

Weekly Newsletter for December 14-20

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 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.

COVID-19 – Update from Finance

As COVID-19 numbers continue to increase during the second wave in Ontario it is more important than ever for everyone to remain vigilant in their efforts to prevent the spread of COVID-19. This includes maintaining physical distancing with one another, practicing good hand hygiene and wearing masks when in enclosed public spaces.

Please continue to visit our local Thunder Bay Health Unit website for the most current COVID-19 data at: <https://www.tbdhu.com/coviddata>.

You may also visit our COVID-19 Action Plan web page for Community Updates, Resources and Important Contact Information 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 services. Responding to COVID-19 pandemic needs and our Community's health and safety remains our primary focus while we continue to do our best to administer all of our Finance functions and as a result, our response times may continue to be delayed. We sincerely appreciate your continued patience and understanding during this time.

Payments to our suppliers

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 limit contact and uphold the physical distancing requirements by public health officials.

You may wish to set up direct deposit, if so, please refer to the previous page for the correct format to submit this information to us.

Bingo Balls

Until further notice, Bingo Balls applications are not being accepted at this time, as a result of limited Bingo Operations during the pandemic.



CANCER SCREENING DURING COVID-19

Cancer Screening Tests are Starting Again

Healthcare providers are gradually resuming routine cancer screening tests. The gradual re-start is to ensure the safety of the public and healthcare staff during COVID-19.

There may be delays in resuming screening due to COVID-19 safety measures that may limit the number of people who can be screened each day and to allow healthcare providers to rebook any appointments that were cancelled while services were on pause.

FOR MORE INFORMATION

Breast Screening: Contact your local Ontario Breast Screening Program site

Colon and Cervical Screening: Contact your family doctor or nurse practitioner. If you do not have a family doctor or nurse practitioner, you can contact Health Care Connect by calling 1.800.445.1822 or clicking here to be connected to one

If you live on a **First Nation reserve**, you can also contact your health centre for more information

If you have any questions, you can call Ontario Health (Cancer Care Ontario) toll-free at **1-866-662-9233** from Monday to Friday, 8:30 a.m. to 5 p.m. or email cancerinfo@ontariohealth.ca

For information about COVID-19, please visit [Covid-19.ontario.ca](https://www.ontario.ca/covid)

PCC4216



Fort William First Nation Health Centre

ATTENTION FWFN COMMUNITY MEMBERS

MEDICAL TRANSPORTATION

The Health Centre is requesting community members that utilize the **AFTER HOURS TAXI SERVICE BETWEEN THE HOURS OF 4:00PM -9:00AM**, from FWFN to Thunder Bay Regional Health Science Centre Emergency Department and back, please call the Health Centre Reception to book a time to sign a confirmation of appointment. **PLEASE NOTE**, all confirmations need to be signed before December 18, 2020 due to Christmas office closure, if not signed on or before the date the service will not be available through the holidays. All confirmation forms require signatures on a monthly basis.

Due to COVID-19 restrictions. Please wear a mask, maintain 2 metres and use hand sanitizer.

Respectfully,

Health Centre Staff

Department: Membership & Registration
Subject: Security Checkpoint Verification

Date Prepared: December 8, 2020
Prepared by: Kelsea Pelletier
Band Membership Clerk

NOTICE TO COMMUNITY:

As of Wednesday December 9, 2020, the Fort William First Nation (FWFN) Emergency Response Group will be reinstating Phase Two (2) of our Security Checkpoint Plan within the community. There will be restricted access to non-residents during operation.

This is a reminder to all non-registered residents of FWFN to please contact the Membership Department at your earliest convenience in order to obtain a new Security Checkpoint Verification Letter confirming your residence on FWFN. Security Checkpoint Verification Letters dated prior to Wednesday December 9, 2020 will not be accepted for access.

The following exceptions will be made to the non-resident restrictions (as outlined in the Phased Plan posted December 7, 2020):

- Food Delivery Services
- Healthcare Workers
- Office and/or Contract Workers
- Package/Newspaper Delivery Services
- Council approved requests made by community members

SECURITY CHECKPOINT VERIFICATION/ACCESS LETTER REQUESTS:

FWFN Chief and Council will review submitted requests weekly to approve access through the Security Checkpoint. Please submit your requests to Membership@fwfn.com by Tuesday of each week to make it on the request list to Chief and Council. If you do not submit a letter prior to Wednesday each week, your request may not be reviewed until the following week. Requests should include the name, contact information, address, affiliation information, etc.

IN-OFFICE APPOINTMENTS REMAIN CANCELLED UNTIL FURTHER NOTICE:

All in-office Membership appointments have been cancelled until further notice - (CIS) Certificate of Indian Status cards are not being issued at this time. Please contact Membership if a FWFN Membership Verification Letter is required to confirm membership and registration.

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We thank you for your continued patience. If you have any questions/concerns please see contact information below:

Membership@fwfn.com

Kelsea Pelletier, Band Membership Clerk (IRA)
Fort William First Nation
90 Anemki Drive, Suite 200
Fort William First Nation, ON P7J 1L3

P: 807.623.9543 Ext. 812
F: 807-623-5190



COMMUNITY ADVISORY

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

Title: COVID-19 Update

December 10, 2020

Public Health Alert –Holiday Gatherings

public health recommendations to take to prevent the spread of COVID-19 in your communities over the next several weeks as we wait for the rollout of vaccines.

While we cannot eliminate all risks, there are things that can be done to reduce the risk of spread within communities.

Continuing to Follow Public Health Recommendations

Public health recommendations to prevent the spread of COVID-19:

- ☐ DO NOT VISIT OTHER PEOPLE'S HOMES
- ☐ Holiday gatherings should only include members of an immediate household
- ☐ Wash hands often and practice good hygiene –you cannot do this too much
- ☐ Cover your cough or sneeze
- ☐ IF YOU HAVE ANY SYMPTOMS get tested immediately and stay away from others as much as possible
- ☐ Self-isolate until you have your test results and are notified by your provider about next steps
- ☐ Practice physical distancing of 2-metres and wear a mask when out of your home to get needed supplies of groceries, medications, etc.

Mental Health

Feelings of stress are common during the holiday season and may become amplified by the COVID-19 Pandemic. The following are some resources that you may access during this trying time of the year.

- Canada suicide prevention services 1-833-456-4566
- Hope for Wellness Help line 1-855-242-3310 offers immediate mental health counselling and crisis intervention including on line chat counselling services [hopeforwellness.ca](https://www.hopeforwellness.ca)

Thank you for continuing to work together to keep yourself and each other safe.

Dr, Maurica Maher
Regional Public Health Physician, FNIHB ON Region

Updated information will be posted as it becomes available, please check the website FWFN.com and watch for community notices to keep updated.

Sincerely,
Luanne Maki
Pandemic Coordinator, FWFN

90 Anemki Dr. Suite 200
Fort William First Nation, ON P7J 1K3
Telephone: (807)623-9543
Fax: (807)623-5190



FORT WILLIAM FIRST NATION HOLIDAY COMMUNITY MEMO

Fort William First Nations Offices will be closed for the Holidays from December 18, 2020 and will resume business January 4, 2021. The following is a list of services and program information and how to access these during this closure.

Health: The Medical Van service will not be available throughout the holidays. Members will be responsible for their own transportation to their appointments. Taxi Slips will be issued to Thunder Bay Regional Health Science Centre ONLY. Please call the on-call phone at 472-7701. In a true emergency please contact 911.

For any other information please contact the COVID-19 hotline at 698-0415 or email COVID19@FWFN.com

Housing: Furnace calls – 633-3959 for emergencies only.
Frozen Water Lines – Guy Collins at 472-3846
Power outages – Contact housing at 633-3959.

Public Works: Snow Removal – All public works crews are on standby. First priority is access roads followed by Elders Driveways.

Ontario Works: January 1, 2021's assistance will be mailed out on December 18, 2020. If you do not receive your cheque in the mail, please contact the Social Department at 622-6791 messages will be checked every Friday during the closure.

Education: Living allowance will be deposited into participants accounts on the first banking day of the month in 2021

Youth and Social: Youth and Social Development will be closing all online programming throughout the holidays and will resume online programs in January 2021.

***On Behalf of Chief, Council and Staff we wish you all a
MERRY CHRISTMAS & A HAPPY NEW YEAR
Stay safe and stay Healthy.***



FORT WILLIAM FIRST NATION HOLIDAY COMMUNITY MEMO

**During Christmas Holidays you may find
yourself in need of services**

Some helpful supports are listed below:

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

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

Thunder Bay Counselling Centre: 807-684-1880

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

Youth Outreach Worker: 807-623-8511

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

Dilico Anishnabek Family Services: 623-8511

Safe Alternatives: 1-800-366-8288

Kids Help Phone: 1-800-668-6868

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

Crisis Services Canada: 1-833-456-4566



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: Chief Financial Officer (CFO)
Permanent Full-Time

Position Description: Fort William First Nation requires an energetic, motivated and career-minded Chief Financial Officer (CFO) responsible for reporting to the Chief Executive Officer (CEO). The CFO will play a critical role in the development and implementation of the Fort William First Nation financial strategy. As a member of the senior leadership team, the CFO will be an advisor to the Departmental Directorship, evaluating and assisting them with their financial plans. The CFO will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization under the directorship of the CEO, Chief and Council.

Major Responsibilities:

- Provide overall strategic leadership to the Finance Department
- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include tax planning, and conservation of assets
- Manage the accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable and statutory reporting
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and organization policies and procedures
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis, budgeting and reporting
- Coordinate the year-end audit and preparation of audited financial statements
- Work with external auditors, finance portfolio and FWFN Chief and Council
- Assign and authorize cheques, purchase orders and invoices
- Develop and assist in the implementation of related goals and financial policies / procedures
- Seek out finance and administration opportunities and funding sources
- Ensure compliance with local, provincial, and federal budgetary reporting requirements
- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, ledger, and account maintenance and data entry
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports
- Develop and implement finance, accounting, billing, and auditing procedures
- Establish and maintain appropriate internal control safeguards
- Interact with Directors and Managers to provide consultative support and financial recommendations
- Ensure records systems are maintained in accordance with generally accepted auditing standards
- Analyze cash flow, cost controls, and expenses to guide business leaders
- Analyze financial statements to pinpoint potential weak areas
- Develop tools and systems to provide critical financial and operational information to the Chief and Council and CEO and make actionable recommendations on both strategy and operations

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

- Support long-term budgetary planning and costs management in alignment with Fort William First Nation's strategic plan
- Manage cash flow and forecasting
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions
- Assist Directors and CEO with the implementation of budgets, monitor progress and present quarterly and annual operating results for each department
- Represent FWFN externally to government agencies, funding agencies, and Membership
- Supervise, and evaluate department staff
- Perform related duties and responsibilities as required

Qualifications:

- Undergraduate or Graduate Degree in Finance or Accounting required
- Chartered Professional Accountant (CPA) designation required
- Five (5) years of experience in a senior-level finance or accounting position
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Knowledge of Indigenous Services Canada's government funding and reporting structure
- 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 **11:59 pm on Sunday, January 3, 2021**. Please direct your application to the attention of:

Donna Mullen

Human Resources Assistant

Ph: 807-623-9543 ext. 806, Fa: 807-623-5190

Email: 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: Finance Officer

Position Description: Under the general direction of the Chief Financial Officer (CFO) 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 **11:59 pm on Sunday, January 3, 2021**
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

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

Book Club

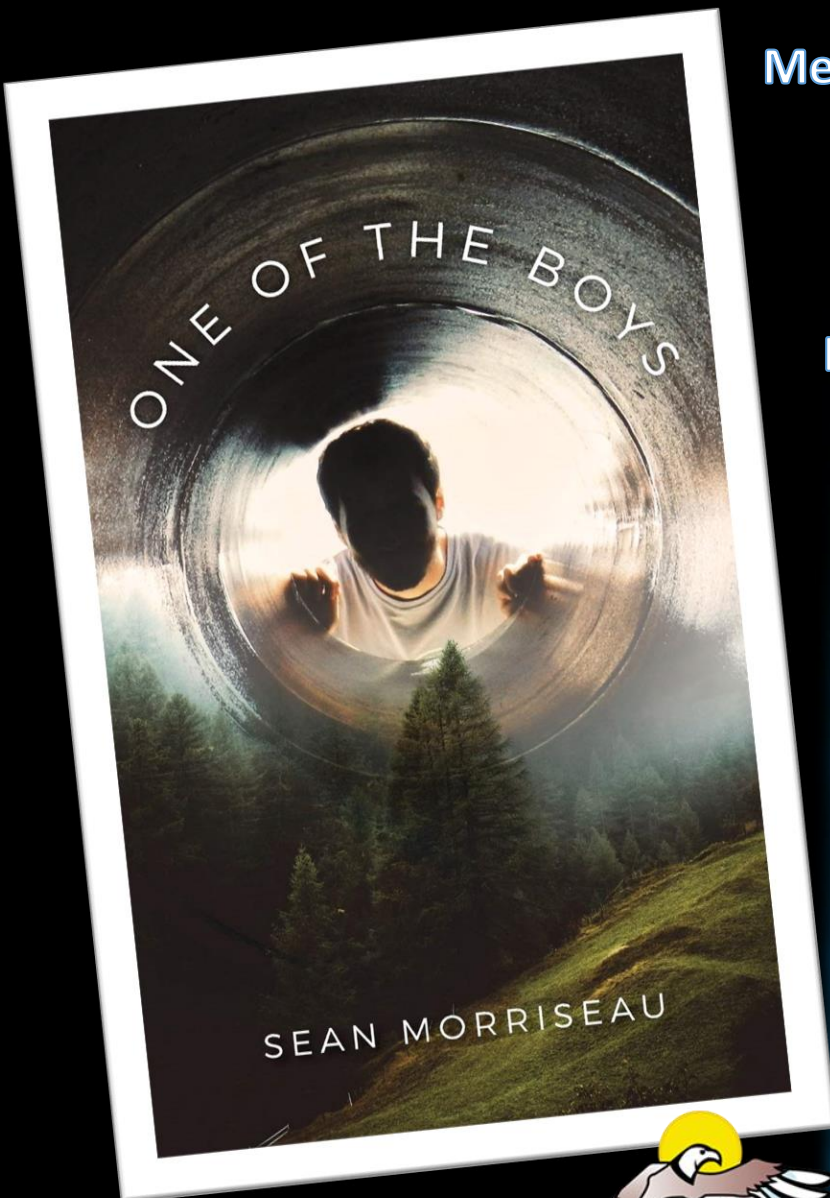
POP UP BOOK

Register with ShayalynSabourin@fwfn.com
Registration Closing: Monday Dec 14th 2020 @4pm
Pick up/Delivering Books: Tues Dec 15th 2020

Meeting with Guest Speaker :
Sean Morriseau

Book Club Meeting

Dec 17th @5-7pm (Zoom)



Youth & Social Development



CANCER SCREENING DURING COVID-19

Cancer Screening Tests are Starting Again

Healthcare providers are gradually resuming routine cancer screening tests. The gradual re-start is to ensure the safety of the public and healthcare staff during COVID-19.

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FOR MORE INFORMATION

Breast Screening: Contact your local Ontario Breast Screening Program site

Colon and Cervical Screening: Contact your family doctor or nurse practitioner. If you do not have a family doctor or nurse practitioner, you can contact Health Care Connect by calling 1.800.445.1822 or clicking here to be connected to one

If you live on a **First Nation reserve**, you can also contact your health centre for more information

If you have any questions, you can call Ontario Health (Cancer Care Ontario) toll-free at **1-866-662-9233** from Monday to Friday, 8:30 a.m. to 5 p.m. or email cancerinfo@ontariohealth.ca

For information about COVID-19, please visit [Covid-19.ontario.ca](https://covid-19.ontario.ca)

PCC4216



Ontario Health
Cancer Care Ontario

Dibaajimowin • Anishinaabe Storytelling

Daily storytelling by First Nations Elders



Date: December 14 – 18, 2020

Time: 12:00 – 1:00 PM

Presented through Webex

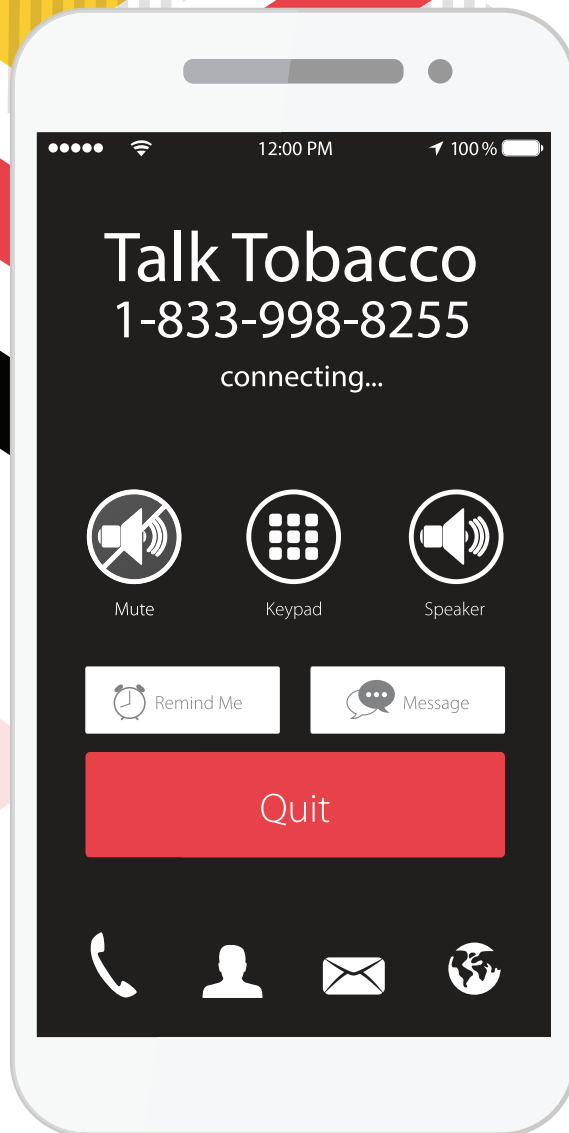
Register by contacting Annette Klement: klementa@tbh.net

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- ♦ Mon, Dec 14 – Weesakayjack with Gerry Baxter
 - ♦ Tue, Dec 15 – (Topic TBD) with Ma-Nee Chacaby
 - ♦ Wed, Dec 16 – Life Stages of the Medicine Wheel with Rita Fenton
 - ♦ Thu, Dec 17 – The Frog and the Six Seasons with Luke Sagutch
 - ♦ Fri, Dec 18 – Anishinaabe Night Sky Storytelling with Audrey Deroy

Everyone is Welcome!



Indigenous Quit Smoking and
Vaping Support



Learn to cope
with cravings and
withdrawal symptoms



**Culturally inclusive
and aware**
Serving First Nation, Inuit, Métis
and Urban Indigenous populations



**Available in
16 Indigenous
languages**



**Free and
confidential
service**

Quitlines like **Talk Tobacco** can
more than double your chance
of quitting successfully



Mon – Thurs: **8:00am – 9:00pm** | Fri: **8:00am – 6:00pm** | Sat & Sun: **9:00am – 5:00pm** | Statutory Holidays: **Closed**



Canadian
Cancer
Society

CANADIAN PARTNERSHIP
AGAINST CANCER



PARTENARIAT CANADIEN
CONTRE LE CANCER



Ontario Health
Cancer Care Ontario

1-833-998-8255
talktobacco.ca

Production of this poster has been made possible through collaboration and financial support from the Canadian Partnership Against Cancer Corporation and Health Canada.
The views expressed herein do not necessarily represent the views of Health Canada or the Canadian Partnership Against Cancer.



TRIPLE P PARENTING POSITIVE PARENTING PROGRAM

ONLINE Sessions available February 2021

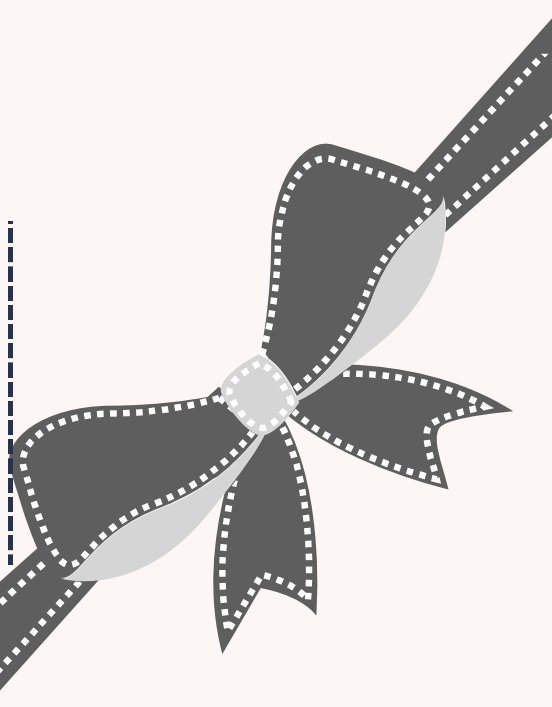
FOR MORE INFORMATION AND TO REGISTER
PLEASE CONTACT

OLIVIA PELLETIER

Family Support Worker



(807) 622-8802
Ext. 210
oliviapelletier@fwfn.com



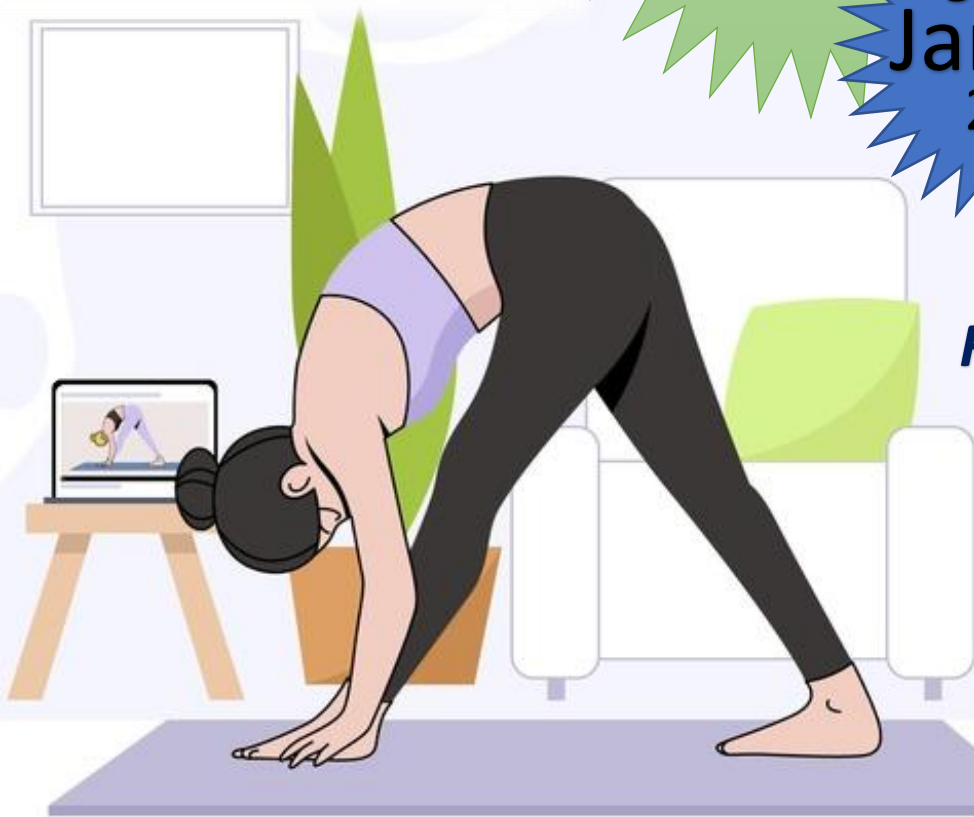


ONLINE YOGA

5-6pm
Jan 6th
2021

Join Now
& receive a
Shaker Cup

5-6pm
Jan 13th
2021



***Instructor
Records Herself
For you to
Never Miss
Out! Join Now
& Yoga
anywhere!!***

Must Register with: Marnie Greenwald
marniegreenwald@fwfn.com



Yoga 4 All