



KITIGAN ZIBI ANISHINABEG

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

Income Security Cheques for October 2026

**to be released on
Monday September 28, 2026.**

PICK-UP HOURS

8:30 A.M. TO 4:30 P.M.

**Income Security cheques will be released for
1 DAY on Monday September 28, 2026.**

Recipients will continue to receive direct bank deposits, {unless you received a letter indicating you must update} If you receive a paper cheque you have five (5) business days to pick up your cheque.

**IF YOU HAVE ACCEPTED A CONTRACT TO WORK OR ARE
WORKING YOU ARE REQUIRED TO INFORM THE INCOME
SECURITY OFFICER TO AVOID CLAWBACK OF INCOME SECURITY
MONIES ALREADY RECEIVED**

**Please note that Income Security cheques (Welfare) require you to
be living in KZ not just be from KZ.**

**If you need more information, please contact
Debra Meness at 819-449-5170 Ext. 1404.**

We would like to advise the community that the
KZA Administration Office will be
CLOSED ON WEDNESDAY, SEPTEMBER 30, 2026
in honor of the
National Day for Truth and Reconciliation.



**NATIONAL DAY FOR TRUTH
AND RECONCILIATION**

We will resume normal working hours on
October 1, 2026, from 8:00 am to 4:30 pm.

KZA Community Services Administration Office



Anokìwin/Community Hunt

Kidà minwenindam kidji anokìn? /Would you like to hunt?

The Land, Water and Animals Advisory Committee are inviting community members of all ages to come on a community hunt.

The goal is to supply Kiweda clients with fresh moose meat, to deliver meat to the seniors or those that cannot hunt, and for a Community Feast.

It will also be a great experience for those that never hunted, to promote and revitalize one of many cultural activities and become familiar with KZ territory.

You will need to bring:

- Sleeping bags/blankets & pillow
- Toiletries/hygiene products
- Tent and fishing rods in case needed
- Personal medications needed

-

This hunting trip is set for:

Departure: Wednesday, September 30, 2026

We will all meet at the KZ community Cabin

Return to KZ: Monday, October 4, 2026

Stay tuned for the next flyer for more information on what will be needed.

REGISTRATION REQUIRED!

**To register or for further information, feel free to contact
Mariette Buckshot at**

819-449-5170 or LWAAC.Coordinator@kza.qc.ca



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NOTICE

Please be advised that the next General Band Meeting is scheduled for Saturday October 17, 2026.

An Agenda will be submitted in the coming weeks.

We appreciate your understanding.

Respectfully,

Kitigan Zibi Anishinabeg Band Council

KITIGAN ZIBI/ABL MEMBERS

BUILD YOUR FUTURE ONE SKILL AT A TIME

Registration deadline: October 2th 2026

DEP-CARPENTRY COURSE (1350HRS)

Admission Requirements

Applicants must meet one of the following:

- Secondary School Diploma (or equivalent), or a postsecondary diploma.
- Age 16+ with Secondary IV credits in language, second language, and math (or equivalent).
- Age 18+ and pass the General Development Test (GDT) and any required assessments.
- Secondary III credits in language, second language, and math, with missing Secondary IV courses completed concurrently.

Program Prerequisite

- English: ENG-3101-1 and ENG-3102-2 (or ENG-3070-3)
- No second language or math prerequisite.

Required Documents

- Birth Certificate
- Transcript or Report Card
- Status cards (ID)



WE ARE CURRENTLY RECRUITING FOR AN UPCOMING DEP CARPENTRY TRAINING PROGRAM STARTING IN JANUARY, 2026. PRIORITY CONSIDERATION WILL BE GIVEN TO INDIVIDUALS WHO ARE REGISTERED WITH ABL OR KZA.

This training offers an opportunity to develop practical skills in carpentry and pursue employment in construction and related trades.

Christine Poucachiche, wdlo-barrierelake@cdrhpnq.qc.ca
Janet Brascoupe, janet.brascoupe@kza.qc.ca

STEPS TO MAINTAIN YOUR HOUSE BEFORE WINTER

A little preparation now can help you avoid costly repairs, keep your home warm, and give you peace of mind all winter long.

Prepare Today...
Stay Warm Tomorrow!



1 CHECK YOUR ROOF



- ☐ Look for missing, cracked or loose shingles.
- ☐ Clear any debris (leaves, branches).
- ☐ Check for leaks in the attic and around vents.
- ☐ Make sure your gutters are clean and draining properly.



2 CLEAN YOUR GUTTERS & DOWNSPOUTS



- ☐ Remove leaves, dirt and debris.
- ☐ Ensure water flows away from your home.
- ☐ Check downspouts for cracks or loose connections.



3 INSPECT WINDOWS & DOORS



- ☐ Check for drafts and seal any gaps with weather stripping or caulk.
- ☐ Look for cracked or broken glass.
- ☐ Make sure doors close properly and lock work.



4 HEATING SYSTEM



- ☐ Service your furnace or heat pump.
- ☐ Replace air filters.
- ☐ Test your thermostat.
- ☐ Make sure vents are not blocked by furniture or rugs.



5 PLUMBING



- ☐ Insulate exposed pipes (especially in unheated areas).
- ☐ Fix any leaks.
- ☐ Disconnect and drain outdoor hoses.
- ☐ Know where your main water shut-off valve is located.



6 ELECTRICAL & SAFETY



- ☐ Test smoke and carbon monoxide detectors.
- ☐ Check for frayed cords or damaged outlets.
- ☐ Make sure outdoor outlets are weatherproof.



7 EXTERIOR & YARD



- ☐ Repair any siding, trim or caulking.
- ☐ Bring in or cover outdoor furniture.
- ☐ Trim trees and remove dead branches.
- ☐ Keep walkways and driveways clear of ice and snow.



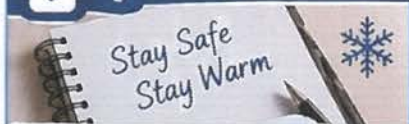
8 FIREPLACE & CHIMNEY



- ☐ Clean your chimney.
- ☐ Check for cracks or blockages.
- ☐ Make sure the damper works properly.



9 FINAL CHECKLIST



- ☐ Stock up on essentials (food, water, heating fuel, batteries).
- ☐ Keep a shovel, ice melt and flashlight handy.
- ☐ Double-check your home insurance coverage.



10 CONSIDER EXTRA PROTECTION



- ☐ Add insulation where needed.
- ☐ Check your foundation for cracks.
- ☐ Consider a programmable thermostat to save energy.



11 KEEP AN EYE ON WEATHER



- ☐ Watch for extreme cold alerts.
- ☐ Be ready for storms and power outages.
- ☐ Have a plan for emergencies.



12 STAY WARM & SAFE



- ☐ A well-maintained home saves money.
- ☐ It keeps your family safe.
- ☐ And it helps you enjoy a comfortable winter season.



Brought to you by
KZA CONSTRUCTION DEPARTMENT





KITIGAN ZIBI ANISHINABEG

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Kwey Kakina,

We would like to advise all community members that Hydro-Québec will be carrying out important work in our area, which will require a planned power outage.

Planned outage:

October 6, 2026 from 8:00 a.m. to 4:00 p.m.

In the event of unfavorable weather conditions, the work and power outage will be *postponed to October 7, 2026.*

We appreciate your understanding and cooperation as this important work is completed.

Thank you.



KZA Community Services Administration Office

Drinking, Drugs and Driving: Crimes

If you drive after drinking or using drugs you might be committing several crimes. These crimes also apply to driving a boat, train or motorcycle or flying a plane.



Driving with more than the legal limit of alcohol in your blood

It's a crime to drive with a blood-alcohol level of **.08 or more**. This means having **80 mg of alcohol in 100 ml of blood or more**.

You can be accused of this crime when you reach or surpass this blood-alcohol level, even if you don't show any sign of being drunk or unfit to drive.

Driving with more than the legal limit of drugs in your blood

It's also a crime to drive after taking drugs.

For most drugs, **any detectable amount** in your blood is enough to be a crime. This is the case with cocaine or methamphetamines, for example. There's an exception for GHB (sometimes called the "date-rape drug"), for which the legally permissible limit is 5 mg per liter of blood.

There are special rules for cannabis (pot). The level of THC in your blood determines whether you've committed a crime. THC is the chemical in cannabis that produces intoxication (the "high").

There are two separate crimes depending on how intoxicated you are:

- driving with 5 nanograms or more of THC in a millilitre of blood (5ng/ml)
- driving with 2 or more but less than 5 nanograms of THC in a millilitre of blood

The [punishments](#) for these crimes are different.

Driving after taking a combination of drugs and alcohol

It's a crime to drive after taking a combination of drugs and alcohol if you have both:

- 50 mg or more of alcohol in 100 ml of blood (0.05),
- 2.5 nanograms or more of THC in one millilitre of blood.

Driving while impaired by alcohol, drugs or both

The crime of impaired driving is driving when your **ability to drive is decreased because of alcohol, drugs or both**. This also includes taking medications that may impair your ability to drive.

For this crime, the amount of alcohol or drugs in your system is not the deciding factor: it's your ability to drive that matters.

So, you might have only 50 mg of alcohol in 100 ml of blood and still be unfit to drive. The same applies to the amount of drugs you've taken. Fatigue and stress combined with alcohol or drugs can reduce your ability to drive to the point that driving is a crime.

Sobering up in a parked car

Even if you're **not driving the car**, you can still be accused of impaired driving or driving with more than the legal limit of alcohol or drugs in your blood.

It doesn't matter **whether your car is parked or you're driving**. If you're sitting in a parked car while impaired and you have the capacity to put the car in motion, you can be accused of another crime. This is known as having the **care or control** of a car.

Here are some things a judge can consider when deciding whether you have the care or control of a car:

- Did you have the keys?
- Could you have easily gotten the keys?
- Did you turn on the radio or the heat?
- Was your seat belt fastened?

If the answer to any of these questions is yes, a judge might decide that you had **real control of the car**. This is a crime, **even if you just wanted to sleep in the car**.

The law says that **sitting in the driver's seat** is proof of care or control. To defend yourself, you must prove that:

- you had no intention of starting the car and that
- your behaviour didn't put anyone or any property at risk.

Refusing a breath sample or a test is also a serious a crime

Police officers may ask you to [take tests](#) to determine whether alcohol or drugs are impairing your driving ability.

- give a breath or saliva sample
- do physical coordination tests requested by a police officer
- have a blood sample taken
- go with a police officer to have a sample taken

An example of a good excuse would be that the police officers don't have the approved screening device with them when they ask you to give a breath sample.

If you are found guilty of this crime, you can receive the same fine or prison sentence as if you are found guilty of impaired driving or driving with more than the legal limit of alcohol or drugs in your blood.

Also, your **driver's licence can be suspended for a longer period** than if you were found guilty of impaired driving.

Stricter rules in some situations

The **Highway Safety Code** has stricter **legal blood-alcohol limit** in some situations.

For example, the legal limit is 50 mg per 100 ml of blood (0.05) for drivers of some heavy vehicles.

Drivers with a learner's license and **drivers under 22** are not allowed to drive after taking any amount of alcohol (zero tolerance).

Zero tolerance also applies to **bus drivers, minibus drivers and taxi drivers**.

These drivers must also respect the rules of the Criminal Code. Like all other drivers, they risk serious consequences if they drive while impaired or with a blood-alcohol level of 80 mg/100 ml or more.

I found the information I was looking for.

1

2

3

4

5

Strongly disagree

Strongly agree

Éducaloi provides general information about the law that applies in Québec.

This is not a legal opinion nor legal advice.

To find out the specific rules for your situation, consult a [lawyer or notary](#).

Stopped by the Police? You Have Rights!

If you are stopped, detained, or arrested by the police, you have rights! Police must follow certain rules, and they must apply them equally regardless of your appearance, ethnic origin, or immigration status.



This article in short:

- When the police stop you, you aren't required to answer any questions unless you're being arrested or detained.
- If you're arrested or detained, you have rights.
- You have many ways to get help if the police stop you.

If you are stopped

It is possible to be stopped by the police without being detained or arrested. For example, the police may want to ask you some questions if you witnessed a crime or if they think you may have information about one.

In this situation, you **do not have to answer their questions**. You can refuse to say what you are doing, where you are going, why, and with whom.

However, you do have to **provide your identity** to the police if you are driving a vehicle or are suspected of having committed a crime. In these situations, the police must tell you why they want to know your identity. You must provide your name, address, and date of birth.

The police can arrest you and take you to the police station if you refuse to identify yourself or if you provide a false identity.

Did the police pull you over for a random traffic stop ?

It's important to note that police officers can only stop your vehicle randomly to test the level of alcohol or drugs in your blood. They must also have an approved screening device with them. If that happens, you don't have to identify yourself before taking the test.

Important!

Anyone who has been arrested has the right to speak with a Legal Aid lawyer, free of charge, by calling 1-800-842-2213. You can use this service whether or not you are eligible for Legal Aid.

If you are detained or arrested

If the police stop you in the street or elsewhere and you are not free to go, you are being **detained**. You are also being detained if the police take you to a police station as part of an investigation. It is possible to be detained without being arrested.

The police can **arrest** you if they believe that you committed a crime. In this situation, they must tell you clearly that you are under arrest.

If you are detained or arrested, you have the right to:

- Know why you were detained or arrested.
- Remain silent. You are not obliged to answer their questions or even speak with them, except to identify yourself.
- Speak with a lawyer for advice.

To learn more about your rights if you are arrested or detained, see our article [Rights of People Detained or Arrested](#).

Can the police search you?

The police can **only** search you in a certain situations:

- If the police ask to search you and you give them permission while knowing that you had the right to refuse.
- During a demonstration on a public roadway, if the police have reason to believe you have a prohibited object or substance, they can search you without a warrant. They can also take away prohibited objects or substances, such as a piece of pavement, a substance used to create smoke, or a billiard ball.
- If you're being **detained** and the police believe that their safety, your safety or someone else's safety is at risk.
- If you have been **arrested** and the police are looking for evidence.

Abuse of authority

When carrying out duties, the police must follow certain rules of conduct. If they fail to do so or abuse their authority, you can:

- Ask for the names and badge numbers of the police who stopped you. This is not mandatory to file a complaint, but it can be helpful.
- Film or record what's happening to use it as evidence later. Make sure to keep a sufficient distance so as to not interfere with their work, or you could be charged with obstruction of justice.
- Note all the information about the event: the date, hour, place, what the police said and did, your reactions, etc.

Getting help after an arrest

You can call the [emergency telephone number](#) of the Barreau du Québec (Quebec bar association) if you've been arrested (1-866-666-0011).

[Several organizations](#) can help you obtain damages or to see that police officers are punished in situations of discrimination or where an officer did not behave properly or even committed a crime.

Important!

If you are not a Canadian citizen, a criminal charge can have an impact on your immigration status. It is very important to obtain legal advice in this situation. This could affect your right to remain in Canada.

In an emergency, you can call the Barreau du Québec's immigration emergency number: 1-866 954-3525.

You believe you have been the victim of discrimination?

This could be the case, for example, if you are a member of an ethnocultural minority and are frequently stopped by the police without cause.

In this case, you can file a complaint with the [Commission des droits de la personne et des droits de la jeunesse](#) (human rights and youth rights commission).

If the commission finds sufficient evidence of a violation of your rights, it can propose a corrective plan for the person who committed the acts in question. This could be, for example, that they follow a session on sensitivity regarding discrimination or that they pay you a sum of money as compensation.

Free or Low-Cost Legal Services for People Accused of a Crime

If you're facing criminal charges, you have the right to be represented by a lawyer. Normally, you are responsible for paying your legal fees. However, you may receive free or low-cost legal services if you meet certain criteria.



Free telephone consultation if you are arrested

If you're arrested or detained by police officers, you have the right to contact the lawyer of your choice.

You could choose to contact the Legal Aid emergency service at 1-800-842-2213. If you don't have this telephone number with you, the police have to provide it or dial it for you.

This service is available 24/7, everywhere in Quebec. It is free of charge regardless of your level of income.

Legal aid services, if you are eligible

Your legal services could be covered by legal aid if you are eligible. Legal aid has two programs: free legal services and legal aid with a contribution. If you're eligible for free legal services, you will not have to pay anything for your legal defence. If you're not eligible for free legal services, but you're eligible for legal aid with a contribution, you'll have to contribute \$100 to \$800 for your legal defence.

To receive legal aid, you must meet the following criteria:

- **You must be financially eligible:** This means your income and assets must not exceed certain limits. For more information, consult the website of the [Commission des services juridiques](#)  (legal services commission).
- **The legal services you require must be covered by legal aid:** The services will be covered if you are charged with an indictable offence (generally, a more serious type of criminal offence) but will not automatically be covered if you are charged with a summary conviction offence. If you are facing a criminal charge, you should check with the legal aid office nearest you to see if your legal services could be covered. To locate this office, consult the website of the [Commission des services juridiques](#) .

A lawyer at the legal aid office will determine if you are eligible. You could then be represented by a lawyer working at the legal aid office or by a lawyer of your choice in private practice who accepts legal aid cases.

Free legal information services

There are some free services available to provide you with legal information. They can't provide advice about the decisions you must make. But they can give you information about your rights, the court process and the possible impacts of the different decisions you're facing.

Ligne Info-Droit criminel du Barreau du Québec (Quebec Bar Association criminal law information line)

This telephone service makes it possible for you to speak with a lawyer, if you're not already represented by one, and you're not eligible for legal aid. You have the right to one consultation per court file. The service is available everywhere in Quebec, Monday to Friday from 9 am to 5 pm.

Ligne Info-Droit criminel du Barreau du Québec : 1-888-954-9447

Info Justice Centers

The Info Justice Centers make it possible for you to speak with a lawyer, regardless of your financial situation or of the type of legal problem involved. They have offices in many regions of Quebec and their opening hours vary. To find the one nearest you consult the [Info Justice website](#) .

Free legal services ordered by a judge

Under exceptional circumstances, a judge may order that a defendant be represented by a lawyer, free of charge, regardless of eligibility for legal aid. Here are two examples of such situations :

To ensure that a defendant is not deprived of a proper defence in a complex trial

A judge may consider that a trial could be unfair to a defendant who is unable to mount a proper defence. The defendant must show they do not have the financial means to pay the estimated lawyer's fees for the trial. They must also show that it's very likely the trial will be unfair, if they are not represented by a lawyer, because:

- The consequences of a criminal conviction could be serious
- The court procedures are likely to be lengthy and complex
- The defendant is unable to provide a proper defence on their own

To protect certain victims when the accused is defending himself

A person accused of a crime is not obliged to be represented by a lawyer. They can provide their own defence. However, in some cases, a judge may order that a lawyer be appointed and paid by the government to cross-examine a victim. This could be done to protect a [vulnerable victim who will have to testify at a trial](#), for example, a child. In this situation, it will be the appointed lawyer, rather than the accused, who will question the victim during the trial.

Find on the Commission's website

[Free Consultation Upon Arrest](#)



[Designation Procedures](#)



1. Pleading Guilty

If you committed the offence described and you want to plead guilty, check the "guilty" box on the form attached to the statement of offence and follow the payment instructions.

You should know that, if you pay the fine, you are assumed to be pleading guilty.

2. Pleading Not Guilty

If you didn't commit the offence described on the statement of offence, or if you have an argument you want to raise, check the "not guilty" box on the form attached to the statement.

For more information on the steps that follow, see the question "I want to plead not guilty. Are there things I should know?"

3. Doing Nothing

a) Motor Vehicle Offences (for example, speeding)

If your answer has not been received within 30 days, a judge will, without notifying you, examine the file in his office. The judge could order you to pay a fine and costs in your absence.

b) Other Kinds of Offences

If your answer has not been received within 30 days, it is assumed you are pleading not guilty. Your case will be heard by a judge in court without you being notified. Everything will take place in your absence and you will be notified of the judge's decision.

I want to plead not guilty. Are there things I should know?

First, you can write the following sentence on the reply form attached to the statement of offence: "I request the disclosure of the evidence". This allows you to get copies of the evidence that the prosecutor (the person presenting the case against you) has against you. The prosecutor is the person presenting the case against you.

Also, you will see there is space on the form attached to the statement of offence that you can use to explain the reasons you are pleading not guilty. You should know that you are not in any way obliged to fill this out. It can even be risky to provide this information because it will be communicated to the prosecutor and the judge and could be used in ways you did not intend.

It is a good idea to make a copy of the form before sending it and keep proof it was sent (send it by registered mail and keep the receipt, for example).

You will later receive a court notice asking you to appear in court on a particular date and at a specific time. This is what is called a "notice of hearing".

You should know that if you are found guilty, costs will be added to the fine.

Where and when will the hearing take place?

The date, time, and place of the hearing are mentioned in the notice of hearing you will receive. If you don't show up, the judge can find you guilty or not guilty in your absence.

If you can't make it on the date scheduled, contact the court that sent you the notice as soon as possible to ask for another hearing date. Most municipal courts have hearings in the morning, afternoon and evening.

A request to change the date is normally made in writing and you must have a very good reason to ask for a change. The judge may ask you to explain your reasons in person or request certain documents before agreeing to change the date. He may even refuse to change the date.

Remember, as long as the judge has not agreed to change the date, the original date on the notice applies.

How do I prepare for the hearing?

There is no substitute for being prepared! If you're organized, you'll make a better impression.

1. Note the names and addresses of any witnesses.

It is a good idea to ask these witnesses to write down their version of events, if the police officers haven't already done so.

However, contrary to what many people think, it is not always a good idea to have witnesses. Why? Because you don't have control over what they will say in court, nor how they will react to questions asked by the prosecutor.

2. Write down your version of events as soon as possible after you have received the statement of offence.

This will help you remember details such as times, dates, colour of a car, description of a person or a place or any other relevant facts.

3. Ask your witnesses to testify in your favour at the hearing.

You can oblige them to come by sending them a "subpoena", also called a "summons to testify". This is a document sent to a witness ordering him to go to court at a precise date and time to give his version of events.

You can get a subpoena form at court. It must be signed by a judge, clerk or lawyer. You can send it to the witness by registered mail. Make sure you keep proof of receipt.

If the witness does not show up on the day of the trial, the judge will be more likely to put it off to another date if you have sent a subpoena to a witness.

4. Gather any documents, photos, sketches, maps, bills, estimates, etc., that support your version of the facts.

For example, suppose you are accused of driving with an expired driver's licence. It is an administrative error because you definitely paid the renewal fees on your birthday.

Find the bank statement showing the transaction and put it in a file to present to the judge at the hearing. Be sure to make copies for the judge and the prosecutor.

Am I entitled to a copy of the police report?

Yes. It is important to ask for and read a copy of the report, along with all the other evidence the prosecutor has compiled against you.

If you ask for it, the prosecutor must give you copies of any relevant evidence he has, even if he doesn't intend to use it at the hearing. He must also tell you about any object or other evidence he has regarding your case. This is what is called the "disclosure of the evidence".

You can get police reports from officers involved in the file, written witness statements, and even photos, videos, maps, sketches, or expert reports. You might be asked to pay fees for copies or translations.

Important! It is up to you to ask for the disclosure of the evidence and you must do this within a reasonable period prior to the hearing.

In most cases, you must send a written request to the [Bureau des infractions et amendes](#). You can also contact the courthouse, the Municipal Court or the prosecutor's office for information about the rules to follow in your area.

Read all the documents you receive. Why? Because it will help you identify the facts or witnesses that support your case. It will also allow you to see if certain witnesses contradict themselves or each other.

Will the police officer be present in court?

The police officer will only come to court if the prosecutor decides he should be questioned in front of the judge. Otherwise, he will not come to court.

The statement of offence and the written incident report that the police officer made will serve as his testimony since they are considered to be what he would have said had he testified in person in court.

The prosecutor may therefore decide that the statement (or the report) is sufficient.

If you think the police officer should be present because you want to ask him questions as part of your defence, you must ask ahead of time for him to be present. The prosecutor will arrange for the officer to be there.

Take note! If the judge thinks the statement of offence and incident report are sufficient and the officer's presence was not justified, the judge can order you to pay extra costs.

Can I testify?

Yes, you have the right to testify, but are not obliged to. Even if you are not obliged to, your testimony is often necessary since you are the best person to explain your version of events to the judge.

If you decide to testify, you must answer any questions put to you by the prosecutor or the judge. But in some situations, you can object to the prosecutor's question.

Here are some tips to prepare your testimony:

- Prepare in advance. You can practise your testimony in front of a parent or friend. You can also try to anticipate the questions the prosecutor and judge might ask you.
- When you get to court and have been sworn in as a witness, explain the facts clearly. Look at the judge and speak directly to him. Use any documents or photos you have prepared. (See the question "How do I prepare for the hearing?")
- If you don't know the answer to a question, or if you are not sure you understood the question, say so.

What should I do when I get to court?

Dress conservatively the day of the hearing. Make sure you get there early. Once you're at the courthouse or Municipal Court, find the hearing room and tell the court clerk (the person seated in the middle of the room in front of the judge's bench) you are there.

If you have any witnesses, make sure they are there. Have your file organized and in hand and go sit in the hearing room with your witnesses.

Several dozen people might have been given the same hearing date and time as you. The cases will be called one after the other, so you might have to wait a couple of minutes or several hours. Plan on spending between half a day and a full day in court. Watch how the other cases proceed to learn more about how the process works.

When the clerk calls your name, come forward with your file.

What happens at the hearing?

In the courtroom, the judge makes all the decisions. He will decide whether you are guilty or not. He must therefore understand your version of what happened.

Address the judge as "Mr. Justice" (or "Madam Justice"). The expression "Your Lordship/Ladyship" is no longer used.

You can ask the judge to order the witnesses to wait outside the courtroom before testifying so they are not influenced by what the other witnesses say.

Don't forget that at this point, the only thing the judge knows about your case is the information contained in the statement of offence. He does not know the story that will be told him. You must therefore be clear and precise.

1. The Prosecutor's Evidence

The prosecutor presents his evidence first. It normally includes:

- the original statement of offence
- the incident report prepared by the police officer, if there is one
- witnesses
- objects, photos, etc.

If the prosecutor has any witnesses, he will question them. Once the prosecutor has finished questioning a witness, you can ask the witness questions so that he provides details or clarifies any elements that support your case, or to point out contradictions.

Be careful! Questioning the prosecutor's witnesses can be risky if you aren't sure of what you're doing. You won't have control over the answers they give.

To be in better control of the process, you can ask the prosecutor's witnesses questions to which there are only "yes" or "no" answers. Prepare your questions in advance. A few well-targeted questions are often sufficient.

The prosecutor's witnesses tell their versions one after the other until they have all testified.

Now it is your turn to present your defence, that is to say, your evidence.

2. Your Defence (Your Evidence)

Now it's your turn. You can testify yourself and have your witnesses testify, one after the other.

To questions your witnesses

- Ask your witness to explain his version of events. Note that, as a general rule, he can only talk about what he personally experienced.
- Start by asking general questions and then ask your witness for details.
- When questioning your witness, be aware that the prosecutor can object if your question contains or suggests the answer.

An example of questions that could lead to an objection:

You: Wasn't the light green when we crossed Clerc Avenue?

Witness: Yes.

This rule doesn't apply when you question the prosecutor's witnesses and you can ask this type of question.

When you have finished testifying and all your witnesses have been heard, tell the judge you have finished presenting your evidence. Usually, you are not allowed to add anything whatsoever to your version of events from this point on.

3. Closing Arguments

You've probably seen the scene in American movies: a lawyer trying to convince a judge that his client's version of events is the right one by emphasizing certain elements of the case. This is the closing argument stage, also called pleading.

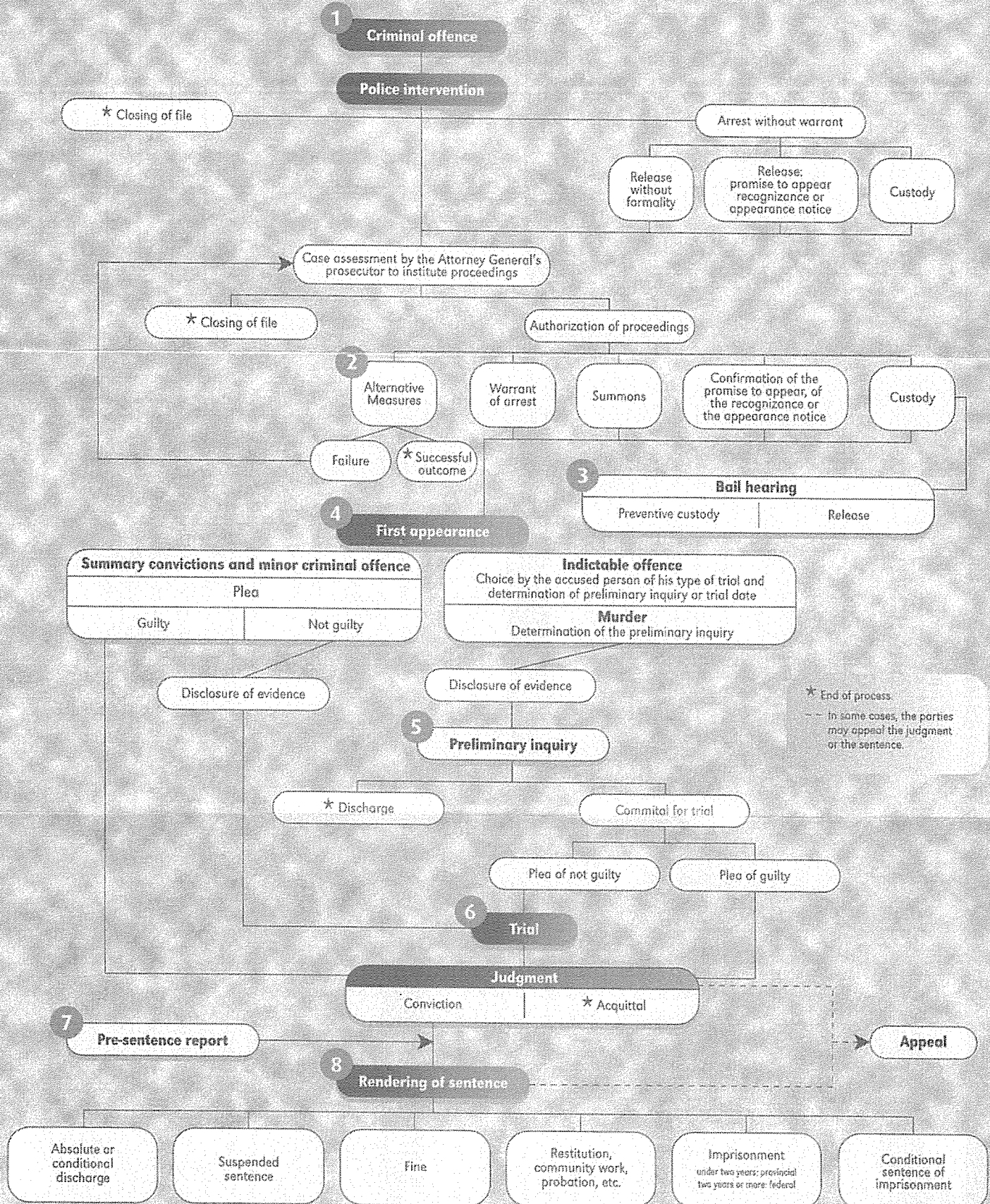
Closing arguments are a summary of why you think your position is the right one, given everything that was said in front of the judge, and your evidence (photos, receipts, permits, etc.).

Careful! This is not the time to repeat your testimony. The judge will let you comment on the offence you are accused of and on the evidence. Also, if you have any comments on the way the law should be applied to your case or on decisions made by other judges in similar situations, this is the time to present them. You should have a copy of any court decisions you refer to.

The prosecutor will also have a chance to present arguments.

After the arguments have been presented, the decision is in the judge's hands.

Adult criminal judicial process



OCTOBER 2nd, 2026, 4 PM-7:30 PM

KITIGAN ZIBI COMMUNITY HALL

ALL AGES WELCOME!!

Movie Night

water, connection,
and protection

*Nibi-inanokiwin
Rights for Water*

- Water ceremony
- Dinner
- Sharing circle
- Community art project

Confirm your attendance:
Scan the QR code or email
tenagadino@gmail.com

Organized by:



Community sponsor:



SIERRA CLUB
CANADA



tenagadinoalliance.ca

[facebook@tenagadino.alliance](https://www.facebook.com/tenagadino.alliance)

Kwey

My name is Patricia Brazeau, and I'm grateful to have recently joined the NNADAP Team at KZHSS as a full-time Substance Abuse Counsellor.

My role is to offer awareness, prevention, intervention, and support to community members who may be looking for help or walking their road of recovery.

Having lived through my own experience with addiction, active addiction, and recovery, and being in recovery for 16 years, I believe my lived experience, along with my education, can help shape the way I approach and walk alongside community members who are seeking support and a helping hand.

I've completed my first year of the Indigenous Wellness and Addictions Program and received my certification last April. I'm now continuing into my second year toward my diploma.

I'm looking forward to creating opportunities that bring people together through recovery. For me, healing is also about reconnecting with who we are, where we come from, and where we are going.

I would also like to support our French-speaking community members and be able to offer support in both English and French.

I look forward to meeting you and being there to listen, support, and walk alongside you.

One step at a time. One day at a time.

Miigwetch.

Patricia Brazeau

NNADAP Substance Abuse Counsellor



819-449-5593



patricia.brazeau@kza.qc.ca



Keeping Kids Safe Online



Information Session for Parents & Caregivers

**Hosted by Òde Wìdòkàzowin in collaboration with
Megan Brazeau (KZPS)**

Join us for an information session designed to equip parents and guardians with practical tools, safety tips, and guidance on how to protect youth in today's digital landscape.



Thursday - October 1, 2026



5:00 PM – 7:00 PM (Supper will be served)



Youth Center

Child care can be provided upon request.

Topics include :

- Where kids are spending their time online,
- Privacy and personal info,
- Online predators and grooming,
- Cyberbullying,
- Scams,
- Sextortion and manipulation,
- Gaming safety,
- Screen time and healthy habits,
- Parental controls and privacy settings.

Registration is required

To register, please call Julie at:

 **819-449-2323 ext. 2810**

Space is limited, but if there is high interest, an additional session will be scheduled.





KZHSS SPORTS & RECREATION

✦ GOLF FOR SENIORS ✦

MONDAY - SEPTEMBER 28TH, 2026

TEE TIMES BEGIN @ 2:00PM
AT CLUB DE GOLF ALGONQUIN

TO REGISTER, PLEASE CALL
COLTEN OR KANE: 819-449-2323

**WHATS
COVERED:**
ROUND OF 9
WITH CART
DRINK
SNACK



ITS THE LAST ONE OF THE SEASON,
SENIORS COME ON OUT AND ENJOY
AN AFTERNOON OF GOLF!



JOB OPPORTUNITY

Open until filled

POSITION:	Community Health Nurse
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 7 (range based on experience)
DUE DATE:	Open until filled

Under the supervision of the Nurse Team Leader, 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.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-315-0667 ext. 1601

Location: Human Resources Department – 315 Fafard Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline.



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 Kikinamag 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 offer 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 Infirmières du Québec* (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.
- g.

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 infirmières 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 - *système d'information en protection des maladies infectieuses*).
- 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 Infirmières du Québec (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

Human Resources:	▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle.

	▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.
INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ 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. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. NOTE: 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.

Personal Suitability:	▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required.
Certification/Licenses to maintain for duration of employment:	▪ 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>; ○ 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. ▪ 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. ▪ 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; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license.
Assets:	▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.



JOB OPPORTUNITY

(OPEN TO UNTIL FILLED)

POSITION:	Community Health Nurse (Maternal and Child Health)
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 7 (range based on experience)
DUE DATE:	Open until filled

Under the supervision of the Nurse Team Leader, 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.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601
Location: 315 Fafard Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse (Maternal and Child Health) Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse (Maternal and Child Health)
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
 8 Kikinamag 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 : February 2026

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 Infirmières du Québec* (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).

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 Infirmières du Québec (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

Human Resources:	▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spit, urine and feces.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ 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. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. NOTE: 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.
Personal Suitability:	▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;

	▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required.
Certification/Licenses to maintain for duration of employment:	▪ 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>; ○ 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. ▪ 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. ▪ 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; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license.
Assets:	▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.



JOB OPPORTUNITY **2nd Posting**

September 17, 2026

POSITION:	Executive Assistant
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 5 (Range negotiable)
DUE DATE:	October 2, 2026

The Executive Assistant provides technical, administrative, and logistical support to support to the KZHSS Director and Assistant Director and completes all secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department by **October 2, 2026 at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601 **Fax:** 819-315-0666
Location: 315 Fafard Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Executive Assistant

Job Description

GENERAL INFORMATION

Job Title : Executive Assistant
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamag Mikan)
Terms : Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 5 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: July 2026

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 Executive Assistant provides technical, administrative, and logistical support to support to the KZHSS Director and Assistant Director and completes all secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

KEY DUTIES

Executive Administration & Leadership Support

- Prepares, edits and processes correspondence, reports, briefing notes, presentations, meeting materials and statistical reports.
- Coordinates meetings, including calendar management, boardroom bookings, agendas, minutes, travel arrangements and refreshments.
- Records and distributes meeting minutes.
- Screens incoming calls, visitors, correspondence and inquiries.
- Responds to routine inquiries, resolves minor administrative issues and refers complex matters to the appropriate personnel.
- Monitors operational issues and brings matters requiring the Director's or Assistant Director's attention forward.
- Maintains confidential files and information.

Governance & Operational Coordination

- Coordinates KZHSS sector meetings.
- Tracks Band Council decisions and Band Council Resolutions affecting KZHSS.
- Maintains governance records, including briefing notes.
- Assists with annual reporting requirements.

- Tracks program workplans and organizational deadlines.
- Coordinates travel arrangements and facility bookings.
- Tracks organizational policies and procedures.

Financial & Administrative Services

- Maintains physical and electronic filing systems.
- Maintains financial tracking systems, including coding invoices, recording cash transactions and maintaining purchase records.
- Issues purchase orders up to \$500 in accordance with organizational policies.
- Reconciles petty cash.
- Purchases office equipment and supplies.
- Maintains inventory asset tracking systems, shared drives, reference materials and administrative records.

Human Resources & Program Support

- Tracks term contracts, renewals and probationary periods.
- Prepares orientation materials for new employees.
- Monitors mandatory training records.
- Supports the coordination of staff training, special events and projects.
- Provides reception coverage for the Health Centre Receptionist or Medical Clerk, as required.

KNOWLEDGE AND SKILLS

- Knowledge of office administration principles, practices and procedures.
- Effective communication, interpersonal and client service skills, including professional telephone etiquette.
- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- Knowledge of applicable privacy legislation, confidentiality requirements and records management practices.
- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

CONTACTS

- Supports the Director and Assistant Director in the day-to-day administrative operations of the sector and provides input into the development and revision of administrative policies and procedures.
- Collaborates with the Finance and Human Resources Departments to coordinate administrative and payroll processes, including cheque requisitions, purchase orders, invoices, employee travel and expense claims, timesheets, work time confirmations, payroll term contract agreements, and payments for goods and services.
- Establishes and maintains positive working relationships with clients, staff, community members and external partners.
- Liaises with service providers, suppliers and other external organizations.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable in this position.
Financial Resources:	Issues purchase orders.
Material Resources:	Maintains administrative files and records, ensuring their accuracy, organization, confidentiality and security.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Manages medium level stress and multi-tasks daily. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Drive to pick up materials and supplies. ▪ Works mainly within indoor setting. ▪ Occasional outings. ▪ May be required to use a KZHSS vehicle. ▪ Required to attend professional workshops, staff meetings, and training within KZA and may be required to travel outside of the community.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ High School Diploma. ▪ Certificate or diploma in Office Administration, Executive Administration, Business Administration, or a related field. ▪ Three (3) years of administrative experience. ▪ Experience in a health care and/or social services is considered an asset.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Understanding of Indigenous health issues and community wellness approaches. ▪ Knowledge and awareness and the KZA culture and community.
Abilities:	▪ Demonstrates observation, monitoring, and basic reporting skills. ▪ Communicates effectively, both orally and in writing. ▪ Follows direction and contributes to a team-based environment. ▪ Ability to manage multiple deadlines with attention to detail. ▪ Ability to communicate in Algonquin an asset. ▪ Ability to communicate in French an asset.
Personal Suitability:	▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
Certification/Licenses to maintain for duration of employment:	▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required.

	▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.
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September 10, 2026

Kwey kakina,

In collaboration with the Kitigan Zibi Police Service, we held a meeting with parents of children with special needs and the Kitigan Zibi Police Assistant Deputy Director, Jeff Meness, to discuss emergency preparedness, crisis intervention, and how we can make Kitigan Zibi a safer place for every child.

During our discussion, it was suggested that we create a file for each child with special needs, with information that the police could have on file in case of an emergency. At this time, I am asking parents of children with special needs to voluntarily provide essential information that you feel would be important for the police to have on file in case there is ever an emergency. This would allow them to already have your child's picture and important information available.

We all know that when emergency situations arise, it can be difficult to think clearly and provide essential information. We would like to be proactive by making this information available to the police ahead of time.

Please keep in mind that the information you choose to provide will be kept confidential and will only be accessed and used in emergency situations. Providing this information is completely voluntary, and you are not obligated to share any information that you are not comfortable providing.

If you choose to provide your child's information to KZPS, please fill out the Child Identification Form provided and return it to Kristy Odjick at Ōde Widòkàzowin.

If you have any questions or concerns, please do not hesitate to contact me at **819-449-2323** or by email at kristy.odjick@kza.qc.ca.

Migwetch,

Kristy Odjick
Inclusive Care Wellness Worker
Ōde Widòkàzowin
819-449-2323 ext. 2814

Child Identification Form

Kitigan Zibi Anishinabeg



CHILD'S INFORMATION

Child's
Photo
Here

First Name: _____

Last Name: _____

Gender: ☐ Male ☐ Female

Height: _____ Weight: _____

Hair Colour: _____

Eye Colour: _____

Communication:

☐ Verbal ☐ Semi-Verbal ☐ Non-Verbal

Community Address: _____

Parent/Guardian Name(s): _____

Medical Conditions and Allergies: _____

Other Important Information: _____

EMERGENCY CONTACT

First Name: _____ Last Name: _____

Relationship: _____ Phone Number: _____

Kakone Kìzis Grammar Contest

Complete the crossword puzzle below and email it to odaminowin2021@gmail.com or drop it off at the Cultural Center before September 28.

In Anishinàbemowin you can transform a noun into a place or location by adding the locative ending. These are: ng, ing, eng, ong or ang,



Random Draw Prize
\$100 KZ GAS Gift Card

Across

- 2. in, at, to the bush
- 6. in, at, to Ottawa
- 7. in, at, to the water
- 9. in, at, to the school
- 10. in, at, to the store
- 11. in, at, to the hospital
- 12. in, at, to the back

Down

- 1. in, at, to the lake
- 3. in, at, to the grocery store
- 4. in, at, to the town
- 5. in, at, to the restaurant
- 8. in, at, to the outside

Add a locative ending to these nouns.

sagihigan

Ottawa

agwadjihì

nopimi

ishkweya

kikinàmàdinàn

mìdjim-gamig

nibì

akozi-gamig

odenaw

wìsini-gamig

akozi-gamig



BINGO



THURSDAY

October 1st, 2026 • 7pm

JEUDI

1 octobre, 2026 • 19h

PRIZES / PRIX

+\$25,000

COST:

COÛT:

\$60

\$2 EXTRA JACKPOT CARD

\$2 CARTES D'EXTRA

**\$15,000
JACKPOT**

SOLD AT: / VENDUES A:

-  **CKWE**
-  **KZ GAS**
-  **HAWK'S TRADING POST**
-  **KZ FRESHMART**
-  **STAR TOBACCO**
-  **SMILEY'S**
-  **SPEARHEAD STORE**
-  **WABANO'S GAS STATION**
-  **ARTHUR'S SMOKE SHOP**

The Kitigan Zibi
Community Hall
will be open at 5PM.
Canteen on-site.



CKWE 103.9
www.ckwe1039.fm



For More Information:
Angela Decontie: 819-449-9683
CKWE: 819-449-5097

**WE INTERRUPT
HUNTING
SEASON TO
CELEBRATE**



The Wedding
OF

**KEITH JACKO COTE
&
ANNIE COMMANDO**

**A COMMUNITY INVITATION
EVERYONE IS WELCOMED TO
JOIN**

September

Saturday

26

7 pm

**At the Community Hall
There will be a DJ and
bar**

