



JUNE 2025

IMPORTANT DATES/PROGRAMS/WORKSHOPS:

- Offices will be closed on June 6, 2025 to Observe Anishinaabae Giizigat
- Henvey Inlet First Nation Pow Wow- June 7 & 8
- Annual General Membership Meeting- June 4
- Day Care Newsletter
- Fathers Day Event- June 12
- Graduation Photos- June 14
- Traditional Indigenous Parenting Series
- Back 2 School Back Packs- Register by June 30th
- Workout Days- Every Wednesday
- Diabetic Lunch N Learn- June 16
and more!!!



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
Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

MEMORANDUM

To: Membership
Fr: Millie Pawis, Director of Finance/Administration
Dt: May 22, 2025
Re: **Councilor Portfolios**

Chief Wayne announced at the recent Annual Planning Days meeting the respective portfolios of each Council member during their term effective March 25, 2025 to March 24, 2027.

Chief Wayne McQuabbie

Lands (Shared with Patrick)
Annuity Claims (Shared with Brenda)
Child and Family Services (Shared with Patrick)
Crown Lands acquired (27 Farm Lane, 105 Acres, Moose Lake lodge)

Councilor Brenda Contin

Fire/EMS
RHT (Shared with Chief Wayne)
Membership Code (Chair)

Councilor Patrick Brennan

Health
Child and Family Services (Shared with Chief Wayne)
Lands (Shared with Chief Wayne)

Councilor Deborah Newton

Membership Code

Councilor Stanley Moses

Cultural, Pow Wow, Youth & Elders
Gas Bar
WBAFN

Councilor Genevieve Solomon-Dubois

Education
Daycare
Ontario Works

Councilor Carl Ashawasagai

Pickeral Contracting Ltd (Shared with Bradley)
Roads & Maintenance (Community Buildings)
Water Treatment

Councilor Bradley McQuabbie

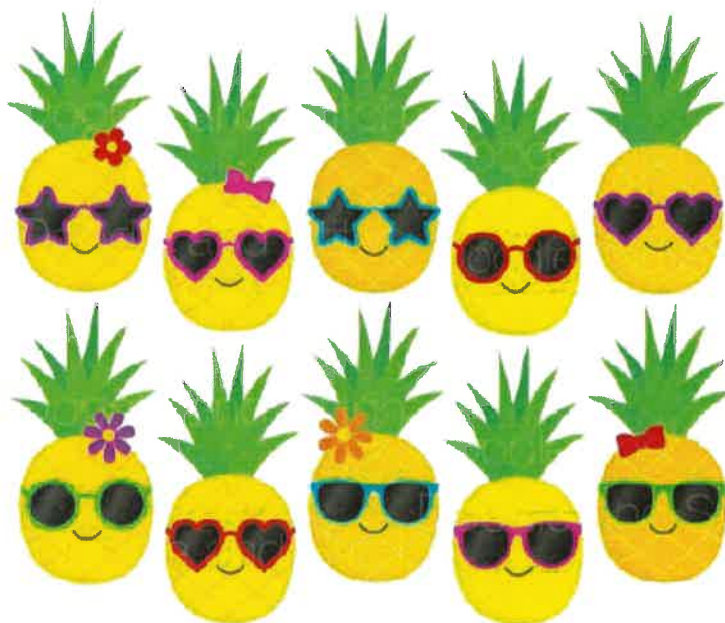
Pickeral Contracting Ltd (Shared with Carl)
Pickeral River Trailer Park
Housing

These portfolios come with the responsibility of addressing related concerns to these topics, if you have any questions or concerns, please address the respective Councillor, at your convenience.

MP
/MP

IMPORTANT REMINDER TO PARENTS AND STUDENTS!

All students currently in Grade 9 or higher applying for upcoming summer employment with Henvey Inlet First Nation must have a Social Insurance Number **PRIOR** to applying.



Social Insurance Number must be presented at the summer student orientation.

Miigwetch!



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

Council

Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

MEMORANDUM

To: All Henvey Inlet First Nation Members

From: Samantha Bradley, Human Resources Manager

Date: May 27, 2025

Re: Employment Opportunities

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

- 1) Adult Education Teacher – 1 Position
- 2) Band Representative – 2 Positions
- 3) Community Wellness Worker – 1 Position
- 4) Early Childhood Education Worker – 1 Position
- 5) Home Maintenance Worker – 1 Position
- 6) Events Coordinator – 1 Position
- 7) Receptionist/Administrative Assistant – 1 Position
- 8) Summer Student Coordinator – 1 Position
- 9) Summer Students – multiple positions

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 for regular job posting updates.

Miigwetch,

Samantha Bradley, PCP
Human Resources Manager



EMPLOYMENT OPPORTUNITY
ADULT EDUCATION TEACHER
RE-POST

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: recruitment@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

*** 2 POSITIONS ***

POSITION SUMMARY

Henvey Inlet First Nation is seeking two (2) full-time **Band Representatives** 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: recruitment@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 WELLNESS WORKER

RE-POST

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.

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 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

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

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@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

EARLY CHILDHOOD EDUCATION WORKER

RE-POSTED

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:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@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

HOME MAINTENANCE WORKER

RE-POST

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

- 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

\$20.52/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

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@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

EVENTS COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Events Coordinator** to join our Administration. The Events Coordinator reports to the Administration Manager and is responsible for overseeing the planning, design, budget, production, promotion and overall coordination of Henvey Inlet First Nation community events. The Events Coordinator will recruit volunteers, purchase supplies, set-up and decorate venues, create promotional materials and arrange catering when required. This position requires exceptional time-management and organizational skills and superior attention to detail.

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 Events Coordinator will be responsible to:

- Plan and coordinate all major HIFN community events including the Easter Breakfast, Loonie Auction, Anishinaabe Day, HIFN Powwow, Indigenous People's Day, Truth and Reconciliation Day and the Community Christmas Party
- Submit event plans with budget forecasts to the Director of Finance/Administration for prior approval
- Assist peers with coordinating other program activities as required throughout the year including March break activities, youth summer programming activities and other department programming activities as required
- Establish a special events committee to assist with event planning and facilitation
- Recruit volunteers for community events and delegate tasks
- Pursue sponsors with fundraising opportunities and receive donations for community events
- Source and apply for program funding through various external government agencies and funding providers
- Obtain quotes for event materials, supplies and equipment
- Establish and monitor event budgets and ensure it remains within the established budgetary parameters
- Source event locations and venues and conduct site visits
- Manage vendors and suppliers
- Invite and book artists, entertainers, speakers, exhibitors and facilitators regarding community events and liaise with them throughout the entire process
- Arrange appropriate accommodations for event facilitators and guests
- Order and coordinate the delivery of event materials, supplies and equipment
- Manage supply inventory and keep track of items in storage
- Ensure security of all HIFN materials, décor, supplies and equipment at all times
- Recruit caterers to prepare meals for community events
- Complete cheque requisitions including sales receipts and/or invoices for event expenses, and submit according to Finance department payment schedule
- Coordinate Elder transportation to and from community events

- Manage internal and external event communications
- Create promotional flyers for community events and distribute throughout community via internal communication boards, community newsletter and HIFN website and Facebook page
- Work collaboratively with the Maintenance Department to prepare event locations
- Set-up and decorate event venues and disassemble and clean-up venues afterwards
- Maintain detailed and accurate event files such as exhibitor databases, contact and financial information
- Produce reports on event successes/failures and address any obstacles and opportunities encountered for consideration in future events
- Assist with the completion and submission of various department reports to applicable Ministries, Governments and funding providers in a timely manner as required
- Adhere to all HIFN policies and procedures
- Participate in continuous learning opportunities to 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
- 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 **required**; Post-secondary degree or diploma in Business, Marketing, Public Relations or a related field *preferred*
- 3+ years of event coordination experience preferred
- Previous fundraising experience an asset
- Previous financial and budget management experience preferred
- A strong understanding and ability to represent and promote First Nations' cultures, values and history
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Ability to build and maintain lasting, respectful and professional relationships with other departments, key business partners, and government agencies
- Current First Aid and CPR Level C
- Able to provide a satisfactory Criminal Record Check (CPIC) including a Vulnerable Sector screening
- Valid Class G driver's license with access to a reliable, insured vehicle
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and customer service 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
- Professional attitude and a strong work ethic
- High level of sound and independent judgement and reasoning skills
- Highly self-motivated with an ability to work independently and with little supervision
- Proficient with Microsoft Office programs including Word, Excel, and Power Point and the use of general office equipment
- Willingness to travel for work when needed
- Willingness to work flexible hours, including evenings and weekends as needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

Based on experience

START DATE

June 24, 2025

APPLICATION DEADLINE

June 10, 2025

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: recruitment@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

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Receptionist/Administrative Assistant** to join our Administration. 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.

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 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

WORK LOCATION

In-office

REMUNERATION

Based on experience

START DATE

June 23, 2025

APPLICATION DEADLINE

June 11, 2025

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: recruitment@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

SUMMER STUDENT COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a **Summer Student Coordinator** to join our Administration for a short-term seasonal contract from June 2025 to August 2025. The Summer Student Coordinator reports to the Director of Finance/Administration and is responsible for supervising the summer students as they fulfill their work plan objectives. This position requires exceptional communication skills and a positive, motivational attitude.

MAIN RESPONSIBILITIES

The Summer Student Coordinator will be responsible to:

- Act as a responsible role model
- Set-up student interviews and coordinate the hiring committee
- Participate in student interview process
- Prepare all confirmation of employment letters for each student
- Prepare all new hire packages and personnel files for each student
- Greet students on first day and complete/collect required new hire documents and funding agency intake or information forms
- Review applicable policies, procedures, and safety protocols with students on first day
- Supervise and support the summer students through mentoring, coaching, and leading project initiatives
- Find a staff mentor for each student to ensure productivity is maintained
- In collaboration with the staff mentors, coordinate daily activities of all summer students and ensure appropriate tasks are assigned
- Transport students to and from job sites as required
- Ensure necessary equipment and supplies are available to students when required
- Ensure equipment provided is in safe working order and used properly; ensure students are trained on all equipment they use
- Ensure all equipment is stored/secured at the end of each workday and at the end of the employment period
- Ensure all safety precautions are met and adhered to during regular working hours
- Coordinate First Aid/CPR training for all students
- Assist the Economic Development Officer in coordinating the annual career fair per funding agreements
- Assist students in coordinating and facilitating a fundraising project for their end of summer activity
- Ensure weekly timesheets are properly completed by each student in time for payroll deadline
- Oversee time and attendance records for summer students, including approval and sign-off of timesheet
- Collect and submit summer student timesheets on a weekly basis
- Facilitate and oversee the completion of end of term summer student reports
- Complete all funding reports and final reports by their respective deadlines for the various funding agencies (ie - Gezhtoojig, Health Canada, AANDC, MNDM)
- Communicate with Director of Finance/Administration any issues arising from students
- Participate in performance management and progressive discipline processes within Summer Student Coordinator capacity as necessary
- Work cooperatively with all HIFN staff
- Attend workshops and or training provided during employment period
- 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 preferred
- Possess a valid Ontario Driver's License with access to a reliable, insured vehicle
- Current driver's abstract
- Current CPIC
- Current First Aid and CPR Level C an asset
- Experience using Microsoft Word and Excel
- Excellent interpersonal communication skills
- Positive and responsible attitude

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$19.52/hr

START DATE

June 23, 2025

APPLICATION DEADLINE

June 8, 2025

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: recruitment@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

SUMMER STUDENTS

QUALIFICATIONS

- Must be a registered member of Henvey Inlet First Nation. *Other registered First Nation student members will only be considered for student vacancies left unfilled by Henvey Inlet First Nation student members.*
- Students in Grade 9 or higher **must** have a valid **Social Insurance Number** (*Grade 8 students going into Grade 9 do not require a SIN*)
- Must have attended classes no less than 75% of the time for the 2024-25 school year; absence rate must be 25% or less for the 2024-25 school year
- Must be enrolled in and returning to school in September 2025
- Must be available for the full contract term from July 7th to August 15th, 2025

AVAILABLE POSITIONS

Trailer Park/Marina Summer Student

- Perform a variety of janitorial, landscaping and maintenance duties for the Trailer Park and Marina
- Ensure asset and equipment security and integrity
- Maintain ongoing communication with customers and assist them when needed
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Maintenance Summer Student

- Assist with general maintenance of community grounds including grass cutting, brush cutting, general landscaping and garbage collection all Henvey Inlet First Nation buildings
- Assist with setting up the Firehall for workshops and cleaning up afterwards
- Assist with basic carpentry and plumbing repairs
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Home Maintenance Summer Student

- Perform exterior maintenance of Elders' homes including landscaping and grounds maintenance
- Perform interior maintenance of Elder's homes including basic house cleaning
- Greet clients, answer phones and transfer calls to appropriate individuals or departments
- Provide general administrative and clerical support to health centre staff including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Recreation and Cultural Assistant Summer Student

- Assist with planning and implementing cultural and Right-to-Play recreational activities
- Assist with the completion of department reports, letters, posters and promotional materials
- Provide general administrative and clerical support
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Office Administration Summer Student

- Answer phones and transfer calls to appropriate individuals or departments
- Greet and screen all visitors including temperature checks
- Prepare incoming and outgoing mail for distributions
- Provide general administrative and clerical support to assigned departments including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Human Resources and Finance Administration Summer Student

- Assist with coding incoming invoices and counting monies from Band source revenue
- Assist with preparation and mailing of outgoing cheques
- Assist with recruitment by coordinating hiring committees and interviews
- Provide general administrative and clerical support to the Human Resources and Finance departments including preparing documents and filing
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisor

Summer Student Floater (Multiple positions)

- Provide general administrative and maintenance support to various Henvey Inlet First Nations departments
- Provide backup support to the Gas Bar when required
- Answer phones, conduct research, draft letters, forms and reports and file documentation
- Assist with coordination and preparation of department workshops, meetings and events
- Assist with general landscaping and maintenance of community grounds
- Other duties as assigned from time-to-time by Chief and Council or the department Supervisors

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$18.52/hour

CONTRACT DURATION

July 7th to August 15th, 2025

APPLICATION DEADLINE

June 24, 2025

Those interested in applying should submit their **resume**, **cover letter** and **attendance record** 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

Interviews will take place on July 3, 2025 for those selected.

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 22ND ANNUAL INTERTRIBAL POW WOW



**"HONORING ANISHINAABEK
WIIDOSENDIWAK"**

JUNE 7 & 8, 2025

Host Drum:

STILL WATER SINGERS

Arena Director:

ROBERT STONEPOINT

Co-Host Drum:

OTTAWA RIVER SINGERS

Head Elder:

RAYMOND JACKSON

Invited Drum:

TO BE DETERMINED

Head Adult Dancers:

MALE DANCER- ELWOOD ASHAWASEGA
FEMALE DANCER- CYNTHIA OSAWAMICK

Head Youth Dancers:

MALE DANCER- RICHARD NOLIN
FEMALE DANCER- KEIRA BARNHARDT

GRAND ENTRY SATURDAY @ 12PM

COMMUNITY FEAST @ 5PM

Men's Traditional Dance Special to be held on Saturday.

Prizes for 1st- \$800, 2nd- \$600, 3rd- \$400, 4th- \$200

**CAMPING AVAILABLE, WE ARE LOCATED 45 MINS SOUTH OF SUDBURY AND 1 HOUR
NORTH OF PARRY SOUND. (PICKEREL RIVER ROAD EXIT)**

DRUG & ALCOHOL & PET FREE EVENT



CATERER WANTED

2025 Annual Trust Membership Meeting

When: Wednesday, June 4th 2025
@ 12:00 noon

Where: O&M building

Caterer to determine Lunch menu for 60
people.

Must include Cutlery and drinks.

Must possess food handler's certificate.

Please place your bids to Lyndy McQuabbie, Trust Coordinator no later than May 23rd, 2025

Caterer is responsible for cleanup.

trustcoordinator@henveyinlet.com



CATERER NEEDED!

**To provide a LUNCH for
Annual General Meeting on
Thursday June 5th, 2025
Lunch to be served at 12:00PM at the
O&M Health Centre Bay
For approximately 75 people.**

**Lunch Menu: Spaghetti, various salads and
dressings, fresh buns and butter/margarine.**

Various Desserts

**Must include refreshments: Coffee, Water,
Pop, Juice and if any Bowls, Plates, Utensils, &
Napkins that are needed depending on food
being made.**

Deadline to Submit Bids:

Monday June 2, 2025 @ 12 NOON

**Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs to
Cassandra Lemay at Admin or by e-mail cassandra.lemay@henveyinlet.com**

**Caterer must possess current Safe Food Handlers Certificate and is responsible
for clean up after, including taking out the garbage**



**Annual General Membership Meeting CNOR Land
Claim/ BMO**

June 04, 2025

Location: O&M building 14 Sand Pit Road

10:00 am - 12:00pm

Agenda

Steve Partridge and Carol Bobiwash,
BMO Trust Company –
Overview and update of the administration
of the Trust.

Alvina Siddiqui, Fiera Capital –
Overview of the investments of the Trust.

Kyle Ellis, KPMG – Review of the Audited Financial
Statements.



2025 Annual Trust Membership Meeting

WHERE: O&M Building, Henvey Inlet First Nation

WHEN: Wednesday, June 4th, 2025

START: 1:00 PM - 4:00 PM (Eastern)

VIRTUAL: Zoom link will be available

- Please email the Trust Coordinator your full name & status number to confirm your attendance. The zoom link will be sent to you prior to the meeting.
- Email: trustcoordinator@henveyinlet.com

AGENDA

- * 2024 Annual Report & Audited Financial Statements
- * 2024-2025 Trust Activity
- * 2024-2025 Investment Updates
- * HIFN PCD Trust Updates
- * Q&A

****Door Prizes are available!****

****LUNCH WILL BE SERVED AT 12:00 PM****

FNB TRUST

**DIXON
MITCHELL**
INVESTMENT COUNSEL

MAWER
Be Boring. Make Money™


T.E. WEALTH
INDIGENOUS SERVICES

 **CONNOR, CLARK & LUNN**
FINANCIAL GROUP

Crestpoint
REAL ESTATE
INVESTMENTS LTD.



Annual General Meeting



Thursday June 5, 2025



O&M- Health Centre Bay



Starting at 9:00am

AGENDA:

9:00am: PCL will present

10:30am- Shwe Miikaan will present

12:00pm- LUNCH BREAK

1:00pm- NIGIG Power will present

All are welcome to attend!



HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

Quarterly Payments to Eligible Members **2025 ANNUAL PAYMENT SCHEDULE**

If you have not submitted your banking information, or have new/updated bank accounts
Please follow the instructions below:



Photo/Image of Member's Status Card

Provide a photo/image of
your Status Card



Submit Deposit Form

Complete a direct deposit
form or Void Cheque in
your name from your bank



Contact Information

MUST include:

1. Legal name
2. Address
3. Phone #
4. Email address



Await Transfer

Payments are made every 3 months in:

March, June, September & December

Refer to the Payment Schedule for details

Email your information to: Lyndy McQuabbie, Trust Coordinator trustcoordinator@henveyinlet.com



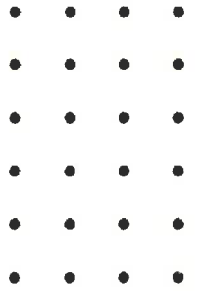
HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

Quarterly Payments to Eligible Members **2025 ANNUAL PAYMENT SCHEDULE**

Eligible Member Info Submission Deadline	Quarterly Payment Date
QUARTER 1:	
Friday, February 28, 2025	Friday, March 28, 2025
QUARTER 2:	
Friday, May 30, 2025	Friday, June 27, 2025
QUARTER 3:	
Friday, September 5, 2025	Friday, September 26, 2025
QUARTER 4:	
Monday, December 1, 2025	Friday, December 19, 2025

1. Late submissions after the deadline will be included at the next Quarterly Payment Date.
2. Payment questions and submissions send to trustcoordinator@henveyinlet.com, or please contact the Trust Coordinator @ 705-857-2331

5 Day Energy Field Trip INFORMATION



FOR AGES 8 TO 17 YEARS

Permission forms and packing lists can be picked up from Eileen Morin at the Administration Office!

Can sign up with Eileen or Darcy.

As this is an out of Community Trip, a \$20 deposit per family/child will need to be paid to Eileen when handing in the permission form!

This will be returned once the Child is in attendance at departure!

For questions:



Eileen Morin- 705-857-2331

Henvey Inlet First Nation & Elephant Thoughts presents

5-DAY ENERGY FIELD TRIP



TO REGISTER: SEE EILEEN MORIN @ BAND OFFICE

JULY 14-18, 2025

Hands-on energy themed activities including:

- Install and test solar panels
- Construct model wind turbines
- Explore hydroelectricity
- Learn about off-grid living
- Visit a local nuclear power plant
- Build and test electrical circuits
- Make pedal-powered smoothies
- Learn about energy sector jobs

Plus:

- Campfires and night hikes
- Night sky viewing with observatory
- Play laser tag in the woods
- Participate in beekeeping and garden workshops
- Play bubble soccer
- Outdoor games & challenges

The field trip takes place at Elephant Thoughts Riverstone Campus

233639 Concession 2 WGR Durham, ON N0G1R0

URGENT: Indigenous families needed to
provide in-home care for indigenous
children and youth.

Keep Our Children in Our Communities!



Niijaansinaanik
Child and Family Services

Become an Alternative Caregiver Today.

1-855-223-5558

nijcfs.com

A LITTLE TIME, A BIG DIFFERENCE



SEEKING VOLUNTEER DRIVERS



[NIIJCFS.COM/VOLUNTEER](https://niijcfs.com/volunteer)

Volunteers strengthen the layers of support that ensure children, youth and families are surrounded by family, extended family, community, clan, and Nation to support healthy lifestyles and positive outcomes.



Niijaansinaanik
Child and Family Services

JUNE ONTARIO WORKS

NOTE: If I am not in the office, please leave a message with the administration at the front desk.

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	Henvey Inlet Pow wow
8	9	10	11	12	13	14
	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 am to 4:30 PM	Food Bank Distribution 11 AM – 12 PM	
15	16	17	18	19	20	21
	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 am to 4:30 PM	REMINDER Last Day to Submit Income Statement without delay.	
22	23	24	25	26	27	28
	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:00 PM	Office Hours 8:30 am to 4:30 PM	Important Office Hours 8:30 AM to 12:00 PM	
29	30					
	Office Hours 8:30 AM to 4:00 PM					



Henvey Inlet First Nation

Pickerel, ON P0G 1J0

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

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

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

Chief

M. Wayne McQuabbie

Council

Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

MEMORANDUM

To: Ontario Works Recipients

From: Henvey Inlet Ontario Works (MCCSS)

Date: June 1, 2025

Subject: Information relating to Ontario Works

Income Statements

Reminder: Please check your mailboxes. If you receive financial assistance from Ontario Works, your income statements will be delivered to your mailboxes in the first week of each month.

Reminder: Please place your monthly income statement in the drop box in the Band Office's front foyer.

If you have a child in your temporary care and are receiving financial assistance for that child, you are required to submit an income statement.

NOTE: If you do not submit your income statement on the due date as dated on the Ontario Works Calendar, there may be a delay in receiving your Ontario Works financial assistance.

Food Bank

Ontario Works will host a food bank at the Lands Office on **June 13, 2025, from 11:00 AM to 12:00 PM**, and distribute food from the **Lands Office.**



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

Council

Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

There will be no food bank for July & August 2025. The Food Bank will resume in September 2025. If it's an emergency, please get in touch with the Ontario Works Administrator.

Food Bank Bingo

Food Bank Bingo will be held on Tuesday, starting on **June 3, 2025**.
Tuesday, June 3, 10, 17, & 24, 2025.

Appointments

When applying or reapplying for financial assistance, please call the Ontario Works Administrator during office hours at (705) 857-2331, extension 222 or the Ontario Works cell number at (705) 773-8714. An appointment will be scheduled at the Ontario Works office, or a home visit will be scheduled.

FOOD BANK



Tuesday, June 3, 2025

Wagamake Learning Centre

Doors open at 5:30 PM

Bingo starts at 6:00 PM



Toonie Pot!

Henvey Inlet, Ontario Works

Henvey Inlet Food Bank



Date: June 13, 2025

Time: 11:00 AM to 12:00 PM

Location: Lands Office

***PLEASE NOTE* YOU MUST FILL OUT YOUR REQUEST FORM & PICK UP YOUR BAGS OF FOOD.**

There is an exception for Elders, who can have a family member or a staff member pick up their food for them.

Families, Couples and Single Adults are eligible to receive assistance from the food bank and must receive the following **Fixed Low Incomes**:

- Ontario Works
- O.D.S.P. (Ontario Disability Support Program)
- O.A.S. (Old Age Security)
- C.P.P. (Canada Pension Plan)
- E.I. Benefits (Employment Insurance)
- Post-Secondary Student Allowance

Ontario Works Notice



Ontario Works recipients are needed for volunteer positions for the

Henvey Inlet Pow Wow for June 7 & 8, 2025.

An incentive for Ontario Works recipients will be based on hours, and it will be issued on June 10, 2025.

Ontario Works recipients may obtain participation hours by signing up with Judy Contin or Lisa Contin. Danielle Shukster will coordinate and arrange scheduling and positions for volunteers.





Can you believe it is already JUNE, where did the time go? We had a pretty busy month of May we many different activities. We got to have many different sensory experiences this month like: Popcorn kernels and construction trucks, Water play with animals, and of course we cannot forget about our playdough and slime days! We also created a special gift for mom and had them come for a special Brunch date too! We have been taking advantage of the nice weather and going outdoors to play in the playground. The children have enjoyed running and climbing and building sandcastles in the sand.

Some activities we have planned for the month of June may include:

- * Ocean slime (Making slime using ocean animals and glitter)
- * Popsicle Making (Using various fruits of their choice to create and eat our own homemade popsicle)
- * Pajama Day Fridays! (Children can come in wearing their favourite Pjs)
- * Creating our special Fathers/Guardians gifts!
- * Kids yoga (Working of following directions, balance and coordination in some kid friendly yoga)
- * Under the sea sensory play (Using various materials such as water, sand, sea shells for the children to explore and manipulate)
- * Nature Collages (Collecting various nature items such as grass, sticks leaves flowers and creating collages.

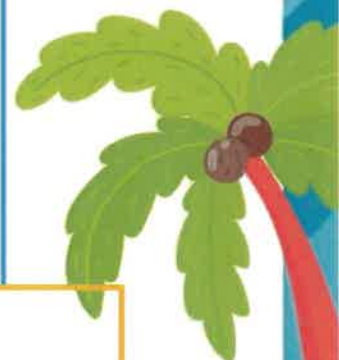
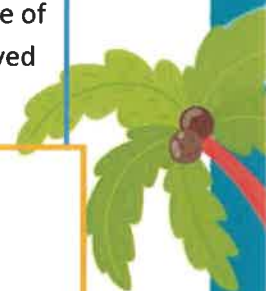
Summer Enrollment!!

We are now at the final few weeks of school before the summer months and are asking any families who are planning to enroll their child(ren) for the summer to do so as soon as possible [BEFORE JUNE 26TH]. This helps to plan trips/activities and for lunches. This also helps for staff to plan vacation time for themselves as well. There are both enrollment forms and parent handbooks located inside the 'Cubby' area of the daycare that you are welcome to pick up! Reminder that I need a copy of immunization record and health

If you have any questions or concerns contact @ 705-857-0957;
ashleyannehouckley@outlook.com

Thank you from all the staff:

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





June 2025

**Anishinaabek Wiidosendiwak
Programming**



Band Representative On-Call Schedule

Staff Member	Start Date	End Date
Kara	2025-05-26 16:30	2025-06-09 8:30
Kerri	2025-06-09 16:30	2025-06-23 8:30
Kara	2025-06-23 16:30	2025-07-06 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

Contact Numbers:	
Kerri	(705) 921-5202
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 *

Learning Centre

CELEBRATE FATHER'S DAY

Thursday, June 12 2025

@ 11 am - 2 pm

Outdoor activities am

Comedians pm

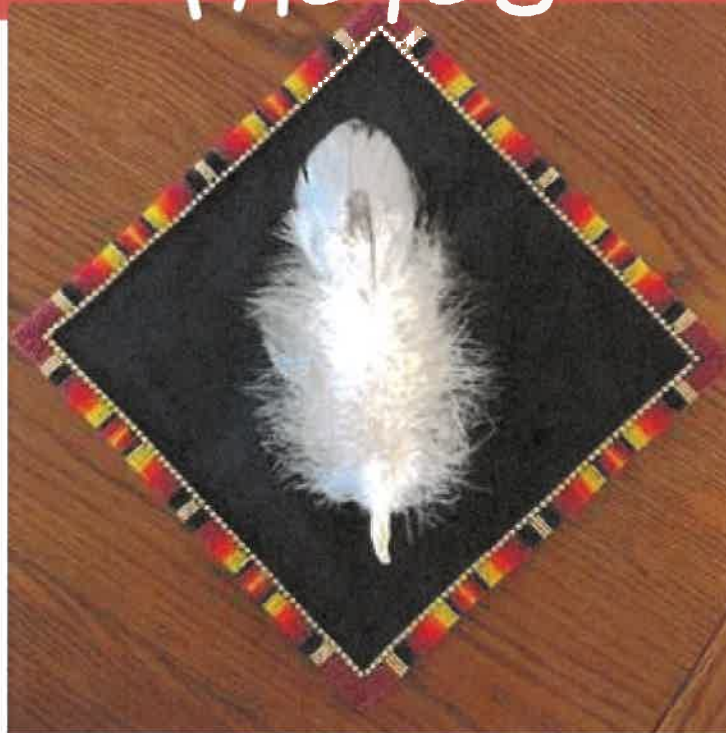
12 Spots available

BBQ PARTY!



Contact Erin @ 705-857-1963 to sign up

GRADUATION Photos



@ the Pow Wow Grounds

Graduating Kindergarten to Grade
School, Grade school to high
school and high school

Timeslots subject to change during
confirmation call

Please be on time

June 14, 2025

11 AM to 1 PM
Weather Permitting

June 27 & 28 2025

9 AM to 4 PM



lunch
provided

hybrid
available

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.

please
RSVP

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: Ophelia O'Donnell, Henvey Inlet FN

REGISTER with ERIN:
705-857-1963

LOCATION: Henvey Inlet FN Learning Centre
Zoom: Link will be sent to participants via email.

A stylized illustration of a bright yellow sun with rays on the left and a soft white cloud on the right, both partially obscured by the text.

BACK TO SCHOOL *Backpacks*

REGISTER WITH ERIN BY JUNE

30, 2025 @ 4:30 PM

705-857-1963

FOR BAND MEMBERS **ONLY**

BACKPACKS TO BE HANDED OUT @ BACK

TO SCHOOL BINGO IN AUGUST

BACKPACKS **WILL NOT** BE DELIVERED

*IF YOU SIGNED UP LAST YEAR AND DIDN'T PICK UP YOUR BACKPACKS YOU
ARE INELIGIBLE TO SIGN UP*





CAMFITPRO CERTIFIED

JOHN SERRAN

PERSONAL TRAINING SPECIALIST /
HEALTHY EATING & WEIGHT LOSS COACH

SERRANFITNESS@GMAIL.COM / (705) 492-8151

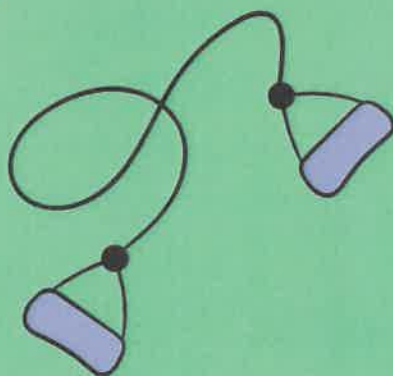
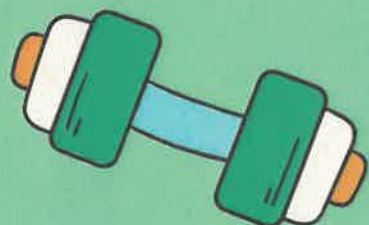
John is back in community for the Month of June

WORKOUT DAY!



**EVERY
WEDNESDAY**

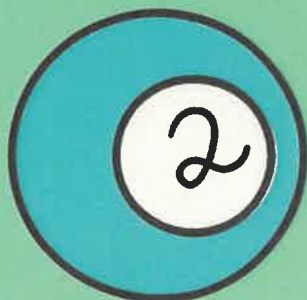
**FROM
10:00 AM
TO 3:00
PM**



Group Sessions 10 am to 11 am - Alternating Weeks - Beginner Sessions (June 4 and 18) and Elders Sessions (June 11 and 25)

Individual Sessions - 30 minutes

Contact Erin @ 705-857-1963 to
register a timeslot



Community Health Nurse



BRENDA CONTIN

Brenda Contin, CHN

June 2025

S	Mon	Tue	Wed	Thu	Fri
2	Methadone Clinic/OFFICE	3 FINANCE	4 FINANCE	5 Methadone Clinic/C&C MTG	6 OFFICES CLOSED
9	Methadone Clinic/OFFICE	10 Methadone Clinic/OFFICE	11 Methadone Clinic/OFFICE	12 Methadone Clinic/OFFICE	13 SUDZ: Program Shopping
16	Methadone Clinic/ LUNCH N LEARN	17 Methadone Clinic/ STRATEGIC PLAN	18 Methadone Clinic/ STRATEGIC PLAN/SKHC AGM	19 Methadone Clinic/OFFICE	20 Methadone Clinic
23 OFFICES CLOSED		24 LITTLE CURRENT: Ishkode Kaan Mtg	25 SUDZ: Go- Forward Mtg.	26 Methadone Clinic/ SKHC: Board Mtg	27 Methadone Clinic
28 Methadone Clinic/OFFICE		29 Methadone Clinic/OFFICE	30 Methadone Clinic/ OFFICE		

Diabetic Bingo

Location: Henvey Inlet Learning Centre

Date: Monday June 16th @ 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



CATERER NEEDED!

To provide LUNCH on
Monday June 16, 2025
for Diabetic Lunch N Learn Bingo.
Lunch to be served for 11:30am for 21 people

Menu: Shepards Pie, Ceasar Salad, & Buns and
butter/margarine, salt and pepper

Dessert: Fruit Pudding Cups

Refreshments: Pop, Juice, and water

Must include plates, utensils, cups, and napkins

Deadline to Submit Bids:

Monday June 9, 2025 @ 12 NOON

Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs
to Brenda Contin at Health Centre 705-857-1221 or
brenda.contin@henveymedicalcentre.com

Caterer must possess current Safe Food Handlers Certificate and is
responsible for clean up after, including taking out the garbage

Home Care Nurse



DEBBIE BRENNAN



FLEA & TICK SEASON
...IS COMING

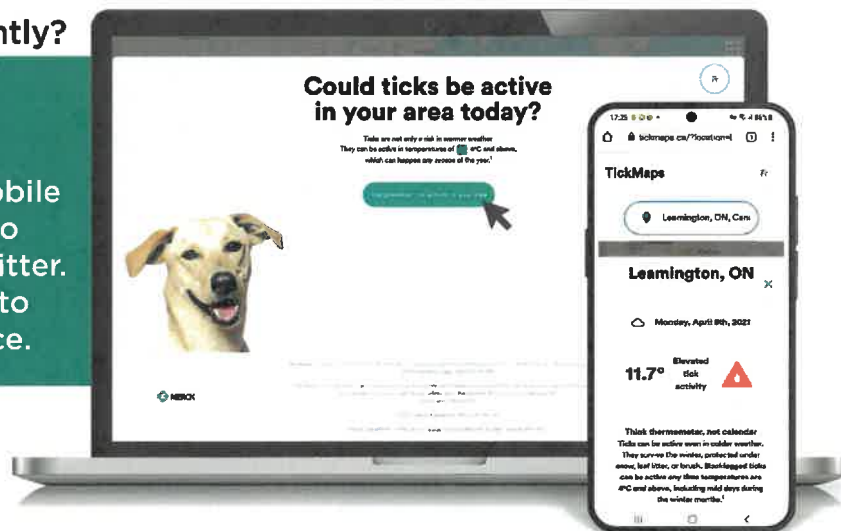


LOCAL TICK FORECASTS to Share with Your Clients





Have you visited Tickmaps Canada recently?

You can now share **LOCAL 14-day tick forecasts** with your clients.

Visit tickmaps.ca from your desktop or mobile device and use the NEW sharing buttons to copy, email and post on Facebook and Twitter. It's that easy. Follow the directions below to share LOCAL tick forecasts from any device.



From Your Desktop or Laptop

- 1 From your browser go to tickmaps.ca and click on  See potential tick activity in your area
- 2  Enter your location 
Type in your city, or postal code in the search bar and click on the location that best matches your area. Scroll down the page to see the 14-day tick forecast for your area.
- 3  You can share this information using the share button in the bottom right of the screen. Roll over the share button and click on the icon of choice.
share button



FACEBOOK

Opens and includes an image of the map of Canada and the link to your local 14-day tick forecast.



EMAIL

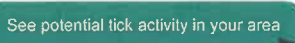

Opens and includes the link to your local 14-day tick forecast.



TWITTER

Opens and includes the link to your local 14-day tick forecast.

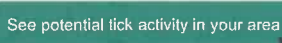

From Your iPhone

- 1 From your browser go to tickmaps.ca and click on  See potential tick activity in your area
- 2  Enter your location
Type in your city, or postal code in the search bar and tap on the location that best matches your area. Scroll down the page to see the 14-day tick forecast for your area.
- 3 You can share this information using the iPhone share button in the bottom navigation bar. Tap on the share icon and scroll through the platform options until you find the icon of choice.



share button

From Your Android Phone

- 1 From your browser go to tickmaps.ca and click on  See potential tick activity in your area
- 2  Enter your location
Type in your city, or postal code in the search bar and tap on the location that best matches your area. Scroll down the page to see the 14-day tick forecast for your area.

PRO TIPS!

Consider posting **weekly tick forecasts** to your **social feeds** to remind your clients of the risk of ticks in your area.

Create an icon and link to tickmaps.ca on the home screen of your phone for easy access.

Use the same sharing button on your phone and click on "Add to Home Screen". This will add an icon and direct link to your local tick forecast.

Information on how to use personal insect repellents licensed in Canada

	Baby less than 6 months old	Child from 6 months to 2 years old	Child from 2 years to 12 years old	Pregnant or breastfeeding women	People over 12 years old
DEET	No bug repellent is recommended for babies less than 6 months of age. This includes 'natural' products. Instead, protect your baby with long clothing and place a mosquito net over the baby's stroller, crib, or carrier .	Concentration: up to 10% Protection: 3 hours or less Application: 1 time per day maximum Do not use daily for more than one month	Concentration: up to 10% Protection: 3 hours or less Application: 3 times per day maximum Do not use daily for more than one month	Concentration: up to 30% Protection: 6 hours or less (depending on concentration) Application: 2 times per day maximum	Concentration: up to 30% Protection: 6 hours or less (depending on concentration) Application: dependent on protection time and needs
Icaridin		Concentration: up to 20% Protection: 3-5 hours (10%), 8-10 hours (20%) Application: depending on protection time and needs	Concentration: up to 20% Protection: 3-5 hours (10%), 8-10 hours (20%) Application: depending on protection time and needs	Concentration: up to 20% Protection: 3-5 hours (10%), 8-10 hours (20%) Application: 2 times per day maximum	Concentration: up to 20% Protection: 3-5 hours (10%), 8-10 hours (20%) Application: depending on protection time and needs
		<i>Apply only to body parts which are exposed. Do not apply near eyes, mouth, or hands. Avoid applying on damaged skin or mucous membranes . Apply sunscreen before applying bug repellent.</i>			

DEET and icaridin are the two ingredients licensed for person use against ticks in Canada. The content of this table has been adapted from information provided by [Health Canada](#) and the [Government of Quebec](#).

What should I do if I find a tick?

First of all, don't panic!

The fact you were able to find and recognise a tick is great.

Things to know before getting started:

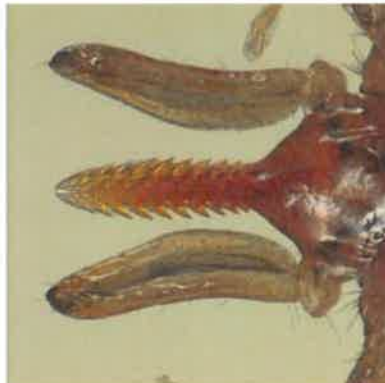
Not all ticks are infected with disease-causing agents. If the tick is infected, the risk of acquiring a tick-borne disease increases with the time it has been attached.

If the tick is freely moving, it can easily be brushed off into a sealable container or bag.

If the tick has **attached** to your skin, **you will need to take steps to remove it as soon as possible**. This can be done using fine-tipped tweezers or a specialized tick-removal device (see below).



Here a tick has attached itself by inserting its mouthparts into the skin. The tick is not engorged, suggesting it has not fed. Redness can occur at the site of the bite, just as with an insect bite. Photo by: Denys Williams, [CC BY-SA 3.0](#), via [Wikimedia Commons](#).



The tick pierces the skin and embeds itself using barbed mouthparts. Australian tick which can cause paralysis (*Ixodes holocyclus*). Photo by: Pest and Diseases Image Library, [Bugwood.org](#), licensed under a [Creative Commons Attribution-Noncommercial 3.0 License](#).



Tick removal devices are available in many pharmacies and veterinary clinics. The type shown here comes in different sizes, so the appropriate one can be used depending on the size of the tick.

How to safely remove a tick:

1. Find a pair of fine-tipped tweezers and a sealable container in which to store the tick.
2. Using the tweezers, grasp the tick as close to the skin as possible. The aim is to grab the head of the tick, and to avoid putting pressure on the body.
3. Slowly pull straight out, without twisting the tick, using firm but slow traction. Place the tick into a sealable container.
4. If some parts of the tick break off and remain in the skin – don't panic. Try to remove them with tweezers, but if this is not possible, leave the area to heal itself.
5. Wash your hands and the bite area with soap and water or an alcohol-based sanitizer.
6. **Don't forget to complete your tick check** in case there are more ticks.

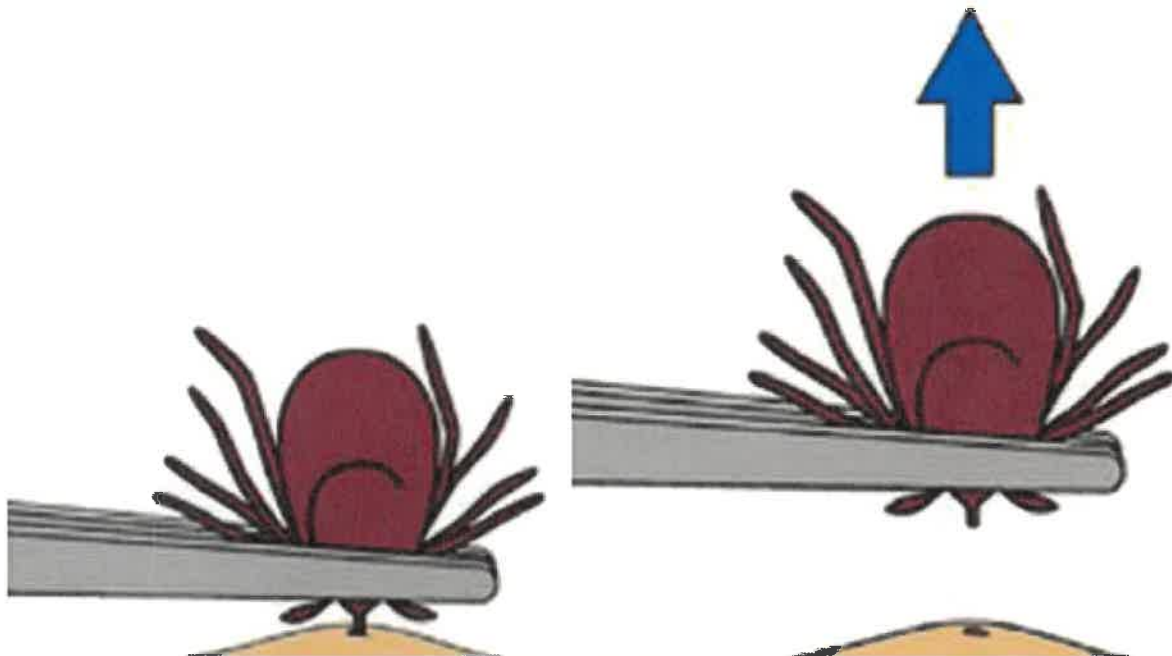


Image by: cdc.gov, Public domain, via [Wikimedia Commons](#)

DO NOT try to burn or smother the tick using products such as nail polish, nail polish remover, essential oils, or petroleum jelly.

<https://www.canada.ca/en/public-health/services/video/lyme-disease-properly-remove-tick.html>

↑ This 2-minute video demonstrates how to remove a tick, and what not to do. ↑

What should I do after I have removed a tick?

- Keep the tick in a sealed container or bag for at least 30 days. You can kill the tick by freezing it for several days, or by putting it in rubbing alcohol. Avoid crushing the tick with exposed fingers.
- Record the date, time and place(s) where a tick was attached.
- Record how long you think the tick(s) may have been attached for.
- Record where you were when you were bitten by the tick(s) or where you suspect you were bitten.
- Monitor for symptoms of Lyme disease or other symptoms. For information on symptoms, <https://www.canada.ca/en/public-health/services/diseases/lyme-disease.html#a5>
- Get your tick identified on eTick.ca. (see below)

When should I seek advice from a healthcare provider?

Contact a **healthcare professional** in the following circumstances:

- If you develop any signs of Lyme disease or are not feeling well in the 30 days following a tick bite
- If you have any concerns after being bitten by a tick

Is there a preventative treatment for Lyme disease?

You may be eligible to receive preventative treatment following a tick bite depending on where you live, the duration of attachment and how recently the tick has been removed. Visit here : <https://www.canada.ca/en/public-health/services/diseases/lyme-disease.html#a5> to access information specific to your province, or contact your local public health office to find out more.

Whenever possible, bring the tick with you in a sealed container when you see a healthcare professional.

If possible, have the tick identified!

This can be done through eTick, where you will be notified of the species, whether it is a species which could carry a disease or not and given advice on next steps to follow.

Identifying the tick through eTick provides useful information for you as well as providing public health authorities with more data to monitor tick populations across Canada.