## Nishnawbe-Aski Legal Services Corporation

October 19, 2022

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Correen Kakegamic

C/o Nishnawbe-Aski Legal Services Corp.

Thunder Bay, ON P7E 2R6

We are very pleased to inform you that you have been approved for an additional monthly salary increment of \$500 for taking on additional duties during the preparation for <u>FLY-IN</u> <u>COURT RE-OPENING</u>. This increase will be retroactive to **May 1**, **2022**, and will continue as long as you are performing the additional duties outlined below.

Should you stop performing the following additional duties, this additional salary increment will be discontinued effective the day you stop and prorated if necessary.

Your additional duties will include:

- a.) Scheduling zoom meetings for Consultant Contractor of Central and Western zone Fly-In Court (24) Communities, and (5) Eastern as required.
- b.) Taking one-pager notes to assist Consultant Contractor based on Tracking Chart headings (Preventative Measures and Court Schedules)
- c.) Reviewing key elements of Consultant Contractor's community preengagement Reports of Contractor's meetings with Chief and Council or/Community delegated representative and inserting into Tracking Chart, (that is submitted to funder MAG-IJD)
- d.) Travel and Accommodation for Contract Consultant, and Manager of Legal Services and Executive Director, as required
- e.) Preparing updated Chart summaries to Executive Director (ED) for FLY-IN Court bi-weekly and monthly meetings attended by ED
- f.) Preparing Emails to update ED on developing issues or identifying additional pertinent information received
- g.) Submitting information by Email to MAG-IJD or Court Regional Sr. Justices at instruction of Executive Director on periodic basis.

Your additional salary increment will be effective as long as funding for the *Fly-in Court Project MAG* is available. Should the reopening of courts move into phase 2, your additional duties will be reassessed.

Thank you for all your work and support on this project Correen.

Sincerely.

Colette Shwetz HR Manager

Cc: Finance Department

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