

SAUGEEN FIRST
NATION #29



SERVICES MANUAL

REVISED: September 13, 2017

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PREFACE

The Services Directory can help you discover information about the services available from a particular department/program provided by Saugeen First Nation #29.

The Services Directory is also useful for finding information about the many different service types. For example, you can use the Services Directory to determine the required address of each department/program, as well as the services that work in tandem with each other on Saugeen First Nation #29.

INTRODUCTION

WHO WE ARE

Saugeen First Nation #29 (SFN) is made up of a distinct Anishnaabek Nation. We are comprised of the Three Fires Confederacy.

We continue to use and apply our customs and traditions as we have since time immemorial.

Vision

Saugeen First Nation #29 is a vibrant and healthy nation, united in its vision to build prosperity for all its peoples.

Mission

Our Elders, Council, and Administrative Leadership will work together to improve the long-term health, happiness and prosperity of our community by:

- Balancing long-term and short-term decisions, risks, rewards and socio-economic goals
- Separating economic and social program development, while balancing the efforts in both areas
- Developing strategic plans which transcend Council terms, and tracking out progress using key performance indicators
- Building long-term economic prosperity by integrating our traditional knowledge and skills, increasing youth employment, and enhancing the value of our lands and infrastructure
- Leveraging the community's access to capital, and investing in sustainable, long-term, socio economic development programs.

Core Values

We act in accordance with our core values, and strive to consistently follow these guiding principles:

- Community – we work together for the highest good of all
- Pride, perseverance, and resilience – we overcome our challenges
- Cultural awareness – we value our language, knowledge, and the teachings of traditional First Nations spirituality
- Health – we are “walking the good life”
- Respect, Unity, and equality for all

Administration Building **(Multiple Departments)**

Band Administrator **Band Administrator Executive Assistant**

6493 HWY 21
Southampton, ON
NOH 2L0

Telephone: 519.797.2781
ext. 1102 – B.A.
ext. 1104 – B.A. Assistant
Fax: 519.797.2978
Email: Band.admin@saugeen.org

The Band Administrator is responsible for the successful leadership and general management of SFN according to the vision, objectives, and strategic direction set in conjunction with the governing body. The Band Administrator is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of SFN's objectives by leading the community's governing body as a skilled administrator who is a positive role model. This role focuses on establishing effective working relationships with community groups, funding agencies and other external contracts, the efficient financial responsibilities of SFN, economic development, and other improvements for SFN.

Band Membership and Indian Registry Administrator

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. #1122
Toll Free: 1.800.680.0744
Fax: 519.797.2978
Email: Membership@saugeen.org

The Band Membership and Indian Registry Administrator is responsible for discovering events affecting the Indian Registry System, such as births, deaths, marriages, transfers, divorces, age of majority, etc.

This administrator is also responsible for obtaining/locating certified documents verifying these events, e.g. birth certificates, death certificate, marriage certificate, etc.

This department also issues Certificates of Indian Status (status cards) to members of Saugeen First Nation #29, as well as other First Nations.

REGULARLY WORKS WITH:

- Saugeen's Membership office works in tandem with the Finance Department on an annual basis to verify records for Saugeen's annual Distribution process.

Chief and Council

Chief

Councillors – Nine (9)

Council Clerk

Communications/Grant Writer/Policy Analyst

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1101 – Chief
Fax: 519.797.2978
Email: cc.clerk@saugeen.org

The governing body SFN that consists of is nine (9) Councillors and one (1) Chief. Chief and Council are elected every 2 years. Chief and Council are responsible for the sustainability of SFN, it's Aboriginal and Treaty Rights, advance and protect the cultural identity of SFN, working towards the education, economic development, health, social status, and equality of life for SFN members, overseeing responsible management and development, meet the current and future needs of SFN, ensuring that all decisions that are made and implemented are done so in the best interest of SFN and its members, and maintaining all accountability to SFN and its members.

Education Department

Education Director **Education Counsellor**

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext.1118
Fax: 519.797.2978
Email: Education@saugeen.org

The SFN Education Department administers the federal elementary, secondary, and post-secondary education program and administers policy as prescribed by the policy.

The role of the SFN Education Department is to provide, advocate for, and support students and parents/guardians attending the various levels of education.

Each summer, the department prepares the busing routes, works with daycares and schools for transition via school visits and riding the bus, giving new students an idea of what to expect for their coming years. Transitions are also provided to elementary to students heading to secondary education.

Each year the Education Department delivers the awards program for students, as Band Council sponsored event.

REGULARLY PARTNERS WITH:

- Aaron Roote Memorial Youth Centre
- ACYPS
- Mino Bimadsawin Health Centre
- Employment and Training
- Social Services

Finance Department

Senior Fin. Officer
Senior Finance Clerk
Finance Reception

Account Payable
Account Receivable
Payroll Clerk

6493 HWY 21
Southampton, ON
N0H 2L0

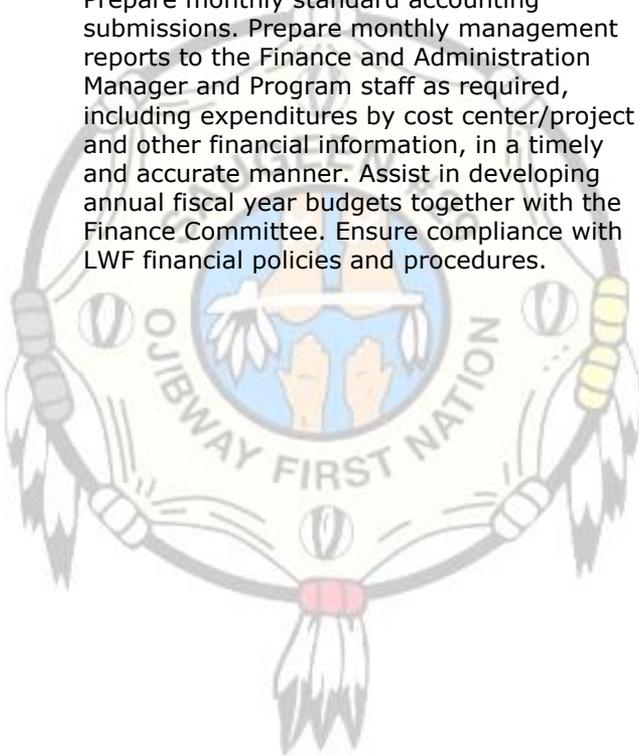
Telephone: 519.797.2781 ext. 1117
Fax: 519.797.5980
Email: Finance@saugeen.org

The Finance Department's aims to provide a services of accurate, secure and timely financial structure to the members, employees and staff of Saugeen First Nation in an unbiased, confidential and professional manner.

The Finance Department consists of

- Finance Reception – who tracks purchase orders and travel requests, collects payments made by cash, cheques, debit/credit card, as well as other office duties required of the Finance Department.
- Accounts Receivable Clerk – who maintains records of payments by cash, cheques, debit/credit card.
- Account Payable Clerk – who is responsible for processing invoices and issuing payments to vendors, etc.
- Payroll Clerk – who is responsible for maintaining payroll information by collecting, calculating, and entering data. They also update payroll records by entering changes in exemptions, insurance coverage, deductions, etc.
- Senior Finance Officer - Oversee and manage daily program-wide accounting and finance functions including timely recording of

transactions, cash management, banking, payroll, inventory, receivables, and payables. Plan and implement systems for financial operations in SFN and in area program offices in accordance with the SFN policies. Maintain banking relations and plan and monitor SFN cash flow requirements to ensure the smooth implementation of SFN programming/projects. Prepare monthly standard accounting submissions. Prepare monthly management reports to the Finance and Administration Manager and Program staff as required, including expenditures by cost center/project and other financial information, in a timely and accurate manner. Assist in developing annual fiscal year budgets together with the Finance Committee. Ensure compliance with LWF financial policies and procedures.



Housing Administration

Housing Administrator

Housing administrative Assistant

6493 HWY 21
Southampton, ON
NOH 2L0

Telephone: 519.797.2781 ext. 1107

Fax: 519.797.2978

Email: Housing@saugeen.org

The Housing Administrator's focus is to provide and maintain high quality and affordable housing for the First Nation Members, and is responsible for the overall operation of the Housing Program.

The Housing Administrator reports directly to the Band Administrator, and will liaise with Chief and Council, program managers, employees, community members, and external resources.

They are also responsible for preparing and developing budgets, reports, submissions for housing, etc., as well as periodically inspecting rental units, giving as least three (3) days' notice, and report any damages to the Housing Committee.

The Housing Administrative Assistant's duties include assisting with correspondences with any tenants, homeowners, etc. in regards to rent, mortgages, and renovations, keeping records of payments, answering calls and responding to housing related queries, generate purchase order for Housing Administrator, generate agendas for Housing Committee, extensive research on all files, acting resource on occasion for housing committee, arranging direct payments for clients on the Ontario Disability Support Program (ODSP), arrange meetings and travel for Housing Administrator, and lastly establish and maintain all confidential files in the Housing Department.

Human Resources

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1110
Fax: 519.797.2978
Email: HR@saugeen.org

The Human Resources (HR) Manager for Saugeen First Nation works in conjunction with the Band Administrator on the organizations personnel issues. The HR Manager acts as a link between staff and senior management; provides guidance to all staff regarding the Personnel Policies; and provides the administration of group benefits and pension plans for staff and addresses any issues from Finance regarding employees' contributions. The HR Manager position is a key component of the recruitment and selection process. The HR Manager must remain current with provisions of the Canada Labour Code, Employment Standards Act, Human Rights Act, and Occupational Health and Safety Act. The HR Manager ensures that employment matters comply with employment law. This position is a constant challenge as it involves balancing many roles and activities in support of the organization.

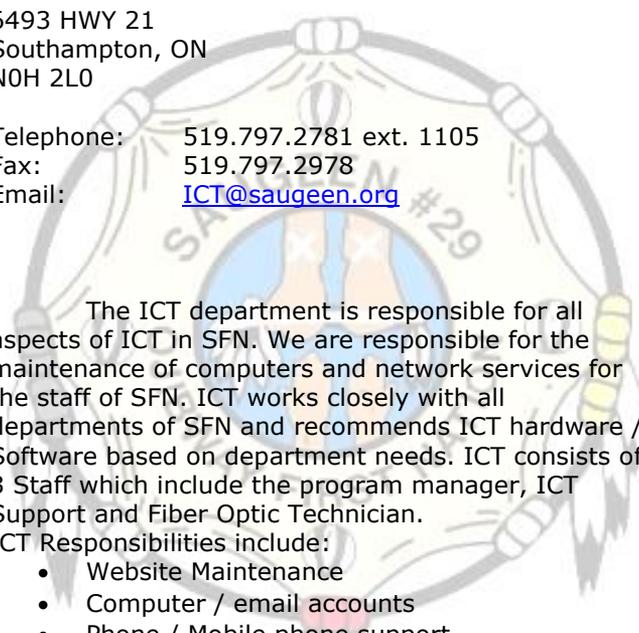
The Human Resources Manager assists in the employment matters for those working for the organization. Saugeen First Nation membership can access the assistance of the Employment & Training Officer for their needs.

Information Communication Technology

**(ICT) Manager
(ICT) Junior
Fiber Optics Technician**

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1105
Fax: 519.797.2978
Email: ICT@saugeen.org



The ICT department is responsible for all aspects of ICT in SFN. We are responsible for the maintenance of computers and network services for the staff of SFN. ICT works closely with all departments of SFN and recommends ICT hardware / Software based on department needs. ICT consists of 3 Staff which include the program manager, ICT Support and Fiber Optic Technician.

ICT Responsibilities include:

- Website Maintenance
- Computer / email accounts
- Phone / Mobile phone support
- Computer hardware / software maintenance
- Maintenance of Fiber optic / wireless network
- Installation of Fiber / wireless to the home
- Recommendations of future IT needs

Saugeen Enjikendaaswiing Zhaang (SEZ)

6493 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1109
Fax: 519.797.2978
Email: SEZ@saugeen.org

Saugeen Enjikendasswiing Zhaang aka SEZ is the adult learning program. SEZ is located in both the Band Office and the Training Centre. We provide a learner centered approach to lifelong learning to residents and band members of Saugeen in a wide variety of topics and interests.

Most notably of the many programs offered is the GED program which is offered a few times a year. SEZ also offers computer training, life skills, self-management, self-esteem building, budgeting, employment skills and cultural programming. Other programming is also offered throughout the year.

The main office for SEZ is located in the band office. The phone number is 519-797-2393. Fax is 519-797-2978. The cell phone number is 519-372-6681. The phone number for the classroom in the Training Centre is 519-797-2781 ex. 1603.

The other departments located with SEZ are: the Main Administration and the Employment and Training Centre

SEZ regularly works in tandem with the Employment and Training Centre and the Social Services Department. SEZ has also partnered up with various departments at the Health Centre, The Rec Centre, the Native Language Program, and the Library

Aaron Roote Memorial Youth Centre

Right to Play Saugeen Youth Leadership Program

6439 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.4999
Fax: 519.797.3727
Email: R2P@saugeen.org

The Right to Play Saugeen Youth Leadership Program is housed in the Aaron Roote Memorial Youth Centre and provides after school programming for children and youth ages 10-19 years of age. There are current five (5) youth groups running every week, four (4) in centre and one (1) through St. Mary's High School. These youth groups meet weekly to engage with one another through games, team-building/self-confidence building activities/exercises, and planning and brainstorming events. There are 3-5 youth led events per year, normally one per group, as well as three (3) intergenerational events held each year. The Community Mentor is an addition to the programs, and also opens the centre three (3) times a week for drop-in activities for all children and youth in the community.

Anishnaabek Child and Youth Prevention Services (ACYPS)

Child Care Worker

Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1202
Fax: 519.797.5894
Email: CCW@saugeen.org

The Child Care Worker provides support for clients who are currently involved with Children's Aid Services (CAS). This may include attending meetings with clients and CAS, providing transportation for clients to and from meetings with lawyers, and or court. Assist navigating the processes involved with CAS, such as finding resources for child rearing difficulties, meeting outside agencies in regards to child care, as well as providing foster parent/kinship information sessions.

Family Support Worker

23 Christine Dr
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1204
Fax: 519.797.5894
Email: FSW@saugeen.org

The Family Support Worker provides parent support groups bi-weekly during lunch breaks with the parents of SFN to in a nonjudgmental environment to seek advice or unwind from the challenges of parenting, and also celebrate healthy, positive parenting practices.

The Family Support Worker also provides family advocacy, this being an advocate for families during investigations by Bruce/Grey Child & Family Services. We exercise the family's rights and responsibilities, as well as assisting with care plans, kinship, and any other child welfare needs.

REGULARLY PARTNERS WITH:

- Building Healthy Communities
 - School Aged Committee (SAC)
 - Mino-Bimadsawin Health Centre
-

Program Coordinator

23 Christine Dr.
Southampton, On
N0H 2L0

Telephone: 519.797.2781 ext. 1201
Fax: 519.797.5894
Email: ACYPS@saugeen.org

The Program Coordinator is responsible for all referrals made to the Anishinaabek Child and Youth Prevention Services. The Program Coordinator is also responsible for the supervision and direction of program staff. This person has expertise in the area of individual and family counselling, as well as a good working knowledge of legislation relating to children and their families. The Program Coordinator acts as a consultant to all other agencies involved with SFN Band children and their families.

Cultural Development

Cultural Development Initiate

Saugeen Cultural & Wellness Office, Elder's Building
41 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.389.1164
Fax: 519.797.2978
Email: Cultural.dev@saugeen.org

The Saugeen Cultural and Wellness Program was developed in 2012. This program focuses on promotion and the teachings of Anishinabek cultural and spiritual values, practices, and traditions. Program staff consists of one (1) Program Coordinator overseeing all programming and cooperative partnerships with other band services to incorporate cultural based programming in all facets of community living. Programming is available to all ages, and family participation is highly encouraged. Events and activities are planned throughout the year for community members to participate in. Elders, knowledge carriers, and other cultural resource people engage to provide their wisdom and teachings to others. Cultural ceremonies are conducted and teachings/understandings provided.

REGULARLY PARTNERS WITH:

- Port Elgin Pumpkinfest
- Local Elementary/High Schools
- Owen Sound Community Functions
- All SFN Departments

Daycares

G'Shawdagawin

19 Christine St.
Southampton, ON
N0H 2L0

Telephone: 519.797.2419
Fax: 519.797.1085
Email: Gshawdagawin@saugeen.org

G'shawdagawin is a fully licensed childcare center that can provide care for children six (6) months to three and a half (3 ½) years of age. Our home-like environment, décor, and programs have been approached with enthusiasm, expertise, and great care. The result is a modern progressive facility designed to meet the needs of our children, parents, and community.

REGULARLY PARTNERS WITH:

- Binoojiinh Gamig
- Anishinaabek Healthy Babies Healthy Children
- Community Health Nurse
- ACYPS
- Kabaeshiwim – Women's Shelter

Binoojiinh Gamig

R.R.1
11 Indian Agency Rd.
Southampton, ON
N0H 2L0

Telephone: 519.797.5021
Fax: 519.797.5305
Email: Binoojiinh.gamig@saugeen.org

Binoojiinh Gamig Learning Centre is a licensed child care center which falls under the Ministry of Education guidelines, and is committed to be in compliance with the Child Care and Early Years Act 2014.

Binoojiinh Gamig is licensed for sixteen (16) children between the ages of thirty-one (31) months to sixty (60) months of age.

From time to time our license can be amended to provide service for three (3) children as mixed age groupings, these children being between the ages of two (2) to two and half (2 ½) years of age.

This center's goal is to provide cultural awareness, Ojibway language revitalization, and education experiences along with providing specialized, and outreach services for our children and families. Our main objective is to become a full Language Immersion program in the future.

REGULARLY PARTNERS WITH:

- G'shawdagawin
- Anishinaabek Healthy Babies Health Children
- Community Health Nurse
- ACYPS
- Kabaeshiwim – Women's Shelter

Economic Development

Economic Development Program Manager

9 Indian Agency Rd
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1500

Fax: 519.797.3452

Email: Ec.dev@saugeen.org

The Economic Development Department's mission is to actively seek, promote, and secure economic initiatives that will enhance the quality of life for a prosperous First Nation Community.

It is also to facilitate and implement action in partnership with internal and external business opportunities for the benefit of our members and community.

Lastly, our vision is to successfully supply the means to become an economically viable and independent First Nation through business development. This will create economic growth within the community so that future generations can, and will prosper.

The services offered by the Economic Development Department are assistance with business plans, marketing plans, project start up, training for entrepreneurs, program development, community planning, wedding bookings, and Sauble Park oversight.

REGULARLY PARTNERS WITH:

- Employment & Training
- Works/Roads Department
- Waterworks Department
- Forest/Community Garden Program

Employment & Training

28 Joshua Crescent
Southampton, ON
N0H 2L0

Telephone: 519.797.1224
Fax: 519.797.3458
Email: Employment@saugeen.org

Employment & Training has a Community Resource center with fiber options, computers, and printers for community use. Community members can also access the Job Bank and creating resumes and cover letters for employment purposes. There is also a theory room with a digital projector, and screen in a classroom setting. The drafting room houses the SEZ program, literacy, and Native language program. There is a kitchen area on premises for light lunches and a small meeting place for smaller groups. There is a full woodshop, which is responsible for constructing SFN Band Member requests of dog houses, bat houses, garbage bins, picnic tables, etc. There are large bulletin boards in the hallways of Employment & Training which have job postings from ASFN, Bruce Power and other employment opportunities outside of the community. Services offered are seasonal employment, temporary employment; youth work employment, summer student employment, Amphitheatre grounds crew, science and technology program, and woodshop programs. Lastly, many training opportunities are offered through Employment & Training for community members and employees, ranging from First Aid/CPR, WHMIS, fall arrest, confined spaces training, H.A.A.M.B. funding information, etc.

(SFN) Fire Department

513 HWY 21
Southampton, ON
N0H 2L0

Telephone: Emergency Dispatch - 519.797.3366
 SFNFD Administration – 519.797.5991
Fax: 519.797.2722
Email: Fire.Dept@saugeen.org

The Fire Department consists of 14 volunteer firefighters: one (1) Chief, one (1) Deputy-Chief, four (4) Captains, and two (2) pump operators, along with six (6) trained volunteer firefighters.

The SFN Fire Department has been in operation since 1978. The Fire Chief provides advice to Chief & Council on fire protection and prevention issues, as well as emergency planning. The Fire Department is responsible for the maintenance, updating, and exercising of the department emergency planning. We provide team planning and support services at all major incidents.

The SFNFD is also a host department for the community of SFN to access the defibrillation (AED) unit, in which there are five (5) available throughout band buildings on SFN.

Fisheries/Governance Building

Fisheries

Sr. Fisheries Technician

64 Cameron Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.1292
Fax: 519.797.3536
Email: Fisheries@saugeen.org

This program was created in 1993 with the mandate to serve the people of Saugeen First Nation and deals with issues as fisheries management, jurisdiction, enforcement, training, planning, and research. Up-to-date total allowable catch (TAC) information is provided to Saugeen First Nation's fisherpersons, as well as port assessments of Saugeen and Nawash First Nation's fisherperson's harvest.

SFN Band Representative

64 Cameron Dr.
Unit 5
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 2500
Fax: 519.797.5894
Cell Phone: 519.372.6950
Email: Band.Rep@saugeen.org

The SFN – Band Rep. represents SFN in all child welfare matters.
The SFN – Band Rep. is the contact person whenever Children's Aid Services (CAS) becomes involved with a SFN family.

Then SFN – Band Rep. assists with the investigations, attends court, offers transportation to families for court, attend meetings, lawyer appointments, etc.

REGULARLY PARTNERS WITH

- A.C.Y.P.S.
- MINO BIMADSAWIN HEALTH CENTRE
- SFN MEMBERSHIP

MAINTENANCE

64 Cameron Dr.
Southampton, ON
N0H 2L0

Telephone: 519.477.3504
Fax: 519.797.2978
Email: Maintenance@saugeen.org

The Maintenance Crew is responsible for maintaining and cleaning most of the Band Buildings. This includes Daily cleanings and any repairs where necessary. Maintenance is also responsible for yard maintenance of Band Buildings, snow removal, lawn cutting, as well as general cleaning of property owned by the First Nation. Other duties performed include; transporting band property as requested/directed, perform burials of SFN Band Members. We provide a safe working environment for employees, Band Members, and clients to SFN.

James Mason Recreation Centre

Recreation Director

47 French Bay Rd
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 2300
Fax: 519.797.1997
Email: Rec.Ctr@saugeen.org

The Recreation Department is responsible for developing and implementing recreation activities, community and special events for all ages, schedule the use of facilities including the James Mason Memorial, Cultural and Recreation Centre, Saugeen Fitness Centre, Ball Diamonds and Parks, to ensure that recreation facilities and equipment are used and maintained properly. The SFN Dept. oversees the Saugeen Recreation Sport Assistance Fund, and the Community Aboriginal Recreation Activator Program (CARA) primarily funded by Grants Ontario in which we aim to increase capacity through volunteerism.

C.A.R.A. Program

Telephone: 519.797.2781 ext. 2301
Fax: 519.797.1997
Email: CARA@saugeen.org

The Ministry of Tourism, Culture and Sport (MTCS), through its Sport, Recreation and Community Programs Division, is focused on furthering the Ontario government's social and economic interests by fostering lifelong participation and excellence in sport and recreation. The Community Aboriginal Recreation Activator (CARA) Program is sponsored through Grants Ontario targeted to remote/isolated First Nations to enhance the quality of life for community

members through the provision of the community driven sport, recreation, and physical activity programs. Participating First Nations are provided with funding to hire an 'Activator' to create a community driven recreation plan, facilitate the delivery of programs and enhance the capacity of the community to meet its sport and recreation needs. The Activator is responsible for the planning of community based recreation programs based on the community's needs and interests. It is the Community Activators goal to enhance volunteer capacity by actively initiating, advertising and recruiting volunteers to lead and support groups. The CARA Program has in the past developed partnerships with other community organizations thus creating successful recreational programming.

Below is a list of activities provided by CARA:

- 
- | | |
|----------------------------|-----------------------------------|
| Floor hockey | Boy's group |
| Basketball | Special events |
| Men's fitness | Open gym at |
| Elders/adult walking group | Swing, Spring and Flip Club |
| Archery | Outings for participants |
| Ice hockey - pick up | Recognition events for volunteers |
| Hockey - dry land training | |

Kaebashiwim Respite Women's Shelter

24 Christine St.
Southampton, ON
N0H 2L0

Telephone: 519.797.2521
519.797.3677
Fax: 519.797.1151
Email: Kaebashiwim@saugeen.org

Kaebashiwim Respite Women's Shelter recognizes its responsibility to work towards ending violent in community by creating internal and external partnerships with other programs, services and individuals who share a similar vision.

Kaebashiwim has been open in operation for 20 years, since 1997, and is open twenty-four (24) hours a day, 365 days of the year. The shelter is staffed by eleven (11) people, one (1) manager, six (6) full-time Support Workers, and four (4) relief workers.

We help to provide a safe haven for women and or their children who are fleeing OR are at risk of abuse. Our mandate is to provide a service to Aboriginal and Non-Aboriginal women and children. We provide residency services to women who have been assaulted or abused, for a period of six (6) to eight (8) weeks, and to women who are homeless or evicted for a period of two (2) weeks.

Services offered include and are up to minimal transportation in Bruce/Grey areas, assist with plan of care/safety, assist with filling out applications for employment, OW, ODSP, housing, etc., assist with making legal aid calls or calls to lawyers, assist with making appointments with medical, housing interviews, CAS meetings, as well as advocating on their behalf, along with many other counselling and community based services.

Lands and Leasing Management

Lands Manager

9 Indian Agency Rd
Southampton, ON
N0H 2L0

Telephone: 519.797.3039
Fax: 519.797.3452
Email: Lands@saugeen.org

The Lands Manager is a position with specific functions related to the completion of Saugeen First Nation Land Management Services. The Lands Manager will process all Recreational and Agricultural Lease documents, registers all land documents, processes Land Transfers, and issue Certificate of Possession documents. Updates and maintains Saugeen First Nation Geographic Information System (SFNGIS) and assists band members and employees within the various departments. Other duties of the Lands and Leasing Management office include and are not limited to, collecting cottage rental payments and service fees, maintain records, preparing, reviewing, processing, and recording land transactions and leasing documents, verifying and distributing registered land transaction documents, preparing leases and permits, letters of direction and various other legal documents, processing new leases, lease applications, renewals, rent revision agreements, relinquishments, documents relating to leasing as well as individual landholdings, maintaining a working knowledge of Aboriginal Affairs and Northern Development Canada (AANDC, land registry, Indian Land Registry System (ILRS), as well as maintaining and updating SFNGIS, certain by-laws, etc.

Mino Bimadsawin Health Centre

Aboriginal Healthy babies Healthy Children (A.H.B.H.C.)

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.3792 ext. 1001
Toll Free: 1.800.680.0744
Fax: 519.797.1328
Email: AHBHC@saugeen.org

The A.H.B.H.C. program supports families celebrating and honouring new and young life. A.H.B.H.C. is a prevention and early intervention of services for families with children that are prenatal to six (6) years of age. The overall goal is to assist families and to provide the best opportunities for healthy development through home visits, service coordination, referrals, and to address the needs of children at risk. The program is voluntary and open to any Aboriginal family that requests the service.

Building Healthy Communities

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1006
Fax: 519.797.1328
Email: BHC@saugeen.org

The Building Healthy Communities program offers community management and provides tools to aid in the intervention with problems of depression and suicide by targeting communities in crisis. It

addresses critical gaps in mental health services and programs while addressing crisis intervention, aftercare, and training for care givers and members of Saugeen to deal with crisis.

The program also provides support for intervention in crisis situations in order to reduce the number of suicide attempts and other violent crisis situations.

Building Healthy Communities also has a phone line for the Aasigaabwitaadwin Community Emergency Response Team which is responsible for providing emotional, spiritual, and practical aid services to all community members upon request during weekends.

Building Healthy Communities also provides culturally sensitive accredited training for community and care givers, cultural services, e.g. sweat lodges, fasting, healing ceremonies, etc., support groups, workshops on wellness, personal growth and development, one-on-one client support, referrals to treatment centers/healing lodges/appropriate counselling services, and land based activities, such as harvesting traditional medicines, traditional hunting/fishing, and a wide variety of other traditional practices.

REGULARLY PARTNERS WITH:

- All departments housed in the Mino Bimaadsawin Health Centre
- Neyaashinigimiing – Cape Croker
- Southwest Ontario Aboriginal Health Access Centre
- Allenford Natural Health and Holistic Wellness

Community Health Nurse (CHN)

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext.1011
Fax: 519.797.1328
Email: CHN@saugeen.org

The CHN helps to provide health promotion, maintenance, and injury and illness prevention within the community, this includes all ages and stages. Programs and support can be offered through community engagements, awareness, and education whether it is through individual, or group formats. General areas within the scope of the CHN are communicable and reportable diseases, immunizations, maternal child health, chronic disease and diabetes, injury prevention, and promoting healthy lifestyles.

These are provided through programming and activities including the following; immunization clinics, well adult clinics, workplace lunch and learn engagements, carious education sessions and series, annual health fairs, chronic disease support groups, screening programs and awareness, peer-peer support, needle exchange program, HIV/AIDS awareness, condom distribution, sexual health education, nutrition, smoking cessation support, mental health awareness, home visits, and hobbies and activities.

Community Health Representative (CHR)

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.3792 ext. 1009
Fax: 519.797.1328
Email: CHR@saugeen.org

The CHR has a variety of duties in the community, mostly working with the Community Health Nurse to promote a healthy lifestyle, and invite visiting professionals.

Programs are offered on health promotion and injury/illness prevention activities to promote healthy life style choices through programs that are provided year round for all age groups in the community.

The CHR also works with the Environmental Officer in the region in regards to housing issues, septic inspections, water testing, and insect/animal bites.

Many programs/activities are provided to increase awareness of diabetes, risk factors and complications of diabetes.

The CHR promotes healthy choices and lifestyles within the community to also raise awareness in regards to HIV/AIDS, traditional healings and medicines, ceremonies, and inviting Traditional Healers into the community.

Home and Community Care

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.3336 ext. 1014
Fax: 519.797.1328
Email: HCC@saugeen.org

Home and Community Care assists families through homemaking, home management, meals services, and transportation assistance. Other services offered; Personal Care, assisted dressing, mobilization/rehabilitation exercises. Nursing services include general skills, as well as treatments and procedures. Home and Community Care also works with Professional Therapies, as well as Case Management Services (hospital discharge planning, initial assessment, case conferences, etc.). a "Loan Cupboard" equipment can be loaned for up to three (3) months to Saugeen First Nation #29 community members, along with providing classes/exercises at the local YMCA, and shopping trip provided to the elders in either Port Elgin, or Owen Sound once a week.

REGULARLY PARTNERS WITH

- Community Health Nurse – Melissa Gregory
- Community Health Representative – Renita Nawash
- Recreation Department, to provide activities for the elders

Family Wellness Program

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1016
Fax: 519.797.1328
Email: FWP@saugeenf.org

The goal for the Family Wellness Program is to revitalize and strengthen Anishinaabek values and beliefs as they relate to families and community members.

The Family Wellness program also seeks to use the SFN Community Wellness strategy goals and objectives to meet the needs of families and community members, provide holistic support services, cultural and land based activities, and ultimately to provide a safe space for children, youth, women, men, families, and community members.

Maternal Child Health Nurse (MCHN)

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.3792 ext. 1002
Fax: 519.797.1328
Email: MCHN@saugeen.org

The MCHN focuses on the needs of preconception/prenatal clients and families. The MCHN helps to increase knowledge and perceptions of healthy lifestyles, nutrition, reproductive health, healthy pregnancies, fetal alcohol spectrum disorder, and child development. Families

and clients with special needs will be assessed and referred for needed services to help improve quality of life, development and functional ability through the coordination of the MCHN.

The MCHN is responsible for effectively planning, facilitating and evaluating a comprehensive Maternal Child Program for the community. This program primarily incorporates the guidelines of both Aboriginal Health Babies Health Children as funded by the Aboriginal Health and Wellness Strategy and the Maternal Child Health Program as funded by First Nations and Inuit Health (Health Canada).

Medical Transportation

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1008

Fax: 519.797.1328

Email: MED.TRANS@saugeen.org

Medical Transportation is responsible for arranging transportation for SFN community members to and from medical appointments, please note that 24 hours' notice is required to book Medical Transportation.

Medical Transportation also financially supports and reimburses for transportation of medical appointments for community members.

National Native Alcohol and Drug Abuse Program (NNADAP)

47 Mason Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.2781 ext. 1004
Fax: 519.797.1328
Email: NNADAP@saugeen.org

The Saugeen NNADAP is comprised of the following services areas; prevention, short-term counselling, referrals, aftercare, and crises counselling.

These service areas are provided via workshops, activities, teaching, and training.

Staff work with and assist community members who are facing difficulties with the different facets of needs, whether it be directly one-on-one, offering referrals to psychologists or other professional services that support community goals, assisting with assessments and requirements, returning from residential treatment and healing programs, or assist individuals once stabilized after a crises.

Youth Wellness Worker

Telephone: 519.797.2781 ext.1004
Fax: 519.797.1328
Email: YWW@saugeen.org

The Youth Wellness Worker provides programs, activities, and services that will educate community youth on problems associated with substance abuse.

Activities will take place during times when youth are most likely to engage in experimentation with substances, namely week-ends and after school hours.

Public Library

812 French Bay Rd.
Southampton, On
N0H 2L0

Telephone: 519.797.5986
Fax: 519.797.2978
Email: Library@saugeen.org

The FN Public Library is an essential service to the community and open to the public. We offer current and culturally relevant collections and services. We welcome all community members and support their needs for access to information, personal empowerment, and self-affirmation. In partnerships with other SFN community programs, our public libraries contribute to our social and economic well-being by nurturing our spirits, preserving our traditions, culture, and language, as well as encouraging lifelong learning and literacy. The Public Library offers both weekly and monthly programming and some of the other library services/utilities offered include: Telephone, computer, internet, photocopying, laminating, book and dvd lending, coffee station, and a community information board.

REGULARLY PARTNERS WITH:

- A.C.Y.P.S.
- Building Healthy Communities
- Family Well Being Program
- Local community Elders and Artisans (for workshops)

Saugeen Gas Bar

43 Cameron Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.5968
Fax: 519.797.5978
Email: Gas.Bar@saugeen.org

The Saugeen Gas Bar is a retail business that works to deliver excellent customer service to all who enters this establishment. We offer a variety of items such as cigarettes, gasoline, propane, ice, snacks, drinks, & Ontario Lottery Gaming services.

In the near future we will be opening a café that will offer a healthier option of goods, such as sandwiches, smoothies, fruits and vegetables, to name a few items.

The Saugeen Gas Bar also provides services within the community for all SFN Band programs, some of these include tobacco for ceremonial practices to the wellness programs, ensuring seasonal employees stay hydrated throughout the summer months by providing both water, & ice, etc.

Social Services

6470 HWY 21
Southampton, ON
N0H 2L0

Telephone: 519.797.1613
Fax: 519.797.2955
Email: Ontario.Works@saugeen.org

Ontario Work's vision is to achieve improved employment outcomes for Ontario works participants by increasing individual employability with the goal of sustainable employment and increased financial independence.

The mandate is to provide employment assistance and financial assistance to people in financial need. The Ontario Works program:

- Recognizes individual responsibility and promotes self-reliance through employment
- Provides financial assistance to those most in need while they meet obligations to become and stay employed
- Effectively serves people needing assistance
- Is accountable to the taxpayers of Ontario

Waterworks

130 Cameron Dr.
Southampton, ON
N0H 2L0

Telephone: 519.797.1510
Fax: 519.797.2062
Email: Water@saugeen.org

We monitor the quality of drinking water for Saugeen First Nation. This is completed through many different tests that are required under the Safe Drinking Water Act.

We also monitor the distribution system, and its many appurtenances.

Although we are not plumbers, we will do small plumbing repairs and give free advice. Waterworks also installs new water services or replacements.

When called upon, beach sampling may be required, and although this is recreational this department has the means & equipment needed to check for e-coli levels.

REGULARLY PARTNERS WITH:

- Ontario Clean Water Agency (OCWA),
Southampton, ON

Works/Roads Department

796 French Bay Road
Southampton, ON
N0H 2L0

Telephone: 519.797.3934
Telephone #2: 519.797.1061
Fax: 519.797.3978
Email: Roads@saugeen.org

The Works Department is responsible for constructions, improvement, repair, and maintenance of all SFN roadways throughout the year, including snow removal. Works is also responsible for the Sanitation and Recycling Program. There is eleven (11) full-time staff that are experienced as licensed operators, and track drivers with a supervisor. Also employed is a licensed Septic Design/Repair person, who also does private contracting.

REGULARLY PARTNERS WITH:

- All SFN Departments
- Assisting with cottagers
- Huronia Area Aboriginal Management Board