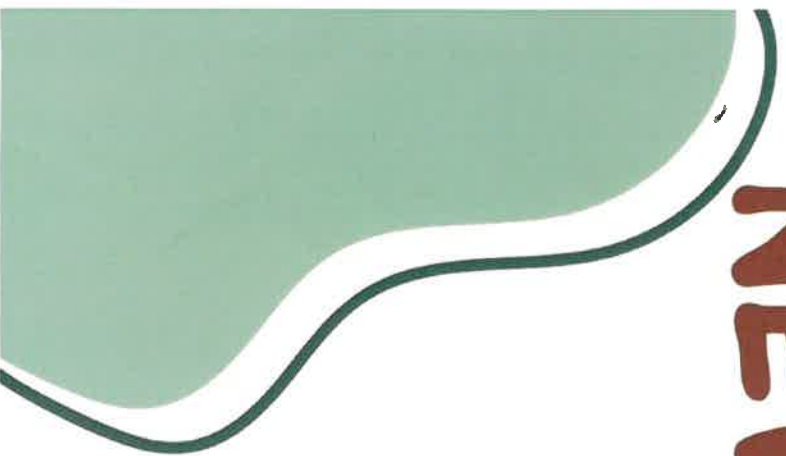




# MAY 2026

# NEWSLETTER





Happy  
Mothers  
Day



**Henvey Inlet First Nation**

**23rd Annual Intertribal**

# POWOW

**HONOURING OUR AANI KOOBIJIGAN  
HONOURING OUR ANCESTORS**

## JUNE 6 & 7, 2026

**MC: DARREN MACGREGOR**

**HEAD MALE ELDER:  
RAY JACKSON**

**ARENA DIRECTOR:  
ROBERT STONEY POINT**

**HEAD FEMALE ELDER:  
ANNETTE ASHAWASEGA**

**GRAND ENTRY  
SATURDAY  
12PM & 7PM  
SUNDAY 12PM**

**HEAD FEMALE:  
CHERYL MAY**

**COMMUNITY FEAST  
SATURDAY @ 5PM**

**HEAD MALE:  
TIM MCGREGOR**

**HOST DRUM:**

**YOUTH HEAD MALE:  
BRODIE M. PELTIER**

**Black Bull Moose**

**CO-HOST DRUM:  
Still Water Singers**

**YOUTH HEAD FEMALE:  
PAYTON M. PELTIER**

**INVITED DRUMS:**

**Spirit Bear &  
Indian Road**



**WE ARE LOCATED 45 MINS SOUTH OF SUDBURY AND 1 HOUR NORTH OF PARRY SOUND.  
(PICKEREL RIVER ROAD EXIT) LOCATION: 994 PICKEREL RIVER ROAD, PICKEREL, ON. POG 1J0**

**POWOW COORDINATOR  
DANNIELLE SHUKSTER**

**DRUG & ALCOHOL FREE EVENT  
ONLY SERVICE DOGS PERMITTED**



**VENDOR REGISTRATION:  
HIPN BAND OFFICE 6:30-4:30**

**1(705)857-2331**

**dannielle.shukster@henveyinlet.com**

# HENVEY INLET FIRST NATION



# LOONIE AUCTION

**SATURDAY MAY 23RD, 2026**

**HENVEY INLET COMMUNITY CENTRE**

**@18 SANDPIT ROAD**

**DOORS OPEN @ 11AM FOR VIEWING OF THE AUCTION ITEMS**

**AUCTION SCHEDULED TO START @ 1PM**

**REGISTRATION TO BEGIN @ 12PM**

**AUCTION ITEMS VALUE WILL VARY FROM \$10 TO \$2000, HIGHER**

**PRICED ITEMS WILL BE A \$5 BID, ALL OTHER BIDS WILL BE \$1 FOR \$2**

**RULES AND REGULATIONS WILL BE AVAILABLE AND EVERYTHING WILL  
BE PROVIDED FOR YOU, NO NEED TO BRING OWN PEN/PAPER**

**ALL PROCEEDS GO TOWARDS OUR ANNUAL TRADITIONAL  
POWWOW**

**CONTACT PERSON(S): STAN MOSES OR DANNIELLE SHUKSTER**

**FOR  
INFORMATION**



# **IMPORTANT ANNOUNCEMENT!!**

**Henvey Health Centre Building is now  
open!**

**Doors are locked and you need to be  
buzzed in. There is a doorbell/buzzer  
to the left of the Main Entrance (Door  
closest to Day Care)**

**We will be having a Grand Opening  
soon! So keep an eye out for that date!!**



## 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 Ashwasagai  
Bradley McQuabbie

**To: Henvey Inlet First Nation Members**  
**From: Henvey Inlet First Nation Council**  
**Date: April 23rd, 2026**  
**Subject: Important Notice: Legal Fee Refund Distribution**

Henvey Inlet First Nation (HIFN) has received the RHT legal fee refund totaling \$8,782,885.70.

**Chief and Council have decided to distribute 100% of this legal fee refund.**

➤ **Who will receive this payment?**

- The payment is for 1,327 HIFN Members who have received, or will receive, the HIFN PCD Trust – RHT Annuities Settlement PCD.

➤ **How much will each member receive?**

- \$6,618.60 per eligible member

➤ **When were payments sent?**

- Payments were deposited on April 20, 2026
- Payments were sent to the same bank account already on file for your HIFN PCD

➤ **If you have received the initial RHT PCD and you have not yet received this second payment:**

- We are experiencing technical issues with some deposits, and we are actively working to fix them. Please be patient. Your payment is still being processed.
- If you do not receive your deposit by May 1<sup>st</sup>, please contact the Trust Coordinator.

➤ **Members who have passed away**

- If anyone has passed away after receiving their HIFN PCD, their payment will be held.
- Payment will be released once the required estate documents are submitted to the HIFN Trust Coordinator at:  
[trustcoordinator@henveyinlet.com](mailto:trustcoordinator@henveyinlet.com)

➤ **Members who will receive the PCD in the future**

- If you receive your HIFN PCD Trust – RHT Annuities Settlement PCD at a later date, this \$6,618.60 payment will be automatically deposited at the same time.



## Henvey Inlet First Nation

Pickering, ON P0G 1J0

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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 Ashwasagai  
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](mailto:trustcoordinator@henveyinlet.com)

Thank you

Patrick Brennan  
HIFN Councilor

[pat.brennan@henveyinlet.com](mailto:pat.brennan@henveyinlet.com)



# HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

## Quarterly Payments to Eligible Members **2026 ANNUAL PAYMENT SCHEDULE**

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



### Photo/Image of Member's Status Card

Provide a photo/image of  
your Status Card



### Submit Deposit Form

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



### Contact Information

MUST include:

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



### Await Transfer

Payments are made every 3 months in:

**March, June, September & December**

Refer to the Payment Schedule for details

**Email your information to: Lyndy McQuabbie, Trust Coordinator [trustcoordinator@henveyinlet.com](mailto:trustcoordinator@henveyinlet.com)**



# HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

## Quarterly Payments to Eligible Members **2026 ANNUAL PAYMENT SCHEDULE**

Eligible Member Info Submission Deadline	Quarterly Payment Date
<b>QUARTER 1:</b>	
Friday, February 27, 2026	Tuesday, March 31, 2026
<b>QUARTER 2:</b>	
Friday, May 29, 2026	Tuesday, June 30, 2026
<b>QUARTER 3:</b>	
Friday, August 28, 2026	Monday, September 29, 2026
<b>QUARTER 4:</b>	
Friday, November 20, 2026	Friday, December 18, 2026

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



**Henvey Inlet  
First Nation**

Pickereil, ON P0G 1J0

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

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

Day Care  
354B Pickereil River Road  
T 705-857-0957  
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**Chief**  
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Stanley K. Moses  
Genevieve Solomon-Dubois  
Carl Ashawasagai  
Bradley McQuabbie

# MEMORANDUM

To: All Henvey Inlet First Nation Members  
From: Samantha Bradley, Human Resources Manager  
Date: April 28, 2026  
Re: **Employment Opportunities**

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

- 1) Community Wellness Worker – 1 Position
- 2) Education Manager – 1 Position
- 3) Lands Assistant – 1 Position
- 4) Administration Manager – 1 Position
- 5) Trailer Park Assistant – 1 Position
- 6) NNADAP Worker – 1 Position

See attached job postings for more information.

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

Miigwetch,

Samantha Bradley, PCP  
Human Resources Manager



## EMPLOYMENT OPPORTUNITY

# COMMUNITY WELLNESS WORKER

**\*RE-POST\***

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### **POSITION SUMMARY**

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

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

### **MAIN RESPONSIBILITIES**

The Community Wellness Worker will be responsible to:

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

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

## **QUALIFICATIONS**

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

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

**HOURS OF WORK**

Full-Time – 35.5 hrs/wk

**WORK LOCATION**

In-office

**REMUNERATION**

\$22/hr - \$38/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](mailto: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

### EDUCATION MANAGER

**\*RE-POST\***

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#### **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, Kinooamaadziwin 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@henvevinlet.com](mailto:recruitment@henvevinlet.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\***

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#### **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 Word, 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**

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](mailto: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

# ADMINISTRATION MANAGER

**\*RE-POST\***

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### **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](mailto: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**  
**TRAILER PARK ASSISTANT**

**\*RE-POST\***

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**POSITION SUMMARY**

Henvey Inlet First Nation is seeking a **Trailer Park Assistant** to join our Administration for a short-term seasonal contract from May 2026 to October 2026. The Trailer Park Assistant reports to the Trailer Park Manager and is responsible for assisting with operations and grounds maintenance for the trailer park and marina. This position requires excellent customer service skills and a strong work ethic.

**MAIN RESPONSIBILITIES**

The Trailer Park Assistant will be responsible to:

- Present a positive and professional image of the organization at all times
- Maintain docks throughout the season and repair, secure and/or re-anchor docks in event of shifting due to weather
- Maintain grounds through grass cutting, gardening of flower beds, driveway maintenance, and trash/debris collection and removal
- Assist with minor repairs relating to plumbing and carpentry issues as required to prolong asset integrity
- Ensure laundry facilities and bathrooms are always kept clean and have sufficient supply of toiletries at all times
- Ensure security of all Trailer Park and Marina equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings at all times
- Perform regular maintenance on all PRTP equipment including repairs, oil changes, re-fueling, etc.
- Educate campers/cottagers of their responsibilities towards trash management
- Assist with communicating directives to all campers/cottagers for safety purposes and displaying public notices as required
- Assist with traffic control at the trailer park, directing campers/cottagers to designated parking areas
- Help create a supportive, safe and welcoming environment for summer students and campers/cottagers
- Maintain ongoing communication with all campers/cottagers, attending to their needs with a customer-service focus
- Escalate safety concerns and customer service incidents to the Manager as appropriate
- Assist in documenting incidents and communicating with OPP relating to incidents as necessary and required by law
- Assist with collecting and recording payments and issuing receipts to customers as required
- Be aware of and assist with maintaining the register of customer names associated with boats and their dock slips with lot numbers
- Assist with maintaining daily records of business operations and duties in their absence
- Assist with training and coaching summer students
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in trailer park, staff and community meetings
- Perform other duties as assigned from time-to-time by the Manager, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- Must be 18 years of age or older
- Grade 12 diploma or equivalent
- Possess a valid Boat License required
- Valid Class G Driver's License an asset
- Current CPIC
- Current First Aid and CPR Level C
- Basic carpentry, plumbing and small motor repair experience an asset
- Previous maintenance experience, particularly park maintenance experience, an asset
- Excellent customer service skills
- Reliable to work flexible hours, including weekends

## **HOURS OF WORK**

40 hrs/week, including evenings and weekends

Schedule to be determined by Manager

## **WORK LOCATION**

In community

## **REMUNERATION**

\$20/hour

## **START DATE**

As soon as possible

## **APPLICATION DEADLINE**

Open until filled

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

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

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [recruitment@henveyinlet.com](mailto: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

# NATIONAL NATIVE ALCOHOL & DRUG ABUSE PROGRAM WORKER

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **National Native Alcohol & Drug Abuse Program (NNADAP) Worker** to join our Administration. The NNADAP Worker reports to the Health Director and is responsible for helping Henvey Inlet First Nation members address their substance abuse issues from where they originated while focusing on root causes. In collaboration with harm reduction models, the NNADAP Worker will empower individuals, families and community with tools to recover from the negative outcomes of substance abuse and ensure the development and implementation of prevention and recovery programs. This role requires cultural competency, crisis management skills, and a commitment to maintaining client confidentiality and supporting traditional healing practices.

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

### **MAIN RESPONSIBILITIES**

The NNADAP Worker will be responsible to:

- Establish and maintain therapeutic and supportive relationships with clients while keeping empathy and compassion top-of-mind
- Facilitate client intake by interviewing clients, preparing case histories and using observations to assess clients' treatment needs
- Create and maintain thorough confidential client records with pertinent information including intake and consent forms, case histories, referrals, treatment notes, etc.
- Encourage clients to be open to discussing issues that are occurring
- Schedule weekly appointments with clients and counsel clients in need of addictions treatment, ensuring no gaps in services
- Facilitate individual and group counseling sessions using different techniques and therapeutic models to those struggling with alcohol/substance abuse or gambling addiction
- Provide support services and referrals based on clients' needs that respect the individual's choices (ie – addictions, mental health & traditional/cultural services)
- Process referrals to treatment centres and counselling services for sexual abuse, family violence and co-dependency issues and mental health support
- Provide information on what an individual should expect when going to a detox/treatment center
- Provide AA, AI-A-Teen, NA and Gambler's Anonymous support group meetings in community or ensure people are aware of and have access to these services and process referrals for them when needed
- Coordinate transportation for clients to attend treatment, support group and counselling services
- Assist clients in obtaining health related assessments required for treatment services
- Provide outreach and conduct visits with clients while in treatment and home visits
- Assess clients' mental states ensuring there is no risk of self-harm or injury to others
- Provide crisis intervention counselling to clients as needed
- Monitor and evaluate clients' treatment progress and adapt treatment and wellness plans as required

- Assist in the development of culturally appropriate wellness programs and materials for community members
- Use Traditional Land-Based activities to promote sober lifestyles for individuals, families and community
- Respond to clients with cultural responsiveness and refer clients to recognized and approved Indigenous Traditional service providers when requested
- Support traditional healing practices by encouraging clients to participate in community-based wellness programs with traditional healers or other health team members
- Develop and implement culturally appropriate counseling and intervention programs and relapse prevention programs for those returning from treatment and recovery centres
- Develop and facilitate an age-appropriate addictions teaching program, including substance abuse awareness initiatives in community
- Develop educational materials and provide alcohol/substance abuse and addictions information services to clients and community members via newsletters, brochures, literature, workshops, videos, internet, etc.
- Prepare and distribute all correspondence related to the program to clients, community members and other key stakeholders
- Promote positive lifestyle choices and prevention of alcohol/substance abuse addictions by utilizing various program initiatives
- Serve as a positive role model by practicing personal wellness and encouraging drug and alcohol-free living
- Maintain and model appropriate personal and professional boundaries with clients
- Promote community health development through the provision of education and the awareness of the effects of drugs and alcohol
- Create and distribute educational materials to clients, target groups and to the community
- Facilitate educational workshops on various topics including identifying, understanding and overcoming substance abuse, the effects of prescription drugs, fetal alcohol awareness, and gambling addiction
- Support and participate in community health promotion activities
- Organize social and spiritual, drug-free activities for National Addictions Awareness Week
- Create and maintain a secure filing system for all confidential client information/assessments and treatment plans in accordance with PIPEDA and other applicable privacy regulations
- Maintain strict confidentiality at all times
- Ensure services are provided in a professional and timely manner
- Develop and maintain solid working relationships with local mental health agencies, doctors, and healthcare professionals
- Participate in case management meetings and provide a continuous flow of information to appropriate care team providers
- Advocate for needs of clients and provide family and social support where needed
- Work collaboratively with HIFN Health and Family Services teams to coordinate required services or to resolve emergency issues in crisis situations
- Work with the community nurses in the delivery and administration of the methadone program
- Liaise and collaborate with external agencies, organizations and community partners to expedite client care when required
- Complete and maintain accurate statistical and narrative reports on a monthly, quarterly and/or annual basis as required
- Seek and apply for program funding through various external government agencies and program sponsors
- Oversee annual NNADAP budget and monitor monthly expenses
- Assist with the completion and submission of year-end and other various department reports to applicable funding providers including Ministries, Governments, and other health service providers in a timely manner as required
- Prepare and facilitate the annual workplan for all NNADAP programming
- Adhere to all HIFN policies and procedures
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required

- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Health Director, Director of Finance/Administration, or Chief and Council

## **QUALIFICATIONS**

- Post-secondary degree or diploma in Social Work, Native Human Services, Indigenous Wellness and Addictions, Alcohol and Drug Counselling or Psychology or related field
- Minimum of 2 years experience in addictions and/or counselling, preferably within First Nations' communities
- NNADAP certification preferred
- Certification in the field of addictions (e.g. CACII, ICADC) preferred
- Completion of ASIST training and Crisis Intervention training an asset
- GAIN training certification a strong asset
- An understanding of crisis management and the ability to deal with life threatening situations including the prevention of self harm
- Previous experience working with adults experiencing trauma, emotional and psychological challenges and other mental health issues an asset
- Current Mental Health First Aid Certification an asset
- Current First Aid and CPR Level C preferred
- Able to provide a satisfactory Criminal Record Check (CPIC) including a Vulnerable Sector screening
- Valid Class G driver's license with access to a reliable, insured vehicle
- Thorough knowledge of various casework and counselling techniques
- Knowledge of FASD and how to provide support for adults who are impacted by FASD
- Knowledge of and respect for Anishinabek culture, history, teachings, language, traditions, values and beliefs is of critical importance
- Knowledge and understanding of inter-generational trauma and the factors and issues impacting and influencing indigenous communities
- An understanding of the impact of addictions and trauma on the family system
- Have knowledge of and willingness to actively support traditional healing practices
- Highly professional and dependable
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong mediation and negotiation skills
- Strong de-escalation, conflict resolution and problem-solving skills
- Excellent time-management and organization skills
- Have strong morals and ethics, along with a commitment to privacy
- Be a good role model
- High level of sound and independent judgement and reasoning skills
- An ability to work collaboratively with the HIFN Health and Family Services teams to provide full-circle client support where needed
- Must also be able to work independently and with little supervision; must be self-directed
- Proficient with Microsoft Office programs including Word, Excel, Outlook and Power Point and the use of general office equipment
- Ability to work variable 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**

\$23/hr - \$42/hr

**START DATE**

June 9, 2026

**APPLICATION DEADLINE**

May 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](mailto:recruitment@henveyinlet.com)

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

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# STATISTIC CANADA IS LOOKING FOR RECRUITS



**FOR MAY 12, 2026**

**STATISTICS CANADA IS LOOKING TO HIRE ENUMERATORS TO GO DOOR - TO - DOOR IN THE COMMUNITY TO COLLECT 2026 CENSUS QUESTIONNAIRES.**

- Must be +18yrs old
- 12 hour work days
- Pay is \$25.37/ hr
- Applicants have the potential to travel to other First Nations

Interested applicants can apply at:

**[census.gc.ca/jobs](https://census.gc.ca/jobs)**



# WE'RE HIRING!

## Water First Environmental Water Intern

**Paid 15-Month Internship | Start Date: July 6, 2026**

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### About the Program

Gain hands-on experience and technical training in **water and fish resource management** through the Water First Environmental Water Internship Program.

- ✓ Paid training opportunity
- ✓ Learn environmental monitoring skills and earn technical certifications for your resume
- ✓ Work in your community Lands & Resource office
- ✓ Combine in-person training, online learning & field experience

### Who Can Apply?

Applicants must:

- Be a First Nations individual who qualifies for funding through Gezhtoojig Employment and Training.
- Have a High School Diploma or CAEC (GED equivalent)
- Be available for the full 15-month program
- Be willing to travel within the region (Sudbury, North Bay, Parry Sound)

### Work placements are available in these participating Communities:

Dokis • Henvey Inlet • Magnetawan • Nipissing • Shawanaga • Temagami • Wasauksing

*\*An intern does not have to be a member of these communities to participate.*

### What You'll Do

- Participate in training workshops & online learning
- Gain hands-on experience in environmental monitoring
- Work with your community Lands & Resource team
- Complete certifications in Water Quality, Environmental Data, and Fish Conservation
- Participate in a youth outreach activity
- Complete a local water project & learn to present your findings
- Build a professional portfolio

## Work Environment





- Community-based placement
- Outdoor and office work
- Travel required (week-long trips around Sudbury, North Bay, Parry Sound – approx. 12 weeks total throughout the program)

## Assets (Not Required)

- ✓ Driver's License and access to a reliable vehicle
- ✓ Outdoor or environmental experience
- ✓ First Aid/CPR
- ✓ Boating certification


- **Intern Supports** Funds are available for childcare while traveling for workshops
- A laptop is provided, which you can keep after graduation
- Join Water First's Alumni network for career support after graduation

## Why Apply?

-  Build valuable skills
  -  Protect water in your community
  -  Earn recognized certifications
  -  Grow your career in environmental work
- 

## Apply Now!

 **Email:** [Ashley.zelionka@wbafn.com](mailto:Ashley.zelionka@wbafn.com)

 **Deadline:** May 15<sup>th</sup>, 2026





Indigenous Services  
Canada



# TREATY ANNUITY PAYMENT

• **THURSDAY MAY 28, 2026** •

**2:30 PM TO  
4:30PM**

**HENVEY HEALTH CENTRE  
BOARDROOM**

**REMINDER:**

- BRING YOUR STATUS CARD OR OTHER ID FOR YOURSELF
- MUST HAVE ID FOR YOUR CHILDREN OR SPOUSE
- NO THIRD PARTY PICK-UPS
- THIRD PARTY NOTES ARE NOT ACCEPTED

Indigenous Services  
CanadaServices aux  
Autochtones Canada

April 7, 2026

Henvey Inlet First Nation  
295 PICKEREL RIVER RD  
Pickeral, ON P0G 1J0

**Re: 2026 Treaty Annuity Payment Event**

Dear Chief and Council,

Indigenous Services Canada (ISC) remains committed to honouring the Crown's ongoing treaty obligations by delivering the annual treaty annuities as defined in historic treaties. The ISC Ontario Region Treaty Team looks forward to continuing these in-person Treaty Annuity Payment Events in 2026. We are reaching out to seek your interest in hosting a Treaty Annuity Payment Event in your community for the upcoming year.

**The proposed date and time for the in-person Treaty Annuity Payment Event in your community is as follows:**

**May 28, 2026  
2:30 PM TO 4:30 PM EST**

Entitled individuals who cannot attend an in-person event, can collect their treaty annuity payment at any time by submitting a completed "Treaty Annuity Payment Request" form found online at, <https://www.canada.ca/en/indigenous-services-canada.html>.

Please send an email to [evenements.traites.on.treaty.events@sac-isc.gc.ca](mailto:evenements.traites.on.treaty.events@sac-isc.gc.ca) or call (343) 991-2055 to confirm your preference and provide a community contact for treaty annuity payments by **April 15, 2026**. This will allow us to work with your community to plan and answer any questions you may have.

We look forward to hearing from you.

Sincerely,

Lisa Westaway, Director General  
Regional Delivery Sector, Ontario Region





## 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:** May 1, 2026

**Subject:** Information relating to Ontario Works

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## 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

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.

**Flyers for food bank distribution will be posted at the band office and the health centre.**



## 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

### 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.

# MAY 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	2
	May 8, not in the office. May 15, not in the office. May 26, not in the office. May 27, not in the office.				Office Hours 8:30 AM to 12:00 PM	
3	4	5	6	7	8	9
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM <b>Food Bank Bingo 5:30 PM</b>	Office Hours 8:30 AM to 4:30 PM	<b>Not in the office!</b>	
10	11	12	13	14	15	16
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM <b>Food Bank Bingo 5:30 PM</b>	Office Hours 8:30 AM to 4:30 PM <b>Food Bank! 11 AM-12 PM</b>	<b>REMINDER</b> <b>Last Day to Submit Income Statement without a delay.</b>	
17	18	19	20	21	22	23
	<b>Office Closed!</b>	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM <b>Food Bank Bingo 5:30 PM</b>	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	<b>HIFN Loonie</b> 
24	25	26	27	28	29	30
	Office Hours 8:30 AM to 4:30 PM	<b>Regional Meeting</b>	<b>Regional Meeting</b>	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	

# FOOD BANK



**Wednesday, May 6, 13, 20, 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, May 27, 2025**

**Wagamake Learning Centre**

**Doors open at 5:30 PM**

**Bingo starts at 6:00 PM**



**Toonie Pot**

**Henvey Inlet Ontario Works**

HIFN OW will be hosting an

# ODSP CLINIC

APPLY FOR ODSP & ASK QUESTIONS

What are the eligibility requirements to apply for ODSP? Update your file, ask questions, and receive information about your Hydro & Propane Bills and other services ODSP offers.



**DATE: JUNE 23, 2026**

**TIME: 10:30 AM- 3:00 PM**

**PLACE: Lands Office  
368 Pickerel River Rd.**



Call 705-857-2331 ext. 222 for more info.

**Henvey Inlet First Nation  
Food Bank 2026**

# **HENVEY INLET FOOD BANK 50/50 RAFFLE FUNDRAISER**

**50/50  
TICKETS**

Tickets can be purchased from the ticket sellers Lisa Contin & Doris Contin @ the Bandoffice or Brenda Contin @ the Health Centre.

**TICKET SALES BEGIN  
MAY 11, 2026**

**DRAW: HIFN POW WOW  
JUNE 7, 2026**

**1 TICKET FOR \$2.00  
OR  
3 TICKETS FOR \$5.00**

Buy some tickets, support the Henvey Inlet food bank and get a chance to win 50% of the winnings, and 50% of the proceeds will go towards the Henvey Inlet Food Bank. Miigwech for your support!

For more info. Please contact the Ontario Works Administrator - Lisa Contin @ 705-847-2331 ext. 222 or Cell 705-774-8714

FROM THE LANDS OFFICE



# SPRING COMMUNITY CLEAN-UP & LARGE ITEM PICK-UP DAY FRIDAY MAY 15 9 AM TO 12 PM

Everyone (including HIFN staff) please help clean up the rez.

**IF YOU MISS OUT ON GETTING RID OF YOUR LARGE ITEMS YOU CAN STILL  
GET THE BIG STUFF OUT FOR ANOTHER DAY.**

## Rules for participating in Clean-up Day

- 1) Up to 5 garbage collectors on each team
- 2) Everyone that signs up must work at garbage pick-up for most of the morning to qualify for a gift card for the most bags collected
- 3) Sign-up sheet is posted at the Band Office or you may also be at the old Fire Hall at 9 am to sign up to join a team or be your own team
- 4) **So please be at the Fire Hall at 9 am** to get your assigned number, garbage bags, gloves, and stickers/markers
- 5) Each team gets stickers/markers for identifying the Team Number on each filled garbage bag
- 6) Only the garbage bags provided by the Lands Office will be counted, so please remember to put your team number on the bags
- 7) If possible, move any large items to the side of a nearby road for pick-up
- 8) Each team's garbage bags will be counted starting at 11:30 am or as soon as each team is done picking up garbage

**PRIZES: Teams coming in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> for most bags will get gift cards of \$100 (1<sup>st</sup>), \$75 (2<sup>nd</sup>) and \$50 (3<sup>rd</sup>). Remaining participants will get other \$25 gift cards.**

**LUNCH (HAMBURGERS, HOT DOGS, SALAD, BEVERAGES) SERVED  
AT NOON.**

## Henvey Inlet First Nation – Housing Department

### Tenant Newsletter Notice

Date: April 28, 2026

### Quarterly Housing Inspections – May 1st to May 31st, 2026

The Housing Department would like to inform all HIFN Tenants that the **1st round of Quarterly Housing Inspections** will be taking place **between May 1st and May 31st, 2026**, during the hours of:

**8:30 AM – 4:30 PM**

These inspections are an important part of ensuring that all homes remain safe, functional, and well-maintained for our community. Inspections will be carried out by:

- **Housing Department staff**
- **One Housing Advisory Committee (HAC) member**
- **One representative from the HIFN Fire Department**

### Advance Notice

Tenants will receive **24 hours or more notice** prior to their scheduled inspection date. Notices will be delivered directly to each household.

### Tenant Preparation

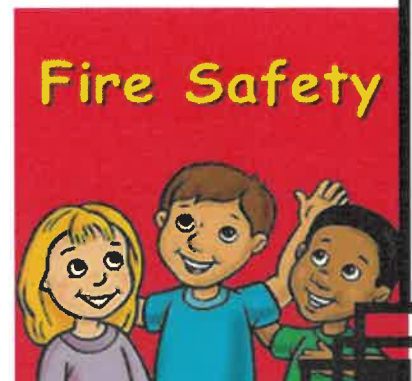
To support a smooth and efficient inspection, tenants are kindly asked to ensure the following:

- **Pets are secured** for the safety of both the inspection team and the animals.
- **Access ways to basements, crawlspaces, utility areas, and attic entries are clear, unobstructed, and free of clutter.**
- Any items that may block access to mechanical systems, electrical panels, or plumbing areas should be moved beforehand.

These steps help the inspection team complete their work safely and allow us to identify maintenance needs early, protecting your home and supporting long-term housing quality for the community.

If you have any questions or concerns, please contact the **Housing Department** at your convenience.

**Miigwech** for your cooperation and for helping us maintain safe, healthy homes for all HIFN members.



# Elder Accessibility Renovations – Call for Requests

Housing Department	(705) 857-2331 Ext. 223	Housing@henveyinlet.com
--------------------	-------------------------	-------------------------

The Housing Department is gathering information from **Elders living on-reserve** who may require **accessible home modifications** to support safe mobility.

---

Members who require any of the following accessibility upgrades are asked to submit a **written letter** addressed to the **HIFN Housing Department**:

- Wheelchair or walker-friendly ramps
- Widened doorways for mobility devices
- Accessible bathrooms, including roll-in showers
- Grab bars or handrails
- Mobility-friendly layouts or other disability-related modifications

Your letter should briefly describe the **specific accessibility needs** required. This information will help the Housing Department assess community needs and plan for upcoming accessibility funding opportunities.

Letters may be dropped off at the Housing Office or emailed to the Housing Department.

Respectfully,

Shane Contin, Housing & Finance Assistant



# Oil, Electric, or Wood Furnace Users – Expression of Interest for Propane Conversion

Housing Department	(705) 857-2331 Ext. 223	Housing@henveyinlet.com
--------------------	-------------------------	-------------------------

The Housing Department is gathering names of **on-reserve HIFN Members** who currently heat their homes with **oil, electric, or wood furnaces** and are interested in **converting to a propane heating system**.

Members who wish to be considered for future propane conversion opportunities are asked to **contact the Housing Department** and submit a **request for propane conversion**. This will help us assess community interest, explore funding options, and plan coordinated service upgrades.

## Why Consider Switching to Propane?

Propane offers several advantages over traditional oil, electric, and wood-burning systems:

- **Higher efficiency** — Propane furnaces typically operate at 90–98% efficiency, reducing wasted energy.
- **Lower operating costs** — Propane can be more cost-effective than oil or electric heat, especially during colder months.
- **Cleaner and safer** — Propane burns cleanly, producing fewer particulates than wood and fewer contaminants than oil.
- **Reliable performance** — Propane furnaces heat faster and maintain consistent indoor temperatures.
- **Reduced maintenance** — Propane systems generally require less frequent servicing compared to oil or wood systems.

## Environmental Benefits

Switching to propane also supports **environmental stewardship** and aligns with long-term sustainability goals:

- **Lower greenhouse gas emissions** compared to oil and wood heating.
- **Reduced particulate matter**, improving indoor and outdoor air quality.
- **Cleaner combustion**, resulting in fewer pollutants released into the environment.
- **Supports climate-friendly energy transitions** within the community.

Propane is recognized as a **low-carbon, clean-burning fuel**, making it a strong option for households looking to reduce their environmental footprint.

## How to Submit Your Request


Members interested in propane conversion are encouraged to contact the **HIFN Housing Department** by phone, email, or in person to place their name on the interest list.

## **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](tel:519-591-2740)

Or visit the Henvey Inlet Fire Department

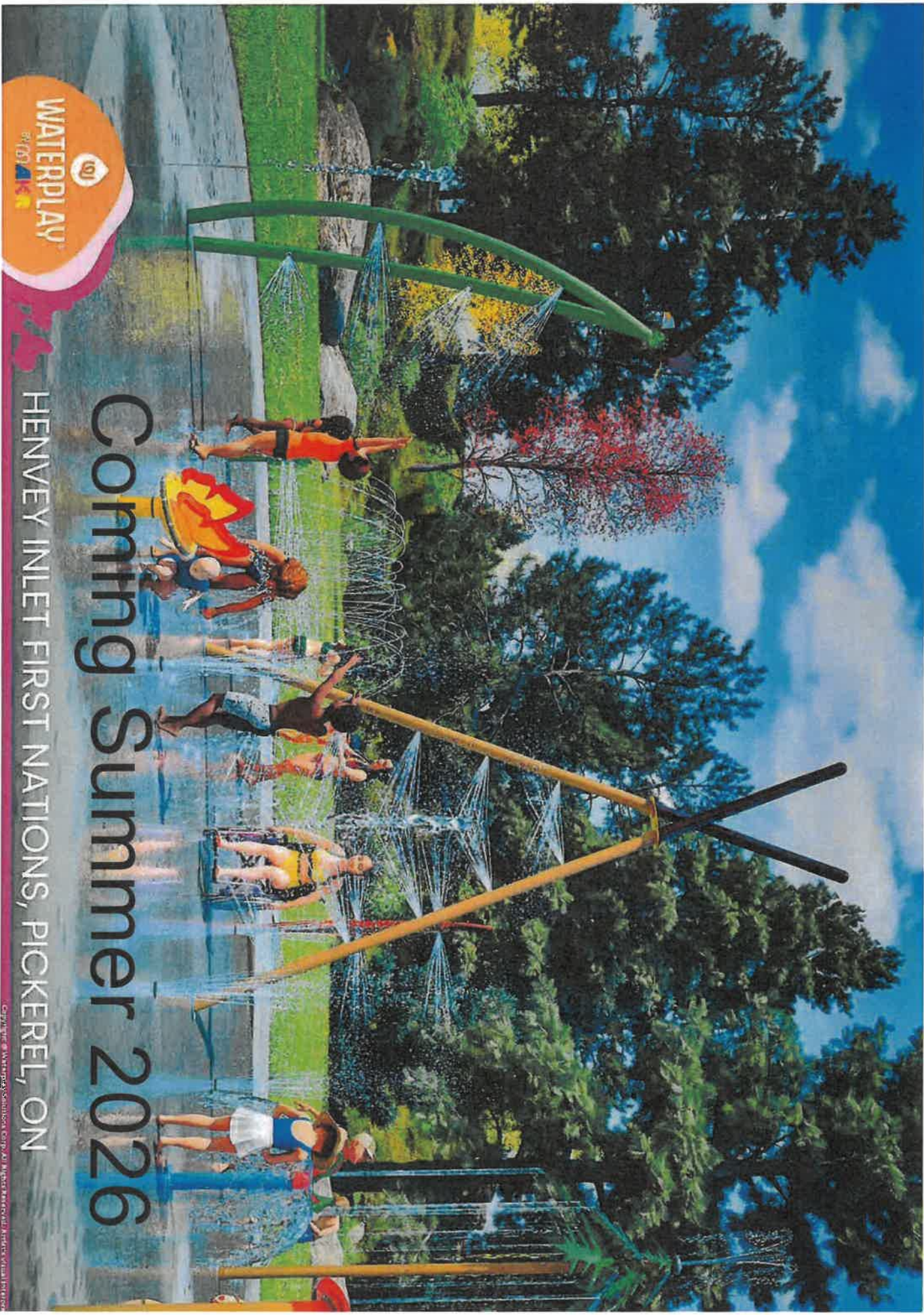
 Monday to Friday | 9:00 AM – 4:00 PM

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.



# Coming Summer 2026

HENVEY INLET FIRST NATIONS, PICKEREL, ON

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# CALLING ALL YOUTH!!

LOOKING TO SEE IF ANY YOUTH  
AGES 14-18 YEARS OF AGE  
WOULD BE INTERESTED TO  
ATTEND A WHITE WATER  
RAFTING TRIP?!



To experience the real-world power  
of moving water that generates  
clean electricity called  
Hydroelectricity

If interested, Please call Eileen  
Morin to add name to  
interested list or for more  
information!



705-857-2331



Adventure Raft &  
Resort Package

# COMMUNITY AWARENESS

## HUMAN TRAFFICKING AND COMMUNITY SAFETY

May 13, 2026

Save

The Date



ARTIST PERMISSION  
ISAAC MURDOCH

### GUEST SPEAKER

SUZANNE SMOKE,  
MUSKOKA PARRY SOUND SEXUAL  
ASSAULT SERVICES

HOSTED BY:

B'SAANIBAMAADSIWIN INDIGENOUS MENTAL HEALTH AND  
ADDICTIONS AND WEST PARRY SOUND ONTARIO HEALTH TEAM  
PARRY SOUND, ONTARIO  
705 746 2512

CONTACT: LAUREN PAWIS  
LPAWIS@CMHAMPS.ON



Canadian Mental  
Health Association  
Muskoka - Parry Sound

Addictions and  
Mental Health Services





# PICKEREL CONTRACTING LTD

## Exciting News: We're Moving!

New Chapter Begins March 1, 2026 – Find Us at 14 Sandpit Road, Pickerel, ON P0G 1J0

Dear Valued Partners and Friends,

We're thrilled to announce that our office is relocating! Starting March 1, 2026, you'll find us in a vibrant new space designed to better serve you. Please update your records with our new address below and join us as we embark on this exciting journey together.

 **Our New Headquarters, effective March 1, 2026:**

14 Sandpit Road, Office 1

Pickerel, ON P0G 1J0

 **Office Phone:** 705-857-2477

 **Email:** [pcl@henveyinlet.com](mailto:pcl@henveyinlet.com)

If you have any questions or need more information about our move, please don't hesitate to call or email us.

We look forward to greeting you at our new office and continuing to grow Pickerel Contracting Limited together!

Thank you for being an important part of our journey. Here's to new beginnings!

With excitement,

The Management Team 

295 Pickerel River Road  
Pickerel, ON P0G 1J0  
[pcl@henveyinlet.com](mailto:pcl@henveyinlet.com)  
705-857-2331 x. 228



**EKO-  
NIIZHING**



# **GEKINOOMAAGEJIG CAMP 2026**

- 2 Week Language Camp for Educators & Language Workers
- Participants stay on site at Canadore College campus
- Explore Anishinaabemowin grammar fundamentals
- 1 week of immersion experience

**JULY 6-17TH 2026  
NORTH BAY, ON**

**SIGN UP TODAY!**

[nsp.lol/summerpd](https://nsp.lol/summerpd)





# May

## Band Reps. Programming

*\*\* Non-Working band member participants will have priority for workshop sign-ups before working band member participants \*\**



### Band Representative On-Call Schedule

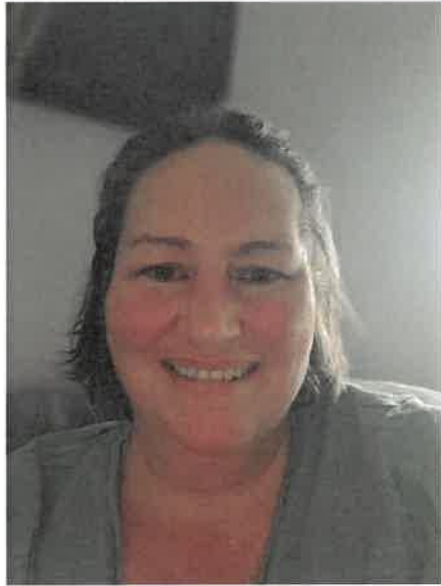
<b>Staff Member</b>	<b>Start Date</b>	<b>End Date</b>
Kara Newton	2026-04-27 16:30	2026-05-04 8:30
Kerri Campbell & Dale Xilon	2026-05-04 16:30	2026-05-11 8:30
Eric Martin	2026-05-11 16:30	2026-05-18 16:30
McKenzie Garon	2026-05-18 16:30	2026-05-25 8:30
Kara Newton	2026-05-25 16:30	2026-06-01 8:30
Kerri Campbell	2026-06-01 16:30	2026-06-15 8:30
McKenzie Garon	2026-06-15 16:30	2026-06-22 16:30
Kara Newton	2026-06-22 16:30	2026-06-29 8:30
Eric Martin	2026-06-29 16:30	2026-07-06 8:30

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

Holidays are all day; until 4:30 for Mondays.

<b>Contact Numbers:</b>	
Kerri	(705) 921-5202
Kara	(705) 921-5205
Eric	(705) 690-6829
McKenzie	(705) 690-1015

**\* 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 \***



Hello,

My name is Dale Xilon, I am happy to be working with and for the community members of Henvey Inlet First Nation. As a member here I look forward to getting to know the community and learning more cultural teachings. I bring with me over 17years of experience working in an indigenous organization working with families and supporting children.

I am a mom of 2 and grandmother of 2 as well, family is very important to me and my husband of over 20 years and we try or best to be active and involved in their lives as much as possible. In my spare time we like to hunt, fish and karaoke, I don't claim to be good at any of these things but I enjoy them!



**MMIWG2S+**

Contact Erin @  
705-857-1963 to  
sign up

# Beading Workshop

**May 5 @ Health Centre**

**Boardroom @ 10 am**

Limit of 8 participants

Non-working Band Members have priority



# Happy Mother's Day

May 7, 2026 @ 10 am start  
Health Centre Boardroom

Limit of 12 participants  
Non-working Band Members have priority

Medium Jay Lane will be back in  
Community for am

Contact Erin @ 705-857-1963 to sign up

# Anishinaabek Wiidosendiwak FAQ Sheet



## Q: What is Anishinaabek Wiidosendiwak?

- A:**
- Anishinaabek Wiidosendiwak is the child and family wellbeing Law being developed by Henvey Inlet First Nation (HIFN)
  - The Law will guide how HIFN cares for and supports our children, youth, and families.
  - The Law will bring child and family services back in the hands of HIFN and replace services currently provided through Nijjaansinaanik and the provincial government.
  - The Law will be based on Anishinaabe values, HIFN traditions and what the HIFN community says is important.

## Q: What is Anshinaabek Wiidosendiwak Child and Family Wellbeing?

- A:**
- Anishinaabek Wiidosendiwak Child and Family Wellbeing will be the community organization that supports HIFN children and families.
  - It will provide community-based services and supports for children and caregivers.
  - The Band Representative Program will become this new organization.

## Q: What will happen to Nijjaansinaanik Child and Family Services?

- A:**
- HIFN will no longer rely on Nijjaansinaanik Child and Family Services to support its children and families.
  - Anishinaabek Wiidosendiwak Child and Family Wellbeing will support HIFN families.

## Q: Will Children's Aid Societies and the provincial government be involved?

- A:** No, this work is about HIFN building its own services and programs to support HIFN children and families on- and off-reserve.

## Q: Why is HIFN creating Anishinaabek Wiidosendiwak?

- A:**
- HIFN wants a child and family support system that is designed by the community and reflects Anishinaabe values.
  - For many years, outside systems made decisions about First Nations children. Anishinaabek Wiidosendiwak allows HIFN to:
    - Make its own decisions
    - Focus on prevention and supporting families earlier
    - Keep children connected to their culture and community
    - Provide services that work specifically for HIFN families

## Q: Who is creating the Law?

- A:**
- The HIFN community is creating the Law. Your voice helps decide what the Law and organization will look like.
  - Community members are helping shape the law by sharing their ideas, knowledge, and experiences.

## Q: Why is this work important?

- A:**
- For many years, outside systems made decisions about First Nations children. This has led to:
    - Children being removed from families
    - Loss of culture and language
    - Families not getting the support they need
  - Creating our own Law means HIFN can decide what is best for our children and families.

## Q: How can I be involved?

- A:**
- The Law should reflect what the HIFN community believes is best for our children and this is why we need to hear from community members.
  - You can get involved by:
    - Attending community engagement sessions
    - Sharing your ideas and experiences
    - Talking with the project team
    - Providing feedback on drafts of the Law

## Quick Facts

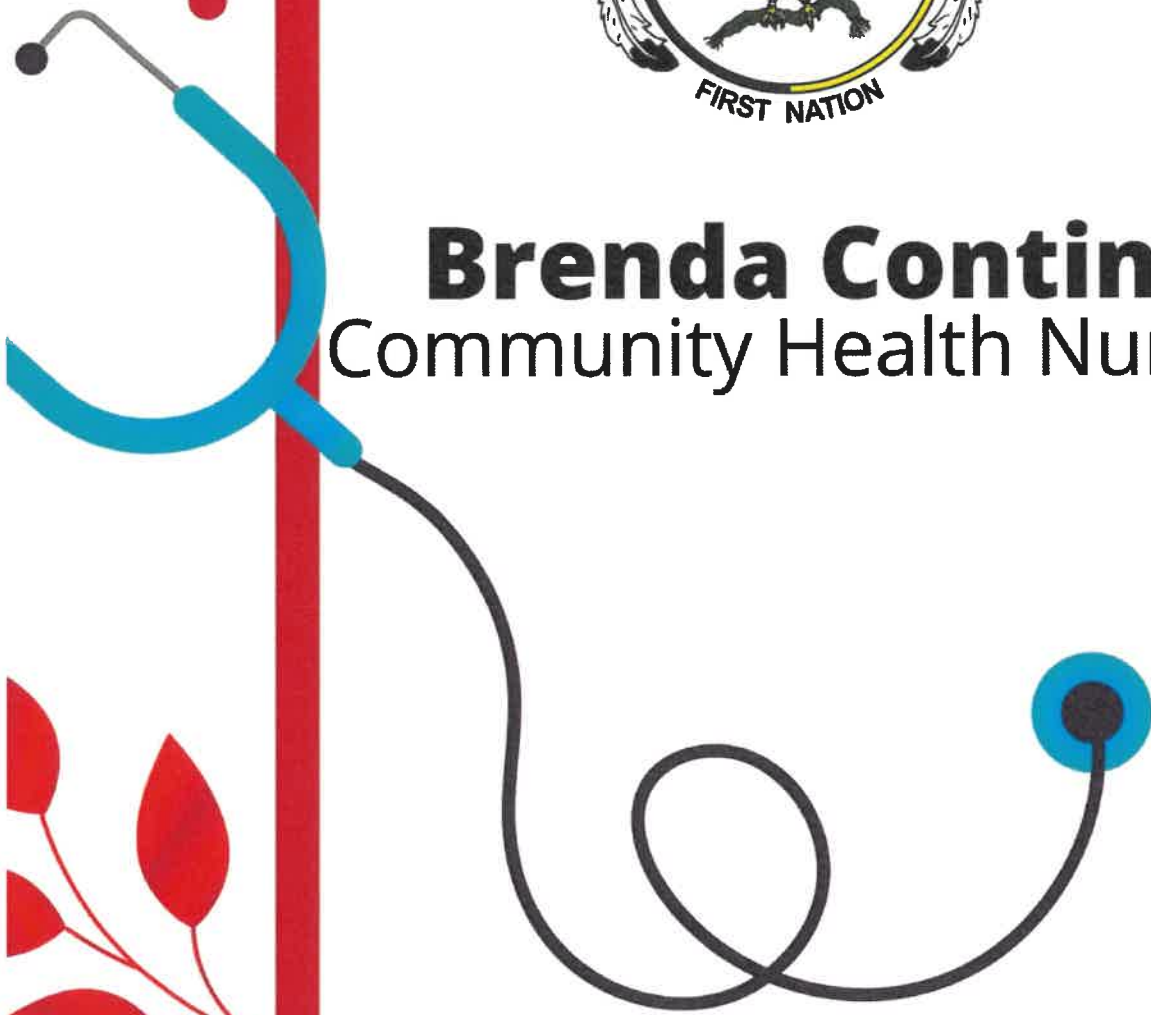
- Anishinaabek Wiidosendiwak means *"the people walking together"* to support children and families.
- The Law is being developed by HIFN for HIFN.
- The community decides what the Law will look like.
- The provincial government is not involved in writing the Law and will not be involved once the Law is passed.
- The goal is to support families and keep children connected to culture and community.
- Community voices are essential to building this Law.

For more information, please reach out to [ashley.hodgson@henveyinlet.com](mailto:ashley.hodgson@henveyinlet.com) or visit our website:

[www.awcfw.ca](http://www.awcfw.ca)



**Brenda Contin**  
Community Health Nurse



Brenda Contin, CHN

# May 2026

S	Mon	Tue	Wed	Thu	Fri
					1 OFFICE
4 OFFICE	5 OFFICE	6 HM Interviews/OFFICE	7 OFFICE	8 OFFICE/RHT MTG	
11 OFFICE	12 OFFICE	13 HEALTH & SAFETY TRAINING	14 HEALTH & SAFETY TRAINING	15 Community Clean up	
18 OFFICES CLOSED	19 OFFICE	20 OFFICE	21 OFFICE	22 OFFICE	
25 NOT IN	26 OFFICE	27 OFFICE	28 SKHC BOARD MTG PM	29	

# HENVEY METHADONE CLINIC



**Will not be re-opening due  
to unforeseen  
circumstances!**

**If you have any questions, feel free to contact:**

**Brenda Contin**

**Clinic Phone: (705) 857- 1221**

**E-Mail: [brenda.contin@henveymedicalcentre.com](mailto:brenda.contin@henveymedicalcentre.com)**



# FOOT CARE



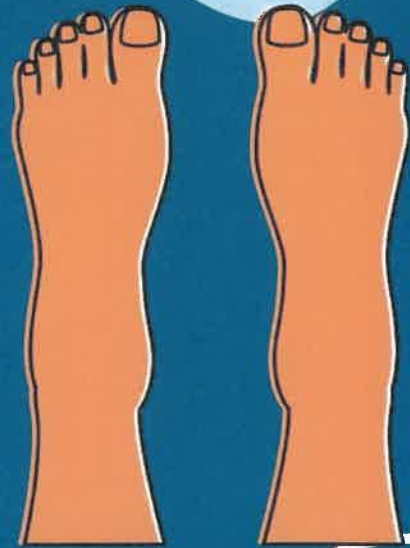
For Elders & Diabetics

**Wednesday**

**May 6, 2026**

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

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



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

# Non-Insured Health Benefits Updates

April 2026

## Pharmacy benefit information

### NIHB Drug Benefit List

- The NIHB Drug Benefit List provides up-to-date information on medications and health products that are eligible for coverage under NIHB's pharmacy benefit
- Clients, pharmacists and prescribers can search for specific medications and products by using the online [Drug Benefit List](#), located on the Express Scripts Canada NIHB website
  - for best results, search medications by 'chemical name,' such as ibuprofen, not Advil, then 'view details' to see the listing status and criteria for each product
- The complete [Drug Benefit List](#) is also available as a PDF file, now located on the Express Scripts Canada NIHB website
  - click 'Download Drug Benefit List' to access the PDF
- The NIHB Drug Benefit List is updated regularly as new medications and products are added for coverage

### New pharmacy benefit listings

Refer to the [Drug Benefit List](#) to find all eligible products and criteria for coverage.

The following medications and products are now covered as open benefits without prior approval:

- **Xarelto oral suspension (rivaroxaban)** for the treatment and prevention of blood clots
- **Noyada (captopril)** for the treatment of certain heart conditions, like high blood pressure and heart failure
- **Ferinject (ferric carboxymaltose)** for the treatment of iron deficiency anemia

The following listings are covered as limited use benefits with prior approval:

- **Aflivu (aflibercept)** for the treatment of some macular degeneration and diabetic eye disease
- **Leqvio (inclisiran)** for the treatment of adults with an inherited genetic disorder that causes very high cholesterol
- **Balversa (erdafitinib)** for the treatment of bladder cancer in adult patients

- **Rezurock (belumosudil)** for the treatment of patients 12 years and older with chronic graft-versus-host disease (cGvHD), a rare complication associated with stem cell transplants
- **Crysvita (burosumab)** for the treatment of X-linked hypophosphatemia (XLH), a condition affecting the bones and teeth, in adults
- **Rystiggo (rozanolixizumab)** and **Zilbrysq (zilucoplan)** for the treatment of adult patients with certain types of myasthenia gravis, an autoimmune condition affecting the nerves and muscles
- **Ojjaara (momelotinib)** for the treatment symptoms in adult patients with certain blood cancers
- **Otulf (ustekinumab)** for the treatment of psoriasis, psoriatic arthritis, Crohn's disease, and ulcerative colitis
- **Ayvakyt (avapritinib)** for treatment of adult patients with advanced systemic mastocytosis (AdvSM), a type of cancer affecting the organs
- **Aluminum chloride** for the treatment of focal hyperhidrosis, a skin condition that causes excessive sweating

### Midwives as recommenders of nutrition products

- NIHB covers medically necessary nutrition products, such as infant formula or nutritional supplements. Prior approval is required
- NIHB now accepts recommendations from midwives for eligible nutrition products when prescribing or recommending falls within their provincial or territorial scope of practice
- In addition to midwives, NIHB clients can obtain a prescription or recommendation for nutrition products from a physician, nurse practitioner or dietitian

### Update to the biosimilar transition policy

- Under the NIHB Biosimilar Transition Policy, clients 19 years of age and older who are currently taking certain medications are required to transition to the biosimilar version of their medication in order to maintain coverage
- This policy aligns with other provincial and territorial drug plans, and helps support consistent client access to medications and care
- Clients who are currently taking Actemra or Stelara will have until October 22, 2026 to transition to the biosimilar versions of these medications (tocilizumab and ustekinumab), in order to maintain coverage
- If this change applies to you, please make an appointment to speak with your health care provider.
- Pharmacists and prescribers are well informed about biosimilars and have already helped many people transition to these medications
- Find more details, and the complete list of medications included in the policy, in [section 3.3](#) of the NIHB Pharmacy Benefits Guide
- Consult the Health Canada website for more information on [biosimilar biologic drugs](#)

## Medical supplies and equipment benefit information

### Eligible prescribers and recommenders of medical supplies and equipment

- NIHB requires a prescription or recommendation from a health professional for coverage of medical supplies and equipment benefits
- Benefits may be prescribed or recommended by a diverse range of health professionals within their scope of practice, as appropriate to the type of items or supplies.
- For example,
  - Audiologists can prescribe hearing aids
  - Registered midwives can prescribe benefits for health needs related to pregnancy and postpartum
  - Registered nurses can prescribe a wide range of benefits including many medical surgical supplies and self-care benefits
  - Podiatrists can prescribe most eligible footwear equipment and supplies
- Physicians and nurse practitioners may prescribe in all categories
- For complete information on recognized prescribers and recommenders for all individual types of items or supplies, consult the sub-benefit categories within the [NIHB Medical Supplies and Equipment Guide and Benefit Lists](#)

### Physician assistants as recognized prescribers

- NIHB now accepts physician assistants as eligible prescribers for medical supplies and equipment benefits, within their provincial or territorial scope of practice and the agreement with their supervising physician or clinic
- For more information on prescriber requirements for all benefits, please visit the [NIHB Medical Supplies and Equipment Guide and Benefit Lists](#)

### New coverage of audiology accessories

- NIHB now provides coverage for accessories for cochlear implants, bone anchored hearing systems, and non-implantable bone conduction hearing systems
- These benefits are covered once every 5 years. Prior approval is required
- More information can be found in section [2.4.2 Audiology](#) of the NIHB Medical Supplies and Equipment Guide and Benefit Lists

### New coverage for wound cleansing solution

- NIHB now provides coverage for Polyhexamethylene biguanide (PHMB), a disinfectant wound cleansing solution. Prior approval is required
- More information can be found in section [13.4.18 Wound cleansing supplies](#) of the NIHB Medical Supplies and Equipment Guide and Benefit Lists

## Vision care benefit information


### Residual eyewear coverage

- NIHB clients may apply any unused portion of their eyewear coverage, known as the residual amount, to future eyewear purchases, repairs or replacements within the same frequency period. Residual amounts cannot be applied to eye exams
- For more information, refer to [3.3.1 Residual amount](#) of the NIHB Vision Care Benefits Guide

## General program information

### Reminder: provider billing

- Many health benefit providers are enrolled with NIHB to bill the program directly for eligible benefits provided to NIHB clients
- NIHB recommends that before you receive any item or service, you should speak to your provider's office to confirm that:
  - the provider is enrolled with NIHB and will bill the program directly
  - the item or service is fully covered by NIHB
  - the provider will not charge you any additional fees
- Clients will need to know their NIHB client identification number, and share this with the provider's office so their provider can bill the program for the items or services provided
- If your provider does not bill NIHB directly, you can contact your [NIHB regional office](#), the [Dental Predetermination Centre](#) for dental or orthodontic services, or the [Drug Exception Centre](#) for pharmacy benefits for assistance to find an alternate provider



**CULTURAL  
COORDINATOR**  
**Stan Moses**

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

**PoG 1J0**

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



# Women's Group

W. Gary Martin



**Wednesday May 6, 2026**

**Starts with Lunch at 12:30pm**

Henvey Inlet Health Centre in the  
Health Room

[admin@henveymedicalcentre.com](mailto:admin@henveymedicalcentre.com)

Contact : Stan Moses 705-857-1221



**THURSDAY**  
**MAY 7, 2026**

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# **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**



# Women's Group

W. Gary Martin



**Wednesday May 13, 2026**

**Starts with Lunch at 12:30pm**

Henvey Inlet Health Centre in the  
Health Room

[admin@henveymedicalcentre.com](mailto:admin@henveymedicalcentre.com)

Contact : Stan Moses 705-857-1221



**THURSDAY**  
**MAY 14, 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**

**Coming  
Soon!**



# **SPEAR FISHING OUTTING**

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## **DATE TO BE DETERMINED!**

**KEEP AN EYE OUT FOR DATES FOR A SPEAR  
FISHING OUTTING!!**

**STAN WILL BE GOING TO CHECK WEEKLY TO  
MAKE SURE THE PICKEREL ARE SPAWNING!!**

**THIS WAY WE WILL BE SURE THAT WE WILL BE  
ABLE TO ACTUALLY SPEAR SOME FISH!!**



**FOR MORE INFORMATION  
CONTACT PERSON: STAN MOSES 705-857-1221**

