



## **Weekly Newsletter for September 21-27**

**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 that is pre-populated with your name and bank account information already on it, **sign and date it**, print your address and phone number on it and mail it to FWFN Finance. Finance will not process a manually filled out/hand-written direct deposit form that is not bank-stamped and bank-dated by your branch.
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 or hand-written account information.
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? **\*\*NEW UPDATE Effective June 3, 2020\*\***

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.

**\*\*Effective June 3, 2020\*\*** FWFN can accept payments by autodeposit/e-transfer from your personal smartphone banking app. You can register FWFN as a recipient by adding our Accounts Receivable email: [accountsreceivable@fwfn.com](mailto:accountsreceivable@fwfn.com). Please include a brief message before sending your payment such as: rent, ice rental (include organization name if applicable), invoice IVC#. A receipt will then issued to you by mail.

We can also debit/credit card (Visa, MasterCard, American Express, and Discover). 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. **During the pandemic we are not processing any cash deposits.**

FWFN Arena can process receipts if you are paying for your ice debit or credit card. The Arena no longer processes cash. FWFN Arena customers can now set up [accountsreceivable@fwfn.com](mailto:accountsreceivable@fwfn.com) to send in an autodeposit/e-transfer payment – please include a brief reference to your organization if applicable and invoice IVC#.

Fort William First Nation – 2nd floor, Suite 200 at 90 Anemki Drive – for mailings.

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 – Safely Reopening

In response to the Province of Ontario Stage 3 reopening effective Friday July 17, 2020, Fort William First Nation has also begun its planning at safely reopening its various operations and facilities. This will involve adapting to our new normal by implementing safety measures and resources to ensure our Community, our people, our partners and our families remain safe in order to help prevent the spread of COVID-19.

As Fort William First Nation continues to open slowly over the next several weeks, our response times to you may continue to be delayed and we ask for your continued understanding and patience during this time. Our Administration Office located at 90 Anemki Drive will remain closed to the public until all necessary safety measures can be implemented. There are no known scheduled dates for reopening at this time. Announcements will be made as reopenings occur.

Fort William First Nation will be following the Ontario mandatory masks in its enclosed public spaces and businesses. We are all responsible to take all necessary safety actions to help keep everyone safe such as maintaining physical distancing with one another, practicing good hand hygiene and wearing masks when in enclosed public spaces.

For more information related to safely reopening and mandatory masks, you may visit our local Thunder Bay Health Unit website – COVID-19: Reopening Our Province at: [www.tbdhu.com/reopening](http://www.tbdhu.com/reopening) and [www.tbdhu.com/mandatorymasks](http://www.tbdhu.com/mandatorymasks).

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 and can be found at: <https://fwfn.com/covid-19-action-plan/>.

In addition to being a part of the COVID-19 pandemic team, Finance continues to work onsite in order to maintain continuity of essential services. Responding to COVID-19 pandemic needs and safety remains our primary focus while we continue to do our best to administer all of our Finance functions.

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

**\*\*Autodeposit/e-transfer\*\*** options now available **effective June 3, 2020** – see previous page for details.

## 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 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. Alternatively, you may want to set up direct deposit, if so, please refer to the previous page for the correct format to submit this information to us.

## 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.

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

**Department: Fort William First Nation CEO****Date Prepared: September 16<sup>th</sup>, 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

The FWFN Emergency Response Team has been working with TBDHU to set up ongoing on-reserve Drive Through Testing.

As of September 16<sup>th</sup>, 2020 at 8:45am confirmed by Thunder Bay District Health Unit there are 103 COVID-19 confirmed positive tests in Thunder Bay and Surrounding Areas (Including District Communities & First Nation Communities). At this time there are 0 cases in Fort William First Nation. At this time there are no active cases in Thunder Bay and Surrounding Areas.

### Status of Confirmed Cases in TBDHU

The following information describes confirmed positive COVID-19 cases among residents of the areas served by TBDHU.

Cumulative Confirmed Cases <sup>3</sup> <b>103</b>	Active Cases <b>0</b>	Recovered Cases <sup>4</sup> <b>102</b>
Cases Currently Hospitalized <sup>5</sup> <b>0</b>	Cases Currently Admitted to ICU <sup>6</sup> <b>0</b>	Total Deceased <sup>7</sup> <b>1</b>

### Reminders and Updates:

#### Mandatory Masks:

FWFN Chief and Council has supported all Ministry of Health guidelines including those set forth by the Thunder Bay District Health Unit. Wearing a mask or face covering is required in indoor public spaces under the instructions issued by the Medical Officer of Health. The mask or face covering should cover your nose, mouth and chin, without gapping. Wearing a mask or face covering is an additional measure we can take to reduce the spread of COVID-19 and keep each other safe. This means that, with some exceptions, all customers or visitors entering an indoor premise or apartment and condominium common area are required to wear a mask or face covering while inside.

#### Drive Through Testing:

This took place on Thursday September 10<sup>th</sup> on Fort William First Nation in the main Dilico parking lot. Please watch the flyer/newsletter/social media for next drive through testing date.

**NEIGHBOURHOOD WATCH-** Please only use coloured flags if someone is sick in your home. If anyone has not received their colour coded flag package, please contact us to request one to be delivered to you. This contact information is noted below.

**CHIEF & COUNCIL-** Ongoing weekly meetings taking place. Next scheduled meetings: Wednesday September 16<sup>th</sup>, Wednesday September 23<sup>rd</sup> and Wednesday September 30<sup>th</sup>.

**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  
Fort William First Nation  
90 Anemki Drive, Suite 200  
Fort William First Nation, ON  
P7J 1L3  
P: 807.623.9543 Ext. 233  
C: 807-629-0471  
F: 807-623-5190**



**Department: Lands & Properties Department****Date:****Sept 18, 2020****Subject: Animal Control****Prepared By: Wyatt Bannon – By-Law Enforcement**

## NOTICE TO COMMUNITY

Within the last three weeks we've had **another community member bit by a dog** as well as a **community member's dog killed by other dogs**. It has also come to our attention that there was an incident where unleashed dogs **began fighting near one of our children**. In all of these cases the **dogs were not tied up**. The following article "Deadly Dogs on reserves" shows us the **horrors of what can happen**. <https://endracebasedlaw.com/2019/07/12/deadly-dogs-on-reserves/>

We are again asking that all community members properly restrict any and all dogs you own to your property. Please make sure any leash and anchor used for this purpose is of sufficient strength. This also applies to dogs being walked.

It is also necessary for all dog owners to be aware that whether or not an Animal By-Law exists in FWFN, that the **Dog Owners' Liability Act R.S.O. 1990, Chapter D.16**, applies to and is enforceable and will be enforced within Fort William First Nations.

Two areas which may be of particular interest to Dog Owners are shown in the following excerpts from the **Dog Owners' Liability Act R.S.O. 1990, Chapter D.16**.

### CIVIL LIABILITY

#### Liability of owner

**2 (1)** The owner of a dog is liable for damages resulting from a bite or attack by the dog on **another PERSON or DOMESTIC ANIMAL**. R.S.O. 1990, c. D.16, s. 2 (1).

### OFFENCES

#### Offences

**18 (1)** An individual who contravenes any provision of this Act or the regulations or who contravenes an order made under this Act or the regulations is guilty of an offence and liable, on conviction, to a fine of not more than \$10,000 or to imprisonment for a term of not more than six months, or both. 2005, c. 2, s. 1 (16).

Along with the above remedies the courts can also impose the following:

#### Final order

**(3)** If, in a proceeding under subsection (1), the court finds that the dog has bitten or attacked a person or domestic animal **or** that the dog's behaviour is such that the dog is **a menace to the safety of persons or domestic animals**, and the court is satisfied that an order is necessary for the protection of the public, the court may order,

(a) that the **DOG BE DESTROYED** in the manner specified in the order

The Dog Owners Liability Act . <https://www.ontario.ca/laws/statute/90d16> we encourage all community members to become fully aware of its contents

If you have any questions or concerns please feel free to contact us @ [BylawEnforcement@FWFN.com](mailto:BylawEnforcement@FWFN.com) or call the COVID-19 Hotline 807 698 0415 and leave a message.

Respectfully,  
Wyatt Bannon,  
Tanner Saarinen

By-Law Enforcement, FWFN.

# Stay **Fire Safe** While Staying **Warm**

**Heating equipment** is a **leading cause** of home fires in Ontario.

What **heating equipment** in my home can cause fires?



FIREPLACES AND FIREPLACE INSERTS



WOODSTOVES



CHIMNEYS

How do I keep **myself** and my **loved ones** safe?

- Ensure woodstoves, fireplaces and fireplace inserts are installed by a **qualified technician** according to **manufacturer's instructions**.
- Have your heating system, vents and chimneys inspected and cleaned annually by a **qualified service technician**.
- Ensure all outside heating vents are **not blocked**.

Install **smoke** and **carbon monoxide** **alarms** on every storey of your home.

**Test them every month.**



- Allow ashes from your woodstove or fireplace to cool before emptying them into a **metal container** with a tight-fitting lid. **Keep the container outside**.
- **Always use a fire screen around the fireplace!**



For more information contact your **local fire department**.



Office of the Fire Marshal and  
Emergency Management  
[ontario.ca/firemarshal](http://ontario.ca/firemarshal)



## EDUCATION SCHOOL BUS UPDATE

### BEFORE LEAVING FOR SCHOOL PARENTS MUST DO THIS COVID ASSESSMENT

#### Does your child have:

Yes <input type="checkbox"/> No <input type="checkbox"/>	Fever
Yes <input type="checkbox"/> No <input type="checkbox"/>	Chills
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cough that's new or worsening
Yes <input type="checkbox"/> No <input type="checkbox"/>	Barking cough, making whistling noise when breathing
Yes <input type="checkbox"/> No <input type="checkbox"/>	Shortness of breath
Yes <input type="checkbox"/> No <input type="checkbox"/>	Sore throat
Yes <input type="checkbox"/> No <input type="checkbox"/>	Difficulty swallowing
Yes <input type="checkbox"/> No <input type="checkbox"/>	Runny nose
Yes <input type="checkbox"/> No <input type="checkbox"/>	Stuffy or congested nose
Yes <input type="checkbox"/> No <input type="checkbox"/>	Decrease or loss of taste or smell
Yes <input type="checkbox"/> No <input type="checkbox"/>	Pink eye
Yes <input type="checkbox"/> No <input type="checkbox"/>	Headache that's unusual or long lasting
Yes <input type="checkbox"/> No <input type="checkbox"/>	Digestive issues like nausea/vomiting diarrhea, stomach pain
Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscle aches that are unusual or long lasting
Yes <input type="checkbox"/> No <input type="checkbox"/>	Extreme tiredness that is unusual
Yes <input type="checkbox"/> No <input type="checkbox"/>	Falling down often
Yes <input type="checkbox"/> No <input type="checkbox"/>	Sluggishness or lack of appetite
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you travelled outside of Canada in Past 14 day.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you tested positive for COVID-19 in past 14 days
Yes <input type="checkbox"/> No <input type="checkbox"/>	In past 14 days have you been in close contact with someone who has COVID-19?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Has a health care provider told you to isolate (stay home)

If you answered NO to all these questions. You can go to school.

If you HAVE any of these symptoms, you **MUST** self isolate for 14 days **unless** given an alternate diagnosis by a doctor; receive a negative COVID test; or speak to a TBHU professional and are 24 hours' symptom free.

**SCHOOL BUS REGISTRATION FORMS MUST BE COMPLETED AND RETURNED TO THE EDUCATION DEPARTMENT FOR YOUR CHILDREN TO RIDE THE BUS.**

**Changes/additions to school bus routes will take up to 3 business days.**

Each of our busses are colour coded for each School.

If your child goes to the corresponding colour they get on that bus.

RED	St. Ann (Georgina Ave)
WHITE	St. Ann FWFN Site
ORANGE	St. Elizabeth
LIGHT PINK	Kingsway
LIGHT BLUE	St. Martins
DARK BLUE	St. Patrick
YELLOW	Pope John Paul II
GREEN	Westgate
HOT PINK	Westmount

Forms for school bus registration are available by calling 623-9543 ext 205 or 225. Or by emailing [education@fwfn.com](mailto:education@fwfn.com)

**\*Our school buses are sanitized after each use.**

**\*Children in grades 4-12 MUST wear a mask**

**\*Children in JK-Grade 3 are strongly encouraged to wear a mask.**

**\*If you do not have a mask, we will give your child a mask.**

**\*hand sanitizer will be used by each child getting on the school bus.**

**\*Assigned seat is in effect and MUST be followed**

**\*If a child is displaying symptoms, they will be denied access to the school bus**

**\*If your child becomes ill during the day, it is YOUR responsibility to arrange transportation. We will not send a taxi or bus to bring the child home.**







# **COVID-19 NOTICE TO PARENTS OF SCHOOL AGE CHILDREN**


**In order to control it we have to track it!**

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**If your child is sent home from school because of possible COVID  
related symptoms you are requested to notify our COVID HOT  
LINE 698-0415**

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**Please state your name, your child's name, your child's school,  
your address, and contact information**







## Data Entry Clerk/Administrative Assistant (Fort William First Nation Office)

Reporting to the Manager of Indigenous Relations and the Controller. The Data Entry Clerk/Administrative Assistant is responsible for providing administration support to Northern Mat & Bridge's Northern Ontario sales and operations.

### **Duties and Responsibilities:**

- Answering telephone and directing calls as required
- Assist in Indigenous relations reporting
- Northern Ontario inventory tracking and control
- Welcoming visitors and providing information about the company when needed
- Booking travel arrangements (Hotels and Flights)
- Online and paper filing
- Schedule meetings / minute taking
- Co-ordinate mail and courier
- Co-ordinate with the HR Manager orientations
- Assist other departments as required
- Other duties when required
- Occasional travel in Northern Ontario

### **Knowledge, Skills and Abilities:**

- Excellent communication skills
- Strong computer skills (Excel/PowerPoint)
- Team player
- Positive attitude
- Work independently

### **Experience Requirements:**

- 2+ years' experience working in an office reception/admin position
- MS Office experience a must (Word, Excel, Outlook)
- 40+ wpm typing speed a must



Data Entry Clerk/Administration Assistant (Fort William First Nation Office)

**Education Requirements:**

- Grade 12 Education
- Post-Secondary Education in Administration an asset

**This position will be working with many of our Indigenous Community Partners, preference will be given to partnered community members.**

**All interested applicants will submit their cover letter and resume to Sue Peterson, Human Resources Manager, Eastern Canada, at [Speterson@northernmat.ca](mailto:Speterson@northernmat.ca). Application cut off will be at Noon on Friday September 25<sup>th</sup>.**

**Confidentiality: All Northern Mat and Bridge communication, inner workings, and documentation shall remain confidential and the property of Northern Mat and Bridge at all times**



SEPTEMBER

# YOUTH & SOCIAL DEVELOPMENT UPCOMING EVENTS 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 <u>Labor Day</u>	8	9 Anishnaabemowin	10	11	12
13	14	15 Sharing Circle	16 Outdoor Anishnaabemowin	17	18	19
20	21 Book Club	22 Sharing Circle	23 WEAVE CAT TAIL Program	24	25	26
27	28	29	30			

## • **Anishnaabemowin**

(Indigenous Language Teachings & Storys)

Resuming Online Class : Oct 7<sup>th</sup> 2020

Must Contact : [gailrbannon@fwfn.com](mailto:gailrbannon@fwfn.com)

## • **Anishnaabemowin Outdoor Class**

Wednesday Sept 16<sup>th</sup>, 5-7pm

Location: Anemki Wajiw (mount Mckay)

Limited spots available

Must Contact : [charlenebannon@fwfn.com](mailto:charlenebannon@fwfn.com)

## • **Weave Cat Tails into Ceremonial mats**

Outdoor Class : Sept 23<sup>rd</sup> Time: 10:30am-3:00pm

Location: Anemki Wajiw Lookout (mount Mckay)

Must Register : [gailrbannon@fwfn.com](mailto:gailrbannon@fwfn.com)

Our  
Program  
Details

## • **Book Club**

Any Community members Interested in joining a book club?

20 Spots Available, Book Club Registration deadline Sept 18<sup>th</sup> 2020

Must Register : [marycharlie@fwfn.com](mailto:marycharlie@fwfn.com)

## • **Sharing Circle**

Lunch & Supper provide to those who register by Sept. 14 & 21 2020.

- Be part of a community support
- Support wellness in our Community
- Elder will be available in circle
- Safe place to talk
- Voice your concerns
- Meet twice a month

More Information Contact:

Renee Pervais - [Reneepervais@fwfn.com](mailto:Reneepervais@fwfn.com)

Loretta Collins - [Lorettacollins@fwfn.com](mailto:Lorettacollins@fwfn.com)





# Sharing Circle

- SAFE PLACE TO TALK
- VOICE YOUR CONCERNS
- BE PART OF A COMMUNITY SUPPORT
- MEET TWICE A MONTH
- SUPPORT WELLNESS IN OUR COMMUNITY
- ELDER WILL BE AVAILABLE IN CIRCLE

September 15 @ 1:30 & September 22 @ 4:30

Lunch & supper provide to those who register (by Sept. 14, & Sept. 21)

For more information contact or to register:

Renee Pervais - [Reneepervais@fwfn.com](mailto:Reneepervais@fwfn.com)

Loretta Collins - [Lorettacollins@fwfn.com](mailto:Lorettacollins@fwfn.com)

**WILL BE FOLLOWING ALL SAFETY PROTOCOLS  
FOR COVID-19**

**MAX 8 PEOPLE IN ATTENDANCE SOCIAL  
DISTANCING BETWEEN EACH SESSION WILL  
TAKE PLACE OUT DOORS (WEATHER  
PERMITTING) MASKS & HAND SANITIZER WILL  
BE AVAILABLE CHAIRS WILL BE SANITIZED  
BEFORE & AFTER USES.**





Youth & Social Development

# LEARN HOW TO WEAVE **CAT TAILS** INTO

## CEREMONIAL MATS

### With Ann Magiskan

Join us for teachings, some food and drinks. Limited spots available,  
please register with Gail Bannon at [gailrbannon@fwfn.com](mailto:gailrbannon@fwfn.com)

**Date: Wed Sept 23<sup>RD</sup> 2020**

**Time: 10:30am – 3:00pm**

**Location: Anemki Wajiw Lookout**





# LOOKING for COMMUNITY ELDERS & STORYTELLERS



**If you would like to share your stories about  
your connection to the Land & Water we  
want to sit and talk with you.**

**“The Topics of discussion is vast & could be anything”**

**For more information please call Gail R**

**Bannon at (807)629-8521 or email at**

**[gailrbannon@fwfn.com](mailto:gailrbannon@fwfn.com)**



**- Fort William First Nation -  
- Youth & Social Development -**

# HOUSING NEWSLETTER

FALL ISSUE | 2020

## CONTENTS

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## Furnace Maintenance

Now that the cold weather is upon us, our furnaces are more relied upon to maintain a comfortable temperature within the home and to protect the home from potential damage to the water supply.

When the furnace malfunctions, any one of it's three (3) components may be causing the problems. Source, Distribution System or Thermostat.

We have put this newsletter together to assist families to perform preventative maintenance and to perform initial basic inspections to their furnaces if the furnace has failed.

### REMEMBER:

**These instructions are basic procedures that the homeowner can perform. At no time should the homeowner attempt to service the electrical or gas components of a furnace.**



Believe it or not many of the trouble calls we respond to are a result of common problems that many homeowners oversee or simply are not aware about.

- The power supply shut-off switch looks identical to a normal light switch. Many times this switch accidentally gets shut off.
- Furnace filters are clogged. It is easy to forget about changing the filter, yet a clogged filter will in fact shut down the furnace.
- Thermostats get hit off the wall or are tilted off-level. Thermostat must be mounted flush and level on the wall for proper operation.

## POINTS OF INTEREST

Digital vs Mercury Thermostats

Furnace Filters

Dangerous Sources of Temporary Heat





# Preventative Maintenance of Your Furnace

## VENTS

Furnaces require a continuous source of return air in order to function properly. There are two sets of vents in your home:

**Heating and Cooling Vents** - supply your home with warm air in the winter and cool air in the summer if you have air conditioning.

**Return Air Vents** - pulls air from your home back to furnace to heat it and supply the home with warm air through the heat vents.

## FILTERS

Your filters are important in this operation because they help to clean the air before heating it and putting it back in the home as warm air. This is why it is important to change your filters regularly.

**Make sure you purchase the right size filter. The size is identified on the outside edges of any filter and they can be purchased at any hardware store, Canadian Tire, or Walmart.**

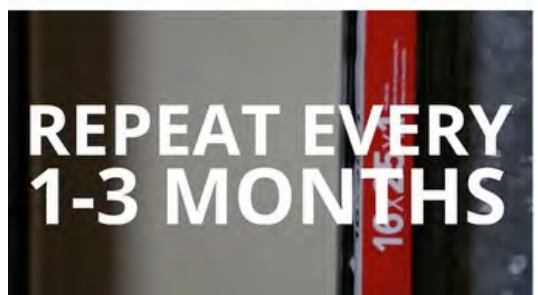
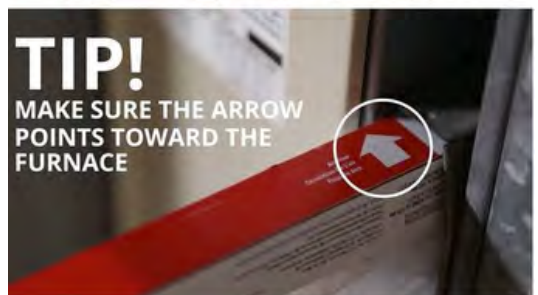
**In a pinch, filters can be vacuumed to be used until new ones can be purchased.**

**A true sign that your furnace is starving for air is when the furnaces "cycles on and off" but will not ignite or blow any heat.**

**When you replace filters it is also important to make sure the filter is inserted with the ARROW on the filter pointing toward the furnace.**

**This is for proper airflow through the filter. Compare it with the air filter being removed.**

# HOW TO CHANGE YOUR AIR FILTER



# Condensation Tube

Some newer furnaces come with a condensation tube - a clear plastic rubber tube or a white plastic pipe running from the furnace along the floor. This tube should be running to a floor drain line to allow condensation to be drained away from the furnace system.

It should **NOT** be pinched or kinked in any way. A **clogged** condensation tube line can cause the furnace to stop working (furnace will not ignite or blow air). Check the tube to ensure water is running through it freely and that it is not kinked or pinched.



Some furnaces have a condensation pump attached to the condensation hose. It is also important to make sure this device is plugged in and functioning.

This device is used to pump condensate away from the furnace to a drainage location. But if that water ends up on your floor, that's a sign that there may be an issue with your furnace.

Let's look at some of those issues that can cause your condensing furnace to start leaking water:

- A clog or problem in the condensate system.
- Problems with the condensate pump.
- A leaky humidifier.
- A bad heat exchanger.

# Exterior Venting

Another important item to monitor and maintain is the exterior exhaust vents from the furnace. In the winter months, these lines can become blocked with snow and ice because of the warm air being exhausted from the furnace into the cold air. During the summer they can become blocked with leaves, debris and dirt from wind, rodents, and children.

This blockage will also cause the furnace to shut down. Homeowners should keep an eye on these exterior pipes to make sure they are always free and clear. If you notice ice forming on these pipes, contact the maintenance department if you need assistance removing it.

Remember: children should be reminded not to insert anything into these pipes and to avoid playing around them at all times.





## DIGITAL THERMOSTAT

These are becoming more frequently used by homeowners as a way to conserve on gas or propane. They are programmable to allow the thermostat setting to be lowered when no one is home or in the evening and raised while occupants are normally home.

While some operate off the voltage in the thermostat wires and have a battery back up in the event of a power failure, most operate off the battery power and should be checked. They are an effective means of energy conservation and are becoming a standard installation practice.

There are also thermostats that can be monitored through your mobile device. They are costly, but they do pay for themselves through their cost-saving effectiveness.

Regardless of what style you have in your home, they should never be covered with clothing or furniture. Your thermostat should be a device that you set and forget; if your furnace stops functioning, check to see if your thermostat screen is blank. If so, change the batteries.

If you find that you are always having to raise the temperature to provide more heat, there is likely something else causing the problem. This is when your home should be inspected to determine where heat is escaping.

## Thermostats

Thermostats come in many styles but they all have the same function.

To monitor temperature to the room and either activate heat or cooling to regulate the temperature to the adjusted setting. However, there are important things about the thermostat that homeowners need to remember.

Our homes use 2 types of thermostats to control our furnaces and air conditioners.

## MERCURY THERMOSTAT

This type of thermostat operates using a small amount of mercury in a glass tube which acts as the switch to turn the furnace on or off. As the room temperature changes it causes the glass tube attached to it to move left or right.

**If you have this style of thermostat, it is very important to make sure the thermostat remains both level and fastened to the wall or it will not function properly, or at all because it relies on the mercury to be able to roll back and forth in the tube.**







## Furnace Failure - What to Do

The best preventative measure to ensure your furnace will run efficiently is to have it serviced and cleaned annually.

Having your furnace serviced could help to identify major components that are potentially breaking down. It also allows the homeowner time to make arrangements to have these items replaced in advance rather than finding out in the middle of the night.



### IF YOUR FURNACE FAILS:

Check the items as discussed in this informational newsletter. If all basic items fail to get your furnace to activate, contact the Housing Department's On-Call line at **(807) 633-3959**.

Having an alternate source of heat is always a good idea. Electric Portable heaters are inexpensive and good to have as an emergency source.

**Propane heaters should NEVER be used as a source of temporary heat in a home.**

In some circumstances, such as a break down over the weekend or a power failure it may result in a temporary relocation to a family members home.

If you suspect your furnace faulty, making abnormal noises, or cycling off and on continuously. Contact the housing on-call line to report it.

Remember as homeowners, we all have responsibility to make sure preventative measures are taken to avoid inconveniences.







## Qualified Contractors for Furnace Repair

**Task Energy** (807) 627-4189

**Kemp Mechanical** (807) 473-7999

**Thermal Mechanical** (807) 345-5200

**Clow Darling** (807) 623-7485

**Robert's Plumbing & Heating** (807) 345-9353



**\*\* NOTE:** The Fort William First Nation Housing Department **WILL NOT** issue reimbursements for service calls that are not initiated by the Department, or it's staff. Homeowner's will be responsible for the costs associated with their service call. **\*\*\***



**FWFN HOUSING**

(807) 633-3959



## Internet Help

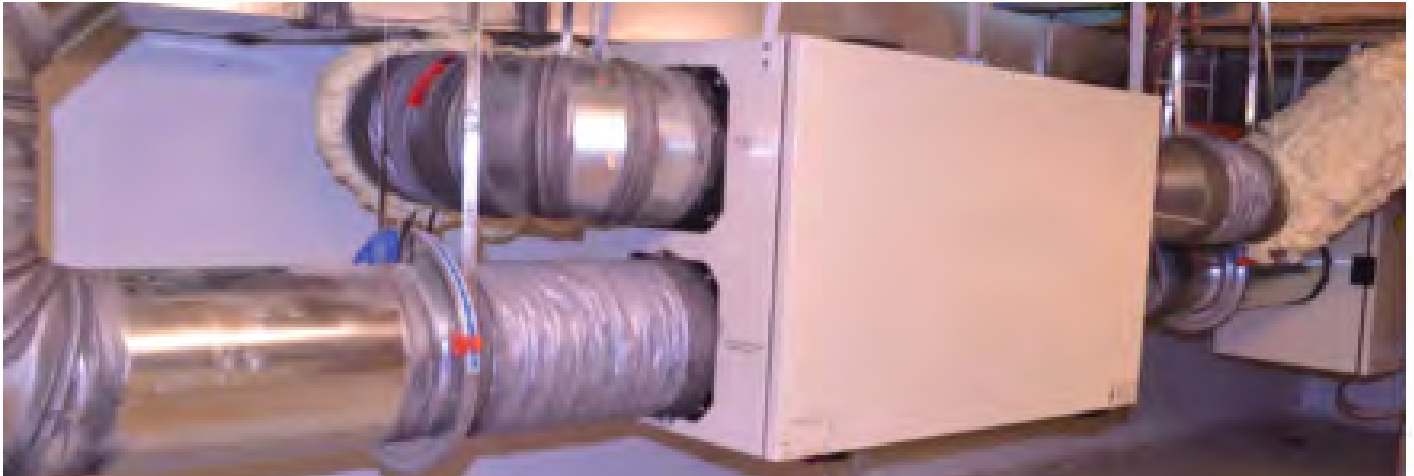
There are many Internet sites that help explain the procedures for changing your filter. Going to **www.youtube.com** and typing in **Changing your furnace filters** will take you to many videos on this topic.

There are also videos on the other topics that have been discussed in this newsletter such as the operation of a thermostat and drain lines from the condensate pump.

**Remember:** Some videos demonstrate specific details of **Troubleshooting** a furnace. **DO NOT attempt any servicing of the internal components of your furnace. This area contains both electricl and gas components which should only be inspected and serviced by a certified furnace technician.**

# HOUSING NEWSLETTER

FALL ISSUE | 2020



## Heat Recovery Ventilators (HRVs)

"Shut that door and keep the heat in!" — it's a familiar cry in winter. However, in summertime you're more likely to see people closing doors and windows to keep the heat out and save on the air-conditioning.

How can you have an airtight, energy efficient home that's also healthy and well-ventilated? Heat recovery ventilation (HRV) offers a solution. Bringing fresh air into your home without letting the heat escape.

This newsletter will be focusing on Heat Recovery Ventilators (HRVs), The topics include How it Operates, Maintenance, and Troubleshooting. Let's take a closer look at what it is and how it works!

## CONTENTS:

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- 2 - *What is An HRV?*
- 3 - *Operating An HRV*
- 4 - *Benefits of HRVs*
- 5 - *Common HRV Questions*
- 6 - *HRV Maintenance*
- 7 - *HRV Troubleshooting*
- 9 - *Contractor List*

## POINTS OF INTEREST:

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- Common Questions*
- Benefits of an HRV*
- Troubleshooting*

## What Is The Heat Recovery Ventilator (HRV)?

A stuffy house isn't a comfortable house. Sure, you can always open a window or door, but that isn't practical during the really hot or cold Ontario months. Not to mention, this invites pollen and other possible allergens into your home. So what's the solution for fresh air in your home?

A Heat Recovery Ventilator, or HRV.

The HRV is a great way to enjoy natural, fresh air in your home year-round. The Heat Recovery Ventilator acts both as humidity control as well as the home's primary ventilation system.

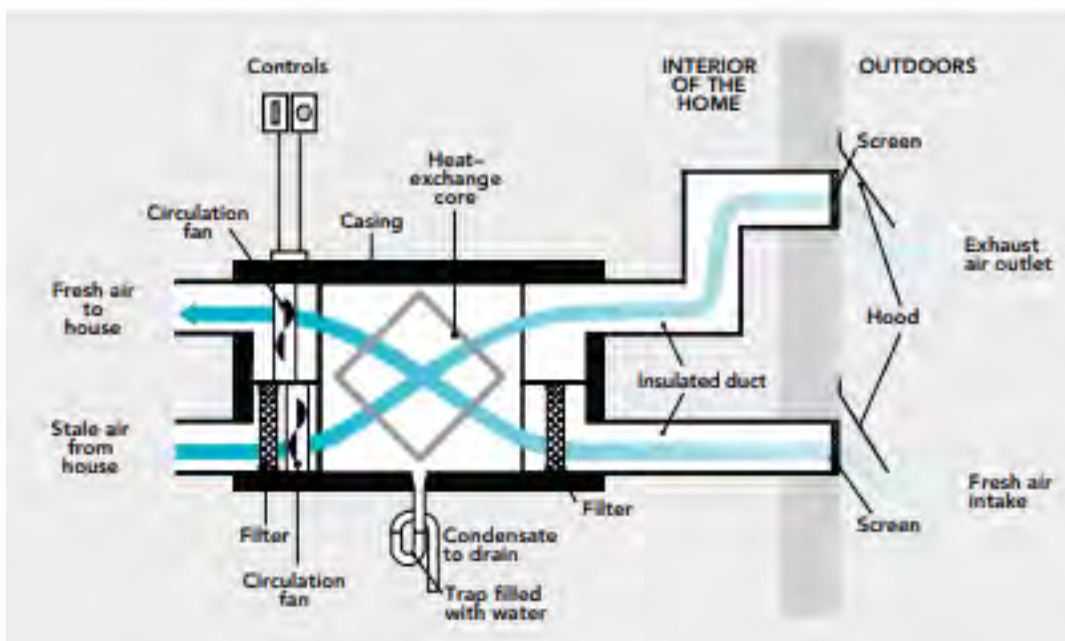
It is a very energy efficient system that pulls the stale air from inside your home while simultaneously replacing it with fresh air from outside your home.

HRVs supply and exhaust equal quantities of air to and from a house while transferring heat between the two air streams to reduce energy consumption and improve thermal comfort.

What makes an HRV unique and energy efficient is that it uses heat transfer to ensure that the air being supplied to the home is a comfortable temperature.

The HRV's heat exchange core transfers heat from the outgoing stale air stream to heat up the incoming air stream.

This heat transfer is done without the two airstreams ever mixing; ensuring that you only have fresh air being supplied to your home.



***The illustration to the left shows the components of a ventilation system using an HRV.***

*Note: Your HRV may not have all the parts shown here.*

## HRVs: How They Operate



An HRV works by drawing in the stale, warm air from inside your home along with the cooler, fresh air from outside your home. With these two separate airstreams in the system, they cross paths and a heat transfer occurs between them.

Following the heat transfer, the stale air from inside your home is now cooler and is deposited outside.

Meanwhile, the fresh air is now warmer and is supplied to the home. Through this transfer, there is no energy wasted and your home is kept comfortable.

The HRV system provides the primary source of outdoor air for the house. In order to ensure that indoor air quality is maintained at the desired level, keep the following key points in mind:

⇒ Although windows can be opened at any time of the year, they will not necessarily enhance indoor air quality and, in many cases, will lead to increased heating and cooling costs.

⇒ The HRV is intended to operate on a continuous basis to remove moisture and pollutants generated by normal human activities.

⇒ Shutting off the HRV for prolonged periods can lead to a build-up of indoor air pollutants and humidity, which can lead to the growth of mould and mildew, and can potentially void your warranty insurance policy.

### BASIC OPERATING MODES:

Units may be specified with a range of operating modes. You should know which operational options are available for your system and what they can control.

### PROGRAMMING THE HUMIDISTAT:

If a central humidistat is used to raise or lower the ventilation rate of an HRV system, it can be programmed and/or manually adjusted to respond to seasonal changes in climates where humidity control is a concern. For example, the humidistat can be set to a higher relative humidity (RH) percentage during warmer months if desired. The setting should be based on what you find comfortable, but should always be low enough to prevent condensation from forming on the windows. The typical range is between 30% and 60% relative humidity.

### SCHEDULING:

A timer may be used and programmed to occupants' schedules. For hourly schedules, daylight savings time will typically require reprogramming twice per year.





## Benefits of A Heat Recovery Ventilator

Heat ventilation systems offer homeowners many benefits. The most prominent benefit of all is fresh air ventilation. As the quality of homes has improved with better seals and insulation, homes have become more airtight and as a result, less well ventilated.

An HRV system provides much needed home ventilation without the loss of heat or humidity in your home. This saves stress on your home's furnace or air conditioning system and ultimately helps keep utility costs lower.

The benefits to HRVs don't end there! HRVs also provide improved indoor air quality, increase home longevity through the removal of moisture, control winter condensation and reduce the amount of allergens such as pollen that get introduced into your home.



### CONTINUOUS CLEAN FRESH INDOOR AIR

A HRV system supplies fresh clean air continuously into your house at all times. The system has the capacity to remove indoor pollutants, bad odors and reduce humidity. This ensures that you and your family live in a healthy environment with plenty of fresh air.

### ENERGY EFFICIENT

HRVs are designed to operate optimally at a low energy consumption level. It is designed to absorb heat and air from your house, pump it to the outside environment, absorb fresh air from the outside and pump it into your house without using too much energy

### REDUCES CONDENSATION

Dampness and condensation are among the most common problems faced by most homeowners. Condensation can cause a number of health issues and can lead to growth of moulds in your home. A HRV system removes water vapor that is produced in the home and ensures that there is no moisture that will cause condensation and dampness in your home.

### EASY TO INSTALL

HRVs are compact in size. It can be installed in the attic, in the adjoining garage, or basement. Other models can be easily fitted in a hot-press in the kitchen. This means that you can fit the unit anywhere in the house without taking up too much space.

### DURABLE

These systems require minimal maintenance and they last longer. With proper and professional installation, a unit can serve you for years without breaking down. Scheduled maintenance practices are however required once every few months.

## Common Questions About the HRV

### WHY IS PROPER VENTILATION IN MY HOME SO IMPORTANT?

*Controlling Moisture Levels in your home* - from cooking, bathing and breathing. Too much moisture may not only cause condensation which can damage the structure of your home but also provides a breeding ground for mould, mildew & bacteria. *Ridding your home of pollutants and Contaminants* – construction materials used in new homes and furniture as well as regular household products may release toxic fumes and gases that contribute to poor indoor air quality and possible health issues.

### HOW IS AN HRV SYSTEM DIFFERENT FROM A REGULAR AIR EXCHANGER?

HVR systems move old, stale air out of your home and draw fresh air in. A HRV system transfers (recovers) as much as 80% of the heat energy from the out-going air to the clean fresh air coming in. Good for the environment and for your wallet.

### CAN AN HRV SYSTEM BE INSTALLED IN AN OLDER HOME?

Yes. A heat recovery ventilation system can be custom fit to your home.

### HOW DO I MAINTAIN MY VENTILATION SYSTEM ONCE IT'S INSTALLED?

Regular Maintenance of your HRV system is required to keep it working properly. In fact an improperly serviced HRV may not only contaminate the incoming air but also reduce the transfer of heat energy from 80% to as low as 20%.



### HOW DO I ADJUST THE HRV SETTINGS?

Recommended settings for your HRV system:

**Spring | Mid-June:** Turn wall control to a high setting (above 70)

**Fall | Mid-October:** Turn wall control back to its regular setting (usually 45)

**Every 3 Months:** Remove & Clean Filters and Clean Exterior Vents

**Annually:** Get your HRV serviced by a licensed technician.

### WILL AN HRV SYSTEM WORK WITH ALL HEATING SYSTEMS?

Yes. It is independent of the heating system in the house.

### ARE THERE HEALTH BENEFITS TO INSTALLING AN HRV?

According to Health Canada, 1 in 4 Canadians reported health problems linked to poor indoor air quality. Indoor pollutants can contribute to health issues such as allergies, headaches, fatigue, asthma and other respiratory conditions. Removing contaminated air from your home and bringing in fresh air can alleviate these symptoms.

### DOES THE SAME AIR GET RECYCLED?

No. There are two vents: one draws the warm stale and polluted air from the living areas of your home through the HRV system to be released outside. The second draws a continuous stream of cool fresh air in through the system to be distributed throughout your home. The ducts run side by side and only the heat energy is transferred from one to the other.

### HOW MUCH DOES IT COSTS TO INSTALL AND HRV SYSTEM?

The cost to install a HRV will vary depending on the size of the home, whether it's newly constructed or requires retrofitting, and the complexity of the installation,



## HRV Maintenance

Your heat recovery ventilator (HRV) can help make your house a clean, healthy living environment, while keeping your fuel bills down. But your HRV can't do this without your help. It only takes seven simple steps every three months to keep your HRV in good working order:

**STEP 1:** Turn off your HRV: First, turn off your HRV and unplug it.

**STEP 2:** Clean or replace air filters: Dirty or clogged filters can lower ventilation efficiency. Try to clean your filters at least every three months. Filters in most new HRVs can be easily removed, cleaned with a vacuum cleaner, and then washed with mild soap and water. Older units have replaceable filters. If your HRV is easily accessible, this is a five-minute job.

**STEP 3:** Check outdoor intake and exhaust hoods: Remove leaves, waste paper or other obstructions that may be blocking the outside vents of your HRV. Without this vital airflow, your HRV won't function properly. During winter, clear any snow or frost build-up blocking outside vents.

**STEP 4:** Inspect the condensate drain: Check to see if your HRV has a condensate drain – a pipe or plastic tube coming out of the bottom – that connects to the sanitary drain. If it does, slowly pour about two litres of warm, clean water in each drain pan inside the HRV to make sure it is flowing freely. If there's a backup, clean the drain.

**STEP 5:** Clean the heat-exchange core: Check your HRV owner's manual for instructions on cleaning the heat-exchange core. Vacuuming the core and washing it with soap and water will reduce dust that can build up inside the core.

**STEP 6:** Clean grilles and inspect the ductwork: Once a year, check the ductwork leading to and from your HRV. Remove and inspect the grilles covering the duct ends, then vacuum inside the ducts. If a more thorough cleaning is required, call your service technician.

**STEP 7:** Service the fans: Remove the dirt that has accumulated on the blades by gently brushing them. Most new HRVs are designed to run continuously without lubrication, but older models require a few drops of proper motor lubricating oil in a designated oil intake. Check your manual for complete instructions.

**Follow these seven simple steps every three months to keep your HRV in good working order!**





# Troubleshooting: Common Operational Issues With the HRV System



## THE HRV IS NOT OPERATING:

1. Verify that the HRV control is turned on.
2. Ensure that the HRV is plugged in and the electrical cord undamaged.
3. Check for a tripped circuit breaker or blown fuse.
4. Check that the access door is fully closed.

## THE HRV IS OPERATING BUT THERE IS LITTLE OR NO FRESH AIR FLOW:

1. Check the exterior hoods and associated ductwork for blockage and clean as required.
2. Check the filters and clean or replace as required.
3. Check the indoor ducts and registers in rooms for blockage (closed dampers, lodged items, etc.).
4. Check the core for freezing/frosting (see next issue)

## THE CORE HAS FROZEN:

1. Open the access panel and let any ice melt. Some cores can be removed and thawed in a sink.
2. Check the filters and clean or replace as required.
3. With some HRV models, the preheating or defrosting mechanism can be checked by following the manufacturer's instructions in the owner's manual.

## THERE ARE COLD DRAFTS COMING FROM THE FRESH AIR GRILLES:

1. Check to see if the exhaust or return air stream is blocked.
2. Check the core for freezing.
3. Check that adequate insulation is covering ducts running within unheated spaces.



# Troubleshooting: Common Operational Issues With the HRV System

## THERE IS POOR AIR QUALITY, EXCESS MOISTURE OR HIGH HUMIDITY THROUGHOUT THE HOUSE:

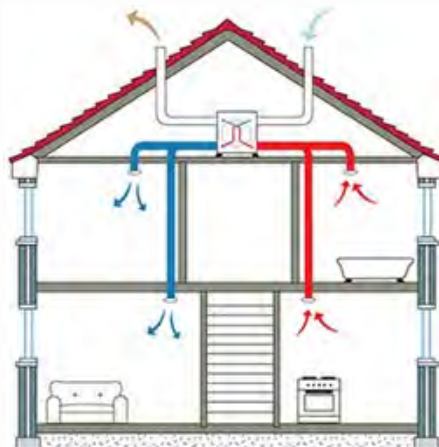
1. Adjust the humidistat (if any) to provide more dehumidification.
2. Check the core for freezing.
3. Reduce sources of interior humidity through the following measures:
  - a. Put lids on cooking pots and use the kitchen exhaust fan
  - b. Clean dryer lint traps
  - c. Store fireplace wood outdoors
  - d. Don't hang laundry to dry inside except in bathrooms (where the HRV exhausts are located)
4. Ensure HRV is operating continuously or on sufficient cycle over 24-hour period; adjust flow rate upwards in small increments so the right amount (and not too much) ventilation is provided.
5. Check that condensate pans in HRV housing are clean and are draining properly.
6. If the problem persists, consult with a professional as the HRV's flow rate may be inadequate.

## THE AIR IS TOO DRY IN THE WINTER:

1. Adjust the humidistat (if any) to provide less dehumidification.
2. Run the HRV on the lowest setting.
3. Consider installing an Energy Recovery Ventilator (ERV) instead of an HRV, which may increase winter humidity. Some HRVs can be converted to ERVs, at less cost than installing a new unit, by changing the core.

## THE UNIT GIVES OFF UNUSUAL NOISE AND VIBRATIONS:

1. Oil the fan motors (if not self-lubricating) using non-detergent motor lubricating oil and as recommended by the manufacturer.
2. Inspect and clean the fan blades and heat-exchange core as required.
3. Check filter and core condition – clean as necessary





## Qualified Contractors for HRV Repair



**CLOW DARLING**  
(807) 623-7485

**KEMP MECHANICAL**  
(807) 473-7999

**THERMAL MECHANICAL**  
(807) 345-5200

**\*\* NOTE:** The Fort William First Nation Housing Department **WILL NOT** issue reimbursements for service calls that are not initiated by the Department, or it's staff. Homeowners will be responsible for the costs associated with their service call.\*\*



**FWFN HOUSING**  
(807) 633-3959



## Internet Help

There are many Internet sites that help explain the procedure for Troubleshooting your HRV. Going to **www.youtube.com** and typing in **Troubleshooting Your HRV** will take you to many videos on this topic.

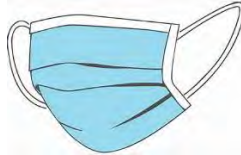
There are also videos on the other topics that have been discussed in this newsletter such as the Operation of the HRV, and the Benefits of the HRV System.

**Remember:** Some videos demonstrate specific details of **Troubleshooting** an HRV System. **DO NOT ATTEMPT any servicing of the internal components of your HRV System. This device contains electrical components which should only be inspected and serviced by a certified technician.**



## Coming out to the Information Session on September 21st or to Vote on October 3rd?

We are working to ensure everyone's safety and wanted to communicate a few things you should know/expect prior to coming in:



Non-medical masks are mandatory. The mask should cover your mouth, nose and fit snugly under your chin. You are required to wear a mask when encountering the Electoral Officer or Deputy Electoral Officers and in public-shared spaces. If you do not have one, one will be available to you at the entrance.



Upon entry to the building, your name and number will be obtained for contact tracing purposes only. This document will be destroyed 4 weeks after the date.



There will be **no** smoking inside of the building. The Bingo side will be used- the partition separating the non-smoking and smoking side will be removed for the information session and will be partially put up for the Vote day.



We are imposing one-way traffic in the halls, please follow the signs clearly marking your entry/exit. The entry and exit will have hand sanitizer station and the entry will have masks available to you.

## INFORMATION MEETINGS:



There is a maximum capacity of 50 people inside the building. In the event that we meet the maximum capacity, an additional information session will be held immediately after or another session can be arranged. Kindly note, the information session will be live-streamed on our FWFN members-only page.

As one-way traffic is imposed, entry is through the non-smoking doors and exit through the smoking door.



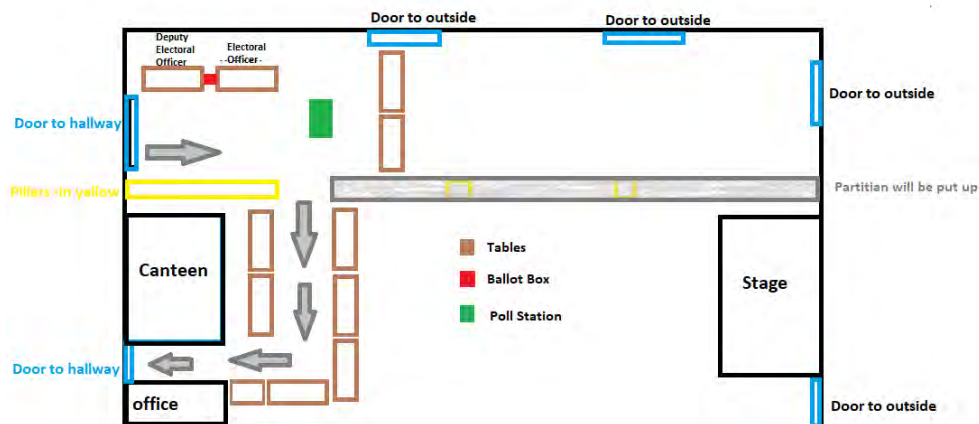
Please take a seat at an available table/chair. Tables and chairs are arranged to ensure proper social distancing, we ask not to move them. Once you are seated, you're welcome to take off your mask. If you leave your table, kindly put the mask back on.

## VOTE DAY:

Polls will be open from 9 AM- 8 PM.

Upon entry your contact information will be taken for contact tracing purposes. The electoral station will be set up in the smoking side of the bingo hall. One person will be allowed in the electoral area at a time. Please follow the signs and there are markers on the floor indicating where to stand in line. Our by-law officer will be there to assist in directing traffic.

Once you are done voting, you will follow the signs and exit through the non-smoking doors.





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 Health Representative Clerk – Permanent Part-Time  
21 hours/week

**Position Description:** Under the direct supervision and with direction provided by the Health Centre Manager, provides administrative and clerical support to assist in the Health Centre Program and Service delivery.

**Major Responsibilities:**

- Monthly invoicing to Non-Insured Health Benefits and service providers(re: medical travel (in and out of the thunder bay area)
- Provide information, guidance and assistance in regards to medical transportation to Fort William First Nation registered and non-registered members.
- Maintain a record of services provided
- Operate office equipment such as facsimile machine, photocopier, and postage machine.
- Arrange Medical Travel for Registered members of Fort William First Nation.
- Advocating and being a liaison for the First Nation Member and the First Nation
- Reporting to funding agencies
- Work as a member of the Health Services Team, with direction from management.
- Providing awareness on the Medical Transportation Process and eligible services to Members of Fort William First Nation.
- Emergency Response
- Other duties as may be assigned.

**Qualifications:**

- Grade 12 education or an equivalent combination of education and experience.
- 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, October 9, 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)**

When hand delivering; ensure that your application is date stamped and a copy provided to you.

*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:**                      **Medical Van Driver – Casual on call**

**Position Description:** The Medical Van Driver will be responsible for the safe delivery of patients to and from health facilities by ensuring that the cleaning and disinfecting of the vehicle and the use of proper PPE and social distancing is being adhered to. The medical van driver will ensure that the transportation vans are not being utilized for personal transport and will be responsible for completing a mileage driver's sheet for each patient/escort and will submit the mileage sheet at the end of each shift for the month-end report. Other responsibilities will include communicating with the health reception and manager and this individual must ensure patient confidentiality at all times.

### Job Duties

- Ensure cleaning and disinfecting of the vehicle
- Ensure the use of proper PPE and social distancing is being adhered to
- Ensure correct loading of vehicle.
- Drive patients to and from health facilities.
- Perform pre-trip inspection of vehicle.
- Complete a mileage driver's sheet for each patient/escort that is picked up.
- Perform basic vehicle maintenance on a weekly basis (check oil and tires).
- Report suspected repair requirements.
- Ensure vehicle is kept clean at all times (interior and exterior).
- Ensure that only patients are being transported and that vans are not being used for personal transport.
- Verify that patients/escorts are properly buckled and secured prior to transport.
- Inform the Dispatcher of potential disruptions.
- Ensure that the vehicle is free from unsealed food and that there is no eating in the vehicle (due to allergy precautions).
- Operate vehicle in a safe manner, obeying all rules of the road.
- Communicate with central dispatch.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Maintain logs of working hours and of vehicle service and repair status, following applicable provincial and federal regulations.
- Communicate effectively with the public, customers, and co-workers both verbally and in written form.
- Complete all necessary paperwork at the end of the shift. May include, but not limited to, daily logs, inspection logs, delivery receipts, vehicle inspection, hours of service, etc.
- Ensure patient confidentiality at all times.
- Other duties may be assigned as necessary.



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

**Qualifications:**

- High School Diploma, G.E.D. or equivalent.
- Valid B Driver's License and clean Driver's abstract.
- Clear Criminal Background Check.
- Defensive Driving Course preferred.
- Strong mechanical aptitude with ability to perform routine vehicle maintenance.
- Demonstrated organizational skills with strong oral and written communication abilities.
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques.
- High level of personal integrity.
- Professional/mature demeanor under stressful situations.
- Ability to work in a fast-paced environment.
- Confident, consistent decisive personality.
- Must be able to work with little supervision; must be self-directed.

**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, October 2, 2020**. Please direct your application to the attention of:

**Donna Mullen, Acting HR Manager  
Fort William First Nation**

**P: 807-623-9543 Ext: 806**

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

When hand delivering; ensure that your application is date stamped and a copy provided to you.

*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

## CONTRACT POSTING

**Contract Title:**

**Newsletter Delivery Person**

**Contract Description:**

The Delivery Person will be responsible for the delivery of newsletters over established routes. It is preferred that they have access to a vehicle. They are expected to operate it in a safe manner at all times, obeying all rules of the road.

**Major Responsibilities:**

- Operate and drive automobile to pick up and deliver newsletters.
- Perform pre-trip inspection of vehicle.
- Deliver newsletters over established routes.
- Operate vehicle in a safe manner, obeying all rules of the road.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Communicate effectively with the public, customers, and co-workers both verbally and in written form.
- Ensure that material is properly protected from the outdoor elements.
- Deliver to product and proper paperwork to our customers in a courteous and timely manner.
- Provide feedback to supervision regarding customer problems, mechanical problems, or delivery problems.

**Qualifications:**

- Valid Driver's License
- Clean Driver's abstract
- Demonstrated organizational skills with strong oral and written communication abilities
- High level of personal integrity
- Strong work ethic
- Must be able to work with little supervision; must be self-directed & reliable.

**Compensation:**     **\$300 per delivery.**

**Closing Date:**

Applications, consisting of a cover letter & resume with three references, must be received by **4pm on Monday, October 5, 2020**  
Please direct your application to the attention of:

**Donna Mullen, Acting HR Manager**  
**P: 807-623-9543 ext. 806, F: 807-623-5190**  
**Email: [donnamullen@fwfn.com](mailto:donnamullen@fwfn.com)**

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

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





## **ANISHINABEK NATION**

### **REQUEST FOR PROPOSALS**

#### **PROJECT CONSULTANT GAS AND TOBACCO – AGREEMENT IN PRINCIPLE TECHNICAL REPORT**

#### **1.0 SUMMARY OF WORK**

The Anishinabek Nation is currently seeking a project consultant to develop a report, based on research, which focuses on the parameters of issues and sub-issues within the Agreement in Principle. These parameters will support the development of the draft framework for the Anishinabek Nation Commission.

#### **2.0 CORPORATE OVERVIEW**

The Anishinabek Nation incorporated the Union of Ontario Indians as its secretariat in 1949. The Anishinabek Nation is a political advocate for 39 First Nations throughout the province of Ontario from Golden Lake in the east, Sarnia in the south, Thunder Bay and Lake Nipigon in the North. The 39 First Nations have an approximate combined population of 60,000 citizens. The Anishinabek Nation has four strategic regional areas, Southwest, Southeast, Lake Huron and Northern Superior. Each region is represented by a Regional Deputy Grand Council Chief.

The Anishinabek Nation has its head office located on Nipissing First Nation, just outside of North Bay, Ontario and has satellite offices in Fort William First Nation, Curve Lake First Nation and Munsee-Delaware First Nation. The Anishinabek Nation delivers a variety of programs and services, such as Economic Development, Lands and Resources, Health, Social Services, Education, Policy and Communications, in addition to providing the necessary forum for collective First Nation action on issues through the Chiefs in Assembly.

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

#### **3.0 PROJECT BACKGROUND**

The Anishinabek Nation, represented by the Union of Ontario Indians (UOI), and The Government of Ontario, represented by the Ontario Ministry of Indigenous Affairs (IAO) and the Ministry of Finance (MOF), have been engaging in ongoing discussions

regarding the development of gasoline and tobacco tax revenue generation agreements or compacts. These discussions are focused on the gasoline and tobacco tax revenues that are collected by Ontario on sales by reserve retailers to non-First Nation consumers. From these discussions and support from the Anishinabek Nation Chiefs, in March 2018 the Anishinabek Nation and the Government of Ontario signed an Agreement-in-Principle, which demonstrates that both parties wish to work together on mutually beneficial agreements regarding regulation and revenue generation through the sale of tobacco and gasoline in participating Anishinabek First Nations.

A potential framework and final agreement would ensure a mutually beneficial outcome for both Ontario and Anishinabek First Nations as it would:

- Promote First Nation economic sovereignty;
- Assist the Province in addressing the issue of unrealized Ontario Tobacco Tax revenue associated with the unregulated tobacco market; and
- Enhance the transparency of gasoline sales on reserves

The Anishinabek Nation has been guiding the development of technical proposals for gasoline and tobacco, for which a direction has been established by the community-based Steering Committee. The representatives of the Committee – community leaders and technicians – see fit to negotiate a collective agreement that would allow for the Anishinabek Nation to guide First Nations toward self-regulation and commercial legitimacy. The construction of template laws, with the assistance of legal and technical experts, will bolster First Nations' inherent right to self-govern and create space the band to generate own-source revenue.

Other activities include:

- The development of an economic modeling tool to more accurately represent the on-reserve gasoline and tobacco markets, and to better inform First Nations of the distribution of sales to non-Status and Status consumers; and
- Investigating the feasibility of a commission that would oversee the regulation, taxation, and enforcement of gasoline and tobacco markets.

#### **4.0 STATEMENT OF WORK**

The Anishinabek Nation Economic Development department is seeking a project consultant to develop a report that will:

- Review the Agreement in Principle
- Review the Draft Framework for the Anishinabek Nation Commission
- Research the requirements for the Anishinabek Nation Commission model by consulting and collecting recommendations and information from the Gas and Tobacco Steering Committee, review the Agreement in Principle, and research outside information.
- Develop, with direction of the Steering Committee, the requirements for the Anishinabek Nation Commission that include, but not limited to, specific parameters for the issues and sub-issues outlined in Schedule A of the March 2018 Agreement-in-Principle between the Anishinabek Nation and Ontario:
  - Licensing and Regulation
  - Compliance Capacity
  - Enforcement Capacity
  - Tobacco Levy

- Revenue Sharing
- Transition and capacity supports
- How an agreement on tobacco, in the proposed scenario, would be applied across/to the individual Anishinabek communities
- How revenues, in the proposed scenario, would be shared across Anishinabek communities
- Provide recommendations to be presented to Steering Committee for review and approval

## **5.0 DELIVERABLES**

1. Three (3) bound and printed copies of the Agreement in Principle Technical Report;
2. One (1) USB with an electronic copy of the Agreement in Principle Technical Report; and
3. All supporting documentation that was utilized for the development of the report (hard copy and/or electronic).

## **6.0 FINANCIAL CONSIDERATIONS**

The total budget for this project should not exceed **\$30,000**. The total budget for this project must include all costs associated with personnel, travel, key informant interviews, preparation of reports and required documentation, overhead costs, all eligible taxes and any other anticipated expenditures.

## **7.0 TIMEFRAME**

The project will run from October 14, 2020 to March 31, 2021

## **8.0 PROPOSAL RESPONSE GUIDELINES**

To ensure your proposal is considered for evaluation, it must include the following:

### **Cover Letter**

- Dated and signed by a person authorized to negotiate and make commitments, and provide clarification with respect to the proposal on behalf of the bidding proponent or firm;
- A statement indicating the proponents understanding of the proposed project and the deliverables required;
- Reference the title of the RFP;
- Indicate the capacity of the proponent to complete the project; and
- The name of a single point of contact from your company.

### **Proposed Project Plan**

- A proposed project plan, with timelines, that indicates the steps to be taken from the start of the contract to the final deliverable.

### **Qualifications**



- Provide examples of previous relevant work experience; and
- Identify the qualifications and experiences of the project team.

### **Costs and Charges**

- Provide an all-inclusive fixed cost quotation for this project; and
- Identify the expected costs and their allocation.

## **9.0 INQUIRIES**

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

**Megan Goulais, Policy Analyst, Economic Development**

E-mail: [megan.goulais@anishinabek.ca](mailto:megan.goulais@anishinabek.ca)

Telephone: 1-877-702-5200 or (705) 497-9127 ext. 2320

## **10.0 SUBMISSION PROCEDURE**

As a potential supplier of these professional services, you are invited to submit a proposal to provide professional 3<sup>rd</sup> party contractor services in accordance with the terms and conditions detailed in this document.

Please submit your proposal by mail to:

Anishinabek Nation  
1 Migizii Miikan P.O. Box 711  
North Bay ON P1B 8J8  
**Attention:** Megan Goulais

**OR**

Email: [megan.goulais@anishinabek.ca](mailto:megan.goulais@anishinabek.ca)

Proposal packages must be clearly marked: **Agreement in Principle Technical Report**

**Closing Date and Time:** Proposals must be received by **September 25<sup>th</sup>, 2020**, at 4:30pm. Proposals received after the closing time will not be considered.

**Project Completion:** The project completion deadline is **March 31, 2021**, by 4:30pm.

## **11.0 REQUEST FOR PROPOSALS PROCESS**

Upon closing, proposals will be reviewed for completeness. Only completed proposals will be brought forward to the selection committee for further consideration and a final decision.

Eligible proposals will be evaluated based on the response guidelines in section 6.0.

## **12.0 SELECTION OF SUCCESSFUL PROPONENT**

The Anishinabek Nation reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the Union of Ontario Indians and its partners.

The Union of Ontario Indians reserves the right to seek clarification and supplementary information from proponents after the submission deadline.

Proponents will be notified in writing once a selection has been made.

## **13.0 CONTRACT NEGOTIATION**

The Union of Ontario Indians will enter into a contractual agreement with the preferred proponent. The Union of Ontario Indians, at any time, and without liability, may withdraw from negotiations with any potential proponent.

## **14.0 TERMS AND CONDITIONS**

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- 14.12 The successful proponent agrees to obtain and maintain all professional certification and licenses necessary to lawfully provide the services required under this request for proposal.
- 14.13 By submitting a proposal, the proponent agrees and acknowledges that it will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its proposal. These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the Union of Ontario Indians. In the event the proponent wishes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required, to successfully perform such duties.
- 14.14 Intellectual property and any data associated with this project is the express property of the Union of Ontario Indians.



## **ANISHINABEK NATION**

### **REQUEST FOR PROPOSALS**

#### **PROJECT CONSULTANT GAS AND TOBACCO – REGULATORY AND ADMINISTRATIVE REQUIREMENTS REPORT**

#### **1.0 SUMMARY OF WORK**

The Anishinabek Nation is currently seeking a project consultant to develop a report based on research into the development of regulatory/legislative and administrative requirements for an Anishinabek Nation Commission.

#### **2.0 CORPORATE OVERVIEW**

The Anishinabek Nation incorporated the Union of Ontario Indians as its secretariat in 1949. The Anishinabek Nation is a political advocate for 39 First Nations throughout the province of Ontario from Golden Lake in the east, Sarnia in the south, Thunder Bay and Lake Nipigon in the North. The 39 First Nations have an approximate combined population of 60,000 citizens. The Anishinabek Nation has four strategic regional areas, Southwest, Southeast, Lake Huron and Northern Superior. Each region is represented by a Regional Deputy Grand Council Chief.

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

#### **3.0 PROJECT BACKGROUND**

The Anishinabek Nation, represented by the Union of Ontario Indians (UOI), and The Government of Ontario, represented by the Ontario Ministry of Indigenous Affairs (IAO) and the Ministry of Finance (MOF), have been engaging in ongoing discussions



regarding the development of gasoline and tobacco tax revenue generation agreements or compacts. These discussions are focused on the gasoline and tobacco tax revenues that are collected by Ontario on sales by reserve retailers to non-First Nation consumers. From these discussions and support from the Anishinabek Nation Chiefs, in March 2018 the Anishinabek Nation and the Government of Ontario signed an Agreement-in-Principle, which demonstrates that both parties wish to work together on mutually beneficial agreements regarding regulation and revenue generation through the sale of tobacco and gasoline in participating Anishinabek First Nations.

A potential framework and final agreement would ensure a mutually beneficial outcome for both Ontario and Anishinabek First Nations as it would:

- Promote First Nation economic sovereignty;
- Assist the Province in addressing the issue of unrealized Ontario Tobacco Tax revenue associated with the unregulated tobacco market; and
- Enhance the transparency of gasoline sales on reserves.

The Anishinabek Nation has been guiding the development of technical proposals for gasoline and tobacco, for which a direction has been established by the community-based Steering Committee. The representatives of the Committee – community leaders and technicians – see fit to negotiate a collective agreement that would allow for the Anishinabek Nation to guide First Nations toward self-regulation and commercial legitimacy. The construction of template laws, with the assistance of legal and technical experts, will bolster First Nations' inherent right to self-govern and create space the band to generate own-source revenue.

Other activities include:

- The development of an economic modeling tool to more accurately represent the on-reserve gasoline and tobacco markets, and to better inform First Nations of the distribution of sales to non-Status and Status consumers; and
- Investigating the feasibility of a commission that would oversee the regulation, taxation, and enforcement of gasoline and tobacco markets.

#### **4.0 STATEMENT OF WORK**

The Anishinabek Nation Economic Development department is seeking a project consultant that will:

- Review the Draft Framework for the Anishinabek Nation Commission
- Draft a Regulatory and Administrative Requirements Report, which will include the following:
  - Research regulatory and legislative changes needed to establish an Anishinabek Nation Commission, including:
    - Federal legislation (i.e. Indian Act, Excise Tax Act, Customs Act, Customs Tariffs, Income Tax Act, Acts surrounding corporate entities/bodies)
    - Provincial legislation (i.e. Tobacco Tax Act, Gasoline Tax Act, Acts surrounding corporate entities/bodies)
    - How these will affect the establishment of a commission and what changes need to happen to ensure that the commission can function as the Anishinabek Nation sees fit

- A draft work plan to identify the necessary steps that the Anishinabek Nation, Ontario Government, and Federal Government need to complete to ensure that the legislative framework is in place to enable a commission.
- Research, review, and compile information on current First Nation commission models for best practices. Information can include but is not limited to:
  - Governing body and their functions, if any
  - The main administrative functions of the commission

## **5.0 DELIVERABLES**

1. Three (3) bound and printed copies of the Regulatory and Administrative Requirements Report;
2. One (1) USB with an electronic copy of the Regulatory and Administrative Requirements Report; and
3. All supporting documentation that was utilized for the development of the report (hard copy and/or electronic).

## **6.0 FINANCIAL CONSIDERATIONS**

The total budget for this project should not exceed **\$15,000**. The total budget for this project must include all costs associated with personnel, travel, key informant interviews, preparation of reports and required documentation, overhead costs, all eligible taxes and any other anticipated expenditures.

## **7.0 TIMEFRAME**

The project will run from October 14, 2020 to March 31, 2021

## **8.0 PROPOSAL RESPONSE GUIDELINES**

To ensure your proposal is considered for evaluation, it must include the following:

### **Cover Letter**

- Dated and signed by a person authorized to negotiate and make commitments, and provide clarification with respect to the proposal on behalf of the bidding proponent or firm;
- A statement indicating the proponents understanding of the proposed project and the deliverables required;
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- The name of a single point of contact from your company.

### **Proposed Project Plan**

- A proposed project plan, with timelines, that indicates the steps to be taken from the start of the contract to the final deliverable.

### **Qualifications**

- Provide examples of previous relevant work experience; and
- Identify the qualifications and experiences of the project team.

### **Costs and Charges**

- Provide an all-inclusive fixed cost quotation for this project; and
- Identify the expected costs and their allocation.

## **9.0 INQUIRIES**

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**Megan Goulais, Policy Analyst, Economic Development**

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## **10.0 SUBMISSION PROCEDURE**

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**Attention:** Megan Goulais

**OR**

Email: [megan.goulais@anishinabek.ca](mailto:megan.goulais@anishinabek.ca)

Proposal packages must be clearly marked: **Regulatory and Administrative Requirements Report**

**Closing Date and Time:** Proposals must be received by **September 25<sup>th</sup>, 2020**, at 4:30pm. Proposals received after the closing time will not be considered.

**Project Completion:** The project completion deadline is **March 31, 2021**, by 4:30pm.

## **11.0 REQUEST FOR PROPOSALS PROCESS**

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- 14.14 Intellectual property and any data associated with this project is the express property of the Union of Ontario Indians.



## **ANISHINABEK NATION**

### **REQUEST FOR PROPOSALS**

#### **PROJECT CONSULTANT GAS AND TOBACCO – TAXATION, REVENUE GENERATION, AND ECONOMIC DEVELOPMENT REPORT**

#### **1.0 SUMMARY OF WORK**

The Anishinabek Nation is currently seeking a project consultant to develop a report based on research of the tax regimes currently in place within First Nation economies, the best practices from these examples, and recommendations for a tax regime that would be included within a framework for an Anishinabek Nation Commission.

#### **2.0 CORPORATE OVERVIEW**

The Anishinabek Nation incorporated the Union of Ontario Indians as its secretariat in 1949. The Anishinabek Nation is a political advocate for 39 First Nations throughout the province of Ontario from Golden Lake in the east, Sarnia in the south, Thunder Bay and Lake Nipigon in the North. The 39 First Nations have an approximate combined population of 60,000 citizens. The Anishinabek Nation has four strategic regional areas, Southwest, Southeast, Lake Huron and Northern Superior. Each region is represented by a Regional Deputy Grand Council Chief.

The Anishinabek Nation has its head office located on Nipissing First Nation, just outside of North Bay, Ontario and has satellite offices in Fort William First Nation, Curve Lake First Nation and Munsee-Delaware First Nation. The Anishinabek Nation delivers a variety of programs and services, such as Economic Development, Lands and Resources, Health, Social Services, Education, Policy and Communications, in addition to providing the necessary forum for collective First Nation action on issues through the Chiefs in Assembly.

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

#### **3.0 PROJECT BACKGROUND**

The Anishinabek Nation, represented by the Union of Ontario Indians (UOI), and The Government of Ontario, represented by the Ontario Ministry of Indigenous Affairs (IAO)

and the Ministry of Finance (MOF), have been engaging in ongoing discussions regarding the development of gasoline and tobacco tax revenue generation agreements or compacts. These discussions are focused on the gasoline and tobacco tax revenues that are collected by Ontario on sales by reserve retailers to non-First Nation consumers. From these discussions and support from the Anishinabek Nation Chiefs, in March 2018 the Anishinabek Nation and the Government of Ontario signed an Agreement-in-Principle, which demonstrates that both parties wish to work together on mutually beneficial agreements regarding regulation and revenue generation through the sale of tobacco and gasoline in participating Anishinabek First Nations.

A potential framework and final agreement would ensure a mutually beneficial outcome for both Ontario and Anishinabek First Nations as it would:

- Promote First Nation economic sovereignty;
- Assist the Province in addressing the issue of unrealized Ontario Tobacco Tax revenue associated with the unregulated tobacco market; and
- Enhance the transparency of gasoline sales on reserves

The Anishinabek Nation has been guiding the development of technical proposals for gasoline and tobacco, for which a direction has been established by the community-based Steering Committee. The representatives of the Committee – community leaders and technicians – see fit to negotiate a collective agreement that would allow for the Anishinabek Nation to guide First Nations toward self-regulation and commercial legitimacy. The construction of template laws, with the assistance of legal and technical experts, will bolster First Nations' inherent right to self-govern and create space the band to generate own-source revenue.

Other activities include:

- The development of an economic modeling tool to more accurately represent the on-reserve gasoline and tobacco markets, and to better inform First Nations of the distribution of sales to non-Status and Status consumers; and
- Investigating the feasibility of a commission that would oversee the regulation, taxation, and enforcement of gasoline and tobacco markets.

#### **4.0 STATEMENT OF WORK**

The Anishinabek Nation Economic Development department is seeking a project consultant to develop the Taxation, Revenue Generation, and Economic Development report that will:

- Research tax regimes currently happening with First Nations that would include current arrangements, potential benefits and ramifications, and current First Nation legislation surrounding taxes. Research will also include:
  - Tax collection methods currently being utilized by First Nations
  - Compliance and administrative responsibilities required to administer taxes for a commission
  - Taxation methods and revenue generation that has supported increased economic development
    - Include case Studies of First Nations in Canada and within the Anishinabek Nation

- Demonstrate the advantages of taxation on First Nation and provide outline the Tax Regime most suitable for the Anishinabek Nation Commission to implement.
- Develop communication materials for the Economic Development department to utilize when discussing taxation with Anishinabek First Nations, their leaders and community members.

## **5.0 DELIVERABLES**

1. Three (3) bound and printed copies of the Taxation, Revenue Generation, and Economic Development Report;
2. One (1) USB with an electronic copy of the Taxation, Revenue Generation, and Economic Development Report; and
3. All supporting documentation that was utilized for the development of the report (hard copy and/or electronic).

## **6.0 FINANCIAL CONSIDERATIONS**

The total budget for this project should not exceed **\$10,000**. The total budget for this project must include all costs associated with personnel, travel, key informant interviews, preparation of reports and required documentation, overhead costs, all eligible taxes and any other anticipated expenditures.

## **7.0 TIMEFRAME**

The project will run from October 14, 2020 to March 31, 2021

## **8.0 PROPOSAL RESPONSE GUIDELINES**

To ensure your proposal is considered for evaluation, it must include the following:

### **Cover Letter**

- Dated and signed by a person authorized to negotiate and make commitments, and provide clarification with respect to the proposal on behalf of the bidding proponent or firm;
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### **Proposed Project Plan**

- A proposed project plan, with timelines, that indicates the steps to be taken from the start of the contract to the final deliverable.

### **Qualifications**

- Provide examples of previous relevant work experience; and



- Identify the qualifications and experiences of the project team.

### **Costs and Charges**

- Provide an all-inclusive fixed cost quotation for this project; and
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## **9.0 INQUIRIES**

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## **10.0 SUBMISSION PROCEDURE**

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**Attention:** Megan Goulais

**OR**

Email: [megan.goulais@anishinabek.ca](mailto:megan.goulais@anishinabek.ca)

Proposal packages must be clearly marked: **Taxation, Revenue Generation, and Economic Development Report**

**Closing Date and Time:** Proposals must be received by **September 25<sup>th</sup>, 2020**, at 4:30pm. Proposals received after the closing time will not be considered.

**Project Completion:** The project completion deadline is **March 31, 2021**, by 4:30pm.

## **11.0 REQUEST FOR PROPOSALS PROCESS**

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- 14.9 The Union of Ontario Indians reserves the right to cancel and/or re-issue this request for proposals at any time, for any reason, without penalty.
- 14.10 Prices quoted are to be held firm for a minimum of 90 days following the RFP closing date, and shall remain in effect through the duration of an agreement.
- 14.11 The proponent's proposal shall form part of the contractual agreement by attachment, and will be incorporated for reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provisions thereof.
- 14.12 The successful proponent agrees to obtain and maintain all professional certification and licenses necessary to lawfully provide the services required under this request for proposal.
- 14.13 By submitting a proposal, the proponent agrees and acknowledges that it will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its proposal. These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the Union of Ontario Indians. In the event the proponent wishes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required, to successfully perform such duties.
- 14.14 Intellectual property and any data associated with this project is the express property of the Union of Ontario Indians.



## **Shuttle Operator Job Description**

Reporting to the Field Supervisor, the Shuttle Operator provides support in the field with a shuttle vehicle. The vehicle will transport mats on site from the unloading area to the installation area. Operators work closely with other Operators and Drivers to ensure that all work is completed safely and efficiently while adhering to company as well as client policies and procedures at all times. Shuttle vehicle is either a tracked carrier or off road 6x6 shuttle truck with float tires.

Operator is required to have a valid DZ license

### **Duties and Responsibilities:**

- Pre-Post job checks on equipment
- Attend and participate in toolbox talks and Hazard Assessment meetings
- Ensure that all necessary paperwork and reports are filled out properly
- Deal with customer concerns in a professional manner at all times
- Ensure mat tallies are recorded daily and that they are correct
- Ensure all equipment is properly maintained
- Provide daily time ticket daily and ensure that all proper information is recorded
- Strap and unstrap loads with various safety devices (ie chains or straps)
- Oil, Fuel, grease, and clean equipment daily
- Work with site field supervisor and other operators to maintain an orderly and safe work site

### **Knowledge, Skills and Abilities:**

- Demonstrated ability to use equipment correctly and effectively
- Team Player attitude
- Good written and verbal communication
- Capable to work in remote locations
- Strong attention to detail
- Proven hard work ethic





**Experience Requirements:**

A minimum of 1 to 2 years heavy equipment experience in Construction and/or Oilfield  
Experience operating equipment or driver transport trucks  
Bridge and Matting product knowledge a definite asset

**Education Requirements:**

DZ License required  
Grade 12 education preferred  
Safety tickets an asset  
Clean drivers abstract a must  
Heavy Equipment Operators ticket an asset

**This position will be working on projects in Northern Ontario, these projects are in partnership with many First Nation Communities, preference will be given to partnered community members.**

**All interested applicants will submit their cover letter and resume to Sue Peterson, Human Resources Manager, Eastern Canada, at [Speterson@northernmat.ca](mailto:Speterson@northernmat.ca).**

**Confidentiality: All Northern Mat and Bridge communication, inner workings, and documentation shall remain confidential and the property of Northern Mat and Bridge at all times**

THE FAMILY CENTRE  
STROLLER AND WAGON  
WALK ON  
SEPTEMBER 23, 2020  
HAS BEEN  
POSTPONED!!!

PLEASE FOLLOW THE FWFN  
WEBPAGE FOR FUTURE  
EVENTS.



FORT WILLIAM FIRST NATION  
EMPLOYMENT & TRAINING

# Safety

*Isn't just  
for pins*



*It will save your life*

**Emergency First Aid Training**

First come - First Serve Basis.

To register call Lauren Waller at 622-6791

or by email: [LaurenWaller@fwfn.com](mailto:LaurenWaller@fwfn.com)



# **Fort William First Nation**

**Employment & Training Presents:**



**Date: TBA | Limited Spots | Please Register**  
**Call 622-6791 or email: [PatrickPelletier@fwfn.com](mailto:PatrickPelletier@fwfn.com)**

## **DIVINE MERCY MESSAGE**

PLEASE BE INFORMED THAT FR. GERRY McDOUGALL A JESUIT PRIEST IS NOW IN CHARGE OF ST. ANNE'S HERE IN OUR COMMUNITY. FR. JEROME WHO WAS HERE ON A TEMPORARY BASIS, HAS BEEN TRANSFERRED TO ANOTHER PARISH.

WE EXTEND OUT GRATITUDE TO FR. JEROME FOR HIS PAST YEARS RESPONSIBILITIES OF SHARING AND PROVIDING US WITH THE SPIRITUAL NEEDS OF OUR COMMUNITY.

FR GERRY HAS BEEN A JESUIT PRIEST FOR TWENTY YEARS. AFTER SEVEN YEARS SERVING IN WINNIPEG. HE WAS TRANSFERRED TO WIIKWEMKOONG F.N. ON MANITOULIN ISLAND AND SERVED THE NATIVE DEACON PROGRAM AT THE ANISHINABE SPIRITUAL CENTRE AT ANDERSON LAKE. HE PREVIOUSLY SPENT SIX YEARS HERE IN THUNDER BAY AND SERVED THE KATERI CHURCH AND OCCASIONALLY ASSISTED HERE AT ST. ANNE'S.

THE JESUITS HAVE ALWAYS HAD A DEEP SPIRITUAL RELATIONSHIP WITH THE NATIVE PEOPLE IN THIS AREA. FR. GERRY IS NO STRANGER TO OUR COMMUNITY HERE AT SAINT ANNE'S. THE EXPERIENCE HE GAINED UNDER THE GUIDANCE OF FATHERS KROKER AND FATHER GRANT WILL BE OF GREAT ASSISTANCE IN DEVELOPING A SPIRITUAL RELATIONSHIP WITH OUR ELDERS AND FAMILIES AND YOUTH. FR. GERRY S.J. POSSESSES SOME BASIC KNOWLEDGE OF THE NATIVE CULTURE FROM HIS EXPERIENCE IN BEING PLACED AT OTHER NATIVE COMMUNITIES. HE IS ANXIOUS AND WILLING TO FURTHER DEVELOP HIS KNOWLEDGE OF OUR NATIVE CULTURE WHILE BEING PLACED HERE AND SERVING, ARMSTRONG, GULL BAY AND THE KATERI PARISH IN THUNDER BAY.

FATHER INDICATED THAT "HE DOESN'T GO FISHING VERY OFTEN, BUT THAT MIGHT CHANGE NOW THAT HE IS BACK HERE."

PLEASE WELCOME AND INTRODUCE YOURSELF TO FATHER GERRY AS IT IS HIS DESIRE TO KNOW ALL MEMBERS OF OUR COMMUNITY.

THE WORDS FROM FR. GERRY'S FAVOURITE SCRIPTURE READING FROM JOHN 21 REFLECTS HIS SOLEMN COMMITMENT TO GOD AS A JESUIT, "FEED MY LAMBS", "LOOK AFTER MY SHEEP", "FEED MY SHEEP". "YOU ARE TO FOLLOW ME".

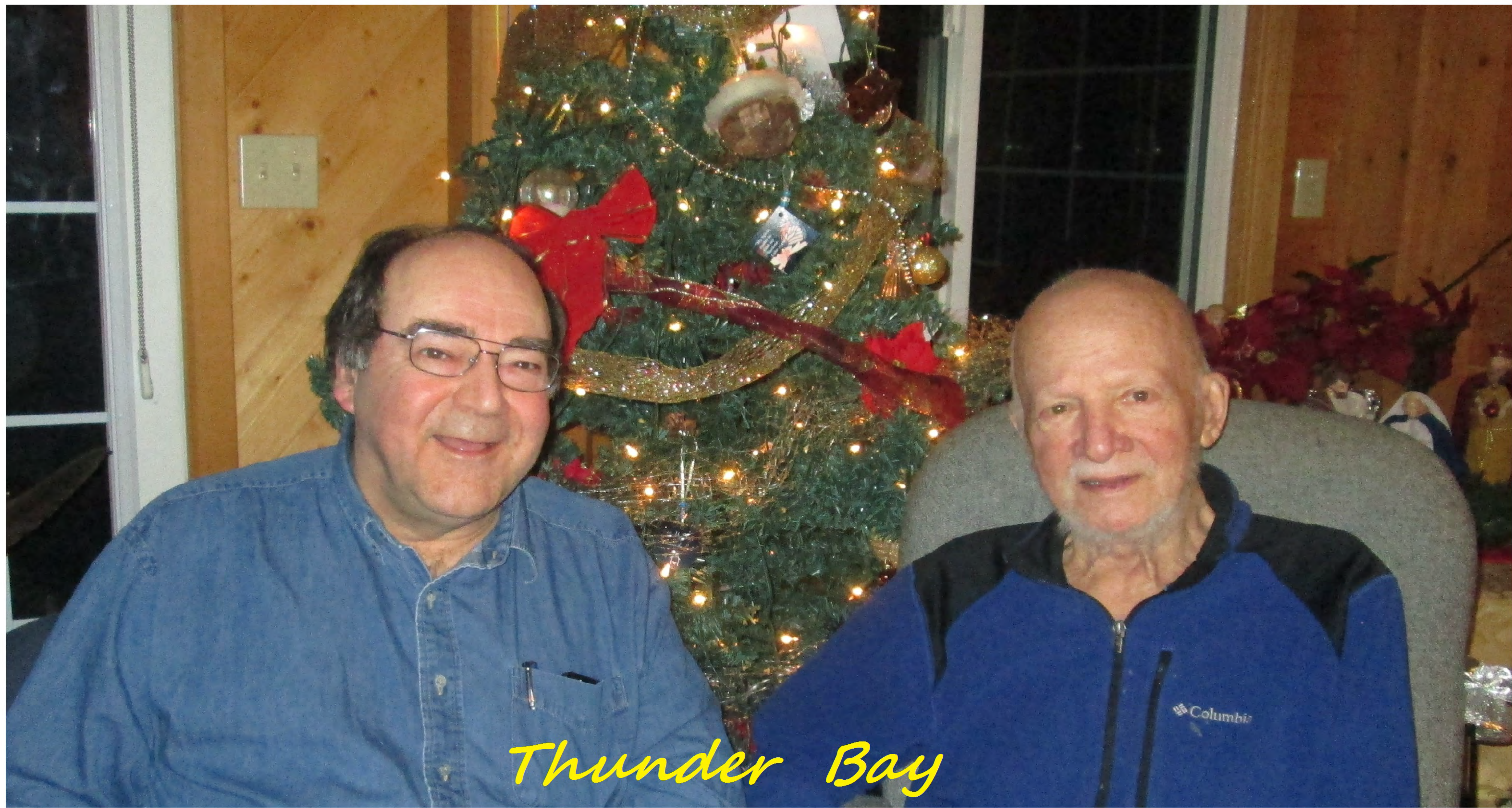
THE BLESSING OF THE RELIC OF ST. FAUSTINA FOR OUR PARISHIONERS WILL CONTINUE ONCE WE RECEIVE APPROVAL FROM BISHOP COLLI.

FOR YOUR INFORMATION MASSES WILL BE AS USUAL AT 5:PM ON SATURDAY AND 10:30 AM ON SUNDAYS. YOU CAN CONTACT FR. GERRY AT 622-8301 FOR YOUR SPIRITUAL REQUIREMENTS.

PSALM 32: 8" I WILL INSTRUCT YOU AND TEACH YOU THE WAY TO GO AND I WILL WATCH OVER YOU AND BE YOUR ADVISOR."

UNITED IN PRAYER ADM





*Thunder Bay*

*Joyeux Noël*

*Thunder Bay  
to Manitoulin*

*Merry Christmas  
2018*



*Manitoulin*