

# Nishnawbe-Aski Legal Services Corporation

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L "rCLr.Δᐱ

**SCANNED**

November 18, 2022

Nishnawbe-Aski Legal Services Corporation  
Thunder Bay, ON

## PRIVATE AND CONFIDENTIAL

To whom it may concern:

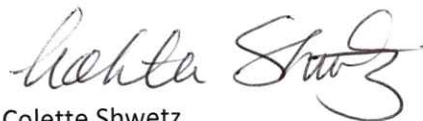
This letter verifies Joanne Cheechoo's current employment at Nishnawbe-Aski Legal Services Corporation.

Below are additional details regarding her employment:

Employed since: Feb 13, 2017  
Job title: Finance Coordinator  
Current Annual Salary: \$64,000

Please contact me at [cshwetz@nanlegal.on.ca](mailto:cshwetz@nanlegal.on.ca) or (807) 633-8158 with any additional questions.

Sincerely,



Colette Shwetz  
Human Resource Manager

### 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](mailto:info@nanlegal.on.ca)

Website:

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



### Head Office:

138B Fort William Rd. Fort  
William First Nation, ON P7J  
1K7

# Nishnawbe-Aski Legal Services Corporation

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L \*PCLP \*ΔP

April 7, 2022

Joanne Cheechoo  
Finance Coordinator  
**C/o Nishnawbe-Aski Legal Services Corporation**  
Thunder Bay, ON  
P7E 2R6

**Private and Confidential**

Dear Joanne:

We are very pleased to inform you that you have been approved for a salary increase of **\$5,000**. Your new annual salary will be **\$64,000**. This increase will be effective April 1, 2022.

This increase is based on your additional duties with travel entries and will remain in effect as long as you perform these additional duties. Should you stop performing these duties, your annual salary will be decreased by the \$5000 effective the date the duties stop.

Joanne, we would like to thank you for your continued dedication and hard work you do for the Finance Department.

Sincerely,



Colette Shwetz  
HR Manager

Cc: Finance Department

**Mailing Address:**

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

Tel: (807) 622-1413  
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L \*rCLr\*Δᑎ

March 30, 2021

**COPY**

Joanne Cheechoo  
C/o Nishnawbe-Aski Legal Services Corporation  
Thunder Bay, ON  
P7E2R6

## Private and Confidential

Dear Joanne:

We are please to advise you that you will receive a retroactive payment of **\$500** effective from October 1, 2020. This will be included on the pay period ending March 26, 2021.

You will also receive an additional salary increase of **\$1,000** effective April 1, 2021 through to March 31, 2022 as part of the Canadian Heritage fund 2yr program budget. The above increases are based on funding availability and sustainability.

Joanne, thank you for all your hard work. If you have any questions, please contact your manager to discuss.

Thanks,



Colette Shwetz  
HR Manager

Cc: Finance Department

### Mailing Address:

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Unit 100  
Thunder Bay, ON  
P7E 2R6

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### Head Office:

138-B Mission Rd, Fort William  
First Nation, ON P7J 1K7

# Nishnawbe-Aski Legal Services Corporation

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L \*PCLP \*Aᐱ

March 29, 2021

Joanne Cheechoo  
C/o Nishnawbe-Aski Legal Services Corporation  
Thunder Bay, ON  
P7E2R6

## Private and Confidential

Dear Joanne:

We are please to advise you that you will receive an annual salary increase of **\$500** effective October 1, 2020.

You will also receive an additional salary increase of **\$1,000** effective April 1, 2021 through to March 31, 2022 as part of the Canadian Heritage fund 2yr program budget. The above increases are based on funding availability and sustainability.

Joanne, thank you for all your hard work. If you have any questions, please contact your manager to discuss.

Thanks,



Colette Shwetz  
HR Manager

Cc: Finance Department



### Mailing Address:

1805 Arthur St. East  
Unit 100  
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# Nishnawbe-Aski Legal Services Corporation

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Joanne Cheechoo  
725 Mountain Road,  
Thunder Bay, ON  
P7J 1C1

## Private and Confidential

Dear Joanne,

Please be advised that you will be receiving an increase in your annual salary.

You will receive a one-time salary increase of **\$6,000**. Your new salary will be **\$58,000** per annum. You will also receive a retroactive payment back to April 1, 2020.

We thank you for your dedication and hard work at Nishnawbe-Aski Legal Services Corporation.

Sincerely,



Colette Shwetz  
HR Manager

### Mailing Address:

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

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### Head Office:

138-B Mission Rd, Fort William  
First Nation, ON P7J 1K7



NISHNAWBE - ASKI  
Legal Services Corporation

ENTERED APR 17 2019

APIPA

### Employee Information

#### 1. Personal Information

Full Given Name: Cheechoo Joanne J.  
Last First M Initial.

Address: 725 Mountain Road  
Street Address Box #

Thunder Bay ON P1J 1C1  
City/Town Province Postal Code

Home Phone: (807) 630-0580 Alternate Phone: ( )

Primary Email: jjcheechoo@gmail.com

SSN #: 492-003-744 Status # 1830165501

#### 2. Job Information

Title: Finance Assistant Employee ID: \_\_\_\_\_

Supervisor: Tara Thompson Department: ADM

Work Location: Thunder Bay Work Email: jjcheechoo@nanlegal.on.ca

Work Phone: (807) 622-1413 Cell Phone: (807) 630-0580

Start Date: Feb 3/17 Benefits Yes Pension: Y/N Yes

Term Date: \_\_\_\_\_ Salary: \$ 52,000-

#### 3. Emergency Contact Information

Full Name: Cheechoo Randy P  
Last First M Initial.

Address: Same as above  
Street Address Box #

Thunder Bay ON \_\_\_\_\_  
City/Town Province Postal Code

Primary Phone: (807) 627-5997 Alternate Phone: ( )

Relationship: Spouse

# Nishnawbe-Aski Legal Services Corporation

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L "rCLr.Δᐱ

February 9, 2018

Personal & Confidential

Joanne Cheechoo  
725 Mountain Road  
Thunder Bay, ON  
P7J 1C1

**Mailing Address:**

86 S. Cumberland Street  
Thunder Bay, Ontario  
P7B 2V3

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

Email: [info@nanlegal.on.ca](mailto: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

Dear Joanne Cheechoo,

RE: Change of Salary

Congratulations! We are pleased to inform you that your starting salary of \$48,000 will be amended to \$52,000 with payment adjustment retroactive to September 1, 2017.

We look forward to continue working with you on the NALSC team!

Sincerely,  
Nishnawbe-Aski Legal Services Corporation

Derek Stephen  
Executive Director

## 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 registered as an Indian with Indigenous and Northern Affairs Canada, according to the terms of the *Indian Act*, or who is entitled to be so registered. Read the instructions on the next page for more information on how to fill out this form.

**Employee identification**

Last name (please print) <u>CHEECHOO</u>	Usual first name and initial(s) <u>Joanne J</u>	Social insurance number <u>492003744</u>
Residential address including postal code <u>725 Mountain Road Thunder Bay, ON P7J1C1</u>		
Is the employee's residence located on a reserve?		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Indian status**

Is the employee registered or entitled to be registered as an Indian under the *Indian Act*? Yes  No

If yes, was the employee entitled to be registered:

prior to 2011?

under 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 <sup>1</sup>**

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%** <sup>2</sup> 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).

<sup>1</sup> The 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 [cra.gc.ca/brgnls/gdlns-eng.html](http://cra.gc.ca/brgnls/gdlns-eng.html).

<sup>2</sup> **Proration 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 Joanne Cheechoo Date Feb 13/17

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 administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial 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 and request correction if there are errors or omissions. Refer to Info Source at [cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank CRA PPU 047.

(Vous pouvez obtenir ce formulaire en français à [arc.gc.ca/formulaires](http://arc.gc.ca/formulaires) ou en composant le 1-800-959-7775.)



## 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 payments, Quebec Pension Plan payments, 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.



# RBC Royal Bank

Re: Payroll Direct Deposit

By signing below, I hereby request my payroll/pension to be direct deposited into the account indicated below.

JOANNE J CHEECHOO 725 MOUNTAIN RD THUNDER BAY ON P7J1C1 CAN	<table border="1"> <tr> <td>2017</td> <td>02</td> <td>13</td> </tr> <tr> <td>YYYY</td> <td>MM</td> <td>DD</td> </tr> </table>	2017	02	13	YYYY	MM	DD
2017	02	13					
YYYY	MM	DD					
PAY TO THE ORDER OF _____ \$ _____ _____ /DOLLARS							
 ROYAL BANK OF CANADA							
MEMO _____							
03852 Transit	- 003 - Account Number						

# VOID

Signature: *Joanne Cheechoo*  
JOANNE J CHEECHOO

Date: Feb 13 / 17

Employee Number (if applicable): \_\_\_\_\_



Indigenous Affairs / Affaires indiennes et du Nord Canada

CERTIFICATE OF INDIAN STATUS / CERTIFICAT DE STATUT INDIEN

Registration no./Numéro d'inscription  
**1830165501**



Family Name/Nom de famille  
**CHEECHOO**  
Given Names/Prénoms  
**JOANNE JACKELINE**  
Alias/Nom d'emprunt

Date of Birth/Date de naissance  
**1972/03/25** Sex/Sexe  
**F**

Date of Issue/Date de délivrance  
**2016/02/02**

Renew Before/Renouveler avant  
**2026/03/25**

Registry Group no. and Name/No du groupe de registre et nom  
**183 - EABAMETOONG FIRST NATION**

*Joanne Cheechoo*



Employment and Immigration Canada

Emploi et Immigration Canada

**SOCIAL INSURANCE NUMBER**

**NUMÉRO D'ASSURANCE SOCIALE**

**492 003 744**

**JOANNE J CHEECHOO**

SIGNATURE

*Joanne Cheechoo*



This is to certify that the holder is an Indian within the meaning of the Indian Act, chapter 27, Statutes of Canada (1985).  
La présente carte atteste que son titulaire est un Indien au sens de la Loi sur les Indiens, chapitre 27, Lois du Canada (1985).

Property of INAC / Appartient à AINC.  
Must be returned on request / Doit être retournée sur demande.  
Return postage free to / Retourner en franchise postale à :  
INAC/AINC, Ottawa, Ontario Canada K1A 0H4  
To validate, call: 1-877-VALIDES  
Pour valider la carte, faites le : 1-877-825-4338  
INAC serial no. / AINC n° de série **214568193**



Canada

- SIGN THIS CARD.
- SIGNEZ CETTE CARTE.
- KEEP ON YOUR PERSON.
- GARDEZ-LA SUR VOUS.
- TO CHANGE YOUR NAME AS SHOWN ON THIS CARD, OBTAIN THE NECESSARY FORM FROM ANY CANADA EMPLOYMENT CENTRE.
- POUR FAIRE CHANGER LE NOM APPARAISSANT SUR CETTE CARTE, DEMANDEZ LE FORMULAIRE APPROPRIÉ À TOUT CENTRE D'EMPLOI DU CANADA.

NAS 2683 (06-91)B(4)

Canada


**Ontario** Driver's Licence / Permis de conduire **ON CANADA**



*Joanne Cheechoo*  
 3 DOR/DON 1972/03/25

1,2 NAME / NOM  
**CHEECHOO, JOANNE, J**  
 8 725 MOUNTAIN RD  
 THUNDER BAY, ON, P7J 1C1

4d NUMBER / NUMERO **C3297 - 40257 - 25325**  
 4a ISS/DEL 2014/03/10  
 5 DOV/REF **CV6119099**  
 15 SEX/SEXÉ **F**  
 9 CLASS / CATEG **G**  
 12 REST / COND **X**

4b EXP/EXP **2019/03/25**  
 16 HGT/HAUT **160 cm**

ServiceOntario.ca

9 CLASS / CATEGORIE  
 Automobile/combin. (max. 11,000 kg),  
 tout-terrain (max. 4500 kg)  
 Automobiles/ensembles de véhicules  
 (11000 kg max.), véhicule remorqué  
 ne dépassant pas 4500 kg

12 RESTRICTIONS / CONDITIONS  
 Corr Lenses/Verres corr.

CV6119099

\*0510283\*





## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

### OATH OF CONFIDENTIALITY

As an employee at Nishnawbe-Aski Legal Services Corporation (“NALSC”) you are privy to confidential material. Confidentiality of client and NALSC information is essential. Employees at NALSC shall not disclose to any member of the public any confidential information obtained by the employee in the course of his/her employment 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 among fellow trainees and/or employees of 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 employment. We are entrusted with the confidential records of clients and of personnel throughout the Corporation. It is expected that you will 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 employment at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position.

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

Joanne Cheechoo  
SIGNATURE

Feb 13/17  
DATE

Joanne Cheechoo  
PRINT FULL NAME

Bob  
SIGNATURE OF WITNESS

Feb 13/17  
DATE

Jeff Robert  
PRINT FULL NAME OF WITNESS

## NEW HIRE CHECKLIST

Employee <i>JOANNE CHEECHOO</i>		Date Hired <i>FEB. 13/2017</i>	
Job Title <i>FINANCE ASSISTANT</i>	Salary <i>\$45,000 after 3m</i> <i>\$48,000</i>	Probationary End Date <i>MAY 13/2017</i>	
Permanent FT <input checked="" type="checkbox"/> Permanent PT <input type="checkbox"/> Fixed Term <input type="checkbox"/> Casual <input type="checkbox"/>			

### PERSONAL INFORMATION

Birthdate <i>MARCH 25, 1972</i>	Home phone <i>345-8725</i>	Other Contact # (Cell, etc.) <i>636-0580</i>
	Emergency contact name <i>Randy Cheechoo</i>	Emergency contact # <i>627-5997</i>
Home Address <i>725 MOUNTAIN ROAD</i> <i>THUNDER BAY, ONT.</i> <i>P7J 1C1</i>		SIN # <i>492 003 744</i>
		Status Card # <i>1830165501</i> <i>EABAMETOONG FIRST NATION</i>
Copy (front and back) of Status Card		
Banking information		
Letter of Offer		
Signed Contract		
Criminal Records Check		
Proof of 2M Liability Car Insurance		
Application: resume, cover letter, notes from interview, reference checks, and job description		
Application for Group Insurance Coverage		
Signed document stating they have read and understood the NALSC policies		

### COMMENTS



**Performance Reviews & Notes to File**

Contents



# Nishnawbe-Aski Legal Services Corporation

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L'ᐱᐱᐱᐱᐱᐱ

January 30<sup>th</sup>, 2017

Personal & Confidential

Joanne Cheechoo  
725 Mountain Road  
Thunder Bay, ON  
P7J 1C1

Dear Joanne Cheechoo,

RE: OFFER OF EMPLOYMENT

Congratulations! We are pleased to offer you a full time position as a Financial Assistant for Nishnawbe-Aski Legal Services Corporation.


Upon your acceptance of this offer, you will commence your position on February 13<sup>th</sup>, 2017 at a salary of \$45,000 per annum, upon the successful completion of a three (3) month probationary period your salary will be increased to \$48,000.00 per annum. We also offer a benefits package which will be further explained to you. Please note, for "Status Indians" this income is currently tax exempt. The office for this position is currently located at 86 Cumberland Street South and your hours of work are between 9:00 a.m. and 5:00 p.m. Monday to Friday.

Marlene Sabourin will be your direct supervisor and you will be accountable to Celina Reitberger Executive Director for your overall performance.

We will set up your payroll information therefore please bring your banking information, social insurance number, and your Status Card (if applicable) to our HR Clerk on your first day. The overall conditions of your employment are governed by the Policies of NALSC as they are amended from time to time, as well as any applicable governing legislation. Please be advised that this offer is conditional based on our receipt of a recent Criminal Records Check.

We look forward to working with you and welcome you to the NALSC team!

Sincerely,  
Nishnawbe-Aski Legal Services Corporation


  
Marlene Sabourin  
Financial Controller

Please confirm your acceptance of employment by providing your signature below.  
Thank you.

## ACCEPTANCE OF OFFER

I, **Joanne Cheechoo** hereby accept this Offer of Employment.

Dated at Thunder Bay this 31 day of **January 2017**.

  
\_\_\_\_\_  
Signature

### Mailing Address:

86 S. Cumberland Street  
Thunder Bay, Ontario  
P7B 2V3

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

Email: info@nanlegal.on.ca

Website:  
Http://www.nanlegal.on.ca



### Head Office:

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

# Nishnawbe-Aski Legal Services Corporation

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L'PCLP'Δᐱ

January 30<sup>th</sup>, 2017

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725 Mountain Road  
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P7J 1C1

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Financial Controller

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Signature

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