



# OCTOBER 2024

## Important Dates/ Workshops/Programs:

- Office Closed on Monday October 14th for Thanksgiving Day
- Foot Care- October 2nd
- Bun Venture on Zoom- October 3rd
- Fall Photos- October 5th
- Parenting Workshop/D.I.Y. Halloween Costumes-October 7th Deadline
- Enchanted Gathering- October 10th
- Band Council Meeting- October 15th
- Education News
- Catering Postings
- Men's Circle/Kind Man Program- October 1st, 15th & 29th
- Lunch N Learn Diabetic Bingo- October 21st
- Flu Clinic- October 24th
- Halloween Dance-Alban Community Centre- October 26th
- Ratification Law Vote on October 27th- 10am to 5pm at HIFN Fire Hall
- Traditional Indigenous Parenting - November 8th & 9th



**OFFICES WILL BE  
CLOSED!**

**MONDAY OCTOBER 14,  
2024 FOR  
THANKSGIVING**





# Thanksgiving Gift Cards

ON RESERVE  
HOUSEHOLDS ONLY!

1 per household!

Please pick up by October 11th  
at 12 NOON!





## Henvey Inlet First Nation

Pickereil, ON P0G 1J0

Administration  
295 Pickereil River Road  
T 705-857-2331  
F 705-857-3021  
1-800-614-5533

Health Centre  
354A Pickereil River Road  
T 705-857-1221  
F 705-857-0730  
1-866-252-3330

Day Care  
354B Pickereil River Road  
T 705-857-0957  
F 705-857-1369

Chief  
M. Wayne McQuabbie  
Council  
Patrick D. Brennan  
Brenda D. Contin  
Lionel R.M. Fox  
Carl Ashawasagai  
Stanley K. Moses  
Deborah Newton  
Maureen A. Kagagins

# HENVEY INLET HEALTH CENTRE

Brenda Contin,

CHN | [brenda.contin@henveymedicalcentre.com](mailto:brenda.contin@henveymedicalcentre.com)

## COMMUNITY BULLETIN

September 26, 2024

As you are all likely aware, it's that time of the year for viruses such as colds, flu and COVID. The current recommendations are now symptom based and not related to time of infection.

### IF YOU HAVE SYMPTOMS OF A COLD, FLU OR COVID:

- + Stay home until you have no fever and your symptoms are improving for at least 24 hrs.
- + Stay home for at least 48 hrs if your symptoms are gastrointestinal such as vomiting/diarrhea.
- + After isolating is complete, wear a well-fitted mask when out in public for 10 days from when your symptoms started.

### IF YOU HAVE NO SYMPTOMS, BUT HAVE TESTED POSITIVE:

- + You are not required to self-isolate, but monitor for symptoms.

**CURRENT RECOMMENDATIONS ARE TO WEAR A MASK FOR AT LEAST 10 DAYS FROM THE DATE OF ANY POSITIVE TEST RESULT.**

Any questions/concerns, please contact Brenda Contin, CHN or Debbie Brennan, HCN @ 705-857-3449.

**Miigwetch!**



# REMINDER

**HENVEY HEALTH CENTRE HAS  
RAPID TESTS AVAILABLE!!**

**PLEASE COME AND GET A BOX  
OR 2 TO HAVE ON HAND AT  
HOME!**

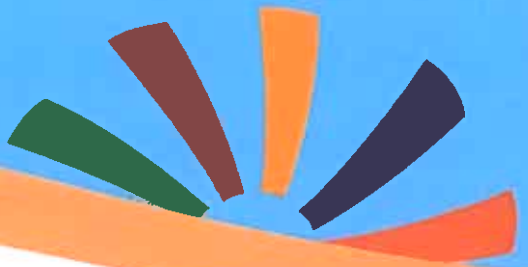
**IT IS ALWAYS BEST TO TEST  
YOURSELF UPON NOTICE OF  
ANY SYMPTOMS OF COVID.**

**COLD & FLU SEASON IS UPON  
US!**

**Please contact the Health Centre if you have  
any questions or would like some tests  
dropped off.**

**705-857-1221**





# Community Band Council Meeting

Tuesday October 15, 2024

6:00 PM @ Fire Hall

## Topics

- Agenda
- Council Reports

Zoom link will be posted once available!



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First Nation**

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Stanley K. Moses  
Deborah Newton  
Maureen A. Kagagins

# MEMORANDUM

To: All Henvey Inlet First Nation Members  
From: Samantha Bradley, Human Resources Coordinator  
Date: September 23, 2024  
**Re: Employment Opportunities**

Henvey Inlet First Nation is currently accepting applications for the following positions:

- 1) Adult Education Teacher – 1 Position
- 2) Band Representative – 1 Position
- 3) Community Access Worker – 1 Position
- 4) Early Childhood Education Worker – 1 Position
- 5) Home Maintenance Worker – 1 Position
- 6) Community Wellness Worker – 1 Position
- 7) Gas Bar Attendant – 1 Position
- 8) Community Energy Champion – 1 Position
- 9) Receptionist – 1 Position

See attached job postings for more information.

Be sure to check local communication boards or our website at [www.hifn.ca/community-2/job-postings-2.html](http://www.hifn.ca/community-2/job-postings-2.html) for regular job posting updates.

Miigwetch,

Samantha Bradley, PCP  
Human Resources Coordinator



## EMPLOYMENT OPPORTUNITY

# ADULT EDUCATION TEACHER

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a temporary, part-time **Adult Education Teacher** to join our Administration for a six-month contract. The Adult Education Teacher reports to the Education Counsellor and is responsible for planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages adult students to develop and fulfill their academic potential. The Adult Education Teacher is also responsible for supervising and evaluating students' progress and understanding of the school board's curricula while maximizing student-learning experiences. This position requires excellent interpersonal communication skills and strong leadership skills.

### **MAIN RESPONSIBILITIES**

The Adult Education Teacher will be responsible to:

- Maintain a welcoming, safe and healthy learning environment for all staff and students
- Prepare course objectives and outline for course of study following curriculum guidelines or requirements of the school board
- Deliver planned and approved curriculum to students in an age-appropriate manner
- Instruct students using various teaching methods that support the individual learning styles of each student
- Develop realistic learning goals that challenge the student
- Assign lessons and homework to aid and enforce comprehension and retention
- Administers tests to evaluate student's progress, record results and issue progress reports
- Meet with students to discuss progress and counsel students on areas needing academic improvement
- Assist student with establishing routines while providing them with positive guidance and building their confidence
- Keep and maintain attendance records and provide monthly progress reports to the Education Counsellor and Chief and Council
- Update all necessary records accurately and completely as required by laws, district policies and school board regulations
- Develop and maintain current, accurate and confidential student files in a secure location
- Ensure that classroom and teaching areas are clean, organized and safe at all times
- Set up and put away teaching materials needed to facilitate program objectives
- Keep up-to-date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities to incorporate emerging best practices
- Participate in and attend all training, meetings and functions as required for work or requested by supervisor, Director of Finance/Administration or Chief and Council
- Deal tactfully with colleagues, students, membership and the public
- Present a positive and professional image of the organization at all times
- Adhere to all HIFN Policies and Procedures
- Perform other duties as assigned from time-to-time by supervisor, the Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Bachelor's of Education degree from an accredited institution required; University or College degree in a teachable subject preferred
- 1-3 years previous teaching experience in an adult education environment preferred



- Knowledge and understanding of school board policies, curriculum, compliance regulations and appropriate legislation
- Exceptional knowledge of the traditions of the First Nation Community preferred
- Strong knowledge of adult teaching methods and the ability to recognize individual learning styles and the characteristics of learners
- Current satisfactory CPIC Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle preferred
- Current First Aid and CPR Level C an asset
- Strong working knowledge of Microsoft Word, Excel and PowerPoint
- Excellent interpersonal communication skills and the ability to inspire and encourage students in achievement of academic excellence
- Excellent written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proactive approach to problem solving with strong decision-making capability
- Excellent negotiation and mediation skills
- High levels of patience and energy
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Willingness to participate in ongoing learning

**HOURS OF WORK:**

Part-Time – 16 hours per week

**REMUNERATION**

Negotiable based on experience

**START DATE**

As soon as possible

**APPLICATION DEADLINE**

Posted until filled

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



## EMPLOYMENT OPPORTUNITY

# BAND REPRESENTATIVE

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Band Representative** to join our Administration. The Band Representative reports to the Band Representative Lead and is responsible to represent and advocate for Henvey Inlet First Nation members that are involved with any child welfare agencies throughout Canada. This position requires exceptional interpersonal communication skills and strong organization skills.

*Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.*

### **MAIN RESPONSIBILITIES**

The Band Representative will be responsible to:

- Assist with the development of a program structure for Henvey Inlet First Nation in collaboration with the Band Representative Team
- Assist with the establishment of a Child Welfare Committee and collaboratively develop Henvey Inlet First Nation child welfare laws, regulations and practices
- Provide support services to Henvey Inlet First Nation members that are currently or may be involved with child welfare agencies
- Establish and develop an active working relationship with all child welfare agencies throughout Canada
- Respond to all child welfare agencies when notified of any members being involved with their agency
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop a plan of care for HIFN members and ensure that a legal representative is aware of all court files as necessary
- Ensure that customary care is practiced with all band members before court is considered
- Participate in all Service Plans, Plans of Care or Service Development for Henvey Inlet band members
- Assist with the development of BCR's as needed with full briefing notes for Chief and Council
- Review CCAs prior to seeking Chief and Council's approval for BCRs
- Present in-camera sessions with a report to Chief and Council monthly or when required
- Build and maintain trusting and supportive client relations
- Attend all court proceedings related to band member child welfare cases as required
- Act as a representative of Chief and Council when they are unable to attend courtroom proceedings for child welfare cases
- Present information and documents to the courts on behalf of Chief and Council for child welfare cases
- Act as a support system to band members required to attend child welfare court proceedings
- Maintain an empathetic and supportive demeanor to band members and their families
- Liaise with Chief and Council regarding court proceedings and outcomes
- Maintain a log of activities that are participated in on behalf of the band
- Create and maintain a secure filing system with gathered information on all our members with open files with each child welfare agency throughout Canada in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- Post-secondary certificate, degree or diploma in Social Services, Family Services, Child and Youth Services or other related field
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Knowledge of the history of child welfare as it pertains to First Nations' communities
- Full understanding of the Child and Family Services Act (CFSA), Bill C92, federal and provincial child welfare laws and regulations and Customary Care Agreements
- Previous courtroom and public speaking experience
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Ability to work independently and as part of a team
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

## **HOURS OF WORK**

Full-Time – 35.5 hrs/week

## **REMUNERATION**

Negotiable based on experience

## **START DATE**

As soon as possible

## **APPLICATION DEADLINE**

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

### **Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



## EMPLOYMENT OPPORTUNITY

# COMMUNITY ACCESS WORKER

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Community Access Worker** to join our Administration. The Community Access Worker reports to the Band Representative Lead and is responsible for facilitating and supervising access visits for families with children in care. This position requires strong observational and analytical skills and exceptional interpersonal communication skills.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **MAIN RESPONSIBILITIES**

The Community Access Worker will be responsible to:

- Assist with the development of a program structure for Henvey Inlet First Nation in collaboration with the Band Representative Team
- Assist with the establishment of a Child Welfare Committee and collaboratively develop Henvey Inlet First Nation child welfare laws, regulations and practices
- Develop a goals-based Family Access Plan in collaboration with the Band Representative Team and child welfare agency
- Set-up and facilitate family access visits, ensuring safe arrival and departure of children at the access centre
- Transport families and children to community and family access visits, including activities and services to achieve case plan objectives
- Open and close the access centre, including setting-up and cleaning-up of required equipment
- Inspect and/or clean centre equipment and toys as per recommended health and safety standards
- Provide continuous supervision to non-custodial/visiting persons with their children during access visits
- Monitor access visits, recording objective, accurate and factual observations of visits and exchanges in case files and logs
- Ensure the health & safety of all parties involved and end a visit if there is a safety risk
- Assess, report, and update the status of the set goals to the Band Representative, protection worker or other relevant assigned case worker
- Provide guidance, support and modeling for families in visit settings and troubleshoot and address any issues as required
- Complete all required agency forms and all paperwork associated with visits and client contact as per policies and procedures
- Provide feedback to child and youth, and protection workers as required
- Provide information to Band Representative Lead concerning client needs, requests or complaints
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Maintain a broad knowledge of local resources available to assist clients in achieving goals
- Work collaboratively and cooperatively with all levels, including community professionals, in order to help families in providing safe and nurturing environments for children
- Provide opportunities for the enhancement and development of positive cultural identities of children, families and community members served
- Assist with the development of BCR's as needed with full briefing notes for Chief and Council

- Assist with coordinating, setting-up and cleaning-up for departmental programming, including picking up and shopping for supplies when requested
- Build and maintain trusting and supportive client relations
- Attend all court proceedings related to band member child welfare cases as required
- Maintain an empathetic and supportive demeanor to band members and their families
- Develop and maintain accurate, up-to-date and concise work files
- Create and maintain a secure filing system with gathered information on all our members with open files with each child welfare agency throughout Canada in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Participate in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Post-secondary certificate or diploma in Social Services, Family Services, Child and Youth Services or other related field
- 1-2 years of experience working with parents and children in a social services setting preferred
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Knowledge of the history of child welfare as it pertains to First Nations' communities
- Full understanding of the Child and Family Services Act (CFSA), Bill C92, federal and provincial child welfare laws and regulations and Customary Care Agreements
- Previous experience developing detailed plans and critical path timelines
- Knowledge of family dynamics and intervention models
- Knowledge of child development and effective parenting skills
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Ability to supervise and mentor parents and provide insightful feedback of behavioural dynamics
- Strong public speaking and advocacy skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Ability to work independently and as part of a team
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

**HOURS OF WORK**

Full-Time – 35.5 hrs/week

**REMUNERATION**

Negotiable based on experience

**START DATE**

As soon as possible

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**APPLICATION DEADLINE**

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

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## EMPLOYMENT OPPORTUNITY

# EARLY CHILDHOOD EDUCATION WORKER

**\*RE-POSTED\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a qualified full-time **Early Childhood Education Worker** to join our Administration. The ECE Worker reports to the Daycare Supervisor and is responsible for providing supervision and direct childcare to children attending the HIFN Daycare, in compliance with all regulatory standards required by federal, provincial and First Nations legislation, policies and procedures. Under the leadership of the Daycare Supervisor, the ECE worker will help to plan and implement developmentally appropriate activities and experiences for the children using a variety of teaching techniques in alignment with HIFN Daycare Philosophy. This position requires excellent interpersonal communication skills and the ability to adapt and respond to all childcare needs.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **MAIN RESPONSIBILITIES**

The Early Childhood Education Worker will be responsible to:

- Provide a daily balance of developmentally appropriate active/quiet, indoor/outdoor & individual/group activities and experiences for children
- Assist children in self-expression by listening and responding with dialogue that encourages and lengthens conversations
- Encourage the children in learning about a variety of different cultures, including an understanding of our First Nation culture and value system
- Provide experiences and play material that actively promotes diversity and acceptance in interactions and attitudes
- Participate in short- & long-term Daycare planning initiatives and evaluations
- Learn and use techniques provided to assist children in developing the necessary coping skills to address unique life issues
- Observe how children use materials and interact with other children and adults and plan activities that recognize these individual differences
- Initiate referral for additional services for parents and children as needed
- Ensure the child's environment is healthy and safe and monitor the environmental hazards
- Attend to children's physical needs for toileting, diapering, eating & sleeping as promptly as possible
- Maintain positive and ongoing communication with parents
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Daycare Supervisor, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- Post-secondary diploma or degree Early Childhood Education, Child and Youth Worker, Social Services or other related field plus 1-3 years related professional experience working with children preferred
- Current Ontario RECE License in good standing and registration with the College of Early Childhood Education preferred
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C
- Membership in good standing with the College of Early Childhood Educators
- Knowledge of the Child Care and Early Years Act, 2014
- Professional and responsible attitude
- Excellent oral, written and interpersonal communication skills
- Willingness to work flexible hours

## **HOURS OF WORK**

Full Time – 35.5 hrs/week

## **REMUNERATION**

Negotiable based on experience

## **START DATE**

As soon as possible

## **APPLICATION DEADLINE**

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

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Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

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## EMPLOYMENT OPPORTUNITY

# HOME MAINTENANCE WORKER

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is currently seeking a temporary, full-time **Home Maintenance Worker** to join our Administration for a 6-month contract. The Home Maintenance Worker reports to the Community Health Nurse and is responsible for providing primarily exterior home maintenance and minor home repairs for eligible clients in the Community. This position requires excellent customer service and interpersonal communication skills and a strong work ethic.

### **MAIN RESPONSIBILITIES**

The Home Maintenance Worker will be responsible to:

- Ensure the safety and adaptation needs of clients are met via installation of support bars, railings, etc.
- Check and report any extraordinary maintenance or safety concerns to the Supervisor
- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Accompany Supervisor on quarterly home visits to clients to review services being provided and ensure client satisfaction
- Perform various preventative, routine and seasonal home maintenance duties for clients including:
  - Basic plumbing such as repairing leaky faucets, broken pipes, etc.
  - Interior and exterior painting, window washing and basic carpentry
  - Changing light bulbs and smoke detector batteries
  - Deck and porch repair
  - Installation of clotheslines when requested
  - Hanging wall fixtures, safety bars or décor
  - Ensuring mailboxes are kept in good order for incoming mailing delivery
  - Cutting, piling, splitting and delivering wood
  - Lawn maintenance such as grass and brush cutting, raking leaves and removal of fallen trees
  - Assisting with planting, watering, weeding and harvesting of gardens
  - Clearing snow from driveways, steps, ramps, pathways, garbage bins, and mailboxes
  - Salting and/or sanding driveways, steps, ramps and walkways prior to and immediately following snow or ice storms
  - Hanging Christmas lights and outdoor decorations
  - Cleaning chimneys, stove pipes and gutters/eavestroughs
  - Winterizing doors and windows
  - Water delivery
  - Picking up and removing garbage and other debris in and around the property
  - Assisting with more difficult tasks in and around the home as required
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

## **QUALIFICATIONS**

- Must be 17 to 30 years of age per funding agreement
- Must be unemployed and not in school per funding agreement
- Valid Ontario Class G2 Driver's License **a must**
- Grade 12 diploma or equivalent preferred
- Current CPIC
- Basic home maintenance and carpentry skills
- Previous brush cutting or landscaping experience an asset
- Chainsaw Safety Certification preferred
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Previous experience providing respectful and compassionate service to Elders preferred
- Current First Aid and CPR Level C
- Excellent customer service and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours a must

## **HOURS OF WORK**

Full-Time – 35.5 hrs/week

## **REMUNERATION**

\$19.52/hour

## **START DATE**

As soon as possible

## **APPLICATION DEADLINE**

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

### **Henvey Inlet First Nation – Human Resources**

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Pickerel, ON P0G 1J0

Tel: (705) 857-2331

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## EMPLOYMENT OPPORTUNITY

# COMMUNITY WELLNESS WORKER

### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Community Wellness Worker** to join our Administration. The Community Wellness Worker reports to the Health Director and is responsible for providing culturally appropriate programs and services to address and respond to existing and emerging family violence, health, healing and wellness issues, including intergenerational trauma. The Community Wellness Worker will work directly with clients to achieve and enjoy healthy and balanced lives through the promotion of positive change in values, attitudes and behaviours. This position requires exceptional interpersonal communication and advocacy skills and strong knowledge of First Nations culture, language and traditional ceremonies and practices.

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### **MAIN RESPONSIBILITIES**

The Community Wellness Worker will be responsible to:

- Support the reduction and prevention of family and community violence through 1-on-1 client support and group support initiatives
- Assist in planning, designing and facilitating various group-based workshops and activities focused on improving indigenous health and enabling participants to achieve and enjoy a healthy and spiritually balanced life
- Work collaboratively with HIFN colleagues and community partners to bring family violence and human trafficking awareness and prevention campaigns and resources into the community
- Build and maintain trusting and supportive client relations
- Assist with client intake and needs assessments, ensuring all necessary forms and documents are completed and inputted into appropriate files and electronic databases
- Maintain up-to-date electronic and paper-based client files, ensuring they are securely stored with restricted access
- Provide client-based services that utilize case management techniques such as establishing trusting relationships, case noting, advocacy and referrals
- Conduct home visits and provide home outreach services as appropriate
- Support clients to establish and maintain independent, safe and stable living environments where their basic needs are being met
- Assist clients with scheduling appointments and securing or providing transportation to/from appointment destinations
- Assist clients with applying for and obtaining personal identification such as birth certificates, health cards, status cards, etc.
- Encourage and support clients to make healthy choices and practices through methods such as harm reduction
- Support clients through their journey to healing traumas and assist them to connect with after-care support programs designed to help them achieve overall wellness
- Incorporate indigenous culture into healing and wellness activities
- Provide focused education and information to members seeking to learn about and participate in their indigenous culture through individual and group counselling sessions
- Work collaboratively with the Cultural Coordinator to coordinate and facilitate ceremonial and traditional activities, including sewing and beading groups, healing/cultural teaching circles and/or support groups
- Provide culturally appropriate life skills training, support services, resources, educational materials, and workshops to address community wellness needs
- Help to organize and facilitate all major community events such as the Community Christmas Party, Easter Breakfast, Loonie Auction, Community Powwow, Remembrance Day Ceremonies, etc.
- Establish committees to help coordinate all major community events and recruit and train volunteers

- Work collaboratively with staff, band members and Elders to establish and maintain documentation of HIFN historical projects, events, family histories and other relevant historical archives
- Assist members with establishing and maintaining up-to-date ancestry records when requested
- Provide members with culturally centered support services for funeral and estate planning when requested
- Plan the annual Seven Grandfather Teaching awards ceremony and oversee the nomination and selection process
- Prepare and submit grant proposals to funding agencies for community wellness and fitness initiatives
- Order and purchase supplies required to facilitate community events, workshops and other approved items for clients as needed
- Distribute information on community wellness workshops, community events and other departmental initiatives via the community newsletter, website, bulletin boards and other multi-media platforms as required
- Ensure all Ministry reporting requirements are met in a timely manner, including the completion and submission of all required agency forms, agreements, budgets and reports
- Prepare and monitor annual community wellness program budget and present quarterly program financial reports to the Director of Finance/Administration
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop and maintain professional working relationships with external agencies and program sponsors including the Union of Ontario Indians
- Liaise and consult with the Union of Ontario Indians on issues and available opportunities to enhance the community wellness program
- Prepare and submit all mandatory reports required on behalf of the community wellness program to the appropriate government ministry and funder
- Work collaboratively and cooperatively with all community professionals, departments and colleagues
- Prepare full briefing notes for the Health Director, Director of Finance/Administration and Chief and Council on program statistics regarding program participation and attendance, and other issues and concerns
- Develop and maintain accurate, up-to-date and concise work files
- Create and maintain a secure filing system with gathered information on all clients accessing services in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in external continuous learning opportunities that affect the delivery of the community wellness program and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time-to-time by the Health Director, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- Grade 12 diploma or equivalent required; Post-secondary degree or diploma in Social Services, Human Services or other related field preferred
- 2-3 years of experience providing health and social support services to clients, preferably in an Indigenous setting
- Previous experience working with volunteers in a non-profit setting an asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Current NVC training certificate an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Knowledge of current social issues affecting Indigenous people including trauma and addictions
- Previous experience working within a First Nations organization an asset
- A strong working knowledge of traditional ceremonies and practices
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients, community agencies and affiliates
- Ability to mentor clients and intervene when additional support services and referrals are needed
- Knowledge of relevant community-based, and external support programs and services available
- Strong public speaking and advocacy skills

- Strong written and verbal communication skills
- Exceptional time-management, organization and administrative skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent problem-solving, critical thinking and conflict resolution skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Effective financial literacy and budgeting skills
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Ability to work collaboratively with colleagues in all departments to support client needs
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

### **HOURS OF WORK**

Full-Time – 35.5 hrs/wk

### **WORK LOCATION**

In-office

### **REMUNERATION**

Negotiable based on experience

### **START DATE**

October 28, 2024

### **APPLICATION DEADLINE**

October 2, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



## EMPLOYMENT OPPORTUNITY

### GAS BAR ATTENDANT

---

#### **POSITION SUMMARY**

Henvey Inlet First Nation is a casual **Gas Bar Attendant** to join our Administration. The Gas Bar Attendant reports to the Gas Bar Manager and is responsible for the sale of fuel and other automotive products and in-store merchandise, including tobacco products. The Gas Bar Attendant is also responsible for processing all point-of-sale transactions via cash, credit or debit card using an electronic scanner and cash register. This position requires a high level of personal integrity and superior customer service skills.

#### **MAIN RESPONSIBILITIES**

The Gas Bar Attendant will be responsible to:

- Greet Gas Bar customers and refuel vehicles
- Answer customer inquiries
- Assist with the sale of automotive products, in-store merchandise and tobacco products, ensuring restricted products are sold only to customers that are of the required age by requesting appropriate identification
- Process sales transactions, receive payments and issue correct change and receipts
- Count money in cash drawer at the beginning and end of shifts, dropping end of shift deposits in Finance deposit box
- Maintain clean and orderly checkout areas and Gas Bar exterior by sweeping service station and shoveling, sanding and/or salting service in winter and picking up/removing garbage and debris
- Stock shelves and price merchandise
- Change fuel prices on signage
- Assist with placing and receiving fuel and merchandise orders
- Maintain accurate sales and purchase records
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

#### **QUALIFICATIONS**

- Must be 18 years of age or older
- Grade 12 diploma or equivalent preferred
- Customer service and/or retail experience preferred
- Current First Aid and CPR Level C an asset
- Excellent customer service and interpersonal communication skills
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Professional appearance and manners
- High level of personal integrity and a strong work ethic
- Basic mathematical skills
- Strong attention to detail
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours, including occasional weekends, **a must**

**HOURS OF WORK**

Varies – up to 40 hours per week as needed

**REMUNERATION**

\$18.52/hour

**START DATE**

October 21, 2024

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**APPLICATION DEADLINE**

October 7, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

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## EMPLOYMENT OPPORTUNITY

# RECEPTIONIST/ADMINISTRATIVE ASSISTANT

---

### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Receptionist/Administrative Assistant** to join our Administration for a 13-month maternity leave contract. The Receptionist/Administrative Assistant reports to the Administration Manager and is responsible for providing administrative and secretarial support to Henvey Inlet First Nation's Band Administration Office. This position requires excellent customer service, communication and organizational skills.

### **MAIN RESPONSIBILITIES**

The Receptionist/Administrative Assistant will be responsible to:

- Greet external clients and guests entering the office and maintain daily visitor logbook
- Notify staff members of clients and guests waiting to see them for meetings and appointments
- Present a positive and professional image of the organization at all times
- Answer incoming calls and direct all inquiries to the appropriate individuals or departments
- Take and record telephone, e-mail, or written messages for staff members
- Respond to general membership, staff and client inquiries via telephone, email and in-person where appropriate
- Prepare coffee and ensure reception area is kept in a tidy and presentable manner
- Maintain office supply inventory, re-ordering supplies when needed
- Assist all Band Administration Office staff with their filing needs as requested
- Create new files, labels and records as necessary
- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Locate and remove materials from files when requested
- Receive and date stamp all incoming mail, email, faxes, cheques and deliveries
- Accurately record and distribute all forms of paper correspondence and mail
- Prepare outgoing mail for distribution using postage meter machine
- Write correspondence, forms, letters, reports, and memos as necessary
- Make, collate and distribute photocopies as necessary
- Ensure all forms and reports are completed as needed
- Assist in the compilation and maintenance of data for various reports as necessary
- Assist with hotel and travel accommodations for Chief and Council, clients, members and staff when required
- Assist with scheduling and coordinating meetings and appointments for leadership
- Coordinate the logistical aspects of departmental meetings by arranging and setting up meeting facilities and ensuring appropriate presentation equipment is available
- Post, update and remove membership correspondence, notices, newsletters and job vacancies to HIFN website and building communication boards
- Schedule appointments for Interviews
- Ensure security of cheque drawer at all times
- Observe and report any security issues to the Administration Manager
- Adhere to all HIFN Policies and Procedures



- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Administration Manager, Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Grade 12 diploma or equivalent preferred
- Previous administrative and secretarial experience preferred
- Valid Ontario Class G Driver's License with access to a reliable vehicle preferred
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic

### **HOURS OF WORK**

Full-Time – 35.5 hrs/week

### **REMUNERATION**

Based on experience

### **START DATE**

November 4, 2024

### **APPLICATION DEADLINE**

October 10, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

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## EMPLOYMENT OPPORTUNITY

# COMMUNITY ENERGY CHAMPION

---

### **POSITION SUMMARY**

Henvey Inlet First Nation is currently seeking a full-time **Community Energy Champion** to join our Administration. The Community Energy Champion reports to the Administration Manager and is responsible for developing, managing and coordinating energy related initiatives and activities within the community. This position requires excellent customer service and interpersonal communication skills.

### **MAIN RESPONSIBILITIES**

The Community Energy Champion will be responsible to:

- Review, update, modify and report on the community energy plan throughout the fiscal year
- Develop and administer project proposals, work plans, and project costing/budgeting for energy related initiatives in the community
- Complete action items set out in the community energy plan and other energy related initiatives
- Monitor energy conservation activities
- Complete and submit preliminary applications for funding of new and existing conservation programs
- Complete all reporting requirements as stipulated in the funding agreements for all energy related programs and initiatives
- Develop a positive working relationship between the HIFN administration, community members, fund investors and business partners
- Actively identify and recommend ways to improve building operations and delivery
- Act as an energy education and conservation resource for the community and membership
- Organize and deliver training sessions to community members regarding energy usage and conservation
- Conduct presentations for membership and multiple stakeholders to ensure transparency in project development and objectives
- Establish a Community Energy Committee and hold quarterly meetings
- Create awareness campaigns using marketing materials such as flyers and brochures to encourage community member participation in energy conservation and cost-saving rebate programs
- Educate members on recent energy news and initiatives and upcoming programming or workshops via the community newsletter, HIFN website and building communication boards
- Collaborate with the Housing Assistant to complete energy audits of community and residential buildings to identify opportunities for energy efficient retrofits
- Recommend and coordinate the installation of energy saving solutions such as energy efficiency lighting, hot water blankets and programmable thermostats as requested
- Attend and participate in mandatory training seminars, workshops, and online courses, as required
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Maintain up-to-date knowledge of renewable energy funding opportunities available for community members
- Respond to general inquiries relating to utility services, utility billing and energy conservation
- Direct membership to energy rebate programs and services available
- Consult on other energy projects and make recommendations as requested
- Accurately maintain and complete all necessary paperwork, records, documents, reports, etc;
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in mandatory staff and community meetings

- Perform other duties as assigned from time-to-time by Administration Manager, Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Valid Ontario Class G Driver's License and access to a reliable
- Grade 12 Diploma or Equivalent required. Post-secondary diploma or degree in Science, Engineering, Energy or Environmental related studies preferred.
- Proficient with Microsoft Office programs including Word, Excel, and Power Point
- Current First Aid and CPR Level C
- Previous data collection and analysis experience preferred
- Previous grant and proposal writing experience preferred
- Previous financial and budget management experience preferred
- Previous community engagement and presentation experience an asset
- Strong knowledge of energy conservation, renewable energy production and climate change issues
- Strong verbal and written communication skills, including public speaking skills
- Excellent problem solving and critical thinking skills
- Exceptional organization and time-management skills
- Ability to adapt to changing work demands and manage competing priorities
- High level of attention to detail and a high degree of accuracy
- Highly self-motivated with an ability to work independently
- Professional attitude and a strong work ethic
- Willingness to work flexible hours, including evenings and weekends as needed

### **HOURS OF WORK**

Full-Time – 35.5 hrs/week

### **REMUNERATION**

Negotiable based on experience

### **START DATE**

November 4, 2024

### **APPLICATION DEADLINE**

October 10, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



## Henvey Inlet First Nation

Pickereel, ON P0G 1J0

Administration  
295 Pickereel River Road  
T 705-857-2331  
F 705-857-3021  
1-800-614-5533

Health Centre  
354A Pickereel River Road  
T 705-857-1221  
F 705-857-0730  
1-866-252-3330

Day Care  
354B Pickereel River Road  
T 705-857-0957  
F 705-857-1369

Chief  
M. Wayne McQuabbie  
Council  
Patrick D. Brennan  
Brenda D. Contin  
Lionel R.M. Fox  
Carl Ashawasagai  
Stanley K. Moses  
Deborah Newton  
Maureen A. Kagagins

To: Henvey Inlet First Nation Community

Date: September 24, 2024

Re: Welcome! Roy Perreault - Administration Manager

HIFN welcomes Roy Perreault as our new Administration Manager. Roy is a member of Henvey Inlet First Nation; with deep ancestral roots in the Pickereel River, French River, Killarney and Parry Sound, he comes to us with private and public sector operations management, project management, and administration management experience and a sharp focus on fostering and maintaining positive working relationships with all internal groups and external service providers. Roy joined the HIFN team on September 3<sup>rd</sup>; he has been familiarizing himself with all aspects of the role including departmental policies and procedures, organizational structure, and team and community building and engagement endeavors. Please join us in welcoming Roy to team HIFN!

Millie Pawis

Director of Finance / Administration

# NOTICE OF REFERENDUM VOTE

## PROPOSED NEW LAW GOVERNING RATIFICATIONS

1. A referendum vote will be held among the eligible voters on October 27, 2024, with respect to the proposed new Henvey Inlet First Nation law entitled "HENVEY INLET FIRST NATION RATIFICATION LAW".
2. The referendum ballot question shall be:

**ARE YOU IN FAVOR OF THE PROPOSED "HENVEY INLET FIRST NATION  
RATIFICATION LAW"?**  
 YES  NO".

3. The referendum shall be conducted under the authority of Scott Jacobs, Returning Officer. Eligible voters may cast ballots:
  - a. in person at a poll to be held at the Fire Hall, Pickerel River Road, French River Reserve No. 13, on **Sunday, October 27, 2024**, which shall be open for voting between 10:00 am and 5:00 pm on that date;
  - b. electronically through OneFeather.ca on or before the close of the poll at 5:00 pm on **Sunday, October 27, 2024**; or
  - c. by mail-in ballot which must be received at the Britt Post Office on or before 5:00 p.m. on **Friday, October 25, 2024**. Packages can be dropped off in person until the close of polls at 5:00 pm on **Sunday, October 27, 2024**.

Mail-in ballot packages will be sent by ordinary letter mail to each eligible voter on or before Sunday, September 15, 2024, and will include return envelopes addressed to the Returning Officer. There will be no proxy voting.

Should a voter cast a vote in person and by mail-in ballot, only the in-person vote will be counted. Members that cast a vote electronically will not be permitted to vote in person and if a mail-in ballot is also completed only the electronic vote will be counted.

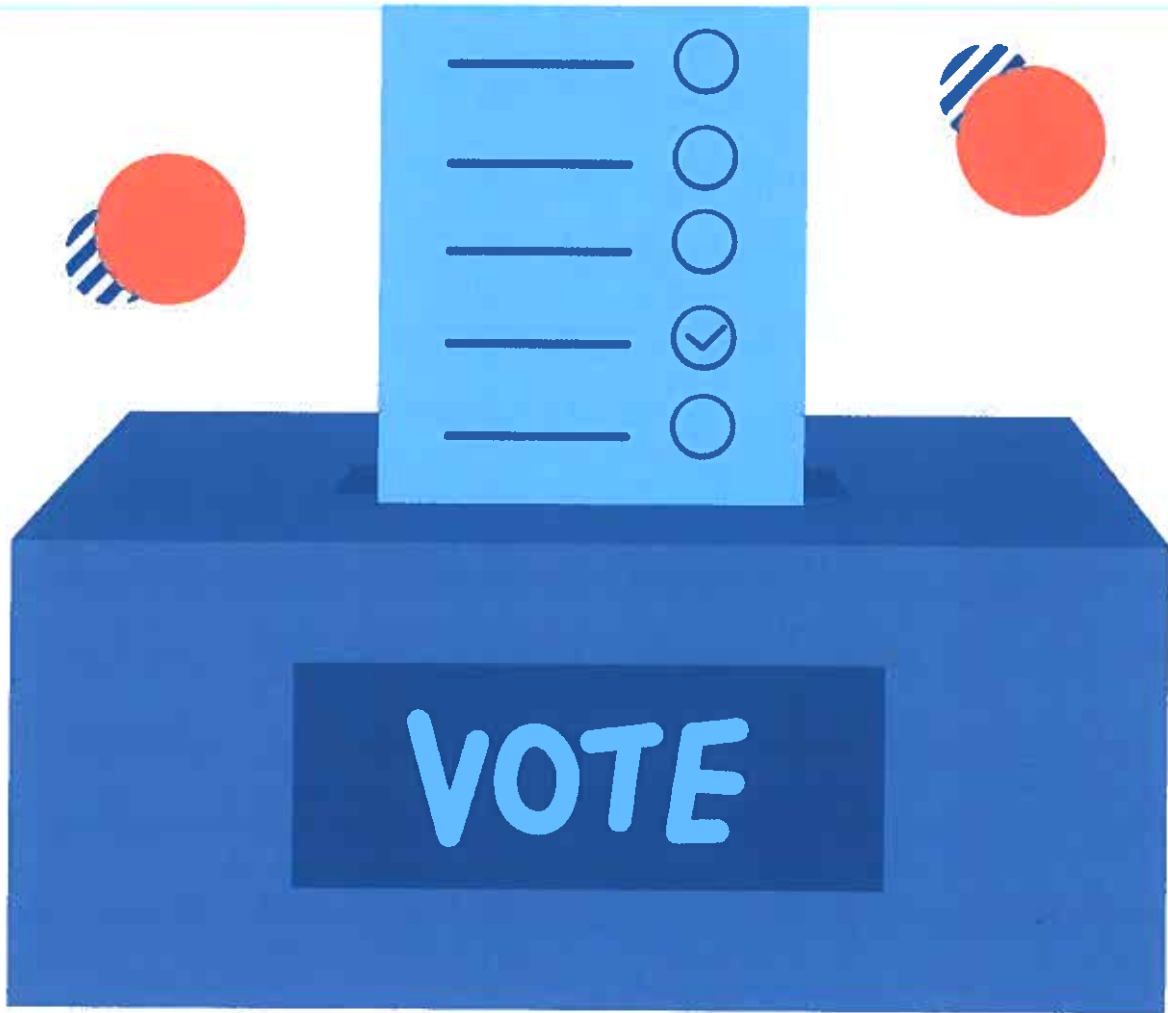
4. If the proposed Henvey Inlet First Nation Ratification Law is approved by the referendum vote, Council shall convene a meeting in open session at 10:00 am on Tuesday, October 29, 2024, or as soon thereafter as may be practical, to consider enactment of the law.
5. For further information regarding the proposed law, please contact Brenda Contin, Councillor, at 705-857-2331 or by email at [brenda.contin@henveyinlet.com](mailto:brenda.contin@henveyinlet.com).
6. For voting or ballot information please contact Scott Jacobs, Returning Officer at the number listed below.

  
\_\_\_\_\_  
Scott Jacobs, Returning Officer

P.O. Box 149,  
Britt, Ontario, P0G 1A0  
Phone: 705-741-3773  
E-mail: [scott.jacobs@sympatico.ca](mailto:scott.jacobs@sympatico.ca)



# RATIFICATION VOTE



**SUNDAY OCTOBER 27, 2024**



**MORE INFORMATION**  
705-857-2331





**NEW HOURS  
ALERT!**

# **HENVEY GAS BAR**

**HOURS AS OF  
OCTOBER 1ST**

**MONDAY TO FRIDAYS**

**8:00 AM TO 6:00 PM**

**SATURDAY AND SUNDAYS**

**8:00 AM TO 6:00 PM**





**Henvey Inlet  
First Nation**

Pickeral, ON P0G 1J0

Administration  
295 Pickeral River Road  
T 705-857-2331  
F 705-857-3021  
1-800-614-5533

Health Centre  
354A Pickeral River Road  
T 705-857-1221  
F 705-857-0730  
1-866-252-3330

Day Care  
354B Pickeral River Road  
T 705-857-0957  
F 705-857-1369

Chief  
M. Wayne McQuabbie  
Council  
Patrick D. Brennan  
Brenda D. Contin  
Lionel R.M. Fox  
Carl Ashawasagai  
Stanley K. Moses  
Deborah Newton  
Maureen A. Kagagins

# MEMORANDUM

To: HIFN Band Members  
Fr: Shane Contin, Housing/Finance Assistant  
Dt: Aug 29<sup>th</sup>, 2024  
Re: **Propane Fill-ups for your 500 Gallon Fuel Tank**

Dear HIFN Members,

Randy Ellis from Co-Op Regionale has informed the housing department that they will not provide minimum fill-ups and will only do full fill-ups if twelve (12) or more homes in Henvey can be done in one (1) run. This can result in long waiting times or refusal to service your tank.

For these reasons, it is recommended that existing Co-op Regionale customers switch to Moore Propane Limited.

Moore's has agreed to provide minimum fill-ups ranging around \$400.00. They have also agreed to provide full fill-ups & deliver them in a reasonable timely manner.

To make the switch, simply call Moore Propane and create an account with them over the phone.

Please see below for their contact information.

**MOORE PROPANE LIMITED**

Phone: 1 (705) 523-6466  
Cell: 1 (705) 670-7955  
Toll Free: 1 (877) 735-1856  
Email: [allockhart@moorepropane.ca](mailto:allockhart@moorepropane.ca)





## Henvey Inlet First Nation

Pickering, ON P0G 1J0

Administration  
295 Pickering River Road  
T 705-857-2331  
F 705-857-3021  
1-800-614-5533

Health Centre  
354A Pickering River Road  
T 705-857-1221  
F 705-857-0730  
1-866-252-3330

Day Care  
354B Pickering River Road  
T 705-857-0957  
F 705-857-1369

Chief  
M. Wayne McQuabbie  
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Patrick D. Brennan  
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Lionel R.M. Fox  
Carl Ashawasagai  
Stanley K. Moses  
Deborah Newton  
Maureen A. Kagajins



- When the propane level reaches 30% in the tank, call your preferred fuel supplier to have it topped up. Doing so will give the supplier time (usually 1-2 weeks) to come out and fill it up before the tank runs empty or drops below 20%. When the tank runs out of fuel, it causes changes to the pressure in the lines. When this happens, the tank will require another inspection before it can be filled up again. These inspections are costly and can be billed at the owner's expense.

To check the propane fuel level, start by opening the red cap located at the top of the tank. There is usually a small pin that prevents the cap from opening, pull it out and the cap should then be able to swing back freely.





## Henvey Inlet First Nation

Pickeral, ON P0G 1J0

Administration  
295 Pickeral River Road  
T 705-857-2331  
F 705-857-3021  
1-800-614-5533

Health Centre  
354A Pickeral River Road  
T 705-857-1221  
F 705-857-0730  
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Deborah Newton  
Maureen A. Kagagins

Next, look for the circular meter located inside. The black needle on the meter/gauge will show you how much propane you have left. Notice how this one is above 70%. When it reaches the 30% mark it's time to call for a fill-up.



- A full fill-up generally costs between \$1100.00 to \$1250.00 depending on current local fuel prices which tend to fluctuate frequently.
- Moore Propane has agreed to provide minimum fill-ups ranging around \$400.00. They have also agreed to provide full fill-ups & deliver them in a reasonable timely manner. They can be reached at (705) 523-6466.
- Due to regulations, the propane tank should be installed/placed at least 10 feet away from any building. Keep this in mind when planning to build a shed, addition to your home, etc. Violating this rule can result in your fuel supplier refusing to fill-up your propane tank until the violation has been resolved and/or rectified.
- There are copper propane lines buried 18" underground that run from the propane tank to the exterior wall of your home and to your back-up generator. Keep this in mind before planning any digging etc. in these areas. If you notice that a propane line has been hit and is leaking, leave the area immediately and contact your local fire department.
- The most obvious sign of a propane gas leak is the odor, a chemical is added to the gas that produces a "rotten egg" smell. A hissing noise or whistling sound near the gas leak is another sign.



# Home Maintenance Workshop

**When:** Thu Nov 7<sup>th</sup>, 2024 @ 11:00 AM

**Where:** Office 2 – Upstairs @ O&M Building

~Lunch will be provided~

Attendees will be eligible for the December rent incentive and also have a chance to win gift cards

**Presenting Topics:**

**Preventative Home Maintenance for Tenants & Home Owners presented by Joe Beagan, WBAFN**

**Contact:** Shane Contin from housing to be put on the list (705) 857-2331 Ext: 223 or email: [housing@henveyinlet.com](mailto:housing@henveyinlet.com)





# **NOTICE TO PARENTS**

**TO EASE PARENTS CONCERNS,  
THERE HAS BEEN A SURVEILLANCE  
CAMERA INSTALLED ON THE  
ELEMENTARY SCHOOL BUS.**

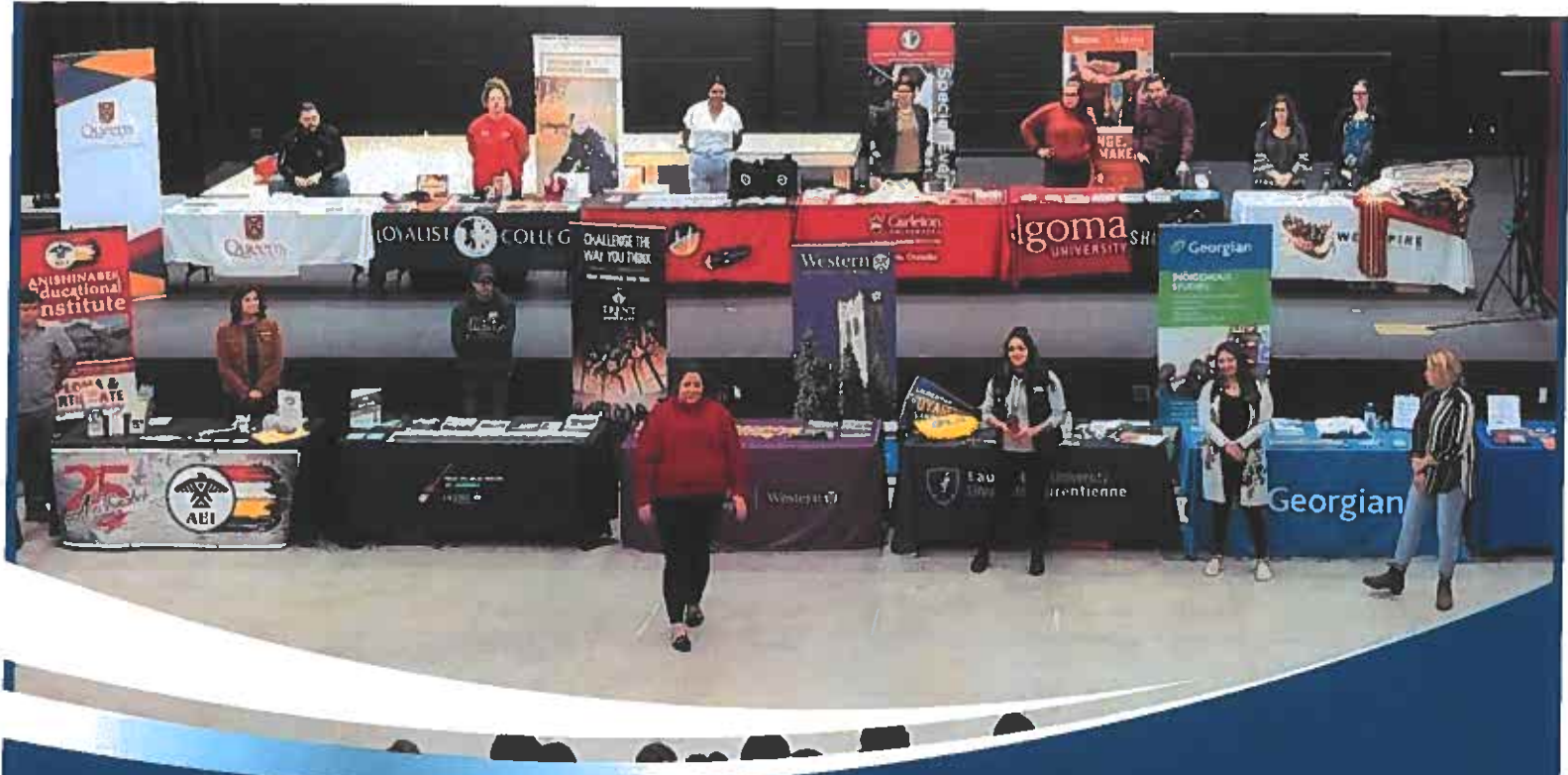


**PARENTS ARE ALSO REMINDED TO USE EDSBY ON  
THE NEAR NORTH DISTRICT SCHOOL BOARD WEBSITE  
TO TRACK YOUR CHILD'S PROGRESS OR CONTACT  
TEACHERS!**



## **BRITT SCHOOL DATES TO KEEP IN MIND**

- 1) OCTOBER 16 -JK & SK WALK TO BRITT FIRE HALL**
- 2)OCTOBER 18 -TAKE ME OUTSIDE DAY**
- 3)OCTOBER 21 -PICTURE DAY**
- 4) OCTOBER 31 -BLACK AND ORANGE DAY**



# ABORIGINAL POST SECONDARY INFORMATION PROGRAM FAIR

APSIP is a collective of Recruiters from Colleges, Universities and Polytechnics helping Indigenous learners Connect, Explore and Discover the Post-Secondary landscape.

**DATE: MONDAY OCTOBER 7, 2024 @ 9:00 AM**

**LOCATION: PARRY SOUND HIGH SCHOOL CAFETERIA**

Take your career to new heights  
at our upcoming fair - we can't  
wait to see you there!



**HOSTED BY:  
HENVEY INLET FIRST NATION  
EDUCATION DEPARTMENT**

# CATERER NEEDED!

To provide Morning Snacks, Healthy Lunch, and  
Afternoon snacks on  
Wednesday October 16th and Thursday October 17th

October 16th- Food for 20 People

October 17th- Food for 25 people

Menu is up to Caterer! Please submit 2 or 3 Menus!

Must include coffee, tea, water, juice, pop, bowls or  
plates (whichever is needed), utensils, cups and  
napkins.

Deadline to Submit Bids is Tuesday  
October 8th, 2024

Please include in the bids a breakdown of  
Catering Fee, Mileage, and Grocery costs.  
Caterer must possess current Safe Food  
Handlers Certificate and is responsible for  
clean up after, including taking out the  
garbage

## SUBMIT TO:

Eileen Boucher @  
Administration Office  
eilee.boucher@henveyinlet.com  
705-857-2331



**BRITT PUBLIC SCHOOL  
PICTURE DAY**

**Monday October 21, 2024**



**REMINDER**

# Call for Proposals

The Audrey Wearn Language Prize is open to Canadian youth ages 16-30 with a passion for language learning!

**Applications Due:**  
October 28, 2024

[www.audreyprize.com](http://www.audreyprize.com)

future  
design  
school



The Audrey Wearn  
Language Prize





# The Audrey Wearn Language Prize

## MISSION

The Audrey Wearn Language Prize was created under the mission to encourage youth ages 16+ to solve a language based challenge in their community, devising a solution that is measurable, transferable and scalable. The legacy prize honours Audrey Wearn, seeking to advance her enduring commitment to the ongoing recognition, protection and support of multilingualism in Canada.

Prize recipient(s) will receive consultation and support from the Future Design School team along with up to **\$10,000** to advance their proposal into a viable and implementable solution, building a vital cultural legacy in local communities.

## THE AUDREY WEARN LEGACY

This prize honours the life and legacy of Audrey Wearn, championing her enduring commitment to the ongoing recognition, protection, and support of language learning in Canadian youth.

A firm believer in the positive and long-lasting impact of bilingual education, Audrey Wearn hoped to empower the next generation of Canadians both personally and professionally to design solutions that make language learning accessible, dynamic, and reflective of the diverse voices that shape our communities.

At age 17, Audrey attended Western University's French Immersion School in Trois-Pistoles, Quebec. Through this 6-week program, she became fully immersed in French language studies - an experience that ultimately would shape the path of both her personal and professional life.

*"What I got out of learning another language and living it was a whole new perspective on the world. It expanded my horizons, my thinking and my interests, my understanding of who I was and my own heritage"*

Audrey later attended McGill University, where she double majored as a French and English student, with notable career highlights as a Communications Officer in the Federal Government; FSL editor, and publisher of math and FSL programs at Pearson Education, Nelson Education, and Apple. Language learning was central to Audrey's life work, seeking to empower individuals with the knowledge and skills to embrace different perspectives, broaden ideas of culture and language, and inspire human connection.

*"Learning a second language changed my life trajectory and enriched me, so much on so many levels."*

To learn more about the life and legacy of Audrey Wearn, visit our website:

[www.audreyprize.com](http://www.audreyprize.com).

For more information on this year's prize, email us at [rachel@futuredesignschool.com](mailto:rachel@futuredesignschool.com) or apply today at: <https://bit.ly/audreyprize2024app>



# The Audrey Wearn Language Prize

## **SOCIAL MEDIA/EMAIL TEMPLATE**

*\*Available Images attached to initial email*

The 2024 Audrey Wearn Language Prize is officially open for applications!

Are you passionate about languages? Do you believe in the power of true, meaningful communication to inspire change? Would \$10,000 help your ideas come to life?

Collectively, we are in the midst of a communication crisis and Future Design School wants YOUR help to solve it.

We're looking for passionate youth (aged 16+) who want to solve a language-based challenge in their community. This could be anything - from arranging community learning events to prevent the loss of traditional languages, to creating an afterschool program assisting busy working parents helping their children learn to read - the sky's the limit!

The winner of the Audrey Wearn Language Prize will receive up to \$10,000 and the ongoing support of Future Design School to make their project come to life.

We're ready when you are! Applications are NOW open until **October 28th, 2024**. Check out our online application form or show us your creativity by applying through video, visual presentations, podcast recordings, or whatever else you can think of to demonstrate your passion for language-based change.

Apply today and help YOUR community raise their voice →  
<https://bit.ly/audreyprize2024app>

To learn more about the life and legacy of Audrey Wearn, visit our website:  
[www.audreyprize.com](http://www.audreyprize.com).

For more information on this year's prize, email us at [rachel@futuredesignschool.com](mailto:rachel@futuredesignschool.com).

## **IMPORTANT LINKS**

Website: [www.audreyprize.com](http://www.audreyprize.com)

Application Form: <https://bit.ly/audreyprize2024app>

Social Media Handles: **@audreyprize** on Instagram, TwitterX & Facebook

Facebook Page Link: <https://www.facebook.com/audreyprize>

Future Design School Website: <https://futuredesignschool.com/>

Contact email: [rachel@futuredesignschool.com](mailto:rachel@futuredesignschool.com)



# October

**The leaves are changing and beginning to fall, Happy Autumn Y'all**

So far for the month of September we welcomed a new friend to the daycare, went on some walks, played at the park and have been practicing letters, numbers and colours!

Some activities we are planning for the month of October are:

- Pumpkin Painting,
- Corn/Vegetable stamping/Painting,
- Make fall collages using outdoor materials,
- Movie & Pj Day Friday,
- Halloween/Fall Crafts
- Halloween Pinata Making,
- Halloween Party!!

Now that the weather is changing and temperatures are going up and down it is important to have weather appropriate clothing for your child. It is expected that the children are to get 2 hours of outdoor play time a day weather dependent. The only times we will not be going out is if it is pouring rain, too hot or too cold.


We are again stressing the importance of communicating to staff regarding your child(ren). This includes on days they are expected to be absent due to vacation/illness or if they are being picked up throughout the day early or if they are being picked up by someone who is not on the parent/guardian.

This helps to avoid having staff make the call to ensure they are allowed to leave with said person as we are not allowed to send a child off with someone else unless parents have notified the childcare centre.

**For the families of children who are now starting school if your child is planning to attend through the school year and will be getting off the bus you will need to fill out an enrollment form stating they will be here After school/P.A Days and/or summer.**

If you have any questions or concerns contact the daycare at : (705) 857-0957

Ashley (RECE), Nancy (RECE), Kathy (RECE) Darlene (Cook).



# October 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2	3	4	5
6	 Pumpkin Spiders	8		10	 Spookley the Square Pumpkin	12
13	 Pumpkin Hands	15	 Pumpkin Face	17	18	19
20	21	22	23	24	25	26
27	 PUMPKIN PROCESS ART PRINTING FOR KIDS		 SPOOKY SPIDER SLIME	 HALLOWEEN PARTY		





*October 2024*

**Band Rep.  
Programming**



# October

# 2024

## Band Rep Program



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NOT IN OFFICE AM	2	3 BUN VENTURE	4 NOT IN OFFICE	FALL PHOTOS
	7	8	9	10 ENCHANTED GATHERING	11 Mediation North Bay PM	
	14 THANKSGIVING OFFICE CLOSED	15	16	17 DIY HALLOWEEN COSTUME	18	
	21	22 FAMILY COURT	23	24	25	26 HALLOWEEN DANCE ALBANY
	28	29	30 FAMILY COURT	31 NOT IN OFFICE		



2024

Band Representative

Jordan's Principle



354A Pickernel River Road  
Pickernel ON P0G 1J0

Phone: 705-857-1221

Toll Free: 1-866-252-3330

Fax: 705-857-0730

E-mail:

kara.harkness@henveymedicalcentre.com

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Enchanted Gathering	11	12
13	14 Happy Thanksgiving	15	16	17 DIY Halloween Costume	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Happy Halloween		

### Band Representative On-Call Schedule

<b>Staff Member</b>	<b>Start Date</b>	<b>End Date</b>
Kerri	2024-09-30 16:30	2024-10-07 8:30
Kara	2024-10-07 16:30	2024-10-14 16:30
Naomi	2024-10-14 16:30	2024-10-21 8:30
Kerri	2024-10-21 16:30	2024-10-28 8:30
Kara	2024-10-28 16:30	2024-11-04 8:30
Naomi	2024-11-04 16:30	2024-11-11 8:30
Kerri	2024-11-11 16:30	2024-11-18 8:30
Kara	2024-11-18 16:30	2024-11-25 8:30
Kerri	2024-11-25 16:30	2024-12-16 8:30
Naomi	2024-12-16 16:30	2024-12-23 8:30
Kara	2024-12-23 8:30	2024-12-30 8:30
Naomi	2024-12-30 8:30	2025-01-06 8:30
Kara	2025-01-06 16:30	2025-01-13 8:30
Naomi	2025-01-13 16:30	2025-01-20 8:30
Kerri	2025-01-20 16:30	2025-02-03 8:30

All On-Call Shifts are from Monday of week @ 4:30 PM to Monday of week @  
8:30 AM

Holidays are all day; until 4:30 for Mondays

<b>Contact Numbers:</b>	
Kerri	(705) 921-5202
Naomi	(705) 690-6829
Kara	(705) 921-5205

\* Our office is open Monday-Thursday from 8:30 - 4:30 and Friday from 8:30 - 12 to provide necessary items (food, diapers, etc.). On-Call is for Child Welfare emergencies ONLY \*



ZOOM WORKSHOP

# BUN VENTURE

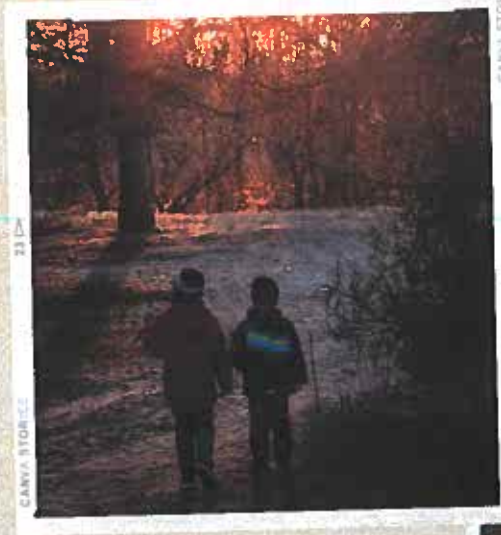
5 SPOTS AVAILABLE



OCTOBER 3, 2024 | 09:00 AM ONWARDS

CONTACT  
DARCY TO  
REGISTER

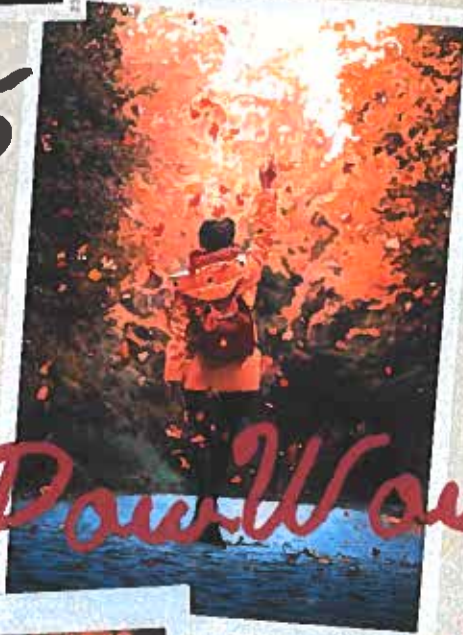
# Fall Photos!



October 5  
11 - 1



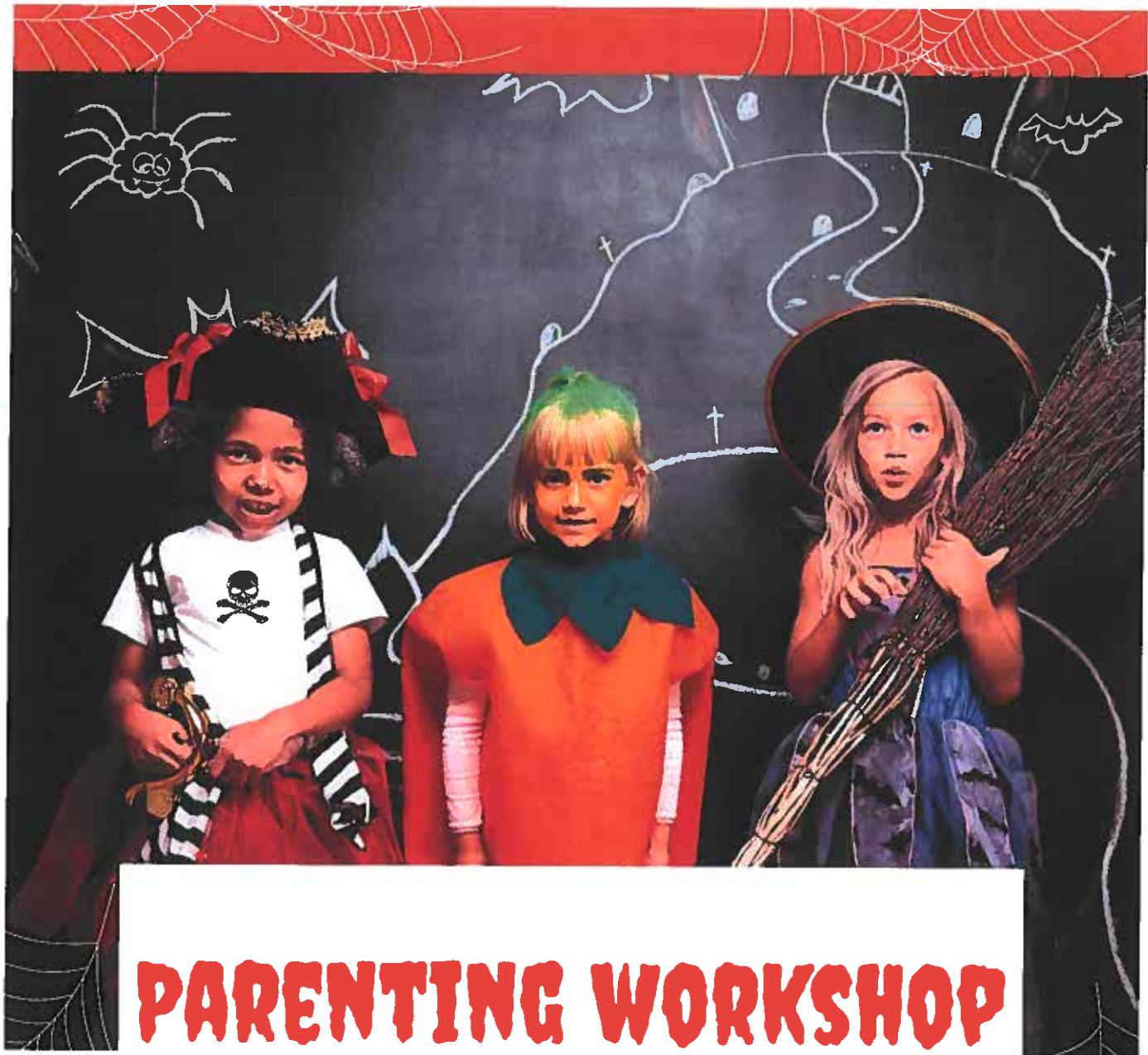
PawWaw



Grounds



Call Darcy to  
Register



# **PARENTING WORKSHOP**

# **DIY HALLOWEEN**

# **COSTUMES**

Please submit your list of required items to  
Darcy by Monday, October 7, 2024.

**Items will be ready for pick up  
on Thursday, October 17, 2024**



# Enchanted Gathering

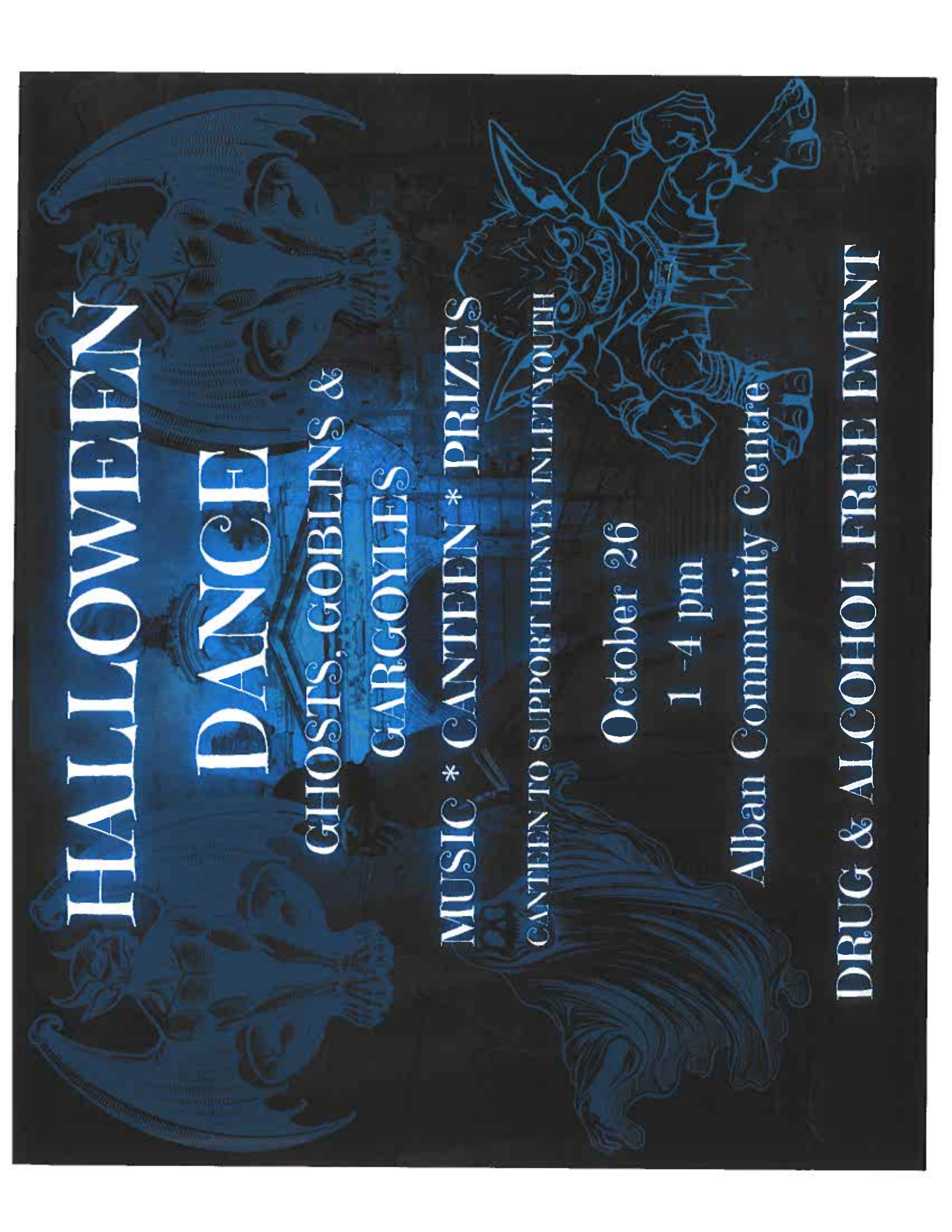
October 10 @ 10

Learning Centre



12 Spots Available

Call Darcy to Register



# HALLOWEEN DANCE

GHOSTS, GOBLINS &  
GARGOYLES

MUSIC \* CANTHEN \* PRIZES

CANTHEN TO SUPPORT HENVEY INLET YOUTH

October 26

1 - 4 pm

Alban Community Centre

DRUG & ALCOHOL FREE EVENT

HALLOWEEN  
DANCE

# BUS CHARTER *Service*



Bus will leave the  
Fire Hall @ 12:30  
pm to head to  
Alban Community  
Centre

Bus will leave  
Alban Community  
Centre @ 4:00 pm  
to head back to  
Henvey Inlet

lunch  
provided

hybrid  
available

Nov 8 & 9  
9 AM to 4

PM



please  
RSVP

**Pre-colonial Nishnaabeg nation, children were highly respected people, valued for their insights, humour, and contributions to families and communities...they were seen as Gifts, and parenting was an honour.**

- Leanne Simpson, Dancing on Our Turtle's Back: Stories of Nishnaabeg Re-creation, Resurgence and a New Emergence

## Traditional Indigenous Parenting Series

The Indigenous Parenting Series is facilitated through education, discussion, and activities. It is a flexible series with authentic involvement from the participants on parenting issues/topics relevant to them.

**Day 1** (AM)

- History of Indigenous Parenting
- Beading & Parenting
- Intergenerational Trauma & Healing

(PM)

- Traditional Tools to Promote Mino-bimaadiziwin
- Developmental Stages
- Effective Discipline

**Day 2** (AM)

- Communication
- Emotions
- Open Q & A
- Parent topics

(PM)

- Nourishing your Child's Spirit
- Self-Care for Parents/Caregivers
- Certificates

**Facilitator: Dr. Joey-Lynn Wabie, Wolf Lake FN**

**REGISTER with DARCy: 705-857-1221**

**LOCATION: Henvey Inlet FN Learning Centre**

**Zoom: Link will be sent to participants via email.**



## Henvey Inlet First Nation Child and Family Wellbeing Project

Henvey Inlet First Nation (HIFN) has decided to reclaim jurisdiction over Henvey Inlet's children and families.

This involves drafting a law, collecting information, engaging with community members, and developing administrative and other systems to support the jurisdiction process.

This is a community-driven initiative to develop a Henvey Inlet-specific Child and Family Wellbeing Law. This will be the community's law and reflects the vision HIFN has for the overall health and wellbeing of its children and families.

### Band Representative Program

The Band Representative Program advocates on behalf of Henvey Inlet children and families both on- and off-reserve and provides legal advocacy relating to the Child Youth and Family Services Act (CYFSA).

Currently, three Band Representatives advocate for Henvey Inlet children and families at every step of their involvement with provincially mandated societies and agencies, from intake through prevention and protection, including in court and out of court.

## The Child and Family Wellbeing Law

The initiative was supported by a Band Council Resolution passed on December 8, 2022, expressing HIFN's commitment to reclaiming jurisdiction over its children.

This law is specific to Henvey Inlet and will focus on the Nation's culture, traditions, and wisdom passed down through generations regarding taking care of HIFN children and families. The Child and Family Wellbeing Law will take precedence over provincial law.

With legal counsel Fogler Rubinoff, and engagement specialists Avaanz Ltd. supporting the process, the community will develop the approach for how to provide Child and Family Services to members of HIFN.





## Law Development

In order to gain the information needed to draft the Law, community engagements need to take place.

The information gathered in these engagement sessions, whether through community meetings, focus groups, surveys, discussions or activities, will all help to inform the Law. The planning of these sessions will be led by a Working Group.

### Community Engagements

The aim of community engagements is to gain insight into the lived experience of community members with respect to child and family welfare. The purpose is to determine traditional child and family wellbeing approaches, programs, services, and implementation as well as important values and principles that will ground the Child and Family Wellbeing Law.

Community engagements are ongoing. A project kick-off event took place in June 2024 and more events will be scheduled throughout 2024 and 2025.

These engagements are for families and community members on- and off-reserve, Elders, Chief, Council, and Band Representative Program employees, youth on- and off-reserve, those who have been through the child welfare system, and families that have been impacted by the child welfare system.

### Working Group

A Working Group of ten members, consisting of both on-reserve and off-reserve HIFN community members, as well as HIFN councillors and Band Representative staff, has been formed to guide the Law's development and oversee the community engagement process.

This is a way to ensure that HIFN voices are being heard and that the needs of the community are properly represented in drafting the Law.

## Child and Family Wellbeing Survey

Please scan the QR code below to participate in our survey and give feedback on the child and family wellbeing needs of the Henvey Inlet community.



<https://forms.office.com/r/W2EqAVf1Ss>



WE ARE SEEKING

# VOLUNTEER DRIVERS

**Volunteering provides empowering opportunities for people of all ages that help build community.**

## **Our Volunteer Drivers:**

- Receive free training
- Are reimbursed a competitive mileage rate for use of their vehicle
- Create a positive impact on the overall well-being of children, youth, and families
- Build on existing experience



To view opportunities, responsibilities, requirements, or to learn more contact:



1-855-223-5558

[volunteerservices@nijcfs.com](mailto:volunteerservices@nijcfs.com)

[nijcfs.com/volunteer](http://nijcfs.com/volunteer)



**Niijaansinaanik**  
Child and Family Services

# Community Health Nurse



**BRENDA CONTIN**

Brenda Contin, CHN

# October 2024


Sun	Mon	Tue	Wed	Thu	Fri
		1 Methadone Clinic/ OFFICE	2 <b>NOT IN</b>	3 Methadone Clinic/ OFFICE/	4 Methadone Clinic
7 <b>SUDZ: RHT Gathering</b>		8  C&C MTG	9 Methadone Clinic/ OFFICE	10 Methadone Clinic/ OFFICE	11 Methadone Clinic
14 <b><u>CLOSED FOR THANKSGIVING</u></b>		15 Methadone Clinic/ In Office	16 <b>SUDZ: RHT MTG</b>	17 <b>SUDZ: RHT MTG</b>	18 Methadone Clinic
21 Methadone Clinic/ <b>Lunch N Learn</b>		22 Methadone Clinic/ OFFICE	23 Methadone Clinic/ OFFICE	24 Methadone Clinic/ <b>FLU CLINIC: 12:30—4:00 PM</b>	25 Methadone Clinic
28 Methadone Clinic/ <b>OFF IN PM</b>		29  C&C MTG	30 Methadone Clinic/ OFFICE	31 Methadone Clinic/ OFFICE	1 Methadone Clinic

# FOOT CARE



For Elders & Diabetics

**Wednesday**  
**October 2,**  
**2024**

Appointments will be  approximately 30 minutes,  
First appointment at 9am &  
last appointment is 2:30pm

Call Darcy at the Health  
Centre to book your  
appointment time!



Brenda Contin-C.H.N. 705-857-1221

# Diabetic Bingo

Location: Henvey Inlet Learning Centre

Date: Monday October 21st @ 11:30 AM



## Diabetes Education

People who are Diabetic and not working will be given first priority on sign up list!

**Diabetes BINGO!!**

**20 maximum players**

**Please call Darcy to sign up!!**

**You must be present at program by 11:45am or your name will be bumped by next person on the waiting list.**

**For Info Contact:**

**Brenda Contin, C.H.N.**

**705-857-1221**



# FLU VACCINE CLINIC



*Let's protect yourself and your loved ones*



**Thursday October 24, 2024  
12:30pm – 4:30pm  
O&M Building Office 1**

**Call Darcy at Health Centre to schedule your appointment  
time 705-857-1221**

**Contact Person: Brenda Contin 705-857-1221 or  
705-857-3449**



**CULTURAL  
COORDINATOR  
Stan Moses**

**Henvey Inlet First Nation Health Centre  
354A Pickerel River Road- Pickerel, ON**

**PoG 1J0**

**(705)857-1221 EXT: 229**





**TUESDAY OCTOBER 1, 2024**

**MEN'S  
CIRCLE**

**KIND MAN PROGRAM**

**WITH DAVE RICE, STAN MOSES & ARLEN  
TULLOC**

**• TRAILER #4-DINNER PROVIDED •**

**Starting at 5:00 PM**

**PLEASE CALL TO SIGN UP ASAP!!!**

**10 SPOTS AVAILABLE**

**FOR FURTHER INFORMATION OR IF A RIDE IS NEEDED WITHIN  
COMMUNITY, CONTACT:**

**CULTURAL COORDINATOR- STAN MOSES 705-857-1221**



**TUESDAY OCTOBER 15, 2024**

# **MEN'S CIRCLE**

**KIND MAN PROGRAM**

**WITH DAVE RICE, STAN MOSES & ARLEN  
TULLOC**

**• TRAILER #4-DINNER PROVIDED •**

**Starting at 5:00 PM**

**PLEASE CALL TO SIGN UP ASAP!!!**

**10 SPOTS AVAILABLE**

**FOR FURTHER INFORMATION OR IF A RIDE IS NEEDED WITHIN  
COMMUNITY, CONTACT:**

**CULTURAL COORDINATOR- STAN MOSES 705-857-1221**



**TUESDAY OCTOBER 29, 2024**

# **MEN'S CIRCLE**

## **KIND MAN PROGRAM**

**WITH DAVE RICE, STAN MOSES & ARLEN  
TULLOC**

**• TRAILER #4-DINNER PROVIDED •**

**Starting at 5:00 PM**

**PLEASE CALL TO SIGN UP ASAP!!!**

**10 SPOTS AVAILABLE**

**FOR FURTHER INFORMATION OR IF A RIDE IS NEEDED WITHIN  
COMMUNITY, CONTACT:**

**CULTURAL COORDINATOR- STAN MOSES 705-857-1221**