



**BONNYVILLE INDIAN-METIS
REHABILITATION CENTRE**

**P.O. Box 8148 Bonnyville, AB. T9N 2J4
Ph: 780-826-3328 Fax:780-826-4166**

Orientation

Welcome to Bonnyville Indian-Metis Rehabilitation Centre

Introduction

Welcome to the Bonnyville Indian-Metis Rehabilitation Centre! We're glad you've chosen to take this important step toward healing and recovery with us. Our team is here to support you every step of the way, providing a safe and nurturing environment where you can focus on your well-being.

At BIMRC, we honor the rich traditions of Indigenous and Métis cultures as an integral part of your healing journey. You're joining a community that understands the challenges of this path, and we are committed to helping you achieve your goals in a way that respects and embraces your cultural heritage. We look forward to getting to know you and working together as you embark on this path to a healthier and more fulfilling life. This is a 42 day program that at the end, will give you the tools needed to face your new life sober. Please be aware we do not offer day passes or weekend passes. It is expected that you are in the centre for the full duration of your program.

Meet Your Counselors

- **Donna:** Office up the stairs next to the Staff Room.
- **Vicky:** Office to the left of the Med Window.
- **Lisa:** First office in the Women's Wing.
- **Glynis:** First office in the Men's Wing.
- **Kimberly:** Office up the stairs on the right side.

Note: *Specify which counselor will be assigned to which new arrival.*

Safety and Conduct Policies

Zero Tolerance for Abuse:

- Any form of abuse (verbal, physical, emotional) will not be tolerated.
- Bullying includes: creating stories about others without proof and spreading rumours; gossiping about others; insulting someone and calling it a joke; making sexual comments to or about someone
- There is no instigating. You cannot bait someone into a situation where they can be perceived as a bully
- Gang affiliations, colors, signs or intimidation will lead to termination.
- Report any safety concerns to staff immediately. We can't help if we don't know it's happening

Respecting Staff and Rules:

- Staff are here to support you and enforce rules to ensure everyone's safety.
- Disrespect or abuse towards staff is not acceptable.
- Respect also needs to be shown to our elders. Speaking over them, cutting them off, not paying attention to them while they're explaining or speaking should never happen. They are here as knowledge keepers and a bridge to cultural awareness and should be treated with respect
- If you're knowingly breaking rules and haven't gotten caught, it isn't a flex; we are trusting you to keep the agreements you signed and you're disrespecting us by purposely breaking them

Demerit System:

- If you are consistently late or break rules, demerits will be issued.
- Accumulating three demerits is grounds for termination.
- **Any violation of any rules will result in demerits and/or termination depending on the violation. BIMRC holds the right to decide whether you will receive a demerit or will be terminated from the program.**
- **Termination is up to the discretion of the counselors/Director. You can be terminated without any demerits given**

Dress Code:

- Dress appropriately at all times. Short shorts may only be worn for sleeping.
- Shirts must be worn at all times, both inside and outside of the gym/workout area.
- Your stomach cannot be exposed.
- All dress code rules apply to both males and females

Boundaries and Relationships:

- All relationships within the Centre must remain strictly therapeutic. Romantic or sexual relationships between clients, or between clients and staff, are strictly prohibited.
- Socialize in common areas, not in rooms. The only room each client can enter is their own. You cannot go into another client's room for any reason even with permission from that client. There is to be no visiting in other client's rooms

Daily Schedule and Expectations—Every session, every meeting, every resource speaker is mandatory. Smudge is mandatory. You may not leave the circle between smudge and meditation for a coffee, a smoke, something to eat etc. If you are found to be leaving you will be demerited.

Daily Routine (Mon-Fri):

- Morning meds: 7:00am-8:30am
- Morning smudge and greets: 8:30am followed by meditation. Both are mandatory
- Morning Session: Start at 9:15am and goes till 11:30am
- Break Time: 10:15am
- Lunch Time (11:30pm-12:30pm)
- Lunch Meds & Chores (12:30pm-1:00pm)
- Afternoon Session: Starts at 1:15pm and goes till 3:30pm
- Break Time: 2:15pm
- Supper Meds (4pm-6pm)
- Supper Time (5pm)
- Supper chores
- Daily scheduled meetings (Listed below daily meetings) – 7:00PM (Sometimes at 8pm)

- Recreation Time (Gym, TV, Games, Cards)
- Bedtime Meds (8pm-10pm)
- Bedtime: 11:00 pm (Sunday to Thursday) and 2:00 am (Friday and Saturday and any long weekends)

Mandatory Daily Meeting Schedule:

- **Monday:** 7:00pm closed NA/AA/CA meeting
- **Tuesday:** 7:00pm Open NA meeting in the gym
- **Wednesday:** 7:00pm Closed AA meeting
- **Thursday:** 7:00pm Open meeting in the gym with Roy Missal
- **Friday:** Guest speakers on the 1st (NA) and 3rd (CA) Fridays.
- **Saturday:** 7:00pm Closed NA meeting
- **Sunday:** 7:00pm Closed NA/AA meeting

***Note:** All meetings will be supervised by support staff. EVERY client needs to be a part of the meetings, be present and attentive. Show respect to your fellow clients. Every client should be a part of the circle.

Session Conduct:

- Sessions are sacred spaces for learning and sharing. Be respectful and avoid disruptions.
 - Always walk around the outside of the circle clockwise, never cut through.
- No rustling of papers, laughing, or speaking/side/cross talk when others are speaking.
- If you need to throw something away, wait until the break.
- If you need to leave sessions for any reason, do so respectfully and quietly.
- Sessions are one or two hours with breaks—respect the facilitator and your fellow clients, and arrive on time.
 - There will be a reminder 15 minutes before the session starts. Use this time wisely; smoke, grab a coffee or a drink, do not wait til you're told class is starting in 1 minute to get up and do these things. Once session starts, you should be in there for the duration

Housekeeping

Housekeeping:

- Beds must be made every morning. This is a good habit to get into and can set the tone for the rest of your day.
- No cups without a closed lid or food are allowed on any carpeted area, even when traveling from location to location. Open-lid drinks and food must stay in the dining room.
- On Monday mornings, bring sheets and pillowcases to the big plastic garbage bin outside Naomi and Carla's office (no blankets please).
- Keep sinks and tubs clear of personal items. Repeated clutter will result in items being taken to the housekeeper's office.
- Floors should be clear of clothes and clutter.
- Do not take down any signs in your room or put anything on your mirrors.
- ANY sign in the facility needs to be followed. If something is taped off/out of order do not remove the sign or disregard the sign and use the item or space.
- Tacks should not be used on walls—sticky tack is allowed; support staff should have some available in the staff room.
- Do not drape fabric on lamps; it is a fire hazard.
- Cot beds are allowed to use sinks in either room at any time as they n\have no sink of their own
- Laundry baskets should not be left in the laundry area—it's a fire hazard. If left, they will be locked in the housekeeping office. This is a safety hazard; in the event of an emergency the baskets can cause it to be more difficult to exit the building.
- Be attentive when doing laundry and switch it over promptly.
- Do not touch other people's clothes. If someone's items are in the washer/dryer, notify staff.
- The chore list is updated every Saturday morning—check the list Saturday for your new chore. Make sure to complete your chore. It's not fair to other clients when chores are being neglected
- No spitting on the stairs leading to client smoking area; if you must, spit on the grass

Dining Room:

- Clear off dining room tables of dishes, trays, etc., before sessions.
- Clean up after yourself—throw away garbage, put dishes in the dish bin, and clean up spills. Housekeepers are here, but you are responsible for cleaning up after yourself.
- During programming hours, you are not allowed to play games/cards or do crafts in the dining area, you can do so in the craft room or gym. After 6pm you can use the dining area just be sure to clean up after yourself and put everything you use away.
- Rules remain the same no matter what cook/housekeeper is on

Craft Room:

- Crafting is restricted to the craft room—no crafting in the lower lounge.
- Clean up after yourself in the craft room after each use. If you leave a mess, you will be asked to clean it up, even if it's late.
- The craft/tv room is a shared space and as such it is ALL of your responsibility to keep clean. The last people in the room should be ensuring it is left in a clean state. Again, clean up after yourselves.

House Rules and Guidelines

Room and Personal Space:

- Room checks will be conducted regularly, throughout the day and night.
 - If someone opens your door at night, it is to ensure your safety. If you want to verify that it is staff, you can whisper and ask who it is.
- Room checks are done for your safety and the safety of every other client.
- Keep your space tidy.
- No food or drinks in rooms, except for water bottles with lids.

Staff Room:

- The staff room is off-limits unless specifically directed by staff. DO NOT come into the staff room if you do not have permission. Please knock whether the door is open or closed so we can allow you in if deemed ok.

- **Only one client is allowed in the staff room at a time**, and only when invited.
- Clients are never allowed into the Med room. If you enter that door, you can/will be terminated.
- If playing cards/games with staff members, this should be done in the dining area, gym, or craft room.
- The staff room contains confidential information and at no point should any clients be loitering in the staff room. Once you have finished talking with staff or whatever else they may need you in there for, please exit the staff room.

Walks:

- Walks must be with three or more people. There can never be just two people or someone walking alone. Clients are not allowed to go off property and absolutely not allowed to go down any paths unsupervised.
 - If you want to walk alone, you can do so in the short grass, in the eye sight of staff at all times.
 - There is absolutely no reason you should be walking in groups of two, whether you are in eyesight of the building or not, you need to have at least three people.
- You must sign out. There is a map in the sign-out sheet binder with the rules for your reference.

The Lake:

- Is strictly off limits. If you're found to be on or in the lake, weather permitting, you will be terminated

Smoking:

- No smoking or vaping inside the building—use designated smoking areas. Use the ashtrays provided, do not throw butts on the ground. If you are caught, you will face termination. We are one of the only facilities run by AHS to allow smoking, don't risk it

Fires:

- Fires are allowed on Fridays and Saturdays with staff approval. Get staff approval before lighting a fire.
- When having fires, use wood from the walking trail, not the firewood by the sweat lodge.
- Fires need to be watched at all times by clients and the area cleaned up by clients.
- If the fire is out of control, clients will be told to stop adding wood. If they do not listen, the fire will be put out.
- The fire must be completely extinguished by 1 am by pouring water over it, stirring, then pouring more water until the fire is no longer smoking.

Medication Times:

- Be prompt when meds are called. Support staff overnight want to get home and day staff are busy with the goings on of the day
- Medications are dispensed at 7:00 am, 12:00 pm, 5:00 pm, 8:00 pm. Be prepared with a glass of water. We will let you know if you are to take meds at a different time.
- Staff will ask you to open your mouth and lift your tongue to ensure the medication has been taken properly, even if it is a vitamin. If you refuse to do so you can be given a demerit or terminated. You will be asked to do it again if you do not do it properly the first time.

Phone Calls:

- Please speak with your counselor if you require use of a phone during the day.
- At 3:30pm you will be allowed to use your cell phone for 1 hour. All clients are given this privilege and must stay in the gym while using their phone.
- At any point this can be taken away if deemed appropriate for staff due to any violations of rules. This is a privilege not a right.

Fire Drills:

- Always listen to instructions given by staff.

- In case of a fire drill, exit through the nearest door and meet at the muster point by the sweat lodge. You will not be allowed to go get coats, smokes or shoes or the like. When the alarms go off you are to vacate the building immediately and as safely as possible
- Use emergency exits only in emergencies. If you are caught using the fire doors, you will be given demerits
- The only door clients are allowed to enter and exit is the client smoking door by the lower lounge.
- No blocking fire doors anywhere in the facility, not with towels, coats, bags, anything

Visitor Policy:

- Visitors are allowed only with prior approval from your counselor. No visitors in the evenings or on weekends as there isn't as many staff on site and only at or after your first 4 weeks
- If someone is dropping something off for you, you must inform the staff. Under no circumstances are you allowed to open the door and let them into the building. The exterior doors are locked for your safety and the safety of everyone here. Allowing unauthorized visitors into the building is a serious violation of our rules and will result in termination from the program.

Smudging:

- Since we practice smudging in the centre, you are only allowed to smudge in the lower lounge. It cannot be brought anywhere else in the building without approval/supervision. If you try to smudge your room you will set off the fire alarm which can lead to demerits or termination.

TV Room:

- Netflix
- Prime TV

Craft Room:

- Mon-Fri: After client meetings, around 8PM (if meetings start at 6, it can be opened at 7 when the meeting is complete). Craft Room closes at 11PM

- Sat-Sun (as well as long weekend Fridays or Mondays): Can be open as early as 6AM, then closed between 12:30 and 3:30PM for self-reflection and work books. It is closed for the night at 2AM Fri and Sat.

Dining Room:

- News ONLY: 5-6AM 7 days a week
- SportsNet& Curiosity Channel: 8PM onward 7 days a week

Ordering Content:

- Do NOT order any movies, shows or paid content without permission from the director
- Ordering anything without the director's permission may result in termination from the program. If you do not have permission by Friday at 4:30 there will be no calling the director seeking it

General Expectations:

- Be respectful of others using the space
- Keep volume at a reasonable level
- Return remotes to staff
- Report any TV issues to staff immediately

Extra Information:

- Breakfast: Cold breakfast on weekdays, hot brunch on weekends.
- Smoke runs are done on Tuesdays of every week. There will be an announcement made in the morning, please come to the staff room with cash if you would like to get smokes/vapes picked up.
- During the week, you can come see the front desk staff (Crystal C, Crystal E, and Amanda) and they can take out money from your bank account if you need cash. This is not available after 4:30 or on weekends.

Final Notes

Reminder about all Staff:

- Respect their authority—they are here to listen, help, and ensure everyone's safety and well-being. All staff have the authority to issue demerits to ensure rules are followed and understood.

Volunteer Opportunities

We organize volunteers for the following tasks at the center every week, please feel free to sign up for one!

1. **Recreation Coordinator:** Organize recreational activities for everyone during free time and on weekends. Help keep the time engaging and fun with different activities.
2. **Oskâpêwis (chosen every 2 weeks)**
 - **Fire Keeper:** Responsible for tending the fire during the sweat.
 - **Door Person:** Assist by managing the door during the sweat.
 - **Smudge Keeper:** Manages the smudge for the clients. *(The outgoing Smudge Keeper will help select the next one.)*

Please let us know if you have any questions about what each task entails.

Feedback:

- Your input is valuable to the success and improvement of our program. Please share any concerns or suggestions with any of our staff.

Welcome to the Bonnyville Indian-Metis Rehabilitation Centre. We are here to support you every step of the way on your path to recovery.