

EMPLOYMENT AGREEMENT

BETWEEN:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"

- and -

Lenny Carpenter

1. Employment

You will hold the position of Executive Assistant, operating out of NALSC's office in Thunder Bay and will report to the Gladue Manager. A brief job description for this position, which may be amended by the Company from time to time, is enclosed hereto as Appendix "A". Your title, duties and responsibilities may be changed at the discretion of the Company, consistent with your role, and shall not constitute a constructive dismissal.

For the period that you are employed, the expectation is that you shall devote the whole of your working time, attention and ability to the business of NALSC and you shall truly and faithfully serve NALSC and shall use your best efforts to promote the interests of NALSC. To that end, you shall not engage in any activities which would result in your interests coming into conflict with the interests of NALSC.

2. Term

You will commence employment on a date that is mutually convenient but no later than July 8, 2019 and this Agreement will continue for an indefinite duration, subject to the termination provisions contained herein.

3. Probationary Period

Your employment shall be subject to a three (3) month probationary period, during which time NALSC will determine your suitability. NALSC reserves the right to terminate this Agreement at any time during the probationary period for any reason so long as you are provided with minimum notice of such termination, or pay in lieu of notice, if any, in accordance with the *Ontario Employment Standards Act, 2000* (the "ESA"). This probationary period in no way acts as a guarantee of employment for this three-month period.

4. Compensation and Benefits

You will receive the following compensation and benefits:

- (a) Salary. You will be paid \$46,000 annually. Our payroll is administered by-weekly.

(b) Benefits. You will be entitled to participate in the benefit plan offered by NALSC to its employees during the term of this Agreement. The benefit plan is available to you following the completion of your probationary period, described above. NALSC reserves the right to vary the benefit plan at any time at its sole discretion.

You agree and acknowledge that all benefit coverage shall cease upon the last day of employment in the event of your resignation or your termination for just cause, or, if you are terminated without cause, shall cease at the end of the notice period outlined in section nine (8) below or as prescribed by section 57 of the ESA.

5. Vacation

You shall be entitled to 3 weeks' paid vacation per year which will be prorated for the year in which you commence your employment. Please note that vacation entitlement is per your annual hire date and is earned throughout the calendar year. Although every effort will be made to provide you with vacation time requested, you acknowledge that there may be times when certain vacation time is denied due to the specific needs of NALSC's business. Vacation requests must be made in writing to Gladue Manager at least one (1) month prior to the requested vacation period. Should the foregoing amount be less than the minimum entitlement to vacation required in the ESA, then the minimum amount required by that statute shall apply.

Vacation time must be pre-approved and will be scheduled at mutually convenient times recognizing that, in a small office such as ours, we must always be conscious of having coverage.

6. Hours of Work

This is a full-time position and your regular hours of work are from 9am-5pm, Monday through Friday, with a one (1) hour lunch break, for a total of thirty-five (35) hours per week but may be changed based on NALSC's needs. You may also be required to work evenings, Saturdays and Sundays and statutory holidays.

If you are required or work, or request to work, more hours than provided for in this Agreement you must first obtain the written direction or written approval of your direct supervisor within 24 hours of working such hours. Overtime hours will not be paid without prior written approval.

7. Personnel Policies, Procedures and Rules

You will be bound by any personnel policies, procedures and rules established by NALSC. By signing this Agreement, the Employee confirms that you have been provided with, has read and agrees to abide by all policies, procedures and rules established by NALSC.

8. Termination

While it is difficult to discuss the conclusion of a relationship at the outset, we believe it is helpful to address these issues so that both parties have clarity moving forward.

(a) **Just Cause.** If you engage in any act or omission which constitutes just cause at law, this Agreement will terminate immediately and you shall receive no payments other than accrued wages and vacation entitlements to the date of termination.

(b) **Without Cause.** In the absence of just cause, NALSC may terminate this Agreement for any reason and at any other time upon providing you with your entitlements pursuant to the ESA. This notice or pay in lieu of notice shall be calculated on the basis of your base salary only and shall be in full satisfaction of any obligations owing to you by NALSC, statutory, common law or otherwise.

(c) **By the Employee.** If you elect to terminate this Agreement, you shall provide NALSC with four weeks' written notice. This notice may be waived by NALSC at its sole discretion, without any further payment or obligation to you.

10. Confidentiality

During the term of this Agreement, you will have access to information that NALSC considers to be confidential. Such confidential information includes, but is not limited to, any information concerning clients, billing rates, employees, methods of procurement, financial, purchasing, marketing, logistical and or sales strategies and techniques of NALSC and other secret information and that such information constitutes valuable, special and unique property of NALSC.

Accordingly, you agree that you will not, at any time, (either during employment or at any time thereafter) directly or indirectly, disclose to or for the benefit of any person, firm, corporation, association, business entity or agency, governmental or private, of any nature whatsoever and whosoever situate, any confidential information of NALSC, except in connection with the performance of your duties on behalf of NALSC or as publicly available other than as a consequence of the breach by you of your confidentiality obligations hereunder.

11. Return of Company Property and Documents

At the conclusion of employment, or earlier if requested by NALSC, you shall promptly surrender to NALSC, without retaining copies, all tangible items which are or contain confidential information pertaining to NALSC. You shall also return all electronic devices, files, memory keys, correspondence, memoranda, documents, training materials, manuals, computer software, hardware and printouts, working papers, client lists, telephone/address books, business cards, appointment books, calendars and other tangible items which NALSC gave to you, or which you created in whole or in part within the scope of your employment, even if these items do not contain confidential information.

13. Authorization

By signing this letter, you authorize NALSC to deduct from any outstanding payment, including wages, owed to you by NALSC at any time, any monies which you owe to NALSC.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any and all prior and contemporaneous agreements, discussions and understandings. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied or statutory between the parties other than as expressly set forth in this Agreement. No waiver, modification or termination of any term of this Agreement shall be effective unless in writing and signed by all parties.

15. Severability

The provisions, paragraphs and sub-paragraphs of this Agreement are and shall be deemed to be severable the one from the other. If any one or more of the provisions, paragraphs or sub-paragraphs contained herein shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, paragraphs and subparagraphs contained herein shall not in any way be affected or impaired.

16. Headings

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning interpretation of this Agreement.

17. Governing Law

This Agreement shall be governed in all respects by the laws of the Province of Ontario and the laws of Canada applicable therein.

18. Assignment

Except as otherwise provided herein, no assignment of any rights or delegation of any obligations provided for herein may be made by any party without the express written consent of all other parties hereto. Notwithstanding the foregoing, NALSC may, upon two (2) days written notice to you, assign its rights, together with its obligations hereunder, to any associate or affiliate of NALSC.

19. Interpretation

The language used in this Agreement shall be deemed to be the language chosen by the parties to express their mutual intent, and the Agreement shall be interpreted without regard to any presumption or other rule requiring interpretation of the Agreement more strongly against the party causing it to be drafted.

20. Independent Legal Advice

You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice. You therefore confirm that you are executing this Agreement freely, voluntarily and without duress.

21. Copy of the Agreement

You hereby acknowledge receipt of a copy of this Agreement duly signed by NALSC.

Lenny, I extend a very warm welcome to you. I hope you find your employment with the organization challenging and rewarding and look forward to a mutually successful future together.

Yours truly,

Sharon Pitawanakwat
Executive Director

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.

Employee Signature

Date

Appendix "A"

The responsibilities for the Executive Assistant position include, but are not limited to, the following:

- i. To perform the normal duties of an Executive Assistant including:
 - a. Acting as the administrative point of contact between [NAME OF EXECUTIVE/ TITLE] and internal/external clients;
 - b. Receive calls, take messages and route correspondence;
 - c. Handle [NAME OF EXECUTIVE/TITLE]'s routine requests and queries appropriately; and,
 - d. Various other administrative tasks.
- ii. To ensure that correct safety protocols and procedures are maintained at all times.
- iii. To ensure proper record keeping consistent with applicable legislation.
- iv. To help teach and train other employees as required by the Company.
- v. To help keep the work environment neat and clean and free of contamination as per health and safety legislation and the Company's requirements.
- vi. To follow all policies and procedures as introduced and updated by the Company.

Revised

June 20, 2019

Lenny Carpenter
1-2412 Lake Shore Blvd. West
Etobicoke, ON, M8V 1C4

Dear Lenny:

Re: Employment Agreement – Gladue Writer

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you employment as a Gladue Writer in accordance with the terms and conditions described in the attached employment agreement ("the Agreement").

Please carefully read and consider the terms and conditions in the Agreement and confirm your understanding of, and agreement with, them by signing and returning the countersigned copy to me. Please retain the second copy of the Agreement your records. When countersigned by you, the Agreement shall constitute a binding employment agreement between you and NALSC.

Lenny, we warmly welcome you to NALSC. We look forward to working with you and look forward to a mutually successful future together!

Yours truly,



Colette Shwetz
Interim Executive Director

Mailing Address:

1805 Arthur St East
Thunder Bay, Ontario
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email:
info@NALSClegal.on.ca

Website:
http://www.NALSClegal.on.ca



Head Office:

109 Mission Rd, Fort
William First Nation, ON
P7J 1K7

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Lenny Carpenter

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4. Compensation and Benefits

You will receive the following compensation and benefits:

- (a) Salary. You will be paid \$46,000 annually. This salary will increase to \$50,000 upon successful completion of your 3-month probationary period (October 8, 2019). Our payroll is administered by-weekly.

(b) Benefits. You will be entitled to participate in the benefit plan offered by NALSC to its employees during the term of this Agreement. The benefit plan is available to you following the completion of your probationary period, described above. NALSC reserves the right to vary the benefit plan at any time at its sole discretion.

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Lenny, I extend a very warm welcome to you. I hope you find your employment with the organization challenging and rewarding and look forward to a mutually successful future together.

Yours truly,



Colette Shwetz
Interim Executive Director

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.

Employee Signature

Date

Nishnawbe-Aski Legal Services Corporation

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L'PCLP.Δᓂ

June 17, 2022

Michael Lenny Carpenter
Gladue Writer, Timmins office
C/O Nishnawbe Aski Legal Services Corporation

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

1388 Fort William Rd, Fort
William First Nation, ON P7J
1K7

RE: Salary Increase

Dear Lenny:

This letter is to inform you that you have been approved for an annual salary increase of **\$6,000** to assume additional duties in your role as Gladue Writer, located at the Timmins office. Your new annual salary will be **\$56,000**. This increase is effective April 1, 2022.

Your salary increase will remain in effect as long as you perform the "additional duties" as outlined in your Gladue Writer job description (attached). Should you stop performing these additional duties, your annual salary will be readjusted to be less the \$6,000.

Also attached is a revised job description outlining your additional duties.

If you have any questions, please let me know or contact your manager.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department



Nishnawbe-Aski Legal Services Corporation

GLADUE WRITER

Job Description

Title: Gladue Writer

Dept.: Gladue

Reports to: Gladue Team Manager

JD #: Gladue 0003

Approved:

REVIEWED: June 17, 2022

Summary

Under the direction of the Gladue Team Lead, the Gladue Writer will prepare Gladue Reports for Nishnawbe-Aski Nation (NAN) members in the court system process in accordance with the Gladue sentencing principles as per section 718.2(e) of the Criminal Code. The Gladue Reports provide the courts with a comprehensive picture of the aboriginal offender's life circumstances and systemic barriers. This information is gathered through interviewing the offender and corroborating the life circumstances of the offender by interviewing third parties; family, extended family and community members.

Core Competencies:

- Group facilitation, team building and decision making skills; ability to problem solve and take initiative.
- Self-motivated individual with the ability to work with minimal supervision in a team oriented setting.
- Effective crisis intervention skills.
- Proficiency in Microsoft Office including database applications.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills; excellent interviewing and counselling skills.
- Proficiency in Microsoft Office including database applications.
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.

Job Duties

Program/Project Specific Management Work Duties

- Coordinate with judges and defence lawyers; will attend court to support lawyers as resources;
- To receive assigned Gladue request for Gladue Reports;
- Prepare comprehensive, accurate, objective and clear reports that include Gladue factors and detailed restorative justice options;

- Meet with the client and provide an overview of the Gladue Writer's role and what to expect during the Gladue process;
- Collaborate with the client to determine which third parties to interview;
- Conduct interviews with the client, their family, and others;
- Identify Gladue factors that have brought the client before the court;
- Highlight sentencing approaches which may be appropriate to the client;
- Keep informed of Gladue principles and Gladue Report writing practices and procedures;
- Provide information for recommendations about external resources for NAN members for Gladue aftercare;
- Travel when required to do so;
- Provide monthly reporting to Gladue Team Lead on the status of Gladue Reports;
- Establish and monitor client files and tracking list due dates.

Outreach and Promotion/Public Relations OUTSIDE RELATIONS

- Work with the Gladue Team Leader, Gladue Caseworker and any additional partners to the GladueServices program.
- Network with stakeholders, community agencies, participants, and families.
- Respond to general enquiries regarding the Gladue Services Program.

Relationships

Executive Director

The Gladue Worker will keep the Gladue Team Leader and LAO Area Director apprised of all important matters related to the Gladue Program by providing written reports for review and oral reports on an ad hoc basis.

Gladue Services Program

The Gladue Writer will keep the Gladue Team Leader apprised of all important matters related to their projects and clients by providing written reports for review and oral reports on an ad hoc basis.

NAN Legal Staff

The Gladue Writer will work collaboratively with other NAN Legal staff by maintaining communication lines to allow opportunity to share information relevant to the program.

Requirements

- Post-secondary education in Law, Criminal Justice, Social Work or related work experience in the justice field;
- Coordinate the facilitation of the Gladue Report;
- Ability to research primary and secondary sources for historical discourse for Gladue Reports;
- Experience working in courts, Gladue Writing and restorative justice programs will be considered an asset;
- Knowledge of the judicial process, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons;
- Knowledge of NAN diverse culture and working with Aboriginal peoples' and ability to speak one of the NAN aboriginal languages;
- Self-motivated individual with the ability to work with minimal supervision;

- Exceptional writing skills;
- Effective and knowledge of interviewing skills;
- Ability to interact with clients, build rapport and trust, effective verbal and listening skills;
- Able to work under pressure and meet deadlines;
- Ability to work flexible hours including evenings and weekends;
- Proficiency of Microsoft and Excel applications including databases;
- A valid G driver's licence and access to own personal vehicle;
- Must provide a criminal records check (CPIC) and vulnerable sector check;

Reporting

- Under direction of the Gladue Team Leader the Gladue Writer is responsible for the coordination and administration of the Gladue Aftercare Program.
- The Gladue Caseworker is accountable to the Gladue Team Leader and LAO Area Director for the efficient performance of his/her function.

Meetings, Training and Outreach

- Participate in Gladue Writing Training as needed.
- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

Temporary Added Duties

- **Oversee and coordinate with Gladue manager regarding the Timmins Gladue staff.**
- **Work with the Gladue manager to develop workplans for the Timmins Gladue staff.**
- **Assist the Gladue manager where needed.**

Colette Shwetz

From: Irene Linklater
Sent: June 17, 2022 4:58 PM
To: Colette Shwetz; Don Rusnak
Cc: Tara Thompson; George Edwards
Subject: RE: Lenny Carpenter - Salary Increase - Additional Job Duties

Aniin Everyone:

Ive reviewed the recommended job description of increased duties and salary increments for Lenny Carpenter.

Subject to funds being available for the salary increase from Program Budge – I approve.

Miigwetch

Irene

From: Colette Shwetz <cshwetz@nanlegal.on.ca>
Sent: June 17, 2022 4:45 PM
To: Don Rusnak <drusnak@nanlegal.on.ca>; Irene Linklater <llinklater@nanlegal.on.ca>
Cc: Tara Thompson <tthompson@nanlegal.on.ca>; George Edwards <gedwards@nanlegal.on.ca>
Subject: Lenny Carpenter - Salary Increase - Additional Job Duties
Importance: High

Hi Don/Irene,

I spoke with George yesterday and he expressed wanting to revise Lenny Carpenter's job duties and increase Lenny's pay accordingly. As George is in transit, I offered to assist with acquiring an approval from you. The following are the terms of the salary increase:

- Adding extra duties to Lenny's JD (attached). Lenny would take on the following duties:
 - Overseeing and coordinating with George with regards to the Gladue Program staff in Timmins office only
 - Supporting George with developing workplans for the Gladue team
 - Assisting the Gladue manager where needed.
- An increase from \$50,000 to \$56,000, retroactive to April 1, 2022

I have attached a JD that includes the additional duties outlined above.

George is seeking approval to proceed with the above. Once he has received your approval, I will draft a letter for Lenny outlining the above terms and send it to him and finance. Lenny will also receive a copy of his new JD with the additional duties included. If possible, George would like to have Lenny's increase for this pay period. Payroll will be processed on Monday June 20.

Much appreciated.

Thanks,

Colette Shwetz

HR Manager



Nishnawbe-Aski Legal Services Corporation

1805 Arthur St. E,
Thunder Bay, ON
P7E 5E6

Phone: 1-807-622-1413 Ext 7714

Cell: 807-633-8158

Email: cshwetz@nanlegal.on.ca

Confidentiality/Privacy Statement:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



Nishnawbe-Aski Legal Services Corporation

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- Travel when required to do so;
- Provide monthly reporting to Gladue Team Lead on the status of Gladue Reports;
- Establish and monitor client files and tracking list due dates.

Outreach and Promotion/Public Relations OUTSIDE RELATIONS

- Work with the Gladue Team Leader, Gladue Caseworker and any additional partners to the GladueServices program.
- Network with stakeholders, community agencies, participants, and families.
- Respond to general enquiries regarding the Gladue Services Program.

Relationships

Executive Director

The Gladue Worker will keep the Gladue Team Leader and LAO Area Director apprised of all important matters related to the Gladue Program by providing written reports for review and oral reports on an ad hoc basis.

Gladue Services Program

The Gladue Writer will keep the Gladue Team Leader apprised of all important matters related to their projects and clients by providing written reports for review and oral reports on an ad hoc basis.

NAN Legal Staff

The Gladue Writer will work collaboratively with other NAN Legal staff by maintaining communication lines to allow opportunity to share information relevant to the program.

Requirements

- Post-secondary education in Law, Criminal Justice, Social Work or related work experience in the justice field;
- Coordinate the facilitation of the Gladue Report;
- Ability to research primary and secondary sources for historical discourse for Gladue Reports;
- Experience working in courts, Gladue Writing and restorative justice programs will be considered an asset;
- Knowledge of the judicial process, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons;
- Knowledge of NAN diverse culture and working with Aboriginal peoples' and ability to speak one of the NAN aboriginal languages;
- Self-motivated individual with the ability to work with minimal supervision;

- Exceptional writing skills;
- Effective and knowledge of interviewing skills;
- Ability to interact with clients, build rapport and trust, effective verbal and listening skills;
- Able to work under pressure and meet deadlines;
- Ability to work flexible hours including evenings and weekends;
- Proficiency of Microsoft and Excel applications including databases;
- A valid G driver's licence and access to own personal vehicle;
- Must provide a criminal records check (CPIC) and vulnerable sector check;

Reporting

- Under direction of the Gladue Team Leader the Gladue Writer is responsible for the coordination and administration of the Gladue Aftercare Program.
- The Gladue Caseworker is accountable to the Gladue Team Leader and LAO Area Director for the efficient performance of his/her function.

Meetings, Training and Outreach

- Participate in Gladue Writing Training as needed.
- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

Temporary Added Duties

- **Oversee and coordinate with Gladue manager regarding the Timmins Gladue staff.**
- **Work with the Gladue manager to develop workplans for the Timmins Gladue staff.**
- **Assist the Gladue manager where needed.**

Nishnawbe-Aski Legal Services Corporation

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Gladue Program: Gladue Writer/Caseworker Orientation/Training Schedule July 8-12, 2019

July 8, 2019	Travel day to Timmins
July 9, 2019	<p>9:00 a.m-12:00 pm</p> <ul style="list-style-type: none"> ○ Introduction to staff/other departments ○ Assign work station ○ Assign laptop/cellphone/IT ○ Security Clearance Letter to Correctional Centres <p>1:00-5:00 pm</p> <ul style="list-style-type: none"> ○ NALSC Mandate and Vision Statement ○ NALSC Policy and Procedure ○ Employee Conduct and Work Hours ○ Gladue Job Description
July 10, 2019	<p>9:00 am-12:00 pm</p> <ul style="list-style-type: none"> ○ What is Gladue? ○ R v Gladue <p>1:00 pm-5:00 pm</p> <ul style="list-style-type: none"> ○ R v Ipeelee ○
July 11, 2019	<p>9:00 am-5:00 pm</p> <ul style="list-style-type: none"> ○ Gladue Content List ○ Format of a Gladue Report ○ Putting a Gladue Report together ○ Court Process ○ Questions and Answers
July 12, 2019	Travel day back to Thunder Bay

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

109 Mission Rd, Fort William
First Nation, ON P7J 1K7

Hiring manager intake form

Background

Job title Gladue Writer	Location Timmins	Level (entry, senior, etc.) Entry
Manager George Edwards	Department Gladue	Target start date June 21, 2019
Reason for hire (filling a gap, new role need) Vacancy		Other notes or considerations Needs to happen immediately

Job responsibilities / skills

Core responsibilities	Industry experience necessary? Writing, interviewing
Required skills Attention to details, detailed, good note taker, good interviewing skills, language, excellent communication skills	Nice-to-have skills Critical thinking, organizational skills
Define the top two drivers of success in the first 90 days	

Internal/External Position

Internal Candidates Kelly Louttit	External Resumes	Internship
Any internal candidates to consider? None with adequate qualifications		
List of top performers on the team		

Continued on next page →

Hiring manager intake form

Compensation

Range 46000 - 50000	Bonus +	Equity
------------------------	------------	--------

Interview process

Interview process (ex: batch days, panel interview, align on how to brief and debrief candidates) Panel Interview	+
Must-have interviewers George, HR	+

Posting Location

Internal	Media Posting
Employees	Indeed
Community Postings	Social Media Sources
Timmins Office, Band offices	None

Working together

Level of priority (1 = low - 5 = high) 5	Expected turnaround response time N/A
Feedback expectations (quality and timeline) N/A	
Percentage of time willing to spend to help fill this role 50%	+
Preferred method of delivering status updates (reoccurring meetings, emails, phone calls, texts, etc.) Email, phone, meetings	+
Short list - interview candidates	+

Next steps

Immediate action items Check References, follow up with incumbent, secure salary grade, get approval from ED
--

REFERENCE CHECK QUESTIONNAIRE

1. In what capacity did you work with (candidate's name)? *Lenny Carpenter 'indig lands'*
- few times*
indig journalism HR reporting mag
2017 website built
presentation & workshops x 3
helped shape project
2. How would you describe his/her work performance?
- very reliable not chatty*
great perspective
indigenous communities
great @ facilitating
- 2018 Teach assistant*
- race
- policing etc
- weekly
- Key collaborator
3. Did he/she follow direction closely and meet deadlines?
- Yes! Both 2017 / 2018*
Marking in Fall Semesters
4. Would you describe him/her as self-motivated? How so?
- Very motivated to course*
came forward to ideas
5. What were some of the challenges he/she faced while working with you?
- new to University environment*
he was surprised @ what students didn't know
good experience
teaching
6. What are the person's strengths and weaknesses?
- Str -> insightful*
-> good writer
- reflections are powerful
Weak -> difficult to get in touch to due to workload
7. Do you wish to make any other comments regarding (candidate's name) work performance?
- thinks this job would*
excellent communicator

Colette



EMPLOYMENT OPPORTUNITY
Nishnawbe-Aski Legal Services Corporation

Gladue Writer
Timmins, Ontario

JOB SUMMARY:

1 full-time position; 35 hours per week commencing as soon as possible. The Gladue Writer's primary responsibility is to write and submit Gladue Reports as requested by the judge, crown, or defense counsel for Aboriginal offenders and as vetted by the lawyers on staff. Gladue Reports provide the courts with a comprehensive picture of an Aboriginal offender's life circumstances and systemic barriers. The Gladue Writer will work in partnership with the Gladue Caseworker, courts and/or Probation and Parole Services in providing necessary client input and updates as required.

QUALIFICATIONS:

- Preferred Community College diploma, University degree or equivalent in Social Services and/or a minimum of 5 years work in a social or justice services environment.
- Knowledge of the judicial system, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons.
- Knowledge of Aboriginal culture and experience working with Aboriginal persons; understanding of the northern cultural environment; knowledge of an Aboriginal language(s) will be considered an asset.
- Experience in program delivery and administration.
- Group facilitation, team building and decision making skills; ability to problem solve and take initiative.
- Self-motivated individual with the ability to work with minimal supervision in a team oriented setting.
- Effective crisis intervention skills.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills; excellent interviewing and counselling skills.
- Proficiency in Microsoft Office including database applications.
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.
- Ability to work flexible hours, including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment
- Must have a valid Ontario driver's license and reliable transportation.

SALARY RANGE: Commensurate with education and experience

LOCATION: Timmins, ON

Position is open until January 22, 2018

Please send resume and cover letter including three (3) references to:

Mary Bird

Nishnawbe-Aski Legal Services Corporation

Unit 100 – 1805 Arthur Street East

Thunder Bay, ON P7E 2R6

Tel: 807-622-1413 Fax: 807-622-3024 Toll Free: 1-800-465-5581

Email: hr@nanlegal.on.ca

*Please note that only candidates selected for an interview will be contacted.
For a complete job description contact Jeff Robert at (807) 622-1413.*

January 30, 2019

Lenny Carpenter
1-2412 Lake Shore Blvd. West
Etobicoke ON, M8V 1C4
647-234-9253 | lenny.carpenter@gmail.com

Re: Gladue Writer Position

To: Mary Bird,

I am writing in regards to the Gladue Writer position in Timmins advertised on the NAN Legal website, as forwarded to me by Adrienne Fox. My experience as a journalist covering First Nations in northern Ontario and lived experience as an Omushkego growing up in the region makes me suitable for the position.

As a former journalist with Wawatay News, I extensive experience reporting on First Nations in the NAN territory and documenting the community and personal histories of its residents. This included at times interviewing individuals about traumatic experiences, from their memories of attending residential schools to talking to family members who had recently lost a loved one.

My professional experience combined with my personal experience as a member of Attawapiskat First Nation, I have nuanced understanding of the historical and current contexts of policies affecting First Nations people, and how the legacies of residential schools and the 60's Scoop have affected our communities. I also have family members and peers who have been in the judicial system.

I also have experience leading and facilitating discussions and presentations with large groups. During my tenure at Journalists for Human Rights, I conducted workshops on best practices for reporting on Indigenous people to media newsrooms and journalism classes. I continue to do so on a contract basis since I left the organization. I was a teaching assistant for a journalism class at Ryerson University last fall, in which I conducted one-hour seminars following the main lecture.

Presently I am based in Toronto but would be willing to relocate to Timmins should I be the successful candidate. Please let me know if you have any questions about my qualifications and I will be happy to discuss. I look forward to hearing from you.

Sincerely,
Lenny Carpenter

LENNY CARPENTER

2412 Lake Shore Blvd. West Apt. 1, Etobicoke ON, M8V 1C4
(647) 234-9253 • lenny.carpenter@gmail.com

RELEVANT EXPERIENCE

Indigenous Reporter Program manager
Journalists for Human Rights, Toronto, Ont.

May 2016-June 2018

- Oversee four-pillared program aimed at increasing quality and quantity of Indigenous voices in Canadian through in-community training, scholarships, internships, workshops for non-Indigenous journalists and journalism students, and curriculum development
- Manage complex multi-year budgets from multiple funders in excess of \$1.5 million
- Write grant and funding proposals for program activities and produce reports for funders
- Develop and maintain relationships with First Nations, organizations, media partners and funders
- Present workshops to journalism classes and newsrooms and represent the program on media panels
- Oversee hiring of journalism trainers and other field staff
- Provided direct consultation to style guides of the Toronto Star and the Canadian Press Stylebook

Editor/Publisher

Wawatay Native Communications Society, Thunder Bay, Ont.

November 2013–December 2014

- Manage newsroom of bi-weekly newspaper (Wawatay News) and oversee three quarterly publications (Sagatay, Onotassiniik, SEVEN) that serve more than 50 First Nations communities
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements while complying with the organization's mandate
- Newspaper earned awards in Ontario Community Newspaper Association (OCNA)'s 2014 Better Newspaper Competition, including: Best Feature/News Series (2nd place), Best Rural Story (1st), Environment Ontario (2nd) and Best Front Page (2nd)

Intern Reporter

CBC Radio, Thunder Bay, Ont.

September 2013–November 2013

- Generate ideas for stories and features and following leads from news agencies, the police, the public, press conferences and other sources
- Record and edit audio clips obtained through interviews to prepare for broadcast
- Write script for anchor or newsreader and produce news story for online posting

Reporter/Photographer

Wawatay News, Thunder Bay, Ont.

August 2011–August 2013

- Report and write news stories for weekly newspaper and daily website postings
- Capture and file photos of news events or relevant subjects for print or online posting
- Awarded 2nd place for Best Feature Story in the 2013 Canadian Community Newspaper Awards
- Awarded 3rd place for Education Writing in the 2012 OCNA Better Newspaper Competition

Junior Multimedia Producer

Wawatay Native Communications Society, Thunder Bay, Ont.

May–July 2010

- Produce content for SEVEN Youth Media Network, which consists of a magazine, website and radio show aimed at and featuring the stories of First Nations youth in northern Ontario

Reporter/Photographer

Wawatay News, Timmins Ont.

April 2007–March 2008

EDUCATION

- 2011 Film Production, Confederation College, Thunder Bay, Ont.**
- Obtained diploma with First Class standing;
 - Elected as Class Representative for Student Union in graduating year;
 - Student member of Program's Advisory Board;
 - Two student-produced short documentaries screened at film festivals including the Bay Street Film Festival (2010), Biindigaate Indigenous Film Festival (2010, 2011) and imagineNATIVE Film+Media Arts Festival (2011).
- 2005 Print Journalism, Algonquin College, Ottawa, Ont.**
- Credits earned in first year of two-year diploma program.
- 2003 High School diploma, Timmins High & Vocational School, Timmins, Ont.**

OTHER EXPERIENCE

Teaching Assistant, Critical Issues in Journalism (JRN400)
Ryerson University, Toronto, Ont. September-December 2018

- Lead seminar discussions following main lecture or guest speakers
- Mark assignments and exams, track attendance and student participation

Community Engagement and Indigenous Relations Coordinator
Teach For Canada, Toronto, Ont. June-August 2018

- Book flights and accommodations for 40 attendees at advisory council meeting
- Prepare and print meeting materials for meeting
- Coordinate calendar contest printing and confirmation in sending prizes

VOLUNTEER

Festival director/Programmer
Biindigaate Indigenous Film Festival, Thunder Bay, Ont. April 2013-April 2014

- Oversee grassroots festival in organizing 5th annual three-day event which included an art exhibition, musical concert and screening of more than 30 Indigenous-produced films;
- Manage organizing team in fundraising, sponsorships, marketing, securing venue locations, recruiting and supervising volunteers;
- Prepare festival budget and engage in constant and consistent budget monitoring.

Programmer
Biindigaate Indigenous Film Festival, Thunder Bay, Ont. May-October 2012

- Develop, plan, schedule, book, manage and market the festival's entire film program;
- Catalogue and maintain contact list of films;
- Recruit and train projectionists and ensure film screenings operate smoothly.

References available upon request

Colette Shwetz

From: Lenny Carpenter <lenny.carpenter@gmail.com>
Sent: May-30-19 6:53 PM
To: Colette Shwetz
Subject: Re: Interview - Gladue Writer Position

Hi Colette, I received your message. I am still interested in the position. Here are my references. Let me know if you need anything else.

Thanks,
Lenny

✓ Rachel Pulfer, executive director at Journalists for Human Rights *Called. left msg.*
416-413-0240 Ext 206
rachel@jhr.ca

Adrienne Fox, former editor at Wawatay News
807-738-3804
afox.keesic@gmail.com

Asmaa Malik, professor at Ryerson School of Journalism *Emailed. N/A*
416-979-5000 x2787
asmaa.malik@ryerson.ca

On Mon, Feb 25, 2019 at 11:29 AM Lenny Carpenter <lenny.carpenter@gmail.com> wrote:
Hi Colette, I just tried returning your call but the transfer wasn't going through. You can call me back when you get a chance.

Thanks,
Lenny

On Fri, Feb 22, 2019 at 4:35 PM Colette Shwetz <cshwetz@nanlegal.on.ca> wrote:
Good Afternoon,

I am emailing you regarding your application for the position of Gladue Writer for NAN Legal Services at our Timmins location. I attempted to contact you via phone, but, was unsuccessful.

If you are still interested in interviewing for this position, could you please contact me at the address below so that we can set up an interview?

Kind regards,

Colette Shwetz
HR Clerk

Nishnawbe-Aski Legal Services Corporation

Unit 100, 1805 Arthur St E, Thunder Bay, ON, P7E 2R6
Tel: (807) 622-1413
Toll Free: 1-800-465-5581
Fax: (807) 622-3024

Candidate: Lenny Carpenter

Date: Wednesday, February 27, 2019

Interviewer: George, Colette

Position: Gladue Writer

<p>Tell us what you know about NALSC, and how you found out about this organization.</p>	<p>good knowledge of system - onset of organization - knowledgeable about programs. - legal system - all they - promotion studio - named off programs - advance was contact</p>
<p>Please outline the experiences and/or training that you have had with the Euro-Canadian justice system/Courts and Legal Aid Ontario</p>	<p>process. - Training - no formal training to legal/court system - personal experience - life experience - been through legal system - youth offender (not capacity?) - learned - training help</p>
<p>What background/abilities/experience do you have that qualifies you for the position of a Gladue Writer?</p>	<p>skills - First Nations - atawaposhet - residential school - family - NAN community - issues knowledge - strong writing - knowledge of community = literacy - large community overrepresented in community - child welfare - good training - youth in system - preserve are lacking in community - under staffed - under funded</p>
<p>What are some of the justice and legal issues that face NAN First Nations?</p>	<p>skills applicants for - survivor → - trauma affected - at anes to get - residential system - no proper education - poverty - child welfare - intergenerational - lack of ab - substance ab.</p>

Candidate: _____ Date: Wednesday, February 27, 2019
 Interviewer: _____ Position: Gladue Writer

What education or training have you had that you believe is relevant to this job?
 How does your previous experience qualify you for this position and highlight some of the responsibilities and duties assigned to this position?
 From a previous position, identify a major accomplishment or improvement you brought about and what specific results or benefits were achieved as a result of your efforts?
 Why are you interested in this position?

- Journalism
 - writing skills
 - interviewing / scheduling

Journalist - reports
 ↳ deadlines - transitions
 - multitasking
 - works with agencies * 60 scope
 - updates
 - independent

- Journalist
 - Indigenous reporter program
 - Educate non indigenous journalist
 - workshops
 ↳ Canadian press book
 - format - news adding additional insights

FD - Knowing issues in community
 - through media and story telling
 - Better for community
 - opportunity to do this through this job
 - wants to relocate - family in town's
 - nice fit
 - no commitments
 - home is calling
 - meaningful work for people

Human Rights comm.
 M.H supports for
 trainin
 - deal with minority issues on spot.
 - Panel: diverse
 - all cultures included
 - latest edition
 Institutional changes
 barriers

Candidate: _____ Date: Wednesday, February 27, 2019

Interviewer: _____ Position: Gladue Writer

<p>What do you believe are your greatest strengths and assets in working for First Nations?</p>	<p>- FN in-depth knowledge. - writing - understand how operate in community - services - barriers. - culture. - language. limited - some language. - prof/personal experience.</p>	<p>✓</p>
<p>What do you think are your weaknesses:</p>	<p>- no formal training → - can be learned. - legal system. - processes. for this position</p>	
<p>This position may require some travel to northern communities in small airplanes, are you comfortable with this method of travel?</p>	<p>definitely - very comfortable! all airlines → totally</p>	
<p>You may be required to participate in meetings, workshops and conferences away from the office, is transportation a problem for you?</p>	<p>- no vehicle - Nova-Van. - transit options. - G licence - rent.</p>	

Candidate: _____ Date: Wednesday, February 27, 2019

Interviewer: _____ Position: Gladue Writer

What computer programs and software are you familiar with?	<ul style="list-style-type: none">- Works: Microsoft- Google Suite- Video Audio- Plot.				

Candidate: _____ Date: Wednesday, February 27, 2019
 Interviewer: _____ Position: Gladue Writer

<p>Do you have a current valid driver's license? Do you have a reliable vehicle to use if needed?</p>	<p>6. yes</p>	<p>✓ ✓</p>
<p>Would you provide a criminal background check? Is there anything that you would like to disclose to us in that regard?</p>	<p>yes - no criminal record</p>	<p>✓</p>
<p>If you are the successful candidate and offered the position, how soon would you be able to start?</p>	<p>Mar 25th.</p>	<p>✓</p>
<p>Are you able to speak, understand or write a native language?</p>	<p>read. speak some well.</p>	<p>✓</p>
<p>Are there any considerations, we should take into consideration with respect to your availability for this position?</p>	<p>no.</p>	<p>✓</p>
<p>What are your salary expectations for this position?</p>	<p>55,000</p>	<p>✓</p>
<p>Do you have any questions about the organization or the position that have not already been answered?</p>	<p>None</p>	<p>✓</p>
<p></p>	<p></p>	<p></p>

REFERENCE CHECK QUESTIONNAIRE

1. In what capacity did you work with (candidate's name)?

Journalist for aboriginal - Senior Program Manager

2. How would you describe his/her work performance?

Lenny is wonderful to work with - missed in office

3. Did he/she follow direction closely and meet deadlines?

YES - Journalist - deadline driven
- Communicate when late.

4. Would you describe him/her as self-motivated? How so?

JHR - 7 ppl - fickle team
- very motivated.
- 2 yrs - better balance

5. What were some of the challenges he/she faced while working with you?

Challenges - admin side program was a tough one.
- conversation - what makes sense.
- Build spreadsheet - humble about things

6. What are the person's strengths and weaknesses?

S/ - Knowledge & experience in various community.
- funny. - Previous editor of Wawatay.
- Humble.
W/ writing capabilities - strong! - ability to level with people.

7. Do you wish to make any other comments regarding (candidate's name) work performance?

- really great at job !!



Colette Shwetz

From: Lenny Carpenter <lenny.carpenter@gmail.com>
Sent: June-06-19 2:33 PM
To: Colette Shwetz
Subject: Re: Gladue Writer

Hi Colette, I just spoke with Hannah. Turns out Rachel is in Vancouver on a business trip this week, so that explains why she hasn't got back to you.

But you can talk with Hannah. We worked closely together on the Indigenous Reporters Program when I was the manager there.

Hannah Clifford, senior program manager. hannah@jhr.ca. Cell: 416-550-9143

On Thu, Jun 6, 2019 at 11:35 AM Colette Shwetz <cshwetz@nanlegal.on.ca> wrote:

Sure does! Thanks for your patience! I will call you then.

Colette Shwetz

Interim HR Manager

Nishnawbe-Aski Legal Services Corporation

Unit 100, 1805 Arthur St E, Thunder Bay, ON, P7E 2R6

Tel: (807) 622-1413 Ext 7714

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: cshwetz@nanlegal.on.ca

From: Lenny Carpenter <lenny.carpenter@gmail.com>
Sent: June-06-19 11:09 AM
To: Colette Shwetz <cshwetz@nanlegal.on.ca>
Subject: Re: Gladue Writer

Hi, no worries. Does 2pm work?

On Thu, Jun 6, 2019 at 11:06 AM Colette Shwetz <cshwetz@nanlegal.on.ca> wrote:

Hi Lenny,

Can we reschedule to this afternoon? We've had a bit of an issue here this morning. I must attend to it. Please let me know if you have time. I apologize for the inconvenience.

Thanks,

Colette Shwetz

Interim HR Manager

Nishnawbe-Aski Legal Services Corporation

Unit 100, 1805 Arthur St E, Thunder Bay, ON, P7E 2R6

Tel: (807) 622-1413 Ext 7714

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: cshwetz@nanlegal.on.ca

From: Colette Shwetz

Sent: June-05-19 1:18 PM

To: Lenny Carpenter <lenny.carpenter@gmail.com>

Subject: RE: Gladue Writer

That is perfect!

Thanks,

Colette Shwetz

Interim HR Manager

Nishnawbe-Aski Legal Services Corporation

Unit 100, 1805 Arthur St E, Thunder Bay, ON, P7E 2R6

Tel: (807) 622-1413 Ext 7714

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: cshwetz@nanlegal.on.ca

From: Lenny Carpenter <lenny.carpenter@gmail.com>

Sent: June-05-19 12:14 PM

To: Colette Shwetz <cshwetz@nanlegal.on.ca>

Subject: Re: Gladue Writer

Hi Colette, sure. Does 11am work for you?

On Wed, Jun 5, 2019 at 11:48 AM Colette Shwetz <cshwetz@nanlegal.on.ca> wrote:

Hi Lenny,

Could we possibly set up a time when you are available to speak tomorrow?

Thanks,

Colette Shwetz

HR Manager

Nishnawbe-Aski Legal Services Corporation

Unit 100, 1805 Arthur St E, Thunder Bay, ON, P7E 2R6

Tel: (807) 622-1413 Ext 7714

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: cshwetz@nanlegal.on.ca

June 20, 2019

Lenny Carpenter
1-2412 Lake Shore Blvd. West
Etobicoke, ON, M8V 1C4

Dear Lenny:

Re: Employment Agreement – Gladue Writer

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you employment as a Gladue Writer in accordance with the terms and conditions described in the attached employment agreement ("the Agreement").

Please carefully read and consider the terms and conditions in the Agreement and confirm your understanding of, and agreement with, them by signing and returning the countersigned copy to me. Please retain the second copy of the Agreement your records. When countersigned by you, the Agreement shall constitute a binding employment agreement between you and NALSC.

Lenny, we warmly welcome you to NALSC. We look forward to working with you and look forward to a mutually successful future together!

Yours truly,



Colette Shwetz
Interim Executive Director

Mailing Address:

1805 Arthur St East
Thunder Bay, Ontario
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email:
info@NALSClegal.on.ca

Website:
<http://www.NALSClegal.on.ca>



Head Office:

109 Mission Rd. Fort
William First Nation, ON
P7J 1K7

EMPLOYMENT AGREEMENT

BETWEEN:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"

- and -

Lenny Carpenter

1. Employment

You will hold the position of Executive Assistant, operating out of NALSC's office in Thunder Bay and will report to the Gladue Manager. A brief job description for this position, which may be amended by the Company from time to time, is enclosed hereto as Appendix "A". Your title, duties and responsibilities may be changed at the discretion of the Company, consistent with your role, and shall not constitute a constructive dismissal.

For the period that you are employed, the expectation is that you shall devote the whole of your working time, attention and ability to the business of NALSC and you shall truly and faithfully serve NALSC and shall use your best efforts to promote the interests of NALSC. To that end, you shall not engage in any activities which would result in your interests coming into conflict with the interests of NALSC.

2. Term

You will commence employment on a date that is mutually convenient but no later than July 8, 2019 and this Agreement will continue for an indefinite duration, subject to the termination provisions contained herein.

3. Probationary Period

Your employment shall be subject to a three (3) month probationary period, during which time NALSC will determine your suitability. NALSC reserves the right to terminate this Agreement at any time during the probationary period for any reason so long as you are provided with minimum notice of such termination, or pay in lieu of notice, if any, in accordance with the Ontario *Employment Standards Act, 2000* (the "ESA"). This probationary period in no way acts as a guarantee of employment for this three-month period.

4. Compensation and Benefits

You will receive the following compensation and benefits:

- (a) Salary. You will be paid \$46,000 annually. This salary will increase to \$50,000 upon successful completion of your 3-month probationary period (October 8, 2019). Our payroll is administered by-weekly.

(b) Benefits. You will be entitled to participate in the benefit plan offered by NALSC to its employees during the term of this Agreement. The benefit plan is available to you following the completion of your probationary period, described above. NALSC reserves the right to vary the benefit plan at any time at its sole discretion.

You agree and acknowledge that all benefit coverage shall cease upon the last day of employment in the event of your resignation or your termination for just cause, or, if you are terminated without cause, shall cease at the end of the notice period outlined in section nine (8) below or as prescribed by section 57 of the ESA.

5. Vacation

You shall be entitled to 3 weeks' paid vacation per year which will be prorated for the year in which you commence your employment. Please note that vacation entitlement is per your annual hire date and is earned throughout the calendar year. Although every effort will be made to provide you with vacation time requested, you acknowledge that there may be times when certain vacation time is denied due to the specific needs of NALSC's business. Vacation requests must be made in writing to Gladue Manager at least one (1) month prior to the requested vacation period. Should the foregoing amount be less than the minimum entitlement to vacation required in the ESA, then the minimum amount required by that statute shall apply.

Vacation time must be pre-approved and will be scheduled at mutually convenient times recognizing that, in a small office such as ours, we must always be conscious of having coverage.

6. Hours of Work

This is a full-time position and your regular hours of work are from 9am-5pm, Monday through Friday, with a one (1) hour lunch break, for a total of thirty-five (35) hours per week but may be changed based on NALSC's needs. You may also be required to work evenings, Saturdays and Sundays and statutory holidays.

If you are required or work, or request to work, more hours than provided for in this Agreement you must first obtain the written direction or written approval of your direct supervisor within 24 hours of working such hours. Overtime hours will not be paid without prior written approval.

7. Personnel Policies, Procedures and Rules

You will be bound by any personnel policies, procedures and rules established by NALSC. By signing this Agreement, the Employee confirms that you have been provided with, has read and agrees to abide by all policies, procedures and rules established by NALSC.

8. Termination

While it is difficult to discuss the conclusion of a relationship at the outset, we believe it is helpful to address these issues so that both parties have clarity moving forward.

(a) **Just Cause.** If you engage in any act or omission which constitutes just cause at law, this Agreement will terminate immediately and you shall receive no payments other than accrued wages and vacation entitlements to the date of termination.

(b) **Without Cause.** In the absence of just cause, NALSC may terminate this Agreement for any reason and at any other time upon providing you with your entitlements pursuant to the ESA. This notice or pay in lieu of notice shall be calculated on the basis of your base salary only and shall be in full satisfaction of any obligations owing to you by NALSC, statutory, common law or otherwise.

(c) **By the Employee.** If you elect to terminate this Agreement, you shall provide NALSC with four weeks' written notice. This notice may be waived by NALSC at its sole discretion, without any further payment or obligation to you.

10. Confidentiality

During the term of this Agreement, you will have access to information that NALSC considers to be confidential. Such confidential information includes, but is not limited to, any information concerning clients, billing rates, employees, methods of procurement, financial, purchasing, marketing, logistical and or sales strategies and techniques of NALSC and other secret information and that such information constitutes valuable, special and unique property of NALSC.

Accordingly, you agree that you will not, at any time, (either during employment or at any time thereafter) directly or indirectly, disclose to or for the benefit of any person, firm, corporation, association, business entity or agency, governmental or private, of any nature whatsoever and whosoever situate, any confidential information of NALSC, except in connection with the performance of your duties on behalf of NALSC or as publicly available other than as a consequence of the breach by you of your confidentiality obligations hereunder.

11. Return of Company Property and Documents

At the conclusion of employment, or earlier if requested by NALSC, you shall promptly surrender to NALSC, without retaining copies, all tangible items which are or contain confidential information pertaining to NALSC. You shall also return all electronic devices, files, memory keys, correspondence, memoranda, documents, training materials, manuals, computer software, hardware and printouts, working papers, client lists, telephone/address books, business cards, appointment books, calendars and other tangible items which NALSC gave to you, or which you created in whole or in part within the scope of your employment, even if these items do not contain confidential information.

13. Authorization

By signing this letter, you authorize NALSC to deduct from any outstanding payment, including wages, owed to you by NALSC at any time, any monies which you owe to NALSC.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any and all prior and contemporaneous agreements, discussions and understandings. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied or statutory between the parties other than as expressly set forth in this Agreement. No waiver, modification or termination of any term of this Agreement shall be effective unless in writing and signed by all parties.

15. Severability

The provisions, paragraphs and sub-paragraphs of this Agreement are and shall be deemed to be severable the one from the other. If any one or more of the provisions, paragraphs or sub-paragraphs contained herein shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, paragraphs and subparagraphs contained herein shall not in any way be affected or impaired.

16. Headings

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning interpretation of this Agreement.

17. Governing Law

This Agreement shall be governed in all respects by the laws of the Province of Ontario and the laws of Canada applicable therein.

18. Assignment

Except as otherwise provided herein, no assignment of any rights or delegation of any obligations provided for herein may be made by any party without the express written consent of all other parties hereto. Notwithstanding the foregoing, NALSC may, upon two (2) days written notice to you, assign its rights, together with its obligations hereunder, to any associate or affiliate of NALSC.

19. Interpretation

The language used in this Agreement shall be deemed to be the language chosen by the parties to express their mutual intent, and the Agreement shall be interpreted without regard to any presumption or other rule requiring interpretation of the Agreement more strongly against the party causing it to be drafted.

20. Independent Legal Advice

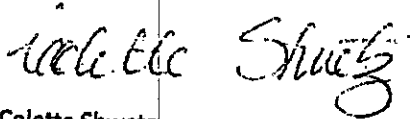
You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice. You therefore confirm that you are executing this Agreement freely, voluntarily and without duress.

21. Copy of the Agreement

You hereby acknowledge receipt of a copy of this Agreement duly signed by NALSC.

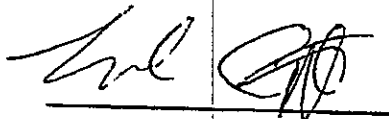
Lenny, I extend a very warm welcome to you. I hope you find your employment with the organization challenging and rewarding and look forward to a mutually successful future together.

Yours truly,



Colette Shwetz
Interim Executive Director

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.



Employee Signature

June 20, 2019

Date

PHONE CALL

VERBAL

NAME:

work.

DATE:

REGARDING:

- July 8th.

Timmins

- Read after -

GLADUE WRITER
Employee Performance Review

RECEIVED NOV 08 2019



RECEIVED NOV 09 2019

E-MAILED NOV 09 2019

EMPLOYEE INFORMATION

Name Michael (Lenny) Carpenter Employee ID
 Job Title Gladue Writer Date Nov 1/19
 Department Gladue Manager George Edwards
 Review Period July 8/19 November 1/19

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny is understanding to the Gladue case law, the process of how Gladue is applied in judicial proceedings for sentencing aboriginal offenders. Understanding and making appropriate sentencing recommendations that are culturally appropriate to the offenders needs. Lenny is aware how to seek programming needs for the recommendations.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny's work quality in preparation with his Gladue Reports are proficient and highlights the background and systemic factors appropriately. Lenny has completed and met Gladue deadlines. Lenny will need to make sure that all Gladue Reports are submitted in timely manner for court personnel to read over the Gladue Reports. Lenny is becoming more aware what to include in his report from Gladue Writers' Training Course.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny has no issues with attendance. He reports to work on time and advises his supervisor when he will be absent. Lenny will continue to communicate with supervisor through email or by telephone.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny takes initiative in his work. Most times when I'm in the Timmins office, Lenny is by his desk and working on his reports.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny does communicate, but needs to be more communicative to his supervisor when he needs assistance with his Gladue Reports. I have emphasized Lenny to communicate with supervisor on regular basis. Lenny's listening skills are above average, takes direction well, and will go do what is required of him when instructed.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments</i>	Lenny is very dependable in his current position. His work quality in his reports is good. His dependability to get his reports done is on task.				

Overall Rating (average the rating numbers above) 24/30

EVALUATION

ADDITIONAL COMMENTS Lenny produces good quality Gladue Reports. Lenny will continue to learn to improve with his report writing through his Gladue Training. Lenny advised that his Gladue training is very helpful and gives him a better understanding of the Gladue sentencing principles, the process of preparing Gladue Reports, and better awareness of the background and systemic factors. Good job Lenny! Keep up with the good work.

GOALS (as agreed upon by employee and manager)
 Lenny will recognize and utilize his time management to continue to meet Gladue Report deadlines.
 Lenny will complete the Gladue Writers' Training Course and obtain his certification.
 Lenny will continue to communicate with his direct supervisor.

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature *Michael (Lenny) Carpenter*
 Manager Signature *George Edwards*

Date Nov. 8, 2019
 Date Nov 8/19.

6 - - F

○ ○

2019 Statutory Holidays

TUESDAY, JANUARY 1, 2019: New Year's Day

MONDAY, FEBRUARY 18, 2019: Family Day

FRIDAY, APRIL 19 2019: Good Friday

MONDAY, APRIL 22, 2019: Easter Monday

MONDAY, MAY 20, 2019: Victoria Day

FRIDAY, JUNE 21, 2019: Aboriginal Day

MONDAY, JULY 1, 2019: Canada Day

MONDAY, AUGUST 5, 2019: Civic Holiday

MONDAY, SEPTEMBER 2, 2019: Labour Day

MONDAY, OCTOBER 14, 2019: Thanksgiving Day

MONDAY, NOVEMBER 11, 2019: Remembrance Day

WEDNESDAY, DECEMBER 25, 2019: Christmas Day

THURSDAY, DECEMBER 26, 2019: Boxing Day

SCANNED

Return to Great-West Life, Group Retirement Services

1-800-724-3402

SECTION 1 – EMPLOYER/PLAN SPONSOR INFORMATION

Name of employer/plan sponsor Nishnawbe Aski-Legal Services Corp	Policy/plan number 68012
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SECTION 2 – ISSUER INFORMATION

The group annuity product for the registered pension plan is issued by London Life Insurance Company (the Issuer) 255 Dufferin Avenue, London, ON N6A 4K1. London Life is a subsidiary of Great-West Life. The Great-West Life Assurance Company and key design are trade-marks of Great-West Life, used under licence by London Life for the promotion and marketing of insurance products.

SECTION 3 – APPLICANT INFORMATION (please print)

Last name Carpenter	Middle initial LA	First name Michael	Division/subgroup	Identification/employee number
Social insurance number (SIN) 524 - 985 - 033	Date of employment 2019 07 08 yyyy mm dd	Date of birth 1984 04 19 yyyy mm dd	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Language <input checked="" type="checkbox"/> English <input type="checkbox"/> French

Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Common law <input type="checkbox"/> Quebec civil union <input checked="" type="checkbox"/> Single <input type="checkbox"/> Other	Last name of spouse/partner	First name	Email address lenny.carpenter@gmail.com Required for online access and to email information about the plan or services connected with it
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Address (apt. no., street no., street) 51 Brousseau Ave		
City Timmins	Province ON	Postal code R4N 5Y1

If the above address is a PO box, general delivery or rural route, also include the civic or street address below

Address (apt. no., street no., street)	City	Province	Postal code
--	------	----------	-------------

Telephone no. - - Ext.	Alternate telephone no. - -	Province of employment	Date joined plan 2019 09 30 yyyy mm dd
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Registry number (Status Indian) (minimum 10 digits) **1430215501**

Is the applicant a connected person? Yes* No *Form T1007 must be filed by the employer with Canada Revenue Agency (the plan administrator can help determine whether the applicant is a connected person).

SECTION 4 – BENEFICIARY INFORMATION

Primary beneficiary(ies) on my death

Last Name	First name	Date of birth yyyy mm dd	Relationship to me	% of benefit
Carpenter	Nancy	1958 08 04	mother	100
				Total 100%

Unless the law requires otherwise, if one of my primary beneficiaries predeceases me, their share will be paid to the surviving primary beneficiaries in equal shares, or if there is no surviving primary beneficiary(ies), to my contingent beneficiary(ies) named below. If there is no contingent beneficiary(ies), the benefit will be paid to my estate.

Contingent beneficiary(ies) on my death

Last Name	First name	Date of birth yyyy mm dd	Relationship to me	% of benefit
Carpenter	Melissa	1982 09 12	sister	100
				Total 100%

Application for membership in a registered pension plan (continued)

SECTION 4 – BENEFICIARY INFORMATION (continued)

Contingent beneficiary(ies) on my death (continued)

These designations are for all benefits payable under the plan unless pension legislation or the terms of the plan require payment to my spouse or common-law partner.

All beneficiary designations are revocable **except**:

- where a *Designation of irrevocable beneficiary* form is completed
- where Quebec law applies and I have designated my married or civil union spouse as my beneficiary - the box below applies.

Where Quebec law applies:

• **If I designate my married or civil union spouse as my beneficiary**, they will be irrevocable unless I check the box below. If not, restrictions will apply, unless I obtain the consent of my spouse. For example, I will be prevented from changing my beneficiary, making withdrawals (where permitted) or exercising certain other rights.

I designate my married or civil union spouse as my revocable beneficiary.

• **Where a minor beneficiary or a person who lacks legal capacity resides in Quebec** - Benefits payable under this plan to a beneficiary who, at the time payment is to be made, is a minor or lacks capacity, will be paid to their tutor(s) or curator, unless a valid trust has been established for the benefit of the beneficiary, by will or by separate contract, to receive any such payment and the Issuer has been provided notice of the trust. If a trust has already been established, designate the trust as the beneficiary in this section. **Before designating a trust, legal advice should be sought.**

SECTION 5 – TRUSTEE APPOINTMENT

(to be completed if any of the beneficiaries are minors or otherwise lack legal capacity AND DO NOT RESIDE IN QUEBEC)

If a formal trust does not exist, I hereby appoint:

Full name of trustee being appointed (last name, then first)	Trustee for (indicate beneficiary name)	Relationship of trustee to me

as trustee to receive, in trust, all benefits payable to any beneficiary designated under the plan who, at the time benefits are paid, is a minor or lacks legal capacity to give a valid discharge according to the laws of the beneficiary's domicile. Payment of benefits to the trustee discharges the Issuer to the extent of the payment. I authorize the trustee in their sole discretion to use the benefits for the education or maintenance of the beneficiary and to exercise any right of the beneficiary under the plan. The trustee may, in addition to the investments authorized for trustees, invest in any product of, or offered by the Issuer or its affiliated financial institutions. The trust for any beneficiary will terminate once that beneficiary is both of age of majority and has legal capacity to give a valid discharge. I direct the trustee to deliver at that time to the beneficiary the assets held in trust for that beneficiary. I or my personal representative may by writing appoint a new trustee to replace the former trustee.

SECTION 6 – PAYROLL DEDUCTION AUTHORIZATION

I authorize my employer to deduct the following from each pay:

- member required contributions under the provisions of the plan; 6% and,
- if permitted by the plan, additional voluntary contributions of . I reserve the right to alter or discontinue this option.

SECTION 7 – INVESTMENT SELECTION

Select investment(s) if the plan sponsor/plan administrator has given members the right to select investments for all or part of the contributions to the plan. If a selection is not made, contributions will be invested in the default investment.

Name of investment and/or code	Percentage	Name of investment and/or code	Percentage
	%		%
	%		%
	%		%

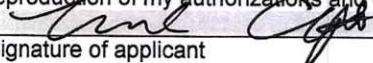
Total allocation must equal 100%

SECTION 8 – CONFIDENTIAL INFORMATION FILE

The Issuer will establish a confidential information file that contains personal information concerning the applicant. By submitting a written request to the Issuer, the applicant may exercise rights of access to, and rectification of, the file. The Issuer will collect, use and disclose the applicant's personal information to: process this application and provide, administer and service the plan applied for (including service quality assessments by or on behalf of the Issuer); advise the applicant of products and services to help the applicant plan for financial security; investigate, if required, and pay benefits under the plan; create and maintain records concerning our relationship as appropriate; and, fulfil such other purposes as are directly related to the preceding. The Issuer may use service providers within or outside Canada. Personal information concerning the applicant will only be available to the applicant, plan sponsor, plan administrator, pension and related government authorities, the Issuer, its affiliates, and any duly authorized employees, agents and representatives of the Issuer or its affiliates, within or outside Canada, for or related to the purpose of the plan, except as otherwise may be required, authorized or allowed by law or legal process, or by the applicant. In all cases, availability is subject to lawful determination by the Issuer. Personal information is collected, used, disclosed, or otherwise processed or handled in accordance with governing law, including applicable privacy legislation, and the applicant's personal information may be subject to disclosure to those authorized under applicable law within or outside Canada. For more information about our privacy practices, please ask for a copy of our Privacy Guidelines brochure.

SECTION 9 – SIGNATURE

I confirm the information on this form and will update it in the future as it changes. I am aware of the reasons the information covered by my authorizations and consents is needed, and the benefits of, and the risks of not, authorizing/consenting. I authorize and consent to the Issuer collecting, using, and disclosing personal information concerning me for the purposes outlined in the Confidential Information File section. This authorization and consent is given in accordance with applicable law and without limiting the authorizations and consents given elsewhere in this application. My authorizations and consents will begin the date this application is signed and end when no longer required. My authorizations and consents may be revoked at any time by either written or electronic notification to the Issuer, subject to legal and contractual considerations. A reproduction of my authorizations and consents will be as valid as the original.

Signature of applicant 

Date July 8, 2019

YOUR INVESTMENT PROFILE: _____

CIRCLE THE NUMBER THAT BEST REPRESENTS YOUR RESPONSE TO EACH OF THE FOLLOWING STATEMENTS:

1. I understand the trade-off between risk and potential reward and am willing to accept a greater degree of risk to gain higher rewards.

Strongly Agree 10	Agree 8	Neutral 6	Disagree 4	Strongly Disagree 2
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2. If the value of one of my investments was to drop 20% over six months and I felt that this drop was due to stock market fluctuation, I would hold onto that investment with the expectation that it would recover its value in the future.

Strongly Agree 10	Agree 8	Neutral 6	Disagree 4	Strongly Disagree 2
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3. I am knowledgeable about investing.

Strongly Agree 10	Agree 8	Neutral 6	Disagree 4	Strongly Disagree 2
----------------------	------------	--------------	---------------	------------------------

4. I have sources of savings other than my Group Pension Plan that makes me feel secure about my future.

Strongly Agree 10	Agree 8	Neutral 6	Disagree 4	Strongly Disagree 2
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5. My age is:

Under 35 10	35-45 8	46-55 6	56-65 4	Over 65 2
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6. I plan to retire in:

20 years plus 10	11 - 20 years 8	6 - 10 years 6	3 - 5 years 4	2 years or less 2
---------------------	--------------------	-------------------	------------------	----------------------

YOUR TOTAL SCORE IS _____

- Conservative Aboriginal (28 or less)
- Balanced Aboriginal (29-52)
- Aggressive Aboriginal (53 or higher)

Member Signature

bl ay

Risk Tolerance

Your total score to the answers on the reverse side is meant to provide you with an indication of the level of risk that you are comfortable with. The five categories of risk are listed below. Using your score from the "Your Total Score is..." section, please find your associated category below:

- Conservative Aboriginal (28 or less)
- Balanced Aboriginal (29 to 52)
- Aggressive Aboriginal (53 or higher)

Time Horizon

Once you have determined which risk tolerance category you are, your next step is to determine the amount of time that you have until you retire. Please keep in mind, the minimum age for retirement is 55 and that the normal retirement age is 65.

Where do I invest my money?

Once you have determined your risk tolerance and you know how many years you have until you retire, you are ready to invest your funds. If you fail to select an investment fund or your investment instructions received by the carrier are incomplete, your funds will be invested in a Default fund (e.g. Money Market fund).

NOTE: For those members that have less than three years to retirement, please contact WP Financial directly at 1-888-899-6956.

If you should have any questions or concerns regarding the information on this form, or how to complete any part of this form, please contact WP Financial directly for assistance at 1-888-899-6956.



Driver's Licence
Permis de conduire

ON
CANADA

1-800-387-7329



1,2 NAME/ NOM

CARPENTER,
MICHAEL, ANDREW LEONARD
1-2412 LAKE SHORE BLVD W
ETOBICOKE, ON, M8V 1C4



4d NUMBER/
NUMERO

C0653 - 54418 - 40419

4a ISS/ DEL

2018/10/05

4b EXP/ EXP

2023/04/19

5 DD/ RÉF.

GG0199498

18 HGT/ HAUT.

193 cm

15 SEX/ SEXE

M

9 CLASS/
CATEG.

G

12 REST/
COND.

X

Michael A. Carpenter

3 DOB/ DDM 1984/04/19

• C0653-54418-40419
• 1984/04/19
• *Michael A. Carpenter*





Government
of Canada


Gouvernement
du Canada


SOCIAL
INSURANCE
NUMBER

NUMÉRO
D'ASSURANCE
SOCIALE

524 985 033

MICHAEL ANDREW LEONARD
CARPENTER

Indian and Northern Affairs Canada / Affaires indiennes et du Nord Canada		1 770 981
CERTIFICATE OF INDIAN STATUS - CERTIFICAT DE STATUT D'INDIEN		
<small>This is to certify that - Le présent atteste que</small>		
	Family name - Nom de famille CARPENTER	
	Given names - Prénoms Michael Andrew Leonard	
	Alias - Nom d'emprunt	
	Registry no. - N° de registre 1430215501	
<small>is an Indian within the meaning of the Indian Act, chapter 27, Statutes of Canada (1985). est un Indien au sens de la Loi sur les Indiens, chapitre 27 des Lois du Canada (1985).</small>		

Date of birth - Date de naissance 1984/04/19		Registry group - Groupe d'enregistrement ATTAWAPISKAT	
Sex - Sexe M	This card is valid until / Cette carte est valide jusqu'au 2015/05/19		
Holder's signature - Signature du titulaire 			
Issuing officer's signature - Signature de l'agent émetteur 		Issue date - Date d'émission 2010/05/19	
<small>Finder please return postage free to INAC Ottawa, Ontario, Canada K1A 0H4 Quoique trouvé le présent est prêt de le retourner franc de port, au AINC, Ottawa (Ontario) Canada, K1A 0H4 83-004 (5-88) 7530-21-923-3673</small>			



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

OATH OF CONFIDENTIALITY

As a person working at Nishnawbe-Aski Legal Services Corporation ("NALSC") you are privy to confidential material. Confidentiality of client and NALSC information is essential. While at NALSC, you shall not disclose to any member of the public any confidential information obtained during his/her position with NALSC.

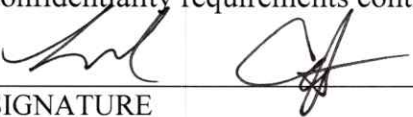
All NALSC files are to be treated as confidential material and may not be disclosed except in accordance with the provisions of NALSC's policies and Service Agreements. No one is to read files except in so far as the position requires it. Files are not to be discussed at any time with anyone within NALSC, except for NALSC related business.

Confidentiality also applies to information about financial and personnel matters or any other confidential information that is attained during your position with NALSC. We are entrusted with the confidential records of clients and of personnel throughout the Corporation and are always expected to comply with NALSC's Oath of Confidentiality Agreement.

EMPLOYEE STATEMENT OF NON-DISCLOSURE

I have read and understand this statement. I agree to abide by NALSC's Oath of Confidentiality Agreement as a condition of my position at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position and may result in further legal action.

I acknowledge that I am bound by the terms of this agreement and further, that these confidentiality requirements continue after my position with NALSC has ceased.


SIGNATURE

07/08/2019
DATE

Michael Carpenter
PRINT FULL NAME


SIGNATURE OF WITNESS

July 8/19
DATE

Holly SITCH
PRINT FULL NAME OF WITNESS



NISHNAWBE - ASKI Legal Services Corporation

Employee Information

1. Personal Information

Full Given Name: Carpenter Michael Andrew Leonard
Last First M Initial.

Address: 25 Cedar St. S, Apt. B
51 Brousseau Ave
Street Address Box #

Timmins ON P4N 5Y1
City/Town Province Postal Code

Home Phone: (647) 234-9253 Alternate Phone: ()

Primary Email: lenny.carpenter@gmail.com

SSN #: 524 985 033 Status # 1430 215501

2. Job Information

Title: Gladue writer Employee ID: _____

Supervisor: George Edward Department: Gladue Program

Work Location: Timmins Work Email: lcarpenter@nanlegal.on.ca

Work Phone: () Cell Phone: (705) 288-9533

Start Date: July 8, 2019 Benefits Manitex Pension: Y N

Term Date: _____ Salary: \$ _____

3. Emergency Contact Information

Full Name: Carpenter Nancy
Last First M Initial.

Address: 51 Brousseau Ave
Street Address Box #

Timmins ON P4N 5Y1
City/Town Province Postal Code

Primary Phone: (705) 531 2441 Alternate Phone: ()

Relationship: mother

Holly Sitch

From: Lenny Carpenter
Sent: Tuesday, October 29, 2019 2:13 PM
To: Holly Sitch
Cc: George Edwards
Subject: Contact update

Hi Holly,

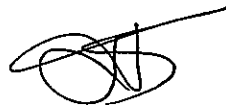
Just wanted to let you know I have new contact information.

My personal cell is: 705-288-9533

And my new address is: 325 Cedar St. South Apt. B, Timmins ON, P4N 6J7

Meegwetch,
Lenny

ENTERED

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.



Void cheque / Spécimen de chèque



MR MICHAEL CARPENTER
2412 LAKE SHORE BLVD W UNIT 1
ETOBICOKE ON M8V1C4

DATE 2 0 Y Y - M M - D D
Y Y Y Y M M D D

PAY TO THE / PAYEZ À
ORDER OF / L'ORDRE DE

VOID / ANNULÉ

100 DOLLARS

MEMO / POUR

MP

04142

001

3088-028

Transit # / Numéro d'identification

Institution # / Numéro de l'institution

Account # / Numéro de compte



Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name Carpenter	First name and initial(s) Michael LA	Date of birth (YYYY/MM/DD) 1984/04/19	Employee number
Address 51 Bousseau Ave		Postal code R4N5Y1	For non-residents only - Country of permanent residence
			Social insurance number 524985033

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.

12,069

2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,230 for each infirm child born in 2002 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.

3. Age amount – If you will be 65 or older on December 31, 2019, and your net income for the year from all sources will be \$37,790 or less, enter \$7,494. If your net income for the year will be between \$37,790 and \$87,750 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2019 Personal Tax Credits Return, and fill in the appropriate section.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.

6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,416.

7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm, go to line 9.

8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm and is age 18 or older, go to line 9.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$23,906 or less, get Form TD1-WS and fill in the appropriate section.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$14,299) whose net income for the year will be \$16,766 or less, enter \$7,140. If his or her net income for the year will be between \$16,766 and \$23,906 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.

Your employer or payer will use this amount to determine the amount of your tax deductions.

12,069

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check this box**, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2019?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$12,069, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$12,069.), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2019, you may be able to claim the child amount on Form TD1SK, 2019 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2019, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature  _____
It is a serious offence to make a false return.

Date 2019/07/08
YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name <i>Carpenter</i>		First name and initial(s) <i>Michael LA</i>	Date of birth (YYYY/MM/DD) <i>2984/04/19</i>	Employee number
Address <i>St Brousseau Ave</i>		Postal code <i>A4W5Y1</i>	For non-residents only – Country of permanent residence	Social insurance number <i>524985032</i>
<p>1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2.</p>				10,582
<p>2. Age amount – If you will be 65 or older on December 31, 2019, and your net income from all sources will be \$38,463 or less, enter \$5,166. If your net income for the year will be between \$38,463 and \$72,903 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2019 Ontario Personal Tax Credits Return, and fill in the appropriate section.</p>				
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,463, or your estimated annual pension income, whichever is less.</p>				
<p>4. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,549.</p>				
<p>5. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>				
<p>6. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>				
<p>7. Ontario caregiver amount – You may be supporting an eligible infirm dependant aged 18 or older who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada <p>If this is your situation, get Form TD1ON-WS and fill in the appropriate section.</p>				
<p>8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, or disability amount on his or her income tax return, enter the unused amount.</p>				
<p>9. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount.</p>				
<p>10. TOTAL CLAIM AMOUNT – Add lines 1 to 9. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>				10,582

Filling out Form TD1ON

Fill out this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1ON, **check** this box, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

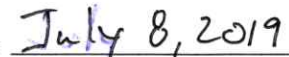
Certification

I certify that the information given on this form is correct and complete.

Signature



Date



It is a serious offence to make a false return.

Determination of Exemption of an Indian's Employment Income

To make sure correct information is entered, we suggest that this form be filled out by the employer, in the presence of the employee.

As an employer, you can use this form to help determine if an employee's employment income is exempt from income tax. The term "employee" on this form refers only to an employee who is an Indian as defined in the Indian Act.

Read the instructions on the next page for more information on how to fill out this form.

Employee identification

Last name (please print) Carpenter	Usual first name and initials Michael Andrew Leonard	Social insurance number 5 24 9 8 5 0 3 3
Residential address including postal code 51 Brousseau Ave. Timmins ON P4N 5Y1		
Is the employee's residence located on a reserve?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Indian status

Is the employee an Indian as defined in the Indian Act? Yes No

If yes, was the employee an Indian as defined in the Indian Act:

prior to 2011?

because of Bill C-3 (also known as the Gender Equity in Indian Registration Act)? Only income earned on or after January 31, 2011, may be exempt from tax.

because of the creation of the Qalipu Mi'kmaq First Nation Band? Only income earned on or after September 22, 2011, may be exempt from tax.

Type of exemption ¹

The employee performs employment duties:

1. entirely on a reserve 2. entirely off a reserve 3. partially on and partially off a reserve

If you chose 3, indicate the percentage of the employment duties the employee performs on a reserve: _____ %

All of the employee's employment income is exempt from income tax if any one of the following situations applies. Check the appropriate box.

the employee performs at least 90% ² of the employment duties on a reserve (guideline 1);

the employee and the employer reside on a reserve (guideline 2);

the employee performs more than 50% of the employment duties on a reserve, and the employee or the employer resides on a reserve (guideline 3); or

the employee's employment duties are connected to the employer's non-commercial activities carried on exclusively for the benefit of Indians who, for the most part, reside on reserves and the employer resides on a reserve; and the employer is:

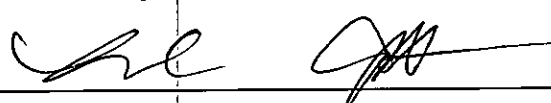
- an Indian band that has a reserve or a tribal council representing one or more Indian bands that have reserves; or
- an Indian organization controlled by one or more such bands or tribal councils and is dedicated exclusively to the social, cultural, educational, or economic development of Indians who, for the most part, reside on reserves (guideline 4).

¹The type of exemption is based on the Indian Act Exemption for Employment Income Guidelines. For a full description of the Guidelines including examples of exempt income and term definitions, go to canada.ca/en/revenue-agency/services/aboriginal-peoples/indian-act-exemption-employment-income-guidelines.

²Proration rule may apply: When less than 90% of the duties of an employment are performed on a reserve and the employment income is not exempted by another guideline, the exemption is to be prorated. The exemption will apply to the portion of the income related to the duties performed on the reserve.

Employee certification

I certify that the information given on this form is correct and complete.

Signature  Date July 8, 2014

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Instructions

- The employment income from a particular employment will not be exempt from income tax where one of the main reasons for that employment relationship is to establish a connecting factor to a reserve. A connecting factor is a fact which connects income to a reserve. For example, the fact that the employer is resident on a reserve is a connecting factor.
- If the employee's circumstances change, the employee will be required to fill out a new form.
- Keep a completed form on file for each employee. We may ask to review the form to verify that the income earned qualifies to be exempt from income tax based on the circumstances of the employment.
- For information on the requirements to deduct Canada Pension Plan contributions and employment insurance premiums, and for instructions on reporting requirements, see Guide T4001, Employers' Guide – Payroll Deductions and Remittances, and Guide RC4120, Employers' Guide – Filing the T4 Slip and Summary.

Employment-related income

Employment insurance benefits, retiring allowances, Canada Pension Plan benefits, Quebec Pension Plan benefits, registered pension plan benefits, and wage-loss replacement plan benefits will be exempt from income tax when they are received as a result of employment income that was exempt from tax. If a portion of the employment income was exempt, a similar portion of these amounts will be exempt.