



AUGUST

2026

NEWSLETTER





Sorry Offices Are
CLOSED

Monday August 3, 2026
for Civic Holiday





Band Council Meeting

Tuesday August 4, 2026



6:00 PM @ O&M Building

Topics

- Agenda
- Council Reports

Zoom link will be posted once available!



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
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1-866-252-3330

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Chief

M. Wayne McQuabbie

Council

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

November 24, 2025

Henvey Inlet First Nation Members

RE: Access to Members only Portal on HIFN website

Please follow the steps 1 to 4 below to register for your individual account on the members only portal. **NOTE:** if you have already registered once and have received an email confirming your account is active you will not need to register again. If you require a password reset. Please select that option only once and allow the membership department 72 hours to review and approve your request.

You will receive a confirmation email once you access has been granted.

1. HIFN Website - <https://www.hifn.ca>
2. At the top of the home screen click on the Members Only menu.
3. Then you can either sign into your existing account or you can click Create an Account.
4. You will then be directed to Henvey Inlet First Nation Member Access Form. All fields are required please note when you enter the Band ID number it will start with 231 you will need to enter all 10 numbers of your status number so we can verify your membership.

If you need assistance, you can e-mail trustcoordinator@henveyinlet.com

Thank you

Patrick Brennan
HIFN Councilor

pat.brennan@henveyinlet.com



2026 Annual Trust Membership Meeting

WHERE: EMS Building Bay 1, 18 Sandpit Road, HIFN

WHEN: Wednesday, September 2, 2026

START: 3:30 PM - 9:00 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

- * 3:30-4:30PM Welcoming Wealth Workshop
- * 4:30-5:00PM Break
- * 5:00-6:00PM Dinner
- * 6:00-9:00PM HIFN WLT & HIFN PCD AGM
 - 2025 Annual Report & Investment update
 - 2025 Audited Financial Statements
 - 2026 Update
 - Q&A

****DINNER WILL BE SERVED AT 5:00 PM****





HIFN WINDFARM LEGACY TRUST & HIFN PCD TRUST

Present:



WELCOMING WEALTH WORKSHOP

Financial Stewardship & The Trauma of Money Method™



Welcoming Wealth is an Indigenous-led workshop designed to deepen understanding of our relationship with money, explore money narratives, and build a healthy, abundance-focused mindset toward wealth and financial stewardship.

EVENT DETAILS

Open to: Members of Henvey Inlet First Nation

Location: EMS Building – Bay 1, 18 Sandpit Road, HIFN

Date: Wednesday, September 2, 2026

Time: 3:30 PM – 4:30 PM (Eastern Time)

Zoom option available for virtual attendees

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

WHAT YOU WILL LEARN

- Exploring our relationship and history with wealth and finances
- Exploring the abundant mindset and current money narratives
- Removing obstacles to achieving goals, aspirations and future ambitions



Carol Ann Budd, B.Sc.Eng., CFP®, CIM®, FCSI®, Trauma of Money™ Facilitator

Carol Ann is a member of Namassin's family, one of the signatories to the Robinson Huron Treaty of 1850, representing Sagamok Anishnawbek. She owns a Wealth Advisory firm, is a Certified Financial Planner, has earned the Chartered Investment Manager designation, and is a Fellow of the Canadian Securities Institute.

Facilitated by:



Taylor Fox, MBA, Trauma of Money™ Facilitator

Taylor comes from the Espaniel & Commanda families of Nipissing and Sagamok Nations. She is a Trauma Of Money™ facilitator, Indigenous Business leadership EMBA Graduate, Principal of the Sinew Impact Fund for Entrepreneurship, Co-Founder of Commanda Collective, and an avid supporter of Indigenous entrepreneurship.



CATERER WANTED

2026 Annual AGM WLT/PCD Trust

**When: Wednesday September 02, 2026
@ 5:00pm Dinner to be served.**

**Where: HIFN Community Hall.
18 Sandpit Road.**

**Menu for 50 people
No set menu. Should include a main dish,
side(s), dessert.**

Must include Cutlery and drinks.

Must possess food handler's certificate.

Please place your bids to Lyndy McQuabbie, Trust Coordinator no later than August 26, 2026

Caterer is responsible for cleanup.

trustcoordinator@henveyinlet.com

ATTENTION

CONFIRMED CASES OF

BED BUGS

IN COMMUNITY



Bed bugs are small insects that can live in homes, furniture, clothing, and belongings. They can spread easily from place to place.



WE ALL HAVE A ROLE TO PLAY IN STOPPING THE SPREAD.

Q KNOW THE SIGNS



- Bites on skin (often in a line or cluster)



- Small reddish-brown bugs about the size of an apple seed



- Dark spots or stains on sheets, mattresses, or furniture



- Tiny white eggs or shed skins in cracks and seams

HELP PREVENT THE SPREAD



- BE CAREFUL WHEN TRAVELING**
Check hotel rooms and keep luggage off beds and floors.



- WASH & DRY**
Wash clothes, bedding, and towels in hot water and dry on high heat.



- CHECK & CLEAN**
Regularly inspect mattresses, furniture, and baseboards.



- DON'T BRING INFESTATIONS HOME**
Avoid picking up used furniture or mattresses from the side of the road.



THINK YOU HAVE BED BUGS?



ACT EARLY. DON'T WAIT.

Report it so we can get support and help control it.



A CLEAN HOME IS A HEALTHY HOME.

Miigwetch for helping keep our community safe!

**TOGETHER, WE CAN STOP BED BUGS.
LET'S LOOK OUT FOR ONE ANOTHER**

For more information or to report a bed bug concern, please contact the Henvey Inlet First Nation Band Office.

Henvey Inlet First Nation
Water Treatment Plant
1(705)857-1779 Phone
1(705)857-1778 Fax

**Henvey Inlet F.N
W.T.P**

Important Notice

To: Community Members

From: Henvey Inlet Water Treatment Plant

Date: July 28, 2023

Re: WATER MAIN FLUSHING MAY AFFECT WATER CLARITY from AUG 5th-6th
*Schedules are approximate and may be delayed by unfavorable weather or other conditions

As part of our commitment to maintain the delivery of safe clean water to your home, Henvey Inlet Water Treatment Plant is performing a routine cleaning of water mains throughout the community.

Flushing can dislodge harmless sediments lining water mains, resulting in red or brown colored tap water. There is no health risks associated with discolored water but high iron content may stain laundry. Cloudy/white water may also result from this activity.

Discolored water may occur during these procedures, possibly for a short duration after. It is advised that you check water clarity prior to turning on washing machines. Residents may want to store some drinking water for these days.

If you notice discolored water, let the cold water tap run for several minutes until the water is clear of any sediments from your water pipes. We suggest the laundry tub or downstairs tap to prevent sediment from entering plumbing upstairs. If water remains discolored or you notice a prolonged drop in water pressure, please contact us at the above number.

Yours truly,

Jason Fox

HENVEY INLET



SPLASH PAD

COMING SOON!



COMMUNITY BBQ

Delicious food for everyone!



ENDLESS FUN

Cool off, splash around & make a splash!



COMMUNITY CELEBRATION

Let's come together and celebrate our community!



AUGUST, 2026

DATE: TBA

Splash into the ultimate
COMMUNITY SUMMER CELEBRATION!



JOIN US FOR AN

STAFF & STUDENT BBQ



MONDAY, AUGUST 10TH, 2026

START AT 12:00 PM



LOCATION: COMMUNITY HALL

18 Sandpit Rd,
Pickering, ON



*Miigwetch for spending
the summer with us!*

Thank you for your hard work and dedication.
We appreciate everything you contributed
and wish you all the best!

STUDENT Canadas Wonderland Trip



MONDAY, AUGUST 17TH, 2026

Please call the Band Office between
July 27 - August 7th to register.
Registration will be at reception



(705)857-2331

Please arrange to be at the main gate between 9:30-10am
to get tickets & deposit back for entry to the park

- Entry paid for **child/ren & 1 PARENT ONLY.**
- **\$20.00 deposit** required per family.
(Will be returned at the gate)
- Meals & Drinks will be **COVERED** with wrist bands provided while at the park!
- Breakfast & Snacks while travelling will not be covered
- Mileage will **NOT** be covered
- HIFN Field Trip Policy Applies!!
- **NO** Third party sign-ups!
- If you are going on trip but not going on rides please inform reception at signup!

Registration is mandatory!! NO LATE REGISTRANTS WILL BE ACCEPTED!!
Cut off day is Aug 7th,2026 at noon.



HOUSING WHO TO CALL FLOW CHART



GENERAL REPAIRS



Call the Housing Dept. or
submit a letter in writing
to the Housing Dept.



Monday - Friday
8:30 AM - 4:30 PM



GENERAL QUESTIONS



Call the Housing Dept. at
705-857-2331



Email:
housing@henveyinlet.com

WEEKENDS & HOLIDAYS



EMERGENCY ONLY

Examples include:

- Sewage / Pump Outs
- Water
- Hydro
- Heat



FIRE EMERGENCY
PLEASE CALL
911



CALL ON-CALL EMERGENCY NUMBER

ONLY AFTER HOURS &
IF A SERIOUS ISSUE LISTED ABOVE.

BRAD MCQUABBIE
1-226-868-1688



ANIMAL EMERGENCY NUMBERS

Municipality of French River
By-Law Enforcement:
Call **705-898-2294**

YOUR ADDRESS:



**HENVEY INLET
FIRST NATION**



HOUSING WORKSHOP

**Learn, ask questions and
get guidance.**

**Guest Speakers from
Resource Construction**



AUGUST 20, 2026



6PM



**LOCATION:
OFFICE 2 @
14 SANDPITT ROAD**



**OPEN TO ALL
HIFN Tenants and
Community Members**

TOPICS WE'LL COVER



**Knowing Your
First Home**



**Housing
Applications
Process**



**Homeownership
Basics**



**Resources &
Support
Programs**



**Building Your
Future Together**



STRONG HOMES. STRONG NEIGHBOURHOODS. STRONGER TOGETHER.



Questions?

Contact us at (705) 857-2331
or housing@henveyinlet.com

*We look forward to
seeing you there!*



ATTENTION: ALL HIFN TENTANTS!!!




**EFFECTIVE
IMMEDIATELY**

THE 2026 RENT INCENTIVE HAS CHANGED



**MEGAN BRADLEY
HOUSING/ FINANCE ADMINISTRATION
(705) 857-2331**

TO QUALIFY FOR THE RENT INCENTIVE :

**1. RENT PAID TO DATE BY
NOVEMBER 1ST, 2026**

**2. ATTEND ONE OF TWO MAINTENANCE
WORKSHOPS.**

WORKSHOP #1:

DATE: AUGUST 20, 2026

TIME: 6PM

LOCATION: OFFICE 2

OPEN TO ALL HIFN TENTANTS

(DINNER & PRIZES TO BE WON)

**3. ANNUAL SIGNATURE ON UPDATED
HOUSING POLICY**

**4. UP TO 5 HOUSING INSPECTIONS
COMPLETED EACH YEAR. (4 QUARTERLY
INSPECTIONS BY HAC & CMHC
UPON REQUEST)**

APPROVED

BOOK AN INSPECTION TODAY!

HOUSING COMMITTEE

LOOKING FOR 3
COMMITTEE MEMBERS



**IF INTERESTED,
PLEASE SUBMIT A
LETTER FOR
APPLICATION TO
ADMINISTRATION
OFFICE WITH
CONTACT INFO**

FOR MORE INFO



705-857-2331

MEGAN BRADLEY OR
DANNIELLE SHUKSTER



**Henvey Inlet
First Nation**

Pickering, ON P0G 1J0

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MEMORANDUM

To all Henvey Inlet First Nation Members

Fr: Megan Bradley, Housing/ Finance Assistant

Dt: Wednesday, July 22, 2026

Re: Housing Advisory Committee

Dear HIFN members,

There are currently three (3) vacant Housing Advisory Committee positions available. Interested members can apply by submitting their name to Millie Pawis, Director of Finance and Administration, who shall provide to the Finance Committee for recommendation.

Meetings are held once a month, with emergency meetings scheduled as required. To qualify for the honorarium, a member must be present at the meeting and must be there the entire meeting. Meetings must be after work hours for staff members to qualify for honoraria.

IN order to be eligible for the Housing Committee;

- Be a registered band member of HIFN
- Be at least 18 years of age
- Have a sincere desire to serve the band members in a fair, transparent manner, and act in a non-judgmental fashion and not to engage without nepotism;
- Have a good knowledge of the needs of the Band in terms of housing;
- Must Administer and understand the Housing Policy
- Sign an Oath of Confidentiality and follow the Conflict-of-Interest Guidelines
- If you occupy a Band rental, you must adhere to the Housing Policy.

The Housing Committee's responsibilities are related to the administration of the Housing Policy, and recommendation of tenants.

- Administer the Housing Policy in a consistent and transparent manner;
- Ensure the effective and efficient operation of the HIFN Housing Program;
- Review and recommend to Chief & Councilor necessary changes annually, or as needed, to the HIFN Housing Policy in its entirety;
- Review all housing applications on a timely, regular basis;
- Review and recommend allocations for housing as per approved application forms and criteria;



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- Recommend evictions to Chief and Council as required by policy
- Participate in Hearings regarding tenant arrears;
- Prepare for meetings by reading relevant reports and letters;
- Keep up to date with all relevant First Nations Policies.

Deadline for applying is:

Open until filled. Miigwetch for all those who apply and for the interest, however, only those selected for the position will be contacted.

Sincerely,

Megan Bradley, Housing / Finance Assistant



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MEMORANDUM

To: All Henvey Inlet First Nation Members

From: Samantha Bradley, Human Resources Manager

Date: July 27, 2026

Re: Employment Opportunities

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

- 1) Education Manager – 1 Position
- 2) Lands Assistant – 1 Position
- 3) Housing and Finance Assistant – 1 Position
- 4) Administration Manager – 1 Position
- 5) Personal Support Worker – 1 Position
- 6) Janitor – 1 Position
- 7) Project Coordinator – 1 Position
- 8) Human Resources Manager – 1 Position

See attached job postings for more information.

Be sure to check local communication boards or our website at <https://www.hifn.ca/announcements/job-postings.html> for regular job posting updates.

Miigwetch,

Samantha Bradley, PCP
Human Resources Manager



EMPLOYMENT OPPORTUNITY

EDUCATION MANAGER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Education Manager** to join our Administration. The Education Manager reports to the Director of Finance/Administration and is responsible for monitoring student attendance and grades in order to identify academic problems and recommend solutions. The Education Manager is the primary contact for HIFN members seeking information on available educational support and is responsible to provide academic and career counselling services to HIFN students and families pursuing their educational paths. The Education Manager will also act as HIFN's education liaison with external institutions and agencies seeking First Nations consultation on education policy. This position requires exceptional client relation and 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 Education Manager will be responsible to:

- Present a positive and professional image of the organization at all times
- Serve as the subject matter expert and key point of contact for Educational Department questions and concerns
- Respond to general membership, staff and client inquiries on behalf of the Education Department via telephone, email and in-person where appropriate
- Promote good relations with staff, parents, councils, and the community
- Maintain comprehensive, detailed, chronological, up-to-date and accurate individual student record filing system
- Organize, maintain and coordinate accurate and complete office records and files in their proper electronic databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Prepare and distribute correspondence, forms, letters, reports, and memos on behalf of the Education Department as necessary (ie – confirmation of Nominal Roll to the various school boards, sponsorship letters, etc.)
- Schedule and facilitate meetings and appointments with Education Department clients
- Assist with the completion of client intake forms, applications and all other required education-related forms
- Maintain data for various reports using the Learning Management System as necessary
- Develop and oversee long-range and short-term department goals and objectives, including the annual Education Department work plan
- Liaise with students, parents, school representatives and bus drivers

- Be familiar with the HIFN school bus routes for both elementary and secondary schools and communicate with parents when bus schedule changes and/or there are issues
- Coordinate and facilitate annual back-to-school community meetings to review HIFN education policies including the HIFN Bus Rider Code of Conduct
- Track and record client attendance, examinations and assessments results
- Monitor student attendance and grades, identify problem areas and recommend solutions
- Oversee, manage and implement HIFN's student incentive program, including graduations incentives and summer student employment recommendations
- Consult with teachers, teaching assistants, parents, administrators and community agencies
- Refer students to other specialized services when required
- Co-ordinate the provision of counselling and information services to students, parents and teachers
- Counsel students regarding educational, career or vocational issues and organize external services where required
- Develop, plan and implement academic activities and workshops related to high-school students' successful transition to college (ie – college/university fairs)
- Accept, review and recommend post-secondary student applications according to Education Policy
- Prepare and manage education budget for elementary, secondary, and post-secondary level students prior to June annually; review school board invoices for tuition and remit to Director of Finance/Administration for approval
- Prepare and remit monthly cheque requisitions to process post-secondary student allowances and other student incentives to the Director of Finance/Administration
- Maintain communication and liaise with post-secondary students and institutions
- Organize and coordinate career fairs, incentives, etc.
- Review, amend, research, develop and implement Education Department policies and procedures, including HIFN Post-Secondary Policy and school bus policies and procedures
- Establish and maintain effective professional relationships with educational institutions and government agencies including various district school boards, Kinoomaadziwin Education Body (KEB), Union of Ontario Indians (UOI), Ministry of Education and other external stakeholders
- Act as HIFN's liaison representative with KEB and other educational bodies and institutes
- Prepare and submit post-secondary recommendations for Chief & Council approvals
- Research funding programs available for the Education Department needs and prepare funding applications, including KEB contribution funding agreement, as requested
- Complete and submit Education Department reports for all government agencies and funders as required
- Prepare statistical reports for leadership meetings, explaining the usage and progress of the current educational programs
- Complete AANDC education reports accurately as required (ie – Annual Nominal Roll, Special Education report, etc.)
- Coordinate all Education Department meetings and programming by preparing materials and organizing catering as required
- Organize, set-up and clean-up meeting facilities and ensure appropriate presentation equipment is available
- Coordinate the purchase of equipment and other materials needed to support clients with educational success
- Supervise and support the Education Department staff through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for the Education Assistant, School Bus Drivers and all other department staff, including approval and signoff of time sheet and time-off requests

- Participate in performance management and progressive discipline processes within Education Manager capacity as necessary
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- 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
- Attend and participate in external and internal agencies/committee meetings (ie – First Nation Advisory Committee meetings, UOI education meetings, etc.)
- Prepare and deliver presentations at conferences, workshops and symposia on behalf of the Education Department
- Attend and participate in external educational workshops and conferences as required
- 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 Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary degree or diploma in Education, Human Services or related field required
- Certificate in Career Development and Academic Advising preferred
- 5+ years previous education/academic counselling experience
- Knowledge and understanding of school board policies, curriculum, compliance regulations and appropriate legislation
- A strong understanding of First Nations' cultures, values and history preferred
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Valid Ontario Class G Driver's License with access to a reliable vehicle
- Current CPIC
- 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 and the ability to inspire and encourage students in achievement of academic excellence
- Experience working with youth and families
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- Proactive approach to problem solving with strong decision-making capability
- Excellent negotiation and mediation skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Ability to adapt to changing work needs and demands
- Self-driven with the ability to work independently with little direction or as part of a team
- Proven ability to handle confidential information with discretion
- Intermediate mathematical skills
- Professional attitude and a strong work ethic
- Willingness to travel for work when needed
- Willingness to participate in ongoing learning

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$30/hr - \$45/hr

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

LANDS ASSISTANT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Lands Assistant** to join our Administration. The Lands Assistant reports to the Lands Manager and is responsible for providing administrative and clerical support for land management, lease management, and all other services of the Henvey Inlet First Nation Lands Department. This position requires exceptional organization and 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 Lands Assistant will be responsible to:

- Coordinate and prepare for Lands meetings by contacting members and developing and distributing meeting agendas and packages
- Attend Lands meetings, take minutes and support Lands Advisory Committee as required
- Record attendance and complete and submit cheque requisitions for LAC honoraria to the Director of Finance/Administration
- File Lands documents and maintain Lands filing system in an organized manner
- Prepare various letters and documents for the Lands Office
- Assist the Lands Manager with preparation of the Lands Office's newsletters and reports
- Provide support to the Lands Manager regarding lease management duties
- Research information using the First Nations Land Registry system and analyze and interpret data related to the land and environment
- Prepare documentation for the Lands Manager in relation to registering transactions into the database and maintain hard files of the Registry
- Answer incoming calls to the Lands Office and provide information regarding Henvey Inlet First Nation Land Code laws, policies and procedures as required
- Assist and direct public to appropriate land management resources and contacts
- Respond to general enquiries from the Membership and public and provide written correspondence as required
- Assist with specific Lands projects as outlined in the annualized work plan
- Coordinate semi-annual community clean-ups
- Assist Lands Manager with coordination of Wills & Estates workshops
- Coordinate all catering needs for Lands workshops, meetings and events
- Supervise and mentor summer students during the summer work term as requested

- Research funding opportunities available to the Lands Department and submit funding proposals to Chief and Council for consideration
- Submit approved funding proposals to the applicable Ministry for review and approval
- Complete and submit funding reports for approved funding applications to the applicable Ministry as required
- Draft and review various Lands policies as required
- Create posters and notices on behalf of the Lands Department for distribution in the newsletter, building communication boards and HIFN website
- Assist with the purchase of equipment and other materials needed for the Lands Department
- 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
- Attend and participate in lands management and other training courses and workshops when required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Lands Manager, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent required; College certificate or diploma in Lands Management, Natural or Renewal Resource Management, Environmental Studies or related field preferred
- Previous Lands Management Administration experience an asset
- Geographical Information System (GIS) and Global Positioning System (GPS) training is an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Work, Excel and PowerPoint preferred
- Previous data collection and analysis experience
- Working knowledge of the First Nations Land Management Act and Henvey Inlet First Nation Land Code Policies and Procedures a great asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Possession of a valid Boat License an asset
- Current First Aid and CPR Level C
- Excellent customer service and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- High level of personal integrity and ability to maintain strict confidentiality required
- Excellent analytical and problem-solving skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Professional attitude and a strong work ethic
- Willingness to travel for work and other meetings related to the LAB/RC First Nations Land Management when needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$23/hr - \$39/hr

START DATE

As soon as possible

APPLICATION DEADLINE

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

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EMPLOYMENT OPPORTUNITY

HOUSING AND FINANCE ASSISTANT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Housing and Finance Assistant** to join our Administration. The Housing and Finance Assistant reports to the Director of Finance/Administration and is responsible for coordinating preventative maintenance for all Band-owned housing units and supervising all housing maintenance and repairs. The Housing and Finance Assistant receives and reviews all housing applications and inquiries, and, in collaboration with the Housing Committee, recommends tenants to Chief and Council for vacant units in accordance with the rules and regulations set forth in the Housing Policy. Additionally, the Housing and Finance Assistant is responsible for all administrative management of the Housing Department including collecting rent, issuing receipts and invoices, completing housing reports, facilitating workshops and processing payments for all incoming department invoices. The Housing and Finance Assistant will also support the Finance Department with maintaining housing and financial budgets, reports and books, and processing accounts payables, receivables and payroll as assigned. This position requires strong organization skills, financial literacy and professionalism.

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 Housing and Finance Assistant will be responsible to:

Housing Support

- Aid in the preparation and monitoring of the annual housing budget and work plan
- Conduct analyses of maintenance and repair costs to determine areas where cost reductions can be implemented
- Conduct routine and annual home, building, equipment and grounds inspections of band-owned units to determine necessity of repairs and maintenance
- Ensure building facilities are compliant with health and safety regulations including local fire codes, accessibility and other relevant building and maintenance legislation
- Plan, coordinate and schedule preventative maintenance, major repairs, remodeling and construction projects on housing units within the community
- Request quotes and negotiate contracts and service agreements with trade professionals, third party suppliers or service providers
- Arrange the purchase and delivery of project materials as required by trade professionals or service providers
- Coordinate grounds maintenance including landscaping and snow removal in collaboration with the Maintenance Department
- Provide a positive and professional image of the organization at all times, serving as the department's point of contact for all housing-related inquiries
- Act as a liaison between membership, the Housing Committee, vendors, external organizations and Chief and Council
- Receive and review all housing applications and inquiries and respond in a professional and timely manner
- Prepare housing and tenancy agreements, ensuring they are accurately completed, signed and filed
- Prepare and circulate newsletter updates, correspondence and related documentation accordingly
- Meet with prospective tenants to show properties, explain terms of occupancy and provide information about housing policies and procedures
- Coordinate and facilitate two home maintenance workshops annually as part of the Housing Incentive Program
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes
- Solicit and utilize tenant's opinions on a variety of issues, ensuring they feel involved and as though they have influence on decisions
- Aid in the creation and administration of programs that will increase tenant involvement in various decisions concerning the housing authority

- Maintain a database of all community members living in Band housing
- Promote harmonious relations among tenants, housing project personnel, and persons of the community
- Investigate complaints, disturbances and violations and resolve problems following company rules, regulation and policies
- Attend and facilitate monthly Housing Committee meetings, recording meeting minutes and actioning meeting objectives
- Research, interpret and maintain by-laws, legislation and building/safety codes, making recommendations for changes to the appropriate party as needed
- Assist with revisions and updates to the Housing Policy in coordination with the community, staff, Housing Committee and Chief and Council
- Collect rental fees and issue receipts to tenants
- Process payment of incoming bills for the Housing Department including mortgage, insurance, utilities, etc.
- Maintain updated and accurate financial records, preparing operational budget reports for the Director of Finance
- Develop operational progress and informational reports for membership and Chief and Council as requested
- Perform a variety of office administration tasks including but not limited to filing, copying, printing, scanning, emailing, and answering phones
- Attend and actively participate in staff and community meetings
- Participate in mandatory training workshops as required
- Perform clerical duties, such as maintaining orderly and chronological filing and record systems
- Other duties as assigned from time to time by Chief and Council or the Director of Finance/Administration

Financial Support

- Receive, code and reconcile all incoming invoices
- Prepare and file approved purchase orders and cheque requisitions
- Prepare all cash and cheque deposits for bank
- Assist with the processing and reconciliation of accounts payable, accounts receivable and bank and credit card accounts
- Ensure proper execution of financial and funding agreements
- Input financial data into Simply Accounting software and allocate transactions to the appropriate General Ledger account
- Ensure daily back-up of accounting system occurs
- Help maintain the chart of accounts
- Prepare all financial statements and bank reconciliations for assigned departments
- Prepare and maintain various financial reports for monthly finance meetings or as requested by the Director of Finance/Administration or Chief and Council
- Decipher funding agreements and assist with financial forecasting and planning
- Assist with opening and closing the financial books in preparation of the annual audit
- Assist auditors with annual review by preparing and providing supporting documentation as requested
- Assist the finance department with payroll processing and other administrative tasks as requested

QUALIFICATIONS

- College Diploma in Social Services, Business Administration, Finance, Accounting, or a related field
- Previous experience working with a housing authority an asset
- Strong knowledge of building and housing maintenance and repairs
- Knowledge of low-income housing programs and associated funding sources an asset
- Previous finance, bookkeeping and office administration experience an asset
- Strong working knowledge of Generally Accepted Accounting Principles and financial procedures preferred
- Exceptional computer knowledge including proficiency with Simply Accounting and Microsoft Word, Excel and PowerPoint
- Excellent verbal, written and interpersonal communication skills
- Strong public speaking skills
- Exceptional organization and time-management skills
- Excellent problem solving and critical thinking skills
- High level of attention to detail and a high degree of accuracy
- Ability to multi-task and manage competing priorities
- Ability to work cooperatively with others
- High level of personal integrity and a strong work ethic
- Valid Ontario Class G Driver's License with access to a reliable vehicle
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Previous experience working within a First Nation Organization would be an asset

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In office

REMUNERATION

\$21/hr - \$43/hr

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 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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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

ADMINISTRATION MANAGER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Administration Manager** to join our Administration for a 6-month contract position. The Administration Manager reports to the Director of Finance/Administration and is responsible for the overall planning, coordination and continuous development of Henvey Inlet First Nation administrative support, operations and shared services departments. The Administration Manager will directly supervise and support the administrative support staff during day-to-day operations to ensure Henvey Inlet First Nation membership and clients are served in a timely and professional manner. This position requires exceptional interpersonal communication and organization skills and a high-level of professionalism.

Henvey Inlet First Nation offers competitive wages, 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 Administration Manager will be responsible to:

Administration

- Promote HIFN vision and values while presenting a positive and professional image of the organization at all times
- Greet all clients, guests and visitors on arrival and escort them to their meetings and appointments
- Develop and implement a process for gathering continuous feedback from clients
- Assist Human Resources with the recruitment of new administrative support staff by participating in the interview process as requested
- Supervise and support the administrative support staff during day-to-day operations through mentorship and coaching
- Ensure productivity remains a priority by delegating work tasks for administrative support staff
- Create goals and expectations for administrative support staff to facilitate their success
- Oversee work projects and evaluate administrative support staff performance
- Coordinate training activities and oversee staff development
- Encourage open employee communication by facilitating regular one-on-one meetings with subordinate administrative support staff to give and receive feedback
- Identify and monitor the organization's culture so that it supports the attainment of the HIFN goals and promotes employee satisfaction
- Work directly with Human Resources to identify, develop and implement succession and learning development programs to prepare successors with formal training, job rotation and one-on-one development coaching
- Oversee time and attendance records for the administrative support staff, including the approval and signoff of time sheets and time-off requests
- Participate in performance management and progressive discipline processes for the administrative support staff within the Administration Manager capacity
- Maintain strict workplace confidentiality at all times
- Attend and participate in training workshops, seminars, webinars and conferences as deemed essential or mandatory by HIFN
- Maintain up-to-date knowledge on current laws, policies and industry regulations, trends and practices that may affect the operations of Henvey Inlet First Nation

- Identify any concerns, inconsistencies or changes with new and current regulations and notify leadership of recommended policy and procedural updates needed to ensure HIFN compliance
- Work collaboratively with department managers to assist in the development and implementation of operational policies and procedures
- Oversee the adherence to HIFN policies and procedures, operating instructions, confidentiality standards and code of ethical conduct
- Keep the Director of Finance/Administration and leadership informed about business activities, potential threats, opportunities, and recommended actions
- Prepare and present proposals and recommendations in a clear and logical manner
- Assist with the planning and coordination of departmental workshops, programs, events, meetings and special projects
- Facilitate and oversee the completion of inter-department reporting as required to maintain corporate compliance
- Act as backup support to the administrative team by performing general office administration tasks in their absence
- Answer and direct inbound telephone/email inquiries to key personnel
- Manage inbound/outbound mail/postage and oversee the production and distribution of membership information packages and other print materials including flyers, posters and newsletters
- Assist senior management to arrange travel accommodations for leadership, staff and members in an economical and timely fashion, including hotel bookings, car rentals, flights and so on
- Attend and actively participate in all other mandatory staff and community meetings
- Update and maintain HIFN website with current information, news, and events
- Complete and submit an annual work plan on behalf of the administration team
- Coordinate catering requests, food and gift card orders/pick-ups and pick up order when requested

Operations

- Work collaboratively with the Maintenance Supervisor to coordinate office seating arrangements for new employees including the ordering of new office furniture as necessary
- Work collaboratively with IT to ensure new/existing employees have access to working phones, internet, computers and email accounts at all times
- Request IT support when technology and/or connectivity issues arise
- Improve organizational capability by assisting with the development of organizational assessment mechanisms, interpreting results and developing recommendations, interventions, and action plans
- Create and direct long- and short-term departmental goals and objectives and continually assess the department for areas of improvement
- Act as a liaison between HIFN and outside agencies and maintain a good public relations program that serves the best interests of both HIFN administration and the community
- Ensure administrative support staff are acting in accordance with set professional standards and code of conduct policies at all times
- Collaborate with other departments to align the goals of client services with other areas of the administration
- Enhance the quality of service to the membership through innovative practices and team leadership
- Investigate and resolve high-level membership needs or complaints
- Communicate with Director of Finance/Administration and leadership about client services issues, as well as successes, through informal channels, written reports, and formal presentations
- Handle interdepartmental issues with tact and diplomacy
- Represent the Administration Department at various community, staff and band council meetings as requested
- Manage and participate in various workplace committees including the wellness, health and safety, social and other committees as requested
- Evaluate and implement recommendations from a variety of committees and working groups with the approval of Chief and Council
- Assist in the management of building security by restricting building access to authorized external guests, facilitators, contractors, service providers and staff only

- Work collaboratively with the Maintenance Supervisor to coordinate the assignment of building/office keys and alarm codes for approved key personnel
- Perform weekly backups of all HIFN security camera footage
- Maintain detailed records on client services and up-to-date visitor log book
- Ensure that all employees, visitors and third-party contractors understand and adhere to all HIFN health, safety, security and other facility policies and procedures by modeling and enforcing safe workplace practices
- Work collaboratively with fire, maintenance and other departments to ensure office facilities are in compliance with safety regulations such as fire codes and accessibility requirements and report any infractions to leadership
- Assist with various workplace investigations as required
- Assist the Director of Finance/Administration and leadership in negotiating contracts and service level agreements for third party suppliers and providers
- Manage resource allocations while keeping in mind company fiscal responsibilities
- Oversee ordering of office supply inventory to ensure adequate supplies remain available at all times
- Monitor inbound shipping/receiving, distributing packages to appropriate department personnel and following-up on lost/damaged or delayed orders
- Assist with vehicle insurance and plate renewals and insurance claim submissions as requested

Finance

- Monitor and adhere to office and facilities management departmental operating budgets
- Allocate and record incoming invoices and expenses to the appropriate account/budget
- Receive and issue receipts for third-party cash and cheque payments, remitting payments to the finance department
- Assist with the review and interpretation of monthly financial statements and take appropriate corrective action in response to variances and trends
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its clients, as well as payroll and housing financial records
- Assist finance department with collections issues by advising clients/business partners of A/R policies and procedures
- Investigate and resolve department billing discrepancies and misapplied transactions
- Make arrangements for payment of outstanding invoices, escalating late accounts to the Director of Finance/Administration for immediate attention
- Collaborate with the Director of Finance/Administration to prepare and submit departmental financial records and cost reports to authorized government agencies as required
- Communicate with internal/external sales representatives, vendors, accountants, government agencies and auditors as necessary to complete job duties
- Assist the Director of Finance/Administration with finance meeting preparation, including gathering financial records and reports and printing/copying meeting materials
- Perform other duties as assigned from time-to-time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma **required**; University Degree or College Diploma in Business Administration, Finance, Accounting, or a related field *preferred*
- 3+ years of management experience with direct work experience in an office management/administration setting
- 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
- Demonstrated ability to manage third-party vendors, contractors, and providers
- Strong financial literacy and budgeting skills and working knowledge of internal controls, business planning and asset management procedures
- Proficiency with Simply Accounting software preferred with the ability to adapt to and learn new software when required
- High level of proficiency with Microsoft Office Suite including Word and Excel

- Excellent verbal, written and interpersonal communication skills; Demonstrated ability to effectively communicate with all levels of the organization and its leadership team
- Strong public speaking and customer service skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Exceptional organization and time-management skills
- High level of critical and logical thinking and exceptional problem-solving skills
- High level of attention to detail and a high degree of accuracy
- Ability to multi-task and manage competing priorities
- Ability to respond appropriately to high-pressure situations with a calm and steady demeanor
- Strong work ethic and team building skills
- Ability to work independently and cooperatively with others as a member of a multidisciplinary team
- Ability to build and maintain lasting, respectful and professional relationships with other departments, key business partners, and government agencies
- High level of personal integrity, confidentiality and accountability
- 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
- Willingness to travel for work as needed
- Willingness to work flexible hours, including on-call, evenings and weekends as needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$26/hr - \$47/hr

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

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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

PERSONAL SUPPORT WORKER

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Personal Support Worker** to join our Administration. The Personal Support Worker reports to the Nurse Practitioner Clinical Lead and is responsible for providing in-home care for eligible clients by assisting with activities of daily living, personal hygiene and emotional support to promote their independence. This position requires high-level of interpersonal skills, personal integrity and professionalism.

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 Personal Support Worker will be responsible to:

- Assist clients in the administration of their medications as per the PSW's scope of practice, providing reminders and reporting concerns to the Community Health Nurse or Nurse Practitioner Clinical Lead as clinically appropriate
- Assist clients with their personal hygiene and basic care such as bathing, dressing, grooming and toileting
- Aid clients with walking, transfers, and exercises (as prescribed by allied health providers) to promote mobility, and prevent injuries
- Provide clients with companionship, engaging in meaningful conversation and encouraging social activities
- Ensure clients receive proper nutrition as per allied health provider recommendations and as per PSW scope of training, especially in those with dietary restrictions
- Track and maintain service levels for all clients using the monthly calendar
- Assist with personal safety of the client such as ascending or descending stairs, getting up or sitting down, getting both in and out of bed, etc., while using safe transferring techniques
- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Perform housekeeping tasks catered to the clients' specific needs including washing dishes, making the beds, washing/drying/ironing/folding/putting away laundry, putting away groceries and other like items, and routine cleaning
- Plan, prepare, and serve meals and cleanup once finished
- Collect client mail from the community mailbox, and deliver it to the client directly as requested
- Accompany the clients to their medical appointments
- Serve as back-up client transportation for appointment and other activities when required
- Accompany the Home Care Nurse on their quarterly home visits with clients to review the services provided, and to ensure the clients' satisfaction
- Document and record completed tasks and client interactions, including client conversations, in the EMR system
- Attend and participate in staff meetings, training seminars, workshops and online courses as required
- Adhere to all HIFN policies and procedures
- Perform all other duties as assigned by the Supervisor, Nurse Practitioner Clinical Lead, Health Director and Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent
- Completion of a Personal Support Worker certificate program
- 1-3 years work experience as an in-home personal support worker preferred
- Previous experience providing respectful and compassionate service to Elders preferred
- Previous experience working with individuals with disabilities or cognitive impairments preferred
- Valid Ontario Class G Driver's License and access to a reliable, insured vehicle **a must**
- Current CPIC
- Current First Aid and CPR Level C
- Ability to understand and speak Ojibway preferred
- Sensitivity to First Nations health and community issues
- Excellent verbal, written and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional, friendly attitude and a strong work ethic
- High level of personal integrity
- Ability to maintain a high-degree of confidentiality
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Must be able to work with little supervision; must be self-directed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$20/hr - \$27/hr

WORK LOCATION

In Community

START DATE

September 8, 2026

APPLICATION DEADLINE

August 5, 2026

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

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Fax: (705) 857-3021

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EMPLOYMENT OPPORTUNITY

JANITOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Janitor** to join our Administration. The Janitor reports to the Maintenance Supervisor and is responsible for cleaning all HIFN commercial buildings at the end of each business day. The Janitor will perform general cleaning duties including sweeping and mopping floors, cleaning and stocking restrooms, washing walls and windows, cleaning the kitchen and fridge, disinfecting all high-touch surfaces and trash removal. This position requires strong self-motivation, great attention-to-detail and excellent time-management 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 Janitor will be responsible to:

- Sweep, mop, polish, and refinish floors and vacuum and shampoo carpeted areas
- Perform all general cleaning of the HIFN building halls, offices, restrooms, kitchens and lobby
- Wash walls, windows, doors, plexiglass barriers, mirrors and upholstery
- Dust all furniture and fixtures
- Clean and stock restroom facilities daily with soap, paper towel and toilet paper
- Disinfect all high-touch surfaces including door handles, fridge handles, microwaves, coffee and water dispensers, cupboards and faucets
- Empty trash and recycling bins
- Wear necessary personal protective equipment and follow required health and safety procedures
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain a proper inventory of cleaning materials and supplies and submit requests to order to the Maintenance Supervisor when needed
- Monitor need for equipment maintenance and repair and report damage to Maintenance Supervisor
- Complete cleaning logbooks as necessary
- Ensure the building is locked and secure when leaving
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops and webinars, including WHMIS, as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time to time by the Supervisor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Previous cleaning or janitorial experience preferred
- Grade 12 diploma or equivalent preferred
- Valid Ontario Class G Driver's license and access to a reliable, insured vehicle

- Current First Aid and CPR Level C an asset
- Highly motivated and able to work independently
- Excellent time management and problem-solving skills
- High level of sound independent judgment and reasoning
- High level of personal integrity and a strong work ethic
- Must be able to multi-task and prioritize work
- Strong attention to detail
- Ability to comprehend detailed instructions
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Willingness to work evenings **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$19/hr - \$27/hr

WORK LOCATION

In community

START DATE

September 8, 2026

APPLICATION DEADLINE

August 16, 2026

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

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EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PROJECT COORDINATOR

ABOUT THE PROJECT

Anishinaabek Wiidosendiwak (formerly the Henvey Inlet First Nation Child and Family Wellbeing Project) is a transformative initiative by Henvey Inlet First Nation (HIFN) to assert jurisdiction over the care and protection of HIFN's children and families. Supported by Indigenous Services Canada, this project focuses on developing a child and family services law that reflects Anishinaabe values and traditions. Community engagement and consultation are integral to the project to ensure the new law meets the needs of children, youth, and families both on and off-reserve. Key partners include the HIFN Band Representative Program, the Anishinaabek Wiidosendiwak Working Group, engagement specialists Avaanz, and the law firm Fogler Rubinoff.

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Anishinaabek Wiidosendiwak Project Coordinator** to join our Administration for a 6-month contract *pending approved funding*. The Anishinaabek Wiidosendiwak Project Coordinator reports to the Band Representative Lead and will serve as a vital liaison between the community, the Band Representative Program team, the project's working group, and external partners, including the law firm Fogler Rubinoff and Avaanz. The Anishinaabek Wiidosendiwak Project Coordinator will play a critical role in ensuring smooth communication, coordination, and progress toward the development and implementation of HIFN's Child and Family Services Law and eventually, HIFN's own child welfare agency. This position requires strong organizational and interpersonal communication skills and a high-degree of self-motivation and initiative.

Henvey Inlet First Nation offers competitive wages, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Anishinaabek Wiidosendiwak Project Coordinator will be responsible to:

1. Community Engagement

- Act as the primary point of contact for community members regarding the Anishinaabek Wiidosendiwak project
- Build relationships with Henvey Inlet First Nation members to understand and implement best engagement and communication strategies
- Organize and facilitate community consultations, workshops, and engagement sessions both on and off-reserve
- Foster strong relationships with community members to encourage participation and ensure their voices are reflected in the law development process

2. Communications

- Develop and disseminate communications to inform community members and key stakeholders of engagement opportunities (e.g., newsletters, invitations, social media updates, etc.)
- Ensure consistent and clear communication between the HIFN leadership, community members, the Band Representative Program, and external partners
- Collaborate with Avaanz and Fogler Rubinoff to ensure legal drafting aligns with community feedback and priorities

3. Collaborative Practice

- Work closely with the Band Representative Program team to align project activities with existing prevention and protection initiatives
- Support the Working Group by scheduling meetings, preparing agendas, and recording accurate minutes
- Collaborate with the Band Representative Administrator, legal counsel, and external partners to advance the project

4. Administrative

- Maintain a detailed project timeline, tracking milestones and ensuring deadlines are met
- Prepare reports and presentations for leadership and funding agencies
- Manage logistics for engagement events, including venue coordination, materials preparation, and travel arrangements

5. Quality Management

- Solicit feedback from stakeholders and adjust engagement and communication strategies as needed
- Ensure all communications and engagement efforts are culturally appropriate and reflective of Anishinaabe values and Henvey Inlet First Nation customs

6. Other

- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- 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 Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

Basic Requirements

- Post-secondary education in Project Management, Communications, Indigenous Studies or a related field
- Previous project management experience, preferably within a First Nations community-based setting
- Current and satisfactory CPIC Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint and experience with project management tools
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Willingness to travel for work

Additional Requirements

Knowledge:

- Understanding of First Nations and Anishinaabe cultures, values, and history
- Knowledge of Henvey Inlet First Nation community practices
- Familiarity with Inherent Jurisdiction Capacity Building initiatives, including in other First Nations communities across Canada

Abilities:

- Strong interpersonal and leadership skills
- Ability to build and maintain lasting, respectful and professional relationships key stakeholders
- Ability to develop and implement effective communication strategies across multiple platforms
- Ability to work effectively in a multidisciplinary team environment
- Ability to multi-task and manage competing priorities
- Experience with event planning and facilitation
- Ability to work independently with little supervision

Suitability:

- Self-motivated, proactive, and resourceful
- Empathetic and compassionate approach to community engagement
- Professional attitude with a strong work ethic and high level of personal integrity
- Commitment to ongoing learning and development
- Sensitive to Anishinaabe culture and values, and a role model within the community
- Available to work flexible hours, including evenings and weekends as needed

WORK CONDITIONS

This role involves working directly with community members, on & off reserve Band Members, the Child and Family Wellbeing Working Group, legal counsel, and other external stakeholders. Attendance at community & out of community events and engagement sessions is vital. The role requires sensitivity and professionalism when discussing the topic of child welfare and family wellbeing.

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

Pending - based on approved funding

START DATE

September 8, 2026

APPLICATION DEADLINE

August 16, 2026

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JOB DESCRIPTION

HUMAN RESOURCES MANAGER – MATERNITY LEAVE CONTRACT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Human Resources Manager** to join our Administration for a 20-month maternity leave contract. The Human Resources Manager reports to the Director of Finance/Administration and is responsible for leading the development and implementation of HR strategy, policy, practices and programs that supports the growth of both employees and the Administration. The Human Resources Manager provides guidance to business leaders, managers and staff, ensures legal compliance with labour and payroll legislation and manages employee relations. This position requires strategic thinking, relationship management and technical HR and payroll expertise, as well as a strong attention to detail and a high-degree of integrity and professionalism.

Henvey Inlet First Nation offers competitive wages, 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 Human Resources Manager will be responsible to:

- Provide strategic leadership and consulting support to Chief and Council and management for setting goals, policy development, staff allocation and management to ensure business goals are met
- Build and maintain strong relationships with local non-profit employment organizations, educational institutions, government agencies, insurance companies, legal advisors, and other First Nations & First Nations organizations to enable Henvey Inlet First Nation to achieve business objectives
- Oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with company policies
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures
- Maintain HR metric records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism rates, etc.
- Assist in compiling and analyzing statistical HR data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices
- Assess company culture and employee morale and provide recommendations on changes to accomplish company goals and objectives
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels
- Oversee the evaluation, classification and rating of occupations and compensation programs to ensure regulatory compliance and competitive salary levels
- Create and run required HR, payroll, benefits, training and statistical reports from the various electronic systems/platforms as needed
- Prepare personnel forecast to project employment needs
- Determine staffing requirements and oversee and participate in the recruitment process
- Develop interview questions for individual positions
- Develop, administer and evaluate applicant tests where required
- Participate in full-cycle recruitment services including job posting creation, interviews, reference checks, employment offers and employee onboarding

- Participate in planning for strategic training and organizational talent development
- Assist with the identification of training needs and the development and delivery of appropriate training programs, ensuring that all applicable compliance requirements are met
- Post/update job vacancies and recruitment information on various internal and external digital and physical job boards
- Develop, implement and maintain a digital applicant tracking system
- Prepare interview packages for the hiring committee, including copies of job postings, applications and interview questions
- Organize and participate in hiring committees and interview processes
- Track candidate application status and respond with follow-up letters at the end of the recruiting process
- Maintain TBNT file archives with copies of applications, interview notes and other correspondence with unsuccessful applicants
- Act as a representative of HIFN at recruitment fairs
- Work in collaboration with the Director of Finance/Administration to prepare employment offers for successful candidates and negotiate contract details
- Assist with preparing and printing new hire packages and employee policy booklets
- Assist with coordinating the procurement of new hire work spaces, supplies, computers and intranet access
- Plan and conduct new employee orientation and training registration of new hires on their first day, including completing all new hire documentation and gathering proof of employee qualifications
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Develop, implement and coordinate employee and management training programs, including health and safety and First Aid/CPR training programs
- Assign, monitor and track employee training progress
- Complete and submit training proposals and employee registrations to Gezhtoojig for qualified new hires
- Create new and maintain existing personnel files by ensuring they are complete and up-to-date
- Create and maintain a secure manual and digital filing system for all confidential employee data in accordance with PIPEDA and other applicable privacy regulations
- Ensure confidentiality of employee files, salary information, disability/leave of absence information, personal issues, terminations, recruitment information, health benefit data, etc.
- Facilitate the completion of probationary reviews for new hires with department managers
- Track employee eligibility dates for group benefit and pension plan enrolment
- Oversee the development and administration of group benefit and pension programs and recommend improvements as required
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Distribute benefit and pension enrolment packages and assist with employee benefit orientations for newly eligible staff
- Educate employees on group benefit and pension programs, providing answers to their questions
- Assist in processing employee benefit and pension enrolments, changes, leaves, and terminations by completing, submitting and mailing all required forms
- Assist in updating and maintaining online benefit system and reconcile monthly benefit statements
- Assist employees in registering for myBenefits online and support employees with submitting online claims as required
- Act as a mediator between the insurer and employees to resolve claim and coverage issues
- Review, print, distribute and file monthly benefit billing statements
- Maintain a sustainable professional relationship with insurance and pension providers
- Work with account managers to coordinate workplace visits and employee benefit and pension training sessions
- Run monthly pension contribution report for the finance department, ensuring that appropriate contributions were made within each pay period
- Prepare and submit the monthly pension allocation report and remit contributions to pension provider
- Prepare and compile benefit and pension data needed for required provider and other government reports
- Participate in the annual benefit renewal meeting
- Register new employees in ADP and train them on how to complete their online timesheets
- Stay current with payroll regulations, standards and work practices
- Respond to employee payroll related inquiries and requests
- Monitor assigned payroll activities and program components for the purpose of ensuring effective department functioning and compliance with established financial, legal, and administrative requirements
- Coordinate the payroll process with other departments for the purpose of delivering services in conformance with established guidelines

- Assist with auditing preliminary payroll processing reports and timesheets for accuracy
- Monitor employee time & attendance, time-off balances and timesheet approvals
- Inform managers of timesheet discrepancies and time & attendance patterns and concerns
- Ensure all wage, benefit and pension changes are made accurately and in time for effected pay periods
- Facilitate the processing of salary increases, bonuses and so on in accordance with instructions given
- Assist with updating and maintaining payroll system for accuracy and prepare manual payroll adjustments as required
- Maintain detailed records and documentation of payroll functions for audit purposes in accordance with statutory requirements
- Verify a variety of payroll related information for the purpose of ensuring accurate distribution of payroll funds and recommending corrective action as required
- Oversee the processing of employee garnishments, leaves, and terminations, ensuring accurate processing of vacation and other payouts
- Initiate the process of preparing and amending employee ROEs as required
- Work collaboratively with the finance department to ensure payroll is submitted for processing accurately and on time
- Respond to all government inquiries regarding payroll, including requests from Service Canada, CRA, FRO and other related agencies as required
- Oversee, process and coordinate employee leave requests for maternity/parental, illness, STD & LTD with appropriate third-party insurers and government agencies
- Complete and submit administrative paperwork needed to facilitate employees leaves including employer statements and questionnaires
- Educate employees on available leave types, policy terms, waiting periods and claim submission processes
- Collaborate with third-party claims adjudicators to provide reasonable accommodations and build safe, gradual return-to-work schedules when the employee is cleared to return
- Maintain communication with employees during their leave and/or recovery, offering assistance and resources where available
- Help establish Joint Health & Safety Committee (JHSC) and related health & safety policies and procedures in accordance with applicable legislation
- Attend JHSC meetings and actively participate in JHSC inspections and investigations
- Investigate and report on industrial accidents for insurance carriers and applicable government agencies as required
- Develop performance goals, metrics, and targets that are consistent with company goals
- Oversee the performance management program as well as the coaching and mentoring programs
- Ensure employees have clear goals, complete and submit annual goal setting forms and are aware of workplace expectations and etiquette
- Oversee the annual performance review process, ensuring managers remain on-track with their evaluation deadlines
- Provide leadership and coaching to managers on key workplace matters such as performance management, difficult conversations, employee relations, and employee development
- Conduct workplace investigations and resolve any conflicts that arise among staff in the department
- Conduct annual employee engagement and feedback surveys, summarizing data collected into an itemized feedback report
- Compile performance evaluation data and calculate annual salary increases based on evaluation scores
- Monitor employee recognition milestones and administer incentive programs
- Plan and organize employee recognition events, parties, recreational activities and staff retreats
- Develop and implement human resources and payroll policies and procedures, ensuring they are in compliance with applicable employment and payroll legislation
- Ensure that all employees comply with company policies, procedures, and ethical standards
- Ensure that new and/or changed human resources policies and programs are published as planned and that all employees receive information and training for them
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Work with managers to administer progressive disciplinary action in accordance with established procedures
- Collaborate with department heads to develop terminations strategies and script each termination case carefully
- Provide terminated employees with outplacement or relocation assistance where required
- Conduct exit interviews to identify reasons for employee resignations
- Work collaboratively with legal counsel to represent organization at personnel-related hearings and investigations
- Conduct organizational research and work collaboratively with managers and leadership to develop succession plans that address knowledge and skill deficiencies for current and future employment/business needs
- Research and prepare recommendations for position specific salary ranges and annual performance-based salary increases

- Prepare formal communications to employees for the purpose of providing information and/or direction
- Draft, print and distribute various routine employee letters, correspondence, memoranda and forms
- Prepare monthly newsletter submissions and other department flyers and external correspondence as required
- Collect, copy, print, file and distribute various HR and payroll documents and records
- Assist with department file archiving, including removing and destroying outdated or unnecessary materials or transferring them to inactive storage according to file maintenance/legal guidelines
- Present a positive and professional image of the organization at all times
- Develop and maintain solid working relationships with staff, leadership, government agencies and other key external stakeholders
- Seek and apply for program funding through various external government agencies and program sponsors
- Complete and submit various department reports to applicable funding providers including Ministries, Governments, and other service providers in a timely manner
- Adhere to all HIFN policies and procedures
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training, courses, webinars & workshops as required
- Attend and actively participate in team, staff, community and joint committee meetings
- Represent HIFN's HR department at various conferences, boards and focus groups as required
- Oversee workload of the HR department for the purpose of maximizing the efficiency of the workforce and meeting operational requirements
- Develop and manage annual budgets for HR department operations
- Complete and submit an annual work plan on behalf of the HR department
- Supervise and support the Human Resources & Payroll Administrator and other HR department staff through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for HR department staff, including approval and signoff of time sheet and time-off requests
- Participate in performance management and progressive discipline processes within Human Resources Manager capacity as necessary
- Other duties as assigned from time to time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary degree or diploma in Human Resources Management, Business Administration or Payroll
- 5+ years of human resources experience required
- 2+ year of full-cycle payroll experience preferred
- CHRP or CHRL designation an asset
- PCP or PCM designation preferred
- Previous experience working with ADP payroll software a strong asset
- Strong working knowledge of employment and payroll legislation a must
- Demonstrated ability to manage HR strategy, leadership and organizational development, contracts, negotiations, and change
- Ability to analyze, re-engineer, develop and implement new strategies and operating procedures as well as formulate new and coinciding policy
- Demonstrated knowledge of design, development and implementation of benefit, pension and salary administration
- Previous disability management experience, including workplace accommodations and gradual return to work administration experience, preferred
- Current First Aid and CPR Level C preferred
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Politically and culturally sensitive
- Strong presentation, written and verbal communication skills
- Excellent customer service and interpersonal communication skills
- Sound leadership and team building skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to provide leadership and support for supervisors to enable them to properly manage their employees

- Ability to build and maintain strong professional working relationships
- Ability to deal with people sensitively, tactfully and professionally at all times
- Strong morals and ethics, along with a commitment to staff privacy and preserving strict confidentiality
- Ability to multi-task and manage competing priorities
- Excellent time and project management and organization skills
- High level of critical and logical thinking, reasoning and decision-making skills
- Strong problem identification and problem resolution skills
- Strong research and data analysis skills
- Strong attention to detail and high degree of accuracy
- Strong work ethic and a positive team attitude
- Ability to quickly adapt to and learn new software
- Proficient with Microsoft Office programs including Word, Excel, and Outlook and the use of general office equipment
- Valid Class G driver's license with access to a reliable, insured vehicle
- Willingness to work flexible work hours, including evenings and weekends, when needed
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

\$32/hr - \$55/hr

START DATE

August 31, 2026

APPLICATION DEADLINE

August 14, 2026

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.

2026
Anishinaabek
Wiidosendiwak
Post-Secondary Bursary

**Investing in the future of
education for Indigenous
students.**



Anishinaabek
Wiidosendiwak

**1000\$ for eligible post
secondary students pursuing
a diploma, degree, BD, MD,
PHD.**

**Find full details and information including
applications on our website.**

<https://awcfw.ca/>

Forest Fire Season

Safety Notice

Message from Henvey Inlet Fire Department

As we enter forest fire season, we remind all community members that conditions can change quickly. Hot, dry, and windy weather increases the risk of wildfire. Everyone plays an important role in keeping our community safe.

Fire Danger Ratings & Burning Rules

 Fire danger rating signs are posted throughout the community

LOW (BLUE)

 No daytime burning allowed

✓ Burning ONLY permitted 6:00 PM – 8:00 AM

Campfires allowed (max 3 ft diameter)

Fireworks allowed

3 ft burn piles allowed

Incinerators allowed

Burn barrels allowed

MODERATE (GREEN)

 No daytime burning allowed

✓ Burning ONLY permitted 6:00 PM – 8:00 AM

Campfires allowed (max 3 ft diameter)

Fireworks allowed

Incinerators allowed

Burn barrels allowed

HIGH (YELLOW)

 NO BURNING AT ANY TIME

No incinerators

No burn barrels

No fireworks

Small enclosed fires for cooking or warmth only when absolutely necessary and no other means are available

EXTREME (RED)

 NO FLAME – TOTAL FIRE BAN

No fires of any kind

No propane fire pits

No open charcoal BBQs

 No Daytime Burning Rule

Burning is NOT permitted before 6:00 PM under any conditions.

All fires must be fully extinguished by 8:00 AM.

Fire Safety Requirements

To help prevent wildfires:

Campfire pits must be no larger than 3 ft (0.9 m) in diameter

All fires (campfires, burn barrels, incinerators) must be:

At least 5 metres from any forested area

At least 2 metres from any flammable material

Fire Danger Rating Sign Locations

Please check daily
updates at these
locations:

SN Convenience

Community Entrance

Fire Hall

French River Trading Post

Howard Lane

Trailer Park

Unsafe Burning Warning

Never leave fires
unattended

Keep water and tools
nearby

Fully extinguish fires
(soak, stir, repeat until
cold)

Avoid burning during
windy or dry conditions

Do not burn garbage or
hazardous materials

Even one ember can start
a wildfire.

REPORT FIRE ACTIVITY

CALL 911 IMMEDIATELY
if you see any signs of fire
or unsafe burning.

Early reporting helps
protect lives, homes, and
the land.

FireSmart Tips for Your Home

FireSmart practices help
reduce wildfire risk:

Around your home:

Keep grass short and
watered

Remove dry leaves,
brush, and debris

Store firewood at least 10
metres from structures

Clean roofs and gutters
regularly

Fire safety habits:

Use spark screens on fire
pits and chimneys

Keep burn areas clear of
flammable materials

Avoid equipment that
may spark during high fire
risk conditions

Questions or Support

For Fire Danger Ratings or FireSmart information:

Community Emergency
Management
Coordinator

Vincent Bradley

 519-591-2740

Or visit the Henvey Inlet
Fire Department

 Monday to Friday |
9:00 AM – 4:00 PM

We are happy to provide
education, tips, and tools
to help keep you safe this
fire season.

Community Message

Our team at Henvey Inlet
Fire Department wishes
everyone a safe and
enjoyable fire season. We
look forward to working
together with our
community members to
keep Henvey Inlet First
Nation safe and fire-free
this summer.

Let's work together to
protect our community
this fire season.

How to make a Home Fire Escape Plan



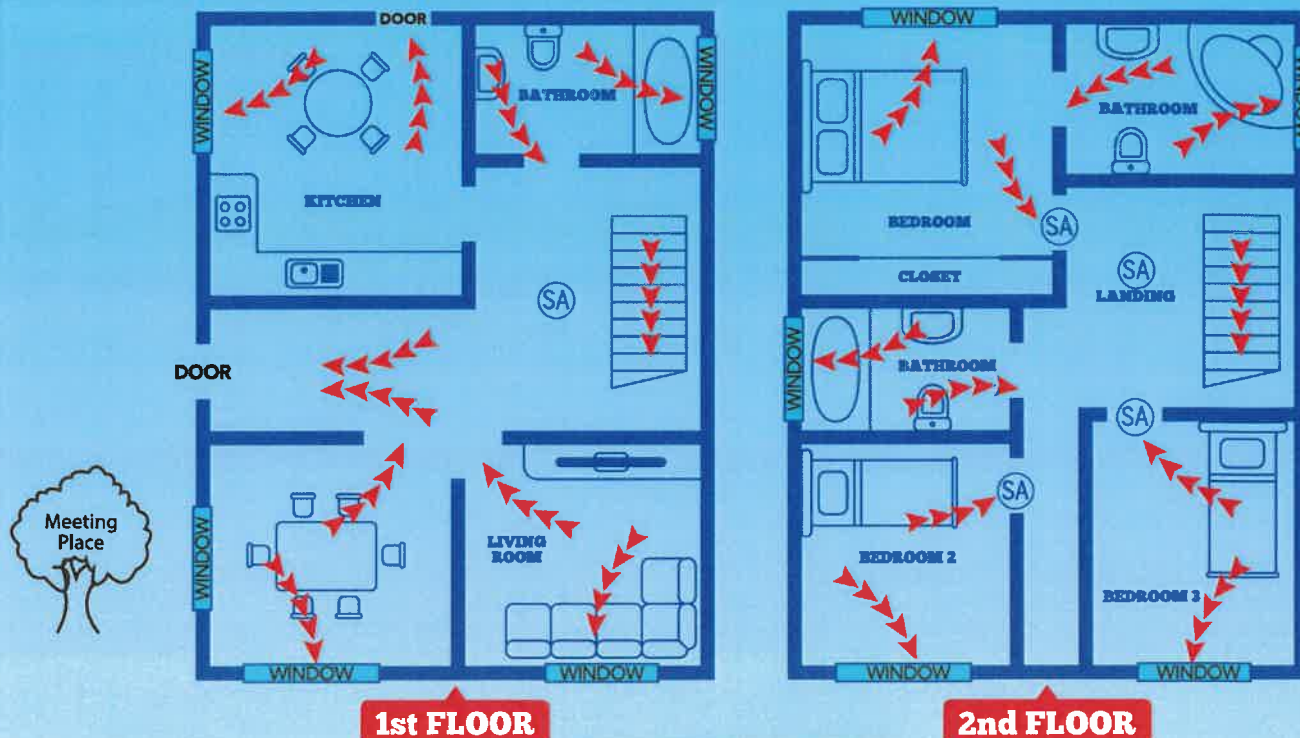
**FIRE
PREVENTION
WEEK™**



Visit Sparky.org
for more activities!

- ☐ Draw a map of your home. Show all doors and windows.
- ☐ Visit each room. Find two ways out.
- ☐ All windows and doors open easily. You should be able to use them to get outside.
- ☐ Make sure your home has smoke alarms. Push the test button to make sure each alarm is working.
- ☐ Pick an outside meeting place a safe distance from your home where everyone should meet.
- ☐ The house or building number can be seen from the street.
- ☐ Your plan should meet the needs of all family members, including those with sensory or physical disabilities.
- ☐ Make sure everyone in your home knows how to dial 9-1-1.
- ☐ Practice your home fire drill at least twice a year with everyone in the household, including guests. Practice at least once during the day and at night.

Sample Escape Plan



Sparky® is a trademark of NFPA®. ©NFPA 2025

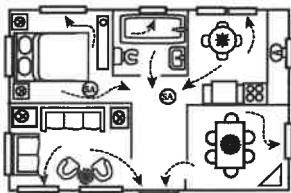
How to make a Home Fire Escape Plan



**FIRE
PREVENTION
WEEK™**



Visit **Sparky.org**
for more activities!



Meeting Place

- Draw a floor plan or a map of your home. Show all **doors** and **windows**.
- Mark **two ways out** of each room.
- Mark all of the **smoke alarms** with (SA). Smoke alarms should be in each sleeping room, outside each sleeping area, and on every level of the home.
- Pick a family **meeting place** outside where everyone can meet.
- Remember, **practice** your plan at least **twice a year**!

[illegible]

Grown-ups: Children don't always wake up when the smoke alarm sounds. Know what your child will do before a fire occurs. For more fire safety resources, visit sparky.org and sparkyschoolhouse.org.

WHAT DOES A FLASHING GREEN LIGHT MEAN?

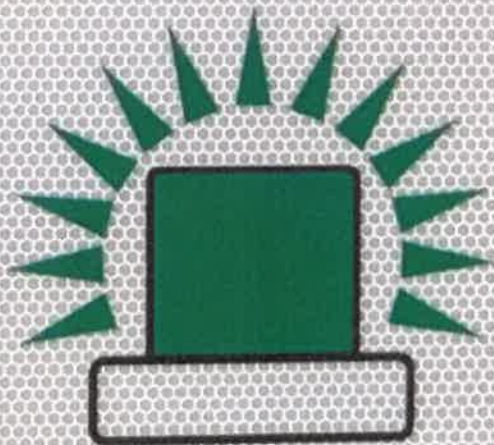


**IT'S A VOLUNTEER FIREFIGHTER
RESPONDING TO AN EMERGENCY**

You are not legally required to pull over,
but doing so can save valuable time in
getting help to someone in need.

**IF SAFE TO DO SO, PLEASE MOVE
TO THE SIDE AND LET THEM PASS.**

**WATCH FOR
FLASHING
GREEN LIGHT
FIREFIGHTER**



**EMERGENCY
RESPONSE**

HENVEY INLET FIRST NATION

CATERER REQUIRED FOR JOB FAIR/CAREERS 2026 MUST HAVE FOOD HANDLERS CERTIFICATE

Please submit your cost for service fee
Lunch for 50 people

Attention: Millie Pawis, Finance Department

Submit by Tuesday, August.4th @ 4:30 p.m

Lunch: will be served at Community Hall Sandpit Road
AT 12:00 NOON

MENU: HAMBURGERS & HOTDOGS

(RELISH, MUSTARD, KETCHUP, SAUERKRAUT,
TOMATOES AND LETTUCE, CHEDDAR CHEESE slices)

SIDE DISH: POTATO SALAD, GARDEN SALAD

DESSERT: (**STRAWBERRIES, RASPBERRIES, BLUEBERRIES**) with
COOL WHIP and VANILLA CAKE, CHOCOLATE CAKE)

DRINKS: CRANBERRY JUICE, WATER, GINGER ALE, APPLE JUICE





YOUTH JOB FAIR/CAREER FAIR

***TO SEEK YOUR
CAREER CHOICES OR EDUCATION AND TRAINING
RELATED TO YOUR FUTURE GOALS***

DATE: TUESDAY, AUGUST 11TH, 2026

TIME: 9:30 A.M – 10:00 A.M (Set-Up)

WHERE: COMMUNITY HALL - SANDPIT ROAD (RED BUILDING)

**Colleges, universities, apprenticeship and trades,
organizations that offer services to students for education,
employment, and Training**

**Contact Info: Judy Contin, Economic Development
(705) 857-2331 (705) 521-4408**

DibAAjimooWINAN

Gezhtoojig Employment & Training

INDIGENOUS



1 WEEK WORKPLACE READINESS TRAINING
Monday September 21, 2026 to Friday September 25, 2026
CLARION HOTEL - WORTHINGTON SOUTH ROOM
117 Elm ST., SUDBURY, ON
TIMES: 8:45 AM to 4:00 PM

Gezhtoojig Employment & Training is seeking interested Indigenous Participants for our In-Person Workplace Readiness

****Clients must be committed to the 1 full week of training****

- ✓ Young & New Worker Awareness
- ✓ Respect in the Workplace
- ✓ Hand Tool Safety & Awareness
- ✓ Working at Heights
- ✓ ASERT Fire & Spills
- ✓ WHIMS
- ✓ PPE Overview
- ✓ First Aid, CRP & AED
- ✓ Accessibility for Ontarians with Disabilities (AODA)
- ✓ MOL in 4 Steps

Lunch
Gift Card
Provided

Bus Pass or
Equivalent

Apply By
Sept 11, 2026



For more information EMAIL getinfo@gezhtoojig.ca
1-800 -361-9256 o r 705-524-6772 Visit www.gezhtoojig.ca and like us on



Gezhtoojig
Employment & Training
Those Who Are Successful



Ontario

natt

UPCOMING PRE-APPRENTICESHIP OPPORTUNITY

309A Electrical Apprenticeship for Indigenous Women



Program Overview:

ALFDC, in partnership with CUSW, is exploring interest in a 10-week Pre-Apprenticeship Training Program designed to prepare Indigenous Women for careers as 309A Electrical Apprentices.

Participants will:

- Receive hands-on, industry-relevant training
- Be registered as a 309A Electrical Apprentice
- Gain direct pathways into the skilled trades and union opportunities

Who Should Apply:

- Indigenous Women interested in skilled trades
- Individuals looking to start a career in the electrical field
- Those ready for hands-on, career focused training

Requirements:

- Gr. 12 Math, English and Physics

ALFDC can assist you with obtaining required certifications and prepare for the program as needed. You'll also have access to a tutor and instructors with any required coursework.

Training Location: To Be Determined

Program Start: Fall 2026

Program Length: 10 Weeks

**We are currently gauging
interest in this program.**

**Training will only occur if there
are enough interested.**

If you or someone you know may be interested, please contact:

Kirstin Sparks - training@alfdc.on.ca

Alex Graham - projmanager@alfdc.on.ca



CUSW THE CANADIAN UNION
OF SKILLED WORKERS

Canadian Union of Skilled Workers



Aboriginal Labour Force Development Circle

RHT YOUTH WATER DECLARATION — CALL FOR APPLICATIONS



Nibi Inaakinogewin

Weaving Legal Traditions Fellowship

A fellowship for Indigenous youth from across the **Robinson-Huron Treaty of 1850** territory to learn Anishinaabe water law, sit with Elders and Knowledge Keepers, and begin drafting a youth-led water declaration for the next generation.

WHEN:

August 26-29

First of two in-person gatherings

WHO:

Ages 18-34

Representation from all 21 RHT First Nations (minimum one youth each)

WHERE:

Sault Ste. Marie

Venue TBD; details sent to selected applicants.

COSTS:

Fully covered

Travel, lodging, meals, and materials provided.



TO APPLY, YOU'LL NEED:

- ★ A reference letter from your First Nation.
- ★ A short essay sharing why this work matters to you.

APPLICATIONS CLOSE:

August 3

Selected youth will be notified in early August.



Apply Now

i BEFORE YOU APPLY:

- This is the **first of two gatherings** in a two-year journey that runs through 2027.
- If chosen, you'll **stay involved after** — sharing what you learn with your community, helping shape the declaration, and joining us again for a second gathering in 2027!

Questions? Please contact Olivia Wemigwans at olivia@wikytours.com

Please note: Accessibility supports available, including transportation, accessible venue space, sensory-friendly areas, and plain-language materials. Let us know what you need when you apply.

In Partnership With:



Sponsored by:



MONTHLY YOUTH
GROUP

2SLGBTQA+

CONNECT - SHARE - SUPPORT - CELEBRATE



3-5PM

LAST WEDNESDAY
EVERY MONTH

Starting July 29, 2026

WASA-NABIN PROGRAM COORDINATOR

Jennifer@psfc.ca

25 Church Street ph. 705.746.5970



Parry Sound
**FRIENDSHIP
CENTRE**
Muskoka • East Georgian Bay



PSFC.ca

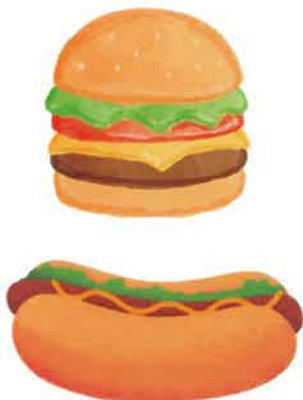


Niijaansinaanik
Child and Family Services

CULTURE SERVICES **COMMUNITY** **BBQ**

FREE FOOD & DRINKS - DOOR PRIZE - CUSTOM KEYCHAIN

Come connect with the Cultural Team
and learn about the programs, supports, and cultural
opportunities available for you and your family.



TUESDAY
SEPTEMBER 1, 2026

11:00 AM - 1:00 PM
COMMUNITY CENTRE



Ontario Electricity Support Program Application Form

OESP Notice of Collection

The Ontario Energy Board (OEB) collects, uses and discloses personal information to determine consumer eligibility for and to administer the OESP. Personal information may be collected from, disclosed to, and used by the Ontario Ministry of Finance, the Canada Revenue Agency and your utility provider for the purposes of administering the OESP. Only information about the applicant's electricity account, and the amount of OESP for which the applicant's household may be eligible, will be disclosed to the utility provider. The utility provider will not be provided with other personal information about the applicant and members of the applicant's household, such as their SIN, income or dates of birth.

The OEB's authority to collect personal information is set out in Sections 4.14 and 79.2 of the *Ontario Energy Board Act, 1998*. The Ministry of Finance's authority to collect personal information is set out in Section 11 of the *Ministry of Revenue Act* and Section 147 of the *Taxation Act*.

For more information about the collection, use and disclosure of personal information for the OESP, please contact the Board Secretary at: Board Secretary, Ontario Energy Board. P.O. Box 2319, 2300 Yonge Street, Toronto ON M4P 1E4, Tel: 416-544-5191.

Before you begin, check to be sure that:

- ☐ You have a copy of your current electricity bill.
- ☐ You have the Social Insurance Numbers or Temporary Tax Numbers for all household members 18 and older.

Once your application is complete:

Mail the completed Ontario Electricity Support Program Application Form and Ontario Electricity Support Program Consent Form to the address below:

Ontario Electricity Support Program (OESP)

PO Box 1540 STN B

Ottawa, ON, K1P 0C7

Prefer to complete your application faster online?

Go to OntarioElectricitySupport.ca for instructions on how to complete the online application.

NOTE: Applying online helps to speed up the application review process.

If you answer NO to the question below, you will need to have your household income verified at a participating intake agency. Please contact us for assistance at 1-855-831-8151 in locating the intake agency nearest to you:

- Has everyone aged 18 and older in your household filed taxes at least once in the last 2 years?

Need help or have questions?



For more information or assistance completing your application, questions regarding your eligibility, or requests for additional copies of this application, please contact us:

- Toll-free, at **1-855-831-8151**. Available Monday to Friday, from 8:30 am to 5:00 pm, ET.
- Visit: www.OntarioElectricitySupport.ca
- Email us: help@OntarioElectricitySupport.ca

SECTION 1: PRIMARY UTILITY ACCOUNT HOLDER INFORMATION

1. Applicant's First Name: _____

2. Applicant's Last Name: _____

***Please note:** This information is used to verify your income with Canada Revenue Agency. Please ensure the name entered is spelled exactly as it appears on your most recent tax filing.

Utility Account Information: Please enter your information **exactly** the same as it appears on your **utility bill**. If your information is not entered as it appears on your utility bill, your application may be delayed until the information can be corrected.

3. Utility Provider: _____

4. Utility Account Number: _____

Utility Account Holder's Full Name(s): _____

Utility Account Holder's Service Address: _____

***Please note:** The Service Address may be different from the Mailing Address. If you need assistance finding information on your utility bill, please contact the OESP Contact Centre at 1-855-831-8151.

5. Mailing Address: Please enter your current address and valid postal code. Note that mailing addresses must be in Ontario.

Address: _____

City/Town: _____ Province: ON Postal Code: _____

6. Contact Information:

Phone Number: _____

Email Address: _____

How would you like us to reach you? ☐ Email ☐ Mail

***Please note:** Email is the quickest way for us to let you know about the status of your application and notify you of any action needed

SECTION 2: ADDITIONAL INFORMATION

1. **Is electric heat your primary heating source for your house?** ☐ Yes ☐ No
2. **Do you, or does anyone in your house, use one of the following pieces of medical equipment at home?**

Check those that apply.

- ☐ Kidney Dialysis Machine
- ☐ Mechanical Ventilator (invasive and non-invasive)
- ☐ Oxygen Concentrator

3. **Is any family member living in your house a member of one of the following communities?**

- ☐ First Nations ☐ Inuit ☐ Métis

4. **Do you or another account holder receive a CPP Permanent Disability pension?**

- ☐ Yes ☐ No

SECTION 3: PEOPLE IN YOUR HOUSE

Important! Please add the name and date of birth for yourself and all household members. All household members 18 and older must also provide their SIN. The names should be entered exactly as they appear on their tax filings. Only information about the applicant's electricity account, and the amount of OESP for which the applicant's household may be eligible, will be disclosed to the utility provider. The utility provider will not be provided with other personal information about the applicant and members of the applicant's household, such as their SIN, income or dates of birth. If you need more space to add household member information below, please attach a separate sheet to this form.

First Name	Last Name	Date of Birth (MM/DD/YYYY)	Social Insurance Number or Temporary Tax Number (Required for 18+)
Account Holder 1.			
Additional Household Members 2.			
3.			
4.			
5.			
6.			
7.			

*If you or anyone in your household, aged 18 and older, has not filed taxes in the last 2 years, you will need to have your household income verified at a participating intake agency. For more information, please see page 2 of the Ontario Electricity Support Program Application Form.

*For privacy reasons, all information for household members under 18 will be deleted from the application after the eligibility decision is made.

SECTION 4: ASSISTED AUTOMATIC INCOME VERIFICATION

*For agency use only if assisting an applicant with an automated income verification application

Agency Name	Agent Name	Agent ID	Agent Signature

Once the application is complete, please mail the completed Ontario Electricity Support Program Application Form to the address below.

Ontario Electricity Support Program (OESP)

PO Box 1540 STN B

Ottawa, ON, K1P 0C7

APPLICANT MUST ATTEST TO THE FOLLOWING BY SIGNING BELOW:

I consent to the collection, use and disclosure of my personal information by the Ontario Energy Board (OEB) to determine my eligibility for the OESP and I have obtained the consent of the members of my household provide their personal information to the Ontario Energy Board.

The OEB may disclose personal information to and collect personal information from my utility provider in order to verify I am a customer. I understand that the OEB may contact me in the future to learn more about my experience with the OESP.

I give consent to the Ontario Energy Board (OEB) to communicate or share the information within my OESP application, on my behalf, with the Ministry of Finance. In addition, I give consent to the Ministry of Finance to communicate with the OEB.

I certify that the information I have provided on this application is true and correct and I have read, understand and agree to these conditions and requirements.

Signature of Applicant

Name of Applicant (Print)

Date

Ontario Electricity Support Program – Consent Form

Thank you for your interest in the Ontario Electricity Support Program (OESP). In order to process your application, we need you to print, sign and mail this form to the OESP Contact Centre. We will keep your application open for 90 days, so that you have time to send it to us. If you wait longer than 90 days, you may have to re-apply. Please read the section below and provide us with this consent form as soon as possible.

OESP Notice of Collection

The Ontario Energy Board (OEB) collects, uses and discloses personal information to determine consumer eligibility for and to administer the OESP. Personal information may be collected from, disclosed to, and used by the Ontario Ministry of Finance, the Canada Revenue Agency and your utility provider for the purposes of administering the OESP. Only information about the applicant's electricity account, and the amount of OESP for which the applicant's household may be eligible, will be disclosed to the utility provider. The utility provider will not be provided with other personal information about the applicant and members of the applicant's household, such as their SIN, income or dates of birth.

The OEB's authority to collect personal information is set out in Sections 4.14 and 79.2 of the *Ontario Energy Board Act, 1998*. The Ministry of Finance's authority to collect personal information is set out in Section 11 of the *Ministry of Revenue Act* and Section 147 of the *Taxation Act*.

For more information about the collection, use and disclosure of personal information for the OESP, please contact the Board Secretary at: Board Secretary, Ontario Energy Board. P.O. Box 2319, 2300 Yonge Street, Toronto ON M4P 1E4, Tel: 416-544-5191.

Mail the completed Ontario Electricity Support Program Consent Form to the address below:

Ontario Electricity Support Program (OESP)

PO Box 1540 STN B

Ottawa, ON, K1P 0C7

1-855-831-8151

Consent

We, the undersigned, consent to the collection, use and disclosure, respectively, of our personal information by the Ontario Energy Board and the Ontario Ministry of Finance to determine our household's eligibility for and to administer the OESP, and for program evaluation, which may include the disclosure of personal information to and collection of personal information from our utility provider in order to verify our household has an account, and the disclosure of personal information by the Ontario Ministry of Finance to the Canada Revenue Agency (CRA).

We also consent to the disclosure by the CRA to the Ontario Ministry of Finance of income and expense information from our respective CRA income tax records on condition that the information will be relevant to and used solely for verifying the income of the individuals whose names and signatures are set out below and determining our household's eligibility for OESP assistance.

Each person's consent is valid for the taxation year in which it is signed and for each subsequent taxation year for which our household is eligible for OESP, unless a person's consent is withdrawn in writing by sending it to the OEB. We understand that any withdrawal of consent may affect our household's eligibility for the OESP.

Please enter your Utility Account Number exactly the same as it appears on your utility bill.

Important:

- Original signatures required
- Photocopied, faxed or emailed versions will not be accepted
- All household members 18 or older must sign

Applicant Consent:

Name (Please print)

Signature

Date

Household Member Consent:

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

AUGUST ONTARIO WORKS

2026



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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
	NOT IN OFFICE! Aug 13 & 14 Aug 17 to the 21 Aug 24 & 28					
2	3	4	5	6	7	8
	Office Closed!	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	
9	10	11	12	13	14	15
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM Career Fair! 9:30 AM – 1:00 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Cultural Leave!	REMINDER Last Day to Submit Income Statement without a delay.	
16	17	18	19	20	21	22
		Vacation!			Vacation!	
23/30	24/31	25	26	27	28	29
	Not in Office!	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:30 PM	Not in 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

MEMORANDUM

To: Ontario Works Recipients

From: Henvey Inlet Ontario Works (MCCSS)

Date: August 1, 2026

Subject: Information relating to Ontario Works

Income Statements

Reminder: If you receive financial assistance from Ontario Works, your income statements will be delivered to your **GREEN mailbox** in the first week of each month. If you do not have a **GREEN mailbox**, please fill out the income statement at the Band Office.

Please submit your income statement on the due date, or there will be a delay in receiving your Ontario Works financial assistance.

Food Bank

There will be no food bank for August 2026. Food Bank will reopen in September 2026. If you need food, please contact the Ontario Works Administrator.

The food bank is distributed to on-reserve community members once a month, with priority given to them. If you reside off reserve, please visit a food bank in your local area, such as Britt, Alban, Parry Sound, or Sudbury.



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

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354A Pickering River Road
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Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

Food Bank Bingo

The Food Bank Bingo is every Wednesday. Cost of cards is:

Regular Games - .25 cents each

Special games -.50 cents each

Jackpot – 1.00 each

Text Message & Facebook Messenger

Henvey Inlet Ontario Works will **no longer respond** to text

messages sent to the Ontario Works phone from clients or via

Ontario Works' Facebook Messenger, due to concerns about

miscommunication. (Ontario Works Act, 1997, S.O. 1997, c. 25,

Sched. A) **Note: If you need to contact the Ontario Works**

Administrator, please call the office.

Appointments

When applying for or reapplying for financial assistance, please call

the Ontario Works Administrator during office hours at (705) 857-

2331, extension 222, to book an appointment. An appointment will

be scheduled at the Ontario Works office, or a home visit will be

arranged.

Miigwech.

HENVEY INLET ONTARIO WORKS OFFICE SCHEDULE FOR THE MONTH OF AUGUST 2026

- August 13 & 14 – Cultural Days
- August 17 – Canada's Wonderland Trip
- August 18 – 21 – Vacation Days
- August 24 – Not in Office
- August 28 – Not in Office

NOTE: Please check the OW calendar for the office schedule.

Miigwech,

Lisa Contin
Ontario Works Administrator

FOOD BANK



Wednesday, August 5, 12 & 26, 2026

Wagamake Learning Centre

Doors open at 5:30 PM

Bingo starts at 6:00 PM

Regular Games - .25 cents a card

Special Games - .50 cents a card

Jackpot Game – \$1.00 a card



Toonie Pot!



PROCEEDS GO TO THE HENVEY INLET FOOD BANK.

FOOD BANK



Wednesday, August 19, 2026

Wagamake Learning Centre

Doors open at 5:30 PM

Bingo starts at 6:00 PM



**LAST BINGO FOR THE SUMMER IS AUGUST 29, 2026.
BINGO WILL RESUME ON SEPTEMBER 30, 2026.**



August 2026 Program

Band Representative On-Call Schedule

Staff Member	Start Date	End Date
Kerri Campbell	2026-07-27 16:30	2026-08-03 16:30
McKenzie Garon	2026-08-03 16:30	2026-08-10 8:30
Eric Martin	2026-08-10 16:30	2026-08-17 8:30
Kerri Campbell	2026-08-17 16:30	2026-08-24 8:30
Kara Newton	2026-08-24 16:30	2026-08-31 8:30
Dale Xilon	2026-08-31 16:30	2026-09-07 16:30

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
Eric	(705) 690-6829
McKenzie	(705) 690-1015
Dale	(705) 391-4358

*** 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 ***

SUMMER

Photos



August 13, 2026
11 am to 1 pm
Pow Wow Grounds
Weather Permitting



CALL ERIN TO REGISTER

Alternate Date: Aug 17



PICKLEBALL

Every Monday morning for the month
of August

**STARTING
MONDAY, AUGUST 10**

Pickleball kits will be provided. Please
bring indoor shoes

MONETVILLE

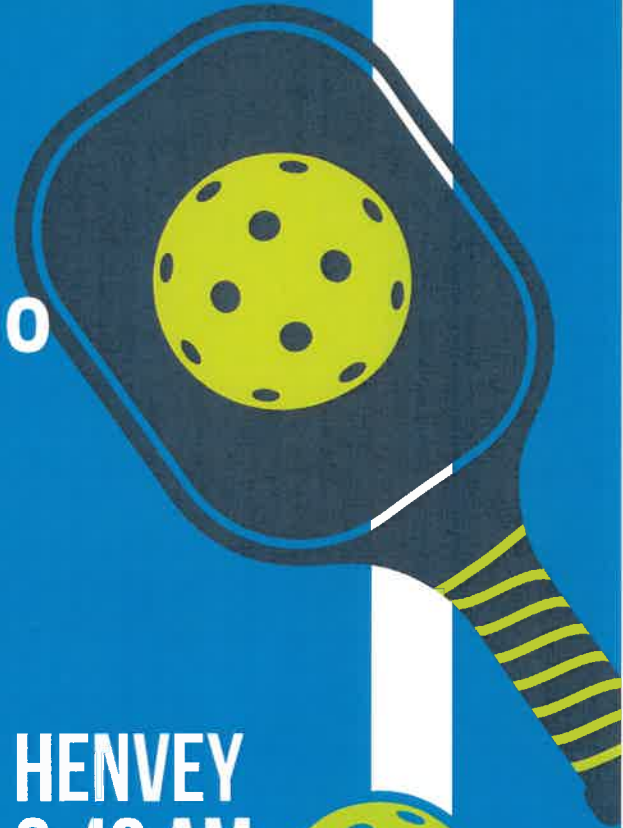
**10:30
AM**

**LEAVING HENVEY
INLET @ 9:40 AM**

**6 SPOTS
AVAILABLE**

**CALL ERIN TO
REGISTER**

**PHONE
705-857-1963**



For School-aged Children

Backpacks will be handed out

BACK-TO-SCHOOL HAIRCUTS

*For School-
aged Kids*

Please make sure kids hair is clean



Contact Erin to register 705-857-1963

Anishinaabek Wiidosendiwak Side of Health
Centre

12 Spots available

10 20-Minute Spots



NNADAP Worker
Brenda Roberts

Brenda Roberts

NNADAP
WORKER-HENVEY HEALTH
CENTRE



A BIT ABOUT MYSELF!

It is a honour to have accepted the position of NNADAP. I am a band member of Henvey Inlet First Nation.

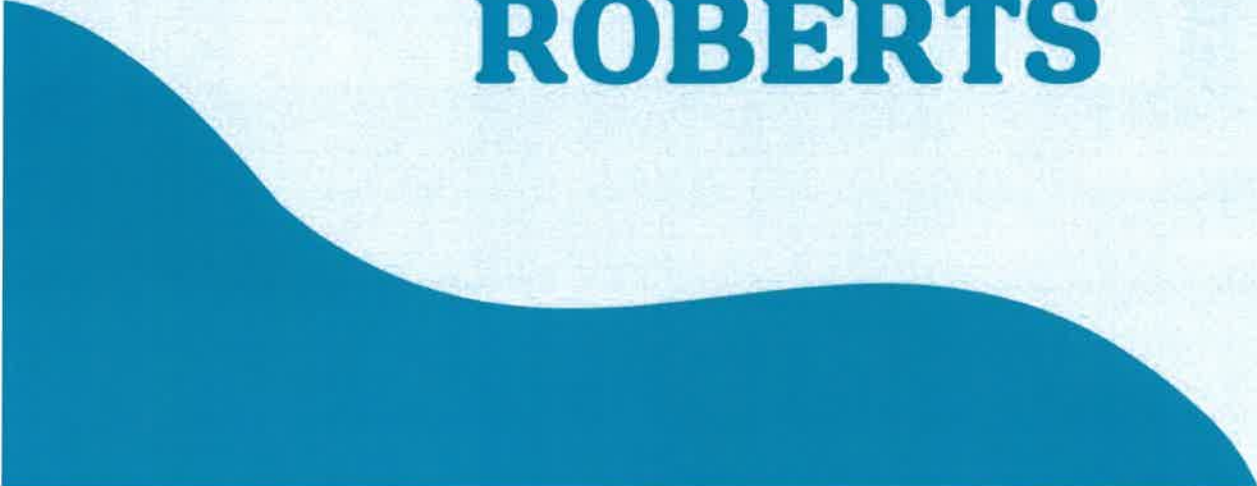
My spirit names are Mishakwad Kwe miinawa Waabishki Wese'an (Clear sky Woman and White Tornado.

I hold five diplomas Office Admin- Office Systems, Indigenous Wellness and Addiction Prevention, Practical Herbalist, Master Herbalist as well as Anishnabemowin Program and Development.

I look forward to serving my community and the members with patience, compassion and understanding.

I worked in the fields of FASD and Child Nutrition, MMIWG, Cultural Practitioner, Office Admin., NNADAP, Youth Wellness and Justice.

I have lived experience and I follow the Red Road since 2016. I continue to practice grounding and the importance of connecting with cultural.



**HARM
REDUCTION
SUPPLIES ARE
AVAILABLE FROM
THE NNADAP
WORKER,
BRENDA
ROBERTS**



TUESDAYS ONLY!

NEEDLE EXCHANGE PROGRAM



Please see NNADAP Worker, Brenda Roberts to drop off used needles and pick up new ones.

If any questions, Please call Health Centre

AVAILABLE FROM NNADAP

Naloxone Kits

If you require a Naloxone Kit, Come see Brenda Roberts at Health Centre!!

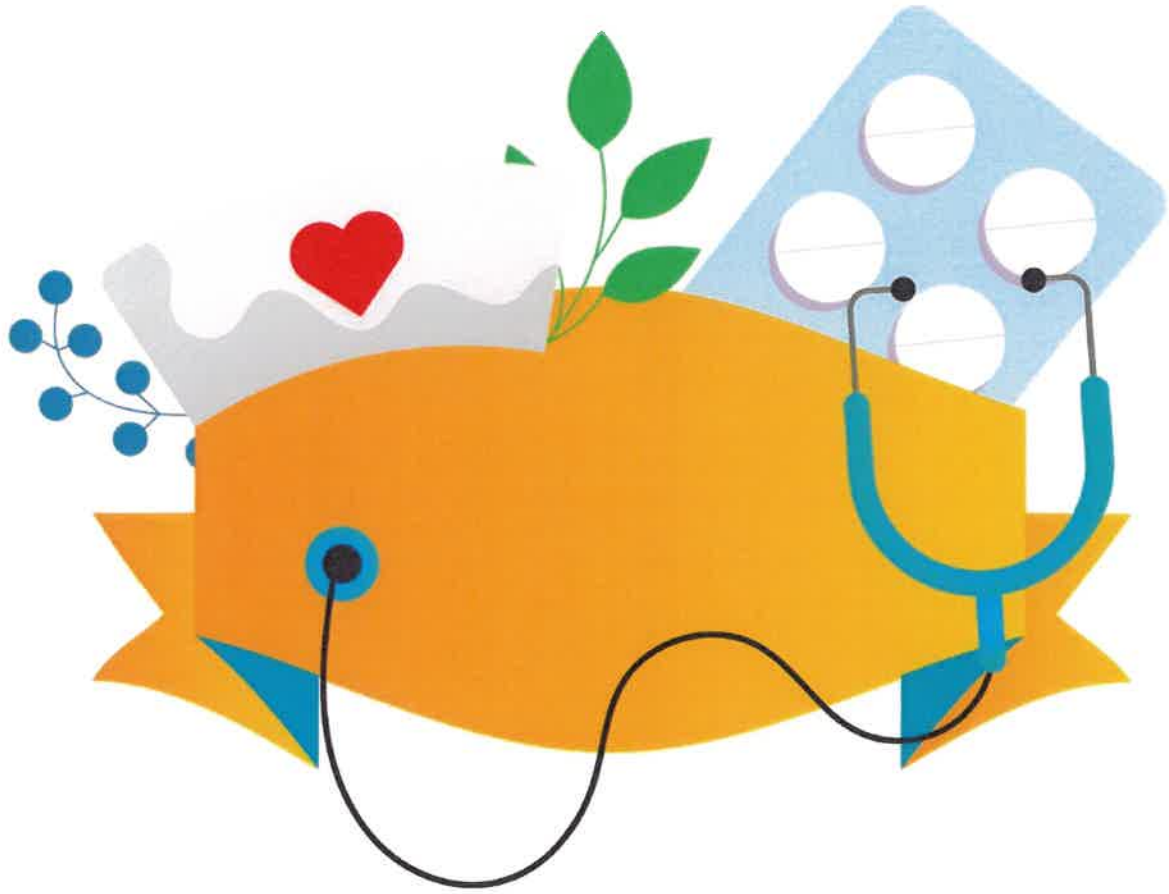
Drop off expired Naloxone Kits also!!!



Drug Testing Kits

Take home kits available to test street drugs for fentanyl, benzodiazepines, and xylazine before use.





*Melanie Morel-
Nurse Practitioner*



Henvey Inlet First Nation
Health Centre



DIABETES INFORMATION SESSION

***DID YOU KNOW THAT EVERY 3 MINUTES, SOMEONE
IN CANADA IS DIAGNOSED WITH DIABETES?***

Join **Mélanie Morel, Nurse Practitioner**, for an engaging and easy-to-understand community presentation about diabetes. Whether you have diabetes, are at risk, care for a loved one, or simply want to learn more, everyone is welcome.



TOPICS INCLUDE:

- What diabetes is and how it affects your body
- Understanding prediabetes and Type 2 diabetes
- How to reduce your risk
- Healthy Eating and Physical Activity
- Common diabetes medications and myths

This is a judgement-free session with plenty of opportunities to ask questions and learn practical ways to improve your health!

A Healthy Lunch will be served!

WEDNESDAY AUGUST 5, 2026

LUNCH- 11:45AM & PRESENTATION- 12PM

HENVEY INLET HEALTH CENTRE

TAKE CARE OF YOURSELF, YOUR FAMILY, AND YOUR FUTURE! WE HOPE TO SEE YOU THERE!!!

If any questions, call Health Centre 705-857-1221



GETTING READY FOR HENVEY INLET HEALTH CENTRE



WHAT IS A NURSE PRACTITIONER?

A Nurse Practitioner (NP) is a registered nurse with advanced education and clinical training who can provide many of the same healthcare services as a family doctor. As a primary care provider, the NP can provide care for most non-emergency health concerns and works closely with doctors, specialists, hospitals, and other healthcare providers when additional services are needed.

At Henvey Inlet Health Centre, the NP will serve as a primary healthcare provider for community members. Community members who do not currently have a family doctor will be able to enroll with the Health Centre. Community members who already have a family doctor will be able to transfer their primary care to Henvey Inlet Health Centre.

More information about enrollment and transferring care will be shared as the clinic opening approaches.

WHAT CAN A NURSE PRACTITIONER DO?

A Nurse Practitioner can:

- Diagnose illnesses and injuries
- Order and interpret laboratory tests and diagnostic imaging (such as X-rays and ultrasounds)
- Prescribe most medications
- Manage chronic conditions such as diabetes, high blood pressure, asthma, and thyroid disorders
- Perform physical examinations and health assessments
- Provide mental health assessment and treatment
- Complete referrals to specialists and other healthcare services
- Provide health education and preventive care





GETTING READY FOR HENVEY INLET HEALTH CENTRE



WHEN SHOULD I SEEK EMERGENCY CARE INSTEAD?

While a NP can manage most healthcare concerns, some situations require immediate emergency assessment.

Call 911 or go to the nearest Emergency Department if you experience:

- Chest pain or symptoms of a heart attack
- Sudden weakness, numbness, difficulty speaking, or other signs of a stroke
- Severe difficulty breathing
- Loss of consciousness or unresponsiveness
- Serious injuries, major trauma, or severe bleeding
- Seizures
- Severe allergic reactions with swelling of the face, lips, or throat
- Thoughts of harming yourself or others
- Any medical emergency that is life-threatening or rapidly worsening

If you are unsure whether your concern is an emergency, contact the health centre or seek urgent medical attention.

BUILDING THE FUTURE OF HEALTHCARE AT HENVEY INLET

Henvey Inlet First Nation is working hard to bring the new Health Centre to life. Significant work is underway to develop the programs, services, equipment, policies, and procedures.

Our goal is to launch clinical services in late Fall 2026 or early 2027.

While the NP has already joined the team, clinical services have **not** yet begun. This time is being used to establish the systems and processes necessary to ensure the Health Centre operates safely, efficiently, and effectively from day one.

We appreciate the community's patience and support during this important development phase and look forward to welcoming patients when services officially begin.

**CULTURAL
COORDINATOR**
Stan Moses

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

PoG 1J0

(705)857-1221 EXT: 229

GOLF **AT VOYAGEUR** **GOLF COURSE** **IN ALBAN** FOR HENVEY INLET BAND MEMBERS ONLY



**HIFN MEMBERS CAN GOLF ONLY 18 HOLES PER WEEK OR
ONE DAY OF 9 HOLES AND ANOTHER DAY OF 9 HOLES.**

-MUST HAVE OWN TRANSPORTATION!

-MUST SHOW HIFN STATUS CARD FOR APPROVAL

**-BEST TO BOOK TEE TIMES SO YOU CAN GET ON THE COURSE OR
YOU MAY FACE UP TO A 2 HOUR WAIT**

VOYAGEUR GOLF PHONE # 705-857-2452

**-GOLF ETIQUETTE - SHIRTS REQUIRED - NO ALCOHOL OR DRUGS
- NO TEEING OFF WITH OTHER GOLFERS ON ANY GREENS ON PAR 3'S
OR HITTING FROM FAIRWAY WITH OTHER GOLFERS ON THE GREENS!**

****PLEASE RESPECT THE RULES OR COURSE MANAGEMENT MAY ASK
YOU TO LEAVE****

**GOLF COURSE IS NOW OPEN UNTIL THANKSGIVING WEEKEND ON
OCTOBER 12, 2026.**



Women's Group

W. Gary Martin



Wednesday's August 5, 12, 19, 26,
2026

Starts with Lunch at 12:30pm

Henvey Inlet Health Centre in the
Health Room

admin@henveymedicalcentre.com

Contact : Stan Moses 705-857-1221



THURSDAY'S
AUGUST 6, 13, 20, 27, 2026

MEN'S CIRCLE

WITH GARY MARTIN

NEW HEALTH CENTRE - DINNER TO BE PROVIDED		
	Starting at 5:00 PM	

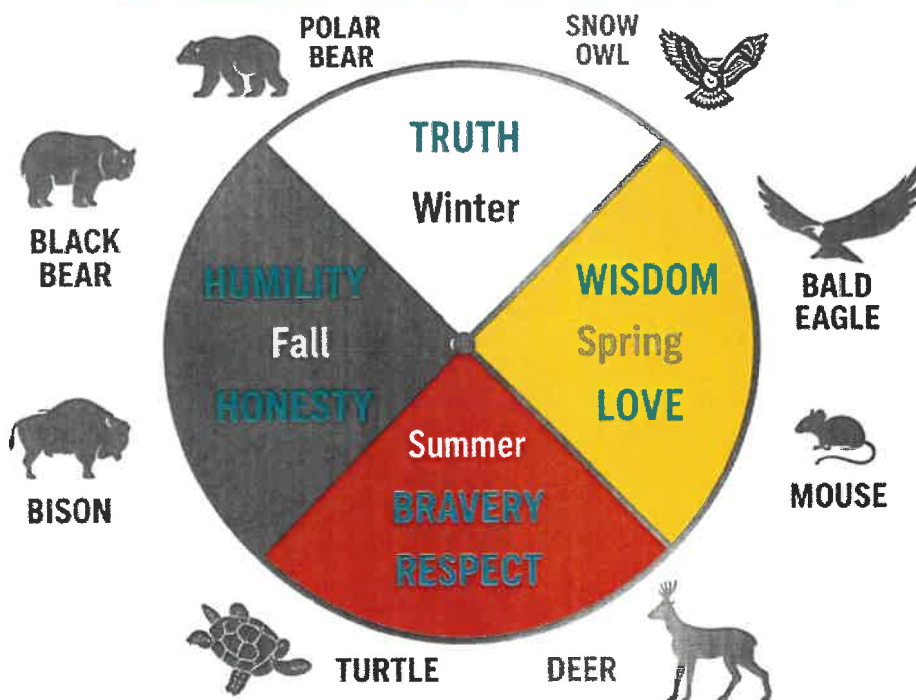
NO SIGN-UP NEEDED!

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

CULTURAL COORDINATOR- STAN MOSES 705-857-1221

NEW!
ACCEPTING
NOMINATIONS
ALL YEAR!

7 GRANDFATHER TEACHING



2027 AWARDS CALL FOR NOMINATIONS

Nominations are now being accepted all year for individuals who have made a positive contribution to our community. Nominators are encouraged to nominate an individual who has demonstrated one or more of the Seven Grandfather Teachings.

Nominations can be submitted into one of the two Ballot boxes located at the Administration Building or Health Centre.

Submission Deadline is April 30, 2027

@ 12 NOON

THE SEVEN GRANDFATHER TEACHING AWARD NOMINATION

Ballot

To nominate an individual who has made a positive contribution to our community, please circle the teaching you are nominating them for. Please Print their name in full. Please give an example in a short story using one of the chosen Seven Grandfathers teachings and indicate why you feel this individual would be a perfect candidate for this award.

The Seven Grandfathers Teaching(s): (Please circle only one)

WISDOM~~LOVE~~RESPECT~~BRAVERY/COURAGE~~HONESTY~~HUMILITY~~TRUTH

Name Of Nominee:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

Nominated by (please print your name): _____

All nomination ballots can be submitted into one of the provided Nomination Ballots boxes located at the Health Centre or Band Administration Office on or before April 30, 2027, at 12:00pm.