

## **Weekly Newsletter for May 4-10**

**Flyers are to be delivered each weekend by 4pm Sunday evening.**

**Didn't receive your newsletter this weekend?**

**Please call Kristy Boucher at 623-9543 ext.217 or  
info@fwfn.com with your questions or concerns.**

**Finance Information Page For:**

- **Direct Deposit Forms for Member Distributions**
- **Youth Turning 18 – Direct Deposit Forms**
- **Late Banking Information – Annual Member Distributions**
- **Are You Making a Payment?**

**Is now on Page 2 of our Weekly Newsletter**

**Stay informed, follow us on:**



**@fortwilliamfirstnation**



**@FWFN1**

### **NOTICE TO ON RESERVE HOUSEHOLDS WITH DOGS**

**Letting your dog run loose, puts them and the community members in danger.**

**It is up to the pet owner to control their pets, and protect others from them. Pet owners can be held accountable if their pet hurts someone.**

**Please be advised that Flyer Carriers have the right to refuse delivery to the household in they encounter a dog or dogs in the area that makes them feel unsafe.**



## Direct Deposit Forms for Member Distributions

Please keep your banking information up-to-date with Finance. If you change your financial institution or have not yet provided any banking information to Finance, the following options are available to submit your Direct Deposit Information:

1. Mail in a sample VOID cheque from your chequing account that has your current address information on it. Please enclose a brief note such as **“Please update my direct deposit information”, sign and date** this note and provide your phone number in case we need to contact you.
2. If you have online banking, you can print out your own Direct Deposit form, **sign and date it**, print your address and phone number on it and mail it to FWFN Finance.
3. You can also visit your financial institution and have them fax FWFN Finance directly at (807) 623-5190 your direct deposit form after you signed and dated it. The fax must be faxed from the financial institution and cannot be faxed from a third-party fax number. Please note, some financial institutions provide this fax service and some do not. In the event they do not, you will need to mail this direct deposit form to us, as we will require your **original signature**.
4. Please note – Finance does not process any banking updates by e-mail or pictures.
5. If you are providing your banking information for FWFN employee payroll purposes, you will need to consent to release this information from FWFN Payroll to share this information to FWFN Accounts Payable and you will need to sign and date this form along with FWFN Payroll sign off.

## Youth Turning 18 - Direct Deposit Forms

Please provide your direct deposit information as noted above at least 1-week in advance of your birthday to the attention of Finance to release FWFN youth funds held in trust. In addition, as the Specific Claim Housing Trust administers the remaining balance of youth funds, please also contact Michael Pelletier Jr, CEO directly at cell (807) 629-0471 to arrange any payment of these youth funds due to you, you will need to provide your banking information to them directly.

## Late Banking Information – Annual Member Distributions

Any revised direct deposit information received after a member distribution will be processed on the 3<sup>rd</sup> – Friday of each month thereafter. Please provide no later than the Wednesday before the 3<sup>rd</sup> Friday to ensure any amounts owing to you are processed on the 3<sup>rd</sup> Friday. Otherwise, your payment may not be processed until the following month's 3<sup>rd</sup> Friday.

## Are You Making a Payment?

Any member or customer making a payment (rent, ice rental, arena gym memberships, hall rental, hunting/fishing licenses, craft tables, Health Fair, Good Food Box, Pow Wow vendors, any other payments), Fort William First Nation Reception (2<sup>nd</sup> Floor of Band Office) must issue you an official pre-numbered FWFN receipt at the time of your payment.

FWFN Reception can now also process your payment by **debit/credit card** (Visa, MasterCard, American Express, and Discover). You may also make your payment FWFN Reception by cash or cheque, you may also mail in your cheque payment to the address noted below. Please reference your invoice number or rental unit address for rental payments.

FWFN Arena can process receipts if you are paying for your ice by cheque, debit or credit card. The Arena no longer processes cash. If you are paying your ice rental by cash, please see FWFN Reception to have your official pre-numbered FWFN receipt issued to you.

Fort William First Nation – Reception is located on the 2<sup>nd</sup> floor, Suite 200 at 90 Anemki Drive.

Questions regarding the above can be addressed to Lori Payne, CPA, CA – A/Director of Finance.

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## COVID-19 – Update from Finance

The health and safety of our people, partners, families and community are our priority. In response to the COVID-19 pandemic, we have temporarily closed our offices to the public. We are operating at minimum essential services only and will be working remotely, our response time to you may be delayed regarding non-essential inquiries and services and we ask for your understanding and patience as we work through these difficult times.

For up-to-date information on COVID-19, please visit:

- Ontario Ministry of Health's website: <https://www.ontario.ca/page/2019-novel-coronavirus>
- Public Health Services Canada website: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

You may also visit Fort William First Nation's COVID-19 Action Plan web page at: <https://fwfn.com/covid-19-action-plan/>

Any emergency calls to the Band Office reception should be redirected to essential services staff or FWFN Emergency Response Call Centre at (807) 698-0415 or by email at [COVID19@fwfn.com](mailto:COVID19@fwfn.com). The COVID-19 Action Plan web page includes an Important Contact Information area also.

In addition to being a part of the COVID-19 pandemic team, Finance will be onsite regularly to assist with business continuity such as checking mail and responding to COVID-19 needs as our primary focus in addition to doing our best to administer all of our Finance functions such as our payments.

## Are you trying to make a payment on your account?

During this interim period, you may wish to inquire with your financial institution on ordering cheques and mailing your payments to us at 90 Anemki Dr, Suite 200, Fort William First Nation, ON P7J 1L3. Alternatively, you may call in your payment with a credit card (Visa, MasterCard, American Express and Discover).

## Payments to our suppliers

During this interim period, we will continue to make our supplier and member-contractor payments as scheduled to the best of our ability, however, we are committed to responding to our COVID-19 priority needs first and foremost in order to serve our Community to ensure their health and safety during this time.

If you are a member-contractor with no current banking information on hand for EFT direct deposit payment, we will be mailing your payment by cheque to you. All regular supplier payments will be processed by cheque and mailed. There will be no picking up of cheques for personal delivery in order to uphold the physical distancing requirements by public health officials.

## Banking updates – direct deposit forms

During this interim period, Finance will only be accepting direct deposit information by mail and by fax direct from your financial institution. Please see the previous page on the correct format.

## Bingo Balls

Bingo Balls applications received up to the point of the Bingo operations shutdown due to COVID-19 effective March 12, 2020, will be processed by Friday March 27, 2020. Any applications received after the Bingo Operations shut down will not be processed. Once Bingo operations resume and reopen, applications will need to be resubmitted at that time and will be processed thereafter.

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## **COVID-19 – Update from Finance (continued)...**

### **Applying for EI Benefits and Emergency Response Benefit?**

It is best to have all the following information with you before you start your online application in order to prevent delays:

1. Your ROE – if your employer submits electronically, you do not need a paper copy (Note: FWFN submits ROEs electronically)
2. Your Social Insurance Number (SIN)
3. ID – such as driver's license, birth certificate, passport for status card
4. Your complete bank account information (you can find this on your bank statement)

Apply online at: <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/apply.html>

### **Applying for Canada Emergency Response Benefit (CERB) with CRA**

Based on information on the CRA website:

“The CERB supports Canadians by providing financial support to employed and self-employed Canadians who are directly affected by COVID-19.

It provides a payment of \$2,000 for a 4-week period (the same as \$500 a week) for up to 16 weeks.

After you apply, you should get your payment in 3 business days if you signed up for direct deposit. If you haven't, you should get it in about 10 business days.”

If you have already applied for EI, you will not need to apply for the CERB.

For more information about CERB, please visit: <https://www.canada.ca/en/revenue-agency/services/benefits/apply-for-cerb-with-cra.html>

### **Canada's COVID-19 Economic Response Plan**

If you are an individual, business or industry – you may qualify for support under Canada's COVID-19 Economic Response Plan.

For more information about Canada's plan, please visit: <https://www.canada.ca/en/department-finance/economic-response-plan.html>

Meegwetch – Stay safe and well – We are all in this together, in kindness,  
Your Finance Team



# Fort William First Nation

## Food Distribution

### Program



Purpose: To provide food security to Fort William Membership living on Fort William First Nation

- The Food Box will be distributed bi-weekly for 2 months to members who register for the program
- The Food Box will provide non-perishable food items (toiletries, cleaning supplies, and well-baby bundle for children under 3)



#### **Eligibility Criteria**

#### Eligibility Criteria

- Must Reside on Fort William First Nation
- Must register for the distribution

#### Registration

Phone Registration: Monday to Friday 9:00am to 4:00 pm

Contact: Courtney Lee (807)629-0027

Or Call COVID-19 Call Centre @ (807)698-0415

Email: [membership@fwfn.com](mailto:membership@fwfn.com)



## **Fort William First Nation Food Distribution Program**

### **OVERVIEW**

- The health and safety of our community is our priority in response to the Covid-19 pandemic.
- To provide food security to Fort William First Nation Membership living on reserve.

**PROGRAM NAME: Fort William First Nation Food Distribution Program**

### **DESCRIPTION**

- To provide food to members of Fort William First Nation that register for the program.
- To provide non-perishable food items. (toiletries, cleaning supplies, and a well-baby bundle for children under 3 yrs.)
- The Food Box will be bi-weekly for 2 months to members who register with the program and live on the reserve. Start Date April 24, 2020.

### **REGISTRATION/CONTACT/HOURS**

- Phone Registration: Mon. to Fri. 9am. to 4pm.
- Band Membership Clerk Courtney Lee: (807) 629-0027
- Email: [membership@fwfn.com](mailto:membership@fwfn.com)
- COVID 19 Call Centre (807) 698-0415

### **ELIGIBILITY CRITERIA**

- Must reside on the First Nation.
- Must register to access service.





## Fort William First Nation

### Emergency Food Distribution **Registration Form**

Member's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Email \_\_\_\_\_

#### **General Information**

Number of People living in home \_\_\_\_\_

Number of Children (under 3) \_\_\_\_\_

Number of Children (3+) \_\_\_\_\_

Number of Adults (18+) \_\_\_\_\_

Number of Elders (65+) \_\_\_\_\_

#### **Health Information**

Heart Disease ☐

Diabetes ☐

Cancer ☐

Asthma ☐

Other Health  
Conditions \_\_\_\_\_

#### **Lake Superior Fish** (Fish is available upon request)

Whitefish (Fillets) ☐

Lake trout (Fillets) ☐

Steelhead (Fillets) ☐

Staff Signature \_\_\_\_\_

Date of Registration \_\_\_\_\_

Date of Delivery \_\_\_\_\_

**Department: Fort William First Nation CEO****Date Prepared: April 28, 2020****Subject: COVID-19 Community Update****Prepared by: Christina Thiessen  
Executive Assistant - Office of the CEO**

## NOTICE TO COMMUNITY- Update on COVID-19 from Emergency Response Group

Council has recently made a difficult decision to extend the current curfew rules and retail store closures until at least 6:00pm on May 1<sup>st</sup>, 2020. This decision was supported by our Emergency Response Group and FWFN Management and shows our leaderships commitment to protecting our community and I applaud them for this action.

As of Monday April 27<sup>th</sup>, at 4:30pm confirmed by Thunder Bay District Health Unit there are 67 COVID-19 confirmed cases in Thunder Bay and Surrounding Areas (Including District Communities & First Nation Communities). At this time there are 0 cases in Fort William First Nation.

Confirmed Positive  
(As of April 27, 2020, at 4:30 p.m.)

67

Active Cases

15

As of April 27, 2020, at 4:30 p.m.:

Resolved Cases

51

Negative Cases

2579

Deceased

1

Currently under investigation

276

Total Number of Tests to Date

2922

There is a strong concern with those making unnecessary trips to town. We are asking and reminding everyone to please **only leave your home for ESSENTIAL items.**

- Those who need to leave Fort William First Nation for anything is asked to self isolate
- If you do need to go to town try and keep this at a very minimum. NOT multiple trips (unless absolutely necessary)
- Do not go visiting.
- Pick up what you need and go straight back home.

**Reminder:** If anyone has not received their colour coded flag packages, please contact us to request one to be delivered to you. This contact information is noted below.

### COVID-19 Information & Communication Lines

- Email: [covid19@fwfn.com](mailto:covid19@fwfn.com)
- Call Center Line: (807) 698-0415
- Website: <https://fwfn.com/covid-19-action-plan/>

### How can I protect myself from getting COVID-19?

You can stay healthy and prevent the spread of infections by:

- washing your hands often with soap and water for at least 20 seconds;
- avoiding touching your eyes, nose or mouth with unwashed hands;





- avoiding close contact with people who are sick;
- coughing or sneezing into your sleeve and not your hands; and
- staying home if you are sick to avoid spreading illness to others.

If you have any questions please see contact information below. Respectfully,

**Michael D. Pelletier**  
**Chief Executive Officer, C: 807-629-0471**

# ONTARIO WORKS & ODSP INFO!



FORT WILLIAM FIRST NATION

## CERB PAYMENTS & SOCIAL ASSISTANCE

For those on social assistance who are eligible for the new federal Canada Emergency Response Benefit (CERB), that additional income replacement will be treated similar to earned income.

CERB payments are not employment earnings; however, in the unprecedented context of the COVID-19 emergency and economic impact, the government has approved a partial exemption of CERB payments that will operate with similarities to the current treatment of employment earnings:

- For Existing Ontario Works & ODSP clients who were on the program prior to the COVID-19 outbreak, as of March 1, 2020, all recipients will have CERB income treated as **partially exempt** i.e. \$200 flat rate exemption + 50 percent for each additional dollar.
- For **new** Ontario Works or ODSP applicants granted on or after March 1—CERB payments will be treated as not exempt, which means it will be **deducted dollar-for-dollar when determining eligibility for social assistance**.
- CERB treatment rules also apply to the Employment Insurance-Emergency Response Benefit (EI-ERB).
- CERB income must be declared on your income statement similar to reporting earnings.
- **Verification will be done with recipients and their Caseworker**, clarifying if they have or have not been in receipt of the CERB or EI-ERB to determine their monthly issuance eligibility.
- Ontario Works & ODSP recipients **who qualify for the CERB partial exemption but become financially ineligible** (i.e. where the income reduction from CERB reduces budgetary requirements to \$0) **will not lose access to health and other benefits**. These recipients will remain on social assistance, to ensure continued access to benefits and case management support.

For More Information, Please Call 622-6791

Or  
Email

ShannonC@fwfn.com • SamandaAnderson@fwfn.com • DanielleP@fwfn.com

# HAVE YOU REGISTERED TO SET UP AN AT HOME GARDEN?



THE ONTARIO WORKS TEAM WILL BE SETTING  
UP INTERESTED COMMUNITY MEMBERS WITH  
YOUR OWN GARDEN BOXES IN YOUR YARD

## BENEFITS OF GARDENING:

- SAVES YOU MONEY BY GROWING SOME OF YOUR OWN VEGETABLES & FRUIT
- REDUCES STRESS
- IT CAN KEEP YOU & YOUR FAMILY BUSY AND OUTSIDE
- GETS YOU ACTIVE

## CRITERIA:

- MUST BE ON OW OR ODSP
- MUST MEET WITH EMPLOYMENT WORKER TO PLAN YOUR GARDEN SPACE
- PICK THE VEGETABLES YOU'D LIKE TO PLANT
- MUST BE WILLING TO PLANT AND MAINTAIN YOUR GARDEN BOX FOR THE ENTIRE GROWING SEASON
- BI-WEEKLY CHECK INS ON GARDEN AND SUPPORTS IF NEEDED

\*\* CURRENTLY A WAIT LIST FOR THOSE THAT ARE INTERESTED FOR  
PEOPLE ON & OFF OW OR ODSP \*\*

WE WILL BE BUILDING MORE THIS SEASON

FOR INFO CONTACT HAILEY @ 622-6791 LEAVE A MESSAGE SOMEONE WILL GET BACK TO YOU AS SOON AS POSSIBLE

IF YOU HAVE REGISTERED PLEASE  
FOLLOW UP WITH HAILEY!

THIS SPRING & SUMMER ACTIVITY WILL GO  
TOWARDS MEETING YOUR PARTICIPATION  
REQUIREMENTS IF YOU ARE ON OW OR ODSP



# BBQ PACKAGE WINNER IS "Jessica Bannon & Family"



\*\*For the On-Reserve Members that Registered into our BBQ Package draw, Check out our Youth & Social fb page to see how we picked our Lucky Winner\*\*

\*\*Had to of be registered before April 21 2020 & Draw Date : April 22th @3pm\*\*



**\*Thank you to all who Participated  
Youth & Social Development Draw\***





## FWFN Health Centre

You may find yourself in need of services

Some helpful supports are listed below:

**APS-Anishinabek Police Service FWFN Detach:** 807-625-0232

**Child & Youth Crisis Support Line Thunder Bay:** 807-346-8282

**Thunder Bay Counselling Centre:** 807-684-1880

**Thunder Bay and Area Victims Services:** 807-684-1051

**Youth Outreach Worker:** 807-623-8511

**Beendigan Inc. Crisis Line:** 807-346 HELP (4357)

**Dilico Anishnabek Family Services:** 623-8511

**Safe Alternatives:** 1-800-366-8288

**Kids Help Phone:** 1-800-668-6868

**Thunder Bay Crisis Response Services:** 1-888-269-3100 or 346-8282

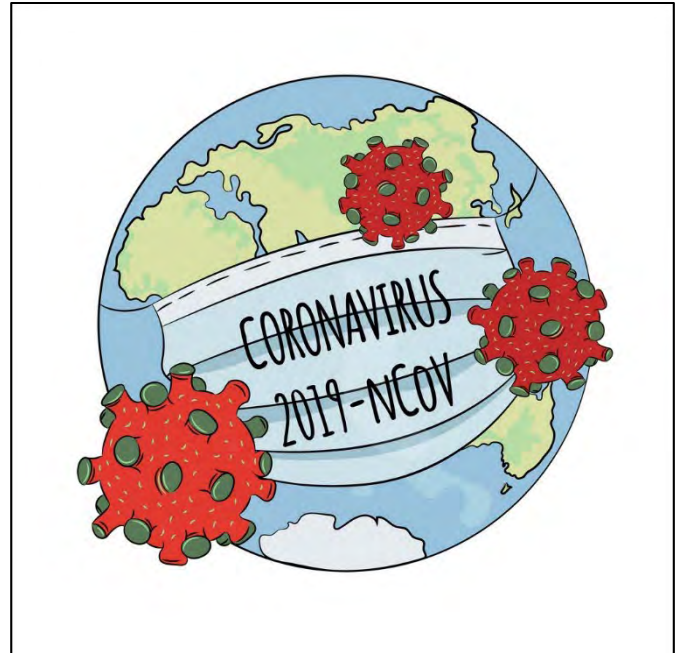
**Crisis Services Canada:** 1-833-456-4566

**Balmoral Detox Centre:** 623-6515

**Talk4Healing Help Line:** 1-855-554-4325

### FWFN Health

90 Anemki Drive  
FWFN, ON  
Phone: (807) 622-8802







FORT WILLIAM FIRST NATION

# **VOLUNTEERS NEEDED!**

**COVID-19**

**RESPONSE TEAM**

During the COVID-19 pandemic we  
are seeking volunteers to help in  
any means necessary to support our  
emergency response team

**FOR MORE INFO CONTACT:**

**Bess @ 252-7038 or  
[besslegarde@fwfn.com](mailto:besslegarde@fwfn.com)**



## Grill safely this barbecue season

Fort William First Nation– April 29, 2020 With the barbecue season under way across Ontario, Fort William First Nation Fire Department recommends taking a few safety precautions before grilling that first meal this summer.

“Barbecuing is one of the great pleasures of summer and the fire service wants to make sure everyone enjoys the season safely,” said William Solomon. “Before you fire it up for the first time this year, check and clean your propane barbecue following the manufacturer’s instructions.”

To ensure your barbecue is ready for grilling season, the Technical Standards and Safety Authority recommends making this three-step safety check part of your spring-cleaning routine:

1. **CLEAN:** use a pipe cleaner or wire to make sure the burner ports are free of rust, dust, dirt, spider webs or other debris.
2. **CHECK:** examine the hose leading from the fuel supply to the burners. Replace if cracked or damaged.
3. **TEST:** find leaks by applying a 50/50 solution of water and dish soap to all fuel and hose connections. If bubbles appear, tighten the connections and/or replace the damaged parts and always re-test.

Remember that barbecues are for outdoor use only. If used in an enclosed space, carbon monoxide – an odourless, colourless, poisonous gas – will gather and reach dangerous exposure levels, which can lead to serious health effects, or even death.

For more information and safety tips about propane barbecues, visit the Technical Standards and Safety Authority website: [safetyinfo.ca](https://www.safetyinfo.ca).

For more information contact:

William G. Solomon-Fire Prevention Officer

807-623-9543



F O R T   W I L L I A M   F I R S T   N A T I O N

## **JOB POSTING**

**Position Title:** **Community Energy Champion (CEC) – Three Year Contract**

**Position Description:** The CEC will assist the Director of Economic Development and the Economic Development Manager in managing and coordinating energy related activities including engagement and capacity development around energy efficiency and green practices. The CEC will be the lead individual responsible for further development and implementation of a revised green Community Energy Plan (CEP). This will include completing all field work, community engagement and research required for the plan. Once the CEP is complete, the CEC will monitor conservation activities, work with individual home owners on conservation and energy options, and be involved with other energy projects within the community of Fort William surrounding band owned and operated facilities. The CEC will be responsible for completing energy audits within the community of FWFN and providing low cost, energy efficient upgrades to any in need Band owned facilities and residences. The CEC will be the main representative bridging the gap between current energy models and the switch to cleaner energy. The CEC will also be tasked with searching out future funding to implement any future larger energy infrastructure projects that may need to be implemented.

### **Major Responsibilities:**

- Create an up to date, environmentally focused and fiscally sound Community Energy Plan
- Engage with energy sector professionals (IESO, Hydro One, Ministry of Energy, Ontario Energy Board) on a regular basis
- Point of contact for correspondence and opportunities related to energy for the community of Fort William First Nation (FWFN)
- Act as a point of contact and an energy education and conservation resource for the community for all energy related queries
- Complete Audits of the community energy through distribution of surveys and conduct data collection and interviews with FWFN as necessary
- Prepare notices on social media and the community newsletter
- Invite professional energy sector personnel as guest speakers, and provide materials for meetings and information sessions



## F O R T   W I L L I A M   F I R S T   N A T I O N

- Coordinate community information sessions, and community engagement activities ie: logo and poster designs, photo voice presentations, and more as needed
- Procure funding for implementation of CEP by writing funding applications as opportunities arise for assistance related to energy generation, education and conservation
- Research into new and emerging technologies as per the CEP
- Perform other duties as requested related to energy

### **Qualifications:**

- Post-Secondary Diploma or Degree in any area relating to: Science, Energy or Environmental studies
- Experience in First Nation Organization in the area of lands, environment and/or energy is considered an asset
- Knowledge of the First Nation culture and traditions or have the willingness to learn
- Ability to administer programs and initiatives
- Advanced computer skills in Microsoft Office: Word, Excel, PowerPoint, Outlook and social media platforms
- Effective verbal, presentation, written and listening communication skills
- Excellent organization, coordination, and time management skills
- Must be able to complete field work as required in adverse weather conditions
- Must have a vehicle and a valid "G" class license

**Salary:** To be determined

### **Closing Date:**

Applications, consisting of a cover letter and resume with 3 references, must be received by **4:00 p.m. on Friday, May 8, 2020**. Please direct your application to the direction of:

Donna Mullen  
Human Resources Assistant  
P: 807-623-9543 Ext: 806  
Email: [donnamullen@fwfn.com](mailto:donnamullen@fwfn.com)

When hand delivering, please ensure that your application is date  
Stamped and a copy is provided to you.

We appreciate all applications, however only those selected for an interview will be contacted.



F O R T   W I L L I A M   F I R S T   N A T I O N

## **JOB POSTING**

**Position Title:** **Community Engagement Coordinator- Waasigan Transmission Project  
Three Year Contract**

Hydro One's Waasigan Transmission Line is a proposed new double-circuit 230 kilovolt (kV) transmission line between Thunder Bay, Atikokan, and Dryden. (the "Project"). The Project is currently in the development phase whereby an Environmental Assessment is undertaken. The Environmental Assessment is conducted in two stages: Stage 1 the Terms of Reference and Stage 2 the Environmental Assessment study (EA). Currently, Stage 1 the Terms of Reference is being prepared. The Terms of Reference outlines how the EA will be conducted.

Seven First Nations have formed the Indigenous Transmission LP (ITLP) to work together on the Project. These First Nations are: Eagle Lake First Nation, Fort William First Nation, Lac La Croix First Nation, Lac Seul First Nation, Nigigoonsiminikaaning First Nation, Seine River First Nation and Wabigoon Lake Ojibway Nation. The seven First Nations are working together through ITLP to engage with Hydro One and negotiate benefits from the Project.

**Position Description:** The Community Engagement Coordinator will be employed by Fort William First Nation and will serve as a liaison between Hydro One and the First Nation. The Community Engagement Coordinator report to the Director of Economic Development and the Economic Development Manager.

**Major Responsibilities:**

- Provide community engagement protocols to the ITLP.
- Maintain a community consultation log including all Project related communications with Chief and Council, staff, community members and external parties for contribution to the Project Record of Engagement.
- Actively engage with elders, community leadership, staff, and community members to seek feedback on the Project
- Gather relevant data, information and resources related to education and training, community and business readiness, land sharing and environmental assessment work.
- Assess with community resources/needs assessment; take an inventory of potential opportunities, identifying gaps and a plan to capture opportunities.





## F O R T   W I L L I A M   F I R S T   N A T I O N

- Maintain communications with the community leadership and staff, community members and external project team regarding the transmission line project.
- Provide information, project updates and/or make presentations to the Chief and Council, Community membership regarding the Project
- Provide regular updates to the ITLP team via bi-weekly summary reports and scheduled teleconference meetings.
- Support the planning activities related to the Project such as coordinating surveys, radio shows, social media channels and translation.
- Assist with any meetings in the community including arranging for meeting space, meals, accommodation and introductions to the community.
- Identify any previous studies (Traditional Land Use & Values, training, employment, etc) that could be useful in the Project planning
- Participate in community planning meetings related to the Project.
- Develop workplans, budgets and schedules for approval by Chief and Council and the ITLP project team.
- Plan, coordinate and lead project related meetings, workshops, document reviews, comment consolidation and dissemination to the project team.
- Keep detailed and defensible labour and expense records, preparing timely and accurate invoices and preparing timely and accurate financial reports.
- Coordinate/facilitate the collection of data being gathered for external use, in particular the Traditional Land Use data
- Coordinate training activities conducted with community member participation, ensuring that candidates are identified, informed and in attendance at training sessions
- Coordinate the activities of any community members contributing to the project, such as Environmental monitors, Archaeological Study Monitors, etc., ensuring candidates are identified for review by external parties, and attending to their assigned tasks
- Coordinate local community engagement related to the advancement of the Project Environmental Assessment;
- Responsible for the dissemination of Project related information to the community;
- Collect, document, and share community comments, issues, and concerns specific to the Project with Hydro One;
- Collect, document, and share Project information to support First Nation participation in the Environmental Assessment, training, employment and contracting initiatives;
- Liaise as necessary with Hydro One, project consultants, and other participating First Nations related to community engagement, employment, training, business, economic development opportunities, and capacity building related to the Project;
- Liaise, collect, document, and share Project information with the ITLP.
- Perform other duties as requested

### **Qualifications:**

- Preference will be given to a member of the First Nation
- Knowledge of the First Nation's traditional territory, governance protocols, culture and traditions
- Excellent networking and presentation skills





**F O R T   W I L L I A M   F I R S T   N A T I O N**

- Strong conceptual, analytical, speaking, and writing abilities
- Proven coordination and project management skills
- Computer skills (at a minimum, the ability to use Microsoft Word, Outlook and PowerPoint)
- Demonstrated organizational skills
- Ability to work with external partners
- Ability to work with minimal supervision
- Ability to travel and drive a vehicle (driver's licence required)
- Ability to work in different environments
- Ability to speak the language
- Post-secondary education or equivalent experience in a relevant field such as economic development or resource development considered an asset

**Salary:** To be determined

**Closing Date:**

Applications, consisting of a cover letter and resume with 3 references, must be received by **4:00 p.m. on Friday, May 8, 2020**. Please direct your application to the direction of:

Donna Mullen  
Human Resources Assistant  
P: 807-623-9543 Ext: 806  
Email: [donnamullen@fwfn.com](mailto:donnamullen@fwfn.com)

When hand delivering, please ensure that your application is date  
Stamped and a copy is provided to you.

We appreciate all applications, however only those selected for an interview will be contacted.



## JOB POSTING

- Position Title:** Comprehensive Community Planner  
Full Time - 2-year contract (with possibility to permanent)
- Position Description:** This position will coordinate Fort William First Nation's Comprehensive Community Plan (CCP). The position will need someone who has communication, coordination and facilitation, and reporting skills. Must be energetic and personable with a strong knowledge of Fort William First Nation territory, culture and history and is passionate about bringing the voice of the community forward to create a great vision for our people. The Comprehensive Community Planner will report to the Director of Economic Development and the Economic Development Manager.
- Major Responsibilities:**
- Host engagement sessions, organizing data, and coordinating the CCP project with support from the Advisory Committee and Band Staff
  - Oversee the planning and overall coordination, marketing and provision of ongoing communication with a CCP Planning Team, Administration, Chief and Council, Community members including men, women, youth, elders, and all family groups
  - Bring creative energy and approach to facilitating comprehensive community plan
  - Coordinate and assist with facilitating CCP process and community engagement
  - Explore the community's priorities and opportunities
  - Develop Engagement and Communications Strategy
  - Work with Chief and Council, Staff, and Community Planners at Nishnawbe Aski Development Fund to design and implement the CCP process
  - Review background information and previous planning
  - Coordinate and host any of the following initiatives: information sessions, community meetings, focus group sessions (youth, elder, men and women), and/or creation of community survey
  - Review information from meetings and create drafts of the CCP
  - Write, research, and analyze, communications with staff and Chief and Council and funders
  - Report back to staff, Chief and Council and to the community
  - Identify any additional information needed to complete CCP document
  - Research and gather information for compilation into CCP and other community-based processes
  - Update Chief and Council on CCP process

*We appreciate all applications. Only those selected for an interview will be contacted.*



## F O R T   W I L L I A M   F I R S T   N A T I O N

- Attend all community events to have strong understanding of community situation
- Review other First Nations CCP's
- Build on understanding of the current situation in the community by talking to as many community members as possible - in their homes, at meetings, for coffee, host workshops, collaborate with other departments
- Discuss visioning and community engagement strategies already in place
- Discuss ideas around reserve infrastructure
- Attend training sessions and workshops
- Learn about and host a variety of information sessions regarding the CCP
- Additional duties as required

### Qualifications:

- Grade 12 or equivalent
- Must be fluent in Ojibway and English
- Ability to be neutral and listen to the community and Elders
- Computer and social media literate (MS word, Excel, Power Point)
- Excellent organizational skills
- Willingness to be creative and open to different ways of engaging the community
- Willingness to learn new skills and attend CCP training sessions and workshops
- Excellent written and verbal communication
- Independent and also a willingness to learn from team
- Experience hosting community events or meetings is preferred
- Strong knowledge of Fort William First Nation's structure, territory, culture and history
- Flexible Schedule
- Must have Driver's Licence and own vehicle.
- This position will be subject to a criminal records check.

**Salary:** To be negotiated.

**Job Posting Closing Date:** Applications, consisting of a cover letter and resume with three (3) references, must be received by **4pm on Friday, May 8, 2020**. Please direct your application to the attention of:

**Donna Mullen**

**Human Resources Assistant**

**Ph: 807-623-9543 ext. 806, Fax: 807-623-5190**

**Email: [donnamullen@fwfn.com](mailto:donnamullen@fwfn.com)**

*We appreciate all applications. Only those selected for an interview will be contacted.*



F O R T   W I L L I A M   F I R S T   N A T I O N

## JOB POSTING

**Position Title:** Security Checkpoint Officers

**Position Description:** The Security Checkpoint Officer will operate the FWFN enforced security checkpoints put in place to limit outside access to residential areas of FWFN during the COVID-19 global pandemic.

**Major Responsibilities:**

- Conduct check stops and enforce vehicle restrictions into FWFN residential areas.
- Adhere to all policies and follow established procedures.
- Write reports of daily activities and irregularities, such as presence of unauthorized persons, or unusual occurrences.
- Record non-member vehicle license plates of vehicles granted access and maintain log of same.
- Call APS in cases of emergency, such as presence of unauthorized persons, persons who fail to stop at check points, etc.
- Other duties as assigned.

**Qualifications:**

- High School Diploma required.
- A related security certificate would be considered an asset.
- Previous experience as a Security Officer or in a related field required.
- Must have a valid driver's license and access to a personal vehicle.
- First-aid and CPR certification is an asset.
- Must be able to complete required paperwork to report abnormalities or incidents.
- Must be able to sit or stand for long periods of time.

**Salary:** To be negotiated.

**Job Posting Closing:** On-going. Hiring as needed

Please direct your application to the attention of:

**Donna Mullen**  
**Human Resources Assistant**

**Email:** [donnamullen@fwfn.com](mailto:donnamullen@fwfn.com)

*We appreciate all applications. Only those selected for an interview will be contacted.*



## Attention Community Members

Fort William First Nation is implementing the

### **“COVID-19 Neighborhood Watch System”**

Attached is a color-coded flag kit for your household.

This system is an emergency measure, for those **who are sick or self-isolating** to indicate that help is needed.

It isn't intended to replace communication with essential service providers, but to serve as a backup measure - also helps essential service workers, who are minimizing contact by avoiding going into homes and using drop-off instead.

It is the responsibility of the homeowner to ensure that they have the essential items that they need in their homes such as food, medications etc.

In the event that you or someone in your home gets sick, or is self-isolating due to being sick, please ensure that the color-coded flag is placed in a spot that is visible from the road or the driveway, such as a living room window.

For more information, please contact the FWFN COVID 19 Call Centre at 698-0415 or the On Call 24-Hour Emergency Response at (807) 472-7701.

Together we can fight the spread of COVID-19.

# Fort William First Nation COVID-19 NEIGHBOURHOOD WATCH



**WHITE: EVERYTHING IS OKAY**



**BLUE: NEED WATER**



**YELLOW: SICK AND/OR SELF ISOLATING**



**RED: INFECTED WITH COVID-19**



**GREEN: NEED FOOD**



THIS NEIGHBOURHOOD WATCH SYSTEM IS AN  
ADDITIONAL MEASURE AND DOES NOT REPLACE  
COMMUNICATION WITH OUR ESSENTIAL SERVICE  
PROVIDERS VIA PHONE AND EMAIL





# Mocc Walk

## 2020 CHALLENGE

REGISTER NOW at [www.onwa.ca/mocccwalk2020](http://www.onwa.ca/mocccwalk2020)

WHEN	May 1 <sup>st</sup> to June 30 <sup>th</sup> , 2020
WHERE	All across Ontario – anywhere you can walk or exercise
WHO	Residence of Ontario – women, men, youth and children

The Ontario Native Women's Association (ONWA)'s Aboriginal Diabetes Program is challenging you to a Mocc Walk! Get active! Get fit! Have fun!

Register now and join this **FREE walking challenge** intended to increase awareness about diabetes and support physical activity amongst Indigenous women and their families across Ontario.

**Enter now for the chance to win some cool prizes!**

For more information: Visit our website [www.onwa.ca/mocccwalk2020](http://www.onwa.ca/mocccwalk2020)

OR email: [cortolan@onwa.ca](mailto:cortolan@onwa.ca)!



Ontario Native Women's Association (ONWA)



[www.onwa.ca](http://www.onwa.ca)



@ONWA7



@\_ONWA\_



@onwa\_official





# Mocc Walk 2020

GET ACTIVE · GET FIT · HAVE FUN



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

**REMINDER:** Submit your Weekly Total and Weekly Challenge Entry every week at:  
[www.onwa.ca/mocccwalk2020](http://www.onwa.ca/mocccwalk2020)

## EXERCISE MINUTE TRACKER

Track and record how many minutes you are exercising daily. Be sure to submit weekly!

1	8	15	22	29	5	12	19	26
2	9	16	23	30	6	13	20	27
3	10	17	24	31	7	14	21	28
4	11	18	25	1	8	15	22	29
5	12	19	26	2	9	16	23	30
6	13	20	27	3	10	17	24	
7	14	21	28	4	11	18	25	
								WEEK 9 TOTAL
								FINAL TOTAL

## WEEKLY CHALLENGES

Be sure to check in weekly to find out what the weekly challenge is!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHALLENGE 1 MAY 1 - 7	CHALLENGE 2 MAY 8 - 14	CHALLENGE 3 MAY 15 - 21	CHALLENGE 4 MAY 22 - 28	CHALLENGE 5 MAY 29 - JUNE 4	CHALLENGE 6 JUNE 5 - 11	CHALLENGE 7 JUNE 12 - 18	CHALLENGE 8 JUNE 19 - 30



## REQUEST FOR PROPOSALS

### **ANISHINABEK NATION (UNION OF ONTARIO INDIANS)**

#### **BAND REPRESENTATIVE MANUAL DEVELOPER**

**SEEKING 1 CONSULTANT**

#### **PURPOSE - *Band Representative Manual Program Developer***

The purpose is to provide a delivery service manual to support the First Nations Band Representatives to deliver relevant and effective services to First Nation communities, families, youth and children's in relation to Child Welfare. This program manual is a general guide to aid individuals hired on as First Nation Band Representatives to fulfill their roles and responsibilities under the relevant First Nation, provincial and federal legislation.

#### **CORPORATE OVERVIEW**

The Anishinabek Nation established the Union of Ontario Indians as its secretariat in 1949. The Anishinabek Nation is a political advocate for 39-member communities across Ontario, representing approximately 60,000 First Nation citizens.

#### **SCOPE OF WORK**

The activities of the consultant are to update the current Band Representative manual to address the requirements under Anishinabek First Nation laws and the Act respecting First Nations, Inuit and Métis children, youth and families. The manual must address the mainstream child welfare requirements – federal and provincial - and the requirements established by the Anishinabek Nation Child Well-Being Law and the Anishinabek Child and Youth Bill of Rights. The manual will describe the Band Representative's roles and responsibilities in relation to the adhering to First Nation legal and community standards; addressing child welfare priorities; and advancing prevention opportunities.

#### **DEADLINE**

The final version of Band Representative manual must be submitted no later than **August 21, 2020**.

#### **FINANCIAL CONSIDERATIONS**

Budget submissions are limited to a range of \$12,000-\$20,000, inclusive of all travel expenses. A detailed budget of fees and expenditures must be included with the proposal.

Resource printing for materials for engagement sessions and meetings will be reimbursed by the Union of Ontario Indians up to a maximum of \$3,500. This amount is in addition to the budget for fees and expenditures.

## **QUALIFICATIONS, SKILLS & EXPERIENCES**

The ideal consultant is to have demonstrated experience in First Nation Child Welfare, knowledge of First Nation, provincial (Ontario) and federal child welfare laws, the Ontario Ministry of Children, Community and Social Services child welfare programs, services and standards, and current insight to the Anishinabek Nation child well-being initiatives. An undergraduate degree is preferred in Social Welfare/Bachelor of Social Work, Psychology, Early Childhood Education Diploma or a professional/graduate degree in Law. Experience in child welfare work will be considered in place of formal education. The proposal submission should set out the consultant's understanding of the Anishinabek Nation and the diversity of its member First Nations.

## **PROPOSAL REQUIREMENTS**

***The service period of this proposal is from May 19, 2020 to August 21, 2020.*** Activities must include the following:

- Research, engagement and information-gathering to identify local challenges and opportunities for Band Representatives in terms of how they support and represent First Nations in child welfare matters;
- Participation in activities to build relationships with current Band Representatives to gather information to support the manual development;
- Participation and engagement in the Anishinabek Nation Child Well Being Working Group meetings to secure input to support the manual development;
- Attendance at multiple First Nation communities regarding the Child Well-Being Law and Standards to gain an understanding of the First Nation legal requirements and community standards;
- Review the previous Anishinabek Nation Band Representative manual and Training Materials as a basis for the development of the new manual;
- Consult with the Anishinabek Nation Child Well-Being legal counsel to secure input into the content of the manual on the Anishinabek Nation Child Well-Being Law;

Please submit your proposed budget to complete the deliverables outlined above in your proposal. Future details and guidance will follow to the successful applicant.

## **SUBMISSION PROCEDURE AND DEADLINE**

Only complete proposals received by **Friday, May 8, 2020 by 4:00 p.m.** will be considered.

Please address submissions to:

Anishinabek Nation (Union of Ontario Indians)  
P.O. Box 711, 1 Migizzi Miikan Road  
North Bay, ON P1B 8J8

**Attention: Glenda St. Amour, Director of Corporate Services**

Packages must be clearly marked: **Band Representative Manual Developer**

## **INQUIRIES**

All inquiries about this request for proposal should be directed to:

Adrienne Pelletier – [adrienne.pelletier@anishinabek.ca](mailto:adrienne.pelletier@anishinabek.ca) or

Tel: (705) 348-0148

To learn more about the Anishinabek Nation (Union of Ontario Indians), please visit our website at [www.anishinabek.ca](http://www.anishinabek.ca).





**!! ATTENTION !!**

**FOOD DISTRIBUTION PROGRAM - ELDERS 65 + LIVING IN THUNDER BAY**

**FRIDAY, MAY 1<sup>st</sup> 2020**

*This program is for Fort William First Nation Elders living in Thunder Bay, this is a tough time for everyone, but together, we will get through it. It will require all of us working together to make sure that everyone is provided for while still being as safe as possible.*

**If you are Fort William Member, 65 years + living in Thunder Bay you are eligible to receive a Food Hamper.**

**Please call the Covid Response Line at 698-0415 To update your address and phone number.**

**Elders 65+ will have their hampers delivered directly to your home on **Friday May 1<sup>st</sup> between 9 – 5 pm.****

Any clients who are experiencing symptoms of the virus are asked to stay at home in isolation and to call the public health authorities. If you are sick, call the COVID-19 call center at 698-0415

Please note that this is a program to provide limited supplies to each household to assist during this pandemic, it is still the responsibility of the home owner to provide the essential items to their own homes.

**Together we can slow the spread of COVID-19, and get through this difficult time.**





**resolute**

**Forest Products**

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REQUEST FOR QUOTE

Thunder Bay Sawmill Residual Fibre Hauls

April 24, 2020

REQUEST FOR QUOTE  
Thunder Bay Sawmill Residual Fibre Hauls

RFQ No.:	2020-04-01
Submission Deadline:	Friday, May 29, 2020 – 4:00 PM EST
Return Via Fax/email/mail to:	Resolute FP Canada Inc. 2001 Neebing Avenue Thunder Bay, ON P7E 6S3
Attention:	Martin Kaiser Business Optimization Manager, Ontario
Phone:	807-475-2356
Email:	<a href="mailto:martin.kaiser@resolutefp.com">martin.kaiser@resolutefp.com</a>
Fax:	807-473-2822

SUMMARY

Services	<ul style="list-style-type: none"> <li>Transportation services for residual products from the Thunder Bay Sawmill</li> </ul>
Approximate Volume	<ol style="list-style-type: none"> <li>428,000 GMT Softwood Pulp Chips</li> <li>120,000 GMT Bark</li> <li>18,000 GMT Sawdust</li> </ol>
Source	<ul style="list-style-type: none"> <li>Thunder Bay Sawmill</li> </ul>
Destinations	<ul style="list-style-type: none"> <li>Primary - Thunder Bay Pulp &amp; Paper Mill</li> <li>Secondary - AV Terrace Bay Pulp &amp; Paper Mill, BioPower Sustainable Energy Corporation</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>Services to be provided starting on December 1, 2020</li> </ul>
Contract Term	<ul style="list-style-type: none"> <li>December 1, 2020 to November 30, 2025</li> </ul>

**THIS REQUEST FOR QUOTE (“RFQ”) IS A SOLICITATION FOR QUOTATION AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.**

**1.0 General Requirements and Bid Award**

- 1.1 This **RFQ form must be signed and returned with bidder's** proposal for the services and products described in Schedule 1 (the “Services and Products”). Failure to sign and return this form and to comply with all requirements described herein may result in disqualification.
- 1.2 Bidder must also sign and return with its proposal the Confidentiality Agreement attached hereto as Schedule 2.
- 1.3 Resolute **FP Canada Inc. (“Resolute”)** reserves the right to withdraw this RFQ at anytime before quotations are due; to accept or reject any or all proposals; to waive any formalities or minor technical inconsistencies or delete any items or requirements from this RFQ or resulting contract; to accept all, or any part of, a **bidder's** proposal at the quoted prices; and to award the contract that is the subject of this RFQ to one or more bidders.
- 1.4 Representations made within the proposal will be binding on responding bidder. Resolute will not be bound to act by any communication or proposal submitted by bidders other than in accordance with this RFQ (as amended from time to time in writing by Resolute, as applicable).
- 1.5 **Bidder's questions and Resolute's** responses may, or may not be forwarded to all bidders. Resolute reserves the right to communicate all or part of the questions and responses, with all, or certain bidders.
- 1.6 Resolute may, at its discretion, request a second pass bid on all, or certain items, at any time during the proposal process. Resolute may request a second pass bid from all, or certain bidders. Resolute may, at its discretion, advise all, or certain bidders, of its decision to a second pass bid.
- 1.7 Bidder awarded a contract under this RFQ will be that bidder whose quotation, as presented in its response to this RFQ, provides best value to Resolute, acting in its sole discretion, including without limitation, price, on-time delivery, warranty, quality and service, alignment with Resolute corporate values and mission, and such other factors determined from time to time by Resolute.
- 1.8 A contract may be negotiated with one or more bidder(s). Resolute may, at its discretion, reject or accept any proposal or contract negotiation.
- 1.9 By submitting a proposal in response to this RFQ, bidder is deemed to accept the award selection process and criteria **and Resolute's discretion in connection with such process and criteria.**
- 1.10 By submitting a proposal in response to this RFQ, bidder acknowledges and waives any claim for any compensation of any kind whatsoever against Resolute or any of its Representatives (as defined below), as a result of its submission of a proposal, any decision made by Resolute during the RFQ process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFQ.
- 1.11 Unless otherwise agreed to in writing by Resolute, in order to be considered as a supplier to Resolute, Bidder shall, at its own expense, register and qualify as a Resolute supplier on the Cognibox website (or any other third party provider designated from time to time by Resolute), and remain in good standing thereunder at all times during the term of any agreement entered into with Resolute.

**1.0 Bidder's Affirmations**

By submitting its bid, bidder represents and warrants the following:

- 1.1 Bidder acknowledges and agrees that (1) this RFQ is a solicitation for a quotation and is not a contract or an offer to contract; (2) the submission of a quotation by bidder in response to this RFQ will not create a contract between Resolute and bidder; (3) Resolute makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and (4) bidder will bear, as its sole risk and responsibility, **any cost arising from bidder's preparation of a response to this RFQ and, as applicable, contract negotiation.**
- 1.2 Bidder is a reputable person that is lawfully and regularly engaged in providing the Products and/or performing the Services.
- 1.3 Bidder has the necessary experience, knowledge, abilities, skills, and resources to provide the Products and/or perform the Services upon the terms and conditions specified in this RFQ.

- 1.4 Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.
- 1.5 Bidder understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth under which bidder will be required to operate.
- 1.6 If selected by Resolute, bidder will not delegate any of its duties or responsibilities under this RFQ or any resulting contract to any subcontractor, except as expressly provided in the contract.
- 1.7 If selected by Resolute, bidder will maintain any insurance coverage required by the contract during the term thereof.
- 1.8 If selected by Resolute, bidder will comply with Resolute's environmental, health and safety, site and other corporate policies, requirements and procedures, as amended by Resolute from time to time.
- 1.9 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Bidder acknowledges that Resolute will rely on such statements, information and representations in selecting the successful bidder. If selected by Resolute, bidder will notify Resolute immediately of any material change in any matters with regard to which bidder has made a statement or representation or provided information.
- 1.10 Bidder will defend, indemnify and hold harmless Resolute, its affiliates, and their respective directors, officers, agents and employees ("**Representatives**"), from and against all claims, actions, suits, demands, costs (including, but not limited to, reasonable attorneys' fees), damages and liabilities, arising out of, connected with, or resulting from any acts or omissions or wilful misconduct of bidder or one of its agents, employees, subcontractors, suppliers or any of its affiliates, subcontractors, suppliers and agents (or any of their respective directors, officers, employees or agents) in the execution or performance of any purchase order, contract or agreement resulting from this RFQ.
- 1.11 Bidder offers and agrees to provide the Products to and/or perform the Services for Resolute, and to comply with all terms, conditions, requirements and specifications set forth in this RFQ.
- 1.12 Bidder has not given or offered to give to Resolute or any of its Representatives nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service in connection with its submitted quotation.
- 1.13 Bidder certifies that the individual signing this RFQ and any documents made part of this RFQ is authorized to sign all such documents on its behalf, and to bind bidder under any agreements and other contractual **arrangements that may result from the submission of bidder's quotation.**
- 1.14 Bidder certifies that other than the relationships which have been previously disclosed to Resolute in writing (i) no relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any bidder that is a sole proprietorship, the officers or directors of any bidder that is a corporation, the partners of any bidder that is a partnership, the joint venturers of any bidder that is a joint venture or the members or managers of any bidder that is a limited liability company, on one hand, and an employee of any affiliate of Resolute, on the other hand, and (ii) bidder or any of its officers, directors and shareholders/partners has not been an employee of Resolute within the immediate twelve (12) months prior to the submittal deadline of this RFQ. All disclosures by bidder in connection with this certification will be subject to administrative review and approval before Resolute enters into a purchase order, contract or agreement with bidder.
- 1.15 Bidder represents and warrants that all Services and Products offered to Resolute in response to this RFQ meet or exceed the safety standards established and promulgated under all applicable laws and regulations including, but without limitation, environmental and health and safety.
- 1.16 Bidder represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution or winding up of bidder nor, to the knowledge of bidder, has anyone threaten to take any such proceedings against it.
- 1.17 Bidder represents and warrants that no penal or criminal proceedings have been taken against it that could, **in the opinion of Resolute, have an impact on bidder's ability to perform its obligations under** this RFQ or any contract that may be granted by Resolute to bidder or, directly or indirectly, on the reputation of Resolute nor,

to the knowledge of bidder, have any such proceedings been threatened by any person. Bidder undertakes to sign any authorization that could be required in order for Resolute to conduct, at its discretion, any and all searches to verify if any such penal or criminal proceedings have been taken or are pending against bidder.

## 2.0 Submission Requirements

- 2.1 Contact: All completed documents constituting your proposal, as well as any questions or clarifications concerning this RFQ must be submitted electronically to Resolute's representative identified on the front page of this RFQ.
- 2.2 Timeline: Proposals must be received on or before the submittal deadline (date and time) specified on the front page of this RFQ. Resolute reserves the right, but has no obligation, to accept a proposal submitted after the deadline and to amend the timeline. If a change to the timeline is required, Resolute will communicate the change to bidder(s). If a bidder requests an extension of a deadline, Resolute may, in its sole discretion, decide to allow the extension or not. Resolute may, in its sole discretion, decide whether or not to communicate to the other bidder(s) its granting of an extension or to offer them with the same extension.
- 2.3 Validity: All proposals must be firm and valid for a period of at least 90 days from the submittal deadline of this RFQ. Bidder will not be permitted to change the wording of its proposal after submission to Resolute.

## 3.0 Terms and Conditions

- 3.1 Contract: Bidders must submit their proposals based on the following terms and conditions which will apply to any contract resulting from this RFQ:

Type	RFQ Requirements
Products and Services	<ul style="list-style-type: none"> <li>See <u>Schedule 1</u></li> </ul>
Length of Term	<ul style="list-style-type: none"> <li>To November 30, 2025</li> </ul>
Price	<ul style="list-style-type: none"> <li>Bidder must submit its prices using the template provided in <u>Schedule 3</u>.</li> <li>Prices quoted shall be free of any tax and duty.</li> <li>Pricing to be bid on a \$ / unit rate (units specified in <u>Schedule 3</u>) for the period from December 1, 2020 to November 30, 2022 (two year pricing).</li> <li>Bidder must submit pricing in Canadian currency only.</li> <li>Bidder must submit pricing based on a Thunder Bay rack rate for clear diesel fuel of \$0.977 / litre. Fibre pricing will be adjusted up or down from this base monthly, based on changes in the Thunder Bay rack rate.</li> <li>In the event that bidder is already providing any of the Services and Products to Resolute, it must also indicate in its quote the existing price or specify the percentage of price increase or decrease on an itemized basis.</li> </ul>
Payment Terms	<ul style="list-style-type: none"> <li>Twice monthly. Deliveries from the 1<sup>st</sup> to the 15<sup>th</sup> will be paid approximately on the 25<sup>th</sup> of the month unless the 25<sup>th</sup> falls on the week-end at which time payment will be on the following Monday. Deliveries from the 16<sup>th</sup> to the 31<sup>st</sup> will be paid on the 10<sup>th</sup> of the month following unless it falls on the week-end at which time it will be paid on the following Monday.</li> </ul>
Service Locations	<ul style="list-style-type: none"> <li>Contractor must indicate in what location they plan to base the operation in <u>Schedule 3</u>.</li> </ul>
Special Provisions:	<ul style="list-style-type: none"> <li>Contractor Qualifications – Bidder must provide the information requested in <u>Schedule 4</u>.</li> <li>Safety – Contractor will be required to comply with all Resolute safety policies.</li> <li>Site Visit – Contractor must attend a mandatory site visit to be held on Friday, May 8, 2020</li> </ul>

Terms and Conditions	<b>This RFQ and any resulting contract will be subject to Resolute's General Terms and Conditions referenced in <u>Schedule 6</u>, subject to any changes, necessary or desirable, in Resolute's sole discretion. Any proposed modifications to such terms and conditions will be subject to Resolute's approval, which approval may be refused at its sole discretion.</b>
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- 3.2 This RFQ is issued subject to and in accordance with the laws of the Province of Ontario. Any contract resulting from this RFQ will be governed by and construed in accordance with the laws in effect in the Province of Ontario (without giving effect to its conflict of laws rules).
- 3.3 The attachments and schedules listed in this RFQ, including Schedules 1 to 6, are an integral part of this RFQ.
- 3.4 The parties have expressly required that this RFQ and all contracts, documents and notices related thereto be drafted in English only. *Les parties aux présentes ont expressément exigé que le présent appel d'offres et tous les contrats, documents et avis y afférents soient rédigés en anglais seulement.*

Bidder Legal Name:

Address:

Phone:

Fax:

Authorized Signature:

Printed Name of Signatory:

Title of Signatory:

Date:



# SCHEDULE 1 LIST OF SERVICES AND PRODUCTS

Services	<ul style="list-style-type: none"> <li>• Transportation services for residual products (softwood chips, bark, sawdust and shavings) from the Thunder Bay Sawmill to the Thunder Bay Pulp &amp; Paper Mill.</li> <li>• Transportation services for residual products (sawdust and shavings) on the Thunder Bay Sawmill site</li> <li>• Transportation services for residual products (softwood chips and bark) from the Thunder Bay Sawmill to the AV Terrace Bay Pulp Mill.</li> <li>• Transportation services for residual products (sawdust and shavings) from the Thunder Bay Sawmill to the BioPower Sustainable Energy Corporation Pellet Plant</li> <li>• Transportation services for residual products to other third party destinations, as opportunities arise, contingent on Resolute and the Bidder agreeing to commercial terms.</li> </ul>		
Approximate Volumes*	<ol style="list-style-type: none"> <li>1. ~383,000 GMT Softwood Pulp Chips to Thunder Bay Pulp &amp; Paper Mill</li> <li>2. ~116,000 GMT Bark to the Thunder Bay Pulp &amp; Paper Mill</li> <li>3. ~17,000 GMT Sawdust + 1,000 GMT Shavings to the Thunder Bay Pulp &amp; Paper Mill;</li> <li>4. ~45,000 GMT Chips to the AV Terrace Bay Pulp Mill</li> <li>5. ~4,000 GMT Bark to the AV Terrace Bay Pulp Mill</li> <li>6. ~3,000 GMT Sawdust and Shavings to the BioPower Sustainable Energy Corporation Pellet Mill</li> </ol>		
Quality Requirements	<ul style="list-style-type: none"> <li>• Contractor must demonstrate the ability to ensure product quality is maintained during transit</li> </ul>		
Source	Thunder Bay Sawmill 156 Darrel Avenue Thunder Bay, Ontario P7J 1L7		
Destinations	Thunder Bay Pulp & Paper Mill 2001 Neebing Avenue Thunder Bay, Ontario P7E 6S3	AV Terrace Bay Pulp Mill 21 Mill Road Terrace Bay, Ontario P0T 2W0	BioPower Sustainable Energy 106B Goodwin Atikokan, Ontario P0T 1C0
Schedule	<ul style="list-style-type: none"> <li>• Transportation services to begin on December 1, 2020</li> <li>• <u>Schedule 5</u> provides information on loading and unloading</li> </ul>		
Pricing	<ul style="list-style-type: none"> <li>• Pricing to be bid for an initial period of December 1, 2020 to November 30, 2022, as per <u>Schedule 2</u>.</li> <li>• Pricing will be adjusted thereafter to reflect changes in cost elements (i.e. Consumer Price Index)</li> <li>• Pricing will be indexed to the cost of fuel as per Resolute's fuel adjustment model, which will be applied monthly</li> </ul>		

\*Note: Approximate volumes represent annual volumes hauled in the years 2017-2019, and are for information purposes only, they are not a guarantee or commitment of future volume. Residual fibre hauls to AV Terrace Bay and BioPower are contingent on continuing commercial agreements between Resolute and those parties.

# SCHEDULE 3 PRICING WORKSHEET

Bidder must submit pricing based on a Thunder Bay rack rate for clear diesel fuel of \$0.977 / litre. Fibre pricing will be adjusted up or down from this base monthly, based on changes in the Thunder Bay rack rate.

## Request for Quotes - Thunder Bay Sawmill Residuals Haul

<b>Contractor</b>							
<b>Product</b>	Softwood Pulp Chips	Hogged Bark	Sawdust	Shavings	Softwood Pulp Chips	Sawdust	Shavings
<b>Destination</b>	TB Pulp & Paper Mill	TB Pulp & Paper Mill	TB Pulp & Paper Mill	TB Pulp & Paper Mill	AV Terrace Bay	BioPower	BioPower

### Rate - December 1, 2020 to November 30, 2022

	\$ / GMT	\$ / GMT	\$ / GMT	\$ / GMT	\$ / GMT	\$ / GMT	\$ / GMT
Haul - Straight Trailer							
Haul - Walking Floor Trailer							

Hourly Truck Rates	\$ / HR
Truck with Straight Trailer	
Truck with Walking Floor Trailer	

Location of Operations Base	
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**Contractor Signature** \_\_\_\_\_

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

Note: an electronic version of these worksheets has been distributed via e-mail with this RFQ (RFQ 2020-04-01 – TB Sawmill Residual Hauls - Bid Table.xls).

## **CONTRACTOR QUALIFICATIONS**

To assist the Company with evaluating the Proponent's capabilities and experience, interested parties are required to submit the following information.

### **1. Management & Operating Experience**

#### **PRODUCTION**

- Description of recent operating experience (annual delivery levels, products, supervisory experience, etc.)

#### **CONTRACT QUALIFICATION**

- Proof of valid WSIB and Insurance coverage

#### **SAFETY**

- Description of current safety program and recent safety performance (e.g. last 5 years)
- Description of current safety certifications

#### **ENVIRONMENT**

- Description of current environmental program and recent environmental record
- Description of the methods employed to ensure that the environment is protected

#### **QUALITY**

- Description of current quality program and recent quality performance
- Description of the methods to be used to attain the quality standards described in the attached specification sheets

### **2. Indigenous Involvement**

- Resolute is committed to support and maintain constructive relationships with Indigenous peoples in our operations regions in Canada and to explore employment and business development opportunities of mutual benefit.
- Please identify in your submission how you will consider Indigenous employment (and/or subcontracting, training where applicable) opportunities in the delivery of these services.
- Tender submissions will be evaluated on the basis of cost, quality, competency and demonstrated attainment of the two clauses above.

### **3. Local Hiring & Procurement**

- Resolute supports the use of local contractors, contractors with local workers, and the procurement of local goods and services.
- Please identify in your submission how you will consider local hiring & procurement opportunities in the delivery of these services.

SCHEDULE 5      LOADING, UNLOADING & OPERATING SCHEDULE

Thunder Bay Sawmill – Current Production Schedule (Subject to Change)

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Day Shift	6am – 3:30pm	6am – 3:30pm	6am – 3:30pm	6am – 3:30pm	6am – 2:30pm	n/a	n/a
Night Shift	6:30pm – 5:00am	6:30pm – 5:00am	6:30pm – 5:00am	6:30pm – 5:00am	5:30pm – 6:00am	5:30pm – 6:00am	4:30pm – 5:00am

Product loading during sawmill off-shift hours dependent on volume in bunkers or on ground

Thunder Bay Pulp & Paper Mill – Unloading (24 hours / day, 7 days / week)

<b>Delivery Point</b>	<b>Product</b>	<b>Unloading via</b>	<b>Dumper Deck Length</b>	<b>Trailer Type</b>
Pine Dumper	Pine Chips	Drive On Dumper	100'	53', B-Train
Spruce Dumper	Spruce Chips	Drive On Dumper	100'	53', B-Train
Bark Transfer Site	All Biomass	Self Unloading	n/a	Walking Floor
#6 Dumper	All Biomass	Back On Dumper	55'	53'
#3 Pad	All Biomass	Self Unloading	n/a	Walking Floor

## SCHEDULE 6      GENERAL TERMS AND CONDITIONS

**Resolute's** General Terms and Conditions (Revised April 2016) are available at the link below.

[https://www.resolutefp.com/uploadedFiles/Procurement/Procurement-General\\_Terms\\_and\\_Conditions-April\\_2016.pdf](https://www.resolutefp.com/uploadedFiles/Procurement/Procurement-General_Terms_and_Conditions-April_2016.pdf)

## SCHEDULE 2      CONFIDENTIALITY AGREEMENT

**Resolute's Confidentiality Agreement** has been distributed electronically with this RFQ.

(Sched 2 – Confidentiality Agreement.pdf)



## **CONFIDENTIALITY AGREEMENT**

This Confidentiality Agreement (“**Agreement**”) is entered into as of \_\_\_\_\_, 2020 between Resolute FP Canada Inc. (“**Resolute**”) and \_\_\_\_\_ (the “**Entity**”).

**WHEREAS** the parties wish to evaluate a potential business opportunity relating to the transportation of residual fibre from the Thunder Bay Sawmill in the province of Ontario (the “**Business Opportunity**”). In that context, Resolute will disclose to Entity certain confidential information subject to the terms of this Agreement.

**NOW, THEREFORE**, Resolute and the Entity agree as follows:

**1. Definitions.** In this Agreement,

“**Affiliate**” of a party means any entity that, directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control with such party.

“**Applicable Laws**” means all applicable international, federal, provincial, territorial, state, municipal, local and other laws, regulations and rules and with all codes and standards of governmental and other authorities having jurisdiction.

“**Information**” means all non-public, confidential or proprietary materials and information relating to the respective businesses and operations of Resolute and its Affiliates, whether owned by them or third parties, that is disclosed by Resolute or any of its Representatives or is acquired in the course of discussions or investigations, in whatever form provided, and includes, without limitation: (a) financial information; (b) business plans, products and services, marketing and sales information, customer lists, volumes and pricing information; (c) purchasing information; (d) employee lists, policies and files, including, without limitation, Personal Information; (e) trade secrets, operating and training procedures, production processes, research and development data, samples, test results, formulas, designs, specifications, know-how, inventions and ideas, improvements, discoveries, software (including passwords and source and object code), database technologies, and any other intellectual property and other technical information; (f) all agreements and transaction information; (g) all notes, summaries, studies, analyses and other material that are prepared by Entity or any of its Representatives and contain or are generated from Information; and (h) the fact that Information was made available by Resolute and that the parties are evaluating and having discussions concerning the Business Opportunity, including the status and proposed terms thereof.

“Information” does not include information that: (i) is or becomes generally known by or available to the public other than as a result of a disclosure by Entity or any of its Representatives in breach of this Agreement; (ii) Entity can show, by conclusive evidence, was known to it or any of its Representatives on a non-confidential basis prior to disclosure thereof to Entity or its Representatives; (iii) becomes available to Entity or any of its Representatives on a non-confidential basis from a source other than Resolute or one of its Representatives, provided that such source is not known to Entity or such Representative to be subject to any prohibition against transmitting such information to it; or (iv) is independently developed by Entity or any of its Representatives without reliance on the Information.

“**Personal Information**” means any information relating to a natural person and which allows that person to be identified.

“**Representatives**” of a party includes all Affiliates of such party as well as the employees, officers, directors, managers, agents, and accounting, financial, professional, legal and other advisors and representatives of such party, and those of its Affiliates.

**2. Use and Disclosure Restrictions.** Entity acknowledges that all Information is valuable and confidential to Resolute and its Affiliates, remains their respective property and will be kept by Entity and its Representatives in strict confidence. Entity will only use or copy the Information for the purpose of evaluating and, if agreed, implementing the Business Opportunity. Entity will not, directly or indirectly, disclose Information to any person, except: (a) on a confidential basis to its Representatives who need to know such Information for the above purpose, (b) as specifically and previously consented to in writing by Resolute, or (c) in accordance with Section 5. Entity will exercise reasonable care to preserve the confidentiality of the Information and will employ at least the same

safeguards as it uses to protect its own confidential information of a similar nature. Entity will not modify, disassemble, decompile or otherwise reverse engineer the Information. Entity will be responsible for all uses, copying and disclosures of Information by its Representatives, for their compliance with this Agreement and for any breach of this Agreement by any of them.

3. **Personal Information.** Entity acknowledges that it may receive or obtain certain documents, data and other information from Resolute which may include Personal Information, including, without limitation, personal information concerning Resolute's employees, consultants, subcontractors, agents or other individuals doing business with Resolute. For greater certainty, Entity acknowledges that such Personal Information must be treated as Information in accordance with this Agreement. In addition, Entity agrees that it will:

- i) Take all security measures necessary to ensure the protection of any Personal Information collected, used, communicated, kept or destroyed and that are reasonable given the sensitivity of the information, the purposes for which it is to be used, the quantity and distribution of the information and the medium on which it is stored, including, without limitation, to protect and secure Personal Information so as to ensure that it remains confidential and not to disclose same to any third party without the express authorization of Resolute;
- ii) Abide by all Applicable Laws relating to the protection of Personal Information; and
- iii) Immediately advise Resolute if Entity knows or suspects that the Personal Information may have been compromised or if Entity or one of its Representatives is served with an order, demand, warrant or any other document purporting to compel the production or disclosure of any of the Personal Information.

The obligations provided in this Section 3 are in addition to any other obligations provided in this Agreement, and this Section 3 will remain in full force and effect for the term of this Agreement and for an indefinite period after termination of this Agreement. In case of conflict between this Section 3 and any other provisions of this Agreement, this Section 3 shall prevail.

4. **Inquiries.** The parties will discuss and permit their respective Representatives to discuss the Information only with the following Representatives of the other party and the others whom a party may from time to time designate to the other party:

Resolute's designated Representatives:

Entity's designated Representatives:

*Martin Kaiser  
Business Optimization Manager, Ontario  
2001 Neebing Avenue  
Thunder Bay, Ontario  
P7E 6S3*

*T 807-475-2356  
F 807-473-2822  
E martin.kaiser@resolutefp.com*

5. **Legally Required Disclosure.** If Entity or any of its Representatives becomes legally compelled (whether by law, rule, regulation, subpoena or similar court or other lawful process) to disclose Information, Entity will promptly notify Resolute so that Resolute may (but it need not) seek a protective order or other appropriate remedy, with Entity's cooperation, or waive compliance with the provisions of this Agreement. In any event, Entity and its Representatives will furnish only that portion of the Information which, based on advice of legal counsel, it believes is legally required and will exercise reasonable efforts to obtain reliable assurances that confidential treatment will be accorded to such Information.

6. **Return and Destruction of Materials.** If a party determines that it does not wish to proceed with the Business Opportunity, it will promptly notify the other party. Promptly after Resolute's request, Entity will return all Information consisting of original documents received from Resolute or any of its Representatives and it will

destroy all other Information that is in tangible form and is in its or any of its Representatives' possession, without retaining copies. Entity, however, will have no obligation to retrieve and destroy Information stored and retained on its or any of its Representatives' back-up data storage systems and tapes as part of their respective ordinary course procedures or as required by law. In addition, Entity may retain one copy of Information with its legal counsel for archival or compliance purposes. Promptly after Resolute's request, Entity will certify such return or destruction in writing.

7. **Health and Safety.** If site visits or inspections are conducted in the course of the Business Opportunity, the Entity and its Representatives shall comply with all Applicable Laws, including, without limitation, health and safety and environmental, and with Resolute's environmental, health and safety, and other site policies, requirements and procedures.

8. **Term.** Except as provided otherwise herein, Entity and its Representatives will continue to be bound by their obligations of confidentiality and other obligations hereunder for a period equal to the greater of: (i) three (3) years from the date of this Agreement, and (ii) three (3) years from the last date Information was transmitted to Entity or any of its Representatives.

9. **No Representations.** Resolute retains the right, in its sole discretion, to determine the scope of Information that it will make available to Entity. Resolute will use reasonable efforts to ensure the accuracy and reliability of the Information it provides but Resolute provides all Information to Entity "as is" and does not guarantee its accuracy or reliability. Neither Resolute nor any of its Representatives makes any representation or warranty as to the accuracy or completeness of Information or will have any liability to Entity or any of its Representatives as a result of errors in or omissions from any Information or the use of or reliance upon any Information by any of them, except for those specific representations and warranties, if any, that may be provided in a separate definitive agreement relating to implementation of the Business Opportunity if and when executed between the parties and subject to the terms and conditions therein.

10. **No Right Granted.** Nothing in this Agreement is intended to grant to Entity or any of its Representatives any intellectual property right or license or any other rights or interest for, in or to the Information. Furthermore, all derivative works, inventions, improvements and discoveries, whether patentable or not, conceived by Entity or any of its Representatives as a result of access to Information will be promptly, absolutely and irrevocably assigned to Resolute and will be the sole and exclusive property of Resolute.

11. **Injunctive Relief.** Entity acknowledges that a breach by it or any of its Representatives of any obligations contained in this Agreement will be deemed to cause Resolute irreparable harm for which damages may not be an adequate remedy. Accordingly, in the event of any such actual or apprehended breach by Entity or any of its Representatives, Resolute will be entitled to the remedy of specific performance and to preliminary, provisional, interim, temporary, interlocutory and permanent injunctive relief, in addition to any other remedy to which it may be entitled at law or in equity. Resolute need not demonstrate irreparable harm, deposit any security or post any bond as a condition to any remedy. The prevailing party in that litigation will be entitled to payment of its legal fees and disbursements, court costs and other expenses of enforcing, defending or otherwise protecting its interest hereunder.

12. **Notices.** Notices and other communications under this Agreement must be given in writing and delivered by hand, by prepaid registered mail, by fax transmission or by recognized messenger service, at the following addresses (or to the other address as the addressee has previously specified by notice):

If to Resolute:

Resolute Forest Products  
111 Duke Street, Suite 5000  
Montreal, Quebec  
Canada H3C 2M1

Attention: Vice-President, Legal Affairs

Fax: 514.394.3644

If to the Entity:

Attention:

Fax:

13. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements with respect thereto. This Agreement may be executed in several counterparts (including by facsimile signatures), each of which when so executed will be deemed an original and all of which together will constitute one and the same agreement.

14. **Waiver and Amendment.** The provision of any Information will not diminish in any manner or constitute a waiver of any privilege or protection applicable to that Information. No failure or delay by a party in exercising any right or privilege under this Agreement will operate as a waiver thereof nor will any single or partial exercise thereof preclude any other or future exercise of any right or privilege hereunder. This Agreement may not be amended or waived in any manner whatsoever, except by a writing signed by the parties.

15. **Binding Effect and Assignment.** This Agreement will be binding upon, and inure to the benefit of, the parties and their respective successors and permitted assigns. Neither party may assign or transfer any of its rights, interests or obligations under this Agreement, except: (a) with the prior written consent of the other party, or (b) to one or more of such party's Affiliates or to a third party upon the sale or other transfer of such party's business (or any part thereof) to which this Agreement relates, on the condition that such Affiliate or transferee, as the case may be, agrees to be bound by the terms of this Agreement as if it were a party hereto. Notwithstanding the foregoing, no such transfer shall relieve the transferor of its obligations hereunder. Nothing in this Agreement is intended to create any obligation to pursue discussions or to proceed with any business opportunity or to create any agency, partnership or joint venture between the parties.

16. **Interpretation.** The provisions of this Agreement are severable and, if any provision of this Agreement is held invalid or unenforceable in any jurisdiction, that invalidity or unenforceability will not affect or render invalid or unenforceable that provision in any other jurisdiction or any other provision in any jurisdiction. This Agreement will be governed by and construed in accordance with the laws in effect in the Province of Ontario (without giving effect to its conflict of laws rules). The parties have expressly required that this Agreement and all documents and notices related thereto be drafted in English only. *Les parties aux présentes ont expressément exigé que la présente convention et tous les documents et avis y afférents soient rédigés en anglais seulement.*

**EXECUTED by the parties as of the date first written above:**

**Resolute FP Canada Inc.**

By: \_\_\_\_\_

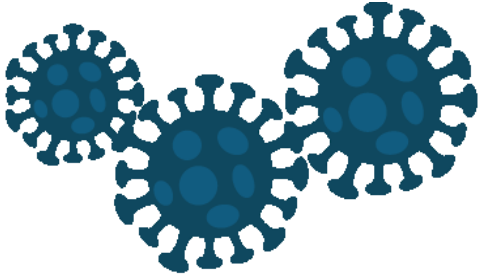
By: \_\_\_\_\_

Name: Michael Martel

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

Title: Vice President of Operations

Title: \_\_\_\_\_



# COVID-19 UPDATE

## Non-Insured Health Benefits (NIHB) Program | COVID-19 Questions and Answers

Question		Answer
1.	<b>During the COVID-19 pandemic, can I still access Non-Insured Health Benefits?</b>	<p>Yes, the NIHB Program continues to provide benefits and services.</p> <p>The NIHB Drug Exception Centre, Dental Pre-Determination Centre and NIHB regional call centres continue to operate and receive calls, faxes and emails from clients and vendors.</p>
2.	<b>Should I travel to my non-urgent medical appointment?</b>	<p>NIHB clients are encouraged to consult with their health professional to confirm whether routine, non-urgent appointment should be postponed. <b>NIHB will only cancel travel arrangements at the request of the health professional or the client.</b> If the health professional determines the appointment must be attended NIHB staff will work with the health professional to determine the most appropriate mode of travel.</p> <p>Some First Nation communities may have restrictions regarding re-entry into the community after travelling out so travellers should discuss with their community Health Director before travelling, to ensure they are aware of any restrictions.</p>
3.	<b>Will NIHB cover my medical transportation expenses to attend my urgent or essential medical appointment, for example dialysis?</b>	<p>Yes, NIHB continues to support clients who need medical transportation to access urgent or essential medical appointments. Where there is a medical need, vulnerable clients will be supported by covering private modes of transportation where necessary.</p>
4.	<b>I do not have symptoms of COVID-19 but I want to self-isolate outside my home community. Will NIHB pay for a hotel and meals for two (2) weeks?</b>	<p>No. The Public Health Agency of Canada advises that self-isolation means stay at home, monitor your symptoms and avoid contact with others. If you develop symptoms, contact a health care professional as soon as possible. If you have questions about self-isolating in your community, contact your community leadership and/or Health Director.</p>



5.	<b>How do I self-isolate at home if I think I have/or have been diagnosed with COVID-19?</b>	<p>Isolation means staying at home when you have a symptom of COVID-19 and it is possible that you have been exposed to the virus. By avoiding contact with other people, you help prevent the spread of disease to others in your home and your community.</p> <p>Details on <a href="#">How To Isolate at Home When You May Have COVID-19</a> are available to review and download.</p> <p>Key recommendations include:</p> <ul style="list-style-type: none"> <li>• Monitor your symptoms as directed by your healthcare provider</li> <li>• Limit contact with others</li> <li>• Keep your hands clean</li> <li>• Avoid contaminating common items and surfaces</li> <li>• Recommended supplies to have at home when isolating</li> </ul>
6.	<b>I am vulnerable due to my health condition. Will NIHB provide coverage for me to self-isolate in a hotel so I can be away from others that I live with?</b>	<p>If a health professional or public health officials have advised you to self-isolate in a location other than your home, contact community leadership or your community Health Director to determine what supports are available in your community.</p> <p>For vulnerable clients who have an ongoing need to attend essential or urgent medical appointments, NIHB will continue to provide coverage of your medical transportation, accommodation and meals.</p>
7.	<b>I am vulnerable due to my health condition and cannot travel with, or be around, others. How can NIHB support me?</b>	<p>NIHB clients are encouraged to consult with their health professional to confirm whether routine, non-urgent appointments should be postponed. <b>Where there is a medical need, vulnerable clients will be supported to use private modes of transportation where necessary.</b></p> <p>Additional information regarding infection prevention/control measures was shared with transportation service providers for their information.</p> <p>NIHB has advised partners that additional expenses for increased cleaning and sanitization measures are eligible administrative expenses under Contribution Agreements.</p> <p>Boarding homes have been advised to take measures to support social-distancing and self-isolation, and that vulnerable people at higher risk for severe disease can be placed in facilities outside the boarding home, such as hotels, to limit exposure.</p>

8.	<p><b>My community is locked down and nobody is allowed in or out to prevent the spread of the virus. I am currently out of the community and cannot get home. Will NIHB pay for accommodation and meals for me to self-isolate for two (2) weeks?</b></p>	<p>If you were out of your community for medical reasons NIHB can extend your meals and accommodation coverage for an additional 2 weeks to enable you to self-isolate for that period before returning to your community.</p> <p>If you were out of your community for non-medical reasons (e.g. work-related travel, meetings, vacation) when the community went into lock-down, contact your community leadership and/or Health Director to confirm what actions you should take to self-isolate prior to returning home.</p>
9.	<p><b>I have a suspected/diagnosed case of COVID-19 according to a health professional. Can NIHB provide coverage for a hotel and meals for two (2) weeks, to isolate me?</b></p>	<p>The Public Health Agency of Canada (PHAC) advises that if you have symptoms, have been diagnosed with COVID-19, are waiting for laboratory test results or have been advised to do so by Public Health you need to be isolated, which means to:</p> <ul style="list-style-type: none"> <li>• <i>stay home</i> until the local public health authority says you are no longer at risk of spreading the virus</li> <li>• avoid contact with others</li> <li>• If your symptoms get worse, immediately contact your healthcare provider and follow their instructions</li> </ul> <p>In order to reduce your contact with others, The Public Health Agency of Canada advises that you:</p> <ul style="list-style-type: none"> <li>• <i>isolate yourself at home for 14 days</i> to avoid spreading it to others</li> <li>• if you live with others, stay in a separate room or keep a 2-metre distance</li> <li>• If you need to see your healthcare provider, call ahead to tell them your symptoms and follow their instructions</li> </ul> <p>If you have been advised by a health professional to isolate somewhere <i>other than your home</i>, please contact your community leadership or Health Director to confirm what supports are available in your community.</p> <p>If you have been advised by a health professional to remain in an urban centre/close to a hospital during your period of isolation or self-isolation, please contact the NIHB regional office to determine what supports may be available to you.</p>

10.	<b>Am I eligible for NIHB medical transportation support when I am in mandatory quarantine/isolation?</b>	<p>Medical transportation supports will be available for a client who is in mandatory quarantine/isolation away from home, based on the advice of public health officials, to maintain isolation of the patient and limit spread of the illness.</p> <p>Individuals who must attend repeated, essential medical appointments, or who must remain close to hospital during their quarantine/isolation period may be eligible to receive support for temporary relocation to the urban centre where the appointments will take place.</p>
11.	<b>The restaurant has closed in the hotel that I am staying at - what do I do for meals?</b>	<p>In addition to NIHB meal allowance rates, NIHB will also provide coverage up to an additional \$7.00 per meal, or \$21.00 per day, for meal delivery charges, per family/group of travellers.</p>
12.	<b>How can I continue with my mental health counselling?</b>	<p>NIHB supports the delivery of mental health counselling by telephone. Contact your mental health counsellor to see if this is an option.</p>
13.	<b>Should I attend my dental appointment?</b>	<p>Dental professional organizations across Canada have advised that non-emergency services should be postponed. Contact your dental office to confirm.</p>
14.	<b>Can I get a longer supply of my prescription medication?</b>	<p>The NIHB Program normally covers up to a 100-day supply of chronic medications. However, in most provinces and territories, pharmacists have now been instructed by P/T health ministries or professional bodies to give a <a href="#">maximum of 30 days supply</a> in order to help prevent drug shortages. The decision to provide a longer refill will be made by the individual dispensing pharmacist.</p> <p>The NIHB Program has asked pharmacists to consider the unique living circumstances of some NIHB clients. Access to a pharmacy may be affected by weather (e.g. winter road access, delayed flights to remote communities) as well as the need to travel long distances, among other factors.</p> <p>However, dispensing quantity/frequency is ultimately up to the pharmacist's judgement, and in light of directives they have received from provincial health ministries or professional bodies. To ensure flexibility, NIHB will reimburse pharmacies for early refills as well as full dispensing fees when smaller supplies of chronic medications are provided.</p>

15.	<b>Does NIHB cover fever and pain medication?</b>	NIHB covers a range of over-the-counter fever and pain medications for adults and children with a pharmacist's recommendation. No prescription is required from a doctor.
16.	<b>I am hearing about potential drug shortages. Should I be concerned?</b>	NIHB works closely with federal and provincial partners as well as distributors to monitor drug shortages. If a shortage occurs, NIHB can make quick policy changes to ensure other drugs are made eligible. This may take place by removing the prior approval requirements from alternative drugs or reimbursing compounded therapies.
17.	<b>My approval for medication is expiring soon. What do I do to ensure I continue to get my medications?</b>	NIHB is proactively extending prior approvals that are due to expire between April and June 2020. Drugs included at this time are biologics, oral chemotherapy, OFEV and Esbriet.
18.	<b>What plans are in place to support people who need access to treatment for opioid addiction?</b>	In some jurisdictions such as Alberta and Ontario, regulatory bodies have permitted extra carries of methadone and Suboxone for certain clients, when deemed to be safe. NIHB has made the necessary system changes to allow larger quantities to be reimbursed.
19.	<b>How do I obtain oxygen benefits?</b>	<p>The requirement for testing (ABG and oximetry) has been removed during the pandemic for clients applying for 9 month, 1 year or annual renewal for coverage of home supplemental oxygen (systems such as concentrators, portable cylinders, home fill systems, portable oxygen concentrators)</p> <p>Note that initial requests for supplemental home oxygen continue to require testing results. The requirement for an ABG test is waived. Either oximetry or ABG testing is acceptable.</p>
20.	<b>I need to replace a piece of my medical equipment. What do I do?</b>	<p>If you are unable to see your prescriber to get a new prescription for the replacement of equipment or supplies your Medical Supply and Equipment provider may use the existing prescription on file for the replacement of:</p> <ul style="list-style-type: none"> <li>• Limb and body orthotics</li> <li>• Custom made shoes and orthotics</li> <li>• Medical grade compression stockings</li> <li>• Mobility equipment</li> <li>• Incontinence and ostomy supplies</li> <li>• Self-care benefits such as lifts, transfer equipment, dressing and feeding aids, and bathing and toileting aids.</li> </ul> <p>Quantities above the current recommend replacement guidelines may be requested without medical justification, if required due to circumstances caused by the pandemic.</p>

21.	<b>Am I still eligible for NIHBs even though my Indian Status card has expired?</b>	<p>Health services providers and vendors require NIHB client identification numbers to bill NIHB for services provided to you. If you are a registered First Nations person, providers may ask to see your Indian status card because your Indian status registration number is also your NIHB client identification number.</p> <p>NIHB clients should not be denied services because their Indian Status cards have expired.</p> <p>Services providers/vendors can call Express Scripts Canada to verify client eligibility for drugs, dental and medical supplies and equipment. For all other benefits, contact the NIHB regional office.</p>
22.	<b>Do unregistered infants have coverage under NIHB?</b>	<p>Yes. In order to allow time for parents to register their infant children for First Nation status, NIHB provides coverage for unregistered infants with at least one NIHB-eligible parent.</p> <p>During the COVID-19 pandemic, there may be delays in registration. Therefore, NIHB has extended coverage of unregistered infants up to 24 months of age until further notice (extended from 18 months, previously).</p> <p>Infants up to 12 months of age may already access most types of NIHB benefits under the identification number of their parent or guardian who is NIHB eligible.</p> <p>After their first birthday, a child needs his or her own status or N number to process NIHB benefits. If your child has reached the age of 1 and is not registered, please call your NIHB Regional Office, or the Drug Exception Centre. You will be provided with a temporary NIHB client number that is valid until your child reaches 24 months of age.</p>

## **NIHB Contact Information:**

### **Pharmacy Benefits:**

NIHB Drug Exception Centre 1-800-580-0950 ext. #3

### **Dental and Orthodontic Services:**

NIHB Dental Predetermination Centre 1-855-618-6291 ext. #2 (Dental Services)  
1-866-227-0943 ext. #2 (Orthodontic Services)

**Ontario Region NIHB Prior Approval Centre (Service Providers Only)**

1-800-881-3921

**Ontario Region Client Information Line**

1-800-640-0642

**Heather Larsen**

Senior Manager, Program Delivery

613-299-0906

[Heather.larsen@canada.ca](mailto:Heather.larsen@canada.ca)

**Patricia Villeneuve**

A/Manager, Program Delivery

343-549-5068

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**Cynthia Lucier**

Manager, Program Delivery, NIHB Northern Operations

807-737-0466

[cynthia.lucier@canada.ca](mailto:cynthia.lucier@canada.ca)

**Jeanet Pierce**

Supervisor, Sioux Lookout

807-738-0825

[Jeanet.pierce@Canada.ca](mailto:Jeanet.pierce@Canada.ca)

**Shelley Hakala**

A/Supervisor, Thunder Bay Zone

807-357-8879

[Shelley.Hakala@Canada.ca](mailto:Shelley.Hakala@Canada.ca)

**Sioux Lookout and Thunder Bay Medical Transportation**

Weekends and Holidays 8:00 am to 4:00 pm (CST)

807-737-0828

**Thunder Bay Medical Transportation - Discharges**

Wequedong Lodge

807-625-6039

**All Other Sioux Lookout Areas Transportation Discharges**

807-737-5080

**Sioux Lookout First Nations Health Authority Afterhours**

Monday to Sunday after 4:00 pm (CST)

833-633-8728



# **Notice**

**Clients on the Medical Assistance Treatment (MAT) program who are receiving services from OATC & Lucero must access the RAAM Clinic located on Fort William First Nation, 200 Anemki Place**

**RAAM clinic will be operating on Saturday April 11, 2020 until further notice. Bring proper identification**

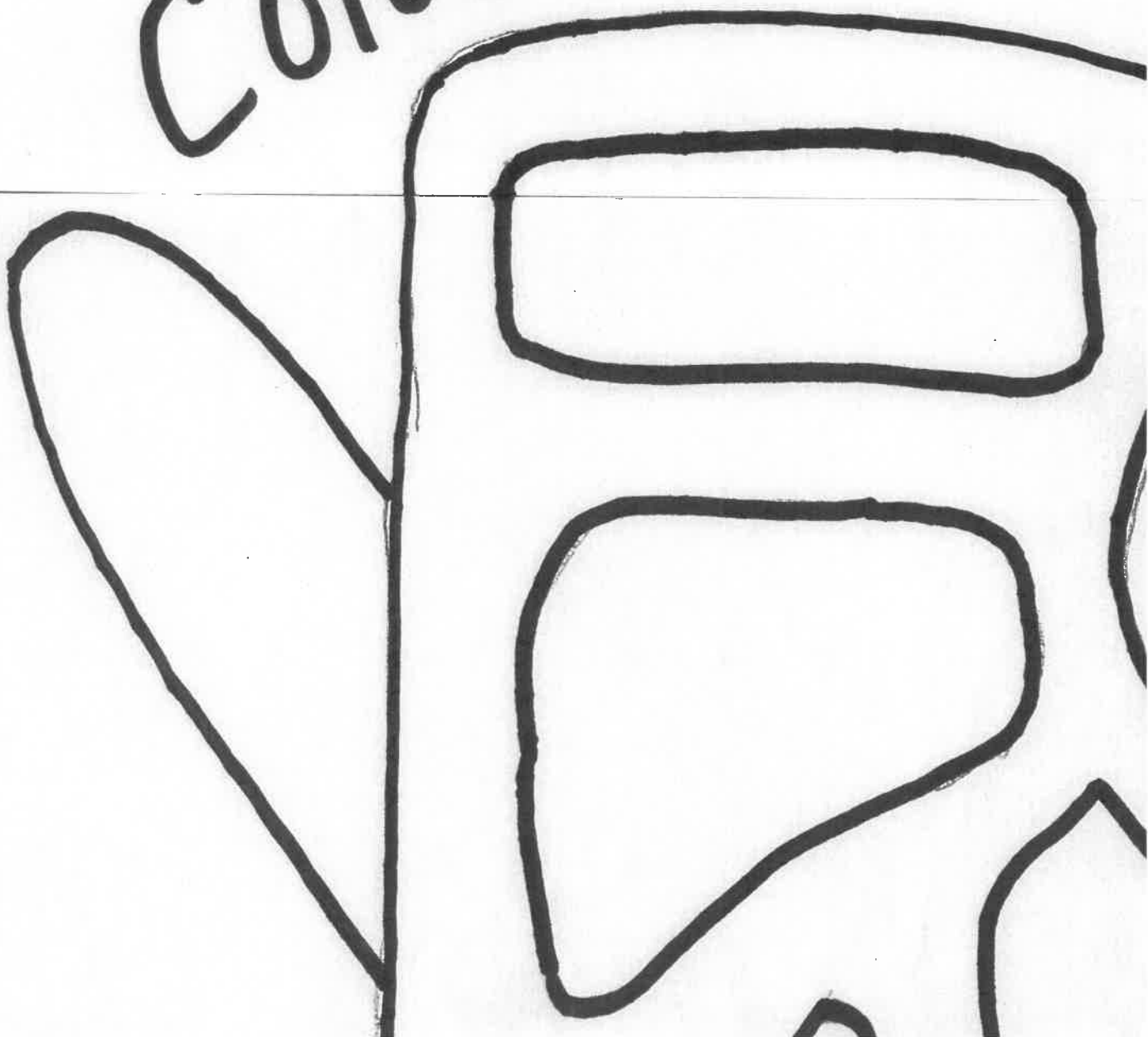
**The hours of operation are:  
Monday-Friday: 9:00am-11:00am  
Saturday-Sunday: 9:00am-11:00am**

For further information call On-call: 472-7701  
Or  
Emergency Response Call Center: 698-0415



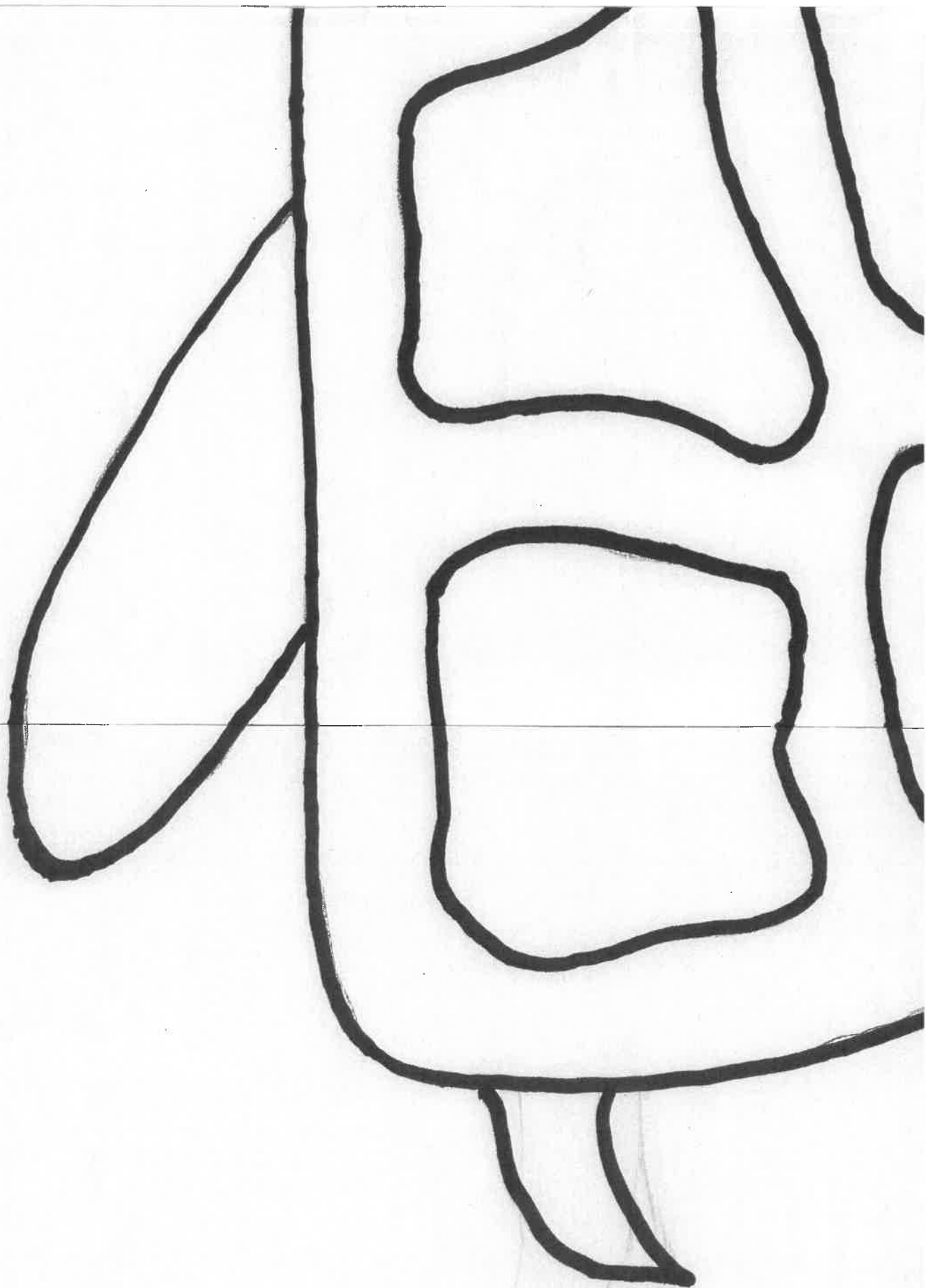
**FORT WILLIAM FIRST NATION**

Colour Me!




cut me out!





Put me back together!

A hand-drawn sketch of a person's head and shoulders, tilted back, with a large, thick, black line drawn across the face, symbolizing being put back together.



# **ATTENTION FWFN**



## **MEMBERS**

**YOUTH & SOCIAL DEVELOPMENT IS CURRENTLY  
POSTPONING ALL PROGRAMS DUE TO THE COVID-19  
PANDEMIC AND UNFORSEEN CIRCUMSTANCES**



**THE FOLLOWING  
PROGRAMS ARE ON HOLD  
UNTIL FUTHER NOTICE:**



**ANISHNAABEMOWIN**



**BIGGEST LOSER HOME  
ADDITION**



**ONLINE PAINT NIGHT**



**YOUTH CENTRE  
PROGRAMS & TO GO  
KITS**

**STAFF HAVE BEEN TEMPORARY REASSIGNED TO ASSIST IN  
ESSENTIAL SERVICES DUTIES AND WILL RESUME  
PROGRAMMING AND SERVICES AT A LATER DATE.**

**WE ARE SORRY FOR ANY INCONVIENCE THIS MAY HAVE  
CAUSED.**

## **DIVINE MERCY MESSAGE**

**IT HAS BEEN OVER FIVE YEARS SINCE SR.FAUSTINA BROUGHT THE DIVINE MERCY OF JESUS TO OUR DIOCESE AND PARTICULARLY TO OUR COMMUNITY. WITH EVERYTHING THAT IS HAPPENING IN OUR WORLD THESE DAYS, IT IS EVIDENT THAT GOD IS OFFERING US HIS DIVINE MERCY. IN THE IMAGE OF JESUS, HE IS STEPPING TOWARDS US AND OUR FAMILIES. WE HAVE TO MAKE SURE THAT HE DOESN'T PASS US BY. WE MAY NOT HAVE ANOTHER CHANCE TO ACCEPT HIS MERCY. ST. FAUSTINA IS HELPING US TO RECOGNIZE HIS GREATEST ATTRIBUTE, "HIS MERCY".**

**WE ALSO HAVE MOTHER MARY AND HER HOLY ROSARY TO HELP US RECOGNIZE AND ACCEPT THE MERCY OF JESUS. MARY, THE MOTHER OF JESUS HAS ALWAYS BEEN WITH US FROM OUR GRANDPARENTS AND ANCESTORS AND SHE IS STILL WITH US. PERHAPS WE ARE NOT YET ALLOWING THE MERCY OF JESUS TO ENTER OUR WAY OF LIFE. LET US TURN TO THE BLESSED VIRGIN MARY TO HELP US BE OPEN TO THE DIVINE MERCY OF JESUS IN OUR COMMUNITY.**

**ST.FAUSTINA SAYS TO US FROM HER DIARY NO # 161**

**"O MARY, IMMACULATE VIRGIN, PURE CRYSTAL FOR MY HEART, YOU ARE MY STRENGTH, O STURDY ANCHOR ! YOU ARE THE WEAK HEART'S SHIELD AND PROTECTION. O MOTHER, VIRGIN, PUREST OF ALL TIMES, YOUR HEART WAS JESUS FIRST TABERNACLE ON EARTH. I GIVE YOU MY SOUL, MY BODY AND MY POOR HEART. BE THE GUARDIAN OF MY LIFE. ESPECIALLY AT THE HOUR OF DEATH, IN THE FINAL STRIFE".**

**NO # 449 MOTHER MARY SAYS TO ST. FAUSTINA " I AM THE MOTHER TO YOU ALL, THANKS TO THE UNFATHOMABLE MERCY OF GOD. MOST PLEASING TO ME IS THAT SOUL WHICH FAITHFULLY CARRIES OUT THE WILL OF GOD. BE COURAGEOUS. DO NOT FEAR APPARENT OBSTACLES, BUT FIX YOUR GAZE UPON THE PASSION OF MY SON, AND IN THIS WAY YOU WILL BE VICTORIOUS**

**SAY YOUR ROSARY ! UNITED IN PRAYER. ADM.**