
GENERAL BAND MEETING

AGENDA

1. Two-Third's Voting
2. Motions
3. Council Portfolios
4. Open Forum

OCTOBER 2, 2019 at 7 PM

Resource Centre

MOTION FROM SEP 4, 2019 GENERAL BAND MEETING

Motion #1

Motion that prior to the RRIB enter into any future business ventures, that opportunities be presented to the membership first, look at exploring Joint Ventures/Partnerships with members to assist in building additional capacity.

Motion #2

Motion that the Red Rock Indian Band, immediately create and enact a Procurement Policy. The policy must incorporate language to support membership owned businesses, hiring and utilization of RRIB members. The recommended threshold for tendering projects be \$8,000. The businesses need to be qualified, through a fair and details process.

Motion #3

Motion to open membership to accepting band transfers of known and verified descendants of our Red Rock Ojibway Band.

The above motions will be voted on at the next General Band meeting of October 2, 2019

DRIVER'S WANTED

Do you have a current DZ/AZ license?

Are you interested in driving?

We are looking to have pool of interested qualified drivers for potential work.

Those interested please submit your name, copy of drivers license and abstract to Stephen Price HR manager.

OW & ODSP PAYMENTS

OW & ODSP payments will be ready for pickup on Oct 1st

LAKE HELEN RESIDENTS – SUPERIOR PROPANE CUSTOMERS

Lake Helen Residents who are customers of Superior Propane, call in your account number, address and any other billing information so that you can get our new pricing.

Please Call
Meaghan Brinkman
Sales Support Specialist
Prairie Region

T: 866-412-5639 ext 7415544

ELECTIONS CANADA ADVANCE POLLS – OCTOBER 11 - 14

**Hours – Nipigon Legion
Monday – Friday – 9 am to 9 pm
Saturday – 9 am to 6 pm
Sunday – 12 noon to 4 pm**

Special Ballot – in office – handwritten

**ELECTION DAY
REGULAR POLLS – OCTOBER 21, 2019
LAKE HELEN RESOURCE CENTRE
9 AM TO 9 PM**

MEDICAL VAN UPDATE

**Please note that ALL Medical Van appointments are to be booked through the
medical secretary Florence Thompson, 887-2510 Ext.238
Monday to Friday 9am –4pm.**

**All other Health related bookings can be booked through Lucille Lesperance,
887-2510 Ext.225
Monday to Friday 9am – 4pm.**

Health Portfolio - *Jolene Cote*

TRAPPER'S COURSE

**TO BE HELD NOVEMBER 1 – 3 & NOVEMBER 8 – 10
AT THE RESOURCE CENTRE.**

PLEASE SIGN UP WITH LAUREN MICHELLE, BRIGHTER FUTURES COODINATOR

Last call for SEPTIC PUMPING!!

FALL HARVEST 2019

If you plan on taking your children out of school during the Fall Harvest or any other time you are practising your Treaty Right to Hunt, Fish or Harvest Medicines,

**PLEASE call the school and let them know of your child's absence.
This way, they will NOT be marked absent.**

Judy Wawia

MOOZ HARVEST DATA COLLECTION

Attention RRIB Hunters

The Lands & Resources Office is starting a Data Collection on our Moose Harvesting to keep on file, can you please provide your Harvest of Mooz to Terry.

Information required:

- Type of Mooz - Cow/Bull/Calf
 - Age Estimate
 - Approximate Area

Please be advised, this information will not be used for any other purposes other than to keep on file for our own records

Sincerely,

Terry Bouchard

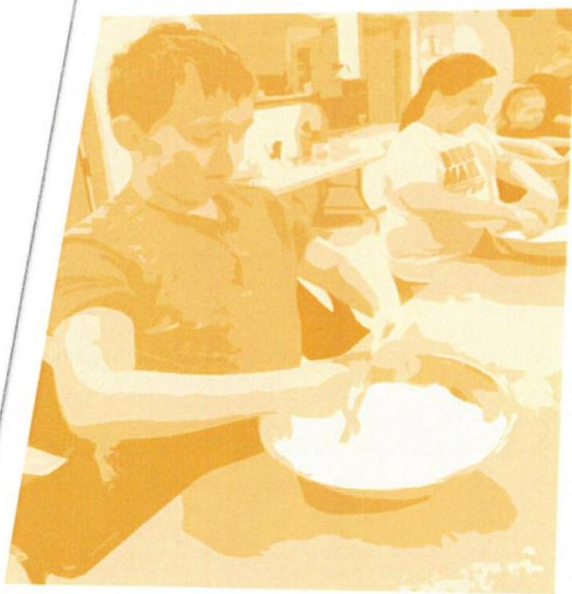
ATTENTION: Parents/Guardians

Pick up for High School starts at 7:55

Pick up for Elementary starts at 8:10

Please have students ready for pick up! :D

Kids in the Kitchen



Socialize with friends!

Learn about affordable meal and snack ideas!

Learn about nutrition!

Try new foods!

Learn food preparation skills!

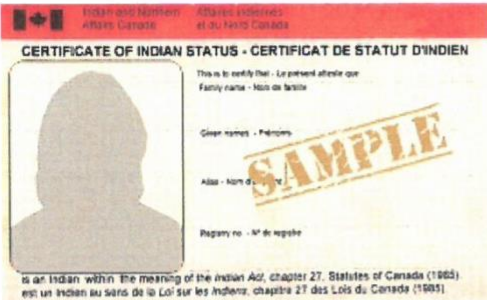
Join us at the Resource Centre!

September 26th

from 4 - 6 PM

You will need your status card to purchase gas at the on-reserve gas stations beginning January 1, 2020. Any 1 of these 3 will be accepted.

The laminate card also known as the Certificate of Indian Status (CIS)



The white card also known as the Secure Certificate of Indian Status (SCIS). This card is NOT an all in one card it is just a status card.



The Temporary Confirmation of Registration Certificate also known as the (TCRD). It is letter sized paper that is issued by the government while a person waits for their SCIS.



**SPAY AND NEUTER CLINIC
IS COMING BACK TO LAKE HELEN!!!**

OCTOBER 25, 26, 27, 2019

**IF YOU HAVE A PET WHO NEEDS TO BE SPAYED OR NEUTERED
PLEASE CALL THE BAND OFFICE AND LEAVE YOUR NAME,
NUMBER, MALE/FEMALE, AGE.**

**807-887-2510. SHOTS, MICROCHIPPING AND NAIL CLIPPING ARE
ALSO AVAILABLE.**

**YOU WILL BE PUT ON A LIST. COST WILL BE DETERMINED BY
NUMBER OF PETS ENROLLED.**

**PLEASE NOTE: Your pet will not qualify if they have seen a vet in
the last two years!!**

DEADLINE IS OCTOBER 18, 2019





Indigenous Services
Canada

Services aux
Autochtones Canada

Indigenous Services
First Nations and Inuit Health Branch
Thunder Bay
981 Balmoral Street
Thunder Bay, Ontario

MEMORANDUM

To: Health Centres - Thunder Bay Area
From: Shelley Hakala, A/Manager – NIHB Medical Transportation
Date: September 16, 2019
Subject: Prior Approvals

Due to the large volume of Medical Transportation Applications arriving at times within a day or two of the Client's scheduled appointments, it has become necessary to implement a time line for the NIHB unit to accept applications for Approval.

This was originally implemented on June 18, 2012, but we are still seeing a very high number of non-urgent applications being sent in within days of the appointment.

All applications need to be submitted at least 10 days prior to the scheduled appointment.

It is important that the clients are made aware of this, as they will need to produce the referral information to the Health Centre clerks in a timely manner to meet this request. The exception of course is in cases of emergency situations. NIHB Medical Transportation applications should NOT be received for non-urgent appointments the day before appointments or a few days before the appointment as this will result in them becoming post approvals.

In these cases, client or the band will have to pay for the expenses and submit for reimbursement.

If you require any further information or clarification, please feel free to contact myself with further questions or clarification.

Respectfully,

Shelley Hakala
A/Manager, Non-Insured Health Benefits, Medical Transportation

HAUNTED FORT NIGHT

If any Red Rock Band Members or Community Members ages 12-17 interested in the Haunted Fort Night @ Old Fort William please call 807-887-2510 and leave your name with Lauren Michelle.

Potential date & time: October 18th, @9pm.

Rides available.

Call to sign up before Tuesday, Oct 1st 2019





Anishinabek Family Care

DILICO PRIMARY CARE TRAVELLING TEAM

We bring culturally appropriate health care
to YOU!

Our Team Consists of:

- Nurse Practitioners
- Social Workers
- Registered Practical Nurses
- Mental Health Nurses
- Pharmacist
- Psychologist
- Chiroprapist



Schedule your appointment for:

When: October 15th & 16th 2019

Location: Red Rock Indian Band Office

To Make an Appointment:

Contact , Dilico PCTT Administrative Assistant (Jaimie) at:
(807) 626-5249
1-855-623-8511 (ext. 5249)



Services Available:

- Physical Assessments
- Treatments and Referrals
- Chronic Disease Management
- Foot Care
- Programming to Support Healthy Lifestyles
- Advice and Counselling on Diet and Nutrition
- Medication Review and Adherence
- Individual, Family and Group Counselling
- Assessment, Diagnosis and Treatment of Psychological Problems



Jason Yung
Dealer - Store 201 Nipigon
Canadian Tire
T 289.691.1481
Jason.yungct@gmail.com



Save 10% off the lowest marked price off any in stock, assembled lawnmower.

A fantastic time to get a new mower!!!

This offer is good until September 30th, 2019.

All the customer has to do, is bring in a copy of this ad!

Gakinaa Maamawedaa Naandiwiwewin

**Everyone Healing Together
September 20 – 27, 2019**

Thursday September 26, 2019

8:00 am – Sunrise Ceremony
9:00 am – Breakfast
10:00 am – Meditation Walk or Tanning Hide
12:00 pm – Lunch
1:00 pm – Tanning Hide Completion
5:00 pm – Supper
6:00 pm – Ceremony of Mexico
7:00 pm – Mixed Sweat Lodge – Children Included

Friday September 27, 2019

8:00 am – Sunrise Ceremony
9:00 am – Breakfast
10:00 am – Preparing for Pow Wow
1:00 pm – Grand Entry
5:00 pm – Supper
6:00 pm – Lowering Eagle Staff – Closing Ceremony

Everyone Welcome!!!!

*Itinerary Subject to Change without notice **All Crafts First Come First Serve
Basis – Limited Supplies

Crafts with Holly

October 1, 2019

Chalet Lodge

**Will take the first 15 people who sign up
we will keep a waiting list incase spots are not filled the day
of**

Sign up with Tina W at the band office 887-2510

By September 27th at 4pm

We will be making moccasin wraps



Chronic wasting disease program depots

Les dépôts de programme d'encéphalopathie des cervidés

2019 sampling area (Wildlife Management Units 8, 9A, 9B, 10 and 13)
2019 Région d'échantillonnage (unités de gestion de la faune 8, 9A, 9B, 10 and 13)

Name	Address	Phone	Hours
Nipigon River Bait and Tackle	21 Second Street, Nipigon ON, P0T 2J0	(807) 889-0707	Monday-Sunday 7:00-20:00 (Call First)
Pass Lake Campgrounds	705 Hwy 587, Pass Lake ON, P0T 2M0	(807) 977-2646	Monday 9:00-18:00, Tuesday-Wednesday 9:00-13:00, Thursday 9:00-18:00, Friday 9:00-13:00, Sat 12:00-18:00, Closed Sunday
The Great Bear	1408 Hwy 11, RR#2 Fort Frances ON, P9A 3M3	(807) 274-2221	Monday-Sunday 6:00-19:00
Cloverleaf Grocery	5970 Hwy 11, Emo ON, P0W 1E0 Game Department	(807) 482-2793	Monday-Sunday 6:00-18:00
Beaver Mills Market	420 Atwood Avenue, Rainy River ON, P0W 1L0	(807) 852-1275	Monday-Saturday 8:30-20:00 Sunday 12:00-6:00
Gills Trading Post	5706 Hwy 71, Sioux Narrows ON, P0X 1N0	(807) 226-5252	Monday-Saturday, 7:30-18:00, Sunday 9:00-5:00
Pine Acres Resort and Outfitter	48 Spruce Street, Vermillion Bay ON, P0V 2V0	(807) 227-2073	Monday-Sunday 8:00-10:00, 16:00-22:00
Eagle Junction Store	21776 Hwy 17, Eagle River ON, P0V 1S0	(807) 755-2226	Monday-Saturday 8:00-18:00, Closed Sunday
The Palace	123 Queen Street, Dryden ON, P8N 1A6	(807) 216-6018	Monday and Friday 10:00-17:00 (Call First)
D&R Sporting Goods	485 Memorial Avenue, Thunder Bay	(807) 345-3323	Monday-Friday 9:00-18:00, Saturday 9:00-17:30, Sunday 11:00-16:00

Chronic Wasting Disease

CWD

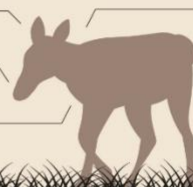


This is a progressive, fatal disease of the central nervous system that attacks cervids (e.g. deer, moose, elk, and caribou). There is currently no treatment.

SIGNS AND SYMPTOMS*

Uncoordinated movements — Drooping head
Excessive thirst —
Emaciated —

Similar symptoms may be observed in other diseases.
*Sometimes no clinical symptoms are shown.



CWD SAMPLING

MNR staff annually test wild deer and other cervids in Ontario.

Since **2002**, Ontario has tested more than **13,000** wild deer and elk



And over **3,100** farmed deer and elk for the disease



All tests have been negative



LOCATION

CWD has been found in 3 Canadian provinces:



Alberta



Saskatchewan



Quebec

Also in 26 US states



LEGAL

CANNOT

Bring in high risk body parts (brain, spinal column, etc.) of cervids from other provinces or states.



Use products that contain bodily fluids from any cervids for the purpose of hunting.

MUST

Hold a permit to transport live, captive cervids that are native to Ontario, into or through the province.



CONTACT



If you see a sick deer, report it to the Canadian Wildlife Health Cooperative at 1-866-673-4781 or the Natural Resources Information and Support Centre 1-800-667-1940.



More information and details regarding CWD regulations at ontario.ca/cwd

ONTARIO.CA/CWD

Ontario 

PRENATAL CLASS

**Guest Speaker: Lisa Bishop
Indigenous Registered Midwife**

**OCTOBER 10TH @ 10AM
COMMUNITY HALL**

FULL MOON CEREMONY

**FRIDAY OCTOBER 11TH
@ 6PM RESOUCÉ CENTER**

NATIVE LANGUAGE CLASSES

With Mona Cormier every TUESDAY'S

OCTOBER 8TH 6PM SERVICE PROVIDERS ROOM

Fall Harvest Paint Nite with Jolene



**Thursday, October 3rd
7pm at Resource Centre**

**First 35 people accepted
Call or message Tina W
by Monday September 30th
@ noon**





**RED ROCK
INDIAN BAND**
Strength. Tradition. Empowerment.

Business Division Bookkeeper Job Description

Title

Business Division Bookkeeper

Reports To

Chief and Council

Summary

The Business Division Bookkeeper is responsible for the several of the Red Rock Indian Band's External Business financial plans and policies, accounting practices, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

Core Competencies

- Problem Solving
- Accountability
- Decision making
- Planning and Organizing
- Negotiation
- Communication
- Teamwork

Job Duties

- Maintain books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash)
- Oversee issuing of checks / payment of invoices
- Prepare monthly / quarterly financial statements for Chief and Council
- Oversee accounts receivable
- Complete all payroll functions
- Maintain accounts and relations with bankers
- Oversee internal system of handling funds
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from the Executive Director and treasurer
- Complete monthly reconciliation for all accounts (bank and brokerage accounts)

- Exert care and control over assets and records and establish procedures for safeguarding, including security and computer backup
- Provide technical support (including software updates, trouble-shooting and back-ups)
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records
- Provide forensic book-keeping services as necessary
- Development, analysis, and interpretation of statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
- Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures (including the cost accounting system), and analyzes and reports variances.
- Is responsible for tax planning and compliance with Federal, Provincial and local corporate, payroll, and other applicable taxes.
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary.
- Determines depreciation rates to apply to capitalized items and advises management on desirable operational adjustments due to tax revisions.
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities.
- The Bookkeeper has the final responsibility for providing effective financial controls for the organization.

Requirements

- Minimum Bachelor's degree in business, finance or related field required preferred
- CGA designation preferred
- 5+ years of experience in financial management
- Experience in accounting an asset
- Excellent computer skills
- Excellent communication skills both verbal and written
- General understanding of computerized accounting systems
- Excellent working knowledge of MS Word, Quick-books and Excel
- Accuracy and attention to detail while working under tight deadlines
- Assertive, comfortable communicating with various types of individuals
- Good interpersonal and customer service skills
- Billing experience is an asset
- Good team player
- Ability to follow through and complete overlapping projects
- Good organizational, time management and prioritizing skills
- Strong problem identification and problem resolution skills
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts

- Ability to interpret and implement company policies and procedures
- Good organizational, time management and prioritizing skills
- Effective communication skills with individuals at all levels of the organization

Working Conditions

- Travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Lifting or moving up to 20 lbs may be required

Interested Applicants should submit their resume and cover letter no later than October 4th, 2019 at 12:00PM

Submissions will be accepted at the Front Desk in the Red Rock Indian Band Administration Office or may be submitted via email to jobs@rrib.ca

EAST WEST TIE

RHUDE DRILLING & BLASTING

"BLASTER HELPERS REQUIRED"

Rate of pay TBD

Start date in 2-3 weeks

- Work is physically demanding, requiring bending, crouching, kneeling
- Capable of lifting-up to 55 lbs.
- Carry packaged explosives from transport to blast area
- Clean up blast area after blasts
- Prime and help lay out explosives
- Guarding blast area

Indigenous persons, especially those qualified members of our First Nations are strongly encouraged to apply.

Deadline to apply is Friday October 4th at 4:30 pm

If you are interested in this opportunity, please forward your resume to sam.sobush@supercomindustries.com

EAST WEST TIE

VALARD East West Tie Right of Way Laborers(s) Required

WORK SCHEDULE: Two weeks on, Two weeks off:

WORK HOURS: 11 HOURS PER DAY

SALARY TBD

Qualifications required:

Valid Driver's License

Chain Saw Certified

Operate Hand tools

Operate small machinery ie: Skid steer, wheel loader

To apply please send your resume to Sam Sobush at

sam.sobush@supercomindustries.com

Deadline to apply is Wednesday October 2 at 12:pm

**EAST WEST TIE
TOWER ASSEMBLERS (16) REQUIRED**

**Base Rate is \$26.25hr.
11hour workdays**

Will be required to live in a camp while working.

Room and Board provided by Valard

**Must be willing to join the Canadian Union of Skilled Workers Union.
Indigenous persons, especially those qualified members of our partner First
Nations are strongly encouraged to apply.**

**If you are interested in this opportunity, please send your resume to
sam.sobush@supercomindustries.com**

DEADLINE TO APPLY IS FRIDAY, OCTOBER 4th at 4PM

RED ROCK INDIAN BAND FALL HARVEST

OCTOBER 1 – 6, 2019

TUESDAY OCTOBER 1

Harvesting/Hunting begins Today

there will be food available at the lodge all week if anyone wants to come and make a pot of soup or any dish as we are not scheduling lunches or suppers
Information Booth tables will be out all week during harvest

*Medicinal Teas - Marilyn Netemegesic & Judy Wawia

*Trappers Council - Tom Borg

*Community Planning Committee - Melissa McDonald

10:00 am – Breakfast

4:00 pm - Family movie - Missing Link

7:00 pm - Crafts with Hollie for those that signed up @ Resource Centre

WEDNESDAY OCTOBER 2

CLEANING AND PACKAGING ALL DAY

10:00 am – Breakfast

5:00 pm – Soup & Bannock Story Telling come on out and share your stories

THURSDAY OCTOBER 3

CLEANING AND PACKAGING ALL DAY

10:00 am – Breakfast

7:00 pm – Paint Nite with Jolene @ Resource Centre

FRIDAY OCTOBER 4

CLEANING AND PACKAGING ALL DAY

10:00 am – Breakfast

1:00 pm - 4:00 pm - Healing and Beading

Documentary on Missing and Murdered Indigenous Women

8:00 pm - Scary Movie Night not suitable for children - movie TBD

SATURDAY OCTOBER 5

CLEANING AND PACKAGING ALL DAY

10:00 am – Breakfast

11:00 am - 3:00 pm Pie and Bannock Making

SUNDAY OCTOBER 6

CLEANING AND PACKAGING ALL DAY

10:00 am - Breakfast

4:00 pm - Community Potluck

Oath to Office following Community Pot Luck

All events will be hosted at the Chalet Lodge unless otherwise specified
Anyone interested in setting net contact Tom Borg @ 887-2198 ext 203

If you have any wild game or fish to donate, we will be excepting all donations at the Chalet Lodge anytime throughout the day during the fall harvest.

We welcome anyone that wants to come out and volunteer their time and skills in cleaning, packaging, cooking during the week. Hope to see everyone out.
(Dates, Times, and Events subject to change)

Living with Cancer Support Group

Join us for an evening of delicious food, inspiration and support as we embrace the stories and herald the courage of members of our Community and surrounding area who are surviving, fighting, and thriving while living with Cancer. This special program is designed to help build the support circles for members of who are currently battling or living with Cancer by allowing them to share their stories in a welcoming atmosphere surrounded by the positive energy by family and a community who love them.

When: Tuesday October 15, 2019

Where: Lake Helen Resource Centre

Time: 5pm

- Please call and sign up for the dinner with Tina Wawia @ 887-2510 or 889-0357 by **Monday October 14th** signing up just gives me an idea how much food I will be needing Thanks

**** This is open for everyone to attend you do not need to have Cancer to attend you may be somebody's support system that can help them out****



Work as a **poll worker** Travaillez comme **préposé au scrutin**

✓ **Paid positions**
Postes **rémunérés**

✓ **Training provided**
Formation offerte

① CPS

② DRO

③ PC

④ Registration ↖ ④ paid positions
Available



Apply now at **elections.ca/jobs**
Postulez maintenant à **elections.ca/emplois**

Or / Ou



Call
Téléphonez au Rita Desroches

1- 866 - 215 - 8996

Apply by Sept 30

X
It's Our Vote
C'est notre vote

Have your ID ready to vote

Three options to prove your identity and address

Option 1



Show one of these pieces of ID

- your driver's licence
- any other card issued by a Canadian government (federal, provincial/territorial or local) with your photo, name and current address

Option 2



+



Show two pieces of ID

Both must have your name and at least one must have your current address

Examples:

- voter information card and bank statement
- utility bill and student ID card

Don't have these? No problem!

See the **list of accepted ID for option 2** below

Option 3



+



If you don't have ID

You can still vote if you declare your identity and address in writing and have someone who knows you and who is assigned to your polling station vouch for you.

The voucher must be able to prove their identity and address. A person can vouch for only one person (except in long-term care institutions).



From a government or government agency

- band membership card
- birth certificate
- Canadian citizenship card or certificate
- Canadian Forces identity card
- Canadian passport
- card issued by an Inuit local authority
- firearms licence
- government cheque or cheque stub
- government statement of benefits
- health card
- income tax assessment
- Indian status card or temporary confirmation of registration
- library card
- licence or card issued for fishing, trapping or hunting
- liquor identity card
- Métis card
- old age security card
- parolee card
- property tax assessment or evaluation
- public transportation card
- social insurance number card
- vehicle ownership
- Veterans Affairs health care identification card

From Elections Canada

- targeted revision form to residents of long-term care institutions
- voter information card

From an educational institution

- correspondence issued by a school, college or university
- student identity card

From a health care facility or organization

- blood donor card
- CNIB card
- hospital card
- label on a prescription container
- identity bracelet issued by a hospital or long-term care institution
- medical clinic card

From a financial institution

- bank statement
- credit card
- credit card statement
- credit union statement
- debit card
- insurance certificate, policy or statement
- mortgage contract or statement
- pension plan statement
- personal cheque

From a private organization

- employee card
- residential lease or sub-lease
- utility bill (e.g.: electricity; water; telecommunications services including telephone, cable or satellite)

Letters of confirmation

- letter from a public curator, public guardian or public trustee
- letter of confirmation of residence from a First Nations band or reserve or an Inuit local authority
- letter of confirmation of residence, letter of stay, admission form, or statement of benefits from one of the following designated establishments:
 - student residence
 - seniors' residence
 - long-term care institution
 - shelter
 - soup kitchen
 - a community-based residential facility

Additional pieces of ID may be added. We accept e-statements and e-invoices. Print them or show them on a mobile device.

Lake Helen

The complete list of accepted ID is available in multiple languages at elections.ca. For other formats, such as braille and audio, call 1-800-463-6868.

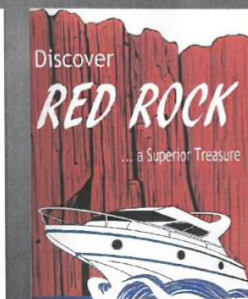
**WEDNESDAY
OCT.2, 2019
DOORS OPEN 7PM
SHOW AT 7:30PM
AT THE NIPIGON
LEGION**

**FOR TICKET INFO:
CONTACT
shyanne.leah@gmail.com**



**THUNDER BAY SYMPHONY
ORCHESTRA
PRESENTS
MUSICAL EVENTING
FEATURING
YOUTH DRUM GROUP
SHY-ANNE**

TICKETS \$20



General Help-Kitchen Helpers

Rate of Pay - \$16.25/hour
Room and Board Provided
Rotation – 21 Days on, 7 Days off
Terms of Employment 12 -26 Months

Sodexo a joint venture partner with Supercom is reaching out requiring General Help-Kitchen Helpers to be part of their team for the East West Tie Project. It is anticipated that the opportunity will commence sometime at the end of September to October, at the NIPIGON CAMP location.

General Help-Kitchen Help

Your Contribution:

Sodexo Canada has the position you are looking for. One of our Remote Sites (East West Tie Project) is seeking Customer Service focused **General Help (Kitchen Helpers)** who are energetic and dynamic.

If you aspire to a job where your initiative and creativity will be highlighted every day, where your management skills will be recognized and if that's what motivates you, we have the position you are searching for.

Recognized as a strategic partner, Sodexo Canada has consolidated its position by providing a range of Quality of Life in the corporate, education, healthcare and remote sites segments. Delivering more than 850 different food and facilities management solutions across 750+ sites, Sodexo is a market leader in Canada. Operating in 80 countries, Sodexo serves 75 million consumers each day through its unique combination of On-site Services.

Accountabilities:

As a member of our team, you will provide the highest quality of customer service at all times, while maintaining the operation of all register transactions, including:

- Serve food to clients in assigned areas.
- Offer customers friendly and professional service at all times.
- Ensure that food served meets service standards
- Ensure familiarity with the items served, including basic knowledge of ingredients to answer questions from clients.
- Make sure to keep your work area clean and tidy at all times.
- Respond quickly and effectively to client inquiries.
- Clean the assigned areas after the meal
- Responsible for performing work according to safe work practices by: learning the safe way to do a job and seeking instructions when in doubt
- Supporting the safety program in the unit
- Assist chefs in the production of menu items as assigned
- Maintain safety standards that meet or exceed those of the client, the Health Service
- Taking orders and serving customers
- Prepare coffee and other drinks
- Register sales in the register
- Daily cleaning of equipment
- Perform any other duties that may be required from time to time by the supervisor (e.g., diving, cooking, cashing, etc.)

Growth and Development:

- One to two years of desired experience, functional knowledge of food preparation and knowledge of the environment/cooking equipment
- Demonstrated Aptitude for exceptional customer service, willingness to go beyond low requirements
- Very good stress tolerance and resourcefulness
- Ability to work under supervision and follow standard procedures
- Integrity, appearance and performance
- French/English bilingualism is an asset

Value Behaviors:

- Serving Clients and Customers
- Integrity
- Flexibility
- Analysis and Decision Making
- Quality Assurance and Safety
- Diversity Awareness
- Drive and Dependability
- Interpersonal Relations
- Communication

Our Advantages

*A wide array of interesting jobs *Nationwide locations *Tremendous growth possibilities
*Continuous learning opportunities *Incentive Plans *Rewards & Recognition *Employee Benefits
*Flexible Time *Discounts *Committed to People Development *Promoting Individual and Collective
Achievements *Diversity and Inclusion *Corporate Citizenship *Hunger Fighting Initiatives
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Sodexo is committed to Employment Equity and Diversity. We do not discriminate against any employee or applicant for employment because of national origin, race, religion, ethnic group, age, disability, gender, sexual preference, sexual or gender identity, status as a veteran or any other federal, provincial or local protected class.

"We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process."

Please provide a cover letter and your updated resume if you are interested in this opportunity.

Deadline to apply is Friday, Oct 4, 2019 at 12pm.

***Only those candidates under consideration will be contacted. ***

If Interested in the opportunity please send your resume to Sam Sobush Supercom Employment Training Coordinator at sam.sobush@supercomindustries.com

Indigenous persons, especially those qualified members from our partner First Nations are encouraged to apply



Expression of Interest:

East West Tie Line Employee Shuttle Service

Supercom Industries is reaching out looking for expressions of interest from anyone that would be interested in providing **Shuttle Service** for employees working on the construction of the East West Tie Line. Construction activity will be ramping up shortly and is scheduled to be completed December 2021 at this time.

The shuttle service will be required for Supercom community members from Michipicoten First Nation, Pic Mobert First Nation, Biigtigong Pic River First Nation, Pays Plat First Nation, Red Rock Indian, and Fort William First Nation who will be working on the East West Tie Line Project. The employees will be picked up at the mentioned communities and shuttled to the East West Tie work camps and returned to the communities after their work schedule.

Indigenous persons, especially those members of our partner First Nations are strongly encouraged to apply.

If you are interested in this opportunity, please respond to

sam.sobush@supercomindustries.com



Roles and Responsibilities

Power Line Construction Labourer

Power Line Construction Labourer

August 2012

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General Purpose:

The Power Line Construction Labourer plays a crucial role in the successful completion of Valard Constructions projects. This individual will be involved in every phase of the construction process and will be responsible for such things as site preparation and cleanliness, tower assembly, operation of small tools and any other duties outlined by the site Foreman.

Scope:

The Power Line Construction Labourer reports to the Site Foreman/Supervisor

Responsibilities:

- ❖ Perform work in accordance with all organizational requirements, as well as provincial and federal health and safety standards and legislation, ensuring highest standard of safety is upheld.
- ❖ Participate in tailboard meetings, including identification of potential work site hazards.
- ❖ Ensure appropriate tools are transported to the worksite as required. Ensure proper functioning of all tools prior to utilization.
- ❖ Provide manual labour assistance as required.
- ❖ Engage in all forms of labour to assist in the successful completion of construction projects from start to finish.
- ❖ Tend to and operate a variety of machines and equipment necessary for the job.
- ❖ Assist site trades people as necessary.

Knowledge:

- ❖ High School Diploma or G.E.D preferred
- ❖ Ability to properly read and understand blueprints.
- ❖ Ability to operate required equipment in a safe and responsible manner.
- ❖ Effective verbal communication skills.
- ❖ Active listening skill considered essential.
- ❖ Ability to work as a team as well as with little supervision.
- ❖ Ability to take and follow instruction
- ❖ Professional and courteous demeanor when dealing with co-workers, safety personnel and clients

Core Competencies:

- ❖ Adaptability
- ❖ Accountability
- ❖ Communication
- ❖ Teamwork

Power Line Construction Labourer

August 2012

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Skills:

- ❖ Communication abilities
- ❖ Excellent interpersonal skills
- ❖ Analytical and problem solving skills
- ❖ Decision making skills
- ❖ Effective verbal and listening communications skills
- ❖ Attention to detail and high level of accuracy
- ❖ Stress management skills

Personal Attributes:

The Power Line Construction Labourer must demonstrate the following personal attributes:

- ❖ Be honest and trustworthy
- ❖ Be respectful
- ❖ Possess cultural awareness and sensitivity
- ❖ Be flexible
- ❖ Demonstrate sound work ethics
- ❖ Be punctual

Work Conditions:

- ❖ Position is physically strenuous.
- ❖ Lifting, pulling, standing, crouching for long periods of time.
- ❖ Work at high elevations and in confined spaces.
- ❖ Manual dexterity required.
- ❖ Performance of repetitive tasks.
- ❖ Interacts with employees, management and the public at large.
- ❖ Overtime may be required.
- ❖ Work for extended hours and available for shifts of 21 days on and 7 off

If interested please send your resume to Sam Sobush Supercom Employment Training Coordinator at sam.sobush@supercomindustries.com

Indigenous persons, especially those qualified members from our partner First Nations are encouraged to apply

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EXECUTIVE ASSISTANT

Company Background:

Supercom Industries (GP) Corp. is the general partner for Supercom Industries LP, a partnership of Michipicoten First Nation, Netmizaagamig Nishnaabeg (Pic Mober First Nation), Biigtigong Nishnaabeg (Pic River First Nation), Pays Plat First Nation, Red Rock Indian Band and Fort William First Nation. Supercom was formed by our First Nations to deliver employment, training and create business opportunities related to the \$700+ million East West Tie transmission development that will commence construction in late 2019 across our collective traditional territories and reserve lands.

Under the supervision of the President & CEO, the Executive Assistant provides day-to-day support to the organization to ensure the efficient operation of the office as well as provide support the President & CEO, the Board of Directors, managers and employees through a variety of tasks related administration, finance and communications. The ideal candidate will possess a demonstrated knowledge of First Nation protocols, language and culture.

Duties and Responsibilities:

The scope of work may include but is not limited to providing administrative support including the coordination of Board meetings, coordination of travel & appointments, communication, filing, data entry and web site maintenance, ensuring that all duties are completed accurately and delivered with high quality and in a timely manner.

The Administrative Assistant shall be responsible for the following:

- Answer and direct phone calls using a professional and courteous manner;
- Respond to general information requests with the accurate information;
- Greet and provide general support to clients/suppliers/visitors to the Supercom Office;
- And maintain contact lists as required;
- Prepare reports, memos, meeting minutes, templates and other documents as requested;
- Coordinate all incoming & outgoing mail, faxes and courier deliveries;
- Purchase, receive, and maintain all office supplies;
- Develop and maintain a filing system including a digital & physical records system;
- Ensure files are Backed-up using proper procedures;
- Coordinate and arrange travel for the Board of Directors and staff;
- Organize and arrange meeting logistics for all scheduled meetings;
- Record and transcribe dictation notes and meeting minutes;
- Coordinate the maintenance of office equipment as required;
- Assist Manager of Finance with data entry and filing as required;
- Manage, update and maintain company website and social media;
- Assist with communications as required;
- Basic accounting knowledge would be an asset;
- Other organization and administrative duties as required.

BIIGTIGONG NISHNAABEG*FORT WILLIAM FIRST NATION*MICHIPICOTEN FIRST NATION*
PAYS PLAT FIRST NATION*NETMIZAAGAMIG NISHNAABEG*RED ROCK INDIAN BAND



Qualifications

Education & Experience:

- Post-secondary education from an accredited institution plus a minimum of 2 years of experience in the field of office/business administration, office management, business, computers, or a related field.
– OR –
- Completion of Grade 12 plus a minimum of 5 years of experience in the field of office/business administration, office management, business, computers, or a related field.

Other Skills and Abilities:

- Knowledge of office management systems including filing systems, data base systems/software and record keeping procedures;
- Ability to communicate effectively both written and verbal;
- Ability to prioritize work and meet deadlines;
- Excellent organizational & planning skills and ability to manage multiple projects;
- Be proficient in Microsoft Office including Word, Excel, Power Point and Microsoft Project
- Knowledge of accounting computer programs including Sage 50 or QuickBooks
- Good interpersonal skills.

In addition, candidates should have a valid Class G Driver's license, reliable vehicle and be able to provide a current CPIC.

Application & Deadline

This is a full-time position that will be based in Thunder Bay.

Indigenous persons, especially those qualified members of our partner First Nations are strongly encouraged to apply.

For the right candidate, we are offering a competitive compensation package including a competitive salary commensurate with your qualifications.

Application should be clearly marked "Competition – Executive Assistant" and be submitted no later than 4:00 pm on September 30th, 2019 to attention of:

Marlene Sabourin
Manager of Finance, Supercom Industries Corp.

Email: marlene.sabourin@supercomindustries.com
Tel: (807) 624-2113 or (807) 632-7797

Applications must include a current resume, cover letter and three references one of which should be from your most recent employer. Incomplete or late applications will not be accepted.

While we wish to thank you for your application, **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

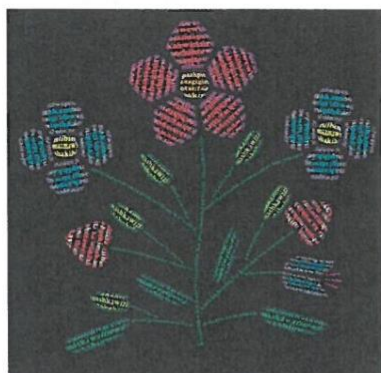
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