



**NOTICE REMINDER**  
**REGARDING THE**  
**KITIGAN ZIBI ANISHINABEG**  
**GENERAL ELECTION 2024**

**TO ALL KITIGAN ZIBI ANISHINABEG MEMBERS:**

Notice is hereby given to the electors of Kitigan Zibi Anishinabeg (KZA) that the General Election 2024 will be held on **Saturday the 24<sup>th</sup> day of August, 2024**, at the **KZA Community Hall, located at 311 Fafard Street, Maniwaki, QC.**), beginning at 9 o'clock a.m. and lasting until exactly 8 pm. This meeting is for the purpose of electing **One Chief and Six Councillors**, for the next term.

Any Voter who has been mailed a ballot package, please bring it with you if you wish to vote in person.

The counting of the ballots will begin the following morning on Sunday, August 25<sup>th</sup> at 9 a.m.

If candidates are sending scrutineers, please inform the Electoral Officer as soon as possible.

If you have any questions, please do not hesitate to contact me.

Tina Dewache, Electoral Officer  
Box 38, Maniwaki, Quebec,  
J9E 3B1  
E-mail: [Tina.Dewache@kza.qc.ca](mailto:Tina.Dewache@kza.qc.ca)  
Tel: (819) 449-5170 ext 1007



## **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

---

August 14, 2024

Dear Community Members,

Please be advised that Hydro Quebec services will be interrupted on August 22<sup>nd</sup>, 2024 for the following addresses. If the weather is not permitting, Hydro will postpone this event to August 27<sup>th</sup>, 2024.

Please see e-mail below for further information regarding the addresses affected.

Sorry for any inconvenience that this may cause.

**Kitigan Zibi Anishinabeg**

---

Good day,

In order to carry out work while ensuring the safety of the public and our teams, we need to interrupt the electricity service in your area on **August 22, 2024, from 9:30 AM to 4:00 PM. If postponed, the interruption will take place on August 27, 2024, from 9:30 AM to 4:00 PM.** We apologize for any inconvenience this situation may cause.

Below, you will find the addresses affected under the responsibility of the **KITIGAN ZIBI ANISHINABEG INDIAN BAND.**

For more information, to monitor service status, and to receive notifications, please visit the Info-Pannes website.

You can also call us at 1-800-790-2424. Please mention the interruption notice number: LAV-149641.

To protect your electronic devices, we recommend unplugging them or connecting them to a power strip with surge protection.

You can count on us to plan the work rigorously to minimize the duration of service interruptions.

Thank you for your understanding.

**Here are the affected addresses :**

**Adresse : 367, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : G9C2L**

**Numéro de lieu de consommation : 501712083**

**Numéro de contrat : 300279231**

**Numéro de compteur : G4SH0068508**

**Adresse : 41, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X0R3R**

**Numéro de lieu de consommation : 501712215**

**Numéro de contrat : 300279235**

**Numéro de compteur : G4AE0013883**

**Adresse : 41, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X9H8X**

**Numéro de lieu de consommation : 500190250**

**Numéro de contrat : 300266070**

**Numéro de compteur : G9SJ3518177**

**Adresse : , Ch Wanaki Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : H7J0V**

**Numéro de lieu de consommation : 501490797**

**Numéro de contrat : 300265144**

**Numéro de compteur : G9SJ3524467**

**Adresse : 1, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : M5P8Z**

**Numéro de lieu de consommation : 503910948**

**Numéro de contrat : 305422944**  
**Numéro de compteur : G9SR0020287**

**Adresse : 37, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : S9Y0S**  
**Numéro de lieu de consommation : 500112397**  
**Numéro de contrat : 300266066**  
**Numéro de compteur : G9SJ3518174**

**Adresse : 72, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : V1U3U**  
**Numéro de lieu de consommation : 504329263**  
**Numéro de contrat : 310773397**  
**Numéro de compteur : G9SR0015244**

**Adresse : 78, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : V6Z0Y**  
**Numéro de lieu de consommation : 503910997**  
**Numéro de contrat : 305423408**  
**Numéro de compteur : G9SR0001558**

**Adresse : 43, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R3R**  
**Numéro de lieu de consommation : 503910891**  
**Numéro de contrat : 305422774**  
**Numéro de compteur : G9SR0020288**

**Adresse : 7, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R3W**  
**Numéro de lieu de consommation : 501713257**  
**Numéro de contrat : 300266078**  
**Numéro de compteur : G9SJ3498797**

**Adresse : 3, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R3W**  
**Numéro de lieu de consommation : 501712221**  
**Numéro de contrat : 300266102**  
**Numéro de compteur : G4SH0063950**

**Adresse : 154, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R4H**

**Numéro de lieu de consommation : 501713266**

**Numéro de contrat : 300265136**

**Numéro de compteur : G9SJ3519989**

**Adresse : 150, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X0R4H**

**Numéro de lieu de consommation : 501714092**

**Numéro de contrat : 300265121**

**Numéro de compteur : G9SJ3500438**

**Adresse : 152, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X0R4H**

**Numéro de lieu de consommation : 501711395**

**Numéro de contrat : 300265129**

**Numéro de compteur : G9SJ2430777**

**Adresse : 148, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X0R4K**

**Numéro de lieu de consommation : 501711401**

**Numéro de contrat : 300265115**

**Numéro de compteur : G4SH0075587**

**Adresse : 63, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X0R9G**

**Numéro de lieu de consommation : 503989268**

**Numéro de contrat : 306266464**

**Numéro de compteur : G9SJ3524413**

**Adresse : 12, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X9H3H**

**Numéro de lieu de consommation : 500565764**

**Numéro de contrat : 300266043**

**Numéro de compteur : G9SJ3519580**

**Adresse : , Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X9H8X**

**Numéro de lieu de consommation : 501714168**

**Numéro de contrat : 300266074**

**Numéro de compteur : G9SJ3518665**

**Adresse : 16, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : X9M2G**  
**Numéro de lieu de consommation : 502890283**  
**Numéro de contrat : 300266055**  
**Numéro de compteur : G4SH0068448**

**Adresse : 8, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9S9Z**  
**Numéro de lieu de consommation : 501713331**  
**Numéro de contrat : 300266031**  
**Numéro de compteur : G4SH0069180**

**Adresse : 10, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9S9Z**  
**Numéro de lieu de consommation : 501713368**  
**Numéro de contrat : 300266035**  
**Numéro de compteur : G9SJ3357366**

**Adresse : 3, Kidjik Mikan, Maniwaki (Québec) J9E3B1.**  
**Adresse électrique : A4F4O**  
**Numéro de lieu de consommation : 504382089**  
**Numéro de contrat : 311530445**  
**Numéro de compteur : G9SJ3350952**

**Adresse : 2, Rue Kidjik Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : A4F4O**  
**Numéro de lieu de consommation : 504378416**  
**Numéro de contrat : 311486721**  
**Numéro de compteur : G9SJ3654539**

**Adresse : 9, Rue Kidjik Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : A4F4O**  
**Numéro de lieu de consommation : 504652973**  
**Numéro de contrat : 314762423**  
**Numéro de compteur : G9SJ1921122**

**Adresse : 48, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : D0M1B**  
**Numéro de lieu de consommation : 501257366**  
**Numéro de contrat : 300265160**  
**Numéro de compteur : G9SR0055921**

**Adresse : 101A, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E4F4P**

**Numéro de lieu de consommation : 504793372**

**Numéro de contrat : 316215909**

**Numéro de compteur : G9SJ0201566**

**Adresse : 85, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E4F4P**

**Numéro de lieu de consommation : 504743300**

**Numéro de contrat : 315638882**

**Numéro de compteur : G9SJ2145129**

**Adresse : 65, Mashkigomin Mikan, APP C, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E6B4R**

**Numéro de lieu de consommation : 504751349**

**Numéro de contrat : 315726258**

**Numéro de compteur : G9SJ2802227**

**Adresse : 65, Mashkigomin Mikan, APP D, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E6B4R**

**Numéro de lieu de consommation : 504751350**

**Numéro de contrat : 315726259**

**Numéro de compteur : G9SJ3023070**

**Adresse : 101B, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E6B4R**

**Numéro de lieu de consommation : 504793396**

**Numéro de contrat : 316216046**

**Numéro de compteur : G9SJ0206876**

**Adresse : 66, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E6B4R**

**Numéro de lieu de consommation : 504743307**

**Numéro de contrat : 315638922**

**Numéro de compteur : G9SJ0470777**

**Adresse : 65-A, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : E6B4R**

**Numéro de lieu de consommation : 504751347**

**Numéro de contrat : 315726251**

**Numéro de compteur : G9SJ2781275**

**Adresse : 65, Mashkigomin Mikan, APP B, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : E6B4R**  
**Numéro de lieu de consommation : 504751348**  
**Numéro de contrat : 315726257**  
**Numéro de compteur : G9SJ2779589**

**Adresse : 86, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : E6B4R**  
**Numéro de lieu de consommation : 504680602**  
**Numéro de contrat : 314996580**  
**Numéro de compteur : G9SJ4119141**

**Adresse : 173, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : G3E3Q**  
**Numéro de lieu de consommation : 501713190**  
**Numéro de contrat : 315803705**  
**Numéro de compteur : G9SJ3357406**

**Adresse : 175, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : G3E3Q**  
**Numéro de lieu de consommation : 501713045**  
**Numéro de contrat : 315803715**  
**Numéro de compteur : G9SJ0356416**

**Adresse : 8, Kakame Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : H7L5L**  
**Numéro de lieu de consommation : 503883643**  
**Numéro de contrat : 305173767**  
**Numéro de compteur : G9SJ3519579**

**Adresse : 4, Kakame Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : H7L5L**  
**Numéro de lieu de consommation : 503883612**  
**Numéro de contrat : 305173515**  
**Numéro de compteur : G9SJ3498794**

**Adresse : 1, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : K2Y6V**  
**Numéro de lieu de consommation : 502197076**  
**Numéro de contrat : 303385306**



**Numéro de compteur : G4SX0000102**

**Adresse : 25, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : L3W8P**

**Numéro de lieu de consommation : 504652986**

**Numéro de contrat : 314762490**

**Numéro de compteur : G9SJ4034924**

**Adresse : 26, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : L3W8P**

**Numéro de lieu de consommation : 504743321**

**Numéro de contrat : 315639007**

**Numéro de compteur : G9SJ0168321**

**Adresse : 3, Nigig Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : M5E0D**

**Numéro de lieu de consommation : 504680326**

**Numéro de contrat : 314994814**

**Numéro de compteur : G9SJ4045711**

**Adresse : 13, Rue Kidjik Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : M6H3F**

**Numéro de lieu de consommation : 504743328**

**Numéro de contrat : 315639051**

**Numéro de compteur : G9SJ0187015**

**Adresse : 97, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : S6C6Q**

**Numéro de lieu de consommation : 504745916**

**Numéro de contrat : 315675808**

**Numéro de compteur : G9SJ0093939**

**Adresse : 10, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : W2D7E**

**Numéro de lieu de consommation : 504680330**

**Numéro de contrat : 314994846**

**Numéro de compteur : G9SJ4119162**

**Adresse : 14, Mashkigomin Mikan, Kitigan Zibi (Québec) J9E3B1.**

**Adresse électrique : W2D7E**

**Numéro de lieu de consommation : 504745908**

**Numéro de contrat : 315675647**  
**Numéro de compteur : G9SJ0309345**

**Adresse : 250, Paganakomin Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R4X**  
**Numéro de lieu de consommation : 503879812**  
**Numéro de contrat : 305141167**  
**Numéro de compteur : G9SJ3516909**

**Adresse : 11, Pitobig Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R7W**  
**Numéro de lieu de consommation : 501712435**  
**Numéro de contrat : 303346167**  
**Numéro de compteur : G9SJ3518606**

**Adresse : 9, Pitobig Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X0R7W**  
**Numéro de lieu de consommation : 501712440**  
**Numéro de contrat : 303863801**  
**Numéro de compteur : G9SJ3518608**

**Adresse : 11, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9H3H**  
**Numéro de lieu de consommation : 501714144**  
**Numéro de contrat : 307264279**  
**Numéro de compteur : G9SJ3381485**

**Adresse : 15, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9H3H**  
**Numéro de lieu de consommation : 501714157**  
**Numéro de contrat : 311843767**  
**Numéro de compteur : G9SJ3358035**

**Adresse : 13, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9H3H**  
**Numéro de lieu de consommation : 501714150**  
**Numéro de contrat : 315869431**  
**Numéro de compteur : G9SJ3357367**

**Adresse : 9, Kikinamage Mikan, Kitigan Zibi (Québec) J9E3B1.**  
**Adresse électrique : X9S9Z**

**Numéro de lieu de consommation : 501714126**

**Numéro de contrat : 315803498**

**Numéro de compteur : G9SJ3498796**

**Le service Pannes, Urgences & Interruptions Planifiées**



## KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

August 14, 2024

### **JOB OPPORTUNITY 1<sup>st</sup> Posting**

<b>Position:</b>	Construction Repairs Officer
<b>Location:</b>	Kitigan Zibi Anishinabeg Administration Office
<b>Work Schedule:</b>	35 hours per week
<b>Term:</b>	Indeterminate, 6-month probationary period
<b>Salary:</b>	Level 6 (Range to be determined based on experience) <b>(\$58,527.22 – 73,097.85.19 per annum)</b>
<b>Deadline:</b>	August 30, 2024

Under the supervision of the Construction Supervisor or designate, the Construction Repairs Officer is responsible for the overseeing of residential and commercial maintenance and repairs of commercial and residential repair projects; budget cost control and for ensuring the budgets and reports are submitted and comply with approved agreements and deadlines. The incumbent will respond to homeowner's enquiries and conduct any on-site inspection(s). The incumbent must adhere to and enforce all KZA construction policies, CMHC guidelines, and the National Building Code of Canada.

#### **If you are interested in applying for the position, please forward your:**

- a) Current cover letter and updated resume and a list of three references with contact information;
- b) Copies of education/diploma/training/transcripts;
- c) Any other documentation and information that will support that you meet the qualifications and competencies required (please review Job Description)
- d) A valid driver's license.

To Myra Dumont, Human Resources Advisor  
Kitigan Zibi Anishinabeg Health and Social Services  
8 Kikinamge Mikan, Maniwaki, Quebec, J9E 3B4

**DEADLINE TO APPLY: AUGUST 30<sup>th</sup>, 2024 at 11:00 A.M.**

**Email:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [HR.advisor@kza.qc.ca](mailto:HR.advisor@kza.qc.ca)

**Fax:** [819-449-7411](tel:819-449-7411)

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted.



**Kitigan Zibi Administration  
Construction Repairs Officer  
JOB DESCRIPTION**

GENERAL INFORMATION	
Job Title	Construction Repairs Officer
Category	Professional
Sector	Administration
Location	Community Services
Terms	Indeterminate (six-month probationary period)
Hours	35 Hours per week Monday-Friday
Salary Scale	Level 6 Range based on experience
Immediate supervisor	Construction Supervisor
Date of job description	August 2024
JOB SUMMARY	
<p>Under the supervision of the Construction Supervisor or designate, the Construction Repairs Officer is responsible for the:</p> <ul style="list-style-type: none"> <li>• Project Management: the incumbent is responsible for overseeing residential and commercial maintenance and repairs of commercial and residential repair projects;</li> <li>• Budget cost control and for ensuring that budgets and reports are submitted and comply with approved agreements and deadlines;</li> <li>• On Site inspections. The incumbent conducts on-site inspections and responds to home owner’s enquiries;</li> <li>• Reporting and submissions to Residential Rehabilitation Assistance Program (RRAP);</li> <li>• Liaison with Algonquin Anishinabeg Nation Tribal Council (AANTC), contractors, suppliers for the cost estimating for repairs projects;</li> <li>• Adherence and enforcement of KZA Construction policies, CMHC guidelines, Building Codes, KZ Human Resources.</li> </ul>	

RESPONSIBILITIES	KEY DUTIES
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Oversee the administration of projects for residential and commercial repairs</li> <li>• Prepares work plans and work schedules for crews</li> <li>• Prepares work orders and acquires quotes from suppliers</li> <li>• Reviews quotes and pricing submissions for work orders</li> <li>• Inspects buildings and homes for compliances to building codes as per approved funding</li> <li>• Ensures quality control and coordinates work schedules of tradesmen</li> <li>• Acquires building plans and architectural authentication</li> <li>• Orders materials for approved repair projects</li> <li>• Coordinates project site meetings with tradesmen</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversees daily operation of each repair project</li> <li>• Contacts contractors and provide terms of reference for specialty work</li> <li>• Secures equipment, machinery, hoists, lifts, cranes as required</li> <li>• Verifies timesheets of KZA employees</li> <li>• Ensures work sites are safe and follow standard occupational guidelines</li> <li>• Ensures equipment is in working order and workers are wearing safety equipment</li> </ul>
<b>Budget Cost Control</b>	<ul style="list-style-type: none"> <li>• Oversees all repair budget estimates and monitors housing repair projects budgets</li> <li>• Verifies estimates submitted by contractors for construction</li> <li>• Prepares a cost estimate for materials and labor costs for home repairs</li> <li>• Verifies estimates submitted for all repair contracts</li> <li>• Ensures budget control and cost management of each repair file</li> <li>• Ensures accountability for RRAP program expenditures</li> <li>• Provides annual budget forecasts for RRAP</li> </ul>
<b>On-Site Inspections</b>	<ul style="list-style-type: none"> <li>• Inspects construction repair projects to ensure that the work by KZA carpenters meets National Building Code and CMHC regulations/specifications and standards</li> <li>• Recommends and enforces a plan to remediate any construction problems in a timely manner</li> <li>• Meets with homeowner to explain problems and mediates a solution with budgetary requirements</li> <li>• Complete preliminary and post inspections</li> </ul>
<b>Responsible for the reporting and submissions to Residential Rehabilitation Assistance Program (RRAP)</b>	<ul style="list-style-type: none"> <li>• Prepares budgets and reports as requested by Canadian Mortgage and Housing Corporation (CMHC) for eligible funding recipients</li> <li>• Prepares 'change orders' as required for repairs</li> <li>• Supervises carpenters and construction laborers</li> <li>• Provides information to community members concerning eligibility to the Repair (RRAP) program and projects</li> <li>• Provides accountability for RRAP program expenditures through relevant documentation</li> <li>• Monitors RRAP accommodation and senior citizen repairs</li> <li>•</li> </ul>
<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>• Accountable to upholding industry standard of all KZA construction repairs, including verifying contractors and sub-contractors' certification;</li> <li>• Accountable for completing all required inspections, and;</li> <li>• Accountable for the safety and well-being of workers under the repairs program.</li> </ul>	

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive working relationships with co-workers, clients, community members and partners;</li> <li>• Ability to work with public in a professional manner</li> <li>• Complies with pandemic precautionary measures</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Supervises teams of carpenters and labourers;</li> <li>• Confidentiality is required for this position;</li> <li>• Leads the crews to ensure that deadlines are met.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Works with internal and external various teams and manage employees.</li> </ul>
<b>External communications</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with outside contractors and government officials</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Some negotiation skills may be required in dealing with suppliers and contractors.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Must remain current with carpentry skills</li> <li>• Must remain current with safety guidelines and policies affecting the workplace</li> <li>• May be required to follow training for databases and spreadsheets</li> <li>• Ability to update computer software drafting skills as required.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Ability to meet short-term and long-term deadlines</li> </ul>
<b>Mental and physical effort</b>	<ul style="list-style-type: none"> <li>• Ability to provide reports and forecasts in person and as requested in a timely manner</li> <li>• Physical effort required to go on job sites</li> <li>• May be required to perform construction duties</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Concurrent work demands for projects</li> <li>• Extensive local travel in this position</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Awareness of the Kitigan Zibi Anishinabeg culture, language and community.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and experience</b>	<ul style="list-style-type: none"> <li>• DEP/DEV in Construction or College Level Diploma specializing in Carpentry and Construction;</li> <li>• 5 years of experience as a head carpenter;</li> <li>• Experience in working with a crew of employees</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of National Building Codes;</li> <li>• Knowledge of CMHC Policies;</li> <li>• Knowledge of Canada Labour Code Part II and Safety Regulations;</li> <li>• Knowledge and experience in reading and understanding computer-generated software construction plans;</li> <li>• Knowledge and experience in budgeting;</li> <li>• Oral and written communication skills in English and French</li> </ul>

	<p>are required for this position;</p> <ul style="list-style-type: none"> <li>• Standard office computer literacy, instant messaging and use of the Internet are required for this position.</li> </ul>
<p><b>Conditions of employment</b></p>	<ul style="list-style-type: none"> <li>• Ability to acquire and maintain medical certificate of Good Health throughout employment;</li> <li>• Ability to pass a police reference check if considered for the position;</li> <li>• Must not possess any criminal convictions related to this position;</li> <li>• Valid Driver's Licence without restrictions is required for this position; Incumbent must be 21 years and have three years driving experience in order to be an insured driver with a Band vehicle;</li> <li>• Ability to acquire WHIMS, First Aid and CPR Training certification and maintain throughout employment;</li> <li>• Legally able to work in Canada.</li> </ul>





## KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

August 14, 2024

### **JOB OPPORTUNITY 1<sup>st</sup> Posting**

<b>Position:</b>	Construction Supervisor
<b>Location:</b>	Kitigan Zibi Anishinabeg Administration Office
<b>Work Schedule:</b>	35 hours per week
<b>Term:</b>	Indeterminate, 6-month probationary period
<b>Salary:</b>	Level 6 (Range to be determined based on experience) (\$58,527.22 – 73,097.85.19 per annum)
<b>Deadline:</b>	<b>August 30, 2024</b>

Under the supervision of the Community Services Director, the Construction Supervisor is responsible for overlooking all construction for the Band. The Construction Supervisor will be responsible for the overall construction project coordination between clients, the on-site staff, sub-contractors and any additional vendors. The Construction Supervisor must possess strong customer service and project management skills, be willing to operate in high stress environments and possesses the ability to balance both social and economic goals for the Construction department. The Construction Supervisor is responsible for delivering every project on time within budget and work scope and is responsible for the operation and growth of all carpenters and labourers within the Construction Department.

#### **If you are interested in applying for the position, please forward your:**

- Current cover letter and updated resume and a list of three references with contact information;
- Copies of education/diploma/training/transcripts;
- Any other documentation and information that will support that you meet the qualifications and competencies required (please review Job Description)
- A valid driver's license.

To Myra Dumont, Human Resources Advisor  
Kitigan Zibi Anishnabeg Health and Social Services  
8 Kikinamge Mikan, Maniwaki, Quebec, J9E 3B4

**DEADLINE TO APPLY: AUGUST 30, 2024 at 11:00 A.M.**

**Email:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [HR.advisor@kza.qc.ca](mailto:HR.advisor@kza.qc.ca)

**Fax:** [819-449-7411](tel:819-449-7411)

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted.



**Kitigan Zibi Anishinabeg  
Construction Supervisor  
JOB DESCRIPTION**

<b>GENERAL INFORMATION</b>	
<b>Job Title</b>	Construction Supervisor
<b>Category</b>	Professional
<b>Sector</b>	Community Services Administration
<b>Location</b>	Band Office
<b>Salary</b>	Level 6 (\$58,527.22 – 73,097.85)
<b>Terms</b>	Indeterminate (six-month probationary period)
<b>Hours</b>	35 hours (Monday to Friday)
<b>Immediate supervisor</b>	Community Services Director
<b>Date of job description</b>	August 2024
<b>JOB SUMMARY</b>	
<ul style="list-style-type: none"> <li>Under the supervision of the Community Services Director, the Construction Supervisor is responsible for overlooking all construction for the Band. The Construction Supervisor will be responsible for the overall construction project coordination between clients, the on-site staff, sub-contractors and any additional vendors. The Construction Supervisor must possess strong customer service and project management skills, be willing to operate in high stress environments and possesses the ability to balance both social and economic goals for the Construction department. The Construction Supervisor is responsible for delivering every project on time within budget and scope and is responsible for the operation and growth of all carpenters and labourers within the Construction Department.</li> </ul>	

<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
Responsible for contract management for professional services.	<ul style="list-style-type: none"> <li>Prepares terms of reference for consultant firms for major construction projects;</li> <li>Organizes evaluation committees to evaluate the proposals received from the consultant firms;</li> <li>Prepares contact documents for consultant firms.</li> </ul>
Responsible for project management for commercial, institutional or industrial construction projects.	<ul style="list-style-type: none"> <li>Acts as project manager for large projects undertaken by the Band (certain projects on occasion), in conjunction with the Tribal Council;</li> <li>In conjunction with the Community Services Director, prepares work schedules for the construction crews on large projects;</li> <li>Prepares quotation forms for ordering and requesting materials for Band projects;</li> <li>Requests shop drawings from suppliers as required for Band projects;</li> <li>Organizes construction site meetings between all parties concerned for large Band projects (certain projects on occasion).</li> </ul>
Responsible for project management for minor construction projects.	<ul style="list-style-type: none"> <li>Prepares some estimates for minor housing repair projects;</li> <li>Studies plans and specifications of existing Band buildings when modifications are to be performed or when problems are encountered;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides estimates for the Band and different government departments for special projects such as, the pavement of parking lots, curbing, landscaping, etc.</li> </ul>
Responsible for construction contract management.	<ul style="list-style-type: none"> <li>• Prepares housing budgets for new housing recipients;</li> <li>• Verifies estimates submitted by contractors for new house constructions and estimates of materials and labour;</li> <li>• Follows budgets for housing contracts;</li> <li>• Contacts off-reserve contractors and provide terms of reference for specialty work.</li> </ul>
Responsible for providing inspection services in the community.	<ul style="list-style-type: none"> <li>• Inspects new house constructions to ensure that the construction meets the norms of the National Building Code and CMHC specifications;</li> <li>• Completes required inspections and building inspections reports for new house constructions.</li> </ul>
Responsible for the administration of the residential rehabilitation assistance program (RRAP).	<ul style="list-style-type: none"> <li>• Completes some preliminary inspections. (An assistant is hired to complete inspections and prepare estimates);</li> <li>• Prepares reports as requested by CMHC for the recipients eligible to receive funding;</li> <li>• Prepares estimates;</li> <li>• Prepares change orders as required for repairs;</li> <li>• Supervises crews of carpenters and labourers;</li> <li>• Provides information to community members concerning the RRAP program, new housing and individual housing and repair projects;</li> <li>• Provides accountability for RRAP program expenditures through relevant documentation;</li> <li>• Provides annual budget forecasts for RRAP and senior citizen repairs when required;</li> <li>• Records time for employees when required.</li> </ul>
Responsible for the training development of seasonal employees	<ul style="list-style-type: none"> <li>• Prepares training sessions for the seasonal construction employees as needed;</li> <li>• Offers individual help, information and hands-on training as needed to the carpenters and labourers for the RRAP repairs and new house construction.</li> </ul>
Responsible for all other duties related to the smooth functioning of Construction.	<ul style="list-style-type: none"> <li>• Updates all the machinery, road, water and sewer equipment, etc. through a C.A.M.S. report;</li> <li>• Gives information needed for blueprints for housing and commercial projects to the Tribal Council;</li> <li>• Answers phone calls and meets with people inquiring about construction;</li> <li>• Attends Canada Mortgage and Housing Corporation (CMHC) Liaison committee meetings.</li> </ul>

<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>• Accountable for the performance of employees working within the construction department;</li> <li>• Accountable for efficient administration of construction contracts up to \$1 million;</li> <li>• Accountable for upholding industry standard of all KZA construction repairs, including verifying contractors and sub-contractor's certification;</li> <li>• Responsible for the well-being and safety of workers under the Construction program.</li> </ul>

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive working relationships with co-workers, clients, community members and partners;</li> <li>• Ability to work with public in a professional manner.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Supervises teams of carpenters and labourers;</li> <li>• Confidentiality is required for this position;</li> <li>• Lead by in front by establishing health and safety practices at the forefront;</li> <li>• Leads the crews to ensure that deadlines are met.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Works with internal and external various teams and manage employees.</li> </ul>
<b>External Communications</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with outside contractors and government officials</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Some negotiation skills may be required in dealing with suppliers and contractors.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Must remain current with carpentry skills;</li> <li>• Must remain current with safety guidelines and policies affecting the workplace with Occupational Health and Safety;</li> <li>• May be required to follow training for databases and spreadsheets;</li> <li>• Training or arranging for the training of workers in job duties, safety procedures and company policies;</li> <li>• Ability to update computer software drafting skills as required.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Ability to meet short-term and long-term deadlines;</li> <li>• Ability to provide reports and forecasts in person and as requested in a timely manner.</li> </ul>
<b>Mental and Physical Effort</b>	<ul style="list-style-type: none"> <li>• Physical effort required to go on job sites;</li> <li>• May be required to perform construction duties.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Concurrent work demands for projects;</li> <li>• Ability to manage medium-high stress environments;</li> <li>• Extensive local travel in this position</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Awareness of the Kitigan Zibi Anishinabeg culture, language and community.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• College diploma in Carpentry/ Construction</li> <li>• At least five years working in the construction industry as a Head Carpenter/Foreman;</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of National Building Codes;</li> <li>• Knowledge of CMHC Policies;</li> <li>• Knowledge of Canada Labour Code Part II and Occupational and Safety regulations;</li> <li>• Ability to read and understand computer-generated software construction plans.</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Valid Driver's License - (An employee must have three years driving experience and be the age of 21 in order to be an insured driver with a band vehicle) or will acquire within 3 months of being hired;</li> <li>• Must not possess any criminal convictions in an area related to the job;</li> <li>• Medical Certificate of good health if considered for the position;</li> <li>• Ability to acquire WHIMS, First Aid and CPR Training certification and maintain throughout employment;</li> <li>• Legally able to work in Canada.</li> </ul>



# **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5170 Fax: (819) 449-5673

August 14, 2024

## **JOB OPPORTUNITY**

### **Communication and Engagement Coordinator**

**LOCATION:** Kitigan Zibi Anishinabeg Territory  
**WORK SCHEDULE:** 35 hours per work week, Monday to Friday  
(May be required to work overtime)  
**TERM:** Contract ending March 31st 2026  
**SALARY:** Level 5 – Range to be determined based on experience

The Natural Resource and Wildlife Office (NRWO) is currently accepting applications for a communications and engagement coordinator. The selected candidate will work under the supervision of the NRWO Manager and the Conservation Coordinator.

The Communication and Engagement Coordinator is responsible for the development and implementation of a strategic communication and engagement work plan, with focus on biodiversity and conservation planning process. Core work areas include:

- Advocacy communications
- Media outreach
- Content generation
- Oversight of social media campaign to generate support
- Oversight of KZA community and regional engagement process.

#### **Mandatory requirements:**

- College diploma is required; University degree is an asset.
- Experience in Indigenous-led campaigns or creative work.
- Experience developing and implementing communications plans that shape public policy.
- Demonstrated experience in communications, marketing, or related discipline.
- Proven record of securing media coverage.
- Ability to manage social media campaigns that advance strategic goals.
- Organized, self-motivated and self-reliant, strong interpersonal and communication skills.
- Knowledge and awareness of KZA culture, practices, traditions and community.
- English oral, reading and writing skills.
- French oral, reading and writing skills required.
- Experience working with Indigenous communities, including experience in Indigenous and participatory approaches to communication.
- Strong measuring, analysing, and reporting on digital, virtual, or in-person engagement.
- Organized and detail oriented.
- Standard office computer literacy, Word, excel, instant messaging and use of the Internet and ability to keep current on software usage.

- Valid Quebec Driver's License with no restrictions; Must be 21 years of age with three years of experience to be an insured driver with a band vehicle; (must maintain driver's licence throughout employment);
- Legally able to work in Canada.
- No Criminal conviction related to the field of work.

All KZA employees are obligated to sign a work Code of Ethics.

**Selection:**

If you are interested in applying for the position, please forward your:

- a) covering letter and current resume
- b) copies of diplomas/training
- c) copies of any designation or certification required
- d) a valid driver's licence.
- e) contact information for 3 references
- f) any other documentation

to **Janet Brascoupe**, Employment/Training Officer, at the Community Services Office, 1 Paganakomin Mikan, Maniwaki, Quebec, by **Friday, August 30th 2024 at 12:00 p.m.**

Contact information:

Email: [janet.brascoupe@kza.qc.ca](mailto:janet.brascoupe@kza.qc.ca)  
Phone: 819-449-5170  
Fax: 819-449-5673

If you have any questions please call Erik Higgins at (819) 449-5170 ext. 1800 or email at [Erik.Higgins@kza.qc.ca](mailto:Erik.Higgins@kza.qc.ca)



**KITIGAN ZIBI ADMINISTRATION**  
**Communication and Engagement Coordinator**  
**JOB DESCRIPTION**

<b>GENERAL INFORMATION</b>	
<b>Job Title</b>	Communication and Engagement Coordinator
<b>Category</b>	Administrative
<b>Sector</b>	Community Services
<b>Location</b>	Natural Resources and Wildlife Office
<b>Terms</b>	<b>Contract ending March 31st 2026</b>
<b>Hours</b>	35 hours per week Occasional overtime may be required (May be required to work evenings, weekends)
<b>Salary</b>	Level 5 Range to be determined based on experience
<b>Immediate supervisor</b>	NRWO Manager (or to Conservation Coordinator)
<b>Date of job description</b>	May 2024
<b>JOB SUMMARY</b>	
<p>Under supervision of the NRWO Manager, the Communication and Engagement Coordinator is responsible for the development and implementation of a strategic communication and engagement work plan, with focus on biodiversity and conservation planning process. Core work areas include:</p> <ul style="list-style-type: none"> <li>• Advocacy communications</li> <li>• Media outreach</li> <li>• Content generation</li> <li>• Oversight of social media campaign to generate support</li> <li>• Oversight of KZA community and regional engagement process.</li> </ul>	

<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
<b>Engagement Process</b>	<ul style="list-style-type: none"> <li>• Oversight and implementation of communications strategy;</li> <li>• KZA Community engagement and outreach;</li> <li>• Collaborate with regional partners on public campaign;</li> <li>• Implementation of the regional engagement strategy;</li> <li>• Ensure protocol and intent of the community and regional engagement packages are adhered to;</li> <li>• Plan, organize and carry-out meetings, activities and on-line/virtual sessions;</li> <li>• Support the drafting of information and input into overarching biodiversity plan;</li> <li>• Support presentation of the draft conservation proposal.</li> </ul>



<b>Media Outreach</b>	<ul style="list-style-type: none"> <li>• Design and execute media outreach strategy</li> <li>• Manage media platforms related to the project</li> <li>• Co-ordinate and draft rollouts of reports, polls, announcements;</li> </ul>
<b>Social Outreach Campaign</b>	<ul style="list-style-type: none"> <li>• Content generation; blog posts, newsletter and social media content;</li> <li>• Filter/screen social media content for use in the project;</li> <li>• Upload blog posts, releases, videos;</li> <li>• Maintain website and up-dates;</li> <li>• Coordinate and work with contracted agents on an as needed basis, such as photographers, filmmakers, graphic designers, printing companies etc.;</li> <li>• Create impactful virtual content, tailored for diverse digital platforms in line with mission.</li> </ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Respond to requests for information from the public via phone, email, and social media;</li> <li>• Collect, analyze, and report on social media, website, and newsletter metrics;</li> <li>• Maintain regular, timely, and professional communications with the project team;</li> <li>• Provide administrative support such as scheduling meetings, maintaining folder and file systems, taking minutes, developing and tracking work plans, etc.;</li> <li>• Build a database of partners, stakeholders and media relations;</li> <li>• To foster, develop, promote, and maintain relationships and partnerships with stakeholders;</li> <li>• Complete and submit invoices and receipts as required;</li> <li>• Maintain an active record of communications budgets.</li> </ul>

<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>• Accountable to ensure the voices and concerns are heard and incorporated;</li> <li>• Accountable to follow Engagement Process;</li> <li>• Accountable to employer and funding agencies;</li> <li>• Accountable to remain current knowledge and expertise in the field;</li> <li>• Accountable to uphold KZA policies, Safety regulations, Privacy Laws and Code of Conduct.</li> </ul>

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive working relationships with coworkers, clients, community members and partners;</li> <li>• Exercise sound judgement;</li> <li>• Flexible;</li> <li>• Self-motivated and self reliant;</li> </ul>

	<ul style="list-style-type: none"> <li>• Effective communicator both verbally and in writing;</li> <li>• Service and goal oriented;</li> <li>• Strong interpersonal skills and ease in building respectful, collaborative relationships.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Strong stewardship ethics;</li> <li>• Ensures safety protocols are met; Takes initiative for project development;</li> <li>• Ability to co-ordinate and oversee contractors and or employees;</li> <li>• Ability to maintain confidentiality is required for this position.</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Comfortable working independently as well as part of a creative team;</li> <li>• Participates in meetings as required.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing and ready to learn;</li> <li>• Attends professional development workshops.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Meets work objectives within established time frames;</li> <li>• Strong project management skills, including managing timelines, prioritizing workload, overseeing content launches, developing communications plans, etc.;</li> <li>• Ensure project deliverable are met in required timeline;</li> <li>• Manages and ensures projects and priorities are responded to on time.</li> </ul>
<b>Mental and physical effort</b>	<ul style="list-style-type: none"> <li>• Manages medium level stress and multi-tasks daily.</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Mostly office work with meetings outside of office space;</li> <li>• Travel and time on the land is anticipated.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of KZA culture, practices, traditions and community;</li> <li>• Willing and ready to learn;</li> <li>• Knowledge of territory.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Experience and Education</b>	<ul style="list-style-type: none"> <li>• College diploma is required; University degree is an asset.</li> <li>• Experience in Indigenous-led campaigns or creative work.</li> <li>• Experience developing and implementing communications plans that shape public policy.</li> <li>• Demonstrated experience in communications, marketing, or related discipline.</li> <li>• Proven record of securing media coverage.</li> <li>• Ability to manage social media campaigns that advance strategic goals.</li> </ul>

<p><b>Core Competencies Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Excellent writing and editing skills and excellent oral communication skills.</li> <li>• Experience working with Indigenous communities, including experience in Indigenous and participatory approaches to communication.</li> <li>• English oral, reading and writing skills.</li> <li>• French oral, reading and writing skills required.</li> <li>• Strong measuring, analysing, and reporting on digital, virtual, or in-person engagement.</li> <li>• Organized and detail oriented.</li> <li>• Standard office computer literacy, Word, excel, instant messaging and use of the Internet and ability to keep current on software usage.</li> </ul>
<p><b>Conditions of employment require the candidate to maintain these licences/certification throughout employment</b></p>	<ul style="list-style-type: none"> <li>• No Criminal conviction related to the field of work;</li> <li>• Valid Quebec Driver’s License with no restrictions; Must be 21 years of age with three years of experience to be an insured driver with a band vehicle; (must maintain driver’s licence throughout employment);</li> <li>• Must follow and enforce all safety precautions and protocols;</li> <li>• Legally able to work in Canada.</li> </ul>



## **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

### **KZA CASUAL EMPLOYMENT 2024**

To: KZA Members:

From time to time, there is a need for the services of temporary staff to perform work in different areas within the various sectors of KZA, as well as employers from outside the community, on a short term basis.

There is a list of Casual Employment, which is updated and renewed every fiscal year. An application form must be completed to be put on the list.

Should you wish your name to be added to our casual employment list, **please fill out the attached application form, and drop it off at the KZA Community Services Administration Office Reception. Kindly attach your most recent resume. Additional applications can also be picked up at the KZA Administration Office reception.**



# KITIGAN ZIBI ANISHINABEG APPLICATION FOR CASUAL EMPLOYMENT

(09-2017)

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Initials of Rep.: \_\_\_\_\_

APPLICANT INFORMATION				
SURNAME		FIRST NAME		BAND NUMBER  _ _ _ _ _ _ _ _ _ _
HOME ADDRESS			EMAIL ADDRESS	
MAILING ADDRESS			HOME PHONE NUMBER ( ) -	
CITY, PROVINCE			OTHER PHONE NUMBER ( ) -	
POSTAL CODE				
LANGUAGES	ENGLISH: <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent	FRENCH <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent	ALGONQUIN <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent	
DO YOU HAVE A VALID <i>QUEBEC</i> DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT CLASS: _____ IF NO, DO YOU HAVE A VALID DRIVER'S LICENSE FROM ANOTHER PROVINCE OR COUNTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE FROM WHERE: _____ HOW LONG HAVE YOU HAD A LICENSE? _____ years. DO YOU HAVE ACCESS TO A LEGALLY INSURED VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO DO YOU HAVE A VALID <i>QUEBEC</i> MEDICAL CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO DO YOU HAVE A VALID First Aid Certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>WHAT TYPE OF EMPLOYMENT ARE YOU SEEKING?</b> <input type="checkbox"/> RECEPTION <input type="checkbox"/> OFFICE SUPPORT <input type="checkbox"/> JANITORIAL <input type="checkbox"/> FLYER DELIVERY <input type="checkbox"/> CONSTRUCTION { must complete the Construction Application Form } <input type="checkbox"/> RESEARCH <input type="checkbox"/> LABOURER <input type="checkbox"/> FORESTRY <input type="checkbox"/> COOK <input type="checkbox"/> MEDICAL TRANSPORTATION { submit a copy valid driver's license } <input type="checkbox"/> WORKING WITH ELDERLY <input type="checkbox"/> WORKING WITH CHILDREN (SUBSTITUTE AT DAYCARE/SCHOOL) <input type="checkbox"/> OTHER, PLEASE SPECIFY: _____				
<b>ARE THERE ANY SPECIFIC SECTORS YOU ARE INTERESTED IN?</b> <input type="checkbox"/> BAND OFFICE <input type="checkbox"/> KZ FORESTRY <input type="checkbox"/> BAND GARAGE <input type="checkbox"/> KZ POLICE <input type="checkbox"/> KZ HEALTH CENTRE <input type="checkbox"/> ODE WIDOKAZOWIN <input type="checkbox"/> KZ EDUCATION ADMIN. <input type="checkbox"/> KZ SCHOOL <input type="checkbox"/> PAKINAWATIK/ODEKAN <input type="checkbox"/> WAZOSON <input type="checkbox"/> CULTURAL CENTRE <input type="checkbox"/> CKWE RADIO				
<b>TYPE OF POSITION(S) FOR WHICH AVAILABLE</b> <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> NIGHTS <input type="checkbox"/> WEEKENDS <input type="checkbox"/> IN SHORT NOTICE (WITHIN 30 MIN.)			<b>WHEN ARE YOU AVAILABLE TO BEGIN WORK?</b> _____ / _____ / _____ Dd Mm Yy	
<b>ARE YOU ABLE TO WORK A MODIFIED WORK SCHEDULE IF NEEDED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Nights <input type="checkbox"/> Weekends		<b>ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN CANADA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>ARE YOU WILLING TO TRAVEL, IF NEEDED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>WOULD YOU LIKE TO BE REFERRED TO A PRIVATE EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE SPECIFY: _____			<b>WOULD YOU LIKE TO BE REFERRED TO EXTERNAL EMPLOYERS (OFF RESERVE)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Local <input type="checkbox"/> Out of Town	
<b>IF INTERESTED WORKING WITHIN THE K.Z.E.S., PLEASE CHECK WHICH POSITIONS.</b> <i>AND PLEASE NOTE: A CRIMINAL VERIFICATION CHECK IS REQUIRED BY THE K.Z.E.S. (IF HIRED AND RELEVANT)</i>				
<input type="checkbox"/> SUBSTITUTE TEACHER <input type="checkbox"/> SUBSTITUTE CLERK/ ADMINISTRATIVE SUPPORT <input type="checkbox"/> RECEPTIONIST <input type="checkbox"/> ALGONQUIN LANGUAGE TEACHER <input type="checkbox"/> LIGHT CLEANING/ ORGANIZATION WORK <input type="checkbox"/> CONSTRUCTION/REPAIRS <input type="checkbox"/> JANITORIAL WORK		<input type="checkbox"/> SUBSTITUTE CLASSROOM ASSISTANT <input type="checkbox"/> SOUND SYSTEM WORK <input type="checkbox"/> FRENCH LANGUAGE TEACHER <input type="checkbox"/> SUBSTITUTE ATTENDANT/ ONE TO ONE SUPPORT <input type="checkbox"/> EVENT SET UP/TAKE DOWN <input type="checkbox"/> DECORATING <input type="checkbox"/> PAINTING/PLASTERING		<input type="checkbox"/> IT SUPPORT <input type="checkbox"/> TRANSLATION <input type="checkbox"/> FLYER DELIVERY <input type="checkbox"/> SUBSTITUTE ASSISTANT COOK <input type="checkbox"/> EVENT COORDINATION <input type="checkbox"/> RESEARCH/WRITING <input type="checkbox"/> CATERING

**EMPLOYMENT EXPERIENCE (PAID AND/OR VOLUNTEER)**

Please list your work experience, starting with the most recent. Include full-time and part-time positions. Attach addition sheets if necessary.

EMPLOYER'S NAME		TELEPHONE ( ) - *	
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /	
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *
EMPLOYER'S NAME		TELEPHONE ( ) - *	
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /	
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *
EMPLOYER'S NAME		TELEPHONE ( ) - *	
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /	
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *
ADDITIONAL COMMENTS REGARDING WORK EXPERIENCE:			

**EDUCATION**

HIGH SCHOOL GRADUATE OR D'EQUIVALENCE D'ETUDES SECONDAIRES (GED) TEST PASSED? <input type="checkbox"/> Yes <input type="checkbox"/> No	HIGHEST GRADE COMPLETED
SCHOOL	LOCATION

**POST SECONDARY EDUCATION OR TRAINING (COLLEGE/UNIVERSITY)**

NAME AND LOCATION	MAJOR/MINOR	DID YOU GRADUATE?	DEGREE OR DIPLOMA	COPY ATTACHED?
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**CERTIFICATES/LICENCES**

Please attach copy of License(s)/Certificate(s)/Credential(s)

LICENSE/CERTIFICATE ISSUED BY	FIELD/TRADE/SPECIALIZATION	LICENSE/CERTIFICATE NUMBER	DATE OF ISSUE	EXPIRATION DATE
			/ /	/ /
			/ /	/ /
			/ /	/ /

ARE YOU FIRST AID/CPR CERTIFIED?  Yes  No      W.H.M.I.S. CERTIFIED?  Yes  No

**REFERENCES**

Please list three references, not related to you, whom we may contact to validate your information.

NAME	TELEPHONE ( ) - *	RELATIONSHIP
NAME	TELEPHONE ( ) - *	RELATIONSHIP
NAME	TELEPHONE ( ) - *	RELATIONSHIP

**DECLARATION**

I attest that the information provided and contained herein is said to be true and correct in every aspect. The Applicant is responsible to keep this information updated. I understand this is not a guarantee of employment. I understand that this is for casual employment only. Information and data contained in this application are maintained for employment and statistical purposes and is subject to the Privacy Act. This application is good for a duration of six months only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

## 1st NOTICE WATER AND SEWER INSURANCE

Payments are now being accepted for 2024-2025 Water and Sewer Insurance, **due on or before August 30, 2024.**

This insurance covers well installations and aqueduct lines and covers all plumbing components and piping from the well or main aqueduct line on up to the main shut off valve located in the house. (Common items covered: frozen or busted water pipes, pumps, check valves, cold water pressure tank, wiring for pump and damaged casings).

The septic installations and community sewer systems insurance covers all plumbing components and piping from the septic tank or main community sewer lines on up to the foundation of the house. (Common items covered: frozen, busted or blocked sewer lines, emptying of septic tanks). Septic tanks are emptied every three (3) years. Only those who have paid their insurance annually over the past 3 years will have their tanks emptied in the summer of 2027.

Rates for this year are as follows:

<u>Regular Rates</u>		<u>Senior Rates (65 YEARS AND +)</u>	
Water	<b>\$119.00</b>	Water	<b>\$106.00</b>
Sewer	<b><u>\$119.00</u></b>	Sewer	<b><u>\$106.00</u></b>
Total	<b>\$238.00</b>	Total	<b>\$212.00</b>

Payment arrangements/methods can be found on the next page.  
Payments will only be accepted within the hours listed below.

Monday	1:00 pm	to	3:30 pm
Tuesday through Thursday	9:00 am	to	3:30 pm
Friday	9:00 am	to	12:00 pm

Meegwech for your attention and cooperation.

**KZA Community Services**





# KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

DATE: \_\_\_\_\_

I, \_\_\_\_\_, authorize Kitigan Zibi Anishinabeg to deduct my **Salary / Income security (circle one)** to pay for my Water and Sewer insurance premiums.

The amount to be deducted is \_\$\_\_\_\_\_ per **week / month (circle one)**.

Please commence the deductions \_\_\_\_\_.

Address to be insured: \_\_\_\_\_

**\*\*\* I understand that if I do not adhere to this agreement, deductions in the amount of 30% will be applied from any source of income until the amount owed is paid in full.**

\_\_\_\_\_  
Community member

**\*\*\* The deadline for eligible for payment agreements is **August 30, 2024**.**

For employees, arrangements must be entirely paid no later than September 30, 2024 to ensure coverage.

For persons in receipt of Income Security or OAS, the **maximum** amount of 6 monthly installments, ending no later than January 30, 2025.

The following are the different methods of payments you may use.

- EMT/Interac e-Transfer: [payment@kza.qc.ca](mailto:payment@kza.qc.ca)
- No password required
- Debit/Visa/Mastercard (in person only)
- Cheque
- Money Order
- Cash





Commission de développement  
des ressources humaines des  
Premières Nations du Québec

First Nations Human  
Resources Development  
Commission of Quebec

# FNRDCQ

First Nations Human Resources Development Commission of Quebec



**Who:** *Gavin Cote-Decontie & Tara Decontie have been hired as Survey Interviewers for the FNRDCQ (The Commission).*

**What:** The commission aims to compile accurate and up-to-date data on the First Nations and Inuit labour market in Quebec to identify and better understand their challenges and employment opportunities.

**When:** Data will be collected from KZA community members from July - October 2024.

**Where:** Information booths will be set up within Kitigan Zibi to promote the WFP Survey.

**Why:** The commission is aiming to improve our community members' access to skilled, sustainable jobs. To achieve this, we have implemented initiatives to help them secure employment and develop professionally.

**How:** The KZA will have access to the results of the studies collected and can decide where & how best to implement the data for the benefit of the community.

**If you have any questions please reach out to us!**

Gavin Cote-Decontie: PMO-Kitigan-Zibi01@cdrhpnq.qc.ca

Tara Decontie: PMO-Kitgan-Zibi02@cdrhpnq.qc.ca

Invitation: Kitigan Zibi members and Other First Nations

Brought to you by: Land, Water and Animals Advisory Committee

# Family camping

## Weekend fun

**Registration is Mandatory**

**Deadline to register for Family Camping – Tuesday, August 13, 2024 by 4:15pm.**

Family camping; join us for a weekend camping adventure. Some activities while at camp is: canoeing, blueberry picking, storytelling, Algonquin language games and more.

Where: La Verendrye Park (Birch Camp, cultural Camp. Km 45 on Clova Road. From the KZ cabin, take road to the right)

When: August 16, 17, return home August 18, 2024

Time: Meet at campsite for 2:00 pm

Registration: Call at 819-449-5170 ext. 9025 to register your family

What you will need: tent, sleeping bags/blankets, clothing, swimwear, life jackets if you have any.

Our apologies, unfortunately, we do not have camping supplies and accessories.

Feel free to contact Land, Water and Animals Advisory Committee Coordinator at 819-449-5170 ext. 9025 for more information, directions or any other questions you may have.

All minors must be chaperoned for the weekend

This is an alcohol and drug free activity



# EMPLOYMENT OPPORTUNITY

## **ANISHINABE ODJIBIKAN**

**POSITION:** Anishinabe Odjibikan Archaeological Field School Worker (4 positions available)

**LOCATION:** Ottawa, Ontario/ Gatineau, Quebec

**TENURE:**E: 35 hrs/week, 8 weeks

**SALARY:** \$20.00/hr

**SUMMARY:** Gain training in archaeology, no previous experience necessary. There will be on-the-job training, learning, investigating and excavating archaeological sites across Ottawa/Gatineau, as well as installing grid systems, properly recovering and bagging samples, photographing artifacts, and laboratory work such as; preparation of artifact display, washing, sorting, and identification/cataloging artifacts.

We are looking to encourage participants to gain a larger interest in the field of archaeology with the opportunity to become long term members of Anishinabe Odjibikan and provide ideas regarding Indigenous archaeology.

### **ELIGIBILITY:**

- Priority will be given to Kitigan Zibi & Pikwakanagan members.
- Being a resident of Ottawa is not required.
- Students who are interested and have academic conflicts around the start date may still apply and be considered.

### **REQUIREMENTS:**

- Strong interest in recovering, protecting and managing our archaeological history with a passion for culture heritage, history and traditional values.
- Passion and ability to learn and train outdoors in variable weather.
- Be able to work together as a team in the field, lab, and office.
- Participants are responsible for all PPE (personal protective equipment) including: appropriate clothes for outdoor work, steel toe boots, sunscreen, lots of water, etc.

### **HOW TO APPLY:**

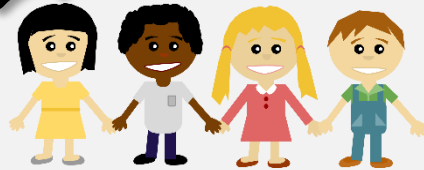
- Contact with the following information:
  - Cover letter describing why you are best fit for this role
  - Current CV/resume
  - provide proof of band membership (photocopy of status card)

**KITIGAN ZIBI CONTACT:** Jennifer Tenasco, Anishinabe Odjibikan, Supervisor.  
[AnishinabeOdjibikan@gmail.com](mailto:AnishinabeOdjibikan@gmail.com)

**CLOSING DATE:** August 23rd 2024

BACK TO SCHOOL!

ARE YOU  
READY?



MONDAY  
AUGUST  
26<sup>TH</sup>, 2024



SEE  
YOU  
SOON

This Photo by Unknown Author is licensed under



# 2024-2025 KZK OPEN REGISTRATION

Kitigan Zibi invites parents and guardians to our open registration days  
which will be from  
**AUGUST 19<sup>th</sup> TO AUGUST 23<sup>rd</sup>, 2024**  
**8:30 AM to 3:30 PM**

## ENROLL NOW!

Stop by the school during this time and see the Administrative Assistant  
or Cassondra for assistance in completing your child's registration form.

**Please come with copies of your child's:**

- ⊕ Birth Certificate
- ⊕ Status Card (if a copy, both sides are needed)
- ⊕ Medical Card (if a copy, both sides are needed)
- ⊕ Last report card from previous school (If transferring)

---

# Pakinawatik School 2024-2025

## Registration Form - General Information

Dear Parents/Guardians,

Let us begin by thanking you for selecting Pakinawatik Kikinamadinan as your choice of school for your child's entrance in Junior/Senior Kindergarten. As your child begins his/her journey of lifelong learning, let us assure you that your child will leave our establishment with the necessary knowledge in literacy, mathematics and Anishinabeg culture and language to make the transition to Grade 1 with ease.

To assess your child's registration, your **file must be complete before the Director of the Kitigan Zibi Education Sector reviews and signs** the necessary documentation. After this point, you will be **notified of the decision and/or acceptance which would include your child's start date for Junior or Senior Kindergarten**.

Please ensure that your child meets the basic entrance requirements:

- i. All children who are four (4) years old before **September 30<sup>th</sup>** of the year are eligible to attend a Pre-Kindergarten (Jr K) program. Children who turn 4 years old after this date must wait for the following school year to register;
- ii. All children must be **registered Kitigan Zibi Anishinabeg (KZA) band members** and/or registered as a Status Indian within Canada. Registered First Nations from other communities will not have a guaranteed space within each preschool classroom (Junior and Senior Kindergarten) since it will depend on the enrollment;
- iii. All children **must be toilet trained** – unless a medical paper and/or assessment that indicates a special need or exceptionality.

Please ensure the **following documents are attached to this registration** form before submitting it for review. Indicate with a **checkmark** below all the documents that are required and return to Pakinawatik School.

***Please be advised that your registration will not be accepted without all photocopied (by our secretary) supporting documents.***

- Birth certificate
- Status Indian card
- Quebec Medical card
- If applicable, official custody papers rendered by court judgement
- If applicable, medical paper and/or assessment that indicates a special need or exceptionality
- If applicable, Status Indian students from other communities, must provide proof of payment for tuition fees or application for a mandatory Quebec Permanent Code.

**PAKINAWATIK KIKINAMADINAN**

367 Paganakomin Mikan  
Maniwaki, Quebec, J9E 3B1  
Tel: 819-449-2848 Fax: 819-449-3361

**REGISTRATION FORM  
SCHOOL YEAR  
2024-2025****SECTION 1: STUDENT IDENTIFICATION**

Last Name:	Given Name:	
Middle Name:	Band Number <b>(TEN DIGIT #)</b> :	
Birth Date: Month _____ Day _____ Year _____	Male: _____	Female: _____
Address (Street):	City:	
Postal Code:	Telephone #:	
Previous School attended:	Grade:	Year:

**SECTION 2: PARENT / GUARDIAN INFORMATION**

Father's Last Name:	Mother's Last Name:
Father's First Name:	Mother's First Name:
Home Telephone #:	Home Telephone #:
Cell Phone #:	Cell Phone #:
Work Phone#:	Work Phone#:
Email:	Email:
Child resides with: Mother <input type="checkbox"/> Father <input type="checkbox"/> Both Parents <input type="checkbox"/> Shared Custody <input type="checkbox"/> Guardian <input type="checkbox"/>	

**SECTION 3: EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN**

Emergency Contact:	Emergency Contact:
Home Telephone #:	Home Telephone #:
Cell Phone #:	Cell Phone #:
Work Phone #:	Work Phone #:
Relationship to student:	Relationship to student:

**I authorize the use of photos, videos, voice recordings, accomplishments and/or similar items of my child in Pakinawatik Kikinamadinan publications or as part of any media events, such as radio, newspaper, television, website, etc. YES  NO**

I volunteer to assist in any scheduled social, recreational or educational activity and can be contacted using the information above.

**Person(s) authorized to pick up your child (other than yourself):**

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

**SECTION 4: BUSSING**

- My child will be taking the bus every day.
- My child will not take the bus.

**SECTION 5: MEDICAL INFORMATION**

Medical Card #: \_\_\_\_\_ Name on Card: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Allergies: **YES**  **NO**  Specify to what: \_\_\_\_\_ EPIPEN required? **YES**  **NO**

Physical or Medical problems: **YES**  **NO**  Describe: \_\_\_\_\_

Medication Required? **YES**  **NO**  Type of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

I agree for the application of sunscreen when necessary. **YES**  **NO**

I agree for the application of bug repellent when necessary. **YES**  **NO**

**SECTION 6: INFORMATION CHECK LIST:**

- I authorize a responsible person to transport my child to the hospital in case of emergency and to have him/her examined by a doctor if necessary. Note: Parents will be immediately advised if their child is transported to the hospital.
- I give permission to the Pakinawatik Kikinamadinan to release my child's personal information (name, date of birth, address and telephone number) to designated education employees within the school system.

**I, the undersigned, attest that all the above information is correct, and I acknowledge that I am responsible for notifying the school of any changes to the above information concerning my child.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Please return the completed registration form, a copy of child's BIRTH CERTIFICATE, STATUS AND MEDICAL CARD to: Pakinawatik Kikinamadinan.**

**NOTE: If this is your child's second year at Pakinawatik Kikinamadinan, the completed registration is sufficient as we already have copies of the other documents.**

**ADMINISTRATION USE:**

**NOTE: In order for your child to start kindergarten the Director of Education must review all the supported documents.**

\_\_\_\_\_  
**Signature of Director of Education**

\_\_\_\_\_  
**Date**





## Consent Form

### Application of Polysporin Ointment

I, \_\_\_\_\_ allow the Pakinawatik School Staff to  
(Parent/Guardian's Name)

disinfect the area with soap and water; and to apply **Polysporin** any minor cut(s)  
and/or

scrapes to my child(ren) \_\_\_\_\_.

(Name of Child(ren))

I understand by washing and applying antibiotic ointment on cuts and scrapes, disinfects the skin so germs do not have a chance to enter. I understand should the cut/scrape be more than a simple abrasion, the **Education Sector Nurse** will be called in to assess the cut/scrape and will **apply** further First Aid treatment, as well, I would be informed of all more serious cuts/scrapes. Furthermore, I will not hold the Pakinawatik School Staff or the Kitigan Zibi Education Sector liable in any way whatsoever for any damages or losses that may occur as a result of applying disinfectant and/or antibiotic ointment on my child's minor cut(s)/scrapes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ **do not want** Peroxide and/or Polysporin ointment

applied over my child(ren) \_\_\_\_\_

minor cut(s)/scrapes while at the Pakinawatik School.



## 2024-2025 Pakinawatik School Publication Consent Form

Dear Parent(s)//Guardian(s),

Throughout the school year, your child will participate in numerous school activities and extracurricular activities. In order to praise our students' successful efforts and help contribute to a deeper sense of **belonging, self-esteem** and **pride** for them, some of these activities will be filmed in pictures or video and may be published in newspaper articles. The Pakinawatik School is proud of publicize the accomplishments of our students in newsletters, on the walls of our school, in regional/local papers, on our websites or television.

The diffusion of names and photos cannot be done **without your authorization** in respect of the **Access of Information Law for Public Organizations** and the **Protection of Personal Information under the Québec Civil Code**. We would therefore ask that you fill in the form below. (Please place an X in appropriate boxes)

### Your Rights Will Be Respected Should You Not Agree To Have Your Child's Picture Taken:

<b>EXTERNAL PUBLICATIONS (local newspaper, websites, media)</b>	
	I Consent (or approve) of my child's name
	I Consent (or approve) of my child's photo
	<b>I Do Not Approve or Consent</b>

<b>INTERNAL PUBLICATIONS (local newspaper, websites, media)</b>	
	I Consent (or approve) of my child's name
	I Consent (or approve) of my child's photo
	<b>I Do Not Approve or Consent</b>

<b>Student's Name:</b>
<b>Date:</b>
<b>Parent/Guardian Signature:</b>



## School Bus Pick-Up & Drop-Off Confirmation Form

Student Name: \_\_\_\_\_

School Bus Pick-Up (Location): \_\_\_\_\_

(School Bus Drop-Off Location - Name & Address)

**Principle** Location: \_\_\_\_\_

**Secondary** Location: \_\_\_\_\_

OR

My child will not take the bus. I will be responsible for transporting my child to and from school on a daily basis.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Note: If this form is not returned, the school assumes that your child is to get off the bus at home.

**✘ A new form must be filled out whenever there is a change to be made.**

**NEW!**

# BOOK LAUNCH



The KZ Language team worked on 5 NEW Anishinàbemowin storybooks.

**Wednesday  
August 21, 2024**

**KZ Cultural Center  
11:00 am to 3:00 pm**

Light snacks and refreshments!

Come and pick up a package and enjoy snack!





# Join us for a **OPEN HOUSE**



**When: Wednesday August 21, 2024**

**Where: 367 Paganakomin Mikan  
(Odekan Building)**

**Time: 1:00-3:00pm**



**-Light refreshments**

**-Registrations available**

**(Sagabigoni program 3-4yrs old)**

**(Caregiver's Afternoon out program  
6months-3yrs)**

**-Door Prize**

**Any questions you can call Katrina at**



**819-449-2702 or email**

**[katrina.whiteduck@kza.qc.ca](mailto:katrina.whiteduck@kza.qc.ca)**



# ODEKAN BABY CONGRATULATIONS!



**Elana Laura Toll**

**Proud Parents**  
**Vanessa Cake**  
**&**  
**Kal Toll**

**BORN**  
**January 28, 2024**  
**7lbs 15ounces**

# ODEKAN BABY CONGRATULATIONS!



**Laken Evren Dakota  
Mahihkan Ostrowski**

**Proud Parents  
Charlene Weapenicappo  
&  
Dakota Ostrowski**

**Proud big sister Ember**

**Born**

**July 14, 2024**

**7lbs 10oz**

**51cm**

**8:03pm**



August 15, 2024

## **JOB OPPORTUNITY-1<sup>st</sup> Posting**

**POSITION:** Community Health Nurse  
**LOCATION:** Kitigan Zibi Health and Social Services  
**WORK SCHEDULE:** 35 hours a week. Varied Schedule  
**TERM:** Indeterminate  
**SALARY:** Level 7, Range based on work experience  
(\$62,820.54 – \$78,525.68)

---

### **Summary:**

The Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

### **Application Requirements:**

If you are interested in applying for the position and are able to demonstrate that you meet the mandatory basic requirements, please present the following: cover letter, updated resume, proof of education/training, and contact information for 3 references to the attention of **Dawn Cayer, KZHSS Executive Assistant** at 8 Kikinamage Mikan, PO Box 160, Maniwaki, Quebec J9E 3B4 by **Thursday, August 29, 2024, at 4:30 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

### **Information Contact :**

Celine Brazeau, KZHSS Director  
819-449-5593 ext. 2002

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.**

**Interviews will be conducted. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. A screening process will be conducted, followed by interviews. Validation may be made of your credentials and references including Social Networking sites. To ensure fairness, all applications will be assessed without conflict of interest.**





## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Community Health Nurse Job Description

#### GENERAL INFORMATION

**Job Title :** Community Health Nurse  
**Category :** Professional  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** Kitigan Zibi Health Center or as designated by Director  
8 Kikinamage Mikan, Maniwaki Quebec  
**Terms :** Full Time–Indeterminate  
**Hours :** 35 hours per week  
**Salary :** KZA Salary Scale Level 7  
in accordance with the *KZA Human Resource Policy*  
**Immediate Supervisor :** Nurse Team Leader  
**Date of Job Description :** August 2024

#### KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

#### CLIENT SERVICE RESULTS

With the functional support, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

#### KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmieres du Quebec* (Nurses Code of Ethics), 17 reserved activities for nurses.

##### Service Responsibilities:

Under the direction, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. planning and delivering community health programs, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. delivering an immunization program in accordance to the Protocol Immunization Quebec and the KZHSS Immunization Policy and Procedures. Also, ensuring to

maintain a communicable disease-reporting program in collaboration with Nurse Team Leader;

- c. delivering the following community health programs in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health, and Community Health Services);
- d. delivering community health services in group or individual settings such as the community health facility, the community hall, the community schools, home visits and/or other designated community sites;
- e. developing and maintaining positive relationships with the individuals, families, the KZHSS staff and the leaders of the community and clarifying KZHSS Service policies and professional requirements when required;
- f. supporting the KZHSS in the development of safe efficient health facilities/operations; and,
- g. meeting with or communicating via telephone with physicians, other nurses, nurse practitioners, optometrists, dentists, other health staff, and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.

*Jointly, with the Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:*

- h. developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually; and,
- i. participating in the ongoing quality assurance process.

### Community Health Programs

#### A) Preconception Health Services :

- a. establishing liaison between the program and school staff;
- b. providing service to all child bearing adults;
- c. providing an annual standardized preconception health curriculum to KZES as per KZHSS Community Health Service Policy and Procedures; and,
- d. with a prescriber's license, offer smoking cessation program to all child bearing adults. Offering Contraception to those who are eligible.

#### B) Prenatal Health Services

- a. providing extra support to pre-natal individuals considered "at risk" (as identified by the Prenatal Screening Form) and ensuring regular exams by their physician and/or Midwife are received;
- b. providing monthly prenatal screening and assessment clinics;
- c. conducting an in-depth family assessment on any "at risk" prenatal clients, their support and family; collaborating with other teams within KZHSS for support;
- d. providing a standardized prenatal class to all child bearing individuals of any age who are pregnant;
- e. provision of the Nutrition Voucher Incentive Program to those who are eligible; and,
- f. contraception, Smoking Cessation program with prescriber's license.

### **C) Maternal and Newborn Health Services**

- a. receiving a referral from CISSSO/Ontario/ other health facilities on all birthing persons and their newborns post discharge;
- b. working in collaboration with local midwife for postnatal follow-ups;
- c. providing post-natal information and consultations to parents;
- d. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- e. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- f. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, nutrition, breast/chest feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- g. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- h. conducting follow up assessments using the ABCDaire Screening Tool and making referrals as necessary;
- i. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program; and,
- j. contraception, Smoking Cessation program with prescriber's license.

### **D) Infant and Pre-School Health Services**

- a. participating in pre-school health screening clinics using approved Developmental Screening Tools (ABCDaire);
- b. conducting necessary screening for preschoolers (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all preschoolers are adequately immunized;
- d. providing health education and information to parents regarding their child's health status; where appropriate;
- e. conducting follow up and referring internally to other service providers within KZHSS, and/or external service providers as needed; and,
- f. provision of the ABCdaire Growth & Development and Nutrition Voucher Incentive Program.

### **E) School Health Services**

- a. Establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. Conducting necessary screening for students (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- c. Monitoring the immunization status of all students attending the on-site community school; providing immunizations in school for eligible classes following the PIQ guidelines.
- d. Providing health education and information to the parents regarding their child's health status;
- e. Obtaining health history, making referrals internally to visiting health professionals (family doctor, GMF nurse, therapist) and external when necessary with consent of parent.
- f. Providing health teachings such as: nutrition, chronic conditions, sex education, etc.
- g. Contraception, Smoking Cessation program with prescriber's license.

## F) Community Health Services

- a. provide health screening clinics to assist in identifying chronic diseases; provides teachings on preventing chronic health conditions;
- b. provide health education for chronic disease management to individuals or groups;
- c. assessing physical and social needs of chronically ill adults; following up, monitoring and making necessary referrals when required;
- d. coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards;
- e. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and KZHSS protocol to implement regular Tuberculin Skin Testing; liaising with physicians and completing recommended follow up;
- f. provides urgent and non-urgent essential primary health care services (e.g. minor procedures such as prescribed injections, suture removal with prescription, minor wound care);
- g. advocates for client needs and facilitates access to other health services by establishing linkages with appropriate service providers; referrals to appropriate care beyond the scope of nursing practice, assistance with obtaining health records from other service providers;
- h. treatment centre referrals in collaboration with NNADAP program;
- i. referring to foot care services when applicable;
- j. assisting with community health education displays monthly;
- k. assisting with community health promotion and prevention activities; and,
- l. monitors immunization storage, maintenance and ensures proper precautions and protocols are followed to avoid vaccine cold chain break (e.g. records fridge temperature twice daily).
- m. Assists with the bloodwork clinic

## Other Responsibilities

Under the direction of the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. reporting to the Nurse Team Leader on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse Team Leader;
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community health meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers;
- i. reporting on material learned at training seminars attended;
- j. meeting and planning as a team player with KZHSS team members; and,

- k. providing guidance, field experience and supervision of student from nursing faculties when required.

### Organizational Responsibilities

As a representative of KZHSS, the Employee is responsible for:

- a. reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Policies, Standards and Procedures;
- c. proposing changes within KZHSS that would improve the quality of service to Anishinabe children, families and community;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabe children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabe culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records; and,
- h. participating in annual Performance appraisals.

### ACCOUNTABILITY

The Community Health Nurse is accountable:

- a. for following the Medical Directives set out by KZHSS and CISSSO collaboration;
- b. for following all policies, standards and procedures set out by KZHSS & KZA; and,
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education

To the professional governing bodies (Ordres des infirmieres et infirmiers du Quebec).

### KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q - *Protocole d'immunisation du Quebec*) and database reporting systems; (e.g. SI-PMI - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act

to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmieres du Quebec (e.g. Nurses Code of Ethics).

#### CONTACTS

- Maintains positive relationships with clients in providing community health nursing program and service delivery through family-centered practice.
- Maintains effective working relationships with local health providers and community agencies to make referrals.
- Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan).
- Networks with external/internal partners to provide evidence-based services and activities for community mobilization; collaborates with the Public Health Protection, First Nations and Inuit Health Branch (FNIHB), Public Health Agency of Canada (PHAC), le Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO) and other regional health care agencies in delivery of usual and emergency programs (e.g. pandemic response planning, mass immunizations, Communicable Disease Control and Management).
- Advocates for clients and coordinates referral to appropriate provincial secondary and tertiary levels of care such healthcare providers /institutions and therapeutic services (e.g. psychologist), and internal/external health, social, and education programs.
- Liaises and networks with local service providers. (e.g. Maniwaki Hospital/CLSC, institutions, educational facilities, government agencies, health care agencies/facilities)

#### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized.</li> <li>▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.</li> </ul>

#### ENVIRONMENTAL FACTORS

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily;</li> <li>▪ Uses proper ergonomic techniques to carry or lift heavy objects;</li> <li>▪ Mental alertness to changing and challenging situations;</li> <li>▪ Strong interpersonal mental health;</li> <li>▪ May be required to intervene in precarious situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board).</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> <li>▪ Variable workplace setting includes clinic, client homes, and within the community.</li> <li>▪ Required to use the KZHSS vehicle.</li> <li>▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spit, urine and feces.</li> </ul>

INCUMBENT QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Nursing from a recognized public post-secondary University</li> </ul> <p><i>or at a minimum:</i></p> <ul style="list-style-type: none"> <li>▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience.</li> <li>▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration.</li> <li>▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.</li> </ul>
INCUMBENT COMPETENCIES	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs.</li> <li>▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Computer literacy skills conducive to the office environment.</li> </ul> <p><b>Skills/Abilities</b></p> <ol style="list-style-type: none"> <li>a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;</li> <li>b. ability to apply ethics of nursing practice in decision making;</li> <li>c. willingness to adapt to the changing demands of the position;</li> <li>d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;</li> <li>e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;</li> <li>f. problem-solving and leadership skills;</li> <li>g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS;</li> <li>h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and,</li> <li>i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.</li> </ol> <p><b>NOTE:</b> This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.</p>

<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Willingness to receive updated training.</li> <li>▪ Ability to work outside of work hours if required.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d'infirmières ou d'infirmiers du Québec</i>, <ul style="list-style-type: none"> <li>○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice.</li> </ul> </li> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> <li>▪ Prescribers license or ability to obtain prescriber's license.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>





## **JOB OPPORTUNITY**

August 15, 2024

**POSITION:** Nicholas Stevens Centre (NSC) – Personal Support Worker (PSW) or Developmental Services Worker (DSW)

**LOCATION:** As designated by KZHSS

**WORK SCHEDULE:** 40 hours a week. The incumbent will be expected to work outside of normal work hours on a varied schedule

**TERM:** Indeterminate. 6-month probationary period that can be extended to one year less a day if required.

**SALARY:** Level 4 (\$49,095.25 to \$61,419.08)  
Starting Range (0 to 5) to be determined

---

### **SUMMARY:**

Under the supervision of the Special Needs Area Coordinator, The NSC PSW/DSW - provides quality personal care to Nicholas Stevens' Centre participants

### **Forward your Application to:**

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at [Dawn.cayer@kza.qc.ca](mailto:Dawn.cayer@kza.qc.ca) The deadline is **Thursday, August 29, at 4:30 pm (EST)**.

**For further information regarding this position, call the KZHSS Director, Celine Brazeau at 819-449-5593 ex. 2002**

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. A screening process will be conducted, followed by interviews. Validation may be made of your credentials and references including Social Networking sites. To ensure fairness, all applications will be assessed without conflict of interest.**



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Nicholas Stevens Centre (NSC)-Personal Support Worker or Developmental Services Worker (DSW) Job Description

#### GENERAL INFORMATION

**Job Title :** Nicholas Stevens Centre (NSC)-Personal Support Worker (PSW) or Developmental Services Worker (DSW)  
**Category :** Support Staff  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** As designated by KZHSS Director  
**Terms :** Indeterminate  
**Hours :** 40 hours per week  
**Salary :** KZA Salary Scale Level 4. Range based on experience in accordance with the *KZA Human Resource Policy*

**Immediate Supervisor :** Special Needs Area Coordinator  
**Date of Job Description :** August 2024

#### KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

#### CLIENT SERVICE RESULTS

The NSC- PSW/DSW provides quality personal care to Nicholas Stevens' Centre participants.

#### KEY DUTIES

- Assists with the facilitating, and the monitoring of the overall delivery of social, recreational and daily living activities, programs and education in individual/group settings; ensures activity logistics are properly attended to (contacting of volunteers, purchase supplies, availability, etc.); ensures a safe environment.
- Assists participants with personal care (bathroom, hygiene, ambulation, mobilization, transferring, use of adaptive devices, etc.) when required, with dignity and respect.
- Assists participants with NSC activities; ensures personal care of participants' physical, emotional, psychological and social needs; supports the participants in the development and maintenance of family and community relationships.
- Reports changes in participants' health status to the supervisor; completes participant documentation.
- Actively listens and responds to participant and family requests/concerns within the scope of PSW services; advocates for participant rights/concerns;
- Assists with meal preparation and meal service.
- Accompanies participants on outings.

KNOWLEDGE AND SKILLS	
	<ul style="list-style-type: none"> <li>▪ Theories, principles, and practices of the provision of personal care and hygiene.</li> <li>▪ Communication skills when dealing with clients and their families, when learning delegated duties, and when interacting with the staff.</li> <li>▪ Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.</li> <li>▪ Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, and KZA Code of Ethics, KZHSS Professional Code of Ethics and Privacy Laws.</li> </ul>

CONTACTS	
	<ul style="list-style-type: none"> <li>▪ Briefs Supervisor and of issues/concerns.</li> <li>▪ Maintains positive relationships with participants and their families, co-workers and community members.</li> </ul>

MANAGERIAL/SUPERVISORY	
Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Not applicable in this position.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> <li>▪ Manages medium level stress and multi-tasks daily;</li> <li>▪ Uses proper techniques to carry or lift heavy objects;</li> <li>▪ Mental alertness to changing and challenging situations;</li> <li>▪ Strong interpersonal mental health;</li> </ul>
Working Conditions:	<ul style="list-style-type: none"> <li>▪ Works within a day program type setting;</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> <li>▪ Certificate in the area of Health Care Aide or Personal Support Worker;</li> <li>OR</li> <li>▪ Developmental Services Worker Diploma;</li> <li>OR</li> <li>▪ Nursing Student with one year completed;</li> </ul>
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and awareness and Algonquin culture and communities.
Abilities:	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English;</li> <li>▪ Ability to work with seniors;</li> <li>▪ Ability to work independently without close supervision, able to organize own workload;</li> </ul>
Personal Suitability:	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification, Workplace Hazard Information Management Systems (WHIMS), and Principles for Moving Clients Safely or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols .</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in Algonquin.</li> <li>▪ Ability to communicate in French.</li> </ul>

EMPLOYEE/SUPERVISOR SIGNATURES	
<p>I CERTIFY THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.</p>	
EMPLOYEE SIGNATURE	DATE
<p>I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein.</p>	
SUPERVISOR SIGNATURE	DATE
<p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional related duties and responsibilities may be assigned if deemed necessary.</i></p>	



## **JOB OPPORTUNITY – 1<sup>st</sup> POSTING**

August 15, 2024

**POSITION:** Nicholas Stevens Centre (NSC) Monitor  
**LOCATION:** As designated by KZHSS  
**WORK SCHEDULE:** 40 hours a week. May vary at times  
**TERM:** Indeterminate. 6-month probationary period that can be extended to one year less a day if required.  
**SALARY:** Level 3 (\$43,467.18-\$54,367.36)  
Starting Range (0 to 5) to be determined

---

### **Summary:**

Under the supervision of the Special Needs Area Coordinator, the Nicholas Stevens Centre (NSC) Monitor will assume various responsibilities such as; providing activities that promote independent living, promote healthy lifestyle, prevention teachings and social activities.

### **Forward your Application to:**

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at [Dawn.cayer@kza.qc.ca](mailto:Dawn.cayer@kza.qc.ca) The deadline is **Thursday, August 29, at 4:30 pm (EST)**.

**For further information regarding this position, call the KZHSS Director, Celine Brazeau at 819-449-5593 ex. 2002**

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. A screening process will be conducted, followed by interviews. Validation may be made of your credentials and references including Social Networking sites. To ensure fairness, all applications will be assessed without conflict of interest.**



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Support Worker Job Description

#### GENERAL INFORMATION

**Job Title :** Nicholas Stevens Centre Monitor  
**Category :** Technical  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** As designated by KZHSS Director  
**Terms :** Indeterminate  
**Hours :** 40 hours per week  
**Salary :** KZA Salary Scale Level 3. Range based on experience in accordance with the KZA Human Resource Policy

**Immediate Supervisor :** Special Needs Area Coordinator  
**Date of Job Description :** August 2024

#### KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

#### CLIENT SERVICE RESULTS

Under the Supervision of the Special Area Needs Coordinator, the Nicholas Stevens Centre Monitor will assume various responsibilities such as; providing activities that promote independent living, promote healthy lifestyle, prevention teachings and social activities.

#### KEY DUTIES

- Assists with the facilitating, and the monitoring of the overall delivery of social, recreational and daily living activities, programs and education in individual/group settings; ensures activity logistics are properly attended to (contacting of volunteers, purchase supplies, availability); accompanies participants on outings.
- Actively listens and responds to client and family requests/concerns within the scope of services provided; advocates for resident rights/concerns.
- Assists with the regular cleaning schedule to clean, disinfect and sanitize the Nicholas Stevens Centre building according to infection prevention and control principles and procedures:
  - Collects and disposes of garbage and recyclables in appropriate bins.
  - Floors: Sweeps and washes floors.
  - Bathrooms: Cleans, disinfects and sanitizes all surfaces.
  - Kitchen and living room: Cleans, disinfects and sanitizes furniture and surfaces using appropriate products.
  - Windows: cleans exterior/interior windows where accessible.
- Supplies: stocks sanitation supplies/dispensers (e.g. toilet paper, Purrell).
- May be required to provide transportation to and from the Nicholas Stevens Centre and other extracurricular activities using a Health Centre vehicle.
- Assists with meal preparation and meal service

<b>KNOWLEDGE AND SKILLS</b>	
	<ul style="list-style-type: none"> <li>▪ Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, and KZA Code of Ethics, KZHSS Professional Code of Ethics.</li> </ul>

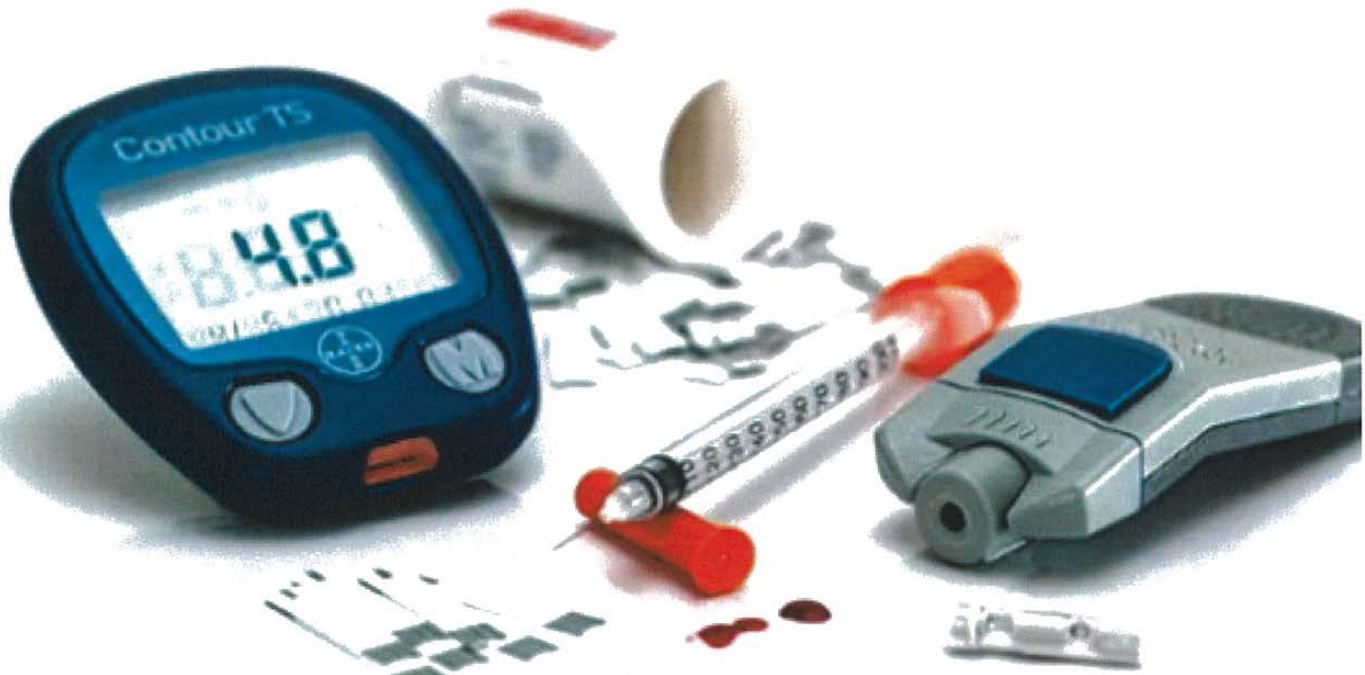
<b>CONTACTS</b>	
	<ul style="list-style-type: none"> <li>• Establish and maintain a working relationship with community resources, community members and partners.</li> </ul>

<b>MANAGERIAL/SUPERVISORY</b>	
<b>Human Resources:</b>	Not applicable in this position.
<b>Financial Resources:</b>	Not applicable in this position.
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Responsible to monitor and maintain activity materials.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Works collaboratively as part of a team and independently as required.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works mainly within indoor setting;</li> <li>▪ Occasional outings;</li> <li>▪ May be required to use KZHSS vehicle;</li> <li>▪ The incumbent of this position may come into contact with communicable disease, body fluids such as vomit, blood, spittle, urine and feces.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of one year working with adults/vulnerable population.</li> </ul>

<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and minor reporting skills.</li> <li>▪ Ability to communicate orally and in writing.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion, diplomacy, and confidentiality</li> <li>▪ Reliability</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment. (An employee must have three years driving experience and be the age of 21 in order to be an insured driver with a band vehicle)</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment</li> <li>▪ Medical certificate of good health if considered for the position</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>



**POSTPONED**

# **DIABETIC Bingo**

**15 August, 2024  
1pm Community Hall  
Downstairs.**







Join

Alzheimer's

Dementia



26 August

Workshop with Megan

Awareness is helpful

Monday 9 am at Endong

# HELP LINES & RESOURCES



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

**819-449-5593**

## ODE WIDOKAZOWIN

**819-449-2323**

## KIDS HELP LINE

**1-800-668-6868 or  
TEXT 686868**

## DISTRESS CENTRE

**1-866-277-3553**

## TEL-JEUNES

**1-800-263-2266**

## THE GRIEF BLOG

**WWW.THEGRIEFBLOG.COM**

## THE HELP GUIDE

**WWW.HELPGUIDE.ORG/MENTAL  
/GRIEF\_LOSS.HTM**

## THE COMPASSIONATE FRIENDS

**A NATIONAL, SELF-HELP  
SUPPORT ORGANIZATION FOR  
THOSE GRIEVING THE LOSS OF A  
CHILD OR SIBLING  
TOLL FREE: 877-969-0010  
WWW.COMPASSIONATEFRIENDS.  
ORG**

## FERNSIDE BETHESDA PROFESSIONAL BUILDING

**GRIEF INFORMATION, RESOURCES,  
AND SUPPORT FOR GRIEVING  
CHILDREN AND THEIR FAMILIES  
513-745-0111  
WWW.FERNSIDE.ORG**

Kwey, my name is Natasha Mitchell but better known to everyone as TASH. I would like to start off by saying Migetch to the ones who nominated me. Over the past two years, I have had the privilege of serving our community, and I am deeply committed to continue this journey with you.

**Fairness and transparency:**

I stand before you with a simple promise: to be fair and transparent. As a councilor, I believe that honesty, fairness and transparency are the effective leadership. While I cannot promise specific outcomes, I can assure you that I will bring these values to every decision I make. I will always strive to serve with integrity and to keep you informed about the work we are doing.

**Collaboration for change:**

Change in our community requires a collective effort. It takes quorum to make decisions and to move forward with new initiatives if the members agree. As a councilor, I understand that I cannot speak for my colleagues, but I can promise to work collaboratively with them. Together, we can achieve the progress our community deserves.

**Passion for community growth:**

My passion is to see our community grow and prosper. I envision a future where we all work together, united in our efforts to build a better, stronger community. I am dedicated to fostering an environment where everyone feels included and heard. I presently am inquiring with a group that can help us go green (biomass) in the community.

**Volunteerism and listening:**

I have always been passionate about volunteering my time and helping where I can. Whether it's through community events, local projects or simply being there to lend a hand, I am committed to making a positive impact. I always have my listening ears open to the members of our community. Your concerns, ideas and feedback are valuable to me, and I am always open to having discussions.

In closing, I ask for your support in my re-election. Let's continue to work together with fairness, transparency, and a shared vision for our community's future. I am honored to serve you and am eager to keep listening, collaborating, and making a difference.

Migweth  
Tash

Kwey Tash Mitchell nid injinikaz kakina āwiyag nid iji kinenimik Tash niwi madjita kidji migwetchwigwa pemādizidjik ka atodijig nidinōzowin ondje odākeshkāgewin. Ajaye eko nij pibonigag ka iko minigoyan tinaki ijichigewin ashidj keyābadj niwi nōsaneyan ki mikananan mamawe kakina.

### **Kwayak ijichigewin kidji wābandjigadeg**

Nigan ni nānībaw kidji wīndamōnom kagige kwayak nigad ijichige minawadj kan kego niga kādosin odākeshkagagewin nakak. Ni debwetan kwayakowebinigewin kwayak ijichigewin mi iye pagwāse nīgānīwin. Kān godjin nigan kikenindāzīn ked ijise. Kakina ōnon niga nosenayānan iji nandawenindāgwag. Kagage niga ondamita kidji kikenindamokiyān ijichigeyang.

### **Kīgimiziwe kakina andjise**

Māmakādj kakina mamawe pemādizidjig kediji minwenindamwadj āndakwīnigewadj. Keshāwadj minigik ked tachiwadj kījenindamowin kidji madjishkag odākeshkage nakak ni nisidotan kan kego nida ikidise ondje kawidj ondamitamgwa. Anish dash nida widj ondamitamag ige mamawe kida shābowidōnanan kidji nīnāwizing kidakīnang.

### **Wīkwadenindan kidakīnan kidji sakādizimigag**

Ni wīkwadenindan kidakīnan sakādizimigag ni nīgānamadan mamawe ondamitang mindjiminidiwin kidji mashkawizimagag nida minwenindan wākāhi kakina āwīya ashidindagozidj gaye nōndaginawidj. Megwahi megwādj ni nandotāge awiyag kidji widokagedj ashkibeg (biomass) tinaki ijichigewin.

### **Wīdōkaziwin ashidj pizindamowin**

Kagige nigi minwenindan wīdōkaziyan apich gashkitōyan. Ni wīdōkage kagige ni bisindawagwidj anishinabeg.

Ishkwayadj niwi kwagwedwe kidji wīdōkoyeg apich nawanjonigoniwidji odākeshkagedj. Wīdōkodādida ānikadj endaching. Ni minwenindam wīdōkonig ashidj pizindaman.

Migwetch

Tash



## **Frank A. Meness, M.A., J.D.**

Frank was called to the Bar in Ontario in September 2013. He practices in Ontario and regularly obtains approval from the Quebec Bar to appear in court on specific matters in that province. He practices in the areas of Indigenous Law, Wills, Estates and Trust Law, Taxation and Corporate Law, Elder Law.

He has an undergraduate degree with a concentration in Political Science (B.Sci.Soc.) from Ottawa University (1993) and a Master of Arts Degree (M.A.) from Carleton University (2006). Frank completed his Juris Doctor degree (J.D.) at Ottawa University (2012).

In 2019, he opened Penosway Kichi Atàsowogamig / Frank's Storage / Entrepôt Frank, a self-storage business in Kitigan Zibi. Being an entrepreneur provides a unique perspective on the challenges and opportunities that face us here in KZA.

During his spare time, Frank pursues traditional activities including hunting, trapping, fishing, and attending cultural events. He enjoys spending time with his wife, Debbie Assiniwe, and their three children (Dolcy, D'Arcy and Maxie). Frank is an active member of his First Nation community.

## **KZA Trust**

I would like to encourage all KZA members to be active participants in the discussion of opportunities for the use of the Annual Income from our KZA Trust.

The KZA Trust should be used to improve all aspects of the KZA (i.e., economic, social, political, legal, cultural etc.). The annual income is meant for spending not saving.

I also believe that off reserve members should be able to benefit from the KZA Trust, from wherever they live (i.e., housing/repair loans, business loan, social and cultural initiatives etc.).

## **Indigenous Rights and Title**

This is a big one. I believe that addressing our title and rights is critical to our advancement. We receive approximately fifty consultation letters a month from all different government ministries, departments and agencies. All seeking our input. We need to actively engage provide our perspective. Litigation against Canada recommenced in 2023 and is on-going.

## **Infrastructure**

There is room for improvement (i.e., fixing roads, improved street lighting, provide access to all our lakes, additional camping sites, new roads). All these areas need attention. We should also regularize third party uses of our reserve/territory (permits, additions to reserve (ATR) initiatives need to be realized).

## **Housing**

Remains a priority. There are many members in need of suitable housing. Multi-unit dwellings are here and occupied. More needs to be built. All demographics are equally in need, so I support housing initiatives that include spots for elders, singles, couples, and everything in between.

## **Human Resources**

KZA sorely needs employees at all levels and in all sectors. Existing positions and staff need to have access to yearly training (paid) to improve their skills and to learn new ones as well. Salaries need to be commensurate with duties and responsibilities.

KZA would benefit from a labour force strategy. What do we need? When do we need it? How do we get it? (i.e., tradespersons, professionals, educators, mechanics, contractors etc.). All these positions are relevant and required for KZA to succeed.

## **Language, Culture and Education**

Another big one. Emphasize anishinabemowin in everyday situations. Learning means making mistakes but not repeating them. We are more than hunters, gatherers. Occupying our territory from living and working “on reserve” to living and working in our territory (remote work, living away from main community). Encourage our young ones to venture in the world learn skills and bring them back so KZA can benefit. Engage our Elders to provide continuity.

## **Membership / Citizenship**

Our membership is growing. Canada adds people to our band list every month. We should encourage our new members to learn about KZA history, our shared culture, and values so that they can be proud to be an Anishinabe. It is more than just a card.

I could go on, but if what I have presented appeals to you and is something you can support; then vote for me and I will do my best to work with council to move these ideas along as we all work together for the benefit of all. Meegwetch.

[fmeness@gmail.com](mailto:fmeness@gmail.com)

819-449-4959-H

819-930-3959-C

# **Vote Debbie Whiteduck for Band Councillor**

Kwey Kakina,

My name is Debbie Whiteduck. I was born, raised, and continue to live and work in Kitigan Zibi Anishinabeg. My roots in this community run deep—my parents, Victoria and Rheal Whiteduck, and my grandparents, Florence Decontie-McConini and Frank McConini, all called this place home.

With over 30 years of experience serving the Kitigan Zibi Anishinabeg community, my career has spanned multiple sectors. I began as a receptionist at the Police Department, then moved to Health and Social Services as the Ode Widokazowin Coordinator. My journey continued in Community Services, where I served as Assistant Director and HR Advisor. Since 1993, I have been dedicated to education, starting as a High School Teacher and gradually taking on roles such as Special Education and Coop Coordinator, Assistant Administrator, and Post-Secondary Program Officer. Today, I am proud to serve as the Director of Education.

After 26 years of dedicated service, I transitioned to the First National Health and Social Services Commission as a Child and Family Services Advisor. I later joined the Assembly of First Nations as an Associate Director of Social Development. Through these roles, I gained critical insights into the workings of First Nation communities, as well as provincial and federal governments—knowledge that is essential for advocating for our needs and driving change at all levels.

In my conversations with many of you, I have heard your concerns. You feel overworked and exhausted by the treatment you receive as workers, or if you are younger, you struggle to find employment.

1. It's clear that our community's services and programs are in dire need of revitalization. Outdated policies are limiting our potential and harming our community, and it's time to develop and implement new strategies that truly serve our people.

# **Vote Debbie Whiteduck for Band Councillor**

# Vote Debbie Whiteduck for Band Councillor

2. To encourage our young adults—those graduating from high school, college, trades, and university—to return home and contribute to our community, we need to provide better services, such as on-the-job training, professional development, and adequate housing. These improvements will create the opportunities necessary for them to build their futures here in Kitigan Zibi Anishinabeg.
3. Affordable housing is another critical issue. The demand for housing continues to grow, and we need to respond with practical solutions. An apartment building and a housing complex for singles, families and elders are not just ideas—they are necessities.

I have always believed in the power of positive change. While negative change can be reactionary and harsh, positive change is thoughtful, deliberate, and transformative. We are only as strong as our leadership allows us to be, and I am committed to ensuring that our community can be so much more. With your support, I will work tirelessly over the next two years to make meaningful improvements that reflect the positive change our community needs.

Migwetch,



Debbie Whiteduck

# Vote Debbie Whiteduck for Band Councillor



# Votez Debbie Whiteduck pour conseillère de bande

Kwey Kakina,

Je m'appelle Debbie Whiteduck. Je suis née, j'ai grandi et je continue de vivre et de travailler à Kitigan Zibi Anishinabeg. Mes racines dans cette communauté sont profondes—mes parents, Victoria et Rheal Whiteduck, et mes grands-parents, Florence Decontie-McConini et Frank McConini, ont tous appelé cet endroit leur foyer.

Avec plus de 30 ans d'expérience au service de la communauté de Kitigan Zibi Anishinabeg, ma carrière a touché plusieurs secteurs. J'ai commencé comme réceptionniste au service de police, puis j'ai travaillé aux services de santé et sociaux en tant que coordinatrice Ode Widokazowin. Mon parcours a continué dans les services communautaires où j'ai été directrice adjointe et conseillère en ressources humaines. Depuis 1993, je me consacre à l'éducation, débutant comme enseignante au secondaire, puis occupant des rôles tels que coordinatrice en éducation spécialisée et coopérative, administratrice adjointe et responsable du programme postsecondaire. Aujourd'hui, je suis fière de servir en tant que directrice de l'éducation.

Après 26 ans de service, j'ai rejoint la Commission des services sociaux et de santé des Premières Nations en tant que conseillère en services à l'enfance et à la famille. Plus tard, j'ai rejoint l'Assemblée des Premières Nations en tant que directrice adjointe du développement social. Grâce à ces rôles, j'ai acquis des connaissances essentielles sur le fonctionnement des communautés des Premières Nations ainsi que des gouvernements provinciaux et fédéraux—des connaissances essentielles pour défendre nos besoins et provoquer des changements à tous les niveaux.

Dans mes conversations avec beaucoup d'entre vous, j'ai entendu vos préoccupations. Vous vous sentez surmenés et épuisés par le traitement que vous recevez en tant que travailleurs, ou si vous êtes plus jeunes, vous avez du mal à trouver un emploi.

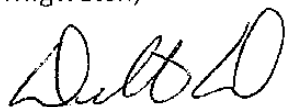
# Votez Debbie Whiteduck pour conseillère de bande

# Votez Debbie Whiteduck pour conseillère de bande

1. Il est clair que les services et programmes de notre communauté ont besoin d'être revitalisés. Des politiques dépassées limitent notre potentiel et nuisent à notre communauté, et il est temps de développer et de mettre en œuvre de nouvelles stratégies qui servent vraiment notre peuple.
2. Pour encourager nos jeunes adultes—ceux qui sortent du lycée, du collège, de formation professionnelle et de l'université—à revenir chez eux et à contribuer à notre communauté, nous devons offrir de meilleurs services tels que des formations au travail, du développement professionnel et un logement adéquat. Ces améliorations créeront les opportunités nécessaires pour qu'ils puissent construire leur avenir ici à Kitigan Zibi Anishinabeg.
3. Le logement abordable est une autre question cruciale. La demande de logements continue de croître, et nous devons répondre avec des solutions pratiques. Un immeuble d'appartements et un complexe de logements pour les célibataires, les aînés et les familles ne sont pas seulement des idées—ce sont des nécessités.

J'ai toujours cru au pouvoir du changement positif. Alors que le changement négatif peut être réactif et sévère, le changement positif est réfléchi, délibéré et transformateur. Nous ne sommes aussi forts que notre leadership nous le permet, et je m'engage à faire en sorte que notre communauté puisse être bien plus. Avec votre soutien, je travaillerai sans relâche au cours des deux prochaines années pour apporter des améliorations significatives qui reflètent le changement positif dont notre communauté a besoin.

Migwetch,



Debbie Whiteduck

# Votez Debbie Whiteduck pour conseillère de bande

# "Honoring Our Past, Empowering Our Future, Living Mino Pimadiziwin Together."

**Dear Kitigan Zibi Anishinabeg,**

I am deeply honored to write to you as a candidate for the Kitigan Zibi Anishinabeg Band Council.

My name is **Celine Whiteduck** and I am an Anishinabekwe, mother, educator of over 25 years, coach, youth advocate, environmental steward and hold multiple university degrees in Psychology, Recreation and Education from the University of Ottawa.



Understanding the fundamental importance of our **health, safety, and wellness**, I am committed to serving you with integrity and respect. I extend my sincere gratitude to April Cote and Madeleine Brazeau for nominating me. With a deep appreciation for our rich traditions and shared values, I am eager to contribute to our community's future.

As we **move forward together**, I want to highlight several key areas where our **collective governance** can have a significant and **positive impact**:

1. **Promoting Mino Pimadiziwin:** Guiding my approach to governance will be the principle of Mino Pimadiziwin—living a good life. We must nurture our well-being, respect one another, and live harmoniously with our values and the environment.
2. **Openness to Ideas and Communication:** I am committed to creating a transparent environment where every voice is heard, respected and valued. Your insights and concerns will shape our path, and I will ensure our communication remains open, respectful and effective.
3. **Preserving Our Language:** Our language is the core of our cultural identity. I am passionate about supporting initiatives that preserve and revitalize Anishinabemowin, ensuring that it is cherished, nurtured and passed down to future generations.
4. **Strengthening Relationships:** Building strong, respectful relationships with our membership within and beyond our community is crucial. I aim to foster collaboration and unity, reinforcing the bonds that make us stronger together.
5. **Caring for the Environment:** Our land, water and natural resources are sacred, and we must protect them. I will prioritize sustainable practices to honor our collective commitment to the environment.

6. **Creating Healthy Workspaces:** Ensuring that our work environments are supportive and promote work-life balance is essential. I will advocate for policies that create safe and nurturing spaces for everyone.
7. **Supporting Youth, Seniors and Elderly:** Our youth are our present and our future, and our seniors offer invaluable wisdom. I will champion programs that empower our young people while honoring the contributions of our seniors.
8. **Caring for Special Needs Populations:** Every member of our community deserves respect and support. I am committed to ensuring those with special needs receive the services and opportunities they deserve, fostering inclusivity and care.
9. **Building Human Capacity:** Investing in our people is vital to our success. I will focus on enhancing skills and capabilities to build a resilient and thriving community.
10. **Seeking Best Practices:** Addressing our challenges effectively requires proactive problem-solving and adopting best practices. I will seek the best solutions to meet our community's needs.
11. **Fostering Anishinabeg Nationhood and Inclusive Participation:**  
Strengthening our sense of Anishinabeg nationhood depends on our ability to work together and ensure that everyone has the opportunity to contribute. Inclusive participation is the cornerstone of our collective success. We share a deep love for our children and the environment, and that common bond is a crucial foundation for moving forward.

My leadership style is transformational, therefore I aim to inspire with a clear vision, empower individuals, and lead with integrity and respect. Embracing these principles will help us drive positive change and build a unified community.

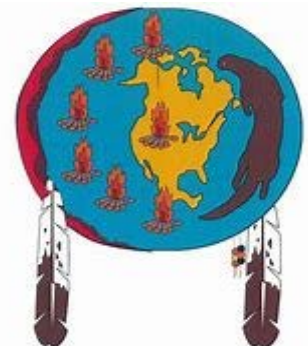
Together, we can create a future that honors our past, supports our present, and inspires our future. Your support is vital to making this vision a reality. With your trust, we can achieve meaningful change and honor the spirit of our ancestors with strength and love.

***Migwech - Thank you*** for considering me for this role.

With heartfelt gratitude and respect,

***Celine Whiteduck***

- For more insights into what I believe in and advocate for, feel free to follow me on my public Facebook site @ [Celine Whiteduck](#)



Kitigan Zibi Anishinabeg

***Vision - Inspiration - Respect - Integrity***

Attention: All KZA Band Council Election Eligible Voters

Kwey, Hi, Bonjour,

My name is Lionel Joseph Whiteduck and I have been nominated for KZA Band Councilor. Life is an adventure and a journey and mine started in Kitigan Zibi. As a young person, I worked in the forest cutting pulp and logs and driving them often across the lake with my father and brothers. I attended school in KZ, in the town of Maniwaki and later in Ottawa. I entered the world of Aviation when I was 18 years old and became an Aircraft Maintenance Engineer of which I still am licensed to this day. I travelled extensively in the high Arctic and later on in several large USA cities. I have been a Base Engineer, Director of Maintenance, an Inspector, and a Quality Assurance Auditor.

I returned home in 1991 and was selected for the position of Director of Health and Social Services for the next 20 years. I have sat as chairperson on the Board of Directors for the First Nations of Quebec and Labrador Health and Social Services Commission and was also the Secretary/Treasurer with the Board of Directors for the Wanaki Treatment Center.

Over the past 5 years or so I have worked as a facilitator with the KZA Restorative Justice Program. Over the past 4 years I have worked with the Cultural Center as part of the Elders circle and meeting with visitors and groups who are interested in the Algonquin Anishinabe Culture. I have traveled as a presenter in French on the topic of KZA and the Algonquin Anishinabe Culture. I travel throughout the

Laurentians (Mont-Tremblant, St Jerome, St Jovite, Val Morin, etc) meeting with groups of children and adults. I travel to Universities and Cegeps and interact with the French Schools of Eastern Ontario with whom I recently finished carrying out a translation revision of "Since Time Immemorial: Our History" into French.

Being on the Band Council means making decisions by "quorum" and not individual alone. With the direction of the Chief, I, if elected, will strive to make the best decision for the KZA Community always remembering the past, the reality of the present, and trying to see what the future may hold for us. We have a large population on and off the Community and we need everyone's thoughts and ideas to formulate a plan where all may personally benefit and feel a belonging to.

Many of you know me but for those who want to know more, I am open for discussion. I do not have all the answers and as humans we do make mistakes and poor decisions sometimes but I do not want to create illusion and make promises that I cannot guarantee. I will do my very best and be honest and fair to all.

We can all have a bright future if we work together and avoid needless bickering and do our best to hold our anger in check.

Let's do it together for the present and future!

Migwech, Thank you, Merci,

Lionel J Whiteduck - 819-441-8593 /  
ljwhiteduck@gmail.com



Kwey kakina, Glenda Stevens nindijinikaz.  
Hello Kitigan Zibi

My name is Glenda Stevens. 60s Scoop Survivor, daughter of Theresa Elixia Dube Residential school survivor and Charlie Stevens of the Loon Clan.  
My spirit name is Northern Lights Howling Wolf Wawate Onawe Maiigan.

After reading the other candidates letters saying what they would do I decided to wait til now for my letter to you so You may know up to date what I have been doing living here in this community as well as a bit about me.

I have noticed how many women have been nominated! One question though can you imagine an all Chief and council! Women have many strengths and gifts to offer and I have been reminded and encouraged many times what you offer to a women always grows! I am looking Forward to seeing the outcome of the elections.

I wish my best of luck to all nominated To Chief and Council in friendship, much respect with regards to our Kitigan Zibi CommUnity!

Community involvement is important to me whether it be seen or unseen volunteer work has always been something that has been highly active throughout my life as well as ongoing education and the importance of family.

In my young adult years and travels I had lived in BC for 7 years where I worked at a Bus Ministry in leadership serving the communities from Vancouver to the lower mainland where had 17 busloads of children, the programs grew from the children to adult recovery homes, Community Builders, adoptable a block programs, House Mother to Servants Anonymous Society helping men, women, families and children at high risk. This gave me opportunities to travel to other cities like NY and California as well as countries to exchange knowledge with similar programs for community growth and development & research. I had received invitation to return for continuous support as knowledgekeeper throughout the years and still to this day. Offering a safe spaces of inclusivity for our community and band members who are here and abroad is important.

Presently,

I have been preparing and teaching for Veterans of our community in my areas of specialization.

I am a volunteer admin at the Maniwaki JiuJitsu and Self defense which is geared towards empowering our youth with preparedness and important tools for their future. Our children are our future.

My family visit our elderly at la Belle Epoque where our aunt Bridgitte Kateri Stevens resides. We work together to help bring her home. Keeping family traditions is an

important aspect to uphold as it keeps our family history alive. Our elderly need family and friends to keep their wisdom cherished and their voices heard. Family is family. Culturally speaking we as Knowledge Keepers have a responsibility to ensure the knowledge is both received, handled with care and passed on to future generations. I have been involved in the pow wow circle here in Kitigan Zibi for many years both observing to learn and being a part of as a seasoned artisan with my craft booth and as a traditional dancer I experience to learn and share together as this journey is one of progressive healing, knowledge, of sharing, receiving, gifting and so much more. My daughter Roseanna had entered into the jingle dance world since she was initiated at the delicate age of 18 months. Since then she's become an esteemed member to her self defense club as well as highly values the education offered by our community. My son Sage honors community involvement, is dedicated to his ongoing education as youth for human rights leadership and is family driven.

I am a certified Official Human Rights Consultant with many fields of specialization. Anti-human trafficking and the prevention of, digital citizenship, disability rights, and presently in children's rights. I believe the protection of our children is of utmost importance as is our elderly, as is each one of us individually. My dedication to human rights is perpetual. Human rights are for everyone. There is a fine line that exists that define what one human right is to another.. How quickly will we find these resources and how quickly will we utilize them so we will become so much better as a community? I have been to Chalk River with members of our community as we stand for the protection of our waters as this should be prioritized.

Managing safety and health in school is important. I had been trained at international level for the purpose of research so that I may be capable to offer back these gifts to my community.

Certified Neuro linguistic Practitioner where I received my education at the American University of NLP, Teaching Mindfulness to Teens from Dr Sam Himelstein PhD. I have even delved in lie detection and the studies of human body language at every level for offering protection of the people in the work programs I have contributed to. I believe in education as a platform that we can constantly return to no matter what level or stage we are at as we as individuals combined with our travels through life's changes can utilize these tools along with our own unique gifts to better our community and offer quality life to those around us as well as to the world around us.

I believe working on developing our community at a grassroots level. I once heard a man say that you can be as much a success as the next person! Everyone's voice matters in our community. It is only a matter of how we join together utilizing this space



to create healthy change to strengthen our community and keep us concrete as Kitigan Zibi. We all make the difference.

What is the definition of Chief to you? Some of the duties of the Chief are recognizing the responsibilities of the next Chief...whomever she may be! I will do what ever I can to make KZ A better place to live...by the grace of the Creator. A Chief is a leader with the main responsibility to be a voice of the people.

I Woke up one morning to go vote and was wondering why some so serious looks but then stoic as we've always been I did not think much of it until I saw my name on the list among 8 chosen ones...3 withdrew and well on my mind that when the people has chosen someone for a specific purpose it is in fact their gifts being asked to step up to the plate and dear Algonquin braves can not refuse and even if the one has not succeeded It is not considered as a failure as the chosen one has stepped up to the plate and allowed the the rest of us in to the helm on a journey to success.

Unity is a destination Walking Together is the journey. Together we walk with strength and unity. Power comes as we support one another as we always have. Many of us have grown up together and that's right we understand Working together towards a common goal or a purpose. When we stand together we can achieve more than we could alone. By the grace of our Creator who empowers us when we walk together. May we be a symbol of hope, of solidarity, of collective progress.

The call out for change has been persistent, ongoing. THE opportunity for CHANGE IS NOW. If one wants change to happen then we must be the change and You make the difference.

It is your responsibility to vote.

Glenda Stevens

Thank you and it would be an honor and my pleasure to serve you!

Kwey Kakina, Glenda Stevens nindijinikaz.  
Bonjour Kitigan Zibi

Je m'appelle Glenda Stevens. Survivante du Scoop des années 60, fille de Theresa Elixia Dube, survivante des écoles résidentielles et de mon père Charlie Stevens du clan Loon.

Mon nom spirituel est Northern Lights Howling Wolf Wawate Onawe Maiigan, le loup qui hurle au nord.

Après avoir lu les lettres des autres candidats disant ce qu'ils feraient, j'ai décidé d'attendre jusqu'à maintenant ma lettre pour que vous sachiez à jour ce que j'ai fait en vivant ici dans cette communauté ainsi qu'un peu de moi.

J'ai remarqué combien de femmes ont été nommées ! Une question cependant : pouvez-vous imaginer un chef et un conseil uniquement ! Les femmes ont de nombreuses forces et cadeaux à offrir et on m'a rappelé et encouragé à plusieurs reprises ce que vous offrez à une femme grandit toujours ! J'attends avec impatience de voir le résultat des élections.

Je souhaite bonne chance à tous les candidats nommés. Au chef et au conseil en toute amitié, beaucoup de respect en ce qui concerne notre communauté de Kitigan Zibi !

L'engagement communautaire est important pour moi, qu'il soit visible ou invisible, le travail bénévole a toujours été quelque chose qui a été très actif tout au long de ma vie, ainsi que l'éducation continue et l'importance de la famille.

Au cours de mes années de jeune adulte et de mes voyages, j'ai vécu en Colombie-Britannique pendant 7 ans où j'ai travaillé dans un ministère de bus en tant que responsable au service des communautés de Vancouver au Abbotsford où il y avait 17 bus remplis d'enfants, les programmes sont passés des enfants aux foyers de rétablissement pour adultes, aux bâtisseurs communautaires, aux programmes d'adoption en bloc, de Mère à les Servants Societe Anonymes aidant les hommes, les femmes, les familles et les enfants à haut risque. Cela m'a donné l'occasion de voyager dans d'autres villes comme New York et la Californie ainsi que dans d'autres pays pour échanger des connaissances avec des programmes similaires pour la croissance et le développement communautaires et la recherche. J'ai reçu une invitation à revenir pour un soutien continu en tant que gardien du savoir au fil des ans et encore aujourd'hui. Offrir des espaces sûrs d'inclusion à notre communauté et aux membres de la bande qui sont ici et à vivre à l'extérieur.

Actuellement,

je prépare et enseigne aux vétérans de notre communauté dans mes domaines de spécialisation.

Je suis administratrice bénévole au Jiu-jitsu et à l'autodéfense de Maniwaki, qui vise à donner à nos jeunes les moyens de se préparer et de se doter d'outils importants pour leur avenir. Nos enfants sont notre avenir.

Ma famille rend visite à nos aînés à la Belle Époque, où réside notre tante Bridgitte Kateri Stevens. Nous travaillons ensemble pour l'aider à rentrer chez elle. Le maintien des traditions familiales est un aspect important à maintenir, car il permet de garder notre histoire familiale vivante. Nos aînés ont besoin de la famille et des amis pour préserver leur sagesse et faire entendre leur voix. La famille est la famille.

Sur le plan culturel, nous, les gardiens du savoir, avons la responsabilité de veiller à ce que le savoir soit à la fois reçu, traité avec soin et transmis aux générations futures.

Je suis impliquée dans le cercle de pow-wow ici à Kitigan Zibi depuis de nombreuses années, à la fois en tant qu'observatrice pour apprendre et en tant qu'artisane chevronnée avec mon stand d'artisanat et en tant que danseuse traditionnelle, j'expérimente pour apprendre et partager ensemble, car ce voyage est celui de la guérison progressive, de la connaissance, du partage, de la réception, du don et bien plus encore. Ma fille Roseanna est entrée dans le monde de la danse des clochettes depuis qu'elle a été initiée à l'âge délicat de 18 mois. Depuis lors, elle est devenue un membre estimé de son club d'autodéfense et apprécie grandement l'éducation offerte par notre communauté.

Mon fils Sage honore l'engagement communautaire, se consacre à sa formation continue en tant que jeune leader des droits de l'homme et est axé sur la famille.

Je suis consultant officiel certifié en droits de l'homme dans de nombreux domaines de spécialisation. Lutte contre la traite des êtres humains et prévention, citoyenneté numérique, droits des personnes handicapées et actuellement droits des enfants. Je crois que la protection de nos enfants est de la plus haute importance, tout comme celle de nos aînés et de chacun d'entre nous individuellement. Mon dévouement aux droits de l'homme est perpétuel. Les droits de l'homme sont pour tout le monde. Il existe une fine ligne qui définit ce qu'est un droit de l'homme par rapport à un autre.

À quelle vitesse trouverons-nous ces ressources et à quelle vitesse les utiliserons-nous pour que nous devenions bien meilleurs en tant que communauté ? Je suis allé à Chalk River avec des membres de notre communauté alors que nous défendons la protection de nos eaux, car cela devrait être une priorité.

La gestion de la sécurité et de la santé à l'école est importante. J'ai été formée au niveau international à des fins de recherche afin de pouvoir offrir ces cadeaux à ma communauté.

Praticienne certifiée en neurolinguistique où j'ai reçu ma formation à l'Université américaine de PNL, enseignant la pleine conscience aux adolescents du Dr Sam Himelstein PhD. J'ai même approfondi la détection des mensonges et les études du langage corporel humain à tous les niveaux pour offrir une protection aux personnes dans les programmes de travail auxquels j'ai contribué. Je crois en l'éducation comme une plate-forme à laquelle nous pouvons constamment revenir, quel que soit le niveau ou l'étape à laquelle nous nous trouvons, car en tant qu'individus, combinés à nos voyages à travers les changements de la vie, nous pouvons utiliser ces outils ainsi que nos propres dons uniques pour améliorer notre communauté et offrir une vie de qualité à ceux qui nous entourent ainsi qu'au monde qui nous entoure.

Je crois qu'il faut travailler au développement de notre communauté au niveau local. J'ai entendu un jour un homme dire que vous pouvez réussir autant que n'importe qui d'autre ! La voix de chacun compte dans notre communauté. Il s'agit simplement de savoir comment nous nous unissons pour utiliser cet espace afin de créer un changement sain qui renforcera notre communauté et nous permettra de rester concrets en tant que Kitigan Zibi. Nous faisons tous la différence.

Quelle est la définition de Chef pour vous ? Certaines des tâches du Chef consistent à reconnaître les responsabilités du prochain Chef... qui qu'il soit ! Je ferai tout ce que je peux pour faire de KZ un meilleur endroit où vivre... par la grâce du Créateur. Un Chef est un leader dont la principale responsabilité est d'être la voix du peuple.

Je me suis réveillé un matin pour aller voter et je me demandais pourquoi certains avaient l'air si sérieux, mais ensuite, stoïques comme nous l'avons toujours été, je n'y ai pas beaucoup pensé jusqu'à ce que je voie mon nom sur la liste parmi 8 élus... 3 se sont retirés et je me suis bien dit que lorsque le peuple a choisi quelqu'un pour un but précis, c'est en fait ses dons qui sont sollicités pour se mettre à la hauteur et les braves Algonquins ne peuvent pas refuser et même si l'un n'a pas réussi, ce n'est pas considéré comme un échec car l'élu a pris ses responsabilités et a permis au reste d'entre nous de prendre la barre sur le chemin du succès.

L'unité est une destination. Marcher ensemble est le chemin. Ensemble, nous marchons avec force et unité. La puissance vient lorsque nous nous soutenons les uns les autres comme nous l'avons toujours fait. Beaucoup d'entre nous ont grandi ensemble et c'est vrai, nous comprenons cela. Travailler ensemble vers un but ou un objectif commun.

Lorsque nous nous unissons, nous pouvons accomplir plus que nous ne le pourrions seuls. Par la grâce de notre Créateur qui nous donne le pouvoir lorsque nous marchons ensemble. Pussions-nous être un symbole d'espoir, de solidarité, de progrès collectif.

L'appel au changement a été persistant, continu. L'opportunité de CHANGEMENT EST MAINTENANT. Si l'on veut que le changement se produise, alors nous devons être le changement et vous faites la différence.

Il est de votre responsabilité de voter.

Glenda Stevens

Merci et ce serait un honneur et un plaisir de vous servir !



Kwey Kakina,

My name is David Decontie, I was nominated for Council by Claire Henri and Francine Whiteduck. Chi migwetch ladies for your nomination.

I am proud to say that I accept my nomination for Counsellor.

**A bit about who I am:**

I was born in Kitgan Zibi, taken away from my parents at a very young age to be sent to Residential School like many others, the only difference was that I was way too young to be there.

Because of this, I was stripped of my identity, my language, my culture and my spirituality.

I am happy to say that I live here in our community. I am a devoted husband, father and grandfather.

I worked outside of KZ for about 10 to 15 years, when I came back home I started working doing odd jobs in order to provide for my family.

**There are many topics that I hold near to my heart, here are a few:**

- Remaining proactive with “Every Child Matters”
- Residential School Survivors (I am one of the Speakers that is invited to speak to children in schools regarding residential schools)
- 

**My Politican Agenda:**

- **Education - Bringing our children back home** once they have completed their education and providing them with the support that they need to obtain jobs and salaries which are par to the outside.
- **Bringing Trade Shops/Schools** to our community so that the young ones don’t have to leave the community and will get firsthand training with professionals.

- **Improving quality of work** by supporting those who work hard in the community and recognizing their efforts. Working together to improve the quality of work among workers; I think if we make that effort that life in the community would be beneficial.
- **Support the Elderly** by taking the time to listen to them about concerns that they may have within the community”
- **Barriers/Challenges** regarding topics such as “Compassionate Care” or “Dying with Dignity” and also a community-based home adapted for their needs such as dementia etc.
- **Language** – continuing to maintain our language
- **Administrative Independence** let’s allow the elected administration directors to do their jobs without Council interference (unless necessary)
- **Transparency**
- **Respect and support for one another**
- **Community safety**

Chi meegyh

Thank you

Merci,

ELECTION 2024

# GAVIN COTE DECONTIE

FOR KZA COUNCIL



**READY TO LEAD!**

Turning Generational Trauma into  
Intergenerational Healing!



# VOTE GAVIN

---



## WHO I AM

### YOUNG FIRST NATION ENTREPRENEUR

Kwey KZA Band Members,

My name is Gavin Percy Cote Decontie and ***I have been nominated for the position of KZA Council.*** I want to give a special thank you to KZA band members Freeda Morin & Brooke Whiteduck for nominating me. I respectfully accept!

I am the grandson of Percy Cote, & JoAnn Cote and Frank Decontie & Faye Decontie. I am the son of Laurie Decontie and Shawn Cote. I have lived in Kitigan Zibi my whole life other than pursuing my post-secondary education off reserve. I am the Founder & CEO of Decontie Clean, established in 2014.

If elected to council, I plan on bringing a younger and fresh perspective that has been missing. This is about bringing positive change to the community. I plan to focus on children, youth, elders, people with special needs & disabilities and the community as a whole!

I strongly believe in inclusivity and I will be sure to treat all community members equally.

## My Vision & Focus for Kitigan Zibi Anishinabeg

---

- **Focus on the Mental Health of KZA Band members.**

-Many band members struggle with mental health such as anxiety, stress, depression & addiction. I feel it is important for us to heal and push forward so that we can grow into the community that we are meant to be and thrive!

- **Language Classes for Educational Purposes:**

-Preserving Algonquin is very important to me. I will look into offering classes for the children in our community. Children take in information like a sponge, I would get Algonquin speaking community members who are interested in working with the next generation to teach them language so we can keep our language and traditions alive.

- **Post Secondary Students:**

-I would like to propose KZA purchasing an apartment building in the Ottawa/Gatineau region for community members to further their post-secondary education. Education is the key to success, and it's important for our people to pursue their dreams and further their knowledge.

- **Yearly per-capita distribution for all KZA band members:**

-Having a yearly per-capita distributed will help band members with their living expenses and other responsibilities that they have in their lives.

- **Land-Based Teachings- Getting back to our roots.**

-Providing land-based activities for the community more frequently. Examples: Canoeing, fishing, camping, beading, making moccasins, medicine teachings with elders, storytelling around a campfire, learning about food knowledge & of our language. It is important for us to feel connected to the land as Anishinabe people.

- **Residence for Seniors & Disabled:**

-Access to healthcare can be limited in Native Communities due to geographic and economic barriers. Having a residence for the seniors & disabled in our community can help reduce the need for patients to travel long distances to receive specialized care, which can be both physically and financially burdensome. This helps ensure we will receive the care that we need closer to home. These facilities in Native Communities are essential to providing culturally competent, accessible, and comprehensive care to band members with serious illnesses while supporting our families in the community in a respectful manner.

- **Youth Wellness Center & Safe Place:**

-A lot of youth in our community need support and guidance from the leaders of this community. As a member of the KZA community, I believe it is important for the youth to have a safe place on reserve to access wellness resources. I would look for funding to build a large centre for the youth. The Youth Wellness Centre would have after-school programming, a snack bar, a computer room, a basketball court that can also be used for floor hockey, an art room, a game room & a gym.

- **Business Opportunities for the Entrepreneurs of Kitigan Zibi Anishinabeg:**

-There are many entrepreneurs in Kitigan Zibi, both up-and-coming and established who need support from the community. As a business owner who started my cleaning company 10 years ago, I believe that we should be supporting one another. A newsletter could be sent out monthly with a quarterly meet-up for all entrepreneurs to network and brainstorm for possible conferences & opportunities.

- **Accessible Facility for Special Needs Youth:**

-The accessible facility would have programming designed to empower youth with special needs. We all deserve to have a space where we can feel comfortable and have our needs met!

## Latest Accomplishments:

- July 2024- Became a National Ambassador of Hope for Indigenous Youth.
- June 2024- Graduate from Mindtrust Leadership Program at Invest Ottawa, located in Ottawa, Ontario
- December 2023- Graduate from ADAWE Indigenous Hubs Business Incubator Program.
- September 2023- Expanded Decontie Clean to the National Capital Region in Ottawa, Ontario.
- June 2023- 3rd Place Winner in Powwow Pitch Business Competition at Solstice Powwow in Ottawa, Ontario.

**AS A YOUNG FIRST NATIONS FROM KTIGIAN ZIBI, I LEAD WITH RESPECT AND RESILIENCE WITH A COMMITMENT TO UPLIFTING MY COMMUNITY.**

**WITH SPIRITUAL WISDOM & A HARD WORK ETHIC I WILL ADVOCATE FOR OUR RIGHTS & INVISION A FUTURE WHERE WE CAN ALL SUCCEED!**



Miigwetch, for considering me for the position of council.

Gavin Cote-Decontie  
819-334-4471  
gav.decontie@gmail.com



**CKWE is looking for registered KZA seniors 65 and over who would like to be interviewed talking about their past, their present, and their future. We are looking at talking about everything including language, culture, life events, places of interest, old time stories, legends, music and anything else you wish to share. The goal and theme of these interviews is**

***“Preserving Kitigan Zibi Anishinabeg Knowledge”***

**All seniors interviewed will be compensated for their time. We can interview at CKWE or we can come to your home or another location to sit down and have a recorded conversation. Everything will/can be edited. All interviews recorded will be aired on CKWE in the future.**

**Right now, we are gathering the names of seniors to interview and will coordinate times and places for the interview at a later date. The deadline to register for an interview is August 23<sup>rd</sup> 2024. If you would like to be interviewed, please contact CKWE:**

**Phone - 819-449-5097**

**Email – [ckwe.radio@gmail.com](mailto:ckwe.radio@gmail.com)**

**or stop in and visit us at**

**3 Kikinamage Mikan**

**Maniwaki, Quebec**

**J9E 3C9**

**Holy Rosary**  
**Next Mass**  
**AUGUST 18, 2024**  
**11:00 AM**



**MASS FOR: Russell Dewache from Leonard Henri**

**Raymond Whiteduck from Marguerite Whiteduck**

**Helene Gauvreau from Rachel Lacroix**



Jazz  
Moderne  
Créativité  
Ballet  
Step  
Hip Hop



# REGISTRATION DANS' ACTION

Classes are offered once a week from September to April and the annual recital will be held at the end of April. Our rates vary between \$200 and \$250 for one lesson per week.

September 4 - 5 

5 pm - 7 pm 

at our studio, 119 route 105 

 **CONTACT US!**

dansaction@videotron.ca



Facebook/Instagram

