

**LAKE HELEN NEWSLETTER  
APRIL 4, 2024**



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

\*\*\*\*\*

**NEXT GENERAL BAND MEETING**

**\*\*WEDNESDAY, MAY 1st, 2024\*\*  
RESOURCE CENTRE  
7pm**

\*\*\*\*\*

**MEMBERSHIP OFFICE HOURS**

**Effective January 2024**

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

\*\*\*\*\*

**Recycle Day**

**Tuesday April 9<sup>th</sup>  
(every second Tuesday)**

**Please have Recycle Bins ready for pick up at 5pm**

\*\*\*\*\*

**Garbage Day**

**Saturday April 6 & 13, 2024**

**Please have your garbage out by 11 am.**

# **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**

## **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.**

Dear Ontario Works/ODSP Clients

We kindly request that you perform 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

# Solar Eclipse Safety

April 8, 2024

As the moon aligns perfectly between Earth and the Sun, parts of Ontario will experience temporary darkness. Use the advice below to stay safe during the eclipse.



## Warning!

Looking directly at the uncovered Sun without protection can cause retinal burns, blurred vision, or loss of eyesight. There are no pain sensors in your retinas to tell you that your eyes are being damaged. Once symptoms begin, the damage is usually too late to reverse.

## Quick facts

- 1 The eclipse is expected to start just after 2:00 p.m. EDT with a full eclipse from approximately 3:20 p.m. and move eastward. The specific time and duration of the eclipse will depend on your location. Areas outside the path of totality will observe a partial solar eclipse.
- 2 Historically, eclipses have prompted mass movements of people to prime viewing areas.
- 3 Check your municipality's website for service changes and local closures.
- 4 For more information about viewing the eclipse in Ontario, visit [Destination Ontario's website](#).

## Travel tips

- 1 While driving, avoid looking at the eclipse. Keep your eyes on the road to safely operate your vehicle and avoid collisions.
- 2 Follow local directives and road signage as you travel on April 8. While travelling on highways, do not stop, take pictures, or get out of your car to view the eclipse.
- 3 Stay updated on road conditions before, during, and after the eclipse by visiting [511on.ca](#).
- 4 Expect increases in traffic and road congestion. Plan ahead, fill your gas tank, and have snacks, water, entertainment, and first-aid supplies on hand.
- 5 If travelling to view the eclipse, plan to arrive at your destination 24 to 48 hours ahead of time.

## Eye safety

- 1 **It is not safe to look at the Sun without eye protection.** Looking at even a small sliver before or after the eclipse without eye protection can be harmful to your vision. Health impacts may include retinal burns, blurred vision, and loss of eyesight (immediate or delayed onset).
- 2 Glasses with specialized filters adhering to the **ISO 12312-2** international standard can be worn to prevent eye damage. Glasses should be inspected for wrinkles or scratches ahead of use and should not be used if damaged.
- 3 If appropriate eye protection is not available, alternative viewing strategies should be considered, such as an [eclipse box](#) or a live stream.

Visit the [Canadian Space Agency's website](#) for more information.



Ontario

# 4 ways to help reduce your risk of dementia

## FOCUS ON HEALTHY FOODS

Eat healthy foods daily to help reduce high blood pressure and avoid diabetes. Both conditions may increase the risk of dementia.

Choose fruits, vegetables, whole grains, and traditional nourishing foods as often as possible.

## BE ACTIVE

Exercise improves blood flow, which can help keep your brain healthy.

Walk, dance, garden, hike or bike - find your favourite activities and do them regularly.



## STAY CONNECTED WITH COMMUNITY

Spending time with others may reduce the risk of developing dementia.

Share stories, enjoy meals together, and attend community gatherings.

## LEARN SOMETHING NEW

Learning is good for your brain - and even better if you do it with others.

Learn something new - like a new language, a new type of exercise or a new hobby.

For more information on reducing the risk of dementia  
visit [canada.ca/dementia](https://canada.ca/dementia)

Canada

CALLING ALL

# Indigenous Artists

Hydro One is interested in sourcing creative works from Indigenous artists across the province.

WE ARE LOOKING FOR INDIGENOUS:

- artists
- photographers
- illustrators
- and other visual creators

If you are Indigenous and would like to learn more about this opportunity, please contact:

**Stephanie Lang**  
[Stephanie.Lang@hydroone.com](mailto:Stephanie.Lang@hydroone.com)

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



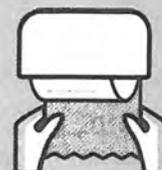
**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

# TAE KWON DO



TRAIN  
YOUR  
BODY

AND  
MIND



MONDAYS  
6PM  
RESOURCE  
CENTER  
ALL AGES WELCOMED



**\*UPDATED\***  
**POKER**  
**WALK**  
**CHALLENGE**  
**APRIL - MAY**

APRIL 3<sup>RD</sup>, APRIL 17<sup>TH</sup>, APRIL 24<sup>TH</sup>, MAY 1<sup>ST</sup>, MAY 15<sup>TH</sup> &  
MAY 29<sup>TH</sup>

**MEET AT THE BAND OFFICE**

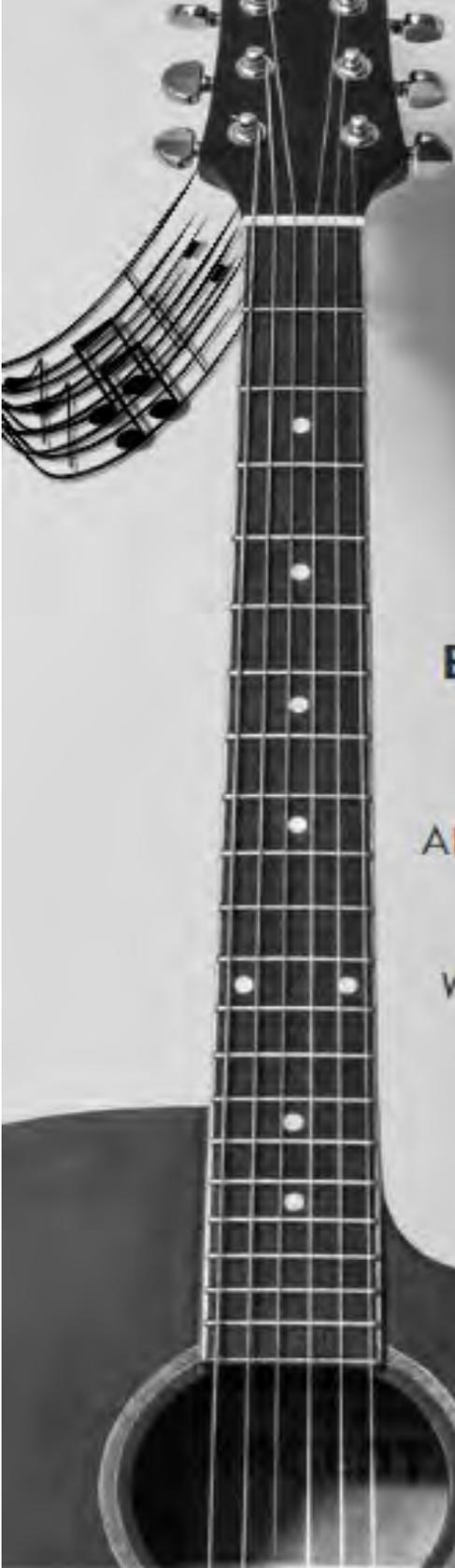
Time: 5:00pm

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!



# 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





## 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)

# 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**

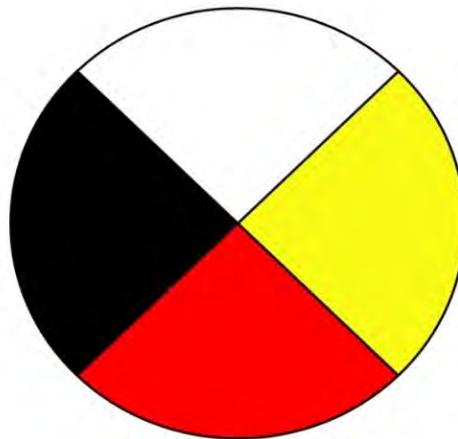
**THURSDAY, APRIL 18TH: INTRODUCTION TO GASHKENDAMIDE'E GRIEF SUPPORT GROUP PROGRAM AND SIGN-UP**

### 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



**RED ROCK  
INDIAN BAND**  
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**Dilico**

Anishinabek Family Care



# 2024

JANUARY

S	M	T	W	T	F	S
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SEPTEMBER

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31						

JULY

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NOVEMBER

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APRIL

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AUGUST

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DECEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Recycling will resume for biweekly pick-ups on Tuesday, April 9, 2024. Please have bins ready for roadside pick up at 5pm.

**Reminder:**

- Rinse all recyclables free food residue.
- Flatten all cardboard and boxes.
- No used pizza boxes, paper cups and plates.
- No tissue such as Kleenex, paper towel and toilet paper.

Thank you for your cooperation!



# Mother's Day Hanging Planter Basket

Children/Families are invited to come and plant  
a hanging flower basket with the staff from  
*Maada'oozhgaming Castle Building Centre*

**Saturday, May 11th from 12pm - 2pm**  
**Resource Centre - Lunch Provided**

One basket per family - 25 spots available

Sign up with Kaitlyn by April 29th

807-887-2510/fsw@rrib.ca

Children 8 & under must attend with a caregiver





**RED ROCK  
INDIAN BAND**  
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*Darlene P. Wawia, Community Energy Champion*

# **SAVE THE DATE**

## **COMMUNITY ENERGY PROGRAM**

# **OPEN HOUSE**

**SATURDAY APRIL 27, 2024**

**3:00 – 7:00**

**LAKE HELEN RESOURCE CENTRE**

**SUPPER WILL BE SERVED AT 5:00**

**OPEN TO ON AND OFF RESERVE MEMBERS**

**COME OUT AND LEARN ABOUT  
ENERGY PROGRAMS AVAILABLE**

**“MORE INFO TO FOLLOW”**

**DOOR PRIZES FOR CHILDREN AND ADULTS**



## ATTENTION TEENS AND YOUNG ADULTS

Anyone interested in attending this musical on April 26th please reach out to Janet Belisle at 887-2510 or email [janette.belisle@rrib.ca](mailto:janette.belisle@rrib.ca) by April 19<sup>th</sup>. Rides may be available for those in need.



# PCT Team Travel April 2024

For services, please call 1-807-626-5100 Or 1-855-623-8511.

Main site in Thunder Bay, ON.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
Team 1=T1 Team 2=T2 Team 3=T3 J=Jonah R=Rolande	CLOSED	T1 - KZA T2 - WSN ET - WSN AG - PP/RRIB/BIIG JSD - LL58	T1 - WSN T2 - PP ET - RRIB AG - PP/RRIB/BIIG JSD - GFN	T2 - RRIB		
7	8	9	10	11	12	13
	JSD - BIIG	T1 - PM T2 - MICH ET - MICH AG - LL58/GFN JSD - RRIB R - RRIB/Niplgori	T1 - PR T2 - PM ET - PM AG - LL58/GFN JSD - PP R - LL58	T1 - RRIB R - GFN		
14	15	16	17	18	19	20
	R - PP	T1 - LL58 T2 - LL58 ET - LL58 AG - WSN/KZA JSD - PM	T1 - GFN T2 - LL58 ET - LL58 AG - WSN/KZA JSD - BIIG R - PM			
21	22	23	24	25	26	27
		T1 - BIIG/PP T2 - WSN ET - WSN AG - PM/PR JSD - WSN R - BIIG	T1 - BIIG/PP T2 - KZA ET - WSN AG - PM/PR JSD - KZA R - WSN	R - KZA		
28	29	30	1	2	3	4
	R - - PP					



**Team 1 (Nurse Practitioners and Registered practical nurses.)**  
 Ashley Oliver Np,  
 Gerald Maggrah Np,  
 Andrea Silvaggio RPN,  
 Kristin Clearwater RPN.

**Team 2**  
 Jen Moore Registered Dietician  
 Hayley Lindsey Chiropractist

**Team 3**  
 Dr. Elaine Teombs Clinical Psychologist  
 Anil Ganju Social worker  
 Jonah Dupuis Pharmacist  
 Rolande Vellman  
 Traditional Healing Liaison

ISHKWAA-ANIMIKIIKAA  
"THE THUNDER IS GOING AWAY"

RED ROCK INDIAN BAND IN PARTNERSHIP WITH DILICO  
ANISHINABEK FAMILY CARE PRESENT A 6-WEEK SOCIAL  
SKILLS LEARNING PROGRAM TO EARN YOUR CERTIFICATE  
IN ANGER MANAGEMENT

WEDNESDAYS BEGINNING APRIL 24TH  
1:30PM BAND OFFICE BOARDROOM

FOR MORE INFORMATION AND TO REGISTER  
PLEASE CALL/EMAIL CANDACE 887-2510  
CANDACE.TUCK@RRIB.CA  
NANCY MCGUIRE AT 887-2514

TO OBTAIN YOUR CERTIFICATE, ALL SESSIONS AND HOMEWORK  
MUST BE COMPLETED. CERTIFICATES SATISFY THE  
REQUIREMENTS FOR PROBATION SERVICES



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Anishinabek Family Care

**AUTHENTIC CONNECTION PSYCHOTHERAPY & REIKI  
NEXT AVAILABLE APPOINTMENTS IN THE COMMUNITY:**

**TUES, APRIL 23RD**

TO BOOK AN APPOINTMENT WITH JOSEE:

EMAIL: [JOSEE.WRIGHTNPC@GMAIL.COM](mailto:JOSEE.WRIGHTNPC@GMAIL.COM)

PHONE: 807-630-4440

[HTTP://JOSEEWRIGHTNURSINGPROFESSIONALCORP.JANEAPP.COM/](http://JOSEEWRIGHTNURSINGPROFESSIONALCORP.JANEAPP.COM/)

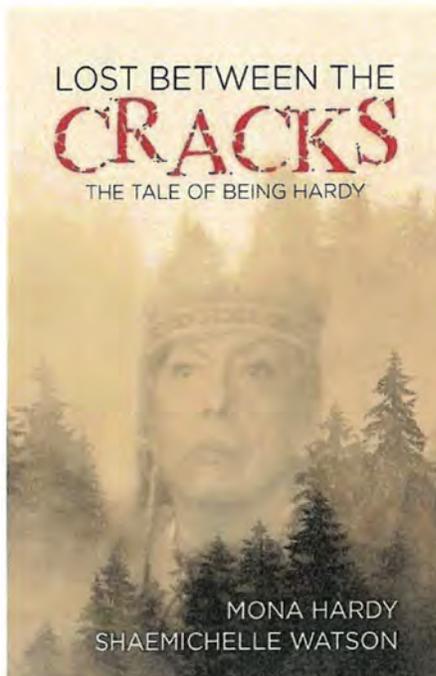


# Monthly Book Club Tues, April 30th



6pm Resource Centre or Virtual

This month we will be discussing the book  
**Lost Between the Cracks The Tale of Being Hardy**  
by **Mona Hardy and Shaemichelle Watson**



If you are unable to attend in-person you can join the  
discussion online via zoom

Limited copies available

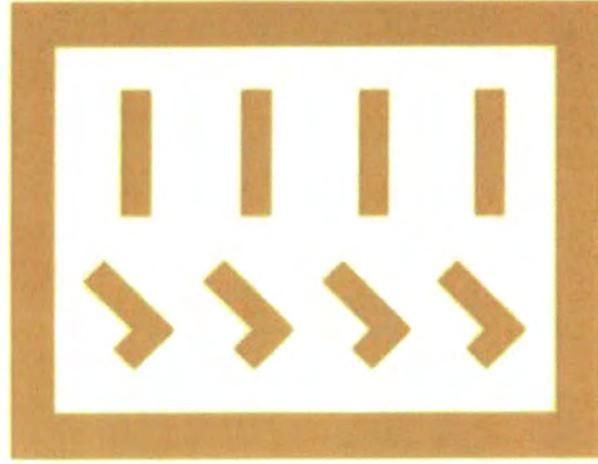
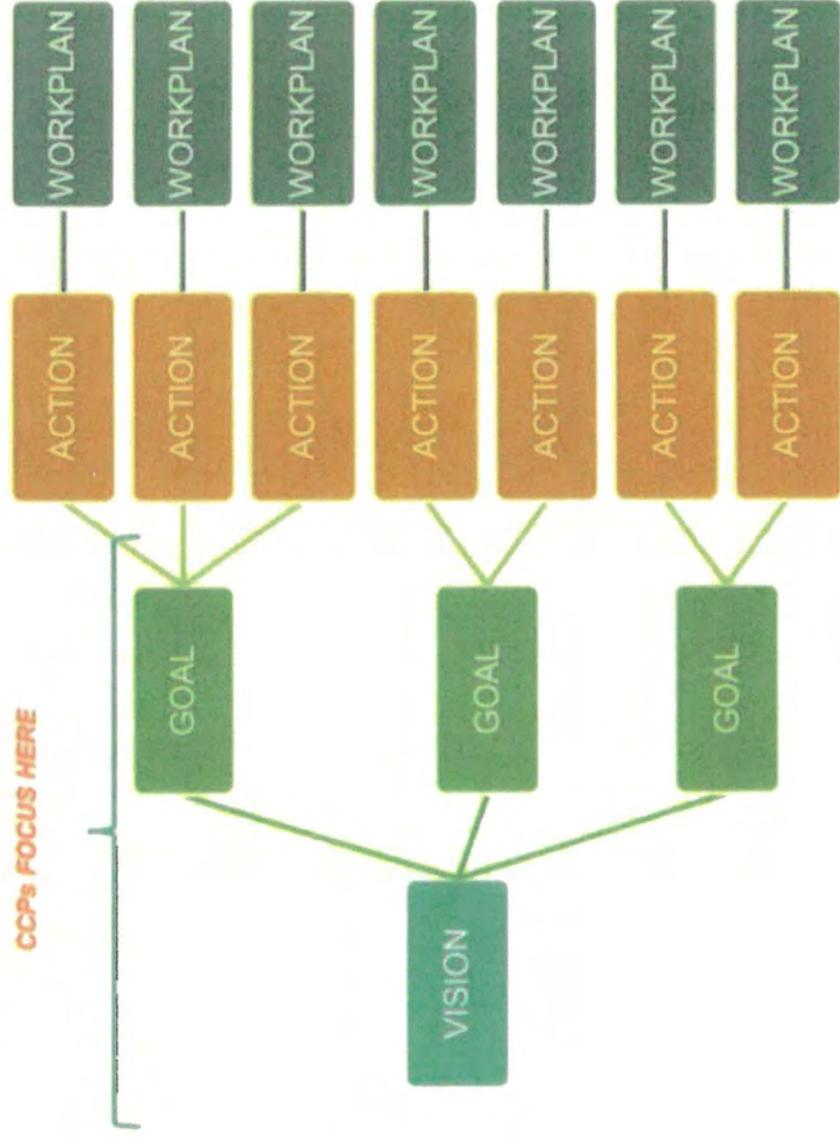
Attending in-person or online guarantees you a copy for  
May's Book Club discussion

"Indian in the Cabinet: Speaking Truth to Power"

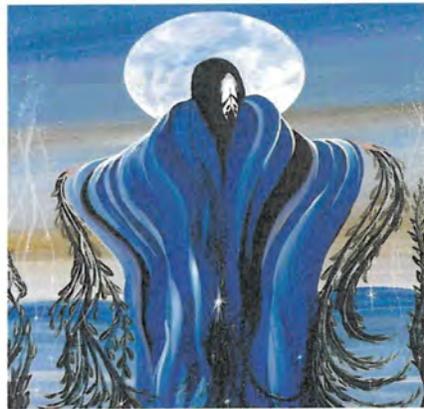
Contact [candace.tuck@rrib.ca](mailto:candace.tuck@rrib.ca) or call 887-2510 ext 279  
to request a copy and for the zoom link



# Comprehensive Community Plan



# FULL MOON CEREMONY



**Lake Helen Resource Centre**

**Friday April 26th 7 PM**

**Come on out and share!**

**Bring your drums, rattles, skirts & Beautiful  
voices!**

**Bring a light snack to share 😊**

**Any questions contact Heather Lindstrom [fwb@rrib.ca](mailto:fwb@rrib.ca)**



**SAVE THE DATE!**

**CHILDREN'S  
MENTAL HEALTH  
BBQ**

**MAY 9TH, 2024**

**AT THE NIPIGON  
RECREATION CENTRE**

**Presented by:**

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



**ADULT CHIP BINGO**  
**Tuesday, April 23, 2024**  
**6 pm**  
**LAKE HELEN RESOURCE CENTRE**

**\$5.00 ENTRY**  
**10 Games at 25 cents per card.**  
**Must play at least 4 cards**



## RED ROCK INDIAN BAND

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### 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 April 2024:**

Wed, April 10th  
Wed, April 17th  
Wed, April 24th

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.

Please reach out to [coach@BJJfourlife.com](mailto:coach@BJJfourlife.com) spaces limited! Or contact [candace.tuck@rrib.ca](mailto:candace.tuck@rrib.ca) for any questions

\*No class during the first Wednesday of each month\*

**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.
- Learning how to defend yourself is an extremely valuable skill that can potentially save your life in certain situations.

**PET PICS WINNERS**

**FRANK LESPERANCE - \$50**

**AUTUMN MICHELLE - \$25**

**KIM OJA - \$25**



**ARIANNA WAWIA FOUND THE JOKER - \$50**



**THANK YOU EVERYONE FOR ATTENDING**

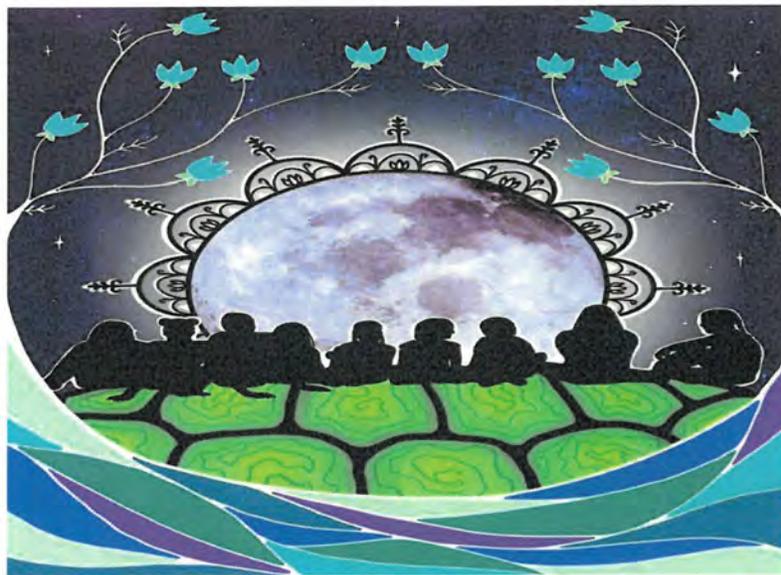
# Moontime

Youth Girls Ages 9yrs +

A time to rest, reflect and learn!

Come out and take part in conversation, teachings,  
information, crafts, & snacks!

Tuesday April 16<sup>th</sup> 6:00-8:00 at the Resource Centre



Caregivers should know some topics of discussion may include:

Menstruation, Personal Hygiene, Mental Health, Human  
Trafficking, Pregnancy, Internet safety, Addictions etc.

Any questions Contact: Heather Lindstrom [fwb@rrib.ca](mailto:fwb@rrib.ca)

# *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: Thursday April 18, 2024**

**Where: Lake Helen Resource Centre**

**Time: 5pm**

❖ Please call and sign up for the dinner with Janet Belisle @ 887-2510 by Tuesday April 16, 2024, 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\*\***

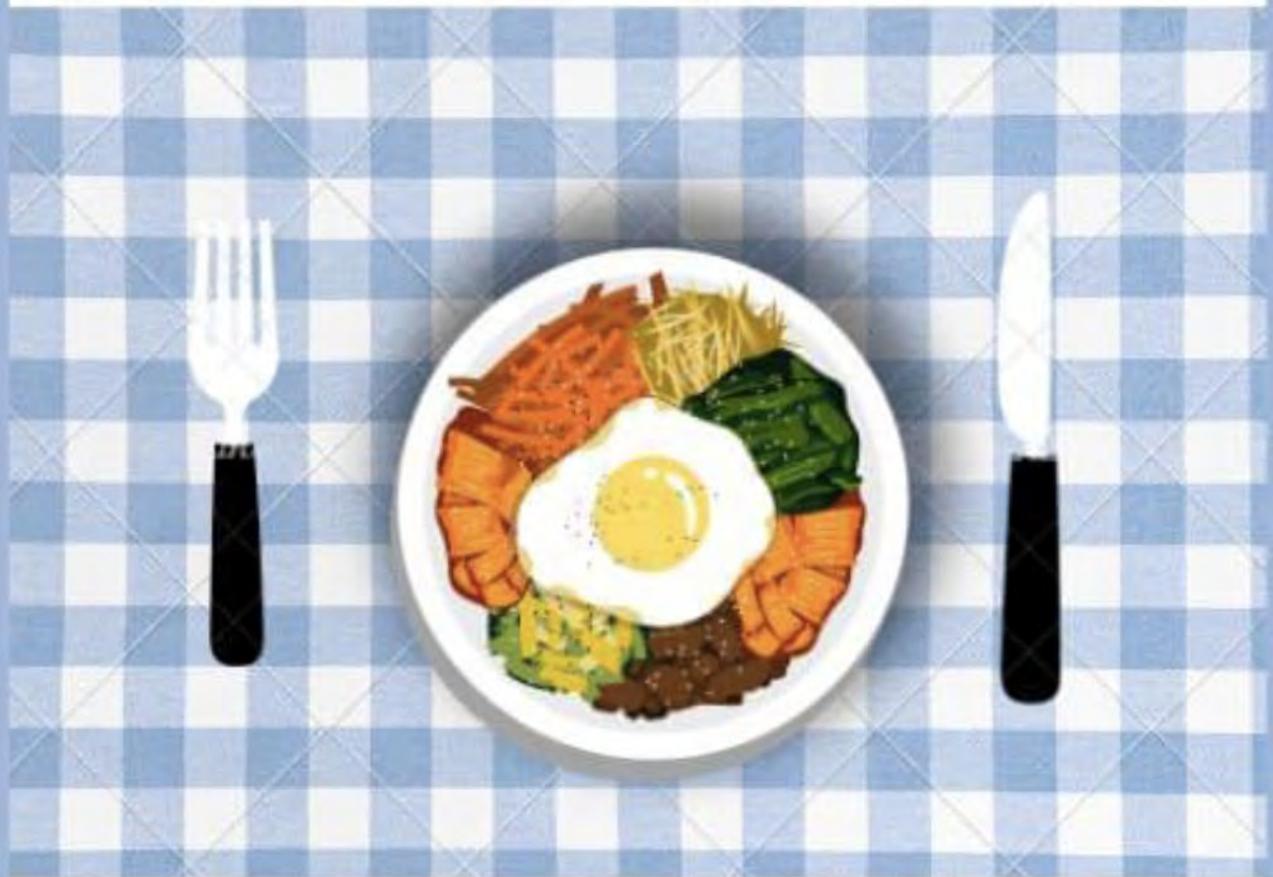
We dont know how  
**Strong** we are until  
being strong is the only  
choice we have.



YOU'RE INVITED!

# JORDANS PRINCIPLE

— *Info Dinner Party* —



## FOOD + PRESENTATION

APRIL 4TH 2024

RESOURCE CENTER, 5-7PM

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DOORS OPEN  
**5PM-730PM**

FREE DINNER  
RSVP BY MARCH  
29TH  
[JPARRIB.CA](http://JPARRIB.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.



# 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 **Wednesday April 17, 2024 @ 12:00**. Documents can also be dropped off at:

ATTN: Chief and Council

2 Gas Rd, Lake Helen Reserve POT2J0

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

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#### 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@rib.ca](mailto:jobs@rib.ca).

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

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