

Weekly Newsletter for November 2-8

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:



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.
- 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, <u>sign and date it</u>, 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 3rd – Friday of each month thereafter. Please provide no later than the Wednesday before the 3rd Friday to ensure any amounts owing to you are processed on the 3rd Friday. Otherwise, your payment may not be processed until the following month's 3rd 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 (2nd 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. 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 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.



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 and 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. 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



SCHOOL BUS MEMO

DEAR PARENTS AND GUARDIANS:

Requests for students to be dropped off or picked up at different addresses can NOT be accommodated.

It is your responsibility to arrange for a responsible adult to meet your child if you are unable to be home at drop off time.

Thank you for your cooperation.

- FWFN Education Department



EDUCATION SCHOOL BUS UPDATE

BEFORE LEAVING FOR SCHOOL PARENTS MUST DO THIS COVID ASSESSMENT

Does your child have:

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

- *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 TESTING FOR ON RESERVE FORT WILLIAM FIRST NATION MEMBERS ONLY

Dilico family health team is doing daily COVID-19 testings Mondays to Fridays by appointment only Individuals are booked within 24

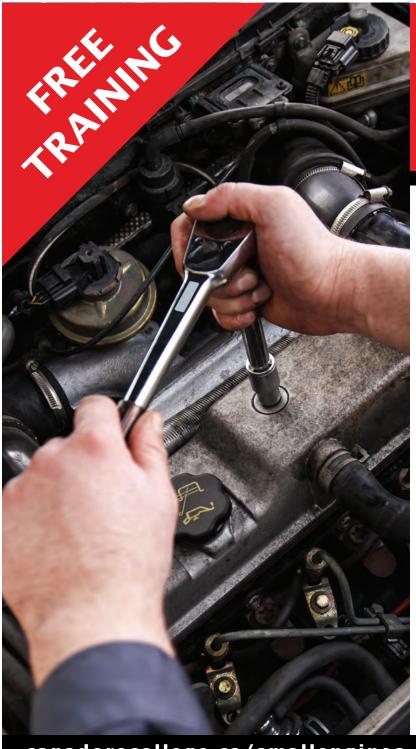
hours

If you or your child require a test, please book a time and date with the health team
PLEASE CALL: 626-5200

Appointments available - call us - 626-5200



(#)



Small Engines Pre-apprenticeship Program

for Qualified Indigenous Participants

Location: Canadore College, West Parry Sound Campus

Program Length: 20 weeks (full-time)

Date: January to June 2021

Cost: FREE (Includes textbooks, safety equipment and tools)

Who Can Apply: This pre-apprenticeship program is geared towards Indigenous students with Grade 12 or equivalent or with a pre-admission interview

A **Small Engine Technician** (435A) diagnoses, repairs and maintains small- to medium-sized engines and engine related systems. Learn to inspect, maintain and repair small gas and diesel vehicles and equipment.

For more information:

Judy Manitowabi Canadore College 705.497.4120 judy.manitowabi@canadorecollege.ca

Or

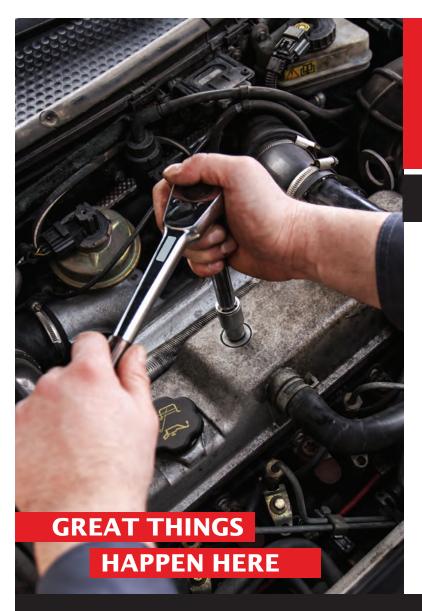
Your local First Nation Employment Training, Education or Ontario Works Office In partnership with Wasauksing First Nation and funded by CICan





OLLEGES & COLLÈGES &
NSTITUTES INSTITUTS
ANADA CANADA





Small Engines Pre-apprenticeship Program

for Qualified Indigenous Participants

A Small Engine Technician (435A) diagnoses, repairs and maintains small- to medium-sized engines and engine related systems for off-road vehicles and powered equipment. You will learn to inspect, maintain and repair small gas and diesel vehicles and equipment including, lawn mowers, snowmobiles, chainsaws and other gas-powered hand tools.

What You Will Learn

- · Upgrading: English and Math
- First Aid/CPR
- WHMIS
- · Lock Out/Tag Out Certification
- · Level One Curriculum
- · Work Placement (8 weeks)

Location: Canadore College, West Parry Sound Campus

Program Length: 20 weeks (full-time)

Date: January to June 2021

Cost: FREE (Includes textbooks, safety equipment and tools)

Who Can Apply: This pre-apprenticeship program is geared towards

Indigenous students with Grade 12 or equivalent or with a

pre-admission interview

For more information:

Judy Manitowabi Canadore College 705.497.4120

judy.manitowabi@canadorecollege.ca

Or

Your local First Nation Employment Training, Education or Ontario Works Office

In partnership with Wasauksing First Nation and funded by CICan







Gabapentin



Gabapentin, a drug for nerve pain, and a new target of misuse

What is gabapentin?

<u>Gabapentin</u> is an anti-epileptic drug, also called an <u>anticonvulsant</u>. It affects chemicals and nerves in the body that are involved in the cause of seizures and some types of pain and are often prescribed by a physician or specialist

What it is prescribed for?

>seizures- Gabapentin is used to treat partial (focal) seizures. It's taken together with other seizure medications in adults and in children 3 years of age and older who have epilepsy

>Postherpetic neuralgia-This is pain from nerve damage caused by shingles, a painful rash that affects adults. Shingles appears after infection

with the varicella zoster virus. This virus occurs in people who have had chicken pox.

Serious side effects

Call your doctor right away if you have serious side effects. Call 911 if your symptoms feel life-threatening or if you think you're having a medical emergency. Serious side effects and their symptoms can include the following

- . Thoughts of suicide or dying
- . Attempts to commit suicide
- . Anxiety that is new or worsens
- . Crankiness that's new or worsens
- . Restlessness
- . Panic attacks
- . Trouble sleeping
- . Anger
- . Aggressive or violent behavior
- . Extreme increase in in activity and talking
- . Unusual changes in behavior and mood

Gabapentin may interact with other medications

Gabapentin oral capsule can interact with other medications. Different interactions can cause different effects. For instance, some can interfere with how well a drug works, while others can cause increased side effects

<u>Pain drugs</u> When used with gabapentin, certain pain drugs can increase its side effects, such as tiredness.

<u>Stomach acid drugs</u> When used with gabapentin, certain drugs used to treat stomach acid problems can reduce the amount of gabapentin in your body.

This can make it less effective. Taking gabapentin 2 hours after taking these drugs can help prevent this problem.

**If you or someone you know is misusing this medication, please be advised of the warning signs and symptoms that are listed above or have any questions please contact our Addiction workers **

Allie-Joe -AddictionsWorker@fwfn.com

Loretta-LorettaCollins@fwfn.com



JOB POSTING

Position Title: Finance Officer (2)

Position Description: Under the general direction of the Controller, the Finance Officer will

perform internal control functions, account reconciliation, general ledger administration and preparation of audit working papers.

Major Responsibilities:

- Monitor and enforce existing financial policies and procedures and assist with identifying areas for improvement relevant to accounting and internal control, budgeting, forecasting, and project tracking. Communicate and collaborate with Controller and Director of Finance to stay abreast of spending, budgeting, reports, and evaluation.
- Assists with the internal development and supervision of other Finance department staff including Accounts Payable Clerk, Accounts Receivable Clerk and Assistant Finance Officer in order to improve internal capacity.
- Monitor legislation, regulations, policies, and procedures applicable to financial reporting and operations, and ensure Fort William First Nation's compliance.
- Prepare bank and other account reconciliations.
- Completes journal entries as required.
- Assists with audit and preparation of audit working papers.
- A full job description is available upon request.

Qualifications:

- Diploma or degree in accounting is required, combined with a minimum of three (3) years' experience in the accounting field. Enrolment in the Chartered Professional Accountants (CPA) program of study is encouraged.
- Experience working within First Nations management.
- Knowledge of Microsoft Dynamics would be considered an asset.
- 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, November 6, 2020

Please direct your application to the attention of:

Donna Mullen, Acting Human Resources Manager Ph: 807-623-9543 ext. 806, Fax: 807-623-5190

Email: donnamullen@fwfn.com

When hand delivering; ensure that your application is date

stamped and a copy provided to you.



JOB POSTING

Position Title: Community Security Officer- Contract

Position Description: The Community Security Officer assists with the overall security of

the FWFN community. Responsible for the safety of Fort William First Nation patrons, band members, employees and property. This position will require a flexible schedule. The Community Security

Officer will report to the Director of Lands and Property or

designate.

Major Responsibilities:

• Patrol FWFN premises to prevent and detect signs of intrusion

- Conduct check of entire site at regular intervals
- Answer alarms and investigate disturbances
- Responsible for keeping recordings that are to be used as evidence against alleged criminals in police investigations
- Adhere to all policies and follow established procedures
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons
- Work a flexible schedule such as nights and weekends
- Other duties as assigned

Working Conditions:

- Working outdoors in all weather conditions
- Overtime as required
- Shift work including nights and weekends

Qualifications:

- High School Diploma required
- Related Security Certificate would be considered an asset
- Previous experience as a Security Officer or in a related field required
- Must have a valid driver's license
- Must have first-aid and CPR certification
- Must be able to complete required paperwork to report abnormalities or incidents
- Must be able to sit or stand for long periods of time
- Attention to detail in all areas of work

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



• Effective communication skills with individuals at all levels of the organization

Salary and term: To be negotiated

Job Posting Closing Date: Applications, consisting of a cover letter and resume with

three (3) references, must be received by **4pm Sunday**, **November 8**th, **2020.** Please direct your application to the

attention of:

Donna Mullen

Human Resources Assistant P: 807-623-9543 Ext: 806 Email: donnamullen@fwfn.com

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



Ontario Region is Now Open for Appointments for Registration and Membership Services

Beginning August 17, 2020

Please contact the office nearest to you for more information or to set up an appointment:

BRANTFORD: 519-751-6462

THUNDER BAY: 807-623-3534

TORONTO: 416-973-5282

SUDBURY: 705-522-5100

PLEASE NOTE: Masks or face coverings are mandatory for all in-person services.

To facilitate physical distancing, please arrive 5 minutes early for in-person appointments.



MEMBERSHIP & REGISTRATION UPDATE



The FWFN Administration Office thanks you for your continued patience regarding Membership & Registration processes as we now move forward in assisting community members by offering in-person appointments.

In order to maintain safety in our offices, we have some in-person appointment guidelines:

- ALL APPOINTMENTS MUST BE BOOKED PRIOR BY PHONE OR EMAIL Priority
 will be given to any previous appointments and the current Call-Back List.
 When requesting an appointment please leave a preferred date and time
 with your name, contact information and reason for appointment (I.e. Lost
 or stolen status card).
- All members are asked to wear a mask or face covering for all in-person appointments. To facilitate physical distancing, please arrive 5 minutes early for in-person appointments.
- It is highly encouraged to prepare all necessary application forms prior to your appointment. This includes gathering any supporting documentation: IDs, Passport Photos, Certificates, etc.
- Application forms can be emailed, faxed or mailed to community members if required.
- Note: ISC has extended the validity date of status cards until further notice. All service providers/businesses are recommended to accept expired status cards to confirm eligibility for programs and services until further notice.

Please contact Kelsea Pelletier at <u>Membership@fwfn.com</u> to book your appointment and for all related inquiries.



Service Delivery Partners

As Service Canada is gradually re-opening some in-person locations for key services, Canadians should continue to use Service Canada's online services whenever possible.

Our priority is the health and safety of all Canadians, while maintaining service to the public. In response to COVID-19, Service Canada is changing how we serve clients and communities. To ensure critical service delivery to clients, clients can access our services in three ways:

Option 1 (preferred option for most Canadians)

Clients can access Service Canada programs, services and benefits through our online services and call centres.

Please access our many online services at:

Canada.ca/service-canada-home

Please contact our call centres at:

Service Canada 1-800-O-CANADA (1-800-622-6232)

Employment Insurance 1-800-206-7218

Canada Pension and Old Age Security 1-800-277-9914

Canada Emergency Response Benefit 1-833-699-0299

Social Insurance Number 1-866-274-6627

Option 2 (for further support and assistance)

If clients require further support and assistance to access critical benefits, help is available through an e-service request available online and on mobile phones.

If you require assistance accessing services or need to make an appointment for an in-person service, please complete an online request at:

Canada.ca/service-canada-e-service

A Service Canada officer will contact you within two business days.

Option 3 (only for those with other barriers or NO computer access)

If clients do not have access to a computer, the internet, or have other barriers, they can contact the Service Canada Outreach Support Centre toll-free service. TTY service is available.

Outreach Support Centre

Monday to Friday 8:30 a.m. to 4:00 p.m.

Western Provinces and Territories: 1-877-631-2657

Ontario: 1-877-355-2657 Quebec: 1-877-760-2657

Atlantic Provinces: 1-877-464-2657 TTY: 1-833-719-2657

Services available:

- Employment Insurance
- Canada Emergency Response Benefit
- Information and form filling assistance for Canada Pension Plan / Old Age Security
- Social Insurance Number
- Information and referral for other federal programs and services

Recognizing that the majority of Canadians will be able to access benefits through Options 1 and 2, Option 3 is a call centre with limited capacity and is designed to support the needs of only our most vulnerable clients with no other means of accessing service. For this reason we request that you do not post the signage provided in general public areas.

Thank you for your support in ensuring that Canadians continue to receive access to critical services and benefits.



EVERY CHILD DESERVES A SAFE HOME, BECOME A FOSTER PARENT!

Fort William First
Nation is currently
looking for families
who are interested in
opening their homes
for Emergency -On
Call, Short term and
Long term Mikinaak

homes in our community.

A Mikinaak h

A Mikinaak home or Customary care home refers to the traditional practice of raising a child within the First Nation, where all members of the family, extended family, relatives and community are involved.
There are several of our Fort William children that are currently in need of

placements. If you think you might be interested in opening up your home to our children please contact:

Sheri Boucher at sheriboucher@fwfn.com





FWFN Remembrance Day Service

Due to COVID-19 This Year's Remembrance Day will be a smaller ceremony.

If you wish to lay a wreath please contact

Cathy Banning at cathyb@tbaytel.net or Gail R Bannon at

gailrbannon@fwfn.com

The Cenotaph will remain open to the pubic to lay a wreath in honor of their loved ones, and will be closed at 3 pm.

There will not be a Community Feast at the community center.



ATTENTION!

SERVICE CANADA READY TO HELP

Please access our many online services at:

Canada.ca/service-canada-home

If you require assistance accessing services, please complete an online request at:

Canada.ca/service-canada-e-service



A Service Canada officer will contact you within 2 business days.

If you do not have access to the internet and require assistance accessing services, please contact us at:

Western Provinces and Territories: 1-877-631-2657

Ontario: **1-877-355-2657** Quebec: **1-877-760-2657**

Atlantic Provinces: 1-877-464-2657

TTY: **1-833-719-2657**

Follow the infection prevention and control guidance provided by the Public Health Agency of Canada available at:

Canada.ca/coronavirus

If you experience these symptoms, please contact your health care provider or your local public health unit.

