

# LAKE HELEN NEWSLETTER

## MARCH 21, 2024



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

\*\*\*\*\*

### **NEXT GENERAL BAND MEETING**

**\*\*WEDNESDAY, APRIL 3, 2024\*\***  
**RESOURCE CENTRE**  
**7pm**

\*\*\*\*\*

### **MEMBERSHIP OFFICE HOURS**

**Effective January 2024**

**9am-4pm - Tuesday & Wednesday**  
**(closed 1 hour for lunch at noon)**

**\*\*There is a mandatory 24 hours notice  
to the Membership Office and  
2 pieces of ID are required.\*\***

\*\*\*\*\*

**Recycle Day**  
**Tuesday, March 19, 2024**

\*\*\*\*\*

**Garbage Day**  
**Saturday, March 23 & 30<sup>th</sup>**  
**Please have your garbage out by 11 am.**

THE RED ROCK INDIAN BAND  
RIVERHAWKS WOULD LIKE TO THANK  
EVERYONE WHO HELPED MAKE THEIR  
ROAD TO THE LITTLE NHL A LITTLE  
EASIER!





## **General Band Meeting- April 3rd, 2024**

1. Portfolio Updates
2. Motions
3. Open Forum



Members in Attendance: \_\_\_\_\_

## GENERAL BAND MEETING

DATE: March 6, 2024

I, Harold Sault, make a motion  
to remove Mike Strickland and Buset LLP  
as the lawyer's representing R.R.1 B  
for working against a member of  
the R.R.1.B

In favor of: \_\_\_\_\_

MOTION PASSED

☐

Against: \_\_\_\_\_

MOTION DEFEATED

☐

Abstain: \_\_\_\_\_

HAROLD SAULT  
Mover Please Print Name

[Signature]  
Mover Please Sign Here

Theresa Cote  
Secunder Please Print Name

[Signature]  
Secunder Please Sign Here



Members in Attendance: \_\_\_\_\_

## GENERAL BAND MEETING

DATE: March 6/24

I, Wendy Landry, make a motion

move to strike a committee  
to review Band Custom Code and  
bring recommended ammendments  
to the community for approval.

In favor of: \_\_\_\_\_

Against: \_\_\_\_\_

Abstain: \_\_\_\_\_

MOTION PASSED

☐

MOTION DEFEATED

☐

Wendy Landry  
Mover Please Print Name

Wendy Landry  
Mover Please Sign Here

BO SAKLT  
Seconder Please Print Name

BO SAKLT  
Seconder Please Sign Here



Members in Attendance: \_\_\_\_\_

## GENERAL BAND MEETING

DATE: March 6/24

I, Sonya Belisle, make a motion

Make a motion for the community to build  
a teaching lodge <sup>this year</sup> on reserve, with elder direction,  
for our community members to utilize and  
for our schools to be able to visit.

In favor of: \_\_\_\_\_

MOTION PASSED

☐

Against: \_\_\_\_\_

Abstain: \_\_\_\_\_

MOTION DEFEATED

☐

Sonya Belisle

Mover Please Print Name

Belisle

Mover Please Sign Here

DESTANY JOHNS

Secunder Please Print Name

D Johns

Secunder Please Sign Here



Members in Attendance: \_\_\_\_\_

## GENERAL BAND MEETING

DATE: March 6/24

I, Sonya Belisle, make a motion

Make a motion for the community to  
create a drug and addictions strategy that  
addresses consequences for people who sell  
illicit drugs on reserve. This should also include  
a support process for members and community  
members and community members struggling  
with addictions.

In favor of: \_\_\_\_\_

MOTION PASSED

☐

Against: \_\_\_\_\_

Abstain: \_\_\_\_\_

MOTION DEFEATED

☐

Sonya Belisle

Mover Please Print Name

Belisle

Mover Please Sign Here

Kirkal Turner

Secunder Please Print Name

R. Huph...

Secunder Please Sign Here

# **DESIGN THE NEW LAKE HELEN POLICE CRUISER**

**Lake Helen police will be receiving a new Police Cruiser in the near future. We are hoping to engage our Lake Helen Youth to help us design the fresh look. Your design will be entered and if chosen, your design will be put onto the new lake Helen cruiser.**

**The cruiser design must have:**

- **the Lake Helen Emblem,**
- **Lake Helen Police on it,**
- **the 1-888-310-1122 number on it.**

**All submissions must be in by June 1, 2024. Any youth aged 13 – 25, who are interested can submit their design to Constable Lesperance or Constable Boucher at the band office.**

**If you have any further questions, please email Cst. Boucher at [lisa.boucher@opp.ca](mailto:lisa.boucher@opp.ca) along with your design to be displayed on the cruiser for all to see.**

**RRIB will be donating a prize to our winner.**

**Hope to see all the creative and artistic abilities of our youth.**

**Cst. Lesperance and Cst. Boucher**

Dear Ontario Works/ODSP Clients

We kindly request that you preform an assessment on your propane or fuel tank levels and provide the exact level to [tom.legarde@rrib.ca](mailto:tom.legarde@rrib.ca)

To ensure you do not run out of propane or fuel, especially during the winter months, we would like to remind you of your responsibility to request a refill when your tanks are around 50% full, as it may take a few days for delivery.

Your proactive cooperation is greatly appreciated.

Thank you,

Tom

**TRAPPER'S COURSE** AVAILABLE

Dates: **APRIL 5, 6 & 7<sup>TH</sup>**  
**APRIL 12, 13 & 14<sup>TH</sup>**

Place: Resource Centre

Must attend both weekends

To sign up please contact Lauren Michelle at [lauren.michelle@rrib.ca](mailto:lauren.michelle@rrib.ca)

## Community Volunteer Income Tax Program (CVITP)- FREE Income Tax Preparation

The CVITP is a collaboration between community organizations and the Canada Revenue Agency (CRA).

Community organizations host FREE tax preparation clinics and arrange for volunteers to prepare returns for individuals with a modest income and a simple tax situation. The CRA provides coordinators to guide the organizations as they deliver the program and offers training and tax software for the volunteers.

The CVITP helps people meet their tax obligations and receive any benefits to which they are entitled. Benefits are calculated based on the information a taxpayer provides on their return. Even if the taxpayer has no income to report, they should file a return to continue receiving payments, such as;

- GST/HST credit
- Guaranteed income supplement (GIS)
- Canada Worker's Benefit (CWB) this replaces the Working income tax benefit (WITB)
- Canada child tax benefit (CCTB) (if the taxpayer has a spouse or common-law partner, they also must file a return every year)
- Provincial or territorial credits and benefits

The CVITP volunteers **cannot** prepare returns for individuals who:

- have self-employment income
- have business or rental income and expenses
- have capital gains or losses
- have employment expenses
- file for bankruptcy
- are deceased in the year

**The Free CVITP clinic hours are:**

Please email [Marjorie.Robert@rrib.ca](mailto:Marjorie.Robert@rrib.ca) or call 807-887-2510 ext. 234 for drop off and pick up.

The clinic is open to Red Rock Indian Band members and Lake Helen community members.



**INDIAN DANDI**  
Strength. Tradition. Empowerment.



## **WEEKLY BRAZILIAN JIU JITSU & SELF DEFENSE CLASSES COMING TO LAKE HELEN WITH BJJFOURLIFE**



**Located in the Resource Centre  
All ages from 6pm-7:30pm**

- ▶ **WEAR COMFORTABLE CLOTHING AND BRING A WATER BOTTLE. A GI WILL BE MANDATORY AFTER THE FIRST CLASS**
- ▶ **REGISTRATION REQUIRED**
- ▶ **DROP-IN ANY DAY TO TRY IF BJJ IS FOR YOU**

**Dates for March 2024:**

**Wed, March 20th  
Wed, March 27th**

**\*There will be no class during  
March break (13th)\***

Looks like BJJfourLife is expanding and taking on students in collaboration with Lake Helen every Wednesday\* starting January 2024 and the foreseeable future. If you are around the area, looking to train and start your BJJ journey, your time is now.

I will be there every Wednesday\* to instruct every class in hopes to grow our BJJ community in varying levels of capacity.

**BJJ IS NOT  
ABOUT BEING  
BETTER THAN  
SOMEONE ELSE...IT'S  
ABOUT BEING  
BETTER THAN YOU  
USED TO BE.**

**Why attend a Brazilian Jiu Jitsu class?**

- Brazilian Jiu Jitsu techniques are adaptable to every body type, skill level, gender and age.
- A form of Martial Arts that focuses on using leverage and technique.

# TAE KWON DO



TRAIN  
YOUR  
BODY

AND  
MIND



**MONDAYS**  
**6PM**  
**RESOURCE**  
**CENTER**  
**ALL AGES WELCOMED**



# POKER WALK CHALLENGE

MARCH - MAY

MARCH 20<sup>TH</sup>, APRIL 3<sup>RD</sup>, APRIL 17<sup>TH</sup>, MAY 1<sup>ST</sup>, MAY 15<sup>TH</sup>  
& MAY 29<sup>TH</sup>

MEET AT THE BAND OFFICE

Time: 6:00pm

Nightly prizes to be won.

5 times around Mission Bay Rd to Central Ave than back to the Band Office

Participating in the event your name will be put into a draw at the end of the challenge.

Everyone is welcome!



# PRENATAL PROGRAM

TUESDAY,  
MARCH 26TH  
AT 11AM AT  
RESOURCE  
CENTRE



- ✓ Education from Dilico Midwives
- ✓ Milk Vouchers
- ✓ Socialization
- ✓ Lunch Provided





***Full Moon Ceremony***

***Saturday March 23, 2024***

***Lake Helen Resource Centre***

***7 pm***

***Bring your drums, rattles, skirts,  
beautiful voices***

***Bring a light snack to share***

# KIDS IN THE KITCHEN

March 28th @  
3:45pm

Lake Helen RC





# Drop-In Jam Sessions

**SUNDAYS @ 6PM  
RESOURCE CENTRE  
STARTING FEB 4TH**

**BRING YOUR OWN INSTRUMENT  
AGES 12 AND UP**

ADULTS WITH EXPERIENCE PLEASE ATTEND  
TO SHARE YOUR KNOWLEDGE

WE MAY PURCHASE PROGRAM INSTRUMENTS  
WITH CONTINUED INTEREST



# TEEN NIGHT

MARCH 28<sup>TH</sup>

## TIE BLANKET MAKING

**LAKE HELEN RC @6PM**  
**EMAIL ME KAITLYN :FSW@RRIB.CA**  
**NUMBERS NEEDED FOR SUPPLIES**





## **RED ROCK INDIAN BAND**

### **NOMINATION MEETING**

To Nominate candidates for the upcoming Bi-Election for Chief

**APRIL 6, 2024**

**6:00 pm**

**LAKE HELEN RESOURCE CENTRE**

Electoral Officer, Ashley Nurmela



## **RED ROCK INDIAN BAND**

### **BI-ELECTION CHIEF**

**APRIL 20, 2024**

**9:00 am to 6:00 pm**

**LAKE HELEN RESOURCE CENTRE**

Electoral Officer, Ashley Nurmela

**DILICO PRIMARY CARE TRAVELLING TEAM**

**PHARMACIST:**

**Jonah Dupuis**



**Services Available:**

- Med reviews
- Home visits
- Recommendations to doctors
- Analyze Drug Interactions
- Side effect management
- Insurance Coverage
- Advice and Counselling on Vitamins and Over-the-counter remedies
- Synchronize refills
- Medication reconciliation
- Safe disposal of expired drugs
- Hospital discharges

**Next in Lake Helen:**

**When: THU MAR.28  
And TUE APR. 9**

**HOME VISITS or AT THE  
BAND OFFICE**

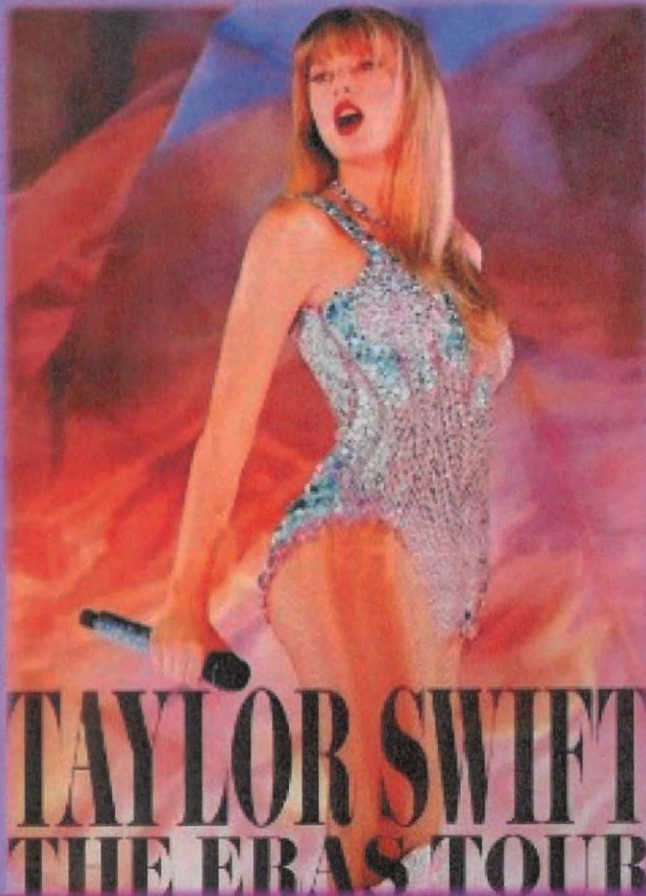
**To Make an Appointment:**

Contact PCTT Administrative Assistant (Sherri) at:  
1-855-623-8511 (ext. 5249)



# HEY SWIFTIES!!

BY THE WAY..... YOU'RE COMING OUT TONIGHT  
TO WATCH THE ERAS TOUR MOVIE



DRESS IN YOUR FAV ERA

FRIENDSHIP BRACELETS

FOOD & REFRESHMENTS

PRIZES

ALL AGES & EVERYONE  
WELCOME!!

CHILDREN 8 & UNDER MUST ATTEND WITH A CAREGIVER

**MARCH 29 | RESOURCE CENTRE**

**DOORS OPEN | 5:00 PM**

**SHOW TIME | 5:30 - 8:30PM**

**Important update for the Breaking Free program effective April 1<sup>st</sup>, 2024**

- Breaking Free is a confidential online program that can support you to cut down your drinking or substance use, or to quit for good!
  - 24/7 access to personalized Cognitive Behavioural Therapy
  - Equips you with coping skills that are proven to be effective
    - Helps you manage high-risk situations
  - Supports you at every stage of your recovery journey

You can join online at [breakingfreeonline.ca](https://breakingfreeonline.ca) and click sign up or download the 'Breaking Free Companion Canada' app on your phone

Use this Service Code to create your account: rrib23

You will have until March 31<sup>st</sup>, 2024 to register

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*Authentic Connection Psychotherapy & Reiki*

Next available date for appointments with Josee in the community:

Tues, April 23<sup>rd</sup>

To make an appointment you can book online

[https://joseewrightnursingprofessionalcorp.janeapp.com/#staff\\_member/1](https://joseewrightnursingprofessionalcorp.janeapp.com/#staff_member/1)

Phone: (807)-630-4440 or Email [josee.wrightnpc@gmail.com](mailto:josee.wrightnpc@gmail.com)

Appointments can be made at the Thunder Bay location or virtual as well  
Directly bills to NIHB. Please connect with Candace if you have questions about coverage at 887-2510 ext 279 or [candace.tuck@rrib.ca](mailto:candace.tuck@rrib.ca)

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**SAVE THE DATE!**

**CHILDREN'S MENTAL HEALTH BBQ**

**MAY 9<sup>TH</sup>, 2024**

**AT THE NIPIGON RECREATION CENTRE**

MORE INFO TO BE POSTED AT A LATER DATE

PRESENTED BY:

FLYING POST FIRST NATION, RED ROCK INDIAN BAND, TOWNSHIP OF NIPIGON, DILICO,  
NORTH OF SUPERIOR COUNSELLING, SNCDSB, SGDSB

### **March Break Puzzle Race Team results for completing a 100-piece jigsaw puzzle**

- 1<sup>st</sup> place team Marlena, Shania, Brock and Bobby finished in 6 minutes 32 seconds .92 ms
- 2<sup>nd</sup> place team You wanna piece of me? finished in 6 minutes and 35 secs
- 3<sup>rd</sup> place team Belisles finished in 8 minutes 13 secs .52 ms
- 4<sup>th</sup> place team Mamma Mia finished in 9 minutes 15 secs .64 ms
- 5<sup>th</sup> place team Happy Marge finished in 9 minutes 25 secs. 19 ms
- 6<sup>th</sup> place team Too fast too furious finished in 10 minutes 16 secs .98ms
- 7<sup>th</sup> place team Aria finished in 12 minutes 18 secs .56ms
- 8<sup>th</sup> place team Odawa clan finished in 12 minutes 43 secs .61ms
- 9<sup>th</sup> place team Get jiggy with it finished in 14 minutes 33 secs .82ms
- 10<sup>th</sup> place team Penasies finished in 14 minutes 42 secs .68ms

### **Puzzle Race individual results for completing a 50-piece jigsaw puzzle**

- 1<sup>st</sup> place Lucille finished in 8 minutes 57 secs .99ms
- 2<sup>nd</sup> place Nikki finished in 10 minutes 19 secs .71ms
- 3<sup>rd</sup> place Larry finished in 11 minutes 18 secs .95ms
- 4<sup>th</sup> place Tristian finished in 14 minutes 14 secs .39ms
- 5<sup>th</sup> place Inez finished in 14 minutes 15 secs
- 6<sup>th</sup> place Judy finished in 14 minutes 15 secs .01ms

### **Congratulations to everyone!**

Hope everyone had fun at the family dance. Thank you to our two student volunteers for helping with the games and music! Another big thank you to all who helped in setting up, putting on the cornhole games and the cleaning after the adult dance and karaoke.

~Candace Tuck, Mental Health Crisis Coordinator



### **Crack the Code**

The three-digit combination was 305 and was not cracked during the week of March break.  
Stay tuned for another chance at the prize!

# RECOVERY GROUP

## LAKE HELEN RESERVE RESOURCE CENTRE

**1:30PM-3:30PM\***

Recovery Group is a bi-weekly drop-in peer support group for any person (18+) who has a lived experience with addictions, mental illness, trauma, grief and/or any struggles in life. This group is a safe space for you to share, listen to others and receive support with your journey to recovery.

A light meal will be provided and a craft/activity to follow after the session.

**THURSDAY, APRIL 4TH: AVOIDING RELAPSE DRIFT AND MAINTAINING RECOVERY**

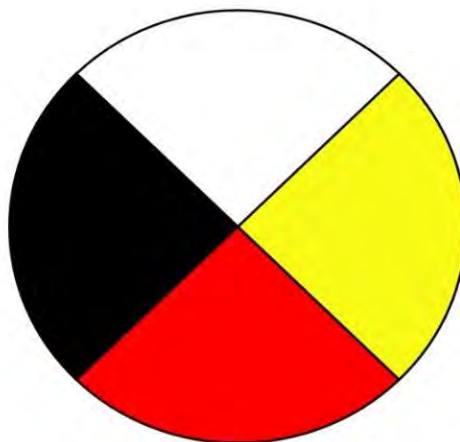
**THURSDAY, APRIL 18TH: INTRODUCTION TO GASHKENDAMIDE'E GRIEF SUPPORT GROUP PROGRAM AND SIGN-UP**

### **SPIRITUAL SELF-CARE**

- Meditate
- Pray/Smudge
- Sing
- Make time for reflection
- Spend time with nature
- Find a spiritual connection in community
- Be open to inspiration
- Attend ceremonies

### **PHYSICAL SELF-CARE**

- Eat regularly
- Exercise/Physical activities you enjoy (dancing, singing, sports, etc)
- Get regular medical care for prevention and when needed
- Take time off when sick
- Get enough sleep
- Touching the earth
- Spending time on the land



### **EMOTIONAL SELF-CARE**

- Spend time with others whose company you enjoy
- Stay in contact with important people in your life
- Give self affirmations
- Re-read favorite books, watch favorite movies
- Allow yourself to cry
- Find things to make you laugh
- Finding your clan
- Going to a community event

### **MENTAL SELF-CARE**

- Make time for self-reflection
- Psychotherapy/Counselling
- Journal
- Read (literature unrelated to work)
- Try something new
- Learning the creation story
- Going to a talking circle

\*DATES AND LOCATION MAY BE SUBJECT TO CHANGE  
PLEASE REACH OUT TO ANY OF THE PROGRAM CONTACTS FOR ANY UPDATES

**Who to contact to learn more:**

LornaHardy@dilico.com

NancyMcguire@dilico.com

fsw@rrib.ca (Kaitlyn)

candace.tuck@rrib.ca



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**Dilico**

Anishinabek Family Care

# Comprehensive Community Plan

Provided is a list of example pillars that you can use to start brainstorming ideas for your input for the CCP.



Our People

Housing

Health

Education



Economic Development



Culture

Governance

Lands and Resources

Environment/Climate Change



Social Development



Operation and Maintenance

Other

# MARCH IS NUTRITION MONTH



**MARCH 6**

"FEEDING OUR  
BRAIN & BODIES"

@

NIPIGON-RED ROCK  
DISTRICT HIGH SCHOOL

9 AM-3 PM

**MARCH 14**

"NUTRITION & AGING"

@

BEARDMORE CLINIC

1-3 PM

**MARCH 20**

"MEET YOUR  
DIETITIAN!"

@

RED ROCK PUBLIC  
LIBRARY

2-4 PM

**MARCH 28**

"ELDERS TEA &  
COOKING CLASS"

@ FLYING POST  
FIRST NATION

11-1 PM



Join the Registered Dietitian for weekly  
nutrition information sessions in our  
surrounding communities! Learn new  
recipes and healthy eating tips.

# **DRUM SOCIAL**

Come on out to the Drum Social  
Sing, listen, learn, teach, socialize

Grandfather Drums and Hand Drums  
Everyone welcome

**Tuesday April 2<sup>nd</sup>  
at the Resource Centre  
6:00-8:00 PM**

Refreshments and snacks provided



YOU'RE INVITED!

# JORDANS PRINCIPLE

— *Info Dinner Party* —



## FOOD + PRESENTATION

APRIL 4TH 2024

RESOURCE CENTER, 5-7PM

DOORS OPEN  
**5PM-730PM**

FREE DINNER  
RSVP BY MARCH  
29TH  
[JP@RRIB.CA](mailto:JP@RRIB.CA)



Working  
together

to bring  
Government  
of Canada  
services  
to you.

Representatives from Service Canada  
and the Canada Revenue Agency  
will be in your community...

Community Resource Centre  
179 New Street East, Lake  
Helen Reserve  
April 16th & 17th  
9 AM to 5 PM

Join us to find out  
more about...

- Canada Pension Plan/  
Old Age Security
- Canada Pension Plan  
disability benefits
- Passport services
- Support for apprentices
- Social Insurance Number (SIN)\*
- What benefits and credits  
are available
- How benefit payments are  
calculated based on your  
tax return
- How and when to apply for  
benefit payments
- CRA services that might  
be available to you

\*If you need a SIN, please bring: your birth certificate,  
certificate of Indian Status and any other forms of  
federal or provincial identification you may have.



Government  
of Canada

Gouvernement  
du Canada


Canada



# MOTHER *Day Event*

Sign up with Lauren Michelle  
by email at  
[Lauren.Michelle@rrib.ca](mailto:Lauren.Michelle@rrib.ca)

Deadline before  
April 19th at noon



# **CATERER WANTED**

Caterer wanted for the Red Rock Indian Band Mother's Day Dinner on  
May 10<sup>th</sup>, 2024, at the Nipigon Legion

For approximately 150 people

**Caterers are responsible for setup and cleanup of their  
work area.**

The Legion has plates and utensils available.

If you plan on not using them your bid should include the cost of  
supplies, for example: Plates, Cutlery etc.

Please submit bids and menu to the  
Red Rock Indian Band Brighter Future Coordinator Lauren Michelle

By Friday April 19<sup>th</sup>, 2024 @ 12:00pm

Bids must be PER PLATE amount.



# Human Resources Officer

## Reports To

Chief and Council

## Job Summary

The Human Resource officer oversees HR functions within all Band Office departments and subsidiaries of the Red Rock Indian Band. The Human Resources Officer administers health/benefit plans and assists employees with their insurance and health care claims and benefit packages. The Human Resources officer will be responsible for overseeing personnel management, including payroll, wage increases, promotions, and disciplinary actions in compliance with company policies. The successful candidate will work closely with the Resource and Data Officer.

## Competencies

- Accountability
- Analytical Thinking
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Teamwork

## Job Duties

- Plan, organize, direct, control, and evaluate the human resources department.
  - Oversee personnel management, including payroll, wage increases, promotions, and disciplinary actions in compliance with company policies.
  - Administer progressive disciplinary action in accordance with established procedures.
  - Plan human resources requirements in conjunction with other departmental managers.
  - Conduct employee performance evaluations and provide employees with performance feedback.
  - Determine areas of improvement for employees, providing additional training as needed.
  - Develop training programs that are based on regulatory requirements and best practices.
  - Conduct workplace investigations and resolve any conflicts that arise among staff in the department.
  - Ensure employees adhere to all health and safety regulations, including company policies.
  - Ensure that all employees comply with company policies, procedures, and ethical standards.
  - Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.
  - Participate in site and workplace inspections.
  - Develop employee training, ensuring that all applicable compliance requirements are met.
- 
- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.
  - Administer payroll activities and program components for the purpose of ensuring effective department functioning, coordinating activities, and compliance with established financial, legal, and administrative requirements.
  - Perform other duties as assigned.

## Job Requirements

- Degree or diploma in business administration, human resources management, or a related field required.
- MBA preferred.
- Certification in human resources management by a provincial governing body preferred.
- Minimum of 5 years of work experience in a human resources specialist or generalist position.
- Demonstrated ability to meet strategic objectives for HR and the organization.
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations.
- Able to make sound business decisions and evidence-based recommendations to senior management.
- Effective communication skills with individuals at all levels of the organization.
- Effective written and verbal communication skills as well as presentation skills.
- Sound leadership, staff management, and teambuilding skills.
- Computer literacy, including effective working skills with Microsoft Word, Excel, PowerPoint, and Outlook required.
- Able to interpret and implement personnel related legislation.
- Demonstrated basic knowledge of labour laws.

## Work Conditions

- Working in a busy office environment with frequent interruptions.
- Attending and conducting presentations.
- Manual dexterity is required to use desktop computers and peripherals.
- Overtime as required.
- Travel may be required.

Qualified applicants should submit a resume, cover letter, and proof of qualifications to [jobs@rrib.ca](mailto:jobs@rrib.ca) no later than **Thursday March 28, 2024 @ 4:00**. Documents can also be dropped off at:

ATTN: Chief and Council

2 Gas Rd, Lake Helen Reserve P0T2J0

Since this position is engaged primarily in serving the interests of Aboriginal people, The Red Rock Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.



**RED ROCK  
INDIAN BAND**

Strength. Tradition. Empowerment.

## Band Administrator/Manager – Job Description

### Reports to

Chief and Council

### Summary

The Band Administrator/Manager will assume responsibility of overseeing business development, band operations, and office management to ensure the smooth and efficient operation of the Band Office. The successful candidate will also foster communication and connections with the community while providing leadership to a team of managers and employees.

### Primary Responsibilities

- Implement strategies to enhance operational efficiencies.
- Prepare letters and reports, contributing to effective communication within the organization.
- Manage crisis events with a strategic approach, referring to department heads as needed for resolution and mitigation.
- Fill in for other functional areas as required, demonstrating adaptability and versatility.
- Undertake any other related duties contributing to the overall efficiency and success of the Band Office operations.
- Ensure effective communication with Council to successfully implement the Strategic Plan.
- Prepare comprehensive briefings and reports to facilitate informed decision-making.
- Assist Council in assembling third-party protocols, contributing to the establishment of clear and efficient procedural frameworks.
- Develop and draft a variety of policies for Council consideration.
- Implement and monitor approved policies and bylaws.
- Oversee all aspects of financial management for the Nation.
- Take proactive measures based on audit, evaluation, and other objective performance information.
- Analyze financial and performance data to facilitate a comprehensive understanding of the nations' overall health and operational effectiveness.
- Manage costs by reviewing and approving expenditures and invoices.
- Ensure staff compliance with established policies and standard practice instructions, providing guidance and support, as necessary.
- Foster trust and effective relationships with all employees.
- Role model effective, equitable, and inclusive internal communication.
- Delegate responsibilities with a focus on developing the team.
- Establish standards for program and service delivery.
- Ensure appropriate expenditure of program funds and timely submission of reports to funding agencies.
- Evaluate the effectiveness of programs and their delivery.
- Collaborate with Chief, Council, and the community to identify community needs regarding activities.
- Formulate plans to address identified needs and implement actionable strategies.
- Participate in regularly scheduled community meetings and the Annual General Assembly.

- Establish effective communication with Community Members, acting as a liaison to keep community members informed and updated on pertinent issues and activities.
- Attend and actively support community functions, fostering positive relationships and community cohesion.
- Collaborate with strategic alliances to fulfill administration objectives.
- Implement communication strategies for effective engagement with partners and external organizations.

## Requirements

- Proficiency with and current experience in First Nations organizations, culture, management, and administration.
- Strong knowledge of Red Rock Indian Band culture and traditions.
- A bachelor's or master's degree in business administration, management, public administration or equivalent education.
- Extensive and current knowledge of corporate/government/First Nations management methods that include financial and human resources management, strategic planning, and policy development.
- Experience implementing strategic and operation plans.
- Highly developed communication and interpersonal skills with the ability to engage and listen.
- Able to forge strong relationships with various employees, managers, Council Members, and external partners.
- Working knowledge of government regulations for businesses.
- Strong computer skills including MS Office products as well as virtual communication tools.
- Exceptional oral and written English business communication skills.
- Strong leadership skills with the proven ability to build and lead a cohesive high performing team.
- Critical and conceptual thinking abilities.

## Work Conditions

- Some travel may be required.
- Manual dexterity is required to use desktop computers and peripherals.
- Ability to work flexible hours
- Overtime may be required to meet deadlines.

Resumes shall be accepted for this position until **Thursday, April 11<sup>th</sup> @ 12pm.**

To submit your resume/cover letter please do so at: [jobs@mib.ca](mailto:jobs@mib.ca).

They can also be dropped off in person at; **ATTN: Chief and Council**

**2 Gas Rd, Lake Helen Reserve P0T2J0**



## Asset Manager – Job Description

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Reports to

Chief and Council

### Summary

The Asset Manager directs operations of public works, housing, and community buildings. The Asset Manager coordinates the planning of construction projects, ensuring they are timely and up to standard. He/she will supervise the maintenance of all community assets. This includes managing any services -- renovations, RRAP Applications, and housing inspections.

### Job Duties

- Coordinate construction efforts to ensure building of houses is timely and up to standard.
- Plan long range schedule of major repairs on units, such as reroofing or painting exterior of dwellings.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Promote harmonious relations among housing project personnel, and people of the community.
- Analyze and administer annual operating budgets for the various projects.
- Prepare conceptual program designs.
- Develop and implement strategies for private developers and non-profit organization participation in affordable housing programs.
- Coordinate proposals with federal agencies for plan approval or funding assistance.
- Write Requests for Proposals (RFPs), progress and informational reports.
- Prepare and conduct proposer orientation meetings, and make presentations to Chief and Council
- Serve as the department's point of contact and public relations person for all housing programs.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responsible for program development, monitoring, and control systems.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Comprehend and make inferences from written materials.
- Meet all annual reporting requirements and complete annual reports for AANDC.
- Form Committee comprised of membership to update and create a housing policy with input from the community.
- Manage the performance of Public Work Personnel
- Prepare weekly work plans for Public Work Department Personnel to ensure key tasks are completed.
- Ensure all outstanding deficiencies listed on the Asset Conditioning Report are brought up to the established standard.

- Monitor Road Conditions on reserve and dispatch Winter Maintenance Team according to the standards established by Chief and Council
- Develop and Assign Work Orders to the Asset Maintenance team to ensure minor repairs are addressed quickly.

## Requirements

- Previous Experience in Public Works considered an asset.
- Knowledge of Construction Techniques and Standards considered an asset
- Knowledgeable about low-income housing programs and associated funding sources
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Experience working with a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
- Work cooperatively with other employees, private developers, consultants, Council, and the public.
- Possess a valid G driver's license.
- Able to quickly analyze issues and determine the best course of action using available resources.
- Sound judgment to escalate issues to Chief and Council when necessary.
- Excellent written, oral, and telephone communication skills.
- Knowledge of computer workstation setup.
- Exceptional multi-tasking abilities and prioritization skills.
- Ability to operate Heavy Machinery is considered an asset.

## Work Conditions

- May require the use of personal or Red Rock Indian Band vehicles on company business.
- Individuals must be physically capable of operating vehicles safely, possess a valid driver's license, and have an acceptable driving record.
- Some travel may be required.
- Manual dexterity is required to use desktop computers and peripherals.
- Ability to physically inspect equipment.
- Able to lift at least 50 lbs.
- Ability to work flexible hours
- Overtime may be required to meet deadlines.

Resumes shall be accepted for this position until Thursday, March 28<sup>th</sup> @ 4:00 pm.

To submit your resume/cover letter please do so at: [jobs@rrib.ca](mailto:jobs@rrib.ca).

They can also be dropped off in person at; **ATTN: Chief and Council**

**2 Gas Rd, Lake Helen Reserve P0T2J0**



## Housing Manager – Job Description

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### Title

Housing Manager

### Reports to

Asset Manager, Chief & Council

### Summary

The Housing Manager directs operations of all things related to the RRIB housing department. The Housing Manager coordinates the construction of affordable housing, ensuring they are timely and up to standard. He/she develops and implements plans for administration of housing projects. The Housing Manager is responsible for the oversight of all management of public housing operations. This includes managing any services -- renovations, RRAP Applications, and housing inspection. The Housing Manager will work directly under the Community Asset Manager.

### Core Competencies

- **Analytical thinking**
- Communication (tenants, contractors, suppliers)
- Decision making
- Planning and organizing
- Problem solving (projects, proposals)
- Confidentiality
- Accountability
- Basic carpentry
- Assemble workforce

### Job Duties

- Coordinate construction efforts to ensure building of houses is timely and up to standard.
- Plan long range schedule of major repairs on units, such as reroofing or painting exterior of dwellings.
- Promote harmonious relations among housing project personnel, and people of the community.
- Plan approval of funding assistance.
- Prepare and conduct proposer orientation meetings and make presentations to Chief and Council.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Comprehend and make inferences from written materials, with case notes and planning.

### Requirements

- Basic knowledge and/or experience in carpentry and home maintenance/repairs.
- Knowledge of current housing codes and best practices.
- Work cooperatively with other employees, managers, private developers, consultants, Chief & Council, and the public.
- Possess a valid driver's license.
- Able to quickly analyze issues and determine the best course of action using available resources.
- Excellent written, oral, and telephone communication skills.
- Exceptional multi-tasking abilities and prioritization skills.

## Work Conditions

- May require the use of personal or Red Rock Indian Band vehicles on company business.
- Individuals must be physically capable of operating vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Some travel may be required.
- Manual dexterity is required to use desktop computers and peripherals.
- Ability to physically inspect equipment.
- Able to lift at least 50 lbs.
- Overtime as required.

Resumes shall be accepted for this position until March 28<sup>th</sup>, 2024 @ 4:00pm.

Please submit your resume/cover letter to [jobs@rrib.ca](mailto:jobs@rrib.ca).

They can also be dropped off in person at; **ATTN: Resource & Data Officer**  
**2 Gas Rd, Lake Helen Reserve P0T2J0**

## **GARBAGE COLLECTION BID**

The Red Rock Indian Band is now accepting sealed bids for Weekly Garbage Collection.

### **The CONTRACTOR DUTIES are as follows:**

- Collect and remove household garbage only from the residences of Lake Helen Reserve on a weekly basis.
- Collect and remove garbage from the Resource Centre, Community Hall, Gas Bar, Chalet, and Administration Building garbage houses. These houses are to be always kept clean by removing all un-bagged garbage.
- Garbage collection days will be on Saturdays. Contractor is to strictly adhere to chosen days of garbage pick up. Contractor will notify the community members through the community newsletter regarding a time as to what time the collection will start.
- If necessary, the contractor will notify residents by means of a flyer posting if there are any changes in times or cancellations of pick-up days.
- All garbage must be delivered to an authorized landfill site.

The contract shall commence April 1, 2024, and expire March 31, 2025. **Sealed bids must be received at the RRIB Band Office, marked "Garbage Collection" no later than 4:00 PM on March 28th, 2024.** Please complete the pricing summary in your bid.

## CONTRACT UP FOR BID

The Red Rock Indian Band is currently accepting bids for Recyclable Pick-Up on Lake Helen Reserve. Contractor must be able to adhere to all duties listed below. Price should include cost of recyclable pick-up for Lake Helen Reserve residents as well as RRIB Buildings including Administration Building, Resource Centre, Eider's Complex, Community Hall, Fire Hall, Water Treatment Plant, Chalet Lodge, Chalet House Office.

The contract shall commence April 1, 2024, and expire March 31, 2025. **Sealed bids must be received at the RRIB Band Office in a sealed envelope, no later than 4:00 PM on March 28th, 2024.** Please complete the pricing summary sheet in the bid.

### GENERAL INFORMATION:

- Provide 2 stream Blue Box collection which includes a fibre stream and a container stream. A list of accepted materials will be provided for reference.
- Provide bi-weekly (every two weeks) curbside collection from 121 stops including 112 residential homes, elders complex and 8 band facilities.
- Deliver recyclables to the GFL material recycling facility located in Slate River.
- Ensure the person driving the vehicle has a valid driver's license and minimum \$1 million vehicle insurance.
- The contractor will have access to the RRIB new recycling trailer to use during collection. The trailer has a hydraulic lift to empty the contents.
- The contractor will be required to provide a well maintained and adequately powered pick-up truck with a hitch to pull the trailer.
- The RRIB will not be held liable for any health and safety incidences associated with the terms of the contract.
- The contract will be issued over a one-year period.
- The RRIB has the right to cancel the contract at any time with four weeks' notice.
- A fuel adjustment charge will be applied to any difference greater than \$0.10/litre on the starting date of the collection and transport contract. Before the contract commences, both parties (RRIB and the contractor) will agree on the amount of fuel (in litres) required to complete a single curbside collection and return transport to the GFL material recycling facility in Thunder Bay.

## **CONTRACTOR DUTIES:**

1. Collect at the curb two stream recyclables, only from the residences of Lake Helen Reserve on a bi-weekly basis.
2. Collect and remove recyclables from the Administration Building, Resource Centre, Eider's Complex, Community Hall, Fire Hall, Water Treatment Plant, Chalet Lodge and Chalet House Office.
3. Recyclable collection will be on an agreed day. Contractor is to strictly adhere to the chosen days of pick up. Contractor will notify the community members through the community newsletter regarding a time as to what time the collection will start.
4. If necessary, the contractor will notify residents by means of a flyer posting if there are any changes in times or cancellations of pick-up days.
5. The contractor will be required to act in a professional and courteous manner with community members and be prepared to answer questions about the recycling program.
6. The contractor will be required to place hangers on materials that should not have been placed in the Blue Box and leave them behind.
7. All recyclables must be delivered to:

**GFL, Green For Life  
3000 Highway 61  
Slate River, Ontario  
Between 7:30 am and 4:30 pm, Monday to  
Friday**

8. The contractor shall wear hi-visibility vest/jacket and safety boots during recyclable drop off as per GFL's request.

**All submissions must include a completed copy of the summary pricing sheet provided below.**

**For questions please contact:**

**Melissa McDonald @ [melissa.mcdonald@rrib.ca](mailto:melissa.mcdonald@rrib.ca)**

## Flyer Delivery Contract

The Red Rock Indian Band is now accepting bids from community youths (12+) to perform the biweekly flyer delivery.

The duties for this contract are as follows:

**The contract shall commence April 1, 2024, and expire March 31, 2025. Scaled bids must be received at the RRIB Band Office, marked "Flyer Delivery" no later than 12:00 PM noon on Mar 25, 2024. Please complete the pricing summary in your bid.**

### CONTRACTOR DUTIES

1. Deliver flyers to residents of Lake Helen Reserve, and the three local businesses (Gas Stations).
2. Flyers are to be delivered immediately upon receipt. Flyers are usually ready for distribution by 3:00 p.m. (There may be programming later the same evening.)
3. Flyers are to be delivered every second Friday. The occasional emergency flyer could be requested by Chief and Council.
4. Flyers are to be delivered to the community member's door and placed in a mailbox or securely inside the door/door handle.
5. Contractor is to notify the front desk receptionist if they are unable to deliver at any time and it is the contractor's responsibility to find an alternate to deliver the flyers.

## **Elders' Cleaning Contract**

The Red Rock Indian Band is currently accepting bids for the Cleaning of the Elders Complex on Lake Helen Reserve. Contractor must be able to adhere to all duties listed below. Price should include cost of cleaning hours for Lake Helen Reserve.

**The contract shall commence April 1, 2024, and expire March 31, 2025. Sealed bids must be received at the RRIB Band Office, marked "Elders' Janitor" no later than 12:00 PM noon on Mar 25, 2024. Please complete the pricing summary in your bid.**

### **GENERAL INFORMATION:**

- Provide monthly pricing of cleaning duties.
- Full name, telephone, box # and address information
- The RRIB will not be held liable for any health and safety incidences associated with the terms of the contract.
- The RRIB has the right to cancel the contract at any time with four weeks' notice.

### **CONTRACTOR DUTIES**

- Sweep hallway and common areas within Elders' Complex.
- Mop hallway and common areas within the Elders' Complex.
- Vacuum carpets in hallways
- Clean outside windows weekly/monthly
- Ensure all shovelling done during winter months.
- Collect and have recycles ready within the Elders' Complex.
- Collect and have garbage ready within the Elders' Complex.
- Perform light grass trimming around the Elders' Building.
- The contractor will be required to always act in a professional and courteous manner within the community.

**All submissions must include a complete copy of your price summary for the full month *and* year total.**