



September

2026

Newsletter



**OFFICES WILL BE
CLOSED ON WEDNESDAY
SEPTEMBER 30TH
TO OBSERVE THE
NATIONAL DAY FOR
TRUTH &
RECONCILIATION**





**Henvey Inlet
First Nation**

Pickerel, ON P0G 1J0

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

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

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

Chief

M. Wayne McQuabbie

Council

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

MEMORANDUM

To: All Henvey Inlet First Nation Members

From: Samantha Bradley, Human Resources Manager

Date: August 31, 2026

Re: Employment Opportunities

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

- 1) Housing and Finance Assistant – 1 Position
- 2) Administration Manager – 1 Position
- 3) Project Coordinator – 1 Position
- 4) Human Resources Manager – 1 Position
- 5) Prevention Worker – 1 Position
- 6) Medical Secretary – 1 Position

See attached job postings for more information.

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

Miigwetch,

Samantha Bradley, PCP
Human Resources Manager



EMPLOYMENT OPPORTUNITY

HOUSING AND FINANCE ASSISTANT

RE-POST

POSITION SUMMARY

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

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

MAIN RESPONSIBILITIES

The Housing and Finance Assistant will be responsible to:

Housing Support

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

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

Financial Support

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

QUALIFICATIONS

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

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In office

REMUNERATION

\$21/hr - \$43/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY

ADMINISTRATION MANAGER

RE-POST

POSITION SUMMARY

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

Henvey Inlet First Nation offers competitive wages, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Administration Manager will be responsible to:

Administration

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

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

Operations

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

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

Finance

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

QUALIFICATIONS

- Grade 12 diploma **required**; University Degree or College Diploma in Business Administration, Finance, Accounting, or a related field *preferred*
- 3+ years of management experience with direct work experience in an office management/administration setting
- A strong understanding and ability to represent and promote First Nations' cultures, values and history
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Demonstrated ability to manage third-party vendors, contractors, and providers
- Strong financial literacy and budgeting skills and working knowledge of internal controls, business planning and asset management procedures
- Proficiency with Simply Accounting software preferred with the ability to adapt to and learn new software when required
- High level of proficiency with Microsoft Office Suite including Word and Excel

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

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$26/hr - \$47/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PROJECT COORDINATOR

RE-POST

ABOUT THE PROJECT

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

POSITION SUMMARY

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

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

MAIN RESPONSIBILITIES

The Anishinaabek Wiidosendiwak Project Coordinator will be responsible to:

1. Community Engagement

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

2. Communications

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

3. Collaborative Practice

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

4. Administrative

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

5. Quality Management

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

6. Other

- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

Basic Requirements

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

Additional Requirements

Knowledge:

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

Abilities:

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

Suitability:

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

WORK CONDITIONS

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

HOURS OF WORK

Full-Time -- 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

Pending - based on approved funding

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

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Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

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JOB DESCRIPTION

HUMAN RESOURCES MANAGER – MATERNITY LEAVE CONTRACT

RE-POST

POSITION SUMMARY

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

Henvey Inlet First Nation offers competitive wages, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Human Resources Manager will be responsible to:

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

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

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

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

QUALIFICATIONS

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

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

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

\$32/hr - \$55/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PREVENTION WORKER

POSITION SUMMARY

Henvey Inlet First Nation is seeking at full-time **Prevention Worker** to join Anishinaabek Wiidosendiwak. The Prevention Worker reports to the Band Representative Lead and provides prevention and family support services that promote the safety and well-being of Henvey Inlet First Nation (HIFN) children, youth, young adults, and families. The role supports prevention across a continuum of care, including primary (community-centred), secondary (family-centred), and tertiary (individual-centred) prevention, with the goal of reducing risk factors and strengthening protective factors within families and the community.

The Prevention Worker focuses on early intervention, family wellness planning, crisis support, and coordination of wraparound services that help families address challenges and maintain safe, nurturing environments for children. The role supports family preservation, reunification, and kinship or Customary Care approaches wherever possible and helps advance HIFN's approach to child and family wellbeing and supports children remaining connected to their families, community, culture, and identity. This position requires exceptional advocacy and communication skills and strong organization skills.

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

MAIN RESPONSIBILITIES

The Prevention Worker will be responsible to:

Family Support & Prevention

- Provide culturally grounded, strengths-based prevention services that promote the safety, wellbeing, and resilience of HIFN children, youth, young adults, and families.
- Work collaboratively with families to identify strengths, needs, and goals and develop Family Wellness Plans and Plans of Care that support family preservation, safe home environments, and reunification efforts wherever possible.
- Provide home visits, family support, mentoring, and parenting guidance where appropriate.
- Promote Customary Care and kinship care arrangements as preferred options when children cannot remain with their parents.
- Connect families with community supports and services addressing needs such as mental health, addictions, housing, domestic violence, and financial stability.
- Support or facilitate culturally relevant activities, workshops, and programming that promote family wellness, parenting skills, and child development.
- Set-up and decorate event and workshop venues and disassemble and clean-up venues afterwards

Advocacy & System Navigation

- Act as a liaison between HIFN families and child and family services agencies across Ontario and Canada.
- Support families in coordination and navigating services related to housing, mental health, addictions treatment, education, and other social supports.
- Attend case conferences, service planning meetings, and court proceedings as required.
- Ensure the Nation is notified of child welfare involvement concerning HIFN members.
- Promote culturally appropriate, least disruptive approaches that prioritize family preservation and community connection.
- Support compliance with HIFN protocols, *An Act respecting First Nations, Inuit and Métis children, youth and families* (Bill C-92), and applicable provincial legislation such as the Child, Youth and Family Services Act (CYFSA).
- Prepare briefing notes, reports, and Band Council Resolutions (BCRs).

Program Development & Community Engagement

- Support the development and delivery of HIFN prevention programming that reflects community priorities, cultural values, and local needs.
- Assist in planning and delivering community outreach, workshops, education sessions, and awareness initiatives related to child and family wellbeing.
- Support the continued development and strengthening of HIFN's prevention and Band Representative Program and the future Anishinaabek Wiidosendiwak Child and Family Wellbeing Organization.
- Assist in developing intake, screening, and documentation processes and maintain confidential, accurate, and organized case files.
- Participate in training and professional development related to prevention services and Indigenous child and family wellbeing.

Administrative

- Adhere to all HIFN policies and procedures
- Participate in mandatory employee training workshops as required
- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Band Representative Lead, Director of Finance/Administration, or Chief and Council

QUALIFICATIONS

Requirements

- Diploma or degree in Social Work, Child and Youth Care, Indigenous Studies, or a related field (or equivalent combination of education and experience).
- Minimum 2–3 years' experience working with First Nation children, youth, and families.
- Demonstrated knowledge of:
 - Prevention and early intervention approaches in child and family services;
 - Customary Care and kinship care practices;
 - The history and ongoing impacts of child welfare systems on First Nations;
 - Federal legislation including *An Act respecting First Nations, Inuit and Métis children, youth and families*; and
 - Provincial child and family services legislation such as the CYFSA.
- Experience supporting families through service coordination, referrals, and family wellness planning.
- Strong understanding of HIFN community values, culture, and practices.
- Ability to manage multiple case files while meeting timelines and documentation standards.
- Ability to work independently in a fast-paced environment while maintaining strict confidentiality.
- Valid Ontario Class G driver's licence and reliable transportation.
- Clear Vulnerable Sector Check.

Candidates who stand out will have:

- Experience working within prevention and early intervention programming as well as contributing to program development, community outreach, or prevention initiatives.
- Trauma-informed and culturally grounded practical experience.
- Experience supporting families through home visits, family mentoring, or parenting programs.
- Strong advocacy, systems navigation, and service coordination skills.
- Demonstrated ability to build trusting relationships with families, Elders, service providers, and agencies.
- Knowledge of Anishinaabe child wellbeing principles and community-based prevention approaches.
- Commitment to reconciliation and strengthening community-led prevention services.
- Current First Aid and CPR Level C an asset.

WORKING CONDITIONS

The role involves working directly with community members and requires travel within the community for home visits as well as throughout northern Ontario. The role may involve supporting prevention programming in community settings, participating in workshops, outreach activities, and cultural events including community events and ceremonies. Occasional extended hours, including evenings and weekends, may be required. Some administrative work (reports and documentation) will be required. The role requires sensitivity and professionalism when discussing child and family wellbeing.

HOURS OF WORK

Full-Time, 35.5 hrs/week

WORK LOCATION

In-office, some travel within community and throughout Northern Ontario is required

REMUNERATION

\$27/hr-\$40/hr

START DATE

October 5, 2026

APPLICATION DEADLINE

September 10, 2026

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

Henvey Inlet First Nation - Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY

MEDICAL RECEPTIONIST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Medical Receptionist** to join our Administration. The Medical Receptionist reports to the Nurse Practitioner Clinical Lead and is responsible for providing front-line reception and administrative support to Henvey Inlet First Nation's Health Centre. This position supports patient registration, appointment scheduling, Electronic Medical Records (EMR), referrals and daily clinic operations while sustaining culturally safe care. This position requires the highest degree of confidentiality and professionalism, as well as exceptional organizational 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 Medical Receptionist will be responsible to:

- Welcome patients, families and visitors in a professional and culturally safe manner
- Register patients and verify demographics and health card information
- Manage patient flow and notify providers of patient arrivals
- Answer and direct telephone, email and in-person inquiries
- Present a positive and professional image of the organization at all times
- Maintain a clean and welcoming reception area
- Respond to general membership, staff and client inquiries regarding patient intake, clinic operations and business hours where appropriate
- Coordinate provider schedules and clinic room bookings
- Schedule, confirm, reschedule and cancel appointments
- Maintain preventive care recall lists and appointment reminders
- Monitor voicemail and relay messages accurately
- Accurately record and distribute all forms of paper correspondence and mail
- Create and maintain accurate patient records within the EMR
- Scan, upload and appropriately index medical documentation
- Process laboratory reports, consultation reports and medical correspondence
- Route electronic tasks and documentation to the appropriate provider
- Maintain confidentiality in accordance with PHIPA
- Prepare and process referrals and supporting documentation
- Prepare forms for provider completion
- Support daily clinic workflow and visiting providers
- Maintain office supply inventory, re-ordering supplies when needed
- Receive and date stamp all incoming mail, email, faxes, cheques and deliveries
- Prepare outgoing mail for distribution using postage meter machine
- Prepare, post and remove clinic correspondence, forms, letters, notices and memos to building communication boards and website as necessary

- Ensure security of clinic supplies, assets, client information and files
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in quality improvement activities and 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 Nurse Practitioner Clinical Lead, Health Director or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent required
- College diploma in Medical Office Administration, Office Administration – Health Services, Business Administration or a related field is preferred
- Completion of a Medical Terminology course and Medical Office Procedures course is preferred. Candidates who have not completed these courses must be willing to obtain them within the timeframe established by the employer.
- 2+ years of administrative experience in a medical office or healthcare setting is preferred
- Experience using the PSS Electronic Medical Record (EMR) is preferred, but experience with another EMR system is considered an asset
- Experience working within Indigenous communities or Indigenous health organizations is considered a strong asset
- Knowledge and understanding of First Nation Communities and their culture an asset
- Sensitivity to First Nations health and community issues
- Ability to understand and speak Ojibway preferred
- Current satisfactory CPIC
- Current First Aid and CPR Level C an asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle an asset
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Knowledge of PHIPA and confidentiality requirements
- Strong computer and typing skills
- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Strong attention to detail
- Ability to work independently within an interdisciplinary team

WORK CONDITIONS

- Frequent computer use and interactions with patients and staff
- Fast-paced clinical environment with frequent interruptions
- Potential exposure to infectious diseases; PPE required as appropriate

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$24/hr - \$39/hr

START DATE

October 13, 2026

APPLICATION DEADLINE

September 20, 2026

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

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

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



Henvey Inlet First Nation

Pickeral, ON P0G 1J0

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

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

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

Chief

M. Wayne McQuabbie

Council

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

MEMORANDUM

To: Ontario Works Recipients

From: Henvey Inlet Ontario Works (MCCSS)

Date: September 1, 2026

Subject: Information relating to Ontario Works

Income Statements

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

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

Food Bank

Food Bank will reopen on September 3, 2026. If you need food, please contact the Ontario Works Administrator.

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



Henvey Inlet First Nation

Pickeral, ON P0G 1J0

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

Health Centre
354A Pickeral River Road
T 705-857-1221
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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.

SEPTEMBER 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	3	4	5
		Office Hours 8:30 AM to 4:30 PM Food Bank Shopping	Office Hours 8:30 AM to 4:30 PM Food Bank Shopping	Office Hours 8:30 AM to 12:00 PM FOOD BANK DISTRIBUTION!	Office Hours 8:30 AM to 12:00 PM	
6	7	8	9	10	11	12
	OFFICE CLOSED! Labour Day!	RHT Gathering	RHT Gathering	RHT Gathering	Not in Office!	
13	14	15	16	17	18	19
	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 Food Bank Bingo 5:30 PM	OW & Gezhtoojig Medicine Pouch Making 11 am – 2 pm	REMINDER Last Day to Submit Income Statement without a delay.	
20	21	22	23	24	25	26
	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 Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	
27	28	29	30			
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	OFFICE CLOSED! Truth & Reconciliation Day!			

FOOD BANK



**Bingo will be cancelled on the following
date: Wednesday, Sept. 9, 2026**

**Sorry for the inconvenience this may cause.
Bingo will resume on September 16, 2026.**



Toonie Pot
Henvey Inlet Ontario Works

FOOD BANK



Wednesday, September 16, 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. MIIGWECH!!!



From the Education
Department:

BACK TO SCHOOL

FIRST DAY OF SCHOOL

IS TUESDAY

SEPTEMBER 8, 2026!

Wishing all the Students a
Safe, & Fun Academic Year!!



HENVEY INLET ONTARIO WORKS & GEZHTOOJIG PRESENT

**DROP IN & MEET THE
GEZHTOOJIG TEAM**



**DISCOVER PROGRAMS
&
PATHS AVAILABLE**



MEDICINE POUCH MAKING



**GET QUESTIONS ANSWERED
&
LEARN HOW WE CAN HELP**



**FACILITATOR:
JESSICA
PEGAHMAGABOW**

DATE: SEPTEMBER 17, 2026
TIME: 11:00 AM TO 2:00 PM
LOCATION: O&M 2 BUILDING

20 PARTICIPANTS MAX

TO SIGN UP, PLEASE CALL ONTARIO WORKS

705-857-2331 OR 1-705-773-8714

LUNCH WILL BE SERVED



**HENVEY INLET
FIRST NATION**

ANNUAL CHILDREN'S FISHING DERBY



Reel in the Fun!

Join us for a day of fishing,
prizes, and family fun!



DATE
SATURDAY
SEPTEMBER 12,
2026



TIME
8:00 A.M.
– 1:00 P.M.



LOCATION
HIFN LANDING

OPEN TO CHILDREN AGES 1 YEAR TO 17 YEARS OF AGE



**FISHING
COMPETITION**



**PRIZES &
AWARDS**



GIVEAWAYS



**FOOD &
REFRESHMENTS**

All participants
must be
accompanied by a
parent or guardian.

REGISTRATION



REGISTER BY:
SEPTEMBER 1, 2026



HOW TO REGISTER:
HIFN administration office or
email Heidi.kimberly@nigigpower.com

WHAT TO BRING



Sunscreen & Hat

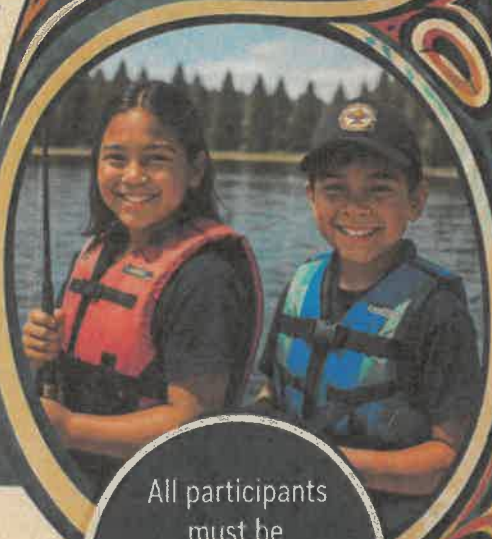
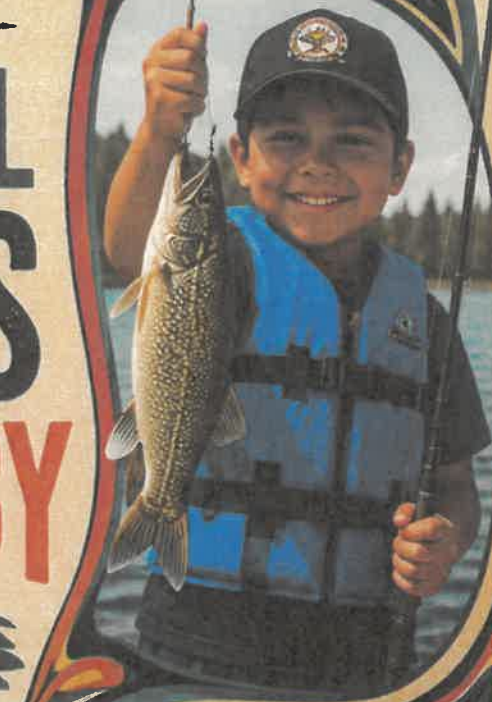


Positive Attitude!

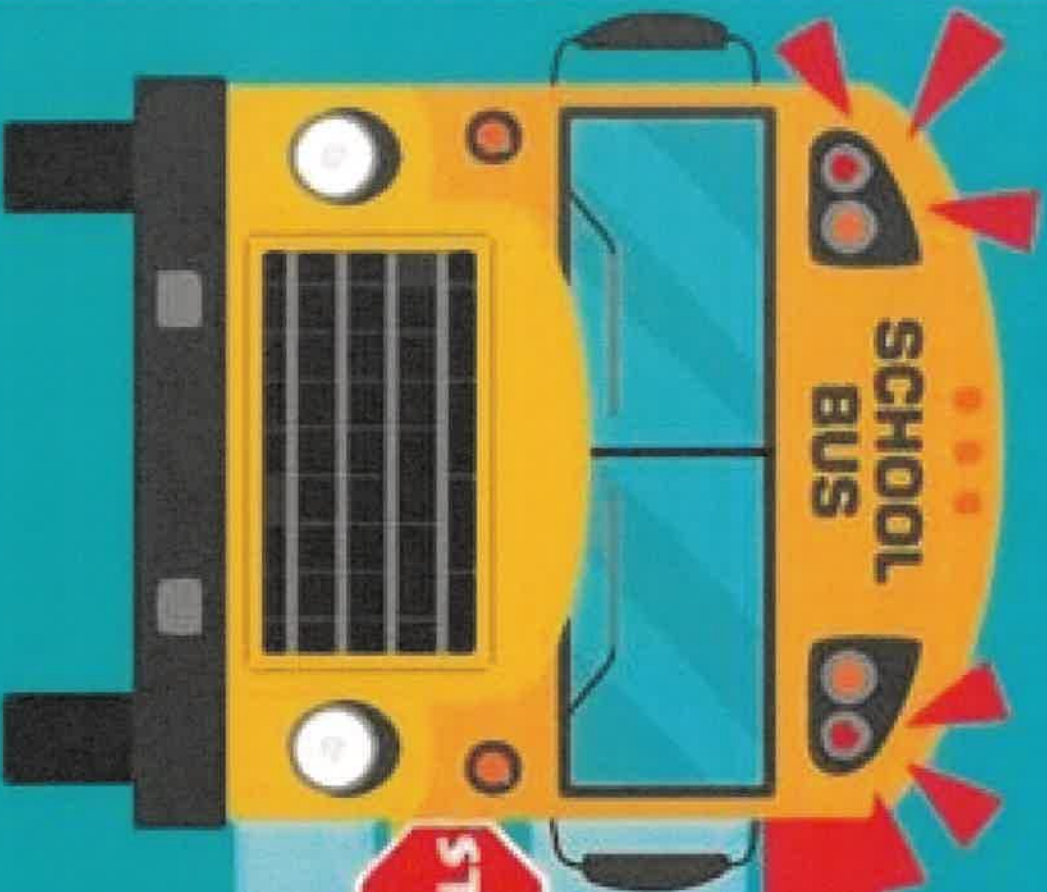
PROUDLY SPONSORED BY

**Henvey
Inlet**

Nigig Power Corporation



School Bus Safety - Know what the lights mean!



RED LIGHTS mean:

ALL DIRECTIONS MUST STOP!

(unless the bus is on the other side of a median
OR on the other side of a 4-lane highway)



YELLOW LIGHTS mean:

Slow down, bus is about to stop!

Violation: Up to \$1,000 & Points

State Code 304.050

Community Notice

Preparing for the Opening of the Health Centre

We are working hard to make sure the Health Centre opens with safe, organized, and reliable services for our community.

Our nursing team is preparing through ongoing education and conferences while also helping with clinic setup. We are also waiting for our Electronic Medical Record (EMR) to be put in place, followed by more staff training on the new system once it arrives.

Clinical Services Are Not Yet Available

At this time, the Nurse Practitioner and nursing staff are not providing walk-in care, medical advice, or home visits.

When a nurse or nurse practitioner assesses a health concern or provides medical advice, we are required to document the care provided and ensure appropriate follow-up. Until we have the proper systems in place to safely manage these responsibilities, we cannot provide medical assessments or advice.

We are also restructuring home care to make sure these services remain accessible and organized while being realistic with the staff and resources available. More information will be shared as this work is completed.

We know things may have been done differently in the past. As we open the new Health Centre, we are setting up a proper system for providing care.

In the Meantime

Please continue to see your current healthcare provider or use walk-in, urgent care, or emergency services when needed.

We appreciate your patience while we prepare the Health Centre to provide safe and dependable care to the community.

Mélanie Morel

Nurse Practitioner, MScN, Clinical Lead



Ed Panamick

Health Director



NEED HELP WITH HOME MAINTENANCE?

Home Maintenance is available for community members 55 years of age and older.

Grass cutting • Yard work • Snow removal
Outside window cleaning • Other home maintenance

CALL THE HEALTH CENTRE

Tell Reception what you need help with. **We will send your request to Home Maintenance.**

You do not need to fill out any forms.

WHAT HAPPENS AFTER YOU CALL?

- 1 The Health Centre sends your request to Home Maintenance.
- 2 Requests are looked at based on how urgent they are.
- 3 When the work is finished, the worker lets the Health Centre know.

WHAT IF NO ONE COMES?

Call the Health Centre and let us know.
We will follow up for you.

Please do not call Home Maintenance directly.
All requests should go through the Health Centre.

HOME SUPPORT SERVICES

Help with things like **cooking, laundry, housekeeping and grocery shopping** is coming soon, but is **not available yet**.

When Home Support Services begin, the process will be the same: **call the Health Centre and tell us what help you need.**

HENVEY INLET HEALTH CENTRE



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



HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

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

Eligible Member Info Submission Deadline	Quarterly Payment Date
QUARTER 1:	
Friday, February 27, 2026	Tuesday, March 31, 2026
QUARTER 2:	
Friday, May 29, 2026	Tuesday, June 30, 2026
QUARTER 3:	
Friday, August 28, 2026	Monday, September 29, 2026
QUARTER 4:	
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, or please contact the Trust Coordinator @ 705-857-2331



HOUSING

WHO TO CALL

FLOW CHART



GENERAL REPAIRS



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



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



GENERAL QUESTIONS



Call the Housing Dept. at
705-857-2331



Email:
housing@henveyinlet.com

WEEKENDS & HOLIDAYS



EMERGENCY ONLY

Examples include:

- Sewage / Pump Outs
- Water
- Hydro
- Heat



FIRE EMERGENCY
PLEASE CALL
911



CALL ON-CALL EMERGENCY NUMBER

ONLY AFTER HOURS &
IF A SERIOUS ISSUE LISTED ABOVE.

BRAD MCQUABBIE
1-226-868-1688



ANIMAL EMERGENCY NUMBERS

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

YOUR ADDRESS:

HOUSING COMMITTEE

LOOKING FOR 3
COMMITTEE MEMBERS



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

FOR MORE INFO



705-857-2331

MEGAN BRADLEY OR
DANNIELLE SHUKSTER



**Henvey Inlet
First Nation**

Pickering, ON P0G 1J0

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

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

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

Chief

M. Wayne McQuabbie

Council

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

MEMORANDUM

To all Henvey Inlet First Nation Members

Fr: Megan Bradley, Housing/ Finance Assistant

Dt: Wednesday, July 22, 2026

Re: Housing Advisory Committee

Dear HIFN members,

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

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

IN order to be eligible for the Housing Committee;

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

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

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



Henvey Inlet First Nation

Pickering, ON P0G 1J0

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Brenda D. Contin

Patrick D. Brennan

Deborah Newton

Stanley K. Moses

Genevieve Solomon-Dubois

Carl Ashawasagai

Bradley McQuabbie

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

Deadline for applying is:

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

Sincerely,

Megan Bradley, Housing / Finance Assistant

Energy Affordability Program

FREE HOME UPGRADES

**LET US HELP YOU
SAVE ON YOUR
ENERGY BILLS**

FREE
insulation upgrades

FREE
replacement
appliances

NEW

FREE
cold climate air
source heat pumps

"With the free upgrades from
this program, I am seeing
improvements in my energy
bills and home comfort."

Linda Daybutch,
Mississauga First Nation

 **ieso**
Connecting Today.
Powering Tomorrow.

**SAVE ON
ENERGY**
POWER WHAT'S NEXT

**2026
Anishinaabek
Wiidosendiwak
Post-Secondary Bursary**

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



**Anishinaabek
Wiidosendiwak**

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

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

<https://awcfw.ca/>

Forest Fire Season

Safety Notice

Message from Henvey Inlet Fire Department

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

Fire Danger Ratings & Burning Rules

 Fire danger rating signs are posted throughout the community

LOW (BLUE)

 No daytime burning allowed

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

Campfires allowed (max 3 ft diameter)

Fireworks allowed

3 ft burn piles allowed

Incinerators allowed

Burn barrels allowed

MODERATE (GREEN)

 No daytime burning allowed

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

Campfires allowed (max 3 ft diameter)

Fireworks allowed

Incinerators allowed

Burn barrels allowed

HIGH (YELLOW)

 NO BURNING AT ANY TIME

No incinerators

No burn barrels

No fireworks

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

EXTREME (RED)

 NO FLAME – TOTAL FIRE BAN

No fires of any kind

No propane fire pits

No open charcoal BBQs

 No Daytime Burning Rule

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

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

Fire Safety Requirements

To help prevent wildfires:

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

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

At least 5 metres from any forested area

At least 2 metres from any flammable material

Fire Danger Rating Sign Locations

Please check daily
updates at these
locations:

SN Convenience

Community Entrance

Fire Hall

French River Trading Post

Howard Lane

Trailer Park

Unsafe Burning Warning

Never leave fires
unattended

Keep water and tools
nearby

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

Avoid burning during
windy or dry conditions

Do not burn garbage or
hazardous materials

Even one ember can start
a wildfire.

REPORT FIRE ACTIVITY

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

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

FireSmart Tips for Your Home

FireSmart practices help
reduce wildfire risk:

Around your home:

Keep grass short and
watered

Remove dry leaves,
brush, and debris

Store firewood at least 10
metres from structures

Clean roofs and gutters
regularly

Fire safety habits:

Use spark screens on fire
pits and chimneys

Keep burn areas clear of
flammable materials

Avoid equipment that
may spark during high fire
risk conditions

Questions or Support

For Fire Danger Ratings or FireSmart information:

Community Emergency
Management
Coordinator

Vincent Bradley

 519-591-2740

Or visit the Henvey Inlet
Fire Department

 Monday to Friday |
9:00 AM – 4:00 PM

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

Community Message

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

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

INDIGENOUS



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

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

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

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

Lunch
Gift Card
Provided

Bus Pass or
Equivalent

Apply By
Sept 11, 2026



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



HEALTH SCIENCES NORTH

P.A.R.T.Y PROGRAM

(Prevent Alcohol & Risk Related Trauma in Youth)

Open to grades 9 to 12! Get a tour of the hospital!

October 1st, 2026

8:50 AM to
1:00 PM



- Snacks provided
- Lunch Provided
- Travel provided from Band Office
- Everything is FREE!



HSN

SPACE IS LIMITED!!

Call Sylvia to Register by:
September 18th before 11:00am

705-857-2331

education@henveyinlet.com

Band Representative On-Call Schedule

Staff Member	Start Date	End Date
Kerri Campbell	2026-08-17 16:30	2026-08-24 8:30
Kara Newton	2026-08-24 16:30	2026-08-31 8:30
Dale Xilon	2026-08-31 16:30	2026-09-07 16:30
Kara Newton	2026-09-07 16:30	2026-09-14 8:30
Eric Martin	2026-09-14 16:30	2026-09-21 8:30
Kerri Campbell	2026-09-21 16:30	2026-09-28 8:30
McKenzie Garon	2026-09-28 16:30	2026-10-05 8:30
Eric Martin	2026-10-05 16:30	2026-10-12 16:30
Dale Xilon	2026-10-12 16:30	2026-10-19 8:30
Kerri Campbell	2026-10-19 16:30	2026-10-26 8:30
Kara Newton	2026-10-26 16:30	2026-11-02 8:30

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

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

Contact Numbers:	
Kerri	(705) 921-5202
Kara	(705) 921-5205
Eric	(705) 690-6829
McKenzie	(705) 690-1015
Dale	(705) 391-4358

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

Please Join Us

CANADIAN RED CROSS

Psychological First Aid Course

- Teaches practical ways to understand stress, loss, trauma, and grief.
- How to support yourself and others during difficult moments.
- Participants learn the Red Cross Look, Listen, Link, Live model.
- Simple strategies to promote calm, safety, and connection.
- TWO DAY PROGRAM
- CERTIFICATE UPON TWO DAY COMPLETION
- AGES 16+

DATE: TBD

If you are interested please call Erin

Campbell - 705-857-1963



AFTER SCHOOL PROGRAM

AGES 8 - 16 YEARS
OLD

BI- WEEKLY STARTING
SEPTEMBER 9TH

3:30 PM - 5:30 PM

HEALTH CENTRE
BOARDROOM

DINNER WILL BE SERVED

PLEASE CALL BAND
REPS TO SIGN UP

705-857-1963



Anishinaabek
Wiidosendiwak



SEPTEMBER PROGRAM 2026

AFTER-SCHOOL



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 PROGRAMING 3:30 - 5:30	10	11	12
13	14	15	16	17	18	19
20	21	22	23 PROGRAMING 3:30 - 5:30	24	25	26
27	28	29	30			





NATURE WALK & MUSEUM TOUR FRENCH RIVER PARK

SEPTEMBER 10,
2026

11:00 AM - 2:00 PM

Weather Permitting ▪ Next Day if Needed

French River Provincial Park

****Please Note****

- The trail can be rigorous and require good balance, leg strength and stamina.



Benefits of the Activity

- Promotes overall wellbeing and physical activity
- Walking promotes mental health
- Walking is therapeutic

FYI

- Activity is free for participants
- Lunch provided
- Passes to the museum provided

To sign up and if transportation is required:

Call Erin Campbell-705-857-1963

10 Spots ONLY



Adult Haircuts

Get a
Free
Haircut



9 20-minute sessions available
for 18+

Please make sure hair is clean

Monday, September 14 @ 9 am -
1 pm at Health Centre - AWC FW
Side

JOIN ANISHINAABEK WIIDOSENDIWAK

for a workshop to make a

**FALL-THEMED CRUSHED GLASS
& RESIN SUNCATCHER**

by Moose You Matt Co.



SEPTEMBER 24



11:30AM



HEALTH CENTRE BOARD ROOM



CALL AWFC TO REGISTER 705-857-1963



ONLY 10 SPOTS



LUNCH PROVIDED

NATIONAL DAY OF TRUTH & RECONCILIATION



WEDNESDAY, AT BALLFIELD
SEPT. 30
11:30 AM - 04:00 PM

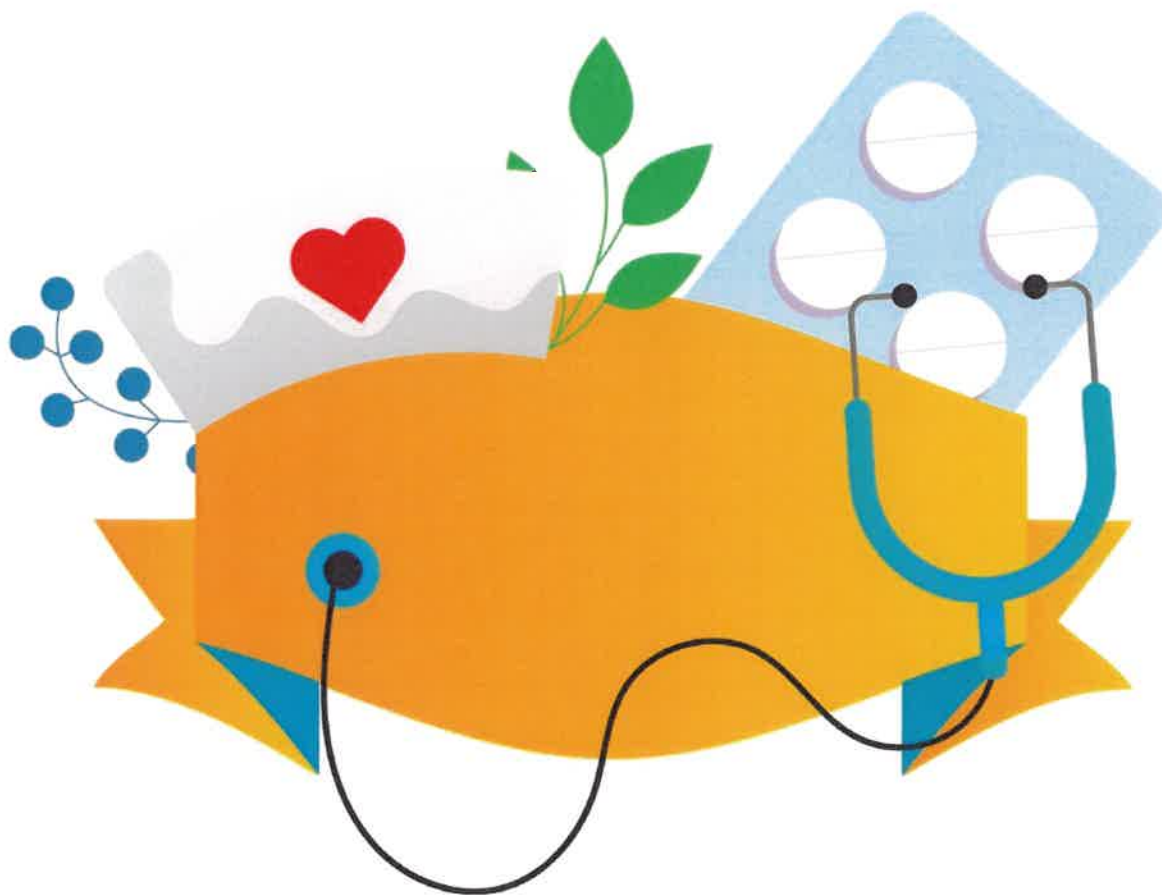
Events

Bouncy Castles, Carnival Rides, BBQ Party, Live Music,, Candy Floss, Popcorn, SnoCones

Walk to Pickerel River Overpass
10AM to 11AM

Meet at Band Office for Opening Prayer. Finish at the Ballfield.

Vendors will be set up at the Ballfield selling their wares



*Melanie Morel-
Nurse Practitioner*



BEDBUGS

Know the Signs. Stop the Spread.

They can happen to anyone.

Bedbugs are small insects that feed on human blood. They can be found in clean homes, apartments, hotels and other buildings. Having bedbugs does not mean that you or your home is dirty. Bedbugs are excellent hitchhikers and can travel from place to place on clothing, luggage, furniture and other belongings.

**SAME PLACES.
DIFFERENT PEOPLE.
BEDBUGS DON'T
DISCRIMINATE.**

WHAT DO BEDBUGS LOOK LIKE?



- Brown or reddish-brown
- Flat and oval-shaped
- About the size of an apple seed (4–7 mm)
- Usually found close to places where people sleep or rest



Bedbugs go through several life stages. Their eggs are very small, white and difficult to see.

KNOW THE SIGNS



Black or brown spots (droppings)



Blood spots on sheets or bedding



Bedbug eggs (very small, white)



Shed skin (pale and see-through)

WHERE SHOULD I CHECK?

Bedbugs like small, dark hiding places close to people.

Check:

- Mattress seams and tags
- Box springs
- Bed frames and headboards
- Under and around beds
- Couches and upholstered chairs
- Baseboards
- Cracks and crevices
- Behind pictures and nearby objects



Bedbugs and black spots in a mattress seam



A flashlight can make inspection easier.

ABOUT BEDBUG BITES



- Bites can be red and itchy.
- Not everyone reacts to bedbug bites.
- Bites alone are not enough to confirm bedbugs. Look for live bugs or other signs around sleeping and resting areas.

HELP PREVENT BEDBUGS



Be careful with second-hand items.

Inspect used furniture carefully before bringing it into your home. Avoid bringing home mattresses or upholstered furniture that have been left at the curb.



When travelling:

- Inspect the mattress and surrounding area before unpacking.
- Keep luggage off the bed and upholstered furniture.



When you get home:

- Inspect your luggage and clothing.
- Wash and dry washable clothing using heat when appropriate.

FOUND BEDBUGS?

Don't Panic — But Don't Ignore Them.

*Acting early
can help prevent
them from spreading.*

1 KEEP THEM FROM SPREADING

Limit the movement of potentially infested items.

- Do not move belongings from the affected room to other areas of the home.
- Keep potentially infested items contained.
- Place cleaned clothing, bedding and other items in sealed plastic bags or containers.
- Reduce clutter where bedbugs can hide.
- Do not give away or sell potentially infested furniture or belongings.

*Keep treated
items in clean,
sealed bags
or containers.*



2 USE HEAT FOR CLOTHING & BEDDING

Heat is one of the most effective ways to kill bedbugs.

- Wash washable bedding and clothing in hot water when appropriate for the fabric.
- Dry using the hottest dryer setting the items can safely tolerate.
- Items that cannot be washed but can safely go in a dryer may be placed directly into a hot dryer for at least 30 minutes.



Once treated, keep items in clean, sealed bags or containers so bedbugs cannot get back into them.

3 VACUUM — BUT USE THE RIGHT VACUUM

Vacuuming can help remove bedbugs, eggs and debris, but the type of vacuum and how you use it matters.

USE A VACUUM WITH:

- ✓ A HEPA filter (preferred for households with allergies or asthma)
- ✓ A hard plastic canister or disposable bag

AVOID USING:

- ✗ Handheld vacuums
- ✗ Vacuums with cloth bags
- ✗ Vacuums with fabric-covered hoses

These types can become infested with bedbugs.

AFTER VACUUMING:

- Dispose of the vacuum bag or contents immediately in a sealed plastic bag.
- For bagless vacuums, empty the canister into a plastic bag, seal it and throw it away right away.
- Wash the dust container and attachments with hot water and detergent.
- Plug the end of the vacuum hose with a paper towel and tape.
- Store the vacuum in a sealed plastic bag.



4 DON'T RELY ON HOME REMEDIES

Unregistered products and home remedies can be ineffective or dangerous.



- Do not use homemade pesticides or unregistered pest-control products.
- Never apply pesticides to people or pets.
- Only use pest-control products that are registered for use against bedbugs in Canada, and always follow the product label exactly.
- Using more pesticide than directed does not make treatment more effective and can be dangerous.

Do not spray pesticides on people, pets, bedding, mattresses, children's toys or other surfaces unless the product label specifically says it is safe to do so.

5 GET PROFESSIONAL HELP

Bedbugs are difficult to eliminate and may require more than one treatment.

- Consider contacting a licensed pest-control professional, especially when an infestation is established or continues despite cleaning and control measures.
- Follow all preparation and follow-up instructions carefully.
- Treatment works best when everyone in the household understands what needs to be done.



A licensed pest-control professional can help you choose the right treatment for your situation.

REMEMBER



Bedbugs are not a sign of poor hygiene. They can be found in clean homes, hotels, apartments and other buildings.



Bedbugs are not known to spread disease, but bites can cause itching, skin irritation and sometimes allergic reactions.



Find them early. Contain them. Treat them properly. Taking action early can help protect your household and our community.



Brenda Contin
Community Health Nurse



FOOT CARE



For Elders & Diabetics

Wednesday
October 7,
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!

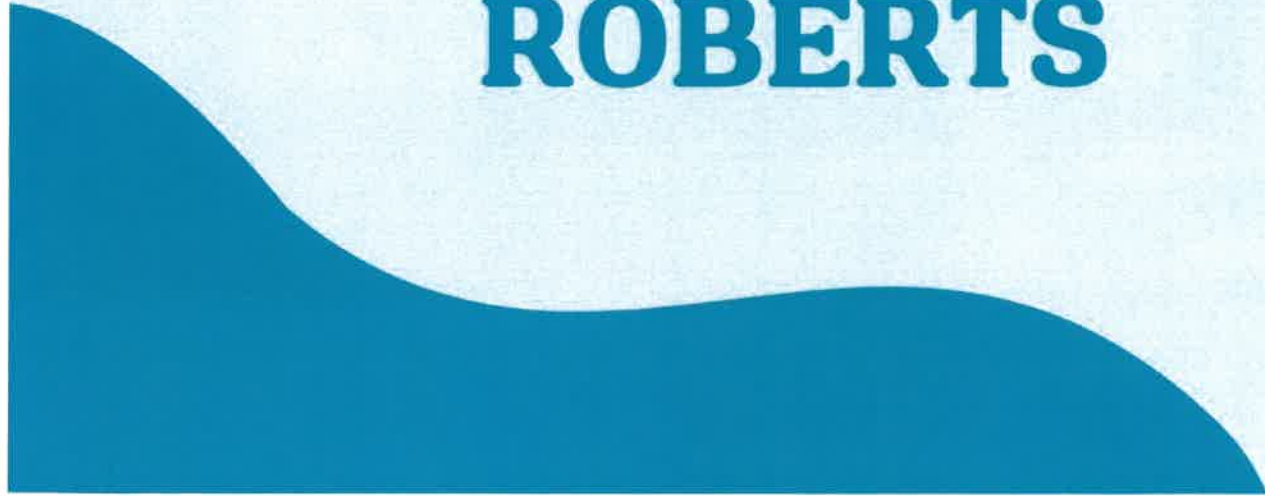


Brenda Contin-C.H.N. 705-857-1221



NNADAP Worker

Brenda Roberts



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



TUESDAYS ONLY!

NEEDLE EXCHANGE PROGRAM



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

If any questions, Please call Health Centre

AVAILABLE FROM NNADAP

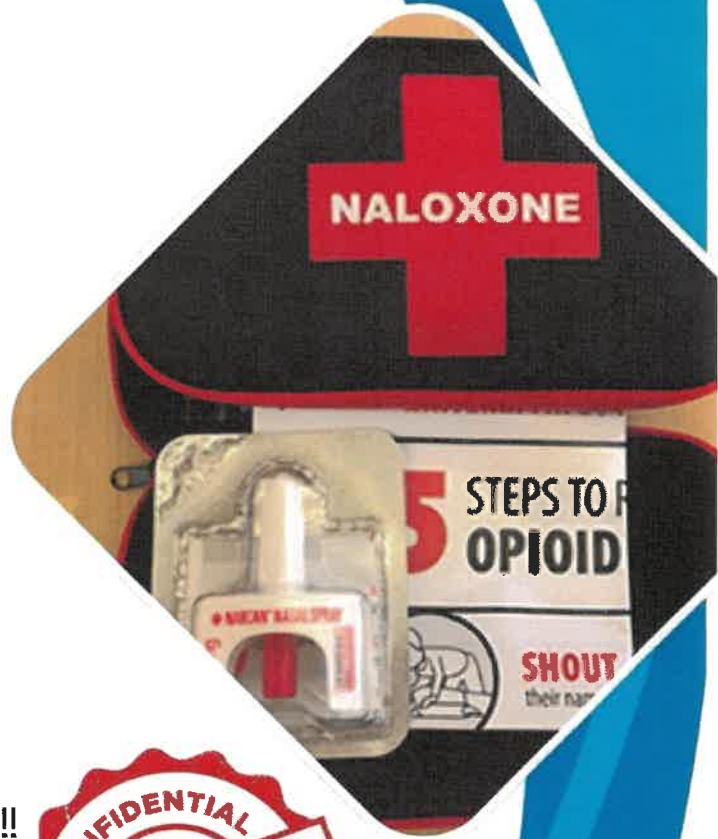
Naloxone Kits

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

Drop off expired Naloxone Kits also!!!

Drug Testing Kits

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





Canning/Pickled Workshop

3 Day Workshop!
September 15, 16 & 17, 2026

- Beets
- Dill Pickles
- Bread & Butter Pickles

Please call Health Centre if you wish to attend!

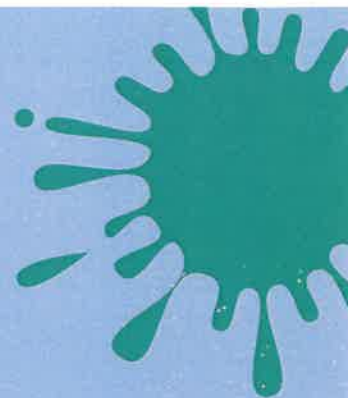


**Health Centre
Learning Kitchen**

**NNADAP-
Brenda Roberts
705-857-1221 ext: 228**



ART CLASS



TUESDAY SEPTEMBER 15th,
2026

6PM - 8PM

HENVEY MEDICAL CENTRE

BOARD ROOM

PLEASE CONTACT

BRENDA ROBERTS

TO BOOK YOUR SPOT

*Only 13 spots available will hold
another to accomodate anyone
who wasn't able to signup this
time round (limited supplies at
the moment)*



705-857-1221 x 228



DIAMOND ART CLASS



**TUESDAY SEPTEMBER 17TH & 22ND, 2026
6PM - 8PM**

**HENVEY MEDICAL CENTRE BOARD ROOM
PLEASE CONTACT
BRENDA ROBERTS
TO BOOK YOUR SPOT**

**ONLY 8 SPOTS AVAILABLE WILL HOLD ANOTHER TO
ACCOMMODATE ANYONE WHO WASN'T ABLE TO SIGNUP
THIS TIME ROUND
(LIMITED SUPPLIES AT THE MOMENT)**

705-857-1221 X 228





Nail Art WORKSHOP

THURSDAY SEPTEMBER 24, 2026

6PM - 8PM

HENVEY MEDICAL CENTRE

BOARD ROOM

PLEASE CONTACT BRENDA

ROBERTS NNADAP

TO BOOK YOUR SPOT

705-857-1221 X 228

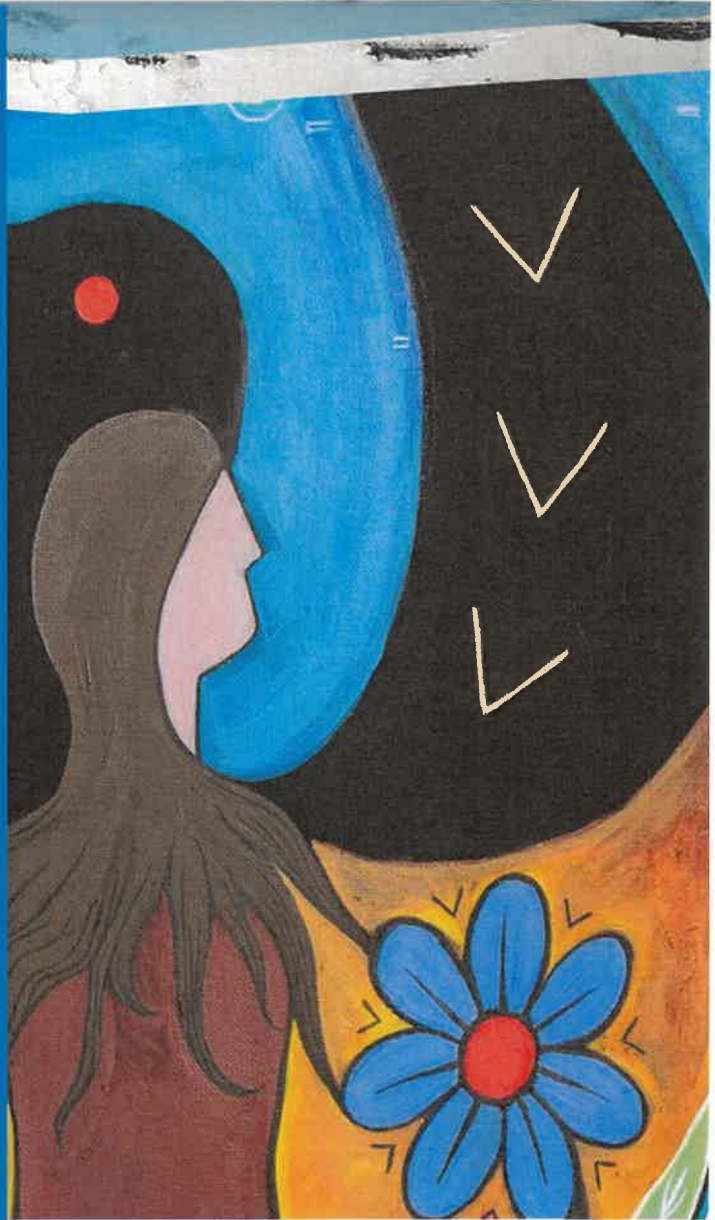


COMING SOON!

**Human
Trafficking
Workshop**

All are Invited

**O&M Community Hall
November 27th, 2026
9am-12pm**



**Addressing, Preventing and Ending Sex
Trafficking**

Call HIFN Library 705-857-2331 ext. 621 for more information



CATERER NEEDED!

**To provide a SUPPER for
HIV/HEPC Presentation and Testing
Wednesday October 6th, 2026
Supper to be served at 5:00PM at the
Henvey Medical Centre Board Room
For approximately 40 people.**

**Supper Menu: Traditional Foods: Fried/Baked Fish,
Moose, Squash, Hominy Corn Soup, Fry Bread w
Butter (no substitute), salt and pepper**

**Dessert: Wild Rice Salad, Bannock (strawberry,
Raspberry or Blueberry)**

**Must include refreshments: Water, Cedar Tea,
Sumac Lemonade, Coffee and Tea cream, milk,
sugar and sugar substitute**

Deadline to Submit Bids:

Tuesday September 22nd, 2026 @ 12:00 PM

**Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs to Brenda Roberts
NNADAP by e-mail brenda.roberts2010@yahoo.com**

or call 705-857-1221 x228

**Caterer must possess current Safe Food Handlers Certificate and is responsible for cleaning up
after, including taking out the garbage. Please provide serving utensils. If this caterer requires help
in attaining any ingredients, please contact Brenda Roberts**



CATERER NEEDED!

**To provide SNACKS for
HIV/HEPC Education for Nurses**

Thursday October 7th, 2026

**Snacks to be served at 10:00AM at the
Henvey Medical Centre**

For approximately 10 people.

Snack Menu: Traditional Foods:

**Wild Rice Salad, Bannock (strawberry, Raspberry or
Blueberry), Butter (no substitute)**

**Must include refreshments: Water, Cedar Tea,
Sumac Lemonade, Coffee and Tea cream, milk,
sugar and sugar substitute**

Deadline to Submit Bids:

Tuesday September 22nd, 2026 @ 12:00 PM

**Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs to
Brenda Roberts NNADAP by e-mail brenda.roberts2010@yahoo.com**

or call 705-857-1221 x228

**Caterer must possess current Safe Food Handlers Certificate and is responsible for cleaning up
after, including taking out the garbage. Please provide serving utensils. If this caterer requires help
in attaining any ingredients, please contact Brenda Roberts**

A photograph of three trays containing dried herbs. The top tray is white and filled with bright green, feathery herbs. The bottom-left tray is black and filled with white, dried, leafy herbs. The bottom-right tray is yellow and filled with dark brown, dried, fibrous herbs. A large teal circle is overlaid on the bottom half of the image, containing the text.

**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's September 9, 16 &
23 Closed on Sept 30th, 2026**
Starts with Lunch at 12:30pm

Henvey Inlet Health Centre in the
Health Room

admin@henveymedicalcentre.com

Contact : Stan Moses 705-857-1221



THURSDAY'S
SEPTEMBER 10, 17 & 24,
2026

MEN'S CIRCLE

WITH GARY MARTIN

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

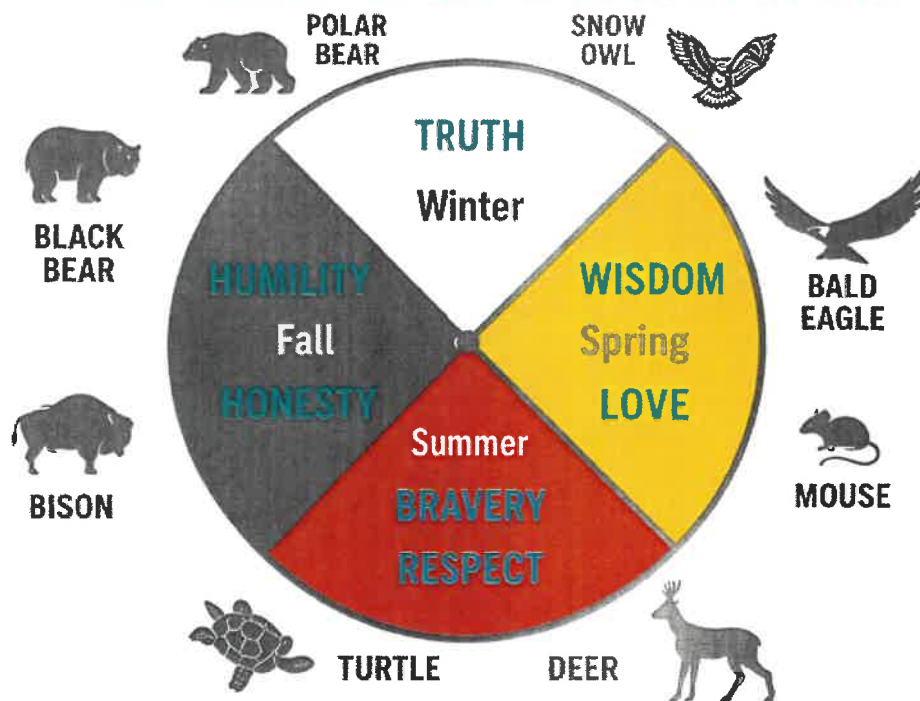
NO SIGN-UP NEEDED!

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

CULTURAL COORDINATOR- STAN MOSES 705-857-1221

NEW!
ACCEPTING
NOMINATIONS
ALL YEAR!

7 GRANDFATHER TEACHING



2027 AWARDS CALL FOR NOMINATIONS

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

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

Submission Deadline is April 30, 2027

@ 12 NOON

Ballot

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

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

Name Of Nominee:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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