



May 2024

Important Dates/Events/Workshops:

- Foot Care- May 1
- Day Care May Newsletter
- Education News
- Job Posting
- Ask The Nurse w. Debbie Brennan - Every Thursday
- Ribbon Skirt Making- May 2
- Overnight Spear Fishing- May 3, 4, & 5
- Red Dress Day/National Day of Awareness for MMIWG2SP- May 5
- Belt Making Workshop- May 11 & 12
- Diabetic Bingo- May 13
- Test Drive an Electric Vehicle- May 13
- Home Maintenance Workshop- May 22
- Summer Cooking Workshop- May 23
- Loonie Auction- May 25
- Draft Membership Code Community Consultation- May 28
- Treaty Annuity Payment Day- May 30
- Home Maintenance Tips
- Henvey Inlet First Nation Pow Wow -June 8 & 9
- Band Council Meeting- June 10
- Canadian Firearm Safety Course- July 19, 20, & 21



**OFFICES WILL
BE CLOSED ON
MONDAY MAY 20TH
FOR VICTORIA
DAY**





Community Band Council Meeting

Monday June 10, 2024

6:00 PM @ Fire Hall

Topics

- Agenda
- Council Reports



**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 Pckerel River Road
T 705-857-0957
F 705-857-1369

Chief
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Council
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Lionel R.M. Fox
Carl Ashawasagai
Stanley K. Moses
Deborah Newton
Maureen A. Kagagins

MEMORANDUM

To: HIFN Band Members
Fr: Shane Contin, Housing/Finance Assistant
Dt: April 24th, 2024
Re: Maintenance Tips - 500 Gallon Propane Tanks

Dear HIFN Members,

If you have a propane furnace or a back-up generator, then you will likely have a 500-gallon propane tank located in your yard.

Here are some tips on how to use & properly care for your propane tank:





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Pickering, ON P0G 1J0

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

To check the propane level, start by opening the red cover located at the top of the propane tank.



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





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Pickeral, ON P0G 1J0

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- A full fill-up generally costs between \$1100.00 to \$1250.00 depending on current local fuel prices which tend to fluctuate frequently.
- Moore Propane has agreed to provide minimum fill-ups ranging around \$400.00. They have also agreed to provide full fill-ups & deliver them in a reasonable timely manner. They can be reached at (705) 523-6466.
- Co-op Regionale has notified the HIFN housing department that they will not provide minimum fill-ups and will only do full fill-ups if 12 or more homes can be done in one (1) run. This can result in long waiting times.
- Due to regulations, the propane tank should be installed/placed at least 10 feet away from any building. Keep this in mind when planning to build a shed, addition to your home, etc. Violating this rule can result in your fuel supplier refusing to fill-up your propane tank until the violation has been resolved and/or rectified.
- There are copper propane lines buried 18" underground that run from the propane tank to the exterior wall of your home and to your back-up generator. Keep this in mind before planning any digging etc. in these areas. If you notice that a propane line has been hit and is leaking, leave the area immediately and contact your local fire department.
- The most obvious sign of a propane gas leak is the odor, a chemical is added to the gas that produces a "rotten egg" smell. A hissing noise or whistling sound near the gas leak is another sign.

Thank you for taking the time to read these tips. If you have any questions you can contact me at (705) 857-2331 Ext: 223

Sincerely,

Shane Contin, Housing and Finance Assistant

/SC



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MEMORANDUM

To: HIFN Band Members
Fr: Shane Contino, Housing/Finance Assistant
Dt: April 23rd, 2024
Re: **Back-up Propane Generators**

Dear HIFN Members,

The back-up generators are scheduled/programmed to perform an automatic test run every Tuesday at 2:00 PM. This test generally takes 5 minutes and is critical to the continued reliability of your emergency generator as well as to assure it's ready when you need it.

The generator also performs two (2) bi-annual test runs upwards of 45 Minutes, this is an extended exercise that occurs twice a year in the Spring and Fall. Again, this test is important for the continued reliability of your generator and will help determine if there are any issues.

If you would like the weekly or bi-annual preset frequency (test run) turned off, please contact the Housing Department and I will arrange it for you. This will help eliminate a lot of the service calls we've been receiving to have the generators turned on/re-programmed again.

We've also been receiving a lot of reports about the generators being manually turned off by members, kids, etc. When the shut-off switch located in the top corner of the generator is turned OFF/ON again, it automatically goes into manual mode which means it won't turn on automatically next time there is a power outage.

Also, some generators have been started manually, this is not recommended because when started manually, the generator runs on low idle. Having low voltage and low hertz can do damage to residential appliances.



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Again, to summarize everything mentioned for better understanding:

- Generators are scheduled to perform test runs every Tuesday for 5 minutes & twice a year (Spring & Fall) for upwards of 45 minutes
- Contact the Housing Department if you would like the weekly test run and/or bi-annual test run turned off. We can arrange it for you.
- Please do not turn off the shut-off switch located in the top exterior corner of the generator. This sends it into manual mode next time it's turned back on & resets/eliminates the preset frequency test run program.
- The generator will run in low idle mode when turned on manually. This is not recommended because it can damage appliances etc.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Shane Contin, Housing and Finance Assistant

/SC



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MEMORANDUM

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

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

- 1) Ontario Works Administrator – 1 Position
- 2) Secondary School Bus Driver – 1 Position
- 3) Adult Education Teacher – 1 Position
- 4) Community Access Worker – 1 Position
- 5) Administration Manager – 1 Position
- 6) Librarian – 1 Position
- 7) Education Administrative Assistant – 1 Position
- 8) Early Childhood Education Worker – 1 Position

See attached job postings for more information.

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

Miigwetch,

Samantha Bradley, PCP
Human Resources Coordinator



EMPLOYMENT OPPORTUNITY

ONTARIO WORKS ADMINISTRATOR

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Ontario Works Administrator** to join our Administration. The Ontario Works Administrator reports to the Director of Finance/Administration and is responsible for the financial management and administration of the Social Assistance Program to ensure effective, efficient and accurate operations in accordance with the Ontario Works (OW) directives and current legislation. The Ontario Works Administrator is also responsible for assessing eligibility requirements of applicants seeking assistance based on the Ontario Works Act. This position requires 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 Ontario Works Administrator will be responsible to:

- Research, develop and plan OW program structure and seek and apply for program funding
- Assist in the coordination and delivery of workshops, info sessions and other Social Assistance Program events
- Carry out interviews and complete applications to assess and determine eligibility of clients under the Ontario Works Act
- Refer and help clients apply for other available sources of income including CPP, EI, ODSP, etc.
- Connect with external agencies and program sponsors to develop employment opportunities for OW clients
- Maintain a broad knowledge of local resources available to assist clients in achieving goals
- Build and maintain trusting and supportive client relations
- Prepare and send written correspondence to clients
- Conduct annual reviews to ensure on-going client eligibility and facilitate and monitor operation for an effective appeal process
- Monitor client's monthly expenditures on bill payments and provide budget assistant in accordance with policies and procedures as required
- Order and purchase appliances, beds and other approved items for eligible clients
- Prepare funding submissions for reimbursement
- Provide current information to clients related to available services including changes to existing services
- Monitor and verify the monthly client reporting requirements and ensure adherence to applicable policies and legislation
- Ensure all Ministry reporting requirements are met in a timely manner, including the completion and submission of all required agency forms, agreements, budgets and reports
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop and maintain professional working relationships with external agencies and program sponsors including but not limited to Aboriginal Affairs and Northern Development Canada (AANDC), Indigenous Services Canada (ISC), Employment and Social Development Canada (ESDC), Ministry of Community, Children and Social Services (MCSS), Canada Revenue Agency (CRA)
- Liaise and consult with the Ministry Program Supervisor on issues and available opportunities to enhance the OW program
- Ensure the ongoing assessment of community needs are identified and appropriate adjustments to program goals and objectives are recommended
- Ensure newly revised services based on prior assessment and recommendations are implemented where possible
- Liaise with federal and provincial representatives and other First Nations on OW negotiations and update the Director of Finance/Administration and Chief and Council on new negotiation developments
- Work collaboratively and cooperatively with all community professionals, departments and colleagues including Economic Development and Finance

- Prepare and monitor annual program budget and present quarterly program financial reports to the Director of Finance/Administration
- Prepare full briefing notes for the Director of Finance/Administration and Chief and Council on program issues and concerns
- Develop and maintain accurate, up-to-date and concise work files
- Create and maintain a secure filing system with gathered information on all clients accessing support services in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in external continuous learning opportunities that affect the delivery of the OW program and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent required; Post-secondary degree or diploma in Social Services, Human Services or other related field preferred
- 3-5 years of experience working in a social services setting, preferably managing the delivery of income maintenance and employment programs
- 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
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Full understanding of the Ontario Works Social Assistance Program, the Ontario Works Act, and other relevant legislation and government programs
- Excellent financial literacy and working knowledge of financial processes
- Ability to process financial transactions for clients per OW regulations
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients, community agencies and affiliates
- Ability to mentor clients and intervene when additional support services and referrals are needed
- Knowledge of relevant community-based, and external support programs and services available
- Strong public speaking and advocacy skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Ability to collaboratively with colleagues in all departments to support client needs
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

HOURS OF WORK

Full-Time – up to 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickeref River Rd.

Pickeref, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY
SECONDARY SCHOOL BUS DRIVER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a **Secondary School Bus Driver** to join our Administration for a temporary, short-term contract up to six months. The Secondary School Bus Driver reports to the Education Counsellor and is responsible for transporting students of various ages to and from their homes and respective schools in a timely and safe manner and in accordance with MTO driving regulations, Ontario traffic laws and safe driving practices. This position requires excellent organization, communication and customer service skills.

MAIN RESPONSIBILITIES

The Secondary School Bus Driver will be responsible to:

- Ensure bus is well-maintained and operational by conducting daily safety checks on both interior and exterior of school bus prior to operating vehicle
- Report any bus malfunctions or needed repairs
- Safely deliver students to and from their homes and schools, following the assigned time schedule.
- Assist students with boarding and exiting the bus and while crossing the street as needed
- Adhere to and enforce bus safety rules and standards
- Comply with traffic regulations to operate vehicles in a safe and courteous manner
- Resolve any conflicts in a positive, respectful and proactive manner
- Complete an Ontario School Bus Inspection Log Book and Drivers Time Log Book on a daily basis
- Fuel the bus at HIFN Gas Bar as required, notifying the Gas Bar Attendant which bus they are fueling to ensure the correct account is charged
- Transport busses to maintenance and service appointments as required
- Cleaning of the interior of the bus daily and restocking bus supplies when necessary
- Regularly report on the operations of daily runs to the Education Counsellor
- Be available by phone at all times during the school day
- Be informed on protocols for the bus's ability to transport students when weather or safety conditions are a concern
- Other duties as assigned from time to time by the Supervisor, Chief and Council or the Director of Finance/Administration.

QUALIFICATIONS

- Grade 12 diploma or equivalent preferred
- Valid Ontario Class B or E Driver's License required
- Clear Driver's Abstract
- Clear CPIC – Vulnerable Sector Police Check
- Current First Aid and CPR Level C

- Previous school bus driver experience preferred
- Knowledge of the Ontario Highway Traffic Act and school bus regulations
- Knowledge of First Nations customs, traditions and language an asset
- Excellent driving skills and habits
- Ability to remain attentive when faced with distractions
- Excellent customer service and written and verbal communication skills
- Exceptional organization and time-management skills
- High level of personal integrity and accountability

HOURS OF WORK

Full-Time – 40 hrs/week

REMUNERATION

Based on experience.

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY
ADULT EDUCATION TEACHER

RE-POST

POSITION SUMMARY

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

MAIN RESPONSIBILITIES

The Adult Education Teacher will be responsible to:

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

QUALIFICATIONS

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

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

HOURS OF WORK:

Part-Time ~ 16 hours per week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY

COMMUNITY ACCESS WORKER

RE-POST

POSITION SUMMARY

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

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

MAIN RESPONSIBILITIES

The Community Access Worker will be responsible to:

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

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

QUALIFICATIONS

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

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

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Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

ADMINISTRATION MANAGER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Administration Manager** to join our Administration. 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.

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

REMUNERATION

Based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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

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



EMPLOYMENT OPPORTUNITY

LIBRARIAN

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Librarian** to join our Administration. The Librarian reports to the Administration Manager and is responsible for the overall management of library services including acquiring and cataloging print and digital materials and developing and facilitating library programming and workshops. The Librarian provides information concerning library policies and resources to patrons, processes library materials and issues library cards. This position requires strong organization skills and discipline.

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 Librarian will be responsible to:

- Present a positive and professional image of the organization at all times
- Greet library patrons and guests entering the library and maintain a daily visitor logbook
- Create a supportive, safe and welcoming environment for community members, patrons and guests
- Issue borrowing cards and conduct library orientation for new patrons including policy and procedural reviews
- Participate in long-term planning in conjunction with Chief and Council
- Develop, implement, update and maintain Library policies and procedures, explaining them to patrons during visits
- Establish and maintain effective professional relationships with local, provincial and federal government agencies
- Apply for special grants and library funding and utilize funds according to funding agreements
- Develop and maintain library collections of books, magazines, audio-visual and other materials, including culturally appropriate selections of resources
- Assist with the procurement of library books, print and digital materials and negotiate print and digital subscriptions
- Process new library materials by assigning classification and book numbers and cataloguing items based on subject, classification and description
- Process loans, returns, renewals and holds of library materials
- Ensure the printing and mailing of overdue notices and assist in conducting recalls
- Inspect returned items for damage and repair/bind returned items prior to re-shelving and re-cataloguing them
- Assist library users in locating and accessing materials they are looking for by performing simple title, author, subject and keyword searches
- Instruct patrons in the use of the library catalog, reference materials, computer databases and the internet
- Provide basic internet training and computer troubleshooting for patrons, escalating malfunctions to the IT department if unsuccessful at resolving the issue
- Assist patrons with reference services by gathering various print and internet resources including encyclopedias, almanacs, indexes, handbooks, directories, year books, web sites, manuals and online tutorials for their research
- Utilize catalogues, databases, reference works and other information resources including print, on-line databases and the internet to assist patrons with reference questions
- Assist patrons with operating audio-visual, printer, scanner, copier and other equipment as requested
- Evaluate existing services and balance demands against emerging needs within the framework of available resources to ensure the effective and efficient operation of the library
- Coordinate library meeting room, computer and equipment bookings and reservations
- Develop and facilitate various library programming for all age groups including book fairs, adult book clubs, children's storytelling hours, creative writing workshops and youth study groups

- Coordinate the logistical aspects of library programming workshops by setting up meeting facilities with appropriate equipment and supplies and cleaning up afterwards
- Establish an evaluation framework to assess that library programs and services are meeting the standards of Henvey Inlet First Nation
- Publicize and promote library activities and materials through displays, bibliographies, brochures, newsletters, flyers, posters, notices and the HIFN website
- Establish and maintain productive and cooperative working relationships with HIFN staff, leadership and community business partners
- Work collaboratively with other HIFN staff to develop and implement special projects involving library promotion and outreach activities
- Assist with researching and curating historical records for Henvey Inlet First Nation and oversee and develop data archives in compliance with regulatory requirements
- Prepare documentation and records for archive retention and preservation
- Advocate best practices and recommend actions and strategies to improve the management of controlled documents and archived data
- Advise patrons on how to access, use and interpret archives
- Develop a document management system for all library registrations, forms, correspondence, documents and other print and electronic materials to assist with maintaining library records
- Create new files, labels, forms, and records as necessary
- Maintain accurate administrative and electronic records by ensuring all received print and electronic materials and documentation are filed appropriately within the document management system
- Locate and remove materials from files when requested
- Transfer file materials to inactive storage archives according to file maintenance, legal and HIFN guidelines as required
- Manage library budget to ensure cost effectiveness of services and operations
- Evaluate supplies, inventory and equipment needs and make recommendations to leadership for purchase approvals
- Research and order office supplies, inventory and equipment when approved
- Ensure that all financials expensed through this program are organized and backup records are maintained
- Collect department invoices and receipts and log and remit expenditures to the Finance Department for payment or reimbursement
- Assist Finance Department with financial reporting and auditing by accurately maintaining financial records and adhering to Finance Department policies and procedures
- Prepare and submit departmental financial records and reports to authorized government agencies and funders as required
- Prepares bi-monthly reports of the library's activities and statistics for membership review at band council meetings
- Prepare and deliver an annual work plan for Chief and Council and execute recommendations and initiatives within as approved
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Department Supervisor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- High school diploma required
- Post-secondary certificate or diploma in Library Technology or other related field preferred
- 1-2 years of experience working in a library setting preferred
- Basic understanding of archiving procedures and computerized cataloging systems an asset
- Being extremely well-read with a great interest in reading and literature preferred
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle preferred
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required

- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Strong written and verbal communication skills
- Strong customer service and troubleshooting skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to multi-task
- Excellent research and analytical
- Strong problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Strong leadership and public speaking skills
- Professional attitude and a strong work ethic
- Ability to work independently with minimal supervision and as part of a team
- Strong computer skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Proven data entry and typing skills
- Demonstrated knowledge of budgeting and expense controls an asset
- Willingness to travel for work when needed
- Willingness to work flexible hours, including evenings and weekends

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

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

Henvey Inlet First Nation – Human Resources
 295 Pickerel River Rd.
 Pickerel, ON P0G 1J0
 Tel: (705) 857-2331
 Fax: (705) 857-3021
 Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY
EDUCATION ADMINISTRATIVE ASSISTANT

RE-POSTED

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Education Administrative Assistant** to join our Administration for a 6-month contract, with possibility of extension. The Education Administrative Assistant reports to the Education Counsellor and is responsible for providing ongoing administrative support for the Education Department to ensure smooth operation of educational support programs. The Education Administrative Assistant will assist with documenting, tracking and reporting on training and education programs and initiatives. This position requires exceptional organization and time-management skills and strong computer skills.

MAIN RESPONSIBILITIES

The Education Administrative Assistant will be responsible to:

- Present a positive and professional image of the organization at all times
- Answer incoming calls and take and record telephone, e-mail, or written messages
- Serve as a central point of contact for Educational Department questions and concerns
- Respond to general membership, staff and client inquiries via telephone, email and in-person where appropriate
- Promote good relations with staff, parents, councils, and the community
- Create new files, labels and records as necessary
- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Locate and remove materials from files when requested
- Accurately record and distribute all forms of paper correspondence and mail
- Prepare outgoing mail for distribution
- Write correspondence, forms, letters, reports, and memos as necessary
- Make, collate and distribute photocopies as necessary
- Assist with the completion of client intake forms, applications and all other required education-related forms
- Assist with tracking and recording client attendance, examinations and assessments results
- Assist in the compilation and maintenance of data for various reports using the Learning Management System as necessary
- Assist in the development of long-range and short-term department goals and objectives
- Assist in the development of Education Department policies and procedures
- Establish and maintain effective professional relationships with educational institutions and government agencies

- Assist with preparing and submitting recommendations regarding the success of educational programs
- Research funding programs available for the Education Department needs and assist with funding applications, including KEB contribution funding agreement, as requested
- Assist with the completion of Education Department reports for all government agencies and funders
- Ensure that reports and information requested by education officers are promptly provided
- Prepare statistical reports for leadership meetings, explaining the usage and progress of the current educational programs
- Assist with scheduling and coordinating meetings and appointments with clients
- Assist with the coordination of all Education Department meetings and programming by preparing materials and organizing catering as required
- Assist with organizing, setting up and cleaning up meeting facilities and ensuring appropriate presentation equipment is available
- Create posters and notices on behalf of the Education Department for distribution in the newsletter, building communication boards, and HIFN website
- Assist with updating HIFN website with Education Department notices and correspondence
- Assist with the purchase of equipment and other materials needed to support clients with educational success
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Education Counsellor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Education, Human Services or Office Administration preferred; or Grade 12 diploma and equivalent required
- 2+ years previous office administration experience
- Valid Ontario Class G Driver's License with access to a reliable vehicle preferred
- Current CPIC
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Ability to work independently and as part of a team
- Proven ability to handle confidential information with discretion
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

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

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

EARLY CHILDHOOD EDUCATION WORKER

POSITION SUMMARY

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

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

MAIN RESPONSIBILITIES

The Early Childhood Education Worker will be responsible to:

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

QUALIFICATIONS

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

HOURS OF WORK

Full Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

June 10, 2024

APPLICATION DEADLINE

May 22, 2024

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

Henvey Inlet First Nation – Human Resources

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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GAS BAR

SPRING/SUMMER HOURS

STARTING MAY 20TH, 2024

MONDAY TO FRIDAYS- 7:00 AM TO 8:00 PM

SATURDAY AND SUNDAYS- 8:00 AM TO 8:00 PM

WE NOW HAVE A NEW WHOLESALER. SO WE WILL SEE NEW PRODUCTS YOU HAVE ASKED FOR ARRIVING BIWEEKLY AND WE ARE ALSO BRINGING IN A FEW CHEAPER BRANDS OF CIGARETTES. KEEP YOUR EYES PEELED FOR NEW PRODUCT!

Thanks, Gas Bar Staff

LOONIE AUCTION



SATURDAY MAY 25, 2024

HIFN FIREHALL- 281 Pickerel River Road

**DOORS OPEN @ 11AM FOR
VIEWING OF AUCTION
ITEMS
AUCTION TO START @ 1PM**

REGISTRATION WILL BEGIN @ 12PM

Auction Items value will vary from \$10 to \$2000, Higher priced items
will be a \$5 bid, All other bids will be \$1 or \$2

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

**ALL PROCEEDS GO TOWARDS OUR ANNUAL TRADITIONAL
POW WOW**

CONTACT PERSON: STAN MOSES 705-857-1221

HENVEY INLET FIRST NATION
21st ANNUAL INTER-TRIBAL
POW - WOW

ACKNOWLEDGING OUR COMMUNITY LEADERSHIP

JUNE 8th & 9th, 2024



GRAND ENTRY: SATURDAY 1 PM & 7 PM
SUNDAY 12 NOON

Host Drum: Wabanaki Confederacy Singers Elsipogtog, New Brunswick
Co-Host Drum: Thunder Spirit Singers Thunder Bay, ON
M.C: Paul R. Owl Serpent River First Nation, ON
Stick Man: Robert Stonepoint Sagamok Anishnawbek, ON
Head Veteran: William Morin Michipicoten First Nation, ON
Head Elder: Dave Rice Wasauksing First Nation, ON
Head Man Dancer: Ben Benson Chippewas of Rama First Nation, ON
Head Lady Dancer: Mariah Miigwans Kitigan Zibi Anishinabeg, QC

Guaranteed honorariums to the first 5 Registered Drum Groups
Honorariums to all Dancers
Saturday Feast @ 5pm/Bring your Feast Bundle
Give-a-way on Sunday
Dance Specials throughout the weekend

CRAFT & FOOD VENDORS WELCOME

Located on French River Indian Reserve No. 13, ONTARIO.
45 minutes South of Sudbury off Hwy 69 or 1 hour North of Parry
Sound. Turn off at the Pickerel River Road exit, drive in 4.5 Kms.


Held at the community PowWow Grounds 994 Pickerel River Rd.
Watch for POW-WOW signage. Rough camping setup at the
Pickerel River Trailer Park near the PowWow grounds.
New PowWow seating on-site. No Pets. Everyone is Welcome!

This is a drug and alcohol free event.



WABANAKI CONFEDERACY SINGERS New Brunswick, Canada

FOR MORE INFORMATION CONTACT POW-WOW CO-ORDINATOR- KIM McQUABBIE
Cell 705 207-3393
EMAIL: kmcquabbie@gmail.com

 Find us on
Facebook



Home Maintenance Workshop

When: Wednesday May, 22nd @ 10:00 AM

Where: Office 2 @ O&M Building

~Lunch will be provided~

Attendees will be eligible for rent incentive
and have a chance to win gift cards!

Presenting Topics Include:

- Preventative Home Maintenance Tips presented by Joeseeph Beagan, WBAFN
- A presentation from the HIFN Fire Department on fire safety
- Propane Tanks and Back-up Generators

Contact: Shane Contin, Housing & Finance Assistant to be put on the list. Phone: (705) 857-2331 Ext 223 or email:

housing@henveyinlet.com





Henvey Inlet First Nation

SAVE THE DATE

Draft Membership Code Community Consultation

Tuesday May 28th, 2024

Dinner 5pm, Meeting 6pm

Sunday June 2nd, 2024

Lunch noon, Meeting 1pm

[Zoom details to Follow](#)

OR In person at the HIFN FIRE HALL: 295 PICKEREL RIVER ROAD



CATERER NEEDED!

**To provide DINNER for
Draft Membership Code Community
Consultation**

on Tuesday May 28, 2024

**Dinner to be served at 5:00pm at HIFN
Fire Hall**

For 100 people.

**Lunch Menu: Roast Beef, Mashed Potatoes, Gravy,
Potato Salad, Macaroni Salad, Fresh Rolls and
Margarine, Salt and Pepper. Dessert Menu: Fresh
Berries and Whipped Cream. Refreshments: Coffee
(creamer, milk, sugar) Tea, Various Juice, Water,
Pop, Plates, Utensils, Cups, Napkins.**

If any questions, Contact Brenda 705-857-1221

Deadline to Submit Bids:

Tuesday May 21, 2024 @4:00PM

**Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs
to Darcy or Brenda at Health Centre**

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

EXCITING OPPORTUNITY TO TEST DRIVE AN

ELECTRIC

Car

**MAY
13TH**



**EVERYONE
WELCOME**

- **11:30AM - 4:30 PM**
- **O & M BUILDING**
- **LUNCH & PRESENTATION AT NOON**

COME TEST DRIVE AN ELECTRIC VEHICLE!

Must have valid G class driver's licence to drive vehicles. If you do not have a valid G driver's licence, you are welcome to sit as a passenger.



FOR MORE INFO CONTACT:

Maureen Kagagins, Community Energy Champion
(705) 698-7435
maureen.kagagins@henveyinlet.com



TREATY ANNUITY PAYMENTS

HENVEY INLET FIRST NATION

**Thursday May 30, 2024
2:30 p.m. to 4:30 p.m.**

REMINDER

Payments are for the Annual Treaty Annuity of \$4.00

- **Stay home if not feeling well**
- **Bring your status card or other ID for yourself**
- **Must have ID for children and your spouse**
- **No third party pickups**
- **Third party notes are not accepted**



HOT ROD'S JUMBO HOT DOGS & SAUSAGES

*Now
Open!*

PICK-UP @ 9 GROUNDHOG ROAD IN
KEY RIVER

BEVERAGES ALSO AVAILABLE!

YOU CAN FIND US AT S & N CONVENIENCE
ON THE WEEKENDS!!

CALL: 289-377-9119 TO PRE-ORDER!

DELIVERY AVAILABLE FOR EXTRA CHARGE





April showers bring May flowers that's what they usually say right?

Can you believe April has already come and gone! We have been busy exploring and learning throughout the month of April. We went for little nature walks around the daycare looking for animals or bugs. We have made lots of playdough and even some silly slime! We painted pictures using our hands for Earth day and made artwork from puffy paints. One activity the children really enjoyed this month was the colourful rice sensory bins. They seemed to like the feeling when they ran it through their fingers and got to practice fine motor skills when dumping the rice from one cup to another.

Some activities we have planned for the Month of May will include:

May 2nd: Water and Ice Sensory Play (Using water and ice in sensory table, practicing fine motor skills)

May 7th: Creating our surprise mother day gifts!

May 10th: Mothers Day Lunch– Inviting the mothers to the daycare with their children to have a special lunch and photobooth! (Invitations will be given closer to the date)

May 14th, 22nd, 31st: Park Days (weather dependent we will be walking to the park and having a picnic!)

May 17th: Tissue Paper Creations (Using tissue paper and a spray bottle to create our own tissue paper creations)

May 20th: Animal Sensory Play (Using various sensory materials and animals in sensory tables),

May 28th: Farm Animal Clean-up (Using 'mud', water and farm animals to clean and make a mess!)

At the end of May, Daycare will be beginning to get ready for summer and are going to be going over summer enrollment. If you are planning on attending for the summer please let staff know and we will give you a package to fill out!

Reminder to contact Ashley or Daycare in the event you will not be coming in as soon as possible. This better helps us to plan for the day!

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

HAPPY

Mother's Day

May 2024



SUN

MON

TUE

WED

THU

FRI

SAT

			1	2 WINTER ICE SENSORY BIN THE LACK OF SENSORY BIN FOR WINTER 	3	4
5	6	7 	8	9	10 	11
12 	13	14 	15	16	17 	18
19	20 	21	22 	23	24	25
26	27	28 	29	30	31 	



MOM

Education News MAY 2024

WAABGONNI-GIIZIS ~ BLOOMING MOON

PARENT REMINDER: PLEASE TEXT OR CALL OUR BUS DRIVERS

- 👉 WHEN your child will not be getting on the bus in the morning and;*
- 👉 If they will not be getting on the bus from school in the afternoon.*

We are very fortunate to have such conscientious drivers! Let's keep them informed about who WILL or WILL NOT be getting on the bus so they can continue to keep our students safe!

👉 BRITT Larry's number: 705-773-2570

👉 PSHS: George's number: 226-789-6625

BRITT SCHOOL

- 👉 Britt School 'Events and News' will now be available on a regular basis through their Facebook page. Families can access this using the following QR code.*



PARRY SOUND HIGH

- 👉 A successful student is one who goes to school every day!*
- 👉 Reminder: in order to get a summer job with HIFN, students must have 75 % attendance.*
- 👉 It's never too early to start recording your 40 hours of Community Involvement Activities. If you need an official recording sheet, stop by to get one from the Education office.*

POST SECONDARY APPLICATIONS

Students applying to College or University must submit their applications by May 15th in order to be considered for funding next September. The HIFN Application and the Post-Secondary Policy are available at hifn.ca or you can pick them up at the Education office. Anyone needing assistance with their application is encouraged to stop by the Education office to meet with Genevieve.

ANISHINABEK NATION CULTURE GRANT

Students or caregivers are invited to complete an application for eligible activities. The grant will provide financial assistance to Anishinabek Nation students pursuing language, cultural, and/ or land-based learning opportunities outside the classroom.

Successful applicants can be reimbursed for a maximum of \$300 per student per year for projects/ activities that happened/ or will happen from September 1, 2023 – August 30, 2024.

For more information check the attached guidelines or complete the online application at <https://www.surveymonkey.com/r/culturalsupports2023-24>

- Applications are also available from Genevieve
- Paper applications can be emailed directly to Natasha George natasha.george@anishinabek.ca
- See the attached flyer and guidelines
- Deadline for the Spring Application is: April 12 to June 7, 2024 or until full.

Mno-Ziigwan ~ Happy Spring



May

Band Reps &
Kara Newton

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

Band Representative On-Call Schedule

Staff Member	Start Date	End Date
Kerri	2024-04-22 16:30	2024-05-06 8:30
Jodi	2024-05-06 16:30	2024-05-13 8:30
Naomi	2024-05-13 16:30	2024-05-20 16:30
Kerri	2024-05-20 16:30	2024-06-10 8:30
Naomi	2024-06-10 16:30	2024-06-17 8:30
Kerri	2024-06-17 16:30	2024-06-24 8:30
Jodi	2024-06-24 16:30	2024-07-01 16:30

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

Holidays are all day until 4:30 for Mondays

Contact Numbers:	
Kerri	(705) 921-5202
Naomi	(705) 690-6829
Jodi	(705) 690-9146
Erin	(705) 698-2935

*** 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 ***

May

2024

Band Rep Lead Kerri Campbell



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Mother's Day Event	7	8 OUT OF OFFICE	9	10	11
12	13	14 Band Reviews	15	16 Meet & Greet with John Serran	17	18
19	20	21 Indoor Grill Cooking Workshop	22 OUT OF OFFICE	23 Physical Fitness Day with John Serran	24	25
26	27	28	29 Family Court North Bay	30 Physical Fitness Day with John Serran	31	



July

**2024
2025**



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 BAND REP STAFF MTG (BRSM)	2	3	4
5 MMIW	6	7 MOTHER'S DAY EVENT	8	9	10	11
12	13	14 BAND REVIEWS	15 BAND REP STAFF MTG (BRSM)	16	17	18
19	20 OFFICE CLOSED	21	22	23 COOKING WKSHIP	24	25
26	27	28	29 BAND REP STAFF MTG (BRSM)	30 SELF-CARE DAY	31	

Kara Newton, Jordan's Principle Navigator

Henvey Inlet First Nation

354-A Pickerel River Road | Pickerel, Ontario P0G 1J0 | Canada

705.857.1221 ext 222 | Kara.Harkness@henveymedicalcentre.com www.hifn.ca

SUNRISE CEREMONY

HONORING

MMIWG 2S

Date: May 3, 2024

Time: 7:30 am

Place: Adult Learning Center

Light Snacks Provided

Everyone Welcome!

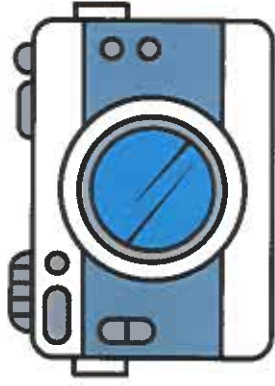
For more information contact

Jodi Contin

Henvey Inlet First Nation

Band Representative Program

jodi.contin@henveyinletfirstnation.com



HAPPY

Mother's

DAY

May 6, 2024 @ 10 am

Learning Centre

Limit of 12 people

***Non-working Band Members have
priority**



Hand Drum Making Workshop

Date: May 9, 2024

Time: 1:00 pm-4:30 pm

Place: Learning Centre

Only 8 spots are available.

Feasting of the Hand Drums

Date: May 16, 2024

Time: 1:30pm-3:00pm

Place: Learning Centre

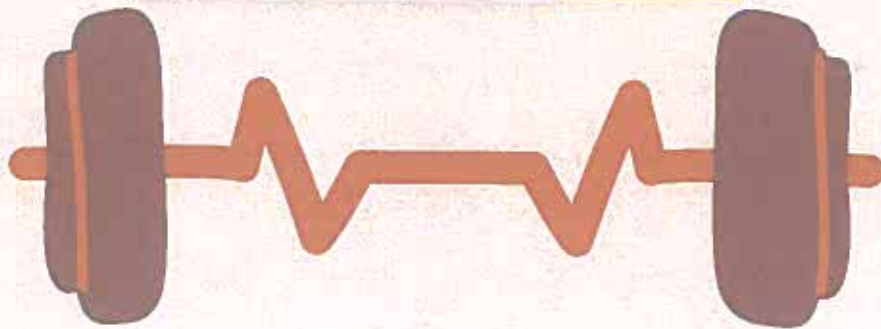
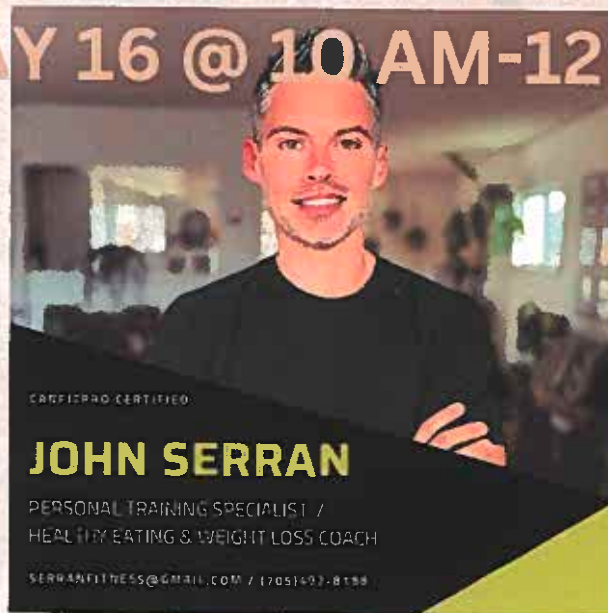
Please contact Darcy to sign-up and let us know if you need a ride.

For more information, please call or text.

Jodi Contin at 1-705-690-9146

Sponsored by the Henvey Inlet First Nation
Band Representative Program

MAY 16 @ 10 AM-12 PM



live healthy
**MEET &
GREET
@ Learning Centre**

My name is John Serran and I was born and raised in North Bay. I developed a passion for fitness and healthy eating while we were on lockdown. I was not making healthy choices or moving my body enough and I knew that I needed to make a change for myself and my family. I began working out at home following videos on YouTube. In 2021 I got myself a gym membership and continued to build on my fitness journey. I fell in love with the way exercise and eating right made me feel and I decided that I wanted to share that passion with others and help people improve upon their lives in terms of making healthy choices. I completed my personal training specialist certification as well as my healthy eating and weight loss coach certification in March 2024. I decided to start my own business and focus on helping others through group classes, one-on-one training and virtual training; as well as meal planning. I am excited to help you along your fitness journey! Let's do this!



BBQ, Salad, Spring Dessert



PLEASE JOIN US ON ZOOM

zoom



Thursday May 23, 2024 AT 9AM

COME COOK VIRTUALLY WITH Kerri and Kara!!!

Sign up is unlimited, however, the First 5 to sign up will receive a kit, the remaining participants will receive an ingredient list , recipes and a Zoom invite !!!

SIGN UP BY CALLING DARCY 705-857-1221, PROVIDE A VALID EMAIL ADDRESS AND MAKE SURE YOU HAVE Zoom downloaded and set up!

Please inform Darcy if you will be needing to borrow a Tablet!

GRADUATION *Photos*



@ the Pow Wow Grounds

SATURDAY, JUNE 1
11 AM to 1 PM

Weather Permitting

lunch
provided

hybrid
available

June 4 & 5
9 AM to 4

PM



please
RSVP

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

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

Traditional Indigenous Parenting Series

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

Day 1 (AM)

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

(PM)

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

(AM)

Day 2

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

(PM)

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

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

REGISTER with DARC Y: LOCATION: Henvey Inlet FN Learning Centre
705-857-1221
Zoom: Link will be sent to participants via email.

INTERNET SAFETY

&

Sexualized BEHAVIOUR

Snacks, Lunch and Prizes

Parents welcome to attend

Contact Darcy
to Register



search



Ages 8
to 18

July 9 @ 10 am

Location TBD



Supplemented food labelling awareness messages

What are supplemented foods?

Supplemented foods or drinks contain 1 or more supplemental ingredients. Examples of supplemented foods or drinks include:



✓ drinks with added caffeine (for example, caffeinated energy drinks)



✓ drinks with added vitamins and minerals



✓ bars with added vitamins and minerals

Supplemented foods or drinks contain 1 or more supplemental ingredients. Examples of supplemental ingredients include:

✓ vitamins such as vitamin C and vitamin B₆

✓ minerals such as calcium and magnesium

✓ amino acids (which are used to make protein) such as L-leucine, glycine and taurine

✓ caffeine

What are the new supplemented food labelling components that can help people in Canada recognize and distinguish supplemented foods from other foods and products?

› All supplemented foods will show a supplemented food facts table instead of a nutrition facts table. The supplemented food facts table contains the same information as the nutrition facts table, with the following differences:

- a new title: Supplemented Food Facts
- a new 'Supplemented with' section that lists all the supplemental ingredients in the food

Nutrition Facts Valeur nutritive	
Per 1 cup (250 mL) pour 1 tasse (250 mL)	
Calories 110	% Daily Value* % valeur quotidienne*
Fat / Lipides 0 g	0 %
Saturated / saturés 0 g	0 %
+ Trans / trans 0 g	
Carbohydrate / Glucides 28 g	
Fibre / Fibres 0 g	0 %
Sugars / Sucres 22 g	22 %
Protein / Protéines 2 g	
Cholesterol / Cholestérol 0 mg	
Sodium 0 mg	0 %
Potassium 450 mg	13 %
Calcium 30 mg	2 %
Iron / Fer 0 mg	0 %
*5% or less is a little, 15% or more is a lot *5 % ou moins c'est peu, 15 % ou plus c'est beaucoup	

different table heading

same core nutrients

same % daily value footnote

Supplemented Food Facts Info-aliment supplémenté	
Per 1 can (473 mL) pour 1 canette (473 mL)	
Calories 160	% Daily Value* % valeur quotidienne*
Fat / Lipides 0 g	0 %
Saturated / saturés 0 g	0 %
+ Trans / trans 0 g	
Carbohydrate / Glucides 41 g	
Fibre / Fibres 0 g	0 %
Sugars / Sucres 41 g	41 %
Protein / Protéines 0 g	
Cholesterol / Cholestérol 0 mg	
Sodium 150 mg	7 %
Potassium 60 mg	2 %
Calcium 125 mg	10 %
Iron / Fer 0 mg	0 %
*5% or less is a little, 15% or more is a lot *5 % ou moins c'est peu, 15 % ou plus c'est beaucoup	
Supplemented with / Supplémenté en[†]	
Niacin / Niacine 7 mg	44 %
Pantothenate / Pantothénate 6 mg	160 %
Vitamin B ₆ / Vitamine B ₆ 1 mg	59 %
Vitamin B ₁₂ / Vitamine B ₁₂ 4 µg	187 %
Vitamin C / Vitamine C 225 mg	250 %
Vitamin E / Vitamine E 2 mg	13 %
Magnesium / Magnésium 20 mg	5 %
Caffeine / Caféine 170 mg	
† Includes naturally occurring and supplemental amounts † Comprend les quantités naturelles et supplémentaires	

new section on the supplemental ingredients

new footnote related to the supplemental ingredients



Supplemented food labelling awareness messages

› **Some** supplemented foods contain supplemental ingredients that could pose a risk to health if:

- consumed in excess by the general population
- consumed by people who are:
 - under the age of 14
 - pregnant or breastfeeding
 - sensitive to caffeine

Supplemented / Supplémenté

● Health Canada / Santé Canada

› These supplemented foods will carry this identifier on the front of the label. That means there's a caution box on the back or side of the package. When you see this identifier, find the caution box to help decide if the food is right for you.

- › **Some** supplemented foods will carry this caution box on the back or the side of the package because of the type or amount of supplemental ingredient in that food. Look for the word 'caution' and read the box to help decide if the food is right for you.
- › The caution box could tell you who the food is not recommended for. Find out if it applies to you.
- › The caution box could tell you to limit how much you eat or drink of the supplemented food so that you don't have too much of any of the supplemental ingredient(s).
- › The caution box could tell you not to eat or drink the supplemented food with other products so that you don't have too much of the same supplemental ingredients.

Caution: Not recommended for those under 14 years old, pregnant or breastfeeding women or individuals sensitive to caffeine • Do not drink more than 1 serving per day • Do not drink on the same day as any other supplemented foods or supplements with the same supplemental ingredients.

Attention : Déconseillé aux individus de moins de 14 ans, aux femmes enceintes ou qui allaitent ou aux personnes sensibles à la caféine • Ne pas boire plus de 1 portion par jour • Ne pas boire le même jour que d'autres aliments supplémentés ou suppléments contenant les mêmes ingrédients supplémentaires.

How are the new regulations protecting the health and safety of the people in Canada?



01




- › Health Canada published regulations for supplemented foods in July 2022. Health Canada now requires manufacturers to show specific labels on supplemented foods to help you make informed health decisions. You may have already seen these new labels. As of January 1st, 2026, all supplemented foods must have them.

Learn more about supplemented foods and their labels:

www.canada.ca/en/health-canada/services/food-nutrition/supplemented-foods.html



How to tell different types of foods and health products

What they are	Conventional foods	Fortified foods	Supplemented foods	Foods for special dietary use
	<p>Foods without added vitamins, minerals, amino acids or caffeine, usually consumed as much or as often as desired</p> 	<p>Conventional foods usually consumed as desired with added vitamins, minerals or amino acids for nutritional purposes such as:</p> <ul style="list-style-type: none"> restoring levels of nutrients lost during processing preventing or correcting a nutrient deficiency in the population ensuring substitute foods are the same nutritionally as the food they are meant to replace 	<p>Foods with added vitamins, minerals, amino acids, caffeine or other ingredients for purposes other than nutrition</p> <p>Supplemented foods:</p> <ul style="list-style-type: none"> may require a limit for consumption may not be suitable for some individuals may not be suitable to consume with other supplemented foods or supplements that contain the same ingredients 	<p>Foods specially made for individuals with a physical or physiological condition as a result of a disease disorder or injury</p> <ul style="list-style-type: none"> seeking a particular effect, such as weight loss, by a controlled intake of foods <p>Foods for special dietary use have requirements for:</p> <ul style="list-style-type: none"> energy all vitamins and minerals macronutrients (carbohydrates, fats and protein) 
<p>Examples</p> <ul style="list-style-type: none"> cheese crackers cooking oils canned beans 	<ul style="list-style-type: none"> milk table salt white flour fortified plant-based beverages 	<ul style="list-style-type: none"> beverages or bars with added vitamins and minerals beverages with added caffeine (for example, caffeinated energy drinks) 	<ul style="list-style-type: none"> meal replacements nutritional supplements formulated liquid diets (for example, tube feeding products) 	
<p>Information you could see on the label</p>	<ul style="list-style-type: none"> nutrition facts table claims front-of-package nutrition symbol 	<ul style="list-style-type: none"> nutrition facts table claims front-of-package nutrition symbol 	<ul style="list-style-type: none"> supplemented food facts table supplemented food caution identifier cautionary statements front-of-package nutrition symbol claims 	<ul style="list-style-type: none"> nutrition information that may be displayed in a table directions for use cautionary statements claims





How to tell different types of foods and health products

	Nutrition facts table	Supplemented food facts table	Nutrition information that may be displayed in a table	Product facts table	Front-of-package nutrition symbol	Claims	Cautionary statements	Supplemental / Supplement food caution identifier
Conventional foods								
Fortified foods	✓				✓	✓		
Supplemented foods		✓			✓	✓	✓	✓
Foods for special dietary use			✓			✓	✓	
Natural health products				✓		✓	✓	

Related links

Supplemented foods: <https://www.canada.ca/en/health-canada/services/food-nutrition/supplemented-foods.html>

Fortified foods: <https://www.canada.ca/en/health-canada/services/fortified-food.html>

Foods for special dietary use: <https://inspection.canada.ca/food-labels/labeling/industry/foods-for-special-dietary-use/eng/1393627685223/139363761072>

Natural health products: <https://www.canada.ca/en/health-canada/services/drugs-health-products/natural-non-prescription.html>

Report a concern: <https://inspection.canada.ca/food-safety-for-consumers/where-to-report-a-complaint/eng/1364500149016/1364500195684>

Community Health Nurse



BRENDA CONTIN

Brenda Contin, CHN

May 2024

Sun	Mon	Tue	Wed	Thu	Fri
			1 Methadone Clinic/ OFFICE	2 Methadone Clinic/ OFFICE	3 Methadone Clinic
6 Methadone Clinic/ OFFICE	7 Methadone Clinic/ OFFICE	8 Methadone Clinic/ OFFICE	9 Methadone Clinic/ OFFICE	10 SUDZ: Program Shopping	17 Methadone Clinic/ Community Clean- up Day
13 Diabetes Bingo/ OFFICE	14 Methadone Clinic/ OFFICE	15 NOT IN	16 NOT IN	23 Methadone Clinic/ OFFICE	24 Methadone Clinic
20 Methadone Clinic/ OFFICE	21 NOT IN	22 Methadone Clinic/ OFFICE	29 Methadone Clinic/ OFFICE	30 Methadone Clinic/ OFFICE	31 Methadone Clinic
27 NOT IN	28 Community Mem- bership Mtg: 5 pm	29 Methadone Clinic/ OFFICE	30 Methadone Clinic/ OFFICE	31 Methadone Clinic	

FOOT CARE

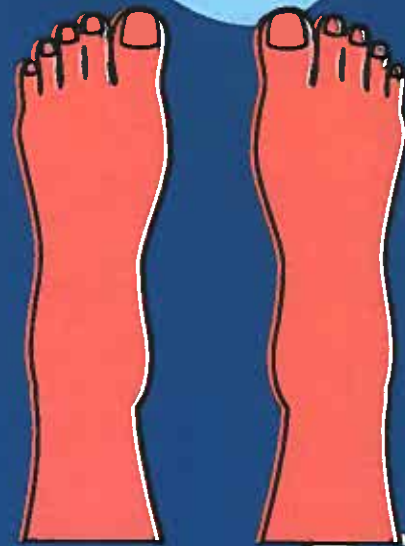


For Elders & Diabetics

Wednesday
May 1, 2024

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

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



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



CATERER **NEEDED!**

To provide Lunch for Diabetic Bingo on
Monday May 13, 2024.

Lunch to be served for 11:30 AM for
approximately 21 people

Menu:

Medium tray of Spaghetti (El Dente),
meatballs with sauce & Medium tray of
Lasagna. 10 Garlic bread, 10 Buns.

Dessert: Rice Pudding with cinnamon.

Beverages: Water, Ginger Ale, Coke, and
Pepsi. Must include plates, utensils,
cups, and napkins

Deadline to Submit Bids:

Wednesday May 8, 2024 @ 4:00PM

Submit Bids with breakdown of Catering Fee, Mileage, and Groceries Costs
to Brenda or Darcy at Health Centre

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

Diabetic Bingo

Location: Henvey Inlet Learning Centre

Date: Monday May 13, 2024 @ 11:30 am



Diabetes Education

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

Diabetes BINGO!!

20 maximum players

Please call Darcy to sign up!!

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

For Info Contact:

Brenda Contin, C.H.N.

705-857-1221

Home Care Nurse



DEBBIE BRENNAN

May 2024



DEBBIE BRENNAN
HCN

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Methadone Clinic 8:30-12 pm Home visits HCC	2 Methadone Clinic Medical Consultations community	3 Methadone Clinic 8:30-12 pm	4
	6 Methadone Clinic 8:30-12 pm Home visits HCC	7 Methadone Clinic Medical follow-ups HCC	8 Methadone Clinic 8:30-12 pm Home visits HCC	9 Methadone Clinic Medical Consultations community	10 Methadone Clinic 8:30-12 pm	11
12	13 Methadone Clinic 8:30-12 pm Home visits HCC	14 Methadone Clinic Medical follow-ups HCC	15 Methadone Clinic 8:30-12 pm Home visits HCC	16 Methadone Clinic Medical Consultations community	17 Methadone Clinic 8:30-12 pm	18
19	20 Stat holiday Offices Closed!	21 BP & BS screening Clinic 1-4pm (everyone welcome!)	22 Methadone Clinic 8:30-12 pm Home visits HCC	23 Methadone clinic Medical Consultations community	24 Methadone Clinic 8:30-12 pm	25
26	27 Methadone Clinic 8:30-12 pm Home visits	28 Methadone Clinic Medical follow-ups	29 Methadone Clinic 8:30-12 pm Home visits	30 Methadone clinic Medical Consultations	31 Methadone Clinic 8:30-12 pm	



ASK THE NURSE

Every Thursday in May!

1:00pm to 4:00pm

O & M Office 2 or Home Visits available!

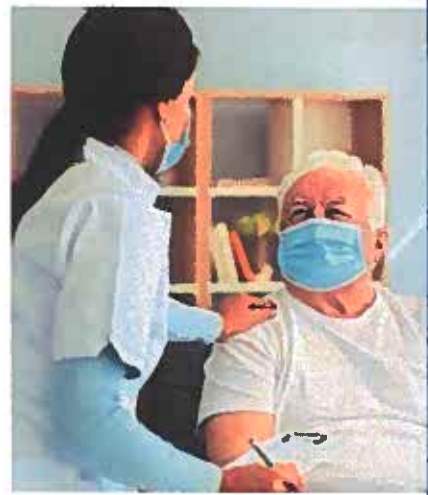
All Community Members Welcome!!

Blood Pressure Checks - Blood Sugar Checks

Individual Consultations * For Health Issues, Cardiovascular and Respiratory Health, Managing Diabetes, Mental Health Support and More!

~ALL CONSULTATIONS ARE COMPLETELY CONFIDENTIAL~

**DEBBIE BRENNAN, RPN
HOME & COMMUNITY CARE NURSE
705-857-1221 OR 705-857-3449**





MAY IS
**NATIONAL HIGH
BLOOD PRESSURE
EDUCATION
MONTH**

What is blood pressure?

Blood pressure (BP)

Is the force being applied to the walls of your blood vessels.²



Systolic BP

The **top number** measures the pressure on blood vessel walls while the heart is pumping out blood.



Diastolic BP

The **bottom number** measures the pressure on blood vessel walls while the heart fills with blood.



How to take a proper BP³

(1) Sit in a comfortable position with your back supported and feet flat on the floor. **Rest for 5 minutes.**



(2) Position your BP cuff so that its lower edge is about **3 cm** above the elbow crease.



(3) **Remain still and silent** during the measurement process.



(4) Take two readings, spaced **1-2 minutes apart**, and calculate the average of those two to get your blood pressure reading.



(5a) Repeat the above steps: Take two readings each morning and evening for **7 days** (28 total).

(5b) Discard first day readings and average the last 6 days. Repeat this once every 3 months to monitor your BP.

What is high BP?

Hypertension

High blood pressure (BP), also known as **hypertension**, is when the pressure in your blood vessels is **consistently high** and your heart has to work harder than normal to pump blood throughout your body.⁴

Complications of high BP

- Heart Attack
- Sudden Death
- Stroke
- Heart Failure
- Coronary Artery Disease
- Kidney Failure

Blood Pressure Targets



SYSTOLIC	DIASTOLIC	DESCRIPTION
Less than 140 mmHg	Less than 90 mmHg	This is the target blood pressure for most people (see below for exceptions).
Less than 130 mmHg	Less than 90 mmHg	Special target for those with diabetes.
Less than 120 mmHg	—	In some people who are at high risk for heart disease (those over age 75 years or with heart or kidney disease or multiple risk factors).

How to prevent high BP

BP Tracker

Exercise (30-60 mins/day)

Maintain healthy body weight (BMI 18.5-24.9)

Reduce stress

Reduce daily salt to 5g/day (less than 1 tsp)

Reduce alcohol (≤ 2 drinks/day)

Quit smoking

Recommended BP Cuffs

HYPERTENSION CANADA⁵ has a list of reliable devices. Their website is: <https://hypertension.ca/public> and is accessible by the QR code on the back of this brochure.

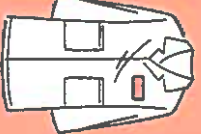
Look for these symbols when shopping:

Recommended by Hypertension Canada Gold

Recommended by Hypertension Canada Silver

DID YOU KNOW?

Some people experience higher BP readings when BP is taken in a medical setting due to anxiety. This is known as "white coat hypertension".



DATE	MORNING	EVENING
example	125/82	130/85
average	_____ / _____ average all top numbers average all bottom numbers	

See "How to take a proper BP" inside the brochure for instructions on how to take and record your BP readings.

Understanding and Improving Your Blood Pressure

42% of people with high blood pressure are unaware they have it!

Learn about the risks, diagnosis, and management of high blood pressure.

Additional Resources





American Heart Association.

Check. Change. Control.®

Consequences of High Blood Pressure

High blood pressure (HBP) is often the first domino in a chain or “domino effect” leading to devastating consequences, like:



STROKE

HBP can cause blood vessels in the brain to burst or clog more easily.



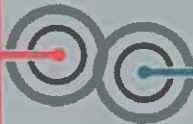
VISION LOSS

HBP can damage the vessels in the eyes.



HEART FAILURE

HBP can cause the heart to enlarge and fail to supply blood to the body.



HEART ATTACK

HBP damages arteries and causes them to narrow and stiffen.



KIDNEY DISEASE/ FAILURE

HBP can damage the arteries in the kidneys and interfere with their ability to effectively filter blood.



SEXUAL DYSFUNCTION

This can be erectile dysfunction in men or lower libido in women.



A simple blood pressure check is the first step to preventing the “domino effect.”

Learn more at heart.org/hbp.



MAKE THE MOST OF YOUR APPOINTMENT WITH A HEALTH CARE PROFESSIONAL.



LOWER YOUR BLOOD PRESSURE:

GETTING READY

How often do you check your blood pressure?

- Every day
- About once a week
- About once a month
- Rarely
- Never

If you measure your blood pressure, do you keep a log?

- Yes
- No

Are you taking your medications as prescribed?

- Yes
- Usually
- Sometimes
- No

OVERCOMING CHALLENGES

To get less salt in my diet, I'd like to (choose all that apply):

- Buy low sodium foods
- Taste before adding salt
- Use salt-free spices/herbs
- Check labels for sodium
- Cook at home more often

It's hard for me to manage my blood pressure because (choose all that apply):

- I don't like the way the medication makes me feel
- I'm having trouble getting my medication
- I'm having trouble changing my diet
- I can't easily exercise
- It's expensive
- I'm stressed/I don't feel well
- I forget what I need to do

During my appointment, I'd like to discuss (choose all that apply):

- My medications
- Checking my blood pressure at home
- Reducing salt in my diet
- Getting more exercise
- Managing my weight
- Quitting smoking

PLANNING FOR SUCCESS

During your appointment, refer to this guide and have ready:

1. A complete list of all your medications (including over the counter, vitamins, and herbal supplements)
2. A pen and paper to take notes

Today my BP is:

- Normal
- Elevated
- Stage 1
- Stage 2

Notes:

My next appointment is on:



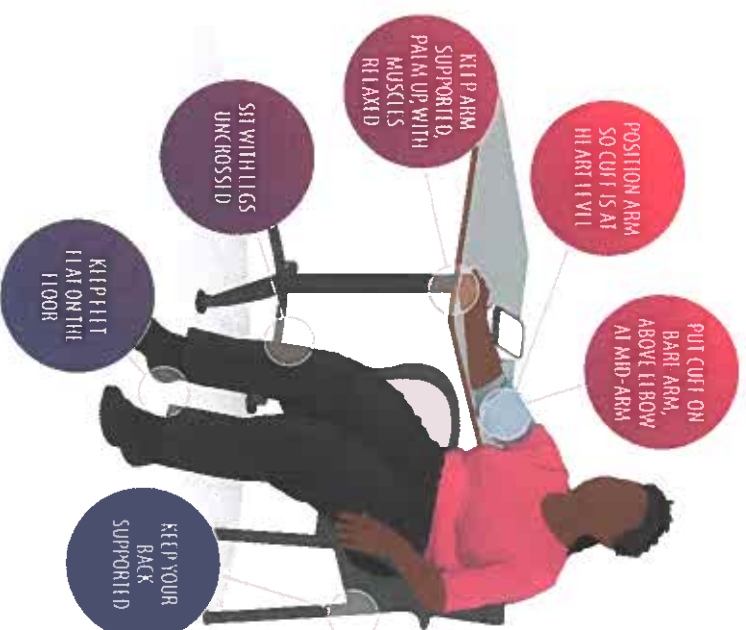
HOW TO MEASURE YOUR BLOOD PRESSURE AT HOME

Follow these steps for an accurate blood pressure reading

1 PREPARE

- Avoid caffeine, cigarettes and other stimulants 30 minutes before you measure your blood pressure.
- Wait at least 30 minutes after a meal.
- If you're on blood pressure medication, measure your BP *before* you take your medication.
- Empty your bladder beforehand.
- Find a quiet space where you can sit comfortably without distraction.

2 POSITION



3 MEASURE

- Rest for five minutes while in position before starting.
- Take two or three measurements, one minute apart.
- Keep your body relaxed and in position during measurements.
- Sit quietly with no distractions during measurements—avoid conversations, TV, phones and other devices.
- Record your measurements when finished.



Home Blood Pressure Log

What type of blood pressure monitor should I buy?

The blood pressure monitor you purchase should be proven accurate, and the monitor's cuff must properly fit your upper arm. Your health care professional can recommend a monitor and measure your arm to select the right cuff size. You should bring your monitor to your health care professional annually to have it checked for accuracy.



Recommended by
Recommandé par
Hypertension Canada
Gold | Or

To help you in your purchasing decisions, Hypertension Canada provides a list of recommended monitors which have been proven accurate in research studies at hypertension.ca. Many of these recommended devices will carry the symbols shown to the right on their packaging.



Recommended by
Recommandé par
Hypertension Canada
Silver | Argent

What is my target blood pressure?

Ideally, blood pressure should be below 120/80 mmHg to maintain good health and reduce the risk of stroke, heart disease and other conditions. However, the target depends on factors like age, health conditions, and whether the reading is being taken at home or your health care professional's office. If you have diabetes, kidney disease or other health conditions, speak to your health care professional about your readings and the treatment that is right for you. Remember, only your health care professional can tell you exactly what your target blood pressure should be.

Systolic	Diastolic	Action
Below 120	Below 80	Maintain or adopt healthy behaviours.
120-139	80-89	Maintain or adopt healthy behaviours.
140-159	90-99	Adopt healthy behaviours. If goal isn't reached in a month, talk to your health care professional about taking medication(s).
160 and higher	100 and higher	Adopt healthy behaviours. Talk to your health care professional about taking medication(s).

These blood pressure targets are for adults under the age of 80. Ranges may be lower for children and teenagers. Talk to your child's health care professional if you think your child has high blood pressure. Ranges may be higher for people over the age of 80.

When should I take my measurements?

- Before taking your blood pressure medication
- At least two hours after a meal
- After emptying bladder and bowel
- One hour after drinking coffee or smoking
- Thirty minutes after exercise
- Always after resting five minutes, without talking

Measuring blood pressure the right way:

- Comfortable, distraction-free environment
- Without talking or moving
- In the sitting position with back supported
- Legs uncrossed with feet flat on the floor
- Arm bare with lower edge of cuff 3cm above elbow
- Arm supported with middle of cuff at heart level

BP Raisers



Learn What Could Raise Your Blood Pressure

Many things can affect your blood pressure (BP). It is critical to understand what medications and substances you should avoid to support a healthy BP.

SMALL CHANGES CAN MAKE A BIG DIFFERENCE

Be your own health advocate by following a healthy lifestyle, including not smoking, limiting or stopping the use of alcohol, exercising, following a low sodium diet and checking your blood pressure as part of your daily routine.

High blood pressure – a systolic blood pressure reading of 130 mmHg and above or a diastolic reading of 80 mmHg and above – is a serious health condition that can increase your risk of heart disease and stroke. Take these steps to control your risk.

AVOID:

- Illicit and recreational drugs- cocaine, methamphetamine
- Herbal supplements-ephedra, St. John's wort
- Foods that contain tyramine when taking antidepressants, such as MAOIs (monoamine-oxidase inhibitors)



LIMIT:

- Alcohol to 1 drink a day or less for women and 2 drinks a day or less for men
- Caffeine to less than 300 mg per day (about 2-3 cups of coffee); avoid with uncontrolled hypertension
- Salt to no more than 2,300 milligrams (mgs) a day and **an ideal limit of no more than 1,500 mg per day** for most adults.



TALK TO YOUR HEALTH CARE PROFESSIONAL ABOUT STARTING, STOPPING OR CHANGING:

- Some over-the-counter pain relievers can raise blood pressure. Be sure to talk to your health care professional.
- Amphetamines
- Certain medications to treat mental health
- Corticosteroids, such as prednisone
- Decongestants and some cold medicines; avoid with severe or uncontrolled hypertension
- Immunosuppressants
- Oral birth control (consider alternative low dose agents or progestin-only or consider other forms such as barrier, IUD, abstinence); avoid using with uncontrolled hypertension
- Certain cancer medications (such as angiogenesis inhibitors)



NOTE: Do you suffer from chronic pain? Certain medicines can raise your BP or make your BP medication less effective. Talk to your health care professional for guidance if you have any questions.

TYLENOL

American Heart Association's efforts to improve healthy choices related to living with high blood pressure is proudly supported by TYLENOL®.

heart.org/bptools

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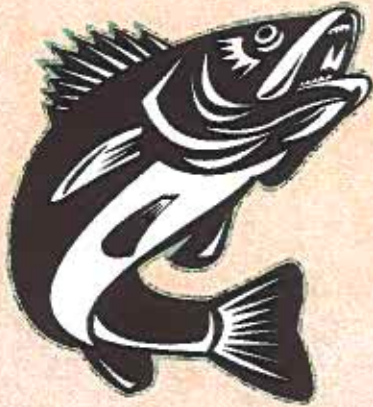


**CULTURAL
COORDINATOR
Stan Moses**

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

P0G 1J0

(705)857-1221 EXT: 229



OVERNIGHT SPEAR FISHING OUTTING

FOR AGES 12 & UP - 14 SPOTS ONLY

MAY 3, 4, & 5

DRINKS, FOOD, MEALS, COOKING SUPPLIES & SHELTER PROVIDED. PARTICIPANTS MUST BRING OWN SLEEPING BAGS/BLANKETS, PILLOWS, CLOTHES FOR THE WEATHER, RUBBER BOOTS, OWN SPEAR IF YOU HAVE, IF NOT THERE WILL BE SOME TO SHARE!

PLEASE CALL TO REGISTER!!



**TO REGISTER CALL DARCY AT THE HEALTH CENTRE!
CONTACT PERSON: STAN MOSES 705-857-1221**



BELT MAKING WORKSHOP



WITH PAULETTE AIABENS

Women's Regalia of All
Ages!

~ 20 Spots available ~

Call Darcy to Sign-up

Meals provided



MAY 11 & 12- 10AM TO 4PM DAILY

O & M BUILDING- OFFICE 2 UPSTAIRS



TUESDAY MAY 14, 2024

MEN'S CIRCLE

WITH STAN MOSES & ARLEN TULLOC

REGULAR PROGRAM

TRAILER # 4		
	Starting at 5:00 PM	

PLEASE CALL TO SIGN UP ASAP!!!

10 SPOTS AVAILABLE

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

CULTURAL COORDINATOR- STAN MOSES 705-857-1221



TUESDAY MAY 28, 2024

MEN'S CIRCLE

**WITH STAN MOSES & ARLEN TULLOC
REGULAR PROGRAM**

TRAILER #4		
	Starting at 5:00 PM	

PLEASE CALL TO SIGN UP ASAP!!!

10 SPOTS AVAILABLE

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

CULTURAL COORDINATOR- STAN MOSES 705-857-1221

Canadian Firearm Safety Course & Hunter Education

Facillitated by Regan Pilatzke

J U L Y
19, 20 & 21

O & M BUILDING
UPSTAIRS

**CALL DARCY AT
HEALTH CENTRE TO
REGISTER BY JULY 12,
2024**

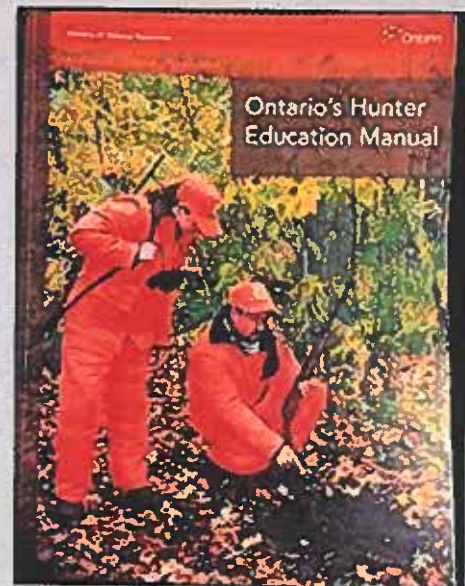
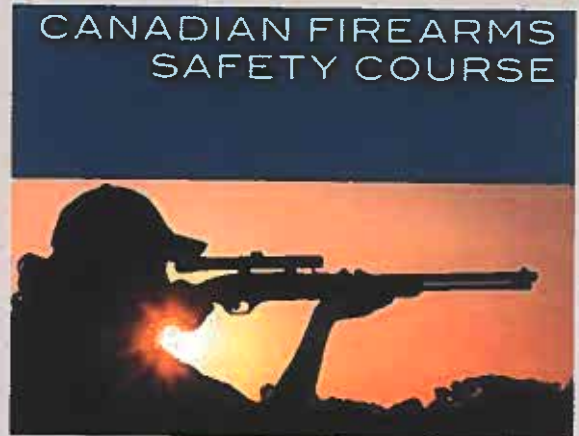
12 Spots available!

**Band Members have priority
and their registration fee will
be covered!**

**PLEASE ONLY SIGN UP IF YOU
ARE COMMITTED TO
ATTENDING!**

Contact Person: Stan Moses

705-857-1221





N.N.A.D.A.P.

Louise Ashawasegai



May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Intake	2 Home visits	3 Office	4
5	6 Office	7 Home visits	8 Intake	9 Home visits	10 Office	11
12	13 Office	14 Shopping	15 Breakfast	16 Home visits	17 Office	18
19	20 Office Shopping for food	21 Fasting Camp	22 Fasting Camp	23 Fasting Camp Home visits	24 Fasting Camp	25 Fasting Camp Clean up
26 Fasting Camp clean up	27 Office	28 Shopping	29 Breakfast	30 Home visit	31 Office	

notes

“We only have one earth. Let’s take care of it.” – Deb

Breakfast With Louise

May 15 & 29

8am to 10am





Fasting Camp

May 22 to May 25

**Location: Traditional Grounds
Hwy 522 across from Grundy Lake Park**

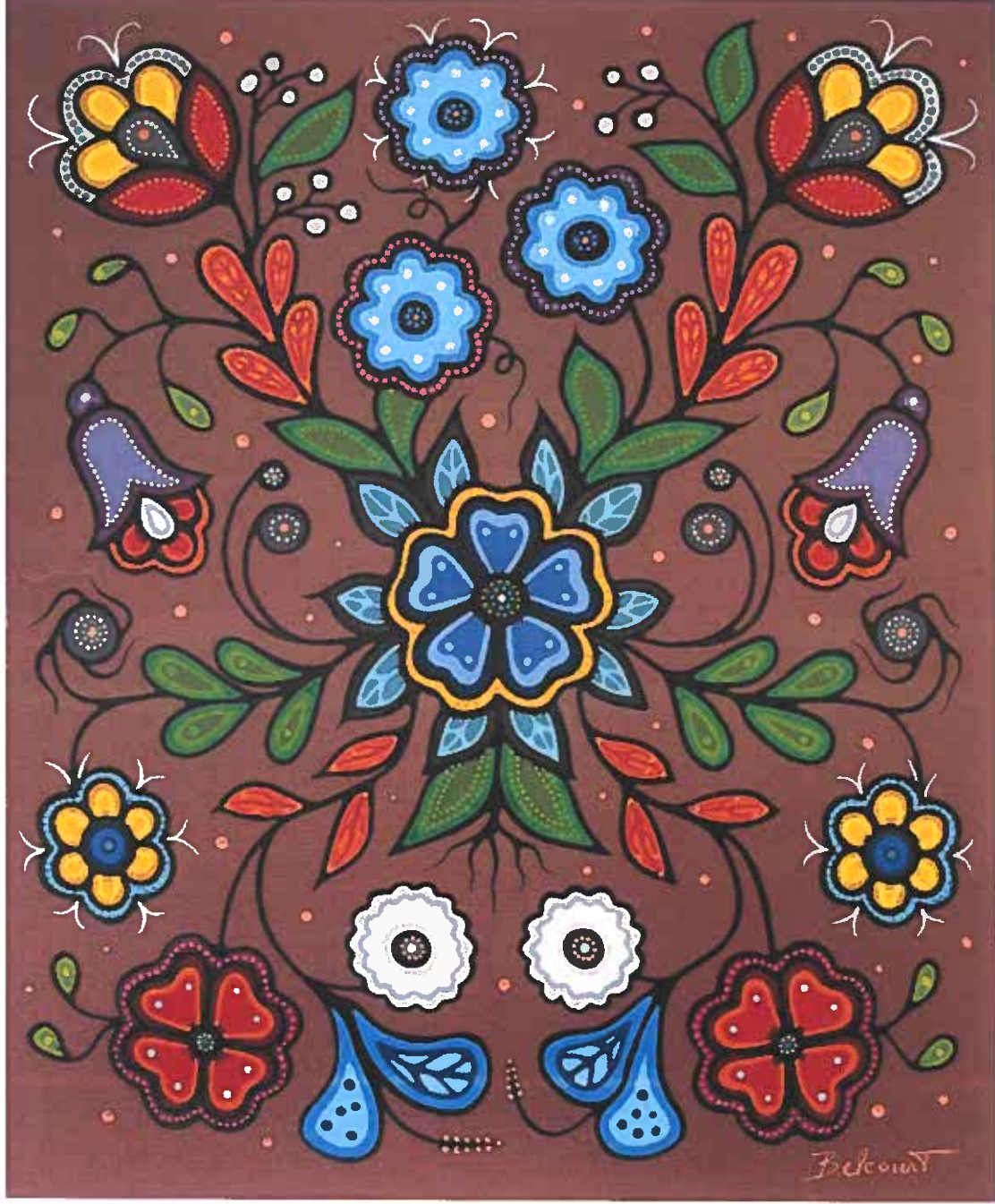


Fire keepers needed for Fasting Camp

Date: May 22 to the 25

Phone Darcy or Louise at the Health Center

COMMUNITY WELLNESS PROGRAM NEWS



This program is designed to deliver primarily client and participant-based services to Aboriginal individuals, families and children. The priority focus of programming is related to reducing family violence.



COMMUNITY WELLNESS PROGRAM



Good things come to those who believe, better things come to those who are patient, and the best things come to those who don't give up.

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 STAFF MEETING CLIENT APPT	30 CEMETERY RESEARCH & GENEALOGY	1 PROGRAM SHOPPING WORKSHOP PREPS	2 CLIENT APPTS	3 CEMETERY RESEARCH & GENEALOGY	4
5	6 RED SKIRT MAKING WORKSHOP	7 CEMETERY RESEARCH & GENEALOGY	8 IN OFFICE	9 IN OFFICE	10 CEMETERY RESEARCH & GENEALOGY	11
12	13 STAFF MEETING HOME VISITS	14 CEMETERY RESEARCH & GENEALOGY	15 IN OFFICE	16 CLIENT APPT	17 CELEBRATION OF LIFE INFO SESSION	18
19	20 VICTORIA DAY	21 CEMETERY RESEARCH & GENEALOGY	22 OUT OF OFFICE	23 IN OFFICE	24 CEMETERY RESEARCH & GENEALOGY	25
26	27 STAFF MEETING OUT OF OFFICE	28 CEMETERY RESEARCH & GENEALOGY	29 IN OFFICE	30 IN OFFICE	31 CLIENT APPT	

HAPPY BIRTHDAY in MAY

- 5th KAYLEE ASHAWASEGA
7th KASH ARMSTRONG-ASHAWASAGAI
11th GRACE CONTIN
12th BIIWAABIK-GINIW CONTIN
13th BARRY BARNSDALE
14th D'ANDRA (DANTE) PELLETIER
17th BRENDA CONTIN
18th ED PANAMICK JR.
19th QUENTIN ASHAWASEGAI
23rd NYA FAIRES
28th MILEENA ASHAWASAGAI
29th IRVIN CONTIN
29th EARL CONTIN



MAY 5TH IS RED DRESS DAY

RIBBON SKIRT MAKING

**OPEN TO ALL AGES
WITH LUANA
MCQUABBIE**

~4 MAX PARTICIPANTS~

MAY 5TH MARKS RED DRESS DAY, THE NATIONAL
DAY OF AWARENESS FOR MISSING AND
MURDERED INDIGENOUS WOMEN, GIRLS, TWO-
SPIRITED AND GENDER DIVERSE PEOPLE

MAY 6TH WORKSHOP

9:00-4:00 PM

AT HEALTH CENTRE-TRAILER #3

CONTACT DARCY TO SIGN-UP.



CONTACT INFO: CWW LUANA MCQUABBIE - 705-857-1221 EXT 227

You're Invited

To attend a special Information Session
regarding a Celebration of Life
with Pazhe Rice of Wasauksing First Nation

The session will take place on

MAY 17, 2024

9-11 A.M.

O & M BUILDING/OFFICE #2

* *What is a Celebration of Life?*

What steps to take the moment when a loved one passes.

* Why have a Will? What is an Estate?

* What the difference is between an Executor and an Administrator.

* Come find out answers to these questions or bring questions you may have.

For further information please contact: CWW Luana McQuabbie

705 857-1221 Ext 227

Contact Darcy to sign-up 705 857 1221

CREATING YOUR OWN PERSONAL FAMILY TREE

“GETTING STARTED WITH AncestryDNA”

MAY 2024 (ON-GOING)
HIFN HEALTH CENTRE/TRAILER #3

Gathering family history involves tracing a continuous line of descent from a given ancestor. In past times many First Nation people were taught to memorize their genealogy and this data was recited at marriages, funerals and at other feasts and ceremonies. Over time, the ability to trace one's ancestry by memory became a lost art.

Today anyone wishing to trace his or her ancestry must search through vital statistical records such as births, marriages and deaths, and through various government and private records as well as ancestry research through on-line sites and AncestryDNA testing kits to obtain information on their own family lineage.

Testing kits available. Come start your family tree today.



Family
like branches on a tree
we all grow in different directions,
but our roots remain as one.

TO MAKE AN APPOINTMENT FOR AN INDIVIDUAL SESSION PLEASE CONTACT

CWW LUANA MCQUABBIE 705 857-1221 EXT 227



OLD PICKEREL CEMETERY UPDATE-MAY 2024

MANY THANKS TO THE INDIVIDUALS WHO CONTACTED ME WITH CORRECT INFORMATION FOR THE DECEASED LOVED ONES. ALL NAMES WILL BE INSCRIBED ONTO THE MONUMENT BEFORE DELIVERY LATE IN THE SPRING.

THE DRAFT LISTING IS STILL UNDER CONSTRUCTION. CONTACT ME AS SOON AS POSSIBLE IF YOU SEE AN ERROR OR HAVE MORE INFORMATION TO ADD.



**CWW
LUANA MCQUABBIE**

354-A PICKEREL RIVER ROAD
TRAILER #3
PICKEREL, ON P0G1J0

Phone: 705 857-1221 EXT 227
Email:
luana.mcquabbie@henveymedicalcentre.com



WHAT SHOULD YOU DO WHEN A FAMILY MEMBER OR FRIEND DIES?

THE GOVERNMENT OF CANADA WILL ASSIST YOU.

PLEASE CONTACT:

1 800 567-9604

TTY: 1 866 553-0554

Canada.ca/indigenous-estates

We can help protect the estate of your loved one and provide you with the information that you need.

OUR QUESTIONS WILL BE SIMPLE

Was your family member or friend living on- or off- reserve?

The Government of Canada is only involved with estates for people who usually live or lived on reserve. The Government of Canada calls this being “ordinarily resident on-reserve”.

“Ordinarily resident on-reserve” means that an eligible First Nation person lives on-reserve, does not maintain a primary residence off-reserve, but may temporarily live off-reserve for educational purposes or for the purpose of obtaining care or services not available on-reserve.

If a First Nation individual lives off-reserve, or was living off-reserve when he died, the estate is the responsibility of the province, territory or state where they reside or resided. Please contact the relevant government office for more information on the next steps.

Did they have a will?

They may have left a will with a lawyer’s office, in a safety deposit box at home or at the band council office, or with family or a trusted friend.

Who are their family members?

We will ask you the names and addresses of each family member of the deceased.

Is there a death certificate?

A document that shows proof of death is needed to begin settling the estate.

The answers to these questions will help clarify if the estate should be looked after by us or if it should be the province or territory where your family member or friend lived.

If we are looking after the estate, the Government of Canada will send out the required forms to the family or friend so that someone can be appointed to settle the estate.

Please call us for more information



WHAT IS AN ESTATE ADMINISTRATOR OR EXECUTOR?

An estate can be handled or administered by an executor or an administrator.

EXECUTOR

When a person makes a will, they name someone (or a group) responsible for handling their estate once they have died. This person or group (e.g., a law firm or bank) is known as the executor.

The executor handles all of the legal and financial matters and ensures that the details of the will are carried out.

ADMINISTRATOR

If someone who lived on-reserve dies without a will or does not name an executor in their will, the Government of Canada will appoint a person to handle the estate. This person is known as the administrator, and they have the same duties as an executor. It is also possible to have an administrator for the estate of a living person, such as a dependent adult or a minor.

If no one is willing or able to administer the estate, the Government of Canada will become the administrator by appointing a Federal Government employee to settle the estate.

If you have been appointed as an administrator/executor, refer to the section below *What Do Administrators Or Executors Do* for some good practices of an administrator.

WHAT DO ADMINISTRATORS OR EXECUTORS DO?

The administrator or executor is responsible for handling all of the legal and financial matters of the estate, and is accountable to the heirs or beneficiaries named in a will.



<p>The duties of an administrator or executor for the estate of someone who has died include:</p>	<p>The duties of an administrator for the estate of someone who is living include:</p>
<ul style="list-style-type: none"> • identifying and protecting the estate property and belongings • claiming work benefits • providing a full report to the heirs or beneficiaries on what has been done • paying the estate debts, including funeral expenses • filing taxes • distributing what remains to the people named in the will or to the family in accordance with the provisions of the Indian Act 	<ul style="list-style-type: none"> • identifying and protecting the estate property and belongings • purchasing necessities for the dependent adult or minor, and providing an allowance as required • consulting with the person(s) responsible for looking after the everyday wellbeing of the dependent adult or minor • paying bills • settling debts • making arrangements for the person's business • looking after any pension or benefit concerns • filing annual tax returns • providing a full report to the dependent adult, minor, guardian(s) of the person, or the Government of Canada on what has been done every year, upon request of a family member

THE GOVERNMENT OF CANADA'S ROLE

Review and address concerns and complaints about the handling of an estate.

Review the administration of the estate upon request by the family.

Please Call Us For More Information

CONTACT INFORMATION:

1 800 567-9604

TTY: 1 866 553-0554

Canada.ca/indigenous-estates



WHAT IS AN ESTATE?

An estate is all of the property and personal possessions of a person.

<p>The estate of a person who has died may include:</p>	<p>The estate of a dependent adult or a minor child may include:</p>
<ul style="list-style-type: none">• cash• bonds and investments• work benefits• earnings• pensions• proceeds from legal actions• insurance settlements• personal effects (like jewelry)• personal property (like vehicles and bank accounts)• land and buildings owned both on- and off-reserve	<ul style="list-style-type: none">• cash and bank accounts• bonds and investments• earnings• pension• tax and disability benefits• personal effects (like jewelry)• personal property (like vehicles and bank accounts)• land and buildings owned both on- and off-reserve• insurance settlements

An estate does not generally include:

- joint bank accounts, joint bonds and investments, and joint tenancy of property, when they are held with an individual who is still alive
- land or buildings that are owned by a First Nation Band



HOW ARE ESTATES OF PEOPLE WHO HAVE DIED ON-RESERVE MANAGED?

The Government of Canada is required **under sections 42 to 50 (1) of the *Indian Act*** to manage the estates of Indians who usually lived on-reserve.

For this purpose, Indians are people who were registered, or who could have been registered, as Indians under **section 2** and **section 6** of the *Indian Act*. If you think you might be eligible for Indian status, call us. We encourage family members to take the role of settling the estates of family and friends who have died.

THE GOVERNMENT OF CANADA PROVIDES THE FOLLOWING AS PART OF ITS DECEASED ESTATES SERVICE:

- appoints estate administrators or executors
- approves wills so they can take effect
- transfers reserve lands from the estate to the heirs or beneficiaries
- if someone dies without a will, the Government of Canada will determine the heirs
- if the family does not or cannot settle the estate, the Government of Canada will serve as administrator
- if the Government of Canada is the administrator, we will distribute estate assets according to the will or the intestacy provisions of the *Indian Act*
- if the estate cannot cover funeral expenses, contact the **Public Enquiries Contact Centre at 1-800-567-9604**.



HOW ARE ESTATES OF DEPENDENT ADULTS AND MINORS MANAGED ON-RESERVE?

The Government of Canada is required by **section 51 of the *Indian Act*** to manage the estates of Indians who currently cannot manage their financial or legal affairs, and who usually live on-reserve.

Under section 52 of the *Indian Act*, the Government of Canada may help manage the estates of Indian minors who usually live on-reserve.

In these situations, Indians are people who are registered, or who could be registered, as Indians as identified in **section 2** and **section 6** of the *Indian Act*. Indians also include people who are on a band list, or who could be added to a band list.

We encourage family members to take a leading role in managing the estates of dependent adults and minors. We can help administer the estates of dependent adults and minors. The Government of Canada only helps with the estate of minors in rare circumstances.

WHO IS A DEPENDENT ADULT?

A dependent adult is someone who **cannot currently manage their legal or financial affairs**. This could include people who have dementia or have other medical conditions affecting their mental capacity.

We can only help with managing estates once the adult has been diagnosed as incapable of managing their own financial or legal affairs.

This diagnosis must be done by a provincial or territorial authority such as:

- a doctor or other certified health professional
- a capacity assessor employed by the province or territory in which the adult resides
- a court of law

The Government of Canada, or someone appointed as the Government of Canada's representative (usually a family member), can only assume the role of property guardian for a dependent adult. This means that they can help a dependent adult with managing money, lands, debts, and so on.

Authority for decisions relating to personal care is the responsibility of the province or territory where the dependent adult resides. Please contact government offices for more information on next steps.

WHO IS A MINOR?

A minor is someone who is **under the age of majority** in the province or territory where they live. For example, in Quebec a minor is anyone between 0 and 17, while in Ontario a minor is anyone between 0 and 18.

In some situations, children can have property or possessions (also known as estates). These need to be managed for them since they are not old enough to legally manage them.

Usually a child's parents or guardians are responsible for looking after their child's estate, but in rare circumstances the Government of Canada can assist when the parents or guardians are unable to do so.

The Government of Canada's ability to help is outlined in **section 52 of the *Indian Act***, and is considered discretionary. This means that we only step in when it is necessary, or upon request.

Our goal when helping with minors estates is to do what is in the best interest of the minor.



WHY SHOULD YOU HAVE A WILL?

A will is a document that leaves instructions about what you want done with your personal possessions and land after you die.

DO YOU HAVE A WILL?

If you die without a will on-reserve (also called “dying intestate”), the *Indian Act* determines how your assets will be distributed, not you or your family. Without a will, friends, charities, or other beneficiaries cannot inherit from your estate. Only a member of your First Nation can inherit your land.

Having a will ensures that your wishes will be carried out. It will ensure that your loved ones are provided for. Be sure to consider making arrangements for care of your children and pets. Consider all of your possessions when making a will (e.g., money, vehicles, books, pieces of art, furniture, land, livestock and keepsakes). You can only gift your land to someone who is a member of your First Nation.

Writing a will is free, unless you go through a lawyer (or a notary in Quebec). It doesn't have to be complicated.

BY MAKING A WILL, YOU CAN...

- provide for your loved ones, your children and grandchildren
- decide who will get your home and property
- clearly state who should receive your personal possessions (such as jewelry, vehicles and money)
- leave instructions about who will take care of your children and dependents
- leave instructions for end of life ceremonies
- name who will take care of your estate

A WILL MAY...

- avoid delays in settling your estate
- reduce administrative paper work for your family at a difficult time
- make the settlement of your estate a more personal matter
- provide peace of mind and clear direction about your wishes to your family and loved ones
- reduce the Government of Canada's involvement in your private affairs

Please call us for more information

CONTACT INFORMATION:

1 800 567-9604

TTY: 1 866 553-0554

Canada.ca/indigenous-estates



WHAT NEEDS TO BE IN A WILL?

The *Indian Act* outlines what should be included in your will.

If you live on-reserve, a valid will must:

- be in writing (you can write your own or use a form available from various sources, e.g., will kits, websites)
- be signed and dated by you
- state what you want done with at least one of your possessions
- state that it takes effect after your death

Ideally, a will should also:

- be signed by two people who witnessed you signing your will
 - your witnesses should be adults who are not beneficiaries or the spouse of a beneficiary
- name someone that you want to be your **executor**
- list the full names and addresses of your beneficiaries
- list all of your assets and where they are located
 - assets include all of your property and personal possessions and effects for example, land, bank accounts, jewelry, commercial licenses, crops, animals, investments, vehicles and buildings
- list all of your debts, how much they are worth and who holds them
- list your wishes regarding who should inherit each of your assets
- list the other items that you wish to give to specific people, including special items of sentimental value
- leave instructions for who should care for your children and dependents

DO YOU POSSESS LAND ON-RESERVE?

If you possess land on-reserve, you may wish to include directions in your will for how the land should be divided after your death. The *Indian Act* states that you can only gift your land to someone who is a member of your First Nation.

The transfer of land can be affected by the *Family Homes on Reserves and Matrimonial Interests or Rights Act* or by your First Nation's laws about *matrimonial real property on reserves*. Your band council should be able to help clarify what laws apply to your situation.



WHEN SHOULD YOU MAKE CHANGES TO YOUR WILL?

You can change your will as often as you like. In fact, it is a good idea to read it over from time to time to make sure it is accurate and up-to-date.

You should change your will when:

- you have a child or grandchild
- you get married, divorced, or enter into a common law relationship
- you move to a new address
- someone mentioned in your will dies
- you acquire new valuable property or possessions

You should always date and initial all changes or additions and have them witnessed.

DO YOU NEED A LAWYER TO MAKE A WILL?

You do not need to have a lawyer (or notary in Quebec) to help you write your will. However, you may wish to consult one if your estate is complicated. For example, if you:

- have children or you care for someone who has special needs
- have property or possessions of significant value
- own property
- own a business

WHERE SHOULD YOU KEEP YOUR WILL?

After your death, the Government of Canada will need to have the original will to help settle your estate. You may wish to keep your original will in a safe place such as:

- a safety deposit box
- a fireproof box
- a home safe or a safe at the band council office
- a lawyer or notary's office
- with a trusted friend/family member

You should tell your executor or someone you trust where you stored your will. Banks will usually allow your executor to take your will from a safety deposit box.

If you live on-reserve and need more information on making a will, please contact the **Public Enquiries Contact Centre at 1-800-567-9604**.



WILLS AND ESTATES

GLOSSARY OF COMMON TERMS

Administer (an estate): to determine what property the deceased owned when they died, what rights to property arose because of their death, what debts they had, collect the property, pay debts, decide who is entitled to receive the remaining property and arrange for the property to be distributed.

Administrator: a person appointed (by the Government of Canada or a court) to administer an estate.

Administrator with will annexed: a person appointed to administer an estate where there is a valid will but there is no executor named in the will or the named executor is deceased or otherwise incapable or unwilling to act.

Affidavit: a voluntarily made written statement of facts in which the person who makes the statement signs and swears it is true in front of a commissioner of oaths (lawyers and some designated officials are commissioners of oaths).

Assets (see also Liquid Assets): everything of value (for example, a car, land, cash, cheque, promissory note, account receivable).

Beneficiaries: persons named in a will, in an insurance policy or by provincial law to receive a gift or financial compensation generally when a person dies.

Child: section 2 of the *Indian Act* says a legally adopted child and a child adopted in accordance with Indian custom.

Claim: a statement that a person has a right to something (in relation to the estate). For example, a person may claim that they have a right to estate assets to compensate for money owed to them by the deceased.

Codicil: a codicil is a supplement to a will. It is a separate document; it is a legal instrument made to modify an existing will, a document to be read as part of and with the will itself.

Consent (noun): agreement or permission that is freely given.

Court of competent jurisdiction: a court which has the authority under the law to handle a particular matter. In relation to the estates provisions of the *Indian Act*, it means the court (in a province or territory) that has the power to decide the estate matters of individuals other than those falling under subsection 2(1) of the *Indian Act* and who are not ordinarily resident on a reserve.

Creditor (see debtor): a person to whom money, goods or services are owed by the debtor.

Debtor (see creditor): a person who owes money, goods or services to another, the latter being referred to as the creditor.

Debt: an obligation to pay money or some other valuable thing.

Debts to the Crown: debts owing to federal or provincial governments (such as income taxes).

Devise or descent: subsection 20(5) of the *Indian Act* speaks of those claiming possession of land by devise or descent. This means persons claiming possession of land because of a gift made in a will (“by devise”) or because the person became entitled to possession on intestacy because he was a relative of the deceased (“by descent”).

Devisee: a person receiving land by a gift in a will (see also “legatee”).



Devolve (devolution): pass on (the passing on of) property upon death.

Distribution (see also “pro rata” distribution): the division and sharing of the property of a deceased person.

Estate: section 2 of the *Indian Act* defines estate to include real and personal property (of the deceased), and any interest in land.

Executor: a person named in a will to administer the estate according to the wishes of the testator (author) as contained in the will.

Fair market value: the price that would be paid for something if it were sold on the open market.

Heir: a person related to the deceased by blood (or through adoption) and who is entitled to receive the property of the deceased when the deceased dies intestate (without leaving a will).

Incompetent: [lacking the physical or mental ability necessary to do something.] For example, a mental incompetent is a person incapable of handling their own affairs due to a mental disability. A child under the age of majority is considered legally incompetent to enter contracts.

Intestacy: when a person dies without a valid will. A partial intestacy can also arise where part of a person’s property is not given away by a valid will. There is an intestacy with respect to the property that was not given away by the will.

Intestate: a person who dies without making a will or whose will is declared void; also the state of dying without a valid will (to die intestate).

Inventory: the description and valuation of the property owned by the deceased and by the estate and of the debts owing by the deceased and the estate.

Issue: children and grandchildren and all other person in a straight line in a straight line from a person.

Joint tenancy: when a person shares a right to possess land or other asset in common with other owners. When a joint tenant of an interest in land dies, their interest passes automatically to surviving co-owners and does not become part of the estate (and cannot, therefore, be the subject of a gift in a will). A person may own other assets (such as a bank account) in joint tenancy. The account proceeds go to surviving account holders on the death of one of the joint tenants.

Jurisdiction: the authority to do something. For example, the Government of Canada has jurisdiction to administer the estates of deceased Indians who were ordinarily resident on a reserve. It may also be said that the administration of the estate of a deceased Indian who was ordinarily resident on a reserve “falls within the jurisdiction” of the Minister.

Liquid assets: cash on hand or in a bank, and other assets that can quickly be converted into cash.

Monetary assets: a form of liquid asset including cash or cheques.

Mortgage: the transfer of title to land to the mortgagee (lender) to ensure payment of a debt of the mortgagor (borrower).

Net assets: assets remaining after all debts have been paid.

Next-of-kin: relatives (blood or adopted).



Ordinarily resident: a person is “ordinarily resident” on a reserve when he habitually makes their home there. Even if the person is forced to spend time off-reserve, or if he leaves the reserve to obtain higher education or to go hunting, he may still be “ordinarily resident” if he intended to return to the reserve.

Partial distribution: a distribution of part of the estate assets.

Personal property: property that is movable (as opposed to real property, land and attached buildings or structures). Personal property (also called chattels) includes everything owned by the deceased that is not an interest in land or permanent improvement, for example: money, bonds, vehicles, equipment and furniture. In Quebec, personal property is called “immovables”.

Per capita (see also per stirpes): individually or by the head. Property is distributed per capita if it is divided in equal shares among all persons entitled to it. For example, if the property of an intestate is distributed per capita among three children, each child receives an equal portion. It means according to the number of individuals. Where a division per capita occurs, an equal share is given to each person without reference to their stocks or the right of representation. Thus, in section 48(6) of the *Indian Act*, where nieces and nephews are alive, they share equally, regardless of whether one niece descended from one brother and ten descended from another.

Per stirpes: the property of an intestate is distributed equally among the branches of descent.

Possessory interest: the right to possess property. For example, a person might claim a possessory interest in land.

Post a bond: to give a written agreement that a penalty will be paid if something is not done.

Preferential share (of spouse): the amount that is paid to the spouse of an intestate after all debts have been paid. This amount is paid out before any sum is paid to other heirs. If the estate does not have enough assets to pay the spouse’s preferential share, the other heirs receive nothing. Under subsection 48(2) of the *Indian Act*, the preferential share of the widow is \$75,000. Only if the estate is greater than \$75,000 will the other heirs receive anything.

Priority (among creditors, or priority of debts or priority of payment): the right to be paid before others. For example, the claims of secured creditors have a priority over the claims of unsecured creditors. The claims of the unsecured creditors will be paid only if anything remains after paying the claims of the secured creditors. (see also “secured creditors” and “unsecured creditors”.)

Pro rata distribution: If there are not enough estate assets to pay all creditors, each creditor will receive the same proportion of what is owed to the other creditors of the same class or rank. Pro rata means in “proportion”.

Probate (of Will): the process of proving that a document is the last Will of the deceased. Probate is granted by a court however it is the same process as the approval of a will by the Minister pursuant to s.45(3) of the *Indian Act*.

Quasi-judicial: an act or decision that is essentially similar to the type of decision made by a judge. Quasi judicial decisions are subject to the rules of natural justice, i.e, an individual must have the opportunity to make representations.

Quit claim: a statement signed by a person in which they give up their right to claim an interest in a piece of land or other asset to someone else in exchange for money or other valuable consideration.



Real property: land and permanent improvements (buildings or structures) erected on the land. In Quebec, real property is referred to as “immovables”.

Registered interest: a charge (debt) that is registered in a registration system that provides for the priority of charges.

Release (noun): a signed statement in which a person gives up their right to sue someone or to make a legal claim for something. For example, a person injured in a car accident might receive money from an insurance company and then be required to sign a release preventing them from claiming more money from the company; (verb) the act of signing a release.

Relinquish: to forsake or give up a right or privilege (see also renounce, release, waive).

Renounce (office): to give up the right to perform the functions of a position (such as acting as personal representative of the estate).

Representation: taking the place of another. For example, if an heir predeceased an intestate, the heir's children may represent their parent so as to take the share their parent would have received if alive.

Residue: the remainder or part left over. The residue of an estate is that part that has not been used to pay debts and that the deceased did not give away in their will. The deceased may have forgotten to give something away, in which case it becomes part of the residue. Or, they may have stated explicitly in their will that everything they did not expressly give away in the body of the will was to fall into the residue. A residue clause is a clause in a will which directs the disposition of assets which are not the subject of gifts outlined elsewhere in the will.

Residuary beneficiaries: beneficiaries who are to receive a share of the deceased's property (including land) after all their debts are paid and after all gifts made in the will have been distributed. The residuary beneficiaries therefore share the residue of the estate. Residuary beneficiaries can exist only when there is a will.

Secured asset: an asset that is the subject of a security agreement. For example, if a person pledges their car to guarantee that he will pay back a loan, it is said that the car is a secured asset.

Secured creditor (see also unsecured creditor): a person who has a right to obtain what is owing to them before the claims of unsecured (ordinary) creditors. The right is guaranteed (secured) against, or may be realized from, a particular asset or class of assets in the event of death or default in payment of the loan.

Statutory declaration: a written statement of facts that the person making the statement signs and swears to be true before a commissioner of oaths (one formally appointed -generally as a function of their office to take oaths and statutory declarations).

Succession: the passing of property on the death of a person.

Successors (to an estate): the heirs/beneficiaries who are entitled to the estate upon the death of a person.

Tenancy in common (see also Joint tenancy): a type of ownership of land or other asset where two or more persons are entitled to the whole of the asset in common with others (as opposed to being entitled to exclusive possession of a defined part of the land). On the death of a tenant in common, the share of the deceased passes to their heirs or beneficiaries who then become tenants in common with the surviving co-owners. Land owned by a person as a tenant in common is included in their estate. Land held as a joint



tenant automatically passes to the surviving joint tenants and does not become part of the estate.

Testamentary: an expression that means “about a will”. For example, a testamentary dispute is a dispute about some aspect of a will (such as its validity) or the way property is being distributed under the will).

Testate: to die with a valid will.

Testator: a person who makes a will.

Transfer of jurisdiction: the transfer under the *Indian Act* of the Minister’s power to oversee the administration of Indian estates. The power is transferred to a court that would normally handle the estate matters of non-Indians. Subsection 44(1) of the *Indian Act* gives the Minister the authority to transfer jurisdiction to the Province.

Trust account: an account kept by a trustee (a person or an organization) for the benefit of a beneficiary (a person or an organization). An executor is the trustee of the deceased’s estate. A bank account set up by the executor to manage estate assets would be considered a trust account.

Unsecured assets (see also “secured assets”): assets that are not the subject of a security agreement.

Unsecured creditor (see also “secured creditor”): a creditor (also known as an “ordinary creditor”) who does not have a right to the assets of an estate ahead of other creditors.

Void: (to invalidate) invalid. A will may be voided in part or in whole.

Will: a written or typed document stating how a person wants their property to be administered and distributed after they die.



Native Horizons Treatment Centre Pre-Treatment Info

Residential Treatment Program Intake Dates:

March 3, 2024 to April 12, 2024

May 5, 2024 to June 14, 2024

Please review the following requirements to be successful applicants for our 6-Week Trauma-based Residential Treatment Program:

Referrals will only be accepted from the following sources:

- Community-based frontline workers (NNADAP, Mental Health/Addictions Counsellors, etc.)
- Indigenous/Non-Indigenous Service Agencies

We are not a medical facility; therefore, we do not accept clients on Methadone, Suboxone, Narcotics (including Tylenol-3), Ativan or any Anti-Psychotic medications. We do not accept applicants who have been diagnosed with Bi-Polar Disorders, Personality Disorders, Major Depressive Disorders, FAS/FASD, brain injury, or severe physically dependent persons. We do not accept referrals from medical professionals or from medical facilities.

Must be out of custody for a minimum of 30 days prior to the intake date.

Must be alcohol and/or drug free for at least 14 days prior to the intake date.

Referral worker and client must complete four (4) pre-treatment sessions to determine if residential treatment is appropriate for the client. Referral worker and client must complete Native Horizons intake application together.

TB skin test and results are required (can be completed by a Registered Nurse, Nurse Practitioner and/or Physician) every twelve (12) months.

Application is on our website: www.nhtc.ca



ADULT CHILDREN OF DYSFUNCTIONAL FAMILIES

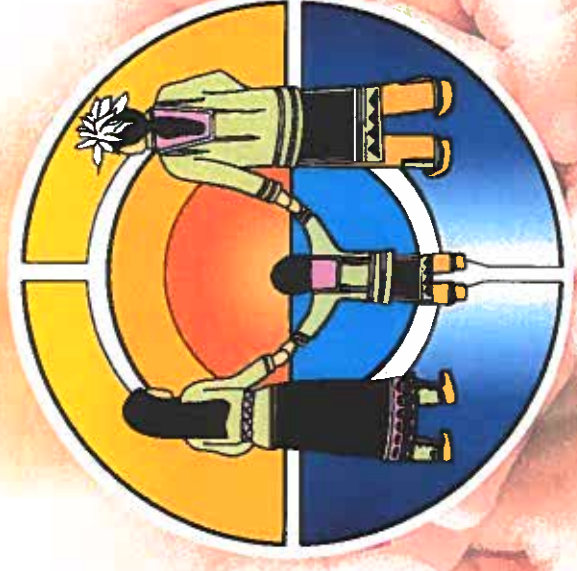
Join our **ACODF Support Meetings**
every Tuesday Evening 6 to 8 pm
At the house in NHTC laneway

**Break the cycles developed in
childhood that affect yourself
and relationships with others**

Please Register (Ages 18+):

- **Contact Mel or Tracey**
- **outreach@nhctc.ca**
- **905-768-5144**
- **Toll Free 1-877-330-8467**

April 9, 2024 to May 7, 2024
5 Week Program, Limited Space



**Native Horizons
Treatment Centre**
130 New Credit Road
Hagersville, ON NOA 1H0



Native Horizons Treatment Centre

RESIDENTIAL TREATMENT PROGRAM

130 NEW CREDIT ROAD, HAGERSVILLE, ON NOA 1H0

Intake Dates:

March 3, 2024 to April 12, 2024

May 5, 2024 to June 14, 2024

6 Week Cycles

SEE OUR WEBSITE FOR INTAKE INFO

MORE INFORMATION CAN BE FOUND AT

www.nhtc.ca

OR BY CALLING 1-877-330-8467





Competition Bureau
Canada

Bureau de la concurrence
Canada

THE LITTLE BLACK BOOK OF SCAMS

2^e ÉDITION

Canada

THE LITTLE BLACK BOOK OF SCAMS

2ND EDITION

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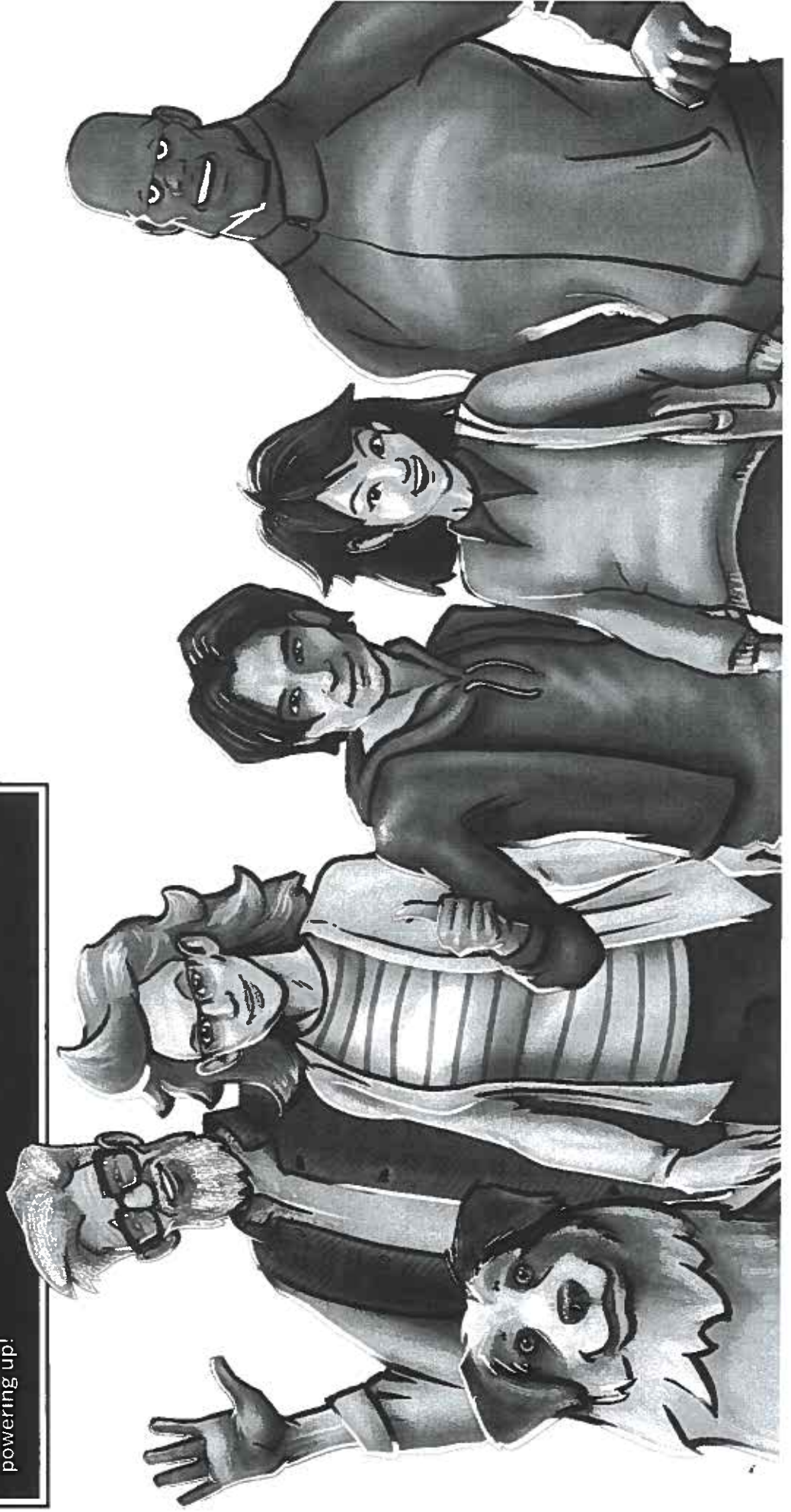
This publication is available through PDF on the web in the following languages: French, Chinese simplified, Chinese traditional, Punjabi, Spanish, Tagalog.

PREFACE

Scammers are sneaky and sly. They can target anyone, from youngsters to retirees. They can also target businesses. No one is immune to fraud.

Our group of superheroes has found a way to see through the scams. Their secret is simple: knowledge is power!

Read on to find out how you can also become a fraud-fighting superhero. Share this booklet with family and friends and start powering up!



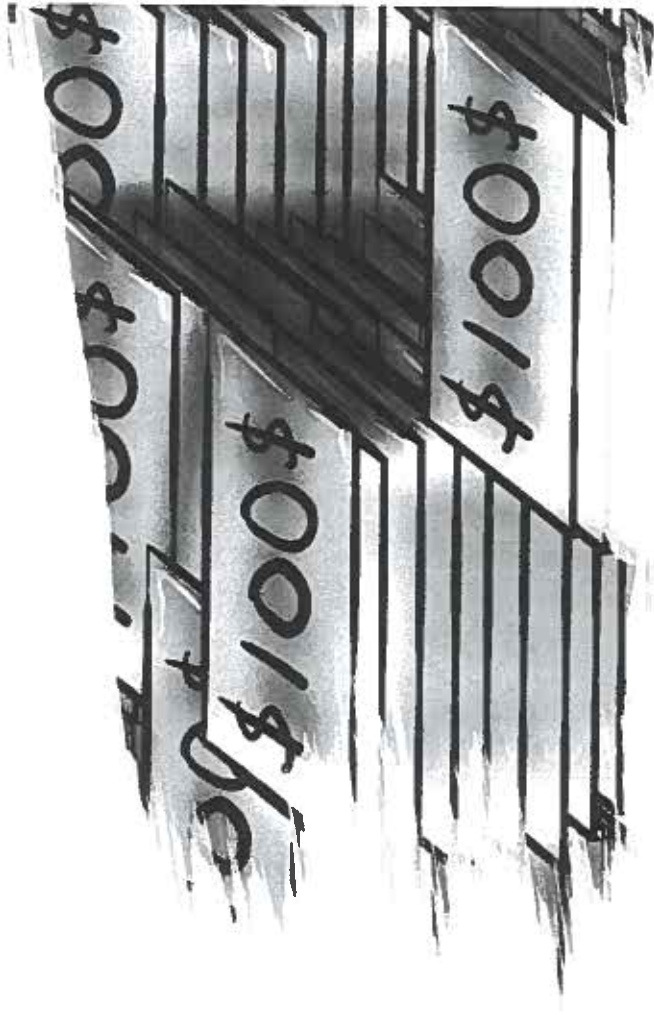
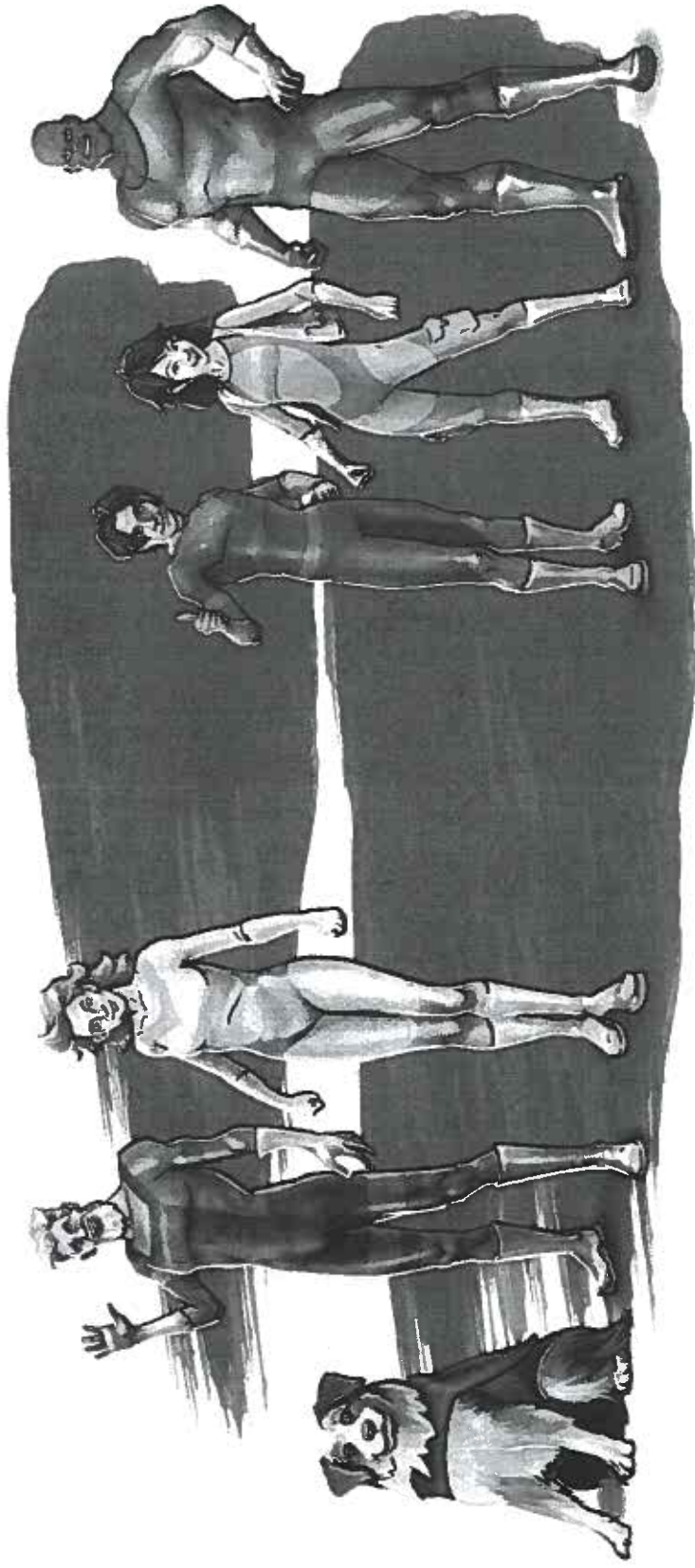


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FRAUD FIGHTING 101

Become a real-life superhero by arming yourself with the information you need to fight fraud and keep yourself, your family and your money safe.

You work hard for your money. You want to spend it on things that matter to you—whether it's your children's education, an exciting trip or a new smartphone.

Fraudsters are real. They are out there every day looking for victims. They will target you online, over the phone, by mail or in person.

You're a target. Thousands of Canadians lose millions of dollars to fraudsters every year. The impact of fraud on families and businesses can be devastating.

Learn to fight fraud. This booklet includes 12 of the most common scams currently targeting Canadians. It is filled with tips and tricks on how to protect yourself and what to do if you get scammed.

Report it! Anyone can be targeted, from teenagers, to grandparents, to senior corporate officers. The best thing you can do is to report the fraud, whatever the amount, to the appropriate authorities. Don't be embarrassed as it will help others from falling for it.

Knowledge is your power. Protect yourself by seeking out more information. In addition to this booklet, you can also consult numerous trusted websites for more information.

The Canadian Anti-Fraud Centre, managed by the RCMP, the Competition Bureau and the Ontario Provincial Police, has plenty of information on fraud. Power up today by visiting www.antifraudcentre.ca!

Scammers use websites, emails, high-pressure sales tactics like a social media platforms and phones “limited time offer” are often used to reel people in. Remember, to rush you into making a decision.

Tips to protect yourself:

- Trust your instincts. If it's too good to be true, don't sign up.
- Before you sign up for a free trial, research the company and read reviews, especially the negative ones. The Better Business Bureau is a great source of information.
- Don't sign up if you can't find or understand the terms and conditions. Pay special attention to pre-checked boxes, cancellation clauses, return policies, and any vague charges.
- If you go ahead with a free trial, keep all documents, receipts, emails, and text messages.
- Regularly check your credit card statements for frequent or unknown charges.
- If you have trouble cancelling your subscription, contact your credit card provider, your local consumer protection organization, or law enforcement agencies.

If you suspect a scam, always report it.

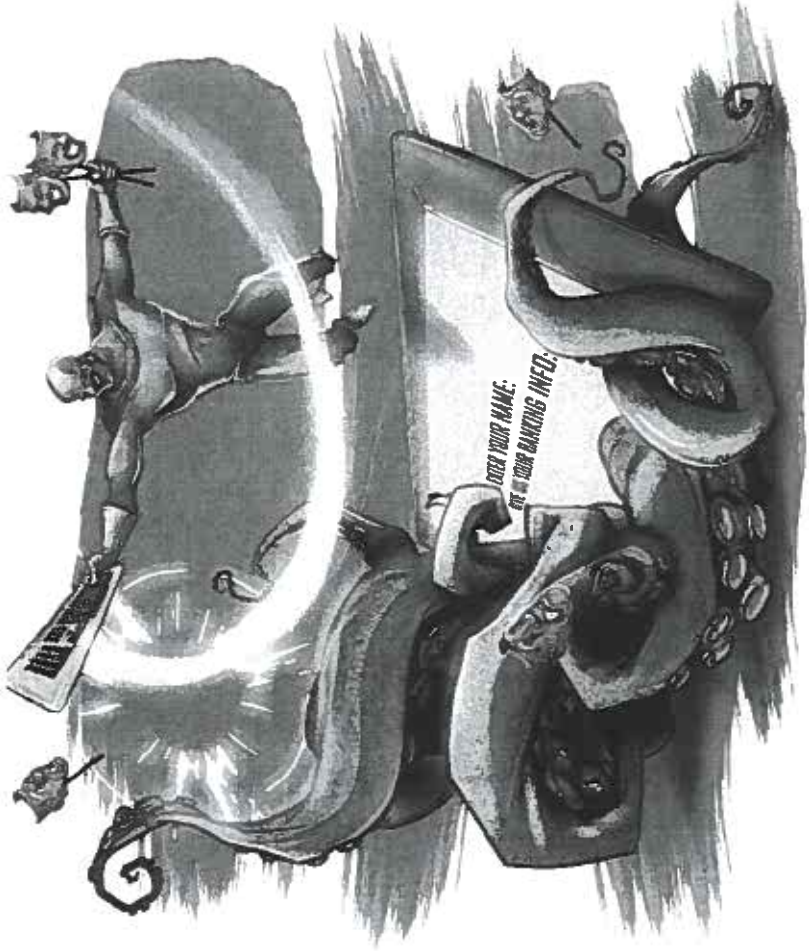
Go to pages 19 and 20 for more information.



SUBSCRIPTION TRAPS

Good deals can bait you into falling for expensive traps!

A subscription trap can trick you by offering “free” or “low-cost” trials of products and services. Products commonly offered are weight loss pills, health foods, pharmaceuticals and anti-ageing products. Once you provide your credit card information to cover shipping costs, you are unknowingly locked into a monthly subscription. Delivery and billing can then be difficult, if not almost impossible, to stop.



They look for credit card information, bank account details, full name and signature, date of birth, social insurance number, full address, mother's maiden name, online usernames and passwords, driver's licence number, and passport number. Identity theft is a serious crime!

Tips to protect yourself:

- Never provide your personal information over the phone, via text message, email or the internet.
- Avoid public computers or Wi-Fi hotspots, such as in coffee shops, to access or provide personal information; they put you at risk.
- Create strong and unique passwords for each of your online accounts. Password-protect your devices and home Wi-Fi network.
- Use a secure and reputable payment service when buying online—look for a URL starting with “https” and a closed padlock symbol.
- Avoid giving out personal information on social media. It can be used along with your pictures to commit fraud.
- Always shield your PIN when using your card. If you hand it over to a cashier, never lose sight of it.
- Shred and destroy documents with personal information.

IDENTITY THEFT

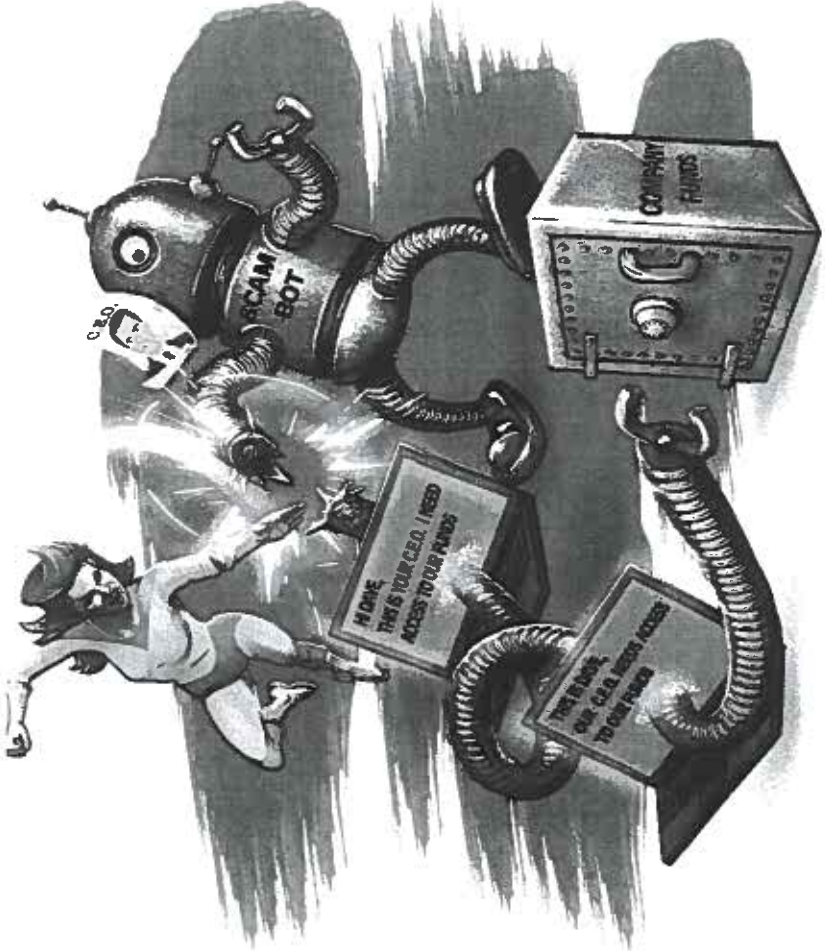
Help ensure your identity remains yours alone!

Scammers are always on the lookout to collect or reproduce your personal information to commit fraud. Thieves can make purchases using your accounts, obtain passports, receive government benefits, apply for loans, and more. This could turn your life upside down.

Fraudsters use techniques that range from unsophisticated to elaborate. Offline, they can go through trash bins or steal mail. Online, they can use spyware and viruses, as well as hacking and phishing (see page 13).

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



CEO SCAMS

Your CEO is asking for money urgently; make sure the email is legitimate!

Do you work in accounting or finance? Do you have the authority to move money at work? Do you report to a chief executive officer (CEO)? If yes, be on the lookout; this scam specifically targets you!

The emails will make the request sound urgent and confidential. For example, they may say the money is needed to secure an important

contract, complete a confidential transaction, or update a supplier's payment information.

Fraudsters are usually strategic about the timing of these emails. They send them when executives are away or hard to reach. This

lucrative scam can cost businesses tens of thousands to millions of dollars.

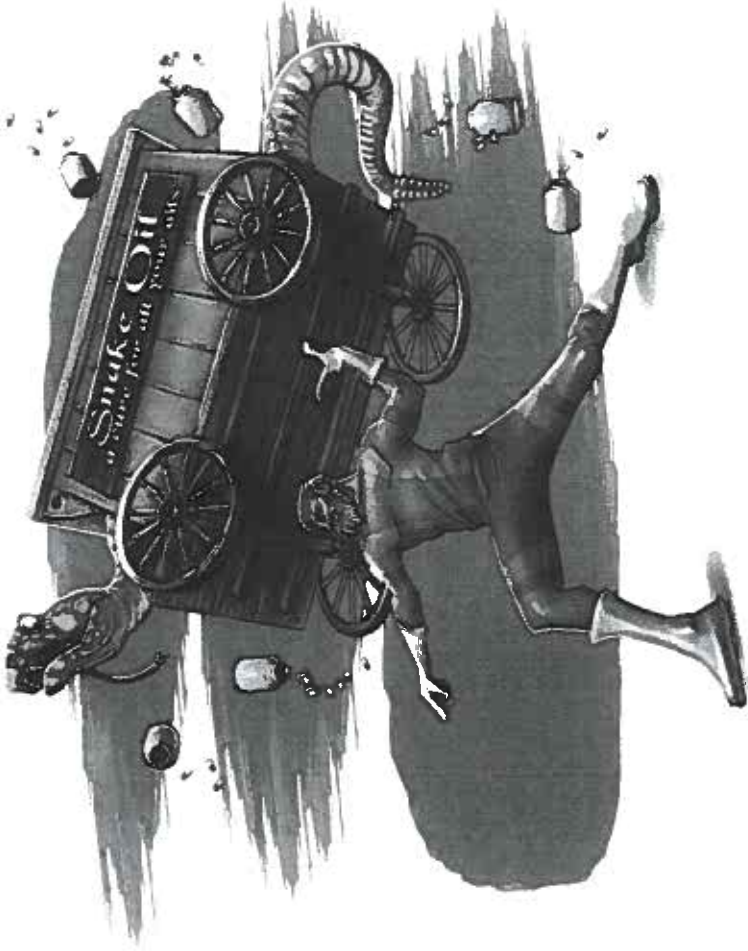
CEO scams are a growing global threat that targets small local businesses and large corporations alike.

Tips to protect yourself:

- Keep your computer systems secure with an up-to-date, reputable antivirus software and strong passwords.
- Validate all transfer requests either on the phone or in person. Never use the contact information provided in emails.
- Verify the sender's email address—scammers will often create addresses that are very similar to legitimate ones, with just one or two different letters.
- Encourage your company to create a standard process for money transfers that requires multiple levels of approvals.
- Limit the details you share publicly. Fraudsters use information that's available online and on social media to find potential victims and to time their fraud.

if you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



revolutionary exercises; fat-busting devices; or breakthrough products, such as pills, patches or creams. Fake online pharmacies offer drugs and medications at very cheap prices or without a doctor's prescription. They advertise on the internet and send spam emails. If you do receive the promised products, there is no guarantee they are the real thing or safe to take.

Fake online pharmacies offer drugs and medications at very cheap prices or without a doctor's

Tips to protect yourself:

- Remember that there are no magic pills or miracle cures for achieving quick weight loss or treating medical conditions.
- Don't trust claims about medicines, supplements or other treatments. Get the facts straight from your healthcare professional.
- Never commit to anything under pressure, especially if a large advance payment or long-term contract is required.
- Know that if an online pharmacy is legitimate, it will require valid prescriptions.
- Be skeptical of celebrity endorsements or testimonials.

HEALTH AND MEDICAL SCAMS

Watch out for magical cures that offer quick and easy fixes.

There are fraudsters out there who hope to take advantage of people's suffering. The three most common types of health scams are miracle cures, weight loss programs and fake online pharmacies. In all cases, they often appear as sponsored posts on social media or website pop-ups.

Scammers offer products and services that seem to be legitimate

alternative medicines and treatments that quickly and easily treat serious conditions. Some of these may seem to be endorsed by celebrities or promoted by testimonials of people claiming to have been cured.

Weight loss scams promise dramatic results with little to no effort. The scammers might promote unusual diets;

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



A fraudster can also create a fake dating site where you pay for each message you send and receive. To keep you writing back and paying, the scammer may hook you in with vague emails about their love and desire for you.

In many cases, the scammer may even arrange to meet up with you in person to make their fraud seem more credible.

Tips to protect yourself:

- Never send money or give financial details on a dating site.
- Trust your instincts, ask questions and carefully read the terms and conditions before signing up.
- Know which services are free, which ones cost money and what it takes to cancel your account.
- Make sure you only use legitimate and reputable dating sites. Always check website addresses carefully, as scammers often mimic real web addresses.
- Remember that it's very unlikely that someone will declare their undying love to anyone after only a few letters, emails, phone calls or pictures.

ROMANCE SCAMS

Who is really behind the keyboard?

Keep your guard up and look out for potential scammers who will try to lower your defences by appealing to your romantic and compassionate side. They can prey on you on popular, legitimate dating sites as well as on fake ones.

On a real dating site, a scammer might send you a few messages and a good-looking photo of

themselves, or of someone they claim to be. Once you are charmed, they will start asking you to send money. They may claim to have a very sick family member or a desperate situation with which they need your help. Once you give them money, they often disappear.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



BUSINESS SCAMS

Stay up to date on the schemes targeting businesses!

Organizations of any size can still be duped by clever frauds, so make sure you know about them. pay the bill, unaware that your company never actually ordered or authorized the service.

A typical one is the directory scam. A fraudster sends your company a proposal for a listing or advertisement in a magazine, journal or business directory, or for an online directory. They'll call to confirm the address and other details. Then the accounting department will receive and

Another common fraud is the health and safety products scam. You might receive a phone call from someone claiming to be from the provincial government, telling you that your first-aid kits need to be replaced or you have to update your company's health and safety

training. In both cases, you may be told to act quickly.

One other possible scam is the office supply scam, which involves you receiving and being charged for items you didn't order.

In many cases, scammers will hound you to pay the amount they claim you owe. They will even trick you into believing that they will report you to a collection agency.

Tips to protect yourself:

- Educate yourself, your employees and your co-workers to be cautious of unsolicited calls.
- Create a list of companies that are typically used by your business.
- Limit the number of staff who can approve purchases and pay bills.
- Clearly define procedures for verification, payment and management of accounts and invoices.
- Contact your province's regulator to know your legal obligations.
- Fraudsters will use company names or logos similar to those of known businesses to make their invoices seem real. Inspect invoices carefully before making any payments.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



These messages often copy the tone and logo of organizations you trust, and usually include a call to action. They take many shapes and forms but the bottom line is that they seek your personal details.

Tips to protect yourself:

- Know that reputable organizations will never ask for your personal information through email or text.
- Ignore communications from unknown contacts.
- Delete suspicious messages as they can carry viruses.
- Don't reply to spam messages, even to unsubscribe, and don't open any attachments or follow any links.
- To verify a hyperlink without clicking, hover your mouse over it. Carefully check if it is accurate.
- Update your antivirus software on all devices.
- Never use the phone number or email address provided in the suspicious message—use contact information listed on verified websites.

PHISHING AND SMISHING SCAMS

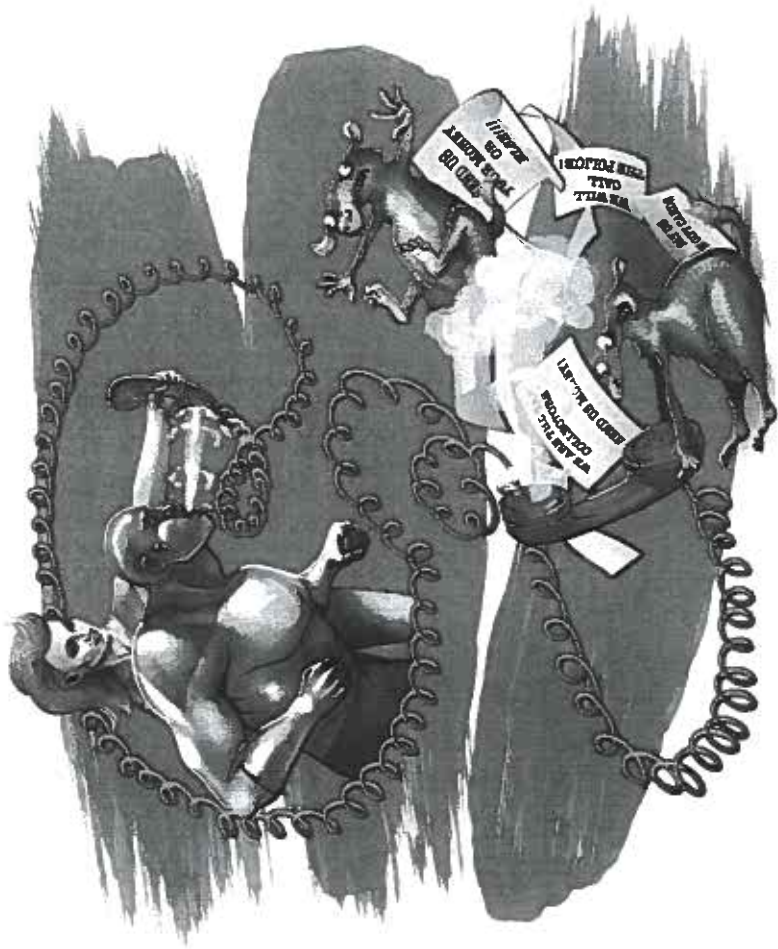
Be on the lookout. Messages are easily fabricated!

As we spend more time online, fraudsters are getting more creative with scams in the digital space. Phishing is when you get an unsolicited email that claims to be from a legitimate organization, such as financial institutions, businesses or government agencies. Scammers ask you to provide or verify, either via email or by clicking on a web link, personal or financial information, like your credit card number, passwords and social insurance number.

Smishing is the same thing, except it occurs via text messages.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



In any case, if you do receive a call, check online via “My Account” or letter, email or text saying you owe call 1-800-959-8281. money to the CRA, you can double

Tips to protect yourself:

The CRA will never:

- use aggressive or threatening language.
- threaten you with arrest or send police.
- ask for payments via prepaid credit cards or gift cards, such as iTunes, Home Depot, etc.
- collect or distribute payments through Interac e-transfer.
- use text messages to communicate under any circumstances.

Emails from the CRA:

- never ask for financial information.
- never provide financial information.

The CRA’s accepted payment methods are:

- online banking.
- debit card.
- pre-authorized debit.

TAX SCAMS

Got a call or email from the CRA? Make sure it’s real!

You get a text message or an email from the Canada Revenue Agency (CRA) claiming you’re entitled to an extra refund and all you need to do is provide your banking details. Watch out—this wonderful-if-true situation is exactly what a tax scam looks like.

Another variation is that they call you to say that you owe the CRA money and that you need to pay right away, or else they will report you to the police.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



of various appliances, like water heaters, furnaces and air conditioners. In others, the products or services are of poor quality or not as represented.

In many cases, you'll never receive the product or service promised.

Tips to protect yourself:

- Don't feel pressured to make a quick decision—take time to do some research on the seller and the products first.
- Ask for photo ID, get the name of the person and of the company or charity they represent.
- Ask for the charity's breakdown of where funds are allocated. Be sure to get this in writing.
- Never share any personal information or copies of any bills or financial statements.
- Only allow access to your property to people you trust.
- Research before you invest. Don't sign anything and always read the fine print.
- Know your rights. Contact your local consumer affairs office—most provinces and territories have guidelines under their consumer protection act.

DOOR-TO-DOOR SCAMS

Knock, knock! Who's there? A scammer!

Despite living in the digital age, there are still some old-fashioned scams that come right to your door, posing a threat to you and to businesses. With this trick, door-to-door salespeople use high-pressure tactics to convince you to buy a

product or sign up for a service you don't want or need.

These aggressive pitches are often for charitable donations, investment opportunities or home services and maintenance

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



One variation of this ploy features two people on the phone, one pretending to be a grandchild and the other a police officer or lawyer.

In other cases, the scammer will pretend to be an old neighbour or a family friend in trouble.

Tips to protect yourself:

- Take time to verify the story. Scammers are counting on you wanting to quickly help your loved one in an emergency.
- Call the child's parents or friends to find out about their whereabouts.
- Ask the person on the phone questions that only your loved one would be able to answer and verify their identity before taking steps to help.
- Never send money to anyone you don't know and trust.
- Never give out any personal information to the caller.

EMERGENCY SCAMS

Caring grandparents, don't act too quickly!

Emergency frauds usually target loving grandparents, taking advantage of their emotions to rob them of their money.

The typical scam starts with a grandparent receiving a phone call from someone claiming to be their grandchild. The "grandchild" goes on to say they're in trouble—common misfortunes include having been in a car accident,

getting locked up in jail, or trouble returning home from a foreign country—and they need money immediately.

The caller will ask you questions, getting you to reveal personal information. They'll also swear you to secrecy, saying they are embarrassed and don't want other family members to find out what's happened.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



PURCHASE OF MERCHANDISE SCAMS

Not all online vendors are reputable!

Online shopping is a favourite pastime for many consumers. But many deals you see online—from inexpensive designer purses to significantly discounted electronic goods—are too good to be true.

Fraudsters can create accounts on legitimate auction sites, such as eBay, or on an online marketplace,

like Kijiji or Craigslist. They will advertise their products at very low prices, enticing you to buy them.

At the end of the day, if you do get something, it might be of poor quality or a bad imitation of what you expected.

In other instances, fraudsters will lure you into clicking on sponsored links that will direct you to a seemingly genuine website. If you decide to buy from there, you won't benefit from any protection or services that legitimate websites offer.

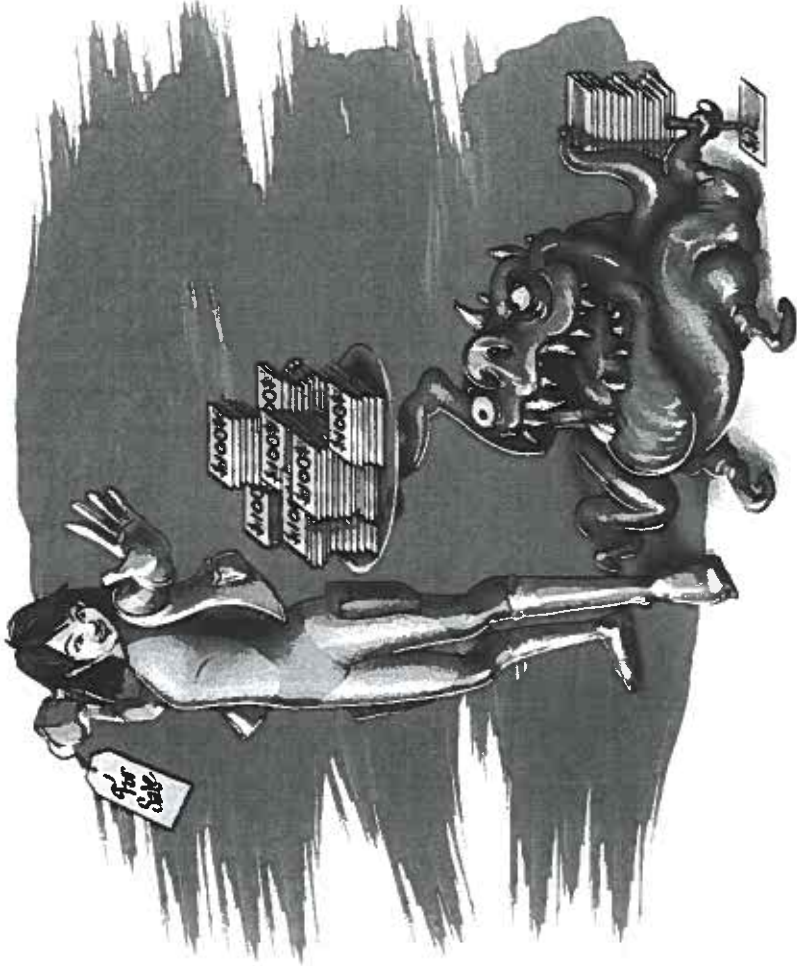
If a site or offer stands out dramatically from the rest, there's likely something off.

Tips to protect yourself:

- Buy from companies or individuals you know by reputation or from past experience.
- Never make a deal outside the auction site.
- Beware of sellers from far away or that have limited or no reviews.
- Use a credit card when shopping online; many offer protection and may give you a refund.
- Be wary of websites that contain spelling mistakes and grammatical errors.
- Read the refund and return policies carefully, including the fine print.
- Ask the supplier questions and confirm service delivery timelines and the total cost.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.



SALE OF MERCHANDISE SCAMS

Scammers can pose as buyers.

If you sell items online, either personally or as part of a business, you need to be careful who you sell to as there is a risk of being targeted by tricksters who want to take your merchandise, money, or both.

In one version, the fraudster will agree to buy your item without seeing it. You'll get a PayPal or

email money notification that claims the payment is pending.

The catch is, the notification will say the payment will only be released when you provide a tracking number for the goods. By the time you enter the tracking number, you'll have already shipped the merchandise only to learn that the payment notification was a fake.

In other cases, you might get paid with a fake money transfer, a fraudulent cheque or a stolen credit card.

In another version, the scammer may send you a message that says the payment can't be sent due to a problem with your PayPal or bank

account. You'll be asked to pay a fee to obtain a business account to complete the transaction. The scammer offers to pay the fee if you reimburse them using a transfer or wire service. If you agree, the "fee" money will go to the con artist.

Tips to protect yourself:

- Always meet in a local, public and safe place to complete an exchange.
- Beware of generic emails with bad grammar.
- Beware of far away buyers who want to buy products or other items without seeing them.
- Verify the sender's email address — scammers will often create addresses that are very similar to legitimate ones, with just one or two different letters.
- Never send money to get money.

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.

RED FLAGS: THINGS TO WATCH FOR

Learn to recognize the signs that something is amiss.

Wire transfer. Many scams involve a request to wire money electronically using a money transfer service, like MoneyGram and Western Union, or using cryptocurrency, such as Bitcoin. Remember that sending a transfer through these services is like sending cash—once the amount is picked up, it's almost impossible to get your money back.

Overpayment. When you're selling something—especially online—be wary of how you get paid. A fraudster may send you a counterfeit cashier's, personal or corporate cheque in an amount in excess of what they owe. You'll be asked to deposit the cheque and wire the excess funds immediately back to them. Once your bank realizes the cheque is a fake, you'll be on the hook for the money withdrawn.

Spelling mistakes. Be skeptical of emails, messages or websites that contain misspelled common words; grammar errors that make it difficult to read or expressions that are used incorrectly. Email and web addresses should also be examined closely to see if there are subtle mistakes or differences.

Personal information request. Fraudsters may ask potential victims to provide more personal or financial information than is required for the transaction or discussion. Be suspicious if someone asks for copies of your passport, driver's licence and social insurance number, or birth date, especially if you don't know the requestor.

Unsolicited calls. You might get a call from someone claiming that you have a virus on your computer, you owe taxes or there has been fraudulent activity in your bank accounts. Know that legitimate organizations will not call you directly. Hang up and call the organization yourself using the number from a trustworthy source, such as the phone book, their website, or even invoices and account statements.

Unsolicited friend requests on social media. Don't accept friend requests from people you don't know until you review their profile or ask your real-life friends if they know them. Does their profile look fairly empty or have posts that are very generic? Do they seem to be promising more than friendship? These are some red flags that point to a scam. Delete that request and block future ones.

Astounding mail offers. You received a game card in the mail. It guarantees you will or have already won. Prizes might range from cars to trips. If you have not entered a contest, throw that card away. It's probably a scam!

It's just too good to be true. Everybody loves a great deal. But shocking offers, unbelievable discounts and unreal rates may signal that the offer isn't quite what it seems. Cheap prices usually equal cheap products, or counterfeit goods. Free offers may require providing your credit card for shipping. Small tactics like these can lead to big profits for scammers.

REPORTING A SCAM

Who to contact depends on where you live and what type of scam is involved.

Whether you've been scammed or targeted by a fraudster, you should always report it. Canadian authorities may not always be able to take action against scams, but there are ways you can help. By reporting the scam, authorities may be able to warn other people and alert the media to minimize the chances of the scam spreading further. You should also warn your friends and family of any scams you come across.

Here is some advice on where to report, depending on the type of scam:

Canadian Anti-Fraud Centre
www.antifraudcentre.ca
1 888 495 8501

Competition Bureau
www.competitionbureau.gc.ca
1 800 348 5358

Local scams

Contact your local consumer affairs office

Your local consumer affairs office is the best resource for investigating scams that appear to come from within your own province or territory. A list of provincial and territorial consumer affairs offices can be found in the Canadian Consumer Handbook.
www.consumerhandbook.ca

Financial and investment scams

Contact Canadian Securities Administrators

Financial scams involve sales offers or promotions about financial products and services, such as superannuation, managed funds, financial advice, insurance, or credit or deposit accounts.

Investment scams involve share buying, foreign currency trading, offshore investments, Ponzi schemes, or prime bank investment schemes.

You can report financial and investment scams to the Canadian Securities Administrators or your local securities regulator.
www.securities-administrators.ca

Banking and credit card scams

Contact your bank or financial institution

In addition to reporting these scams to the Canadian Anti Fraud Centre, you should alert your bank or financial institution about any suspicious correspondence that you receive regarding your account. They can advise you on what to do next.

When contacting your bank or financial institution, make sure to use the telephone number found in the phone book, on your account statement or on the back of your card.

Spam emails and text messages

Contact the Spam Reporting Centre

Many scams arrive by email and text message. Visit www.fightspam.gc.ca for information on Canada's anti spam legislation and how to report spam.

Fraudulent, phishing or smishing messages requesting personal details can also be reported to the bank, financial institution or other concerned organization. Again, be sure to use a phone number or email address that is listed in an official reputable source, and not the one that appears in the email.

Fraud, theft and other crimes

Contact the police

Many scams that may breach consumer protection laws (those enforced by the Competition Bureau and other government and law enforcement agencies) may also breach the fraud provisions of the *Criminal Code*.

If you are the victim of fraud—meaning you have suffered a loss because of someone’s dishonesty or deception—consider contacting your local police, especially if the amount involved is significant. You should definitely contact the police if your property has been stolen or you’ve been threatened or assaulted by a scammer.

Identity theft

Contact the police

Identity theft refers to the acquisition and collection of someone else’s personal information for criminal purposes.

If you suspect or know that you are a victim of identity theft or fraud, or if you unwittingly provided personal or financial information, you should:

- Contact your local police force and file a report.
- Contact your bank or financial institution and credit card company
- Contact the two national credit bureaus and place a fraud alert on your credit reports.
- Always report identity theft and fraud. Contact the Canadian Anti-Fraud Centre

Additional organizations to contact depending on the situation:

- Your provincial Better Business Bureau
- Canada Revenue Agency—Charities Inquiries Line

www.cra-arc.gc.ca
1 800 267 2384

- Your provincial records office
- Credit bureaus can put a fraud alert on your account, which will alert lenders and creditors of potential fraud:

Equifax Canada
1-800-465-7166

TransUnion Canada
1-866-525-0262

The *Little Black Book of Scams* is available online at www.competitionbureau.gc.ca

**Knowledge
is power!**

