



SAGAMOK
ANISHNAWBEK

4007 Espaniel Street, Box 2230
Sagamok, ON, P0P 2L0

705-865-2421

www.sagamokanishnawbek.com



Memorandum

To: All Employees

From: Michelle Toulouse, Senior Administrative Officer

Date: September 4, 2026

Re: **Facilities Closure – September 8, 2026**

As part of regular and planned water distribution system maintenance, WaterSome will be swabbing **Espaniel Street, Pumphouse Road and New Subdivision Rd**, on **Tuesday September 8, 2026**. Water cannot be used during this time.

The following offices will be **CLOSED** for the day on **Tuesday September 8, 2026**:

- **Administration Office - 4007 Espaniel Road**
- **Sagamok Naandwedjige-Gamik (Health Centre) - 4005 Espaniel Road**
- **Multi-Educational Centre – 4008 Espaniel Road**
- **Shki-Waasi Aaban Binoojihn Gamik (Day Care) - 3042 New Subdivision Road**

All services located out of these facilities will have work from home arrangements for the day, and staff will need to coordinate with their supervisors for alternate work arrangements.

Those who do not work from home will be expected to utilize available leave (annual/personal) for any hours not worked should they intend to replace hours for payroll purposes and any arrangements must be made with the approval of your respective supervisor.

Please see the attached for instructions on how to check your voicemail remotely.

We apologize for any inconvenience.

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Checking your voicemail remotely:

Dial the phone number for the Band Administration Building – (705) 865-2421

When the automated system answers, connect to your extension.

When your voicemail greeting is playing, press “1” This will take you to your voicemail. Enter your voicemail password when prompted and retrieve your voicemails as you normally would.