person, and they begin to ask you for money, it's likely a romance scam.



Tips on How to Protect Yourself

- Call the sender to verify legitimacy (e.g. if you receive a call from your bank, hang up and call them)



- Always be wary of links or attachments that you weren't expecting.
- Avoid sending sensitive information over email or texts.



- Never offer information to the caller.

- Ask the caller a few personal questions, press your caller for details.

- Never provide your credit card number over the telephone or internet.

- Never wire money to someone under uncertain conditions.



- If you receive a call from a scammer, hang up or delete the voicemail message.

- Block the caller's phone number and report the calls to the Canadian Anti-Fraud Centre.



- If your love interest asks you to send money, be very suspicious.

- Ask them for a recent photo or do a video call.

- Fraudsters often claim they are in another part of the world as the reason for not being able to meet in-person.

Cyber Security Tips for Seniors



Cyber security is the set of practices that you have in place to protect your devices and personal and financial information. Cyber criminals target individuals to gain information that they can exploit to steal money from you.

1 Create unique, strong passphrases and passwords

- Use a passphrase, a series of at least four words and 15 characters in length
- Or use complex passwords with:
 - at least 12 characters
 - upper and lower case letters, numbers and symbols
- Use a different password for every account



2 Limit sharing of sensitive personal information online

Be careful what personal data you share online. Don't provide your birthdate, PIN or any personal or financial information.



4 Enable multi factor authentication (MFA)

MFA uses two or more different ways of verifying that you are who you say you are to add an extra layer of protection for your accounts and devices.

5 Protect your devices

Install anti-virus and anti-malware software on all your connected devices and keep this software up to date.



3 Install software updates and patches

Install software updates as soon as they're available for all of your connected devices.



6 Phishing. Don't take the Bait

Phishing is one of the most common tactics that cyber criminals use to steal your information. Phishing messages are often sent as emails, text messages (known as smishing) or phone calls.

Breathe. Phishing messages often pressure or threaten you to respond quickly.

Links: Don't open any link or attachment you're unsure of.

Delete any messages that seem too good to be true, like winning a contest you didn't enter.



For more information

Elder Abuse Prevention Ontario
416-916-6728 | www.eapont.ca
admin@eapont.ca | @EAPreventionON

RESOURCES

Canadian Anti-Fraud Centre
www.antifraudcentre-centreantifraude.ca
Government of Canada
www.cyber.gc.ca



Elder Abuse
Prevention
Ontario



Elder Abuse
Prevention
Ontario

For more information

Elder Abuse Prevention Ontario
416-916-6728 | eapont.ca
admin@eapont.ca | @EAPreventionON

RESOURCES

Canadian Anti-Fraud Centre
www.antifraudcentre-centreantifraude.ca
Government of Canada
www.cyber.gc.ca

RENFREW COUNTY LEGAL CLINIC IS COMING HERE TO AOPFN!

THINGS TO KNOW:

- Renfrew County Legal Clinic will be attending the Health Services Building to offer free legal advice and support.
- No appointment needed.
- First come, first serve basis.
- They will be here every third Tuesday of the month unless notified otherwise.
- The hours will run from 4:30pm till 6:00pm.



RENFREW COUNTY
LEGAL CLINIC

THE RENFREW COUNTY LEGAL
CLINIC WILL BE HERE:

October 15, 2024 4:30-6:00pm

November 12, 2024 4:30-6:00pm

December 17, 2024 4:30-6:00pm.

January 14, 2025 4:30-6:00pm

FOR MORE INFORMATION CALL
EMMA; THE RESTORATIVE
JUSTICE WORKER AT AOPFN

(613) 625-2259 Ext 245

1643 Mishomis Inamo,
Pikakanagan, ON

Coping With Grief During the Holidays

Talk about your grief. Don't worry about bringing anyone down. You're allowed to grieve and you're allowed to talk about it.

Create boundaries with your time. If you need to take time for yourself - do it.

Find a way to honor them. Start a new tradition that celebrates their memory.

Set realistic expectations. You will probably be sad, angry, or upset and that's okay.

Allow yourself to feel all of your feelings. Resentment and anger are normal emotions.

Check-in with your needs. Reach out for hugs. Let people know you need extra love.

BlessingManifesting

Community Trails Plan



Attention Members - **SURVEY**

The Sports and Recreation Department invites you to help shape the *Community Trails Plan*.

ONLINE

- or -

HARD COPY



Contact Sports and Rec
for Hardcopy.

Please return completed
survey to BAND OFFICE or
MAKWA CENTRE

Close Date:
January 5th, 2025

Survey Web Address: <https://www.surveymonkey.ca/r/AOPFNtrails>

Cultural Cemetery Revitalization

Attention Members - **SURVEY**

The Lands, Estate & Membership Department invites you to help shape the *Cultural Cemetery Revitalization* plan.

ONLINE

- or -

HARD COPY



Contact LEM for Hardcopy

Please return completed
survey to BAND OFFICE

Close Date:
January 5th, 2025

Survey Web Address: <https://www.surveymonkey.ca/r/AOPFNcemetery>

Online

CHRONIC DISEASE MANAGEMENT WORKSHOPS

**LIVING HEALTHY
CHAMPLAIN IS
RUNNING ONLINE
WORKSHOPS THAT
ARE FREE!**

JOIN NOW



Jan 2nd - Feb 6th: Living a Healthy Life With Chronic Pain

**Jan 6th-Feb 10th: Living a Healthy Life With Chronic
Conditions**

Jan 15 -Feb 5th: Whole Health, Whole Self

Jan 28th-March 4th: Progress Over Pain

**If interested in registering or need support getting
registered call Taylor, Chronic Disease Management Nurse
at Health Services 613-625-2259 ext 209**

[HTTPS://WWW.LIVINGHEALTHYCHAMPLAIN.CA/EN/WORKSHOPS](https://www.livinghealthychamplain.ca/en/workshops)

8 Healthy Habits to Help Prevent Dementia

Care for your heart Track your numbers and keep them in the recommended ranges: Track your blood pressure, cholesterol, blood sugar, and weight. 	Be physically active Aim for 30 minutes of activity most days. 	Eat Healthy Follow Canada's Food Guide: plenty of vegetables and fruits, limit highly processed foods and make water your drink of choice. 	Be Social 
Challenge your brain Expose your brain to new things. Do more than one type of activity. 	Protect your head 	Sleep Well Get 7-8 hours of sleep in a 24 hour period. Have a regular sleep routine. Try relaxation techniques. 	Care for your mental health Talk about your mental health. Build resilience. Practice all the other brain healthy choices. 

DementiaHelp.ca



Financial contribution from

Public Health Agency of Canada Agence de la santé publique du Canada

© The Dementia Society Ottawa and Renfrew County

10 Warning Signs: Could this be dementia?

				
Memory loss that affects day-to-day activities	Challenges with performing familiar tasks	Confusion about time and space	Challenges with language	Challenges with abstract thinking
				
Misplacing items	Changes in mood or behaviour	Changes in judgment	Loss of initiative	Changes to personality

DementiaHelp.ca



Financial contribution from

Public Health Agency of Canada Agence de la santé publique du Canada

© The Dementia Society Ottawa and Renfrew County



LOAN CUPBOARD

Short-term medical equipment
lending system.

For More Information:

-  (613) 625-2259 ext. 241
-  1643 Mishomis Inamo
-  hcc@pikwakanagan.ca



Access to equipment such as:

- Wheelchairs
- Walkers
- Canes
- Crutches
- Splints/braces
- Bedroom equipment
- Bathroom aides
- Monitors
- Specialized devices

Available to First Nation members who:

- Live in Pikwakanagan
- Are a status member, spouse or caregiver
- Require equipment on a short term basis

For More Information:

-  (613) 625-2259 ext. 241
-  1643 Mishomis Inamo
-  hcc@pikwakanagan.ca

Resource Numbers:

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

Pikwakanagan Drug Tip Line

OPP Community Street Crime Unit in Renfrew County have established a drug tip line for Pikwakanagan First Nation. The number: **613-639-0805**

The tip line will be monitored by Detectives within the Community Street Crime Unit (CSCU). Messages will be checked regularly. If the caller wishes to be called back, an investigator will return the call.

This line is only intended for drug-related information.

Any emergency, request for police assistance or other call for service should go through normal channels.

Renfrew County Crimestoppers is still available for drug and non-drug related tips.

Pikwakanagan Drug Tip Line: 613-639-0805

Renfrew County Crimestoppers: 1-800-222-8477

Any Emergency: Call 911

OPP non-emergency line: 1-888-310-1122

FIRST NATION COMMUNITY NOTICE: ISN MASKWA

WHO IS ISN MASKWA?



WHAT IS ISN MASKWA DOING WHILE ONSITE?

- 24/7 Operations
- Wellness Checks
- Community Support to keep all community members safe and happy
- Assist with special events/recreation
- Assist where they are needed and directed by the community

Owned by Missanabie Cree First Nation, ISN Maskwa is a leader in training and deploying in Indigenous communities for a variety of specialties. ISN Maskwa has been working extensively to build the initiative across the province of "Indigenous-led Community Support" in regards to evacuation and emergency response.

HOW CAN YOU GET A HOLD OF THE ISN MASKWA TEAM?

ISN Maskwa is onsite 24/7 and can be reached on our phone at:

343-544-6810





AOPFN EMPLOYMENT OPPORTUNITY

Technology Support Assistant

Department: General Government

Supervisor: Senior Executive Assistant

\$20.00/hour 35 hours a week, 6 month term with possibility of permanency

Deadline to Apply: Friday, January 3rd at 4:30PM

The Information Technology Support Assistant will provide effective IT assistance across all aspects of the business and will provide backup and support to the IT Support Officer. The IT Support Assistant is responsible for supporting and maintaining the Microsoft Server and Desktop operating systems, plus general maintenance of all IT-related hardware/software. The position provides exposure to a broad range of IT-related projects and activities.

- Supports in the setup and configuration of IT-related items
- Aids in the installation and upgrade of software, repairs of hardware, and peripherals.
- Assist in administering user accounts.
- Troubleshoots, and diagnoses basic problems with computer equipment.
- Performs minor maintenance and repair on equipment.
- Transfers computer files between platforms as needed.
- Setting up new users and disabling expired accounts in accordance with HR requirements.
- Ensures all software purchased licensing is recorded and maintained.
- Attends relevant meetings, conferences, and seminars.
- Creating purchase requisitions for IT hardware/software.
- Follow, and implement IT policies and procedures ensuring compliance and incorporating available measures in the legislation.
- Will work with Human Resources, Managers, and Supervisors.

For full Job Description please email hrassistant@pikwakanagan.ca

REQUIREMENTS:

- Post Secondary certificate or diploma related to Computer Technology or a related field OR
- Secondary School Diploma with 2 years of current work experience in IT support or direct experience working with technology and computer operations.

CONDITIONS OF EMPLOYMENT:

- An acceptable Criminal Records 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:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca

Subject Line: Technology Support Assistant

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

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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AOPFN EMPLOYMENT OPPORTUNITY

Personal Support Worker

Department: Health Services

Supervisor: Client Care Coordinator

\$20.00 hourly, 1 to 2 days a week plus additional shifts as needed up to March 31st, 2025

Deadline to Apply: Friday, January 3rd at 4:30PM

Appointed as Personal Support Worker – assisting the clients with their daily routines and specific activities including meals provision, housekeeping, laundry, and arrangement of medical services and other. Interacts with clients to promote and ensure the client's well-being and sense of belonging. The Personal Support Worker – shall perform all job-related functions in such a manner so as to maintain their complete confidentiality in recognition of the privacy entitlement of all members of the community. The Personal Support Worker – must be ready, willing and able to develop and maintain a good working relationship with all agencies, indigenous organization and business associates of the Algonquins of Pikwakanagan First Nation.

- Assists with meal planning.
- Scrubbing, sweeping and dusting of client's rooms.
- Participates in various activities throughout shift with the clients, such as friendly visiting, card playing, etc.
- Assists with personal care
- Contacts next of kin or families if required of client's condition or needs.
- Arranges client's health appointments when required.
- Completes client data sheets and other documents required for reports and performance indicators.
- Recognizes, reports and records safety, health risks and security needs for clients.
- Reports incidents and completes reports as required.

For full Job Description please email hrrassistant@pikwakanagan.ca

REQUIREMENTS:

- Demonstrated good written communication skills.
- Possess certification as a Personal Support Worker(asset)
- or Health Care Aid with at least one year of experience in working with seniors or providing personal care.
- applicants must be currently employed at the Tennisco Manor

CONDITIONS OF EMPLOYMENT:

- Acceptable Vulnerable Sector Check and CPIC must be provided as a condition of employment.

How to Apply

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

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca

Subject Line: Personal Support Worker

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

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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AOPFN EMPLOYMENT OPPORTUNITY

Homemaker

Department: Health Services

Supervisor: Client Care Coordinator

\$20.00 hourly, 1 to 2 days a week plus additional shifts as needed up to March 31st, 2025

Deadline to Apply: Friday, January 3rd at 4:30PM

Appointed as homemaker: assists the clients with their daily routines and specific activities including meals provision, housekeeping, laundry, and arrangement of medical services. Interacts with clients to promote and ensure the client's well being and sense of belonging. The Homemaker – shall perform all job-related functions in such a manner so as to maintain their complete confidentiality in recognition of the privacy entitlement of all members of the community. The Homemaker – must be ready, willing and able to develop and maintain a good working relationships with all agencies, native organizations, associations and business associates of the Algonquins of Pikwâkanagân First Nation.

- Assists clients with routine activities of living
 - Meal preparation planning, preparing and sanitizing
 - Housekeeping maintaining bedroom, common areas and ect
 - Interacting with clients throughout shift
- Assists clients with specific activities
 - Checks clients periodically to ensure clients needs are met
 - Arranges for emergency and medical treatment if required
 - Arranges clients health appointments when required
 - Transportation provided as directed

For full Job Description please email hrassistant@pikwakanagan.ca

REQUIREMENTS:

- Demonstrated good written communication skills.
- Experience in working with seniors would be considered an asset

CONDITIONS OF EMPLOYMENT:

- Acceptable Vulnerable Sector Check and OPIC must be provided as a condition of employment.
- First Aide and CPR Certification or willingness to complete within 3 months of employment
- Cultural awareness training or willingness to complete within 3 months of employment

How to Apply

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

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca

Subject Line: Homemaker

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

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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AOPFN EMPLOYMENT OPPORTUNITY

Finance Assistant

Department: Finance

Supervisor: Manager, Finance

\$20.00/hr 35 hours/week,

January 6th to March 31, 2025

Possibility of Extension

Deadline to Apply: Friday, January 3rd at 4:30PM

To provide administrative, data entry and filing support services and assistance in all matters pertaining to the Financial Services Department of the Algonquins of Pikwakanagan and all this may entail. The Finance Assistant shall carry out all administratively related functions in such a manner as to maintain their complete confidentiality in recognition of the privacy entitlements of all members of the community.

- Maintains a Briefing Notes system for all correspondence of the department and takes appropriate action.
- Matches invoices to purchase orders and packing slips when available.
- Performs duties associated with finance as directed by the Manager, Finance
- Filing and organizing financial records.
- Assists in the development of internal policies and procedures that would enhance the daily operations of the department.
- Assists with attendance tracking as required
- At the direction of the Manager, Finance, completes all typing and filing as required
- Ensures that all manuals are updates as required.
- Assists in the development of internal policies and procedures that would enhance the daily operations of the department.

For full Job Description please email hrrassistant@pikwakanagan.ca

REQUIREMENTS:

- Successful completion of Grade 12 Secondary School Diploma.
- Experience with office procedures 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:

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

hr@pikwakanagan.ca

Subject Line: Finance Assistant

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

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:

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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 for Perm
- Paid Sick Days
- 4% Vacation
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- 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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AOPFN EMPLOYMENT OPPORTUNITY

Early Childhood Educator

Department: Social Services

Supervisor: Daycare Supervisor

\$49,628/ annually - 40 hours a week - Full -Time Permanent

Deadline to Apply: Friday, January 3rd at 4:30PM

The Early Childhood Educator is responsible for the overall daily supervision, monitoring, care and nurturing of children enrolled in the Mindaewin Manido Day Care programs; The Early Childhood Educator is responsible for the delivering 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 for 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

For full Job Description please email hrrassistant@pikwakanagan.ca

REQUIREMENTS:

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

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 the College of Early Childhood Educators, on an ongoing basis.
- Maintain 'Registration' with the College of Early Childhood Educators on an annual basis.

How to Apply

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

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

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 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:

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- 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
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- 14 Provincial and Federal Statutory Holidays
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- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards

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AOPFN EMPLOYMENT OPPORTUNITY

Communications Specialist

Department: Consultation and Engagement

Supervisor: Consultation Manager

\$30.78/hr - 35 Hours/week 18 Month Term (Possibility of Extension)

Deadline to Apply: Friday, January 3rd at 4:30PM

Under the direction of the Consultation Coordinator, the Communications Specialist, Consultation and Engagement is responsible for managing all incoming and outgoing communications regarding assigned proposed projects and activities within Pikwakanagan and throughout unceded Algonquin Traditional Territory.

- Develop and implement a communication strategy specific to consultation and engagement activities to support the ongoing projects. Includes community engagement and outreach on projects, media relations and social media content creation
- Research and develop content by reviewing technical documents, analyzing data, attend meetings to ensure accuracy.
- Acquire and maintain a detailed knowledge of the department's and First Nation's policies, principles and strategies, and keep up to date with relevant developments;
- Arrange and coordinate activities and events;
- Adhere to the First Nation's style guide, ensuring that we produce high-quality, clearly messaged, and error-free copy;
- Use all forms of communication to actively provide awareness to the government, public and business sector of the duty to consult with the Algonquins of Pikwakanagan First Nation;
- Communicate/liaise with the Consultation Coordinator and serve as primary point of contact for media;
- Supports internal corporate event planning, change management and communications to employees to support internal business partners;
- Produces and sends the external quarterly corporate newsletter;
- Manages the schedule and any content curation or content development, ensures publication, and collects feedback; and,
- Adheres to the AOPFN Policy Suite and related procedures and instructions.

For full Job Description please email hrassistant@pikwakanagan.ca

REQUIREMENTS:

- Post-secondary education in Communications, Journalism, Public Relations or a related field, OR
- A high school diploma and a minimum of 3 years of relevant work experience

How to Apply

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

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca

Subject Line: Communications Specialist

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

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:

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- 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 for Perm
- Paid Sick Days
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- Milestone Recognitions & Rewards

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AOPFN EMPLOYMENT OPPORTUNITY

Bus Driver

Department: Education

Supervisor: Manager - Education

**starting at \$23.08 hourly depending on experience - 6 Month Contract
- Possibility of Permenancy**

Deadline to Apply: Friday, January 3rd at 4:30PM

The Bus Driver is responsible for operating a 72-passenger school bus and/or other vehicles to safely transport approved students residing in Pikwakanagan to and from designated local area educational institutions; will monitor the transportation of students and provide support to students while riding, loading, and unloading the vehicle to ensure the safety of all passengers. The Bus Driver will be responsible for conducting daily vehicle safety inspections, recording, and reporting all issues and obeying all traffic laws.

- Safe transport of approved students to and from designated local area educational institutions.
- Reviews and understands the bus route(s), times, pick up/drop off locations and riders at each stop as well as changes designed to accommodate community programming; adheres to the route(s).
- Will assist with routing and practice runs, as approved.
- Reviews Bus Registration Forms and becomes knowledgeable of the student rider's information.
- Assists in the development of strategic plans to address student medical needs and emergencies.
- In the absence of a bus monitor, will be responsible for care, control and safeguarding of AoPFN owned and approved assistive devices; will ensure devices are stored properly, charged, and available to students daily.
- In the absence of a bus monitor, will be responsible for keeping the volume of noise at an acceptable and manageable level.
- Be a role-model that promotes an environment that is safe emotionally, mentally, and physically for the students.
- Maintains the cleanliness of the vehicle daily and ensures supplies and materials available.
- Assists with scheduling vehicle maintenance and repairs.
- Complies with the Algonquins of Pikwakanagan First Nation Policies and Procedures and School Board Policies and Procedures, as applicable.
- Complies with the Ministry of Transportation standards and all applicable legislation such as the Highway Traffic Act, Motor Vehicle Transportation Act in the operation of a school bus and/or other vehicles carrying passengers.

For full Job Description please email hrrassistant@pikwakanagan.ca

REQUIREMENTS:

- Secondary School Diploma or equivalent with a minimum of three years driving experience as school bus driver.
- A valid class "B" Ontario Driver's License.
- Training/Certificates related to special needs, an asset.

CONDITIONS OF EMPLOYMENT:

- A valid Class "B" Ontario Driver's License.
- Current and acceptable Driver's Abstract.
- Current acceptable Vulnerable Sector Check.
- Valid CPR/First Aid & AED Certification.

How to Apply

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

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca

Subject Line: Bus Driver

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

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.

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- 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
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- Half days on Fridays prior to holiday Mondays
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AOPFN Limited Partnership

EMPLOYMENT OPPORTUNITY

Executive Assistant

AOPFN Limited Partnership

Supervisor: Manager, Limited Partnership

Starting at \$51,259 Full-Time Permanent

Deadline to Apply: Friday, January 3rd at 4:30PM

To provide executive/administrative services and assistance to the Manager, AOPFN Limited Partnership in all matters pertaining to the day-to-day operations and management of the AOPFN Limited Partnership. To provide executive/administrative assistance in meeting the established goals and objectives of the AOPFN Limited Partnership.

- Assisting with the development of correspondence, reports, and memos.
- Reviewing incoming correspondence and responding to routine inquiries; delegating as appropriate for action.
- Plans, organizes, and maintains a records management system for correspondence, minutes, resolutions, and proceedings pertaining to the Administration's programs and employee benefits.
- Oversees the Manager's schedule, planning, and execution of all arrangements necessary for the preparation of meetings and appointments as requested by the Director.
- Analyze incoming and outgoing memoranda, submissions, and reports; direct follow-up and maintain central filing.
- Establishes procedures and routines to ensure information flows with the AOPFN Limited Partnership and AOPFN Administration
- Develops and maintains various communications strategies for mail, emails, telephone calls, approved social media sites, website updates, advertisements, etc.
- Develops and maintains an efficient filing system and computerized information system.
- Ensures all staff leave benefits, travel, and overtime are kept current and accurate.
- Establish regular meetings with departments for check-ins and procedure updates.

For full Job Description please email mgr.lp@pikwakanagan.ca

REQUIREMENTS:

- Successful completion of post-secondary Certificate or Diploma in the administrative field or;
- Successful completion of secondary education with a minimum of 5 years of relevant experience in an administrative field.

How to Apply

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

Submit to:

AoPFN Limited Partnership
3-469 Kokomis Inamo
Pikwaksnagan, Ontario K0J1X0

mgr.lp@pikwakanagan.ca

Subject Line: Executive Assistant

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

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:

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- 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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AOPFN Limited Partnership

EMPLOYMENT OPPORTUNITY

Procurement Officer

AOPFN Limited Partnership

Supervisor: Manager, Limited Partnership

Starting at \$56,015 Full-Time Permanent

Deadline to Apply: Friday, January 3rd at 4:30PM

The Procurement Officer is responsible for facilitating procurement opportunities for , AOPFN Limited Partnership, and AOPFN businesses and entrepreneurs, including negotiation with industry, federal and provincial ministries, and facilitating communications and public relations between economic development, contractors, tradespeople, and government (including Indigenous Services Canada, National Capital Commission, Public Services and Procurement Canada). The Procurement Officer will provide supervision, support, and assistance for establishing, managing, coordinating, and administering the AOPFN procurement work plan.

The Business Procurement Officer will:

- Develop a strategy to facilitate grassroots businesses to benefit from procurement opportunities.
- Research and promote the possibility of joint ventures/sub-contracts, apprenticeships, training, employment, and capacity-building opportunities with businesses.
- Develop, maintain, and implement a communication strategy for AOPFN businesses.
- Promote and inform how the Procurement Strategy for Indigenous Business works to the benefit of AOPFN businesses and entrepreneurs.
- Support AOPFN businesses and entrepreneurs to access support, funding, and financing.
- Monitor, notify, and assist AOPFN businesses, economic development officers, contractors, and tradespeople when potential contracts of interest are posted on the federal procurement sites.
- Mentor AOPFN businesses and entrepreneurs to navigate public and private procurement processes.
- Negotiate and/or assist in negotiating agreements with the federal, provincial, and municipal governments.
- Collect information from others and compiling reports and/or schedules; preparing documents such as presentations, minutes, and/or correspondence as assigned.
- Develop and maintain a database of businesses and workers from the AOPFN for upcoming/ongoing projects.
- **For full job description please contact mgr.lp@pikwakanagan.ca**

REQUIREMENTS:

- University degree in Business Administration, Commerce, or equivalent discipline with relevant experience; or
 - Successful completion of a post-secondary diploma in Business Administration, with a minimum of two (2) years of work experience in procurement and project coordination; or
 - Successful completion of Grade 12 with 5 years of demonstrated experience in project management and in procurement, working with Algonquin and First Nation businesses, and leading community engagement sessions.
- Project management certification is 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:

AoPFN Limited Partnership
3-469 Kokomis Inamo
Pikwaksnagan, Ontario K0J1X0

mgr.lp@pikwakanagan.ca

Subject Line: Procurement Officer

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

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 Limited Partnership AOPFN 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.

INDIGENOUS PROGRAM OPPORTUNITY

Community Relations Officer

**\$23.00/hour with approximately 100 hours and
compensation for travel when appropriate**

Deadline to Apply: Friday, January 24th at 4:30PM

Community relations officer (CRO's) are appointed in electoral districts (EDs) The CRO facilitates communication between the returning officer (RO) and/or additional assistant returning officer (AARO) office, thereby making voting as accessible as possible to that population.

The program aims to reduce barriers by:

- informing electors about the election process (e.g., registering to vote, getting to polling places, ways to vote, etc.)
- Creating a comfortable setting for electors
- having the CRO act as a liaison between the RO/AARO officer and Indigenous communities
- Ensuring that electors have the opportunity to fully participate in the electoral process.

The Role

A CRO who is appointed to liaise with electors in one of these communities may be asked to coordinate and provide special ballot voting support to electors on behalf of their RO/AARO officer.

Impartiality

The CRO must always provide information only, not offer opinions. they are **not** allowed to canvass for a political party or a candidate, or to try to influence electors. In addition they must:

- sign a solemn declaration before they begin work
- remain non-partisan throughout their duties
- agree to maintain the secrecy of the vote

Task

- Maintain contact between the RO office and Indigenous electors
- Assist in selecting and training coworkers
- Keep the RO updated on activities

Job Qualifications

- Building community relation
- Volunteering or working for an organization providing services to the group
- interacting with the target group in the Electoral Districts (ED)
- Providing outreach and community services

Assets

- Knowledge of the election process
- Knowledge of roles and responsibilities of election officer
- Bilingualism (English and French)
- Access to internet and Microsoft Office suite

Submit to:

Lands, Estate and Membership (LEM)

Algonquins of Pikwakanagan First Nation

1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

Full Job Description please contact Kassandra Tiegs – Manager of LEM

mgr.lem@pikwakanagan.ca

Subject Line: Community Relations Officer



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

MEMBERSHIP ADDITIONS



Name	Family Line	Date Posted	Appeal Period Ends
Faulkner, Rose-Marie	Sarrazin	12 July 24	12 Dec 24
Faulkner, Michael	Sarrazin	12 July 24	12 Dec 24
Faulkner, Jaiden	Sarrazin	12 July 24	12 Dec 24
Faulkner, Allton	Sarrazin	12 July 24	12 Dec 24
Faulkner, Theodore	Sarrazin	12 July 24	12 Dec 24
Faulkner, Jeremy	Sarrazin	15 July 24	15 Dec 24
Faulkner, Elliot	Sarrazin	15 July 24	15 Dec 24
Faulkner, Eloise	Sarrazin	15 July 24	15 Dec 24
Faulkner, Olive	Sarrazin	15 July 24	15 Dec 24
Faulkner, Felicity	Sarrazin	15 July 24	15 Dec 24
Heisler, Jessie	Jocko	15 July 24	15 Dec 24
Broadbent, Kayla	Lavalley	17 July 24	17 Dec 24
Peter, Spina	Tenniscoe	17 July 24	17 Dec 24
Eggert, Curtis	Tenniscoe	25 July 24	25 Dec 24
Savard, Estelle	Amikons	30 July 24	30 Dec 24
Sanden, Melissa	Sarrazin	07 Aug 24	07 Jan 25
Sanden, Joshua	Sarrazin	07 Aug 24	07 Jan 25
Sanden, Enoch	Sarrazin	07 Aug 24	07 Jan 25
Mosier, Emma	Benoit/Baptiste	07 Aug 24	07 Jan 25
Faulkner, Stephen	Sarrazin	07 Aug 24	07 Jan 25
Burnett, Elizabeth	Sharbot	13 Aug 24	13 Jan 25
Burnett, Adilene	Sharbot	13 Aug 24	13 Jan 25
Burnett, Rachel	Sharbot	13 Aug 24	13 Jan 25
Ferguson, Cooper	Lamabe	13 Aug 24	13 Jan 25
Lamure, Elliot	Lamure	14 Aug 24	14 Jan 25
Faulkner, Andrew	Sarrazin	19 Aug 24	19 Jan 25
Paradis, Anabelle	Amikons	19 Aug 24	19 Jan 25
Paradis, Rosalie	Amikons	19 Aug 24	19 Jan 25
Pascoe, Dylan	Sharbot	19 Aug 24	19 Jan 25
Swartzman, Cole	Sharbot	19 Aug 24	19 Jan 25

Purdie, Lillie	Commanda	19 Aug 24	19 Jan 25
Purdie, William A.	Commanda	19 Aug 24	19 Jan 25
Smith, Laura	Commanda/Lamure	04 Sept 24	04 Feb 25
Hamilton, Lauren	Tennisco	04 Sept 24	04 Feb 25
Galipeau, Molly	Amikons	04 Sept 24	04 Feb 25
Paradis, Karine	Amikons	04 Sept 24	04 Feb 25
Olson, Noah	Protected	06 Sept 24	06 Feb 25
Paradis, Cedric	Amikons	11 Sept 24	11 Feb 25
Finch, Michelle	Sharbot	11 Sept 24	11 Feb 25
Zaichkowsi, Connor	Commanda	12 Sept 24	12 Feb 25
Gagnon, Allycia	Meness	17 Sept 24	17 Feb 25
Faulkner, Florence	Sarrazin	17 Sept 24	17 Feb 25
Timmerman, Christian	Sharbot	20 Sept 24	20 Feb 25
Godin, Lindsay	Lavallee	20 Sept 24	20 Feb 25
Johnston, Melissa	Kikomse/Lamure	23 Sep 24	23 Feb 25
Burnett, Katherine	Sharbot	24 Sept 24	24 Feb 25
Sarrazin, Nathaniel	Pisindawate/Lamure	18 Oct 24	18 Mar 25
Sarrazin, Marcella	Pisindawate/Lamure	18 Oct 24	18 Mar 25
Sarrazin, August	Pisindawate/Lamure	18 Oct 24	18 Mar 25
Sarrazin, Mia	Pisindawate/Lamure	18 Oct 24	18 Mar 25
Sarrazin, Sierra	Pisindawate/Lamure	18 Oct 24	18 Mar 25
Gravelle, Richard	Tennisco	23 Oct 24	23 Mar 25
Williamson, Jessica	Pisindawate	03 Nov 24	03 Apr 25
Swartzman, Cheyanne	Sharbot	06 Nov 24	06 Apr 25
Ebel, Deborah	Ignace	06 Nov 24	06 Apr 25
Reynolds, Bruce	Pisnidewatch	06 Nov 24	06 Apr 25
Langlois, Tamarah	Lamure	06 Nov 24	06 Apr 25
Pyper-Hall, Tara	Lavalley	14 Nov 24	14 Apr 25
Pyper, Paige	Lavalley	14 Nov 24	14 Apr 25
Smith, Scott	Lavalley	15 Nov 24	15 Nov 24

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

Community Information

Regular council meetings on zoom

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



Not Online?

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

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

Zoom details
minutes
Presentations/Attachments



HOURS

OPEN the second Thursday of each month, unless indicated

10 AM TO 12 PM

JANUARY 11	FEBRUARY 8	MARCH 21 (EASTER)
APRIL 11	MAY 9	JUNE 13
JULY 11	AUGUST 8	SEPTEMBER 12
OCTOBER 10 (THANKSGIVING)	NOVEMBER 14	DECEMBER 12 (XMAS: DEC 19)

For information or emergency and after hour needs phone and leave a message at:

613-625-2600

email for information or to e-transfer donations at thesharingplacefb@gmail.com

Facebook: www.facebook.com/emmthesharingplace

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

Tuesday	12:00pm – 6:00 pm
Wednesday	10:00am – 12:00pm 2:00pm – 7:00 pm
Thursday	12:00pm – 7:00pm

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
Librarian
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.algonquinsofpikwakanagan.com/laws-and-by-laws/>

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

1-613-625-2800 -
mgr.lem@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



Community Information

How To Access 'Members Only' Section of Website

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

Steps:

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

This website contains content that is private for Algonquins of Pikwakanagan members only. To access the private content, please fill in the registration form. A Membership official will verify your membership in the community and you will receive access.

Field	Example	Explanation
Family Name	Bird	must be as it appears on Certificate of Indian Status card
Given Names	Thunder Bolt	must be as it appears on Certificate of Indian Status card
Registry Number	1630301001	10 digits starting with 1630 on Certificate of Indian Status card
Date of Birth	2006/01/01	enter as per format
Email Address	thunderbird@gmail.com	Every member must have their own email address. This address with the password will be used to log in once membership has been verified.
Password	Tbirds	make up a password – note: it will be case sensitive
Confirm Password	Tbirds	re-enter password – note: it will be case sensitive
Address 1	10 Cloud Street	street address
Address 2	P.O. Box 100	apartment #, box # or rural route #
City	Blue Skies	community/town/city
Province	ON	province/state
Postal Code	K0J 1X0	postal code/zip code
Country	Canada	country
Phone	613 625 2800	code and number as per format

Administration Information

Algonquins of Pikwakanagan First Nation

1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0

Office: 613-625-2800 | Fax 613-625-2332

Hours of operation: Monday - Friday 8:30AM - 4:30PM
12:00PM - 1:00PM Closed for lunch

****Holiday Closures****

New year's day, Family Day, Good Friday, Easter Monday, Victoria Day, INDIGENOUS peoples day, Canada Day, Civic Holiday, Labor Day, National Day For Truth and Reconciliation, Thanksgiving, REMEMBRANCE Day & Christmas Day

2 week - Christmas Closure Dates will be ANNOUNCED

