

Nishnawbe-Aski Legal Services Corporation

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August 12, 2024

Madelaine Kioke
95 Pine Street N.
Timmins, ON,
P4N 6K8

RE: Request for Additional Information – Translation Services

Dear Madelaine,

This letter is meant to provide you with an explanation of why information was requested in relation to your translation services.

You are currently employed by Nishnawbe-Aski Legal Services Corporation (“NALSC”) as a Community Legal Worker (“CLW”) on a full-time basis which is 7 hours a day, Monday to Friday, or 35 hours a week. We also understand that in your spare time you provide translation services through a personal business name. NALSC does not have an issue with you operating a separate business if it is not done during NALSC working hours. However, when NALSC approaches you to complete translation services, we need to ensure we are avoiding an issue known as “double payment.” This would occur if you claimed 7 hours for a working day but also used that day to provide us with translation services. NALSC would essentially be paying your normal salary as part of your CLW duties and pay you for translation services, even though they happened during the same work period.

To avoid this concern, it is common practice to create an agreement with the employee providing services through their personal business to their employer to ensure the services provided do not create a double payment threat.

It should also be noted that our financial auditor would require to see a separate agreement for a service provided by an employee to confirm the payment to the employee is made in accordance with the applicable rules and regulation of the Canada Revenue Agency.

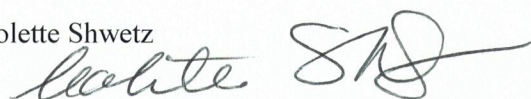
The above concerns will also be addressed with the NALSC employees that approached you to provide the translation services to ensure they are aware of the correct processes and that they are followed in the future.

NALSC will also be reviewing our financial policies to ensure they clearly state the rules in relation to employee payments for separate services.

If you have any questions or require further information, please do not hesitate to contact me at (807) 633-8158.

Yours truly,

Colette Shwetz



Director of Human Resources
Nishnawbe-Aski Legal Services Corporation

Mailing Address:

101 Syndicate Ave
Suite 314
Thunder Bay, Ontario
P7C 3V4

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

Email:
info@nanlegal.on.ca

Website:
www.nanlegal.on.ca



Head Office Mailing Address:

3 - 684 City Road
Fort William First Nation,
ON, P7J 1K3