



DIRECTOR OF LEGAL SERVICES

Employee Performance Review

EMPLOYEE INFORMATION	
Name Renzo Caron	Employee ID
Job Title Director of Legal Services	Date Dec. 6-2023
Department Legal Aid	Manager ED Irene Linklater
Review Period	Probationary - 3 mos.

RATINGS		1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Advanced understanding of Legal Services Agreement & new Staff Lawyer Program lawyers and Legal Aid staff's roles significant & listen to their views & suggestions with responses in a meaningful contributive way garnered respectful relations in a growing trustful team to your vision that aligns with NALSC. You respectfully address Staff Lawyer demands for wage increase & retro pay to match LAO Arbitration award for LAO Staff Lawyers. To LAO for potential negotiation.					
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Your leadership in court leadership meetings brings extensive experience in LA system. Northern justice issues in NAN Territory is unique and recognizing Court System is in crisis that requires your dedicated knowledge and experience in combination with front line staff for more opportunities going forward to meet with First Nation Leadership. Attending Attawapiskat with Staff was a great beginning to issues and cultural foundations and more for schedule.					
Attendance/Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Always ahead & on time at Office and often past regular hours and work on Saturdays at your choosing. This initial work routine should be reduced as you settle into Thunder Bay. Most important to take weekends off to ensure your health is taken care of and away from work stress.					
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Identifying key justice conferences and court Leadership in-person meetings attended for East Court in Sudbury & National Justice Conference in Ottawa are two important examples. Connecting with and contacting colleagues and counterparts at LAO, Crown, Court personnel and private Bar and engaging with NAPS Chief of Police and Law School are great examples.					
Communication/Listening Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Legal Aid Staff meetings held. Established a very good rapport with Staff & Managers/Directors. All Staff Gathering in November at face-to-face interactions with staff was welcomed. Your respectful communication and leadership have been brought to my attention by staff with very positive appreciation. Conflict management of Staff Lawyer salary asks is well thought out and in line with Legal Services Agreement & NANLEGAL Policy reviewed & applied.					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Your professionalism in Board Reporting and addressing the issues to action taken has demonstrated respectful and organized leadership in your oversight of recruitment and management of the Legal unit in delivery of legal services to NAN members. Adapting well to management of budgeting to funding agreement and NANLEGAL policies.					
Overall Rating (average the rating numbers above)	4.75					

EVALUATION	
ADDITIONAL COMMENTS	: Renzo has successfully completed a probationary period for the position as Director of Legal Services (DLS) for NAN LEGAL. Self- informed on financial management and meets with Finance as required on the LAO budget and operations of LAO services that supports NAN LEGAL undertakings for staff training and in particular to discussions on the Fly-In Court challenges that impacts the court schedules and Court rosters. Meets regularly with Joint LAO-NANLEGAL Legal Aide Services delivery, LAO policy & regulatory & Training.
GOALS (as agreed upon by employee and manager)	The DLS On Boarding plan is on target.

Linklater

R. Caron

Goals and Performance Plan (GPP) – due by January 31st, reviewed in July

Date: Dec 6-2023

Name of employee: Renzo Caron

Name of supervisor: ED Irene Linklater

The Executive Director as Supervisor of the Director of Legal Services is leaving NAN LEGAL on December 29, 2023 and since the 3 mos. Period falls into January 2024, has made an executive decision to hold Renzo Caron's performance review 3 weeks month sooner without condition.

Executive Director in communication with LAO Lead to establish direct communication with Director of Legal Services and Lead LAO Contact.

Contact has been established with LAO Personnel.

Employee's main goals for this year:

1. Preparedness Plan & Implementation for Joint Committee Review meetings with LAO Counterparts on the Legal Services Agreement – Work Plan and Performance Measures (internal meetings with Legal Services staff to drafting)
2. Briefing Report to the Board – or Board Executive Committee on the NAN LEGAL – LAO Forum Table issues and proposed action items and solutions. In follow up from first introductory meeting of October 11- 2023 held in Toronto at LAO office Atrium at Bay.
3. Business Management Plan (WorkPlan) for Legal Services Agreement components.
4. Annual Report 2023-2024, Message from Director of Legal Services and review of Legal Services reports. Usually by April to May Annually (CLE Coordinator is lead on AR)
5. Annual General Meeting – September 2024 – Director of Legal Services and Legal Services reports to MEMBERSHIP (Chiefs of NAN): See Resolution Motion of 2022 and update in 2023 AGM
6. Transfer of Law Licence to Law Society of Ontario (LSO)
7. Senior Management Courses identified and completed.

How progress towards the goals will be measured:

1. Meeting with Legal Services Staff regularly – minutes
2. Meeting with Directors
3. Meetings with Managers – as required
4. Meeting with LAO counterpart – Identify issues
5. Internal Plan drafted and in place
6. Message submitted to Annual Report Coordinator – PLE Coordinator
7. Renzo's Application to LSO and result
8. Courses taken

Next meeting date:

Anniversary Date – HR sends Notice of pending Performance Evaluations to be completed. Check with HR.